



BEST PRACTICE NO. 1

STUDENT WELFARE SCHEMES:

The students are crucial and important part of the institutional activities. Any activity organized by the institution is done keeping in mind its benefit and utility to the students. Students come from different backgrounds and have different needs and aspirations. The institution assists them in achieving their goals by trying to provide them with the type of support needed by them, be it financial, academic, moral or emotional.

The college has large number of students coming from socio economically weaker section who are mostly first generation learners. Nearly 70% of student's strength is female. Many students are unable to continue higher studies due to financial constrains. They require financial and moral support to pursue higher education.

A. EARN AND LEARN SCHEME

Goals:-

- To help financially weak students to pursue their education.
- To motivate students towards achieving academic success.
- To inculcate self respect, self dependency and dignity of labour among students.
- To provide skilled and confident human resource to the society.

Context:-

College is located in the suburban area . People of the locality mainly belong to middle class family. It becomes very difficult for them to send their children for higher education. Hence our college initiated the Earn and Learn Scheme which helps students to earn while they learn. The enrolled students for the same have to dedicate some hours after college as working hours through which they can easily pay their fees. These students are able to earn excess amount if they work additional hours.

The task assigned in learn and earn scheme is basically the back office work and library work.

Practices including in the scheme are as follows:-

Sr. No	Task	Place
1	Data entry	Office
2	Typing	Office
3	Filling	Office/ Library
4	Maintaining & updating different types of register	Office
5	Arrangement of books	Library
6	Card, due date slip attaching	Library
7	Stamping of books	Library
8	Maintaining books record	Library
9	Staff assistance	Library /office

The 'Earn and Learn Scheme' was started in the initial years of the college on informal basis the basic aim was to generate interest among students towards employment and give them exposure to financial empowerment. Under this system, students assisted the office and library staff in maintaining the records. The interested students have to submit the annual income record followed by the undertaking



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letter from parents to allow their wards to continue with Earn and learn scheme without any hesitation.

The students get first-hand experience and knowledge of the tasks mentioned above. It helps the students in gaining fruitful experiences and also helps the institution in establishing good rapport with them.

Evidence of Success:-

The data of students enrolled in Academic Year 2018-2019

Sr. No.	Year	Number of students	Expenditure (Rs.)
1	2018-2019	28	154070/-

- The entire scheme included active participation of the students.
- Students have been prevented from dropping out of higher education due to financial reasons.
- Students were able to pursue self finance courses where a fee is higher than regular course and has better job prospects.
- Some of the students of this scheme have been college rank holders and achievers.
- Many of the students have got employment in their chosen field and some are absorbed by the institution.

Problems:-

- Efforts required to continuously monitor students and work under the scheme.
- It is difficult to accommodate more number of students due to time constraints. The 'Earn and Learn' scheme has helped financially backward students to continue their study and also provided them the opportunity for developing confidence and positive attitude towards work.

B. BOOK BANK FACILITY

Goals:

- To provide subject textbooks for financially backward students.
- To provide helping hands for the needy students trying to achieve higher education.

Context:

Book Bank facility is available in our college since inception of the college. Book Bank facility is provided to Economically Backward Class and deserving students on receipt of their requisite forms. . Due notice of book bank is published on all the notice boards at the time of admissions. Study materials (syllabus) are issued semester wise to students for the whole year and taken back after final examination is over.

Practices including in the scheme are as follows:-

- Notices are put up in the library and circulated in the classrooms at the beginning of the academic year.
- Book bank forms are issued from the library to the students along with instructions.
- Scrutiny of forms is done by the librarian & recommendation list is prepared.
- After approval by the sanctioning authority, Librarian does processing & places orders for required books.
- Notices are circulated in classes for issuing of books under the scheme.

Evidence of success:

Year	No. of Students Benefited
2018-19	126

- Book bank facility provides a helping hand to the needy students who are unable to afford textbooks.



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- Students are allowed to use the books throughout the year. It helps in improving their academic performance.
- It also uplifts the maximum utilization of library facility by students.

Problems:

- Delay in submission of book bank forms with required documents.

C. SCHOLARSHIP

Goals:

- To provide financial assistance to meritorious and deserving students of the college.
- To motivate students for higher studies and achieving good academic results.
- To encourage students to participate in co-curricular & extracurricular activities.

Context:

The College is situated in the locality with lower income group. Majority of the students do not have sufficient financial support to pursue higher studies hence more possibility of students becoming dropouts. Many students even have to support their families through part time jobs.

Various types of scholarships are offered to students according to their eligibility and financial background.

Practices including in the scheme are as follows:-

- Wide publicity is given to scholarship schemes offered by the government, non government agencies and the college through notices and circulars from time to time.
- The office staff assists and guides the students to apply for different categories of scholarships /free ships.
- The college scholarship committee scrutinizes application forms for scholarship and recommends cases.
- Recommendations for Academic, Sports, Cultural, and other categories are forwarded by the respective departments.
- Students are provided by office with the required documents to apply for scholarships and free ships to other agencies.

Evidence of success:

Year	College Management	Government /University
2018-19	234	228

- The students are provided scholarship from the college under the following categories:
 - a) Economically weaker students
 - b) Academic Toppers
 - c) Differently abled students.
 - d) Sports & Cultural activities
 - e) Social Contributions
- The Management provides scholarship / free ship to needy students and also to the wards of staff members. The Management pays entire fees of orphanage girls studying in the college.
- The College helps and guides students to apply for various scholarships and provides required documents.

Problems:

- It becomes difficult to trace deserving students if not approached for governmental scholarships.
- It requires lot of documentation and follow up.

The entire scholarship programme became a fruitful activity when students complete their graduation and become academically equipped to apply for jobs. The scheme provides a helping



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hand to needy students many of them do well for themselves later on. The college encourages students to continue their studies as well as also motivates them for excelling in extracurricular activities.

A. Students Group Insurance:

Year	Students	Premium (Rs.)	Beneficiary	Claim (Rs.)
2018-19	1888	91426/-	1	200000/-

The institution not only supports the students financially but also sees to it that they are groomed to provide their best and become productive members of the society. A number of activities, courses and events are organized in the college to serve this purpose. There is active involvement of the Management and every staff member to achieve the objective of providing self development opportunities and responsible citizenship, thus contributing towards Nation building.

BEST PRACTICE: - 2

SUSTAINABILITY ENDEAVOUR:

A. E-WASTE MANAGEMENT:

Goals:

- The main objective of the project is to promote the E-waste management among IT department and library managing staff.
- To introduce and create awareness about the impacts of E-Waste on environment and its sustainability.
- Establish E-waste collection center for the convenience of staff and students.
- Quantification and sorting of e-waste of locality.

Context:

Conduct awareness drive to induct and train IT department and library staff to set up effective organized E-waste management system.

Practice:

"E-Waste marked bins" are placed for collecting E-Waste on 5th floor. Student volunteers will collect e-waste from predefined areas at the end of every month. Collected waste is quantified and sorted by E-Waste management team. Walkthrough survey by core team members and students volunteer are conducted to check whether the E-bins are properly installed.

In order to reduce e-waste the college has taken the following steps:

- Usage of Pen Drives instead of CD and DVD are preferred.
- Taking photocopy instead of printing paper because it consumes more amount of cartridge.
- Using of LCD monitor instead of CRT.
- UPS batteries are recharged, repaired or exchanged with suppliers. Working parts of damaged Computers are reused.

Success:



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Major committee like Exam, IQAC, office, etc are provided with Pendrive thus reducing usage of paper in the campus. Students submit E waste collected from locality to E waste center and contribute towards a positive greener approach in the society.

B.GREEN PURCHASE:

Goals:

- To encourage green purchase wherever and whenever reasonably possible.
- Promote indigenous and eco-friendly products as primary objective.
- To increase purchase of energy saving electrical gadgets and equipment's.
- Increase Awareness of the eco-friendly products.

Context:

Replace all the gift/souvenirs and particulars with pre-identified eco-friendly products for all college events and other places wherever and whenever reasonably possible. Aware staff about eco-friendly gift/purchase options. College events within the premises were saplings or eco- friendly gifts are presented as appreciation or token of respect.

Practice:

All annual/year around events are identified and enlisted wherein souvenirs, gifts are required. Emphasis shall be given to products which are biodegradable and that contribute towards sustainable approach. Present and promote awareness about the products during college events. Suggestions are collected from staff and student for the purchase. Major amount of LED bulbs are installed to check the energy consumption.

Success:

Gifted sapling to the guest is a regular practice of all departments. Green initiative committee ensures efficient implementation of the practice. Energy efficient equipment's are installed on different floors.

C. ENERGY CONSERVATION:

Goals:

- Contribution to Environment sustainability.
- To make positive contribution to the community by participating in projects related to the betterment of the society.
- To check energy consumption in the institution.
- To create awareness among students about energy conservation.

Context:

New electrical gadgets are selected after considering minimum power consumption. Every Saturday is observed as "No Lift Day". Appropriate signage's are displayed to create awareness among students. The college has taken initiation to minimize utilization of paper. The students as well as staff are advised to use digital means to communicate and transfer information.

Success:

LED bulbs are installed in campus. Regular servicing of Computer system and lab electrical equipment's checks the energy consumption.