Best Practice I: **Student Friendly Practices**

Goal: Streamlining the pedagogical and administrative practices to make them easily accessible for the students. This has been done by using:

- Online admission process (University of Delhi initiative)
- Online Fee payment (University of Delhi initiative)
- Online access of time tables
- Online feedback form and a grievance redressal mechanism
- Online options forms for Generic Elective courses and Skill Enhancement courses
- Digitised students' union elections
- Online hostel admission
- Online attendance and assessment records
- Digitising the administrative processes of the college
- Infrastructure and facilities for the differently-abled students
- Large number of Extra and Co-Curricular societies and committees to nurture a wide range of student talents and skills

Context: Before digitisation, the admission process and payment of fee was a time consuming process for students and the administration. Similarly, time table making was labour intensive and inaccessible to students outside of the college premises. The parents too could not access the attendance records or know about the performance of their wards. To make the entire procedure transparent, efficient and stake-holder-friendly the above mentioned practices have been of great help.

The Practice:

- The admission process has been computerized by the affiliating university. The online admission portal is made available to the students more than two months before the term begins. The portal can be accessed by students from anywhere thereby, making the process of admission registration much smoother. For those students who may not be very tech-savvy, technical support is provided by all university colleges.
- Similarly, the online fee payment promotes transparency and ease of access both for students and their parents. In case a student wants to change the college, she does not have to make repeated payments and block money because it is now a centrally digitised system and is not college specific.
- Infrastructure and facilities for the differently-abled students include ramps, lift, wheelchairs, a dedicated attendant, disabled-friendly bathrooms, Braille signage, tactiles for the visually challenged, provision of computers with relevant softwares, recorders, Braille books, recorded curricular material, morning breakfast, and regular visits to the central library of the university for additional resource materials. Autar Krishna Scholarship for the visually challenged of Rs 20,000 each is given to 4-5 students to empower these young girls. Digitally automated library enables all students to use the library and its resources more efficiently with photocopy facility.

- Time tables are made accessible for all on the college website. Time tables are made and uploaded before each academic session which ensures beginning of classes on time, less confusion and absolute transparency.
- An online feedback mechanism is available for students, alumni, parents and other stake holders of the institution. There is a three-tier feedback mechanism namely, in class, the student-faculty meetings, and the Apex Grievance Redressal Committee, where any issue pertaining to academics, infrastructure or administration can be addressed.
- Online forms are also made available to students every semester which enables them to choose their Generic Elective (GE) and Skill Enhancement Courses (SEC), which help them to easily select their optional papers by using their mobile phones. The link from the website is as follows: http://vyomcafe.com/jdmc-forms/stu-login.php

- Digitised students' union elections ensure that the college elections are conducted with absolute transparency in an environment friendly manner as they save a lot of paper. The results are also announced instantly.
- With the online access of attendance and assessment records, both students and their parents can gain information whenever and wherever they want.
- Digitisation of the administrative process of the college means that allotment of classes, division of sections, and introduction of courses, smooth conduct of semester examinations, allocation of roll numbers, date sheets, dissemination of any other official information can be done speedily. Digitised messaging systems include LED Information board, PAS and WhatsApp groups, in addition to notice boards. Collection of degrees after graduating, verifications of forms, salary statements of all employees, leave records and reimbursements of all kinds are now done digitally.
- To encourage skill enhancement and refine students multifarious talents, there are nearly 28 societies and committees for Extra and Co-Curricular activities that range from entrepreneurship, finance management, creative writing, quizzing, debate, classical dance and music to light contemporary music and dance and many others.

Evidence of Success: *For details, please refer to 1.3, 1.4, 2.6, 2.8, 2.9, 3.1, 4.1, 6.3*

Problems Encountered and Resources Required:

The problems related to digitisation are primarily about the university servers crashing during the admissions leading to an obstruction of admission process and fee payment due to heavy online traffic.

Sometimes, people who do not have credit or debit cards find it difficult to pay the fee on time.

Records are sometimes inaccessible and not error-free due to technical glitches.

At times, stakeholders are not well versed in using online modes and need to be trained to use technology efficiently.

Notes (Optional):

- Student participation in Career Opportunity Cell's efforts needs to be improved.
- The Alumnae Association needs to be a more active participant in various activities of the college. Their contribution will be valuable not only in generating funds for the

college; they may be invited as judges, guests of honour or speakers to the department events.

Best Practice II: Contribution to environmental awareness / protection:

Goal: Teaching social and environmental responsibility to our students by practicing what we preach and preserving the environment by striking an ecological balance within the campus. This has been done by:

- A Rain Harvesting system to conserve water
- Installation of Solar panels as a renewable source of power
- E-waste management system
- Making the college a plastic-free zone and reducing the use of single-use plastic to a great extent
- Setting up of Ecozone, which is being maintained by *Avani* – College Environmental Club
- Switching to LED lights in the whole campus
- More solar lights to be installed in the campus

Context: The College is located in an ecologically fragile Delhi Ridge area with its unique flora and fauna, which must be preserved. The institution acknowledges its responsibility in educating its students in conserving the environment. Environmental education makes the students conscious of how their actions affect the environment on a daily basis and how to address complex global environmental problems.

The Practice:

- A Rain Harvesting system was installed in the college premises in 2003, which enables the institution to conserve rain water and has helped to raise the water table in the area when water level has been steadily receding in Delhi. Rainwater harvesting allows us to conserve this precious natural resource.
- Solar light is a source of inexhaustible energy, especially in Delhi, where weather ensures a surplus supply of solar power. These have low maintenance cost and help in reducing electricity bills of the institution.

SN	Bill Month	BSES Units	BSES BILL AMOUNT	Solar Gen. Units	Solar Export Units	SOLAR BILL AMOUNT
1.	Jan-18	15312	171240	2977	96	17267
2.	Feb-18	20080	218160	5649	144	32764
3.	Mar-18	18656	208820	5851.4	96	33938
4.	Apr-18	17072	172850	5277	16	29995
5.	May-18	32128	338270	5476.6	0	31764
6.	Jun-18	36935	378940	6009	16	34852
7.	Jul-18	34192	355790	4611.2	0	26745

- E-waste management is a necessity for any institution. Unregulated disposal of electronic wastes can be hazardous for the environment due to their toxicity. The college encourages students to collect electronic wastes in several bins, which is then sent to designated NGOs to facilitate their proper recycling.
- The college is a plastic-free zone and has considerably reduced its consumption of single-use plastic. The college canteen uses paper straws, cups and plates instead of plastic ones and has glass bottles for soft drinks and colas for students.
- An Ecozone has been set up in the college with the help of EVS students and *Avani*, the Environment Club. *Avani* students were also responsible for creating awareness on dangers of using plastic by making bags from discarded cloth and distributing them among people. 644 Kgs of waste paper has been recycled with an NGO called Green-O-Tech. The college also had wide spread participation in *Swachchta Abhiyan*.

Problems Encountered and Resources Required:

Rainwater harvesting, e-waste management, paper recycling by a few institutions is not sufficient, when the ground water is being consumed in enormous quantities and the problems of waste management have assumed hazardous proportions. These practices need to be done on larger scale by the society as a whole.

During summer vacations students are not in college for two months, which affects the watering and maintenance of plants in Ecozone.

Evidence of Success: *Please refer to annexure 7.3*, which has pictures of college gardens, Ecozone and E-waste management bins; the Environmental Audit report by the department of Environment Studies.

Notes (Optional):

We plan to plant indigenous plant species within the college premises to preserve the ecosystem of the Delhi Ridge.

In response to the issue of increasing water shortage in this semi-arid region, we plan to grow plants which consume less water. This will ensure conservation of water and restoration of natural habitat.