

B B D GOVERNMENT COLLEGE CHIMANPURA JAIPUR

TWO BEST PRACTICES OF SESSION 2021-22

1- TITLE OF PRACTICE: INSTRUCTIONAL MANAGEMENT (COMMUNICATION)

THE CONTEXT THAT REQUIRED THE INITIATION OF THE PRACTICE

During the covid-19 pandemic students could not attend college on a regular basis. Establishing and maintaining a connection with students was of utmost necessity.

OBJECTIVE:

The main objective of practice was to maintain an effective and productive communication between the students and faculty and also amongst the staff, faculty and principal of the college.

THE PRACTICE:

In order to develop efficient communication with students WhatsApp group were prepared the students were motivated to enroll by using a number of a smartphone Students were asked to check the group daily to gather information regarding various aspects viz; any activity virtual or physical, their expected participation, the course content, the notices and circulars of their interest etc. the faculty was also promoted to develop E-mail as a tool for paperless communication with the office and principal and vice versa. A WhatsApp group for faculty and staff was also developed to decipher important information.

OBSTACLES FACED IF ANY AND THE STRATEGIES ADOPTED TO OVERCOME

Many students did not have smartphones as the village is located in a rural area with a huge population below the poverty line. The internet facilities were also not very well developed so the practice could not benefit 100% student population.

IMPACT OF THE PRACTICE:

The practice proved to be a powerful tool in equipping, motivating and influencing the youth towards becoming successful adults. Students were well aware of all the activities proposed in college, their expected participation and involvement in the same.

The various schemes sponsored by the government were promulgated on the group for their easy access .Study material or any information for the benefit of students reached directly to the students.

Smooth and prompt communication via email and whatsapp made matters very simple for the faculty, staff and principal. Notices and circulars from Government and other Agencies reached the staff via whatsapp group in no time and immediate action could be taken to accomplish the goal.

RESOURCES REQUIRED:

Infrastructure of the college was used to prepare the whatsapp groups and the faculty took extra efforts to communicate and motivate the students and their guardians. The students were promoted to provide at least one phone number of themselves or a relative who resides in their near vicinity.

2- TITLE OF PRACTICE: DIGITALIZATION CONTEXT THAT REQUIRED THE INITIATION OF THE PRACTICE

The official work in the institute of higher education when carried out manually consumed more time and energy of the employees. With embracing digitalization office management has become flawless.

OBJECTIVE:

The main objective towards digitalization was to improve services, reduce cost, reduce causes of errors and maximize efficiency of resources used, thus bringing about the smooth functioning in office work.

THE PRACTICE:

The college promoted digitalization in almost all the official work from admission of students in college, their merit generation and section allocations, salaries of staff, scholarships, grievance redressal and even examinations.

OBSTACLES FACED AND THE STRATEGIES ADOPTED TO OVERCOME THEM:

The young staff was promoted to learn computer skills and given free hand to use the skills judiciously in devising methods towards digitalization of all the official manual work.

IMPACT OF PRACTICE:

The practice has brought about a transformation in the manner in which office work is executed today. Admissions have become very smooth and transparent, generation of merit list, waiting list, lists of admitted students, fee payments and preparation of section lists has become meticulous and less time consuming.

Refund of fees to students who could not get admission is now very prompt earlier students had to wait for more than six months to get a refund of their deposited fees.

Grievances regarding scholarships are redressed online and in no time students can look into the objections and clarify the same.

Examination work is completely digitalized thereby saving time, energy and mistakes which were committed quite often in manual work.

RESOURCES REQUIRED:

Infrastructure of the college was used with skilling the office staff with computer knowledge. The college has enough desktops available for office work.