1. Title of the Practice:

PREPARING STUDENTS TO ADDRESS THE NEEDS FOR THEIR FUTURE

2. The context that required the initiation of the practice (100 – 120 words)

The college is committed to provide education at the undergraduate level to the neighbourhood students. Irrespective of caste, class, creed, religious affiliation or gender, it aims at providing generous scope for higher education to the local youth. The mission of the college is pursuit of knowledge through participation in academic activities and developing strong personal values. The college takes pride in emphasizing those practices that help the students to acquire knowledge and experience which prepares them for a fruitful future. The major consideration that is addressed by its goals and objectives is to prepare the students to work in an information-rich technology-driven world; hence it can be mentioned that it works for the students to achieve a bright future.

3. Objectives of the practice (50 – 60 words)

- To create an environment to foster pursuit of excellence in such that each of the students receive opportunity to reach the maximum scholastic experience.
- To foster personal qualities like honesty, integrity, truthfulness and endeavouring to provide the students with good moral values.
- To develop qualities like leadership, teamwork, responsibilities, self-esteem and self-awareness.
- To recognizing and complementing the efforts, achievement and success of the students to increase their self-confidence.

4. The Practice (250 – 300 words)

- The institution has adopted Choice based Credit System in its teaching learning methodology. CBCS provides a learning platform wherein the student has the flexibility to choose their course from a list of elective, core and soft skill courses.

- CBCS system provides an ample scope for the students to promote group work, research and community involvement through its project work component. The teachers of the departments help in selecting projects in such that will not only enrich the knowledge base of the students but also

gets professional exposure in the first-hand research work. The students are guided by an expert teacher while preparing the project and thus a mentor-mentee relationship develops between the teacher and the student.

- The DSE course component of the curriculum is designed in such that it addresses the advanced level of the subject in a professional manner. The college assists the students in selecting the best options available in such a manner that may help them in achieving an all-rounded knowledge of a particular course which may help them in pursuing advanced studies in future easily.

- The SEC component enhances the skill orientation of a knowledge seeker in a particular course. Here a student can get an ample choice in learning research methodology of a particular course to a relevant job-oriented learning. For example, a student of politics can here be exposed to various legal practices which can carve an avenue to future job prospects or can learn research methodology which can generate a taste towards research. There are similar areas of study ranging from creative writings to academic writings, value education to computer literacy for UNICODE typing among Indian language students, skill teaching and life skill education as well as value education which is imparted in course curriculum with some value-oriented courses offered by this institution of higher learning.

5. Obstacles faced if any and strategies adopted to overcome them (150 – 200 words)

- The basic obstacle that is being faced by this institution in implementing this best practice is definitely the issue of space. To implement all the options available with the curriculum in each course, a greater number of classrooms are required. The institution is facing severe space crunch which is reducing the number of choices flowing towards the students.

- Non-availability of books in market in some advanced areas of study is creating a dull atmosphere in selecting some advanced courses among the students. The teachers of the departments are trying to overcome this problem by their own initiative, either by writing some materials for the students or by providing study materials searching from the electronic sources.
- More teachers with varied specialisation are required in each department to meet up the wide range of academic aspects projected in the curriculum. Most of the departments are ill-staffed in this college, set aside facets of the specialised variations. To implement the practice whole-heartedly, the

departments are in need of procuring specialised expertise available in academic sphere without any compromise.

- Individual counseling and guiding takes time and resistance may come from from the faculty. Therefore, awareness programmes sensitization programmes and training had to be organized.

6. Impact of the practice (100 – 120 words)

- It is too early to comment on the impact of the practice that has implemented throughout the college in 2018-19, still some positive results are felt at the first instances:
- The students improved significantly in their writing abilities. They now can write their projects far better than what they did early in writing notes. The credit definitely goes to the guidance given by the teachers while preparing their projects.
- They are learning some advanced areas which are improving their horizons of grasping difficult topics compared to the learners of the previous years in non-CBCS mode.
- It is also felt that it has also helped in developing qualities like leadership, teamwork, responsibilities, self-esteem and self-awareness among students. This may help them for a fruitful bright future

7. Resources required:

Adequate space including separate departmental infrastructure with staff, adequate expert teachers, well-shaped departmental library, ICT atmosphere and access to e-resources both for teachers and students.

8. About the Institution

   i.   Name of the Institution: Lalbaba College
   ii. Address: 323, GT Road, Belurmath Howrah, 117 GT Road, Belurmath Howrah (formerly)Pin- 711202 & 223/1 , Belurmath Howrah (formerly)Pin- 711202
   iii. Year of Accreditation : 2004
   iv. Grade awarded by NAAC: B+
   v.   E-Mail: lalbabacollege@yahoo.com
   vi. Website: lalbabacollege.in

1. Title of the Practice:

FULL ONLINE ADMISSION PROCESS

2. The context that required the initiation of the practice (100 – 120 words)

To eradicate the ill-hazards of conventional type of admission system both on part of the students while getting admitted and the teachers and staff facilitating admission for the college, a new format of admission was in need of. The new format of admission should be trouble-free, transparent, error-free, devoid of any sort of corruption and nepotism and the institution felt that online admission system supports all these features. One of the greatest advantages of the online application system is that applicants can choose to submit their applications at their convenience. All that is required is access to a computer and internet connectivity. This is a great advantage to candidates in rural areas and candidates with disabilities.

3. Objectives of the practice (50 – 60 words)

- Reducing the hazards like running out of paper application forms, illegible writings and dual applications.
- Slashing the cost of processing admission by reducing manpower during admission
- Quick access to student records and databases, efficient systems for filtering out candidates and processing of applications.
- Eliminating the chances of errors.
- Encouraging students from across the country and even abroad to apply.

4. The Practice (250 – 300 words)

Online admission to the first-year classes is open to all candidates declared eligible as per Calcutta University rules and college norms formulated by the Admission Sub-Committee. Immediately after the publication of results of the Higher Secondary Examination, exact dates for online application are notified at the college notice board, Website and otherwise. Admission of the students in this institution is made strictly on the basis of merit, availability of seats and fulfilment of certain formalities.

The following are uploaded in the college admission website for ease of students and transparency:

1. Admission Rules and Regulations
2. Intake Capacity showing reserved category seats
3. Available Subjects of study
4. Available Subject Combinations
5. Detailed Fee Structure
6. Prospectus for the year and
7. Admission Schedule

Candidates while applying first have to sign on the system and create their own account. They sign in the account and apply as per their choice and institutional availability of courses. Online payment system is also activated through Payment Gateway.

The lists of successful candidates in different streams are published on the previously notified date in Website showing the 'Net-Total' of best four subjects plus the marks scored in the subject for which Honours is applied for in +2 level of the applicant. In case where the applicant has applied for General Courses only the 'Net-Total' of best four subjects will be applied. In case where several candidates score the same 'Net-Total' and more than one application are available for a single position, the principle of first-come-first serve is applied to the same 'Net-Total' group.

After publication of merit list the candidates get admission through Website within the stipulated time, if selected. Admission Lists are provisional and selected candidates are admitted on payment of fees through online process. Subsequent lists will be published only if there are vacant positions after admission to the successful candidates are over.

5. Obstacles faced if any and strategies adopted to overcome them (150 – 200 words)

- Internet connectivity and speed issues are major impediments to bring any real advantage to college applicants. Most rural areas experience high blackouts and electricity issues.

- Another major concern is the low rate of computer literacy in India. Shift to the online admission process had once caused confusion and despondency among many applicants.

- In a country like India where security fails of online systems have become increasingly common over the years, online applications make it easier for systems to be breached and for applications or scores to be manipulated.

- Unintentional system failures or server crashes sometimes disrupt the entire admission process of this educational institution. Another important concern is the confidentiality of student information and associated security risks involved in online application processing.

- In most manual admission processes, the eligibility of candidates is proved by verification of originals at the time of accepting applications, ensuring that only genuine candidates apply. Online applications make it easier for fraudsters to manipulate the application process and eligibility requirements.

- Building a robust and secure online admission process is a task that requires financial and infrastructural resources. Many educational institutions like that of us may not have the necessary resources and all these costs are ultimately borne by the students. In a country where higher education is a luxury and a few can afford, increased costs may be a deterrent for education.

6. Impact of the practice (100 – 120 words)

Implementation of online system of admission has drastically reduced the hardship of the employees of this institution during admission process. The long ques for form under the scorching sun in hot humid summer days outside the main gate of the college are the story of the past. The error free manual preparation of merit lists by working till mid-night by the employees of the college was a challenge which is now done at the click of the mouse. The students come to the college on the date of commencement of the classes as notified to them electronically and hence they do not fall into the prey of the touts promising confirmed admission at the cost of payment of lumpsum amount.

7. Resources required:

Computer literate personnel, financial resource for preparing the system, payment gateway service provider and banking with e-technologies, hi-tech management team for admission are the prime requirement for running the system successfully.

8. About the Institution

i. Name of the Institution: Lalbaba College
ii. Address : 323, GT Road, Belurmath Howrah, 117 GT Road, Belurmath Howrah (formerly)Pin- 711202 & 223/1 , Belurmath Howrah (formerly)Pin- 711202
iii. Year of Accreditation : 2004

iv. Grade awarded by NAAC: B+
v. E-Mail: lalbabacollege@yahoo.com
vii. Website: lalbabacollege.in