

BEST PRACTICE - 2

Title of the practice - Paperless Official Work to reduce Waste and Increase Efficiency

Objective of the practice – Institution has concrete objectives to back this practice such as-

- To make maximum official work paperless as it is eco-friendly.
- To make institution a greener workplace.
- To save time and money.
- To make management of the institution swift and hassle free.


The Context - We are in 21st century which should be both techno savvy and environmental friendly. Considering multiplicity of official works, time consuming paper work, focus of Rajasthan government on making offices paper less and Digital India campaign of central government, we pushed ourselves to make our maximum office work as paperless.

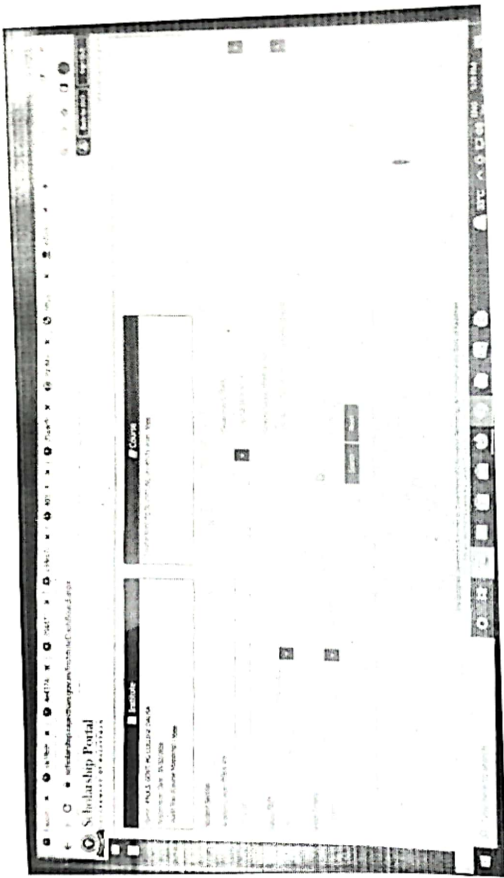
The Practice - The first and foremost thing our institution did to implement this practice was formulation of 'paperless office policy'. Policy set a limit on maximum paper we would use in a month in official activities. Next we minimized paper uses by doing record keeping in cloud based storages such as Google Drive and electronic storages for instance pendrives and hard disk drives. To boost morale of employees institution decided to declare a 'Champion of the office' someone who has effectively contributed in reducing paper usage.

Our institution resorted to digital applications such as WhatsApp for dispatching all the intra-institutional official works for instance imparting of official orders and managing examinations duties. We even resorted to digital marketing of institutional programmes through online modes of social media, blog posts, videos etc. Apart from this we discourage paper communication with head office and other institutions hence usage of email services became more common. Admission and examination process, transfers and joining, store purchasing, salary payments etc have gone online and saved us from consuming whole lot of papers. Institution's library has already been digitalised in previous years. All the faculty members are given charge of mentorship and handle interactions with students through Whatsapp Group too. In this serious pursuit we are aiming to become completely paperless in upcoming years.

Evidence of Success - Paperless practice has saved both money and time of the institution.

Problems encountered and resources required - The main problem institution faced was of technology adoption especially on the part of teaching faculty. But they did well in overcoming hurdles. Institution also ensured in imparting training to employees for handling online works. Apart from this availability of regular internet facility to all institutional staff, problem of regular electricity supply, funds for electrical devices etc. were few other problems which institution faced during this practice.


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