Best Practices
2019-2020

Best Practice-1

Title of the Practice:

Paperless Administration

Objective of the Practice:

Madhab Choudhury College, Barpeta has been in the practice of paperless Administration. Keeping in view of the following objectives, this practice has been undertaken-

- To ensure transparency in college administration
- To reduce the financial cost in running day to day administration
- To save time in managing affairs
- To generate computer literary programme in the college.
- To avoid wastage of paper.

The context:

The idea of paperless administration runs in consonance with E-Governance. Now-a-days E-governance has been acquiring importance and relevance. With the advancement of information and communication technology, wide range of opportunities has come up in different levels of human activity. More significantly, use and application of information technology, Education sector undergoes rapid innovation. As a matter of fact, it has revolutionized our minds and perspectives. We can now efficiently avoid the use and misuse of paper in the running and administering our routine academic as well as management activities by taking resort to digital framework. It would definitely enhance our expertise in day- to- day activities. College official works, Examination, Audit and Accountancy, Admission related activities would reach a new momentum through the instrumentality of paperless administration. This is accurately the context in which our college embraces paperless administration.

Evidence of success:

Our college has achieved substantial success in this regard. Following aspects can be cited as evidence

- The Principal's office has fully been automated. All type of official works gets done through digital mode. Financial audit and accounting activities are done swiftly without any paperwork.
- The faculty members and office staff send their applications to the Principal through digital mode. Issues are handled and managed through digital practice.
- Communications with the students and Faculty members are made through digital convenience from the Principal's office.
- The faculty members share their lectures, observations and evaluative remarks through online mode and in this way they are strengthening the process of paperless administration.
- In the central library of the college, apprehensive use of computer software has been made possible and the library visitors have been able to experience easy access to the books, periodicals, newspapers in their library.
- Students of our college participate in preparing and sending different type of feedback through digital method and this has ensured optimum transparency in college administration.
- Students even can lodge their grievances through online mode and for this purpose one automated grievance redressed cell has recently been introduced in the library premise.
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Problems encountered and resource required:

The practice of paperless administration has not been going on smooth lines in the college. It has confronted with several problems such as:

- Most of the students and some faculty members are not familiar with computer and digital performance.
- Due to frequent lapse of internet connection, our paperless administration gets disrupted.
- Insufficient computer set (laptop and Desktop) is another problem inherent in our practice.
- Existing computer sets frequently become default and the problem of repairing those computer sets disrupts our digital functioning.
- A good number of stakeholders have not been able to experience the benefit of the paperless administration and they want to go for conventional pattern of working.

Resources Required:

- Sufficient supply of computer sets in the college.
- Establishing the culture of computer literacy in the college. More and more students, teachers and office employees need to be attracted towards paperless administration.
- Installing latest workable software in different aspects might accelerate our paperless administration.
- Dependable source of internet connection requires to be explored'
- Regular computer training programme should be organized in the college.
- Swift repairing of computer sets can make paperless administration vibrant and sustainable.

Title of the practice:

Protection of environment in the college campus

Objective of the practice:

Madhab Choudhury College, Barpeta undertakes environment protection strategy with a view to make its campus pollution- free. It involves various environment friendly plans and programmes to create awareness about the ill-effects of pollution among the students The College highly appreciates the "Go Green" idea and enthused by it the college fraternity wants to have a "Green Campus".

The context:

Our college initiates various plans and programmes for protecting the environment with the aim and objectives of resisting various type of pollutions- air, water, noise etc. These pollutions have already adversely affected our habitat and surroundings. Due to the adverse effects of pollution, right to health and development of people is being violated and ultimately human development and security has been challenged in our times. In this backdrop, stringent measures are required to be taken to combat pollution at the earliest.

Evidence of success:

Our success story in the way of protecting environment in the college campus runs as follows-

- Plantation of flowers and trees abundantly in the college campus
- Opening of a " Fox Garden" in order to facilitate the natural habitat of Fox Population in the campus
- Opening a "Fish Breeding Centre" taking a near-by pond as supporting water system within the college campus
- Use of plastic and polythene has been strictly prohibited in the college campus

Problems encountered and resource required:

In our endeavours to combat pollution in the college campus and make it "Green", the following problems have crept in-

- Waste disposal system is not up to the mark. Scattering of waste paper, falling tree leafs and rubbish sometimes make the campus dirty.
- Another problem encountered is water- logging. Due to the absence of full-proof drainage system, water is logged here and there in the rainy season.
- All the students are not equally aware of environment pollution. Some of them spit here and there casually and most of the classrooms become dirty due to carelessness on the part of erring students.
- Noise pollution is another challenge. Due to the increasing number of automobiles in our college, noise pollutes to some extent.

Resource Required:

- Waste disposable system needs to be strengthened
- A planned and well-designed park and swimming pool can help in our mission
- More and more avenues of using solar energy need to be explored
- There exists a feasibility of launching a banana garden in the college campus.