

**PRAFULLA CHANDRA COLLEGE**  
**Best Practices for the year 2021-22**

**Best Practice 1**

**Title: Digitization of the Campus**

**Objectives of the Practice:** The College pursues the objective of advancement of learning by providing equal access to quality education to all students irrespective of financial, cultural, gender or ethnic identity. In its operations, the college tries to ensure effective delivery of services to its students and staff through efficient technologically updated mode of operation. Therefore, the college has taken a drive to digitize all its activities to ensure efficient, time-saving management and delivery of services.

**Context:** The ordeal associated with off-line mode of operation with labourious and time-consuming processes of intake, storage and usage of data relating to admission, student management, staff management, examination, finance and administration could be minimized with digitization of the office administration. Promotion of modern technology in teaching-learning through use of ICT enabled teaching-learning methods could add to the quality of teaching learning process.

**The Practice:**

The college promotes e-governance through upgradation of all administrative tasks to digital mode. The college uses software modules to effectively manage student database, staff database and accounts database. The regular administrative tasks relating to staff and students, viz. collection and payment of fees are performed online, computerized accounts are maintained, pertaining to UGC's pledge of cash- free campus, the college provides the facility of e-payment options to students. The college uses bulk sms services to serve notices and information of all kinds to its staff and students. All notifications are uploaded on the college website as well. The Salary and Provident Fund for the staff are operated through Government portals: [wbifms.gov.in](http://wbifms.gov.in). The college runs fully online admission system through online admission portals. The entire process of admission starting from collection and sorting of applications, preparation and publication of provisional merit list to payment of admission fees that completes the admission process is done online. The Student-support in the form of Scholarship is provided through government portals. The college avails a dedicated examination portal from the service provider Right Brains Technology. The portal is used for hosting all kinds of examination like Internal assessments and Tutorials. The Portal has the provision of uploading the question papers, submission of answer-scripts as well as submission of marks by the teachers. Finally, score-sheets are generated in MS Excel format that is used for uploading of marks in the CU portal. The online examination portal has especially proved to be of immense benefit during the pandemic as the Theory examinations

conducted by the University of Calcutta was to be held through online mode and the college executed the task with seamless ease.

**Evidence of Success:**

- The college has succeeded in ensuring a face-less admission system, where the entire admission process is completed without the student physically visiting the college even for once. This has further ensured complete elimination of middlemen and corruption relating to the admission process.
- The college has succeeded in minimizing cash transactions.
- It ensures prompt supply of data through MIS as and when required.

**Problems Encountered and Resources Required:**

Since the process of digitization is dependent on third party software operator and service provider, occasionally, in the initial phase of transformation, when facing technical glitches that needs to be sorted out by the operator, the college sometimes faces the problem of communication gap and a time gap in addressing the issues from the operator's end. However, with proper training of the office staff on office software, now the college has a pool of well-equipped and skilled non-teaching staff who ensure smooth and effective management of the college administration.

**Best Practice 2**

**Title: Introduction of Electronic Learning Management System (e-LMS)**

**Objectives of the Practice:**

The college has introduced the Electronic Learning Management System at a crucial juncture in March 2020 when the pandemic led to a complete closedown of all educational institutions. With the help of this software programme, the college aims to reach out to the students with the promise of serving them with quality education even in times of crisis.

**Context:**

With an increasing emphasis on e-education, e-learning, the Government is progressing towards a complete overhaul of the academic scenario in recent years through expansive digitalization. In fact, the pandemic has all of a sudden proved this large-scale digitalization to be the need of the hour. Our college has tried to contribute to this to its limited ability by introducing this e-LMS for benefits of both students and teachers, primarily for the students. The practice, in the context of newest trends and developments in the academic sector will continue, irrespective of a compulsory e-learning at the time of the pandemic.

**The Practice:**

This modern software facilitates an academic institution to give its students access to notes and references through the official website of the institution itself. Our eminent professors not only take online classes on a regular basis, they keep uploading relevant study materials on the e-LMS portal as well. Moreover, it has been noticed that students often fail to attend online class lectures because of disruption of internet connection. They can always access notes and reference materials from the e-LMS of the college. In addition, since new subjects under the CBCS were introduced last year, our professors took it on them to upload all the textual materials and question banks for the benefits of the students keeping the syllabus and the university question pattern in mind.

**Evidence of Success:**

The students could access the notes whenever they wanted; for two consecutive semesters conducted online, the study material provided through e-LMS proved for them a source for reference as well as understanding the text. Beyond the digital divide, it remains for the students a kind of support. Once uploaded this becomes a part of archive as the future students can access in times of need.

**Problems Encountered and Resources Required:**

Since the digital divide is a reality, it can never be a fool proof substitute for the classroom teaching offline. As a result, the number of students keen on accessing the e-resource is fewer than our expectations. Moreover, it would have been even better if we could upload full class sessions on e-LMS. These issues can be addressed in due course of time if we can reach out to all students in the urban, semi urban and rural areas to minimize, if not completely rule out digital divide.