

## **BEST PRACTICES: (2017-18)**

### **A. The Best Practices I**

#### **1) Title of the Practice:**

**" Online Admission & Online payments".**

#### **2) The Context:**

To make the admission process transparent and hassle-free.

#### **3) The Objectives:**

To maintain transparency in admission process and to provide academic opportunities to all qualified aspirants, the college has introduced Online Merit based admission procedure where the students and their guardians are able to know the admission related information like eligibility, schedule, fee structures, intake capacity, University regulations etc., the merit list, merit position through college webpage. They are also alerted about their counselling and admission dates etc. through SMS services. Moreover, after completion of admission in the college all formalities i.e. registration to the affiliated university is completed through online. Online payment system is introduced through SBI collect to make transaction cashless and hassle-free. This process also makes accounting very easy and errorless. SBI collect.

#### **4) The Practice:**

In order to remove the problems and difficulties of offline admission, the college has started online admission for the UG and PG courses from 2015-16 session. This year a new software for online admission is installed to make changes in the procedure of application, counselling, and payment system. Accordingly, a separate webpage was modified for smooth running of the admission process. A separate committee was also formed to manoeuvre the said program. Tie up was made with SBI.

#### **5). Evidence of Success:**

Students who applied online, were fully satisfied with the system due to less hazards and saving of times. Complaints and grievances were minimized. Campus was not crowded although we received more than six thousand application. Students came to campus only after getting admission. So campus was peaceful during admission process

#### **6) Problems Encountered:**

The students from remote areas have least scope for internet facilities. Accordingly, some prospective students lost the opportunities of having the admission in our college.

### **7) Resource Required:**

More fund is required to maintain own server for eliminating occasional server and internet related problems. Skilled man power and dedicated computers and faster broadband with good bandwidth are also required for uploading and downloading admission data.

## **B. The Best Practices II**

### **1) To impart training of swimming to the college students and boys' and girls' of the locality or the surrounding area.**

#### **2) The Context:**

The college maintains an objective to augment overall physical fitness of the residents of Kharagpur.

#### **3) The Objectives:**

Swimming is a means of physical and mental development. The engagement in swimming practice makes the participants fitter and also reduces the burden of morbidity and mortality in the local population making them more dynamic. Needless to say, this project has been accomplished with the help of financial grant of UGC.

#### **4) The Practice:**

Around 200 people were trained in three shifts during the session 2017-18. There is a committee in the college who keep vigilance constantly on this system. Besides two male and one female trainers and two non-teaching staff are appointed for the smooth operation of the activities related with the swimming pool.

#### **5) Evidence of Success:**

Massive enthusiasm is observed among the contestant in the local level swimming competition conducted by Kharagpur College on 29/08/2018. Thus further interest is generated in our college for further planning in future. At present, there is clear evidence of an increasing trend of the member force of different ages.

#### **6) Problems Encountered:**

Huge number of students become interested to learn swimming in the summer. During this time it becomes almost impossible to accommodate all the students. There is also massive financial burden to run the system involved in the swimming pool. The college faces financial paucity in this context. Besides, the drainage system in the Kharagpur

College vicinity is not well maintained. Therefore, college faces problems during recycling of the water.

**7) Resource Required:**

We need sufficient infrastructure to maintain the swimming pool in a more efficient manner for the following purposes.

- a) Chlorine is used to disinfect and sanitize the water.
- b) Calcium hardness refers to the amount of calcium present in the water. If the calcium levels are too low your water will become corrosive, potentially ruining the body of your pool.
- c) Cyanuric acid protects the chlorine in the water from the sun's ultraviolet rays.
- d) Electricity to run pumps, filter, skimmers.