

1. Title of the practice : **Online admission System for Undergraduate Students**

2. **Objectives of the Practice:**

- a) To give applicants freedom to submit their applications at their convenience.
- b) To contribute towards sustainable development by reducing paper wastage.
- c) To develop a highly reliable and efficient system by reducing paperwork errors (which used to creep in despite precautions in offline system).
- d) To obtain customizable real time reports of applicants for smooth processing of admission
- e) To increase transparency in processes and overall activities of admission.
- f) To create database of any student till he/she completes the entire course of study.
- g) To facilitate Digital India Mission.

3. **The Context:**

It has been noticed by the college authority that the number of students applying for admission in the college is increasing every year. Additionally, the student's admission process is getting increasingly complex with interested learners applying from different geographical locations, applying for a myriad combination of subjects, applying using various discounts and scholarships etc. In this scenario it is fast becoming increasingly difficult to handle such a large volume of student's admission in the traditional methods. Thus, there is an increasing need for using technology and adapting to an online admission management system for Kokrajhar Govt College also. During the academic year 2017-18 software from professional developers was purchased to create a "**Data Management System for Students**". This software was trialed for Online Admission form submission system but could not be upgraded properly by its developers to handle Online Admission system and hence it was discarded. In this academic year fresh software was subscribed to facilitate "**Online admission System for Undergraduate and HS Students**"

4. **The Practice:**

In the college website <http://www.kgc.edu.in/> a admission registration URL <https://kokrajhargovtcollege.online/> was provided for online applicants. The applicants could register by using his/her mobile number and email address on the above mentioned link. On successful registration an applicant could apply for admission by filling the admission form online and uploading desired scanned copies of documents. The software was preloaded with the eligibility criteria and cut off marks so that only eligible students could apply. After successful submission of the online admission form the applicant printed the copy of the filled form and submitted to college office along with the fee for college prospectus. The selection list of eligible candidates was prepared by the admission committee on the basis of list of candidates obtained from the software. During admission the hard copies of original documents of selected candidates were verified on the spot by using the software on real time basis without downloading documents. The desired subjects of the selected candidate on the basis of merit were entered by the admission committee on the spot in the software and a system generated admission receipt was generated along with class roll number completing the admission process.

5. **Evidence of Success :**

- a) This year students using internet connectivity could submit their applications at the click of a mouse at their convenience.
- b) The admission committee was able to filter out candidates and process the applications in a quick time for preparing selection list.

c) There are high fatigue and monotony involved in the form verification of the admission process and this can be a catalyst for errors. This time human errors were minimized as the form was filled online by the candidate.

d) The admission process was hassle free with less manpower being involved. Thus it was cost effective too.

e) The collection of admission fee and processing of students fee records was streamlined by the online system. This in turn helped to prepare fee waiver database of fee waived students smoothly.

f) The college got access to student records and databases which was used to prepare error-free student attendance registers in quick time. The data of admitted candidates was saved in office records for further requirements.

6. Problems Encountered and Resources Required

a) Proper training to use all the features of the software is yet to be imparted to office staff.

b) This year online fee payment was not integrated to the admission software but it is expected to be done in next academic session.

b) Upgradation of the software is required to create a Management Information System.

c) Students of rural areas with poor net connectivity had to travel to town for online form submission.

7. Notes: In future the College can provide facility of online admission form submission at its own computer centre at a fee much lower than the fee charged by internet-cafe shops. In particular, this move will help the poor rural students. This facility may also generate revenue for the subscription fee of the software.

1. Title of the practice : Swachh Bharat Abhiyan

2. Objectives of the Practice:

- a) To make the students, faculty and staff of College aware about Swachhta Mission.
- b) To maintain cleanliness in institute campus.
- c) To provide clean water and hygienic sanitation facilities to College family members.
- d) To promote better hygienic environment in institute campus.
- e) To motivate students about cleanliness and importance of Swachhta in their life.

3. The Context:

Swachh Bharat Abhiyan is a campaign in India that aims to clean up the roads and infrastructure of India's cities, smaller towns and rural areas including Govt. offices and institute campus as well. It was launched on 2nd October 2014 by Prime Minister of India Sri Narendra Modi. Swachh Vidyalaya is the national campaign under Swachh Bharat Abhiyan. As directed by the Govt. of Assam, cleaning activities under Swachh Bharat Abhiyan has been carried out in our institute.

4. The practice:

The Government of Assam directed the College authority to form a committee to look after the cleanliness campaign. Accordingly, a seven member committee was formed which has the Principal as the Chairperson of the committee and there is one Nodal Officer, two Assistant Nodal Officers and three members. Apart from those members, other 18 (eighteen) numbers of non-teaching staff (Grade IV) have been permanently engaged to keep the institute campus clean. To achieve the aim of Swachh Bharat Abhiyan, the committee members, students, faculty and non-teaching staff of College have been jointly practising cleaning activities on the 7th of every month. The activities include cleaning of toilets, cleaning of play grounds, cleaning of classrooms, cleaning of gardens etc. The members also get involved in the cleaning work in every 3 (three) days in a week at 3 PM i.e. Tuesday, Thursday and Saturday. In order to motivate the student community, the College authority has arranged to provide Appreciation Certificate to every student who participates in cleaning programme. Besides College campus, the committee has been exercising the Swachhta programme outside the College which includes cleaning programme in nearby areas of the College and schools. The schools are Kokrajhar Vidyapith High School, Kokrajhar Girls H.S. School and No. 166 J.B. School.

5. Evidence of Success:

- a) Through cleanliness drive we have been able to maintain clean environment in College campus.
- b) The students can enjoy the clean water, sanitation and hygienic facilities.
- c) The students along with faculty are now particular in throwing waste materials in dustbins.
- d) Kokrajhar Municipality Board (KMB) has been co-operating in maintaining cleanliness and hygiene in College.
- e) This cleanliness drive is helpful for College faculties in conducting extension activities to other schools.

6. Problems Encountered and Resources Required:

- a) Human resource management is difficult.
- b) Problems in management of time after class hours.
- c) Due to some bandhs and holidays it becomes difficult to exercise the drive on the 7th of every month.
- d) Active and voluntary co-operation is required from the students and faculty members in order to complete the cleanliness drive.

e) More awareness programmes are required for students.
