

Best Practices of the institution 2015-2016

Goal - To adopt a transparent administrative measures in all the major work under taken by the college particularly admission, scholarship & examinations and to exercise paper less functioning of administration.

Context- Our college is located in a backward area, a pioneer in adopting the on line admission process which has popularised this college within the reach of the students residing in any area of the state and country. This process will definitely help in enhancing the transparency of admission process. Practice- The college staff members were always oriented in terms of the use of IT based measures in the day today functioning of the institution.

* The execution of online admission process required input of extra efforts on the part of our college. One nodal officer for handling the admission process of Arts, Commerce and Home Science faculty was also trained by DCE.

* It is remarkable that, academic data of all the prospective students from RBSE and CBSE from 2011 was made available when the applicants entered their roll number and name of the board, all required academic data related to the student was automatically fetched to the online admission form which prevented the tampering of the relevant data.

* For first time, due consideration was also given to the students choice of co curricular and extracurricular activities. * Besides a comprehensive module consisting of FAQ's and their answers and videos was provided on the landing page of the website.

* By virtue of the Online Admission Process comprehensive academic data became available to the college, which helped in acquiring information about the potential scholarship recipients under the various scholarship schemes. Evidence of Success- All these measures made the launching and consequent execution of Online Admission Process - Easier Minimized Errors Saved time and manpower Reduced hassles of paper work Online Admission Process absolved the students from the problems of queuing up in the college for submitting their filled up admission forms.