1. **Title of the Practice:** Regular Conduction of Student Centric Activities

**Objective of the Practice:**

a) To improve social connect amongst the student community.

b) To inculcate skills by combining academia with practical knowledge.

c) To help students to know the industrial culture, work, environment and the challenges faced and to prepare students for their future endeavor.

d) To develop interaction with the Alumni for the guidance and knowledge for the future career

e) To improve confidence and personality.

**Context:** Various training programmes like webinars, Seminars, Workshops, Guest lectures, Industrial visits etc. are conducted by our college on a regular basis to enhance the student’s professional and personal skills. It also helps them to develop their communication and personality development skills. This also improves their management skills and helps them to perform better in every aspect of their day to day activities. Various skill based activities are also conducted by us to help the students to stand economically. Lectures and seminars are conducted by the eminent people to provide exposure to people who are expert in industry business, social services, or in public life. Alumni are also invited to share their views and experiences once in a year .Various extracurricular activities are also conducted for the students

to enhance their confidence level and to motivate them to perform actively in all fields. This also develops the quality of leadership amongst the students. Online personality classes were conducted

**Evidence of Success:** As an outcome of the programme, the students who participated agreed to the fact that their overall knowledge level had increased and they got to know about their skills and the concepts which were taught in the webinars /seminars which they were not earlier exposed to .The students got the opportunity to interact with their alumni and enhanced their knowledge about their respective course and their job opportunities in their field of interest. Most of the students got placed in good companies.

**Problems encountered & Resources Required:** Funding and Infrastructural bottlenecks are the main problems encountered. As most of the students had gone for higher studies and job placements, so it was difficult to gather most of the alumni .Availability of funds and removal of infrastructural bottlenecks together with increased student’s participation will make this practice a grand success**.**

**2. Title of the practice:** E-learning and Online Fee Collection

**Objective of the Practice:** a) To enhance the quality of learning and teaching along with accessibility and time flexibility

b) To use existing resource effectively amidst covid-19 pandemic and to transform formal education into informal education

c) To collect fees and fill online forms without minimal human intervention

**Context:** Due to Pandemic "Covid -19", online classes were introduced in the college from 7th April 2020. The teachers and the students used various apps like Google meet, Go to meeting, Cisco Webex, Zoom, etc to conduct online classes. The teachers also conducted online webinars and cultural activities through these apps. We conducted various online co-curricular activities like freshers Day, Farewell , Teachers day , Induction program etc. Various lectures by teachers were also uploaded in the college website. Not only e learning but online fees were also collected through Paytm and Google Pay. To avoid gathering online admission forms were also introduced.

**Evidence of Success:** Students ,teaching and non teaching staff took more interest in this practice. This practice helped them to regularly attend their online classes and have continuous interaction with maintaining Covid protocol. . Most of the students have been able to access other courses at the same time. The online mode has also been cost effective as it did not involve travel & lodging expenses of the participants & the particular resource person. Online fee collection and form fill up also helped the students and office staffs to collect the fees and fill the forms on time. They worked online throughout the lockdown period and facilitated the smooth running of these programmes . As a result the college got expertise in conceptualizing programme details, production of video lectures, hosting of lectures online,fees collection apps etc.

**Problem encountered:**

1. There was a little hesitation in the initial stage among the teaching and non teaching staff to learn the new technology.
2. It was a challenge to balance time between the teaching workload & other personal work.
3. During lockdown limited staff was available for making arrangements for the conduct of online training programmes and fee collection as it require big servers and portal tools.
4. During online lectures, there were many participants; the knowledge level was not uniform. Therefore, there was a challenge to create academic content that would suit everybody’s knowledge level in a limited time period.