Best Practices 2019-20, Kokrajhar Govt. College

A. Online admission System for Undergraduate Students

1. Title of the practice : **Online admission System for Undergraduate & HS 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 trialled 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, software of 2018-19 session was continued to facilitate "***Online admission System for Undergraduate and HS Students***"
4. **The Practice:**

   In the college website https://www.kgc.edu.in/an admission registration URL 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) Human errors were minimized as the form was filled online by the candidate.
   d) The admission process was hassle free and cost effective with less men power being involved.
   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) This year online fee payment was not integrated to the admission software but it is expected to be done in next academic session.
   b) Up gradation of the software is required to create a Management Information System for office.
   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.

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B. Adoption of Tribal Village for Development:

1. Title of the practice: Adoption of Tribal Village for Development:

2. Objectives of the Practice:

    I.   To assure education to the children and conduct medical camps
   II.   To assure livelihood training for self-sustenance.
  III.   To assure conservation of indigenous species of flora and fauna.

3. The context

        The Co-Ordinator of Internal Quality Assurance Cell of Kokrajhar Govt. College had the chance to visit the tribal village Bandugwri, which is a village near the Chakrasila Wildlife Sanctuary, famous for its conservation of Golden Langur. The Co-Ordinator was dismayed to see that the most of the villagers were living below poverty line which effected the literacy rate of the village. As the village is situated within the periphery of Chakrasila Wildlife Sanctuary which is rich with valuable indigenous species of flora and fauna, it was observed, mindless destruction of adjacent forest to harness the indigenous flora. After interacting with the villagers, the Co-Ordinator came to know that village had unemployment issues. As the village was in close proximity of the college, it was decided to adopt the village and conduct regular awareness programmes, interaction with the villagers, and health camps.

4. The Practice:

        It was resolved that here were three major areas to focus on---i) health and education for children, ii) livelihood training for self-sustenance, iii) conservation of indigenous species of flora and fauna. Awareness camps were conducted regularly in the village to provide them with the benefits of Vaccination programmes conducted by the Govt. Vaccination camp and awareness programmes for COVID-19 was also conducted in the village in collaboration with Nation Health Mission, Kokrajhar Circle, to help curb the spread of Covid-19 pandemic. The faculty and the PG students of the college through their Extension Services Cell conducted series of classes to help the children of the village to overcome the shortage of teachers in the adopted school and also encourage the dropout students to continue their studies.The village had huge areas where cultivation was done for only one season and the villagers did not have the knowledge of crop rotation which naturally helps to maintain the fertility of the cultivable land. Further to make the villagers self-sustaining, livelihood programmes were conducted, especially in the area of mushroom cultivation and pisciculture. The college took the help from the resource

persons provided by the Department of Pisciculture, BTC, and DICC, Kokrajhar to encourage the villagers and show them new avenue of livelihood. As the village lies adjacent to Chakrasila Wildlife Sanctuary which is rich with valuable indigenous species of flora and fauna, it was observed that there was reckless use of these indigenous flora and fauna. The villagers were not aware about the importance of conservation of theses indigenous resource and how it will adversely affect the ecology of the area. The college took the initiative to help conserve the resource by bringing awareness amongst the villagers and the importance of its preservation.

5. Impact of the practice:

There is a sense of awareness amongst the villagers about the importance regarding the preservation of the indigenous flora and fauna. There is also a sense of realisation amongst the villagers, the importance of medical treatment rather than relying on superstition. The parents are willing to send their children to school and are open to the concept of vaccination. The youths of the villagers are earning profits from the mushroom cultivation and fishery and are also open to the crop rotation rather relying on single crop cultivation.

6. Problems Encountered and Resources Required

It took daunting effort to persuade the villagers to the concept of vaccination, who are rather superstitious and very skeptical towards the terminology of vaccination. The college had to do door to door campaign in the village to persuade them to take medical help rather than to take the help of the local witch doctors. It was also difficult to persuade the villagers to cultivate indigenous flora in their own courtyard, who were accustomed to venture in the forest to collect it. The college managed the funds to conduct all the activities in the adopted village without external help, which was the main hurdle in completing the tasks taken up by the college.

7. Notes:
The motivators were mainly the faculty of the college and also the sincere help from the student community of Kokrajhar Govt. College, Kokrajhar, National Health Mission, Kokrajhar Circle, official of Forest Department, BTC, official of Department of Pisciculture, BTC and DICC, Kokrajhar District.

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