

Best Practice 1- E Documentation

Title of the Practice: E-Documentation

Objectives of the Practice

- a. To access records (of office, staff and students) and strengthen documentation
- b. To initiate the process of paperless office

The Context

In view of lockdown and Sustainable Development Goals, there was a need for electronic storing all administrative, academic, exam-related and co-curricular related information; thereby providing easy access and saving paper.

The Practice

Technology has led to a paradigm shift in Higher Education leading to easy access to academic courses and records. New software has been installed for online admissions and Examinations. Since there was a huge backlog, we concentrated on documenting records of the current academic year.

Evidence of Success

Since we began with small steps, we were able to electronically document majority of the records for the current academic year. It was realized that such timely documentation would prove useful for NAAC purposes too.

Problems Encountered and Resources Required

The size of the files in electronic documentation was large and having a back-up was a problem.

At present, the documents have been uploaded on Google Drive.

Notes

Web link :

<https://drive.google.com/drive/folders/1HYJrNvevBuyoVRPG4ZjraZcaKLDYd-QI?usp=sharing>




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Best Practice 2- Career Guidance

Title of Practice: - Career Guidance

Objectives

1. To create awareness about educational and career opportunities by inviting experts
2. To enhance employability skills through career-oriented courses

The Context

The Career Guidance and Placement Cell functions in line with the college mission: 'To collaborate with industries for equipping learners with relevant knowledge, skills and attitude'.

The Practice

43 students attended the online training program (Tally 9 ERP with GST (DAT, Advance Excel (CEDES), Skill Development) organized from 2 January 2020 to 2 December 2021 in collaboration with ANUDIP FOUNDATION with whom we have signed MOU. Technoserve organized 100 hours training program from 15 February to 22 April 2021.

Evidence of success

43 students enrolled for courses, out of which 7 students were placed by Technoserve and 2 students placed by ANUDIP FOUNDATION.

Problems encountered and Resources Required

Students lack Communication Skills in English and Confidence. So, there is need for courses which improve their communication skills.

Another problem is

1. Salary expectation & location of Jobs
2. Efforts to initiate tie-up with the local industry
3. Installation of open source software for search options

Notes

The relevant documents are same as Criterion I, III & V.

<https://www.ksmanjunathacollege.edu.in/media/3.5.2.1.pdf>

<https://www.ksmanjunathacollege.edu.in/media/3.4.1.pdf>

<https://www.ksmanjunathacollege.edu.in/media/1.2.2-1.pdf>

<https://www.ksmanjunathacollege.edu.in/media/5.2.1.pdf>




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Links for document related to Best Practice 1- E Documentation

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Links for document related to Best Practice 2- Career Guidance

<https://www.ksmanjunathacollege.edu.in/media/3.5.2.1.pdf>

<https://www.ksmanjunathacollege.edu.in/media/3.4.1.pdf>

<https://www.ksmanjunathacollege.edu.in/media/1.2.2-1.pdf>

<https://www.ksmanjunathacollege.edu.in/media/5.2.1.pdf>