**BEST PRACTICES**
**BELDA COLLEGE**
**ACADEMIC SESSION: 2016-2017**

### Best Practice – I

**Title of the Practice:** Introduction of Add-On/Certificate/Value Added Courses

**Goals:**

- To focus on job-oriented courses and careers so as to pay attention to the hidden skills of our students needed to thrive in that particular niche.
- To focus on engaging students in an intensely competitive job market by equipping them with skills that they lack in any Honours or integrated programme.
- To provide learner-centric and skill-oriented training intended to generate employability among students.
- To allow students to quickly apply new skills to their workplace in both entry level as well as in their professional roles.

**The Context:** With a view to vocationalise the education at the degree level adopted during the Xth plan period, several add-on/diploma/value-oriented courses were sanctioned by the UGC, and accordingly, the College authority has felt the importance to supplement the curriculum by equipping the students to face the growing industry challenges. The necessity for introducing add-on/certificate/value added courses in a few disciplines sprang up during parent-teachers meet and also during alumni meet. An urgent need was felt to bridge the gap between academic and industry need.

**The Practice:** A few certificate as well as value-added courses began to commence from the academic session 2015-16. Since 2015-16, certificate course on *Value Added Tax* began under the leadership of the Department of Commerce in collaboration with MA AMBE AGRO Food Processing (P) Ltd. This course aimed to enhance the technical and conceptual skills of a student and prepare them for broader employability options such as tax accountant/tax analysist/tax advisor/tax examiner/tax collector/income tax consultant/property tax consultant practitioner. This course focuses on problem solving skill and enriches the commercial awareness and also the numerical skill. From 2016-17, another certificate course on *Travel and Tourism* was introduced by the Department of Geography in collaboration with Holidize Travels, Panskura. The course aims to prepare students with communication skills, personality and attitude grooming, and travel industry-centric skills. It helps in opening up new avenues for employability generation as holiday/travel agent, travel manager, travel counselor, travel consultant, travel guide and so on.

**Evidence of Success:** The practice of implementing such value added courses has added extra benefits to our students as job seekers. Our students, who mostly hail from rural community

could attain a broad perspective and diversified knowledge about the challenges, requirements, and opportunities of the programs in competitive job market. An added qualification and also the short duration of the courses have made the course extremely interesting, as well as attractive for the students. Formative learning, value added tutoring, strong pedagogical awareness and so much have boosted up student's opportunity, in spite of the college being located in rural environment. The *VAT* course has added streamlined and to-the-point syllabi for 3 months with around 10 students admitted during each course. The 3 month certificate course on *Travel & Tourism* attracted 11 students and provided candidates with an extensive overview of the travel and tourism industry.

**Problems Encountered**: Since the college is located in a rural area, it becomes very difficult to make the students convince regarding the emergent necessity of such professional certificate courses in modern times. Keeping at pace with the global demand of travel and tourism industry, this course was initiated but sometimes it gets very difficult for the rural people to address the financial constraint, since the course fee is comparatively higher than in other certificate courses. Infrastructurally, there is even an additional requirement of additional computer labs, kitchen as well as lodging system for facilitating the smooth running of the courses.

**Resources Required:** The certificate courses are self-financed. These courses are run with the help of admitted students and the financial assistance is received from the college.

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**BEST PRACTICE – II**

**Title of the Practice: Introduction of Office Automation and Online Process in Admission**

**Goals:**

- To facilitate the smooth functioning of college office and financial transactions.
- To minimize the admission processing time, allowing the institutions to publish merit lists in a short span of time.
- To reduce manual paper works with no requirement of printing and storing admission forms.
- To avoid redundancy, and ensure free, fair, transparent, and secure admission process.
- To enable easy and convenient submission of forms by the students.

**The Context:** With the intent to reduce the load of manual work pressure, online processes have been suggested by the college authority in areas like admissions, examination, finance and supports, and so on. There has been a pressing demand from the government to introduce the culture of online admission process in order to ensure transparency in admission procedure, reducing time, man-force and unnecessary paper-works. Online admission system reflects the computerization of pre and post admission activities of an institution, and is done with the help of a fixed portal. The portal also supports online payment gateway, autisms, auto email relating to student admission system and so on. WBIFMS software is also used in salary-related financial transactions of our college.

**The Practice:** The implementation of online admission process from the academic session 2015-2016 ensures complete transparency in matters relating to student's data, admissions etc. Online admission process has felicitated the admission seekers to submit their application form from their residence. 'Office Module' software is used during admission procedures of UG & PG courses, in student fee collection, in maintaining student's profile, generating online admit card, printing of mark sheets during PG entrance and final examinations etc. All kinds of scholarship data verification those in Kanyashree/SC/ST/minority are done online. Online examinations in MCQ have also begun in a few departments. Since 2016-17, the salary of the teaching as well as non-teaching staff is maintained through WBIFMS software, and the salary and payments of other parties are also done through NEFT.

**Evidence of Success:** The success rate of shifting from manual to online dependency of the institution is extremely encouraging and appreciative. The following administrative activities are essential in maintaining college administration such as tally entry, total daily expenses, e-tendering, online notification in website etc. Any kind of information to the students and faculty-members are provided through SMS and whatsapp. Because of online admission system, the entry of students in different departments became very transparent, the students can track the progress of their applications – those in progress, yet to be submitted, submitted, etc. which helped the institution to get a better overview of the enrollment process.

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**Problems Encountered**:  Administrative jobs in online mode have reduced the time undoubtedly, yet it bears the most important challenge while entering relevant and accurate data. The most important challenge faced by the applicants hailing from remote places is slow internet connectivity. Even at times, while depositing fees through NEFT/online bank, many a times, the applicants from low internet connectivity zone faces several constraints. Again, most of the applicants come from agricultural family background having little knowledge about computer and internet, naturally they have to depend on the technical assistants and cyber café executives for taking admission into any course.

**Resources required**: This practice required the involvement of the respective students, the admission committee, and the non-teaching staff.

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