Best Practice I Title of the practice: Interdisciplinary knowledge programmes Goal : To acquaint the students to the knowledge of all disciplines and make them versatile. Context: The world has become global village. It is necessary for the students to have the knowledge of all fields. In this era of competition the knowledge of one field is not sufficient. Practice: Various interdisciplinary certificate courses and programmes are conducted by the institution every year. The students of all the disciplines available in the college are allowed to participate in such programmes and courses. For example , in the certificate courses run by the department of English ,Music, Home Science,etc. the students from any discipline are allowed to participate. In any programmes conducted by any department of the college, the students of any discipline can participate. Evidence of success: Various interdisciplinary certificate courses conducted by the institution. The students attend programmes and activities conducted by the departments of all disciplines. It is observed that the interest and the knowledge of the students regarding other fields is increased. Problems encountered and Resources Required: Initially the students were not aware of the importance of all round knowledge. But after some time they knew the importance of interdisciplinary knowledge. The resources required : The resource required is the teaching staff of various disciplines. Availability of halls Projector, etc..

BEST PRACTICE: II Title of the Practice : Hi tech office job and facilities Goal: Quick availability of records and official facilities The context: Office is the soul of any institution. The maintenance of the record is an important aspect, which is an effective mean of quick communication. In today's fast changing world the quick availability of the record plays important role for the students and for the administrative work. This purpose is served by the use of latest technological inventions. The Practice: Office is fully computerized with 5 software. It has the facilities like generators, inverters, three phase power connections, 2 metres so that electricity is all time available. It is planned with Principals office. It has internet, intercom facility and CCTV covered for surveillance. Office has ABCD document system, separate sections with separate cabins and windows with rules and regulations displayed regarding admission process, scholarship, exam etc.. Online admission process is followed by our official staff. There is online generation of hall tickets to the students. The results of exams can be seen by the students online. Anyone can access the college website at any time and can go through the required information anywhere. College library has libman software and OPAC (Online Public Access Catalogue). Our institute has Management Information System. All the records are quickly available due the use of various software and latest technological inventions. Evidence of Success: • Available automated records. • Various software available in the office. • Institutional website. • Institutional facebook. • Wi-fi connections. • Computers,etc.. Problems encountered and Resources Required: Initially it took some time to understand the operation of new technology and the use of software. Newly high technological software, most speeded internet facility. Resources Required: • Various software • Many computers • Internet facility • Generator, inverter, etc..