**Best Practices**

**Institutional Best Practices**

**Best Practice 1**

1. **Title of the practice**: College Automation System and e-Governance

* **Objectives of the practice:**

Electronic governance (e-Governance) is implemented using Information and Communication Technologies (ICT) to design, execute, and monitor various functions of the College. The specific objectives of this practice which focus broadly on e-Governance and ICT enabled teaching-learning medium are as follows-

 To provide a more straightforward and efficient system of governance in accounts, admissions, administration, and teaching-learning.

* To promote clarity and accountability in all the functions of the College.
* To create a paperless (green) ecosystem, maintain and provide easy and quick access to information.
* To create intelligent classrooms with basic facilities such as Desktops, Laptops, Projectors, etc.
* To reduce the time for assessing the information and generate various reports on demand.
* To help monitor the various activities that will help enhance the system’s performance, in general.

* **The Context:**

The state insists on a digital revolution for all sectors in the current scenario. The e-Governance has changed the administration’s notion, which is adopted to make the system user-friendly, time-saving, and cost-effective. The word “Automation” represents operating and controlling processes, focusing on minimizing the manual workload in repetitive tasks. The education sector is one of the critical sectors looking for a digital revolution. Automation in the education sector has various utilities for the management, administration of teachers, non-teaching staff, and students. If the management follows the conservative or labor-intensive system, almost all colleges in India confront the difficulty in managing and sharing the data. Nevertheless, this difficulty can be avoided via the initiation of modern, sophisticated technology, that is, via the implication of a capital-intensive system in the college arena. The management of rural colleges, such as our College, can now bear this burden at relatively lower prices.

* **The practice:**

The recent advancement in communication technologies and the internet provides an opportunity to transform the old education system and college management in a new digital way, thus contributing to good governance. Almost all the sectors are constructing their way to decide on online and technical operations, which can assist them in moving forward, particularly in the COVID situation. Digital cloud, mobile devices, and other digital technologies accelerate educational transformation in colleges and higher education worldwide. The college has automated the following areas as a part of the College Automation System and e-Governance initiation-

* Student Admission and Examination system
* Administrative task
* Financial audits
* Attendance system and faculty appraisal
* Students’ feedback system

In this Covid-19 pandemic situation, our College ran primarily through the e-platform or online mode. Most of the administrative tasks are now being accomplished on e-mode. Online classes are organized on Google meet and the Google classroom platform, following online timetables with teachers and subject schedules. Some part of the students’ grading and assessment are being held on Google classroom Learning Management System (LMS). Study materials are uploaded by the corresponding teachers in various digital repositories or the learning management system (LMS), including Academia.edu and Google classroom. The digital repositories also contain previous years’ questions, question banks, etc., for students’ access. Some teachers have also uploaded their video lecture materials on YouTube. Google LLC supports College in accessing the Google education tools in free of cost. This has offered various user profiles such as email accounts with our college domain name for general communications, Google drive for data storage, Google Classroom for LMS, and Google Meet for online meetings and teaching-learning, etc. The use and scope of various Google tools are still being explored. The faculty attendance, leave application, and self-appraisal reports are recorded daily in a customized human resource management system (HRMS app) available in Google Play Store for android devices. Our e-Office uses tally software for different accounting and auditing purposes. The students are encouraged to provide their feedback through our well-designed college website.

* **Evidence of Success**

Our College has started to realize the benefits of the College Automation System and e-Governance in the following manner–

* The college administration has become greener and more cost-effective. Paper consumption has been significantly reduced because most of the information is stored and circulated electronically.
* The administration can now follow up on the staff performance and appraisal quickly and transparently.
* It helps the teaching staff and administration to focus more on the teaching and learning process of the students.
* The teachers enjoy the benefits of digital education – online learning solutions provide effectiveness for the teaching faculty, allowing them to maximize the potential for individual learning styles within the classroom.
* The office staff has got new ways to manage information and financial audits. It has enabled their work to be done efficiently and fast. It has reduced the consumption of time during the maintenance of records of college students.
* The students are now able to optimize their time along with helping them to learn whenever they want, whatever they want, and however they want. They are becoming self-accountable, smarter, and self-motivated.
* College can now obtain feedback from students to modify course curriculum/teaching style if deemed appropriate by the authorities.

* **Problems Encountered and Resources required**

Despite the success mentioned above, there are a few obstacles to implement the e-Governance initiation in our college, given the environmental and social challenges, economic challenges, and technical challenges. Environmental and social Challenges include Low IT literacy of the college staff, struggle to change or willingness to adopt the new system, confidence in new technologies, and privacy for personal data. Economic challenges are relevant given the cost of the high-end IT devices, maintenance of installed electronic devices, and limited financial resources in our College. Mastering new technology is always complicated, especially for the staff unfamiliar with the e-Governance and automation software or modern information technology. They may become overwhelmed with the complexities of the new IT system and instead turn to regular old pen & paper processes. The college requires organizing more orientation programs with a well-trained technical team headed by a suitable professional background. The new post should be created, and the Government should come forward by providing prudent funds to this remote and rural college for its endeavor.