

B B D GOVERNMENT COLLEGE CHIMANPURA JAIPUR TWO BEST PRACTICES OF SESSION 2022-23

The practices adopted in the session 2021-22 are relevant, therefore, these practices were continued in 2022-23 also.

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. **The college is in rural area, therefore the students reside in remote place unable to attend the college, and the practice established in 21-22 is relevant in the session 22-23 also & is adopted with slight modifications.**

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 are prepared the students were enrolled by using a number of a smart phone , they are instructed 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

OBSTACLES Many students did not have smart phones as the village is located in a rural area with a huge population below the poverty line. The

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internet facilities were also not very well developed so the practice could not benefit 100% student population.

IMPACT OF THE PRACTICE: The practice is be a powerful as the 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. 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 more prompt and accurate.

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

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श्री गणेश दत्त राजकीय महाविद्यालय
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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.

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बिमनपुरा (शाहपुरा) जयपुर-राजस्थान