

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

1. There is lab instructors in every department, who maintains the stock register by physically verifying the items round the year.
2. Department wise annual stock verification is done by concerned Head of the Department.
3. Regular maintenance of Computer Laboratory equipment's are done by Laboratory Assistant along with Laboratory attendant and they are headed by the faculty in-charge.
4. Regular cleaning of water tanks, proper garbage disposal, pest control, landscaping and maintenance of lawns is done by Institute concern Employees.
5. College campus maintenance is monitored through regular inspection. 6. Outsourcing is done for maintenance and repairing of IT infrastructure such as computers, internet facilities including Wi-Fi and broadband.
7. Updating of software's is done by lab assistants.
8. Outsourcing is done for the maintenance of wooden, furniture, electrification, and plumbing.
9. Regular maintenance of the water cooler and water purifier is done regularly.
10. The maintenance of the reading room and stock verification of library books is done regularly by library staff.

Institutional Best Practices: 2018-2019

7.2.1

Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Best Practice No.1:

1. Title of the Practice –

Cashless Fee Submission through POS Machine

2. Objectives of the Practice

The adoption of this practice for our institution is to reduce the effort in financial transactions and risk. This practice provide a frictionless process for both parties.

- **Convenience of making payments:** Students can pay fees through ATM Card. This results in saving students' time and efforts as they don't have to stand in long queues for making payments within a campus.
- **Lowers risk:** One of the biggest advantages of this scheme is that students no longer need to carry wads of cash for several fee payments. This makes their travelling experience pleasant and safe. In addition, in case of theft or loss, it's impossible to get the lost cash.
- **Value for Money:** Cashless/Digital solutions providers offer exciting discounts and cash-back to students at their favourite merchant outlets or online stores. This enables the students to maximize the value of their money.
- **Reduced risk of crime:** Cash tills have often been the source of violent crime. If cash is removed from College premises, this risk is substantially lowered.
- **Harder for organised crime:** Organised crime rely on cash transactions as it enables them to avoid government security. A cashless campus would make crime less profitable.
- **Quicker transactions:** Paying Fee with cash takes time and makes the queue longer.
- **Reduces Spare Change:** A Student rarely has exact change.
- **Lower transaction costs for College:** College with this Best Practice, will have lower transaction costs. There is less labour time in counting cash and sending money to the

bank. It also avoids any inaccuracy related to counting or dealing with potentially forged notes.

3. The Context

The adoption of new digital methods of payment is now making it easier for educational institutions to reduce the effort in financial transactions and risk. Educational institutions serve as the breeding ground for young minds to train and adopt digital mindset for creating a truly cashless society. Digital is becoming the norm of life. Government is investing heavily to transform the country into a digitally empowered society and knowledge economy. Educational institutions across the country are realizing the benefits that cashless campuses bring not only to the teaching and non-teaching staff but students, parents and society at large.

4. The Practice

Being in tribal notified rural area, there are only few banking solutions. This practice reduces dependence on cash transaction.

5. Evidence of Success

- College administrators said that today's students are very tech savvy. They will have no problem adapting to the new system of transaction.
- Most of the students could easily switch to cashless transactions.
- College administrators expressed their easiness with the cashless system.
- Parents view (most of them) in this context exhibits consent.
- During fees collection there are no cases of cash transaction. A photocopy of the receipt generated after fee submission from the POS was also submitted by each student.

6. Problems Encountered and Resources Required

- There are many difficulties observed in case of rural students and parents.
- Poor students also have problems as they don't have a bank account and have fear of insecurity of money.
- There are no. of the students and parents don't have ATM Cards/ Enough Money in his/her Account.
- The bigger fear of cashless system is the risk of identity theft.
- India has a low internet penetration, not all mobile phone users have smartphones.
- It's a problem for older parents i.e., grandparents. Some students depend on grandparents as a financial source.
- This system is a challenge for tech-unfriendly people.

Best Practice No.2:

1. Title of the Practice –

Promote Social Responsibility through Active NSS Unit.

2. Objectives of the Practice

- This practice aims to foster the spirit of social service in our students so that they learn to recognise it as a larger conditioning framework of their education.
- The aim of this practice is to generate awareness amongst students towards existing social disparities; and to instil compassion and empathy in the minds of youth towards the needs of the underprivileged sections of the society.
- Education without social commitment is incomplete. The NSS Unit of College work for the betterment of marginalised section of the society and help them through various outreach programmes.
- This practice prepare students by empowering them to face the challenges of life by exposing them to various facets of the world at present.

3. The Context

Social inequities and lack of opportunities characterise the lives of people from low socio-economic background, be it the lack of sustainable livelihood or educational opportunities, or be it the low access to healthcare and hygiene. Education, however, is the only leveller of such disparities. Education system in India can bridge these gaps by creating awareness among the youth of the nation.

Our College imparts a holistic education with the aim of sharpening the social sensibilities of the students. The NSS Unit of College develop a comprehensive action-plan to address social issues in the long run. The NSS Unit of College are involved in the execution of these plans and are offered several opportunities to engage in community service empathetically. NSS volunteers generally work in villages, slums and voluntary agencies to complete 120 hours of regular activities during an academic year. As per the fundamental principles of National Service Scheme, a volunteer is expected to remain in constant touch with the community.

4. The Practice

The college creates a synergy between its community work and outreach platforms through its active NSS Unit of 100 Volunteers, thereby creating a multivalent and mutually renewing forum for meaningful dialogues, actions, and interactions. The NSS Unit of College organises

programmes to sensitise youth towards the needs of the under-privileged. To perform these best practices following measures have been taken:

- **Efforts towards inclusion:** The NSS volunteers regularly visit Adopted Village (God Gram) near College. Volunteers visit and interact with the occupants and discuss issues related to health, hygiene and education. The volunteers also teach young children nearby Villages. They celebrate festivals with them as a small effort towards inclusion.
- **Educating the underprivileged Children:** The student volunteers taught underprivileged children.
- **Awareness programmes against various Social and Health issues:** Student volunteers perform plays and organise rallies to highlight the evils of substance abuse through interaction with the people. The NSS volunteers interact with people, share their problems, and extend help wherever possible.
- **Awareness for protecting the environment:** The NSS volunteers has played a seminal role in educating the students about the pressing needs to conserve the environment through eco-friendly practices. Multiple approaches to addressing environmental issues like effective organic and waste management procedures and locality cleaning drive have become a model of sorts for green initiatives in the area.

5. Evidence of Success

- **Sensitisation of students and awareness of social responsibility:** Various practices adopted by the college have been extremely successful in the intensity and reach of its vision and action. The college has not only been able to sensitise its volunteers and other students about the need and nature of social work.
- **Steps toward women empowerment:** The NSS Unit, through its path-breaking work of training underprivileged women and making them self-reliant, have created a sustainable entrepreneurship model among the women.

6. Problems Encountered and Resources Required

The delay on the part of the University in completing the admission process, the impoverished background of majority of the students, the abrupt timing of University exams, the inability to have the requisite working days, and other factors beyond anyone's control- have made the implementation of the above mentioned program quite challenging. Students are not motivated to participate actively. Some volunteers did not show interest to participate in this programme. Some volunteers hesitated to some programmes.

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Govt VBSD Girls College, Jashpur has endeavoured to achieve equity in education as expressed in its vision. With accurate planning and strategies, the College focuses on delivering the vision to the best of its ability. College life is not just about academics, sports, friends and fun. It is also about learning to interact with other people, being aware of social, environmental and gender issues and inequalities in society. College provides an opportunity to every student to contribute to make the society in which they live a better place and to grow as better individuals. Our College has committed itself to the task of inculcating social values and responsibilities in its students. In line with its vision of working towards the socio-economic development of the country, the College has taken utmost care to give back to the community. Several student committees are formed to carry out the duties towards society. Along with other sports cultural and technical activities, the NSS unit plans activities like tree plantation and field visits to expose the students to the pressing issues in our society. Several activities are undertaken for the students to expose them to the pressing environmental issues that affect us. As a special thrust, societal development is also instilled on a large scale into the students through the active NSS unit which undertakes various services to inculcate social values. The college takes social responsibility seriously and students and faculty are actively involved in community service through the social outreach mechanisms. Throughout the year, the NSS unit undertakes a plethora of events ranging from street plays, cleanliness drives, tree plantation drives, donation drives, waste management drives, gender equity, field visits and many more. The College ensures that the social values and feeling of giving back to the society is not limited to the NSS unit. In addition to the activities by NSS, many students come up with ideas to contribute to society too, we encourage them to go forward by supporting them in executing the ideas.