A.P.B. Post Graduate College, Agustyamuni, Rudraprayag

Best Practice-1

Title of the Practice: Joint counseling in Admission at P.G. level (Science).

The Objectives of the Practice:

Earlier (before the joint counseling started) the science departments (Physics, Chemisty, Mathematics, Zoology, Botany) displayed their separate merit list and organized admission counseling separately at the departmental levels. But since mostly the same student(s) found place in the different merit lists and after he/she took admission in one department (e.g. say Botany) his/ her seat appeared as vacant in the other departments (e.g. Zoology or Chemistry). So the departments had to prepare second, third and sometimes even fourth and fifth merit lists to fill the seats. This led to huge wastage of time and resources. The whole admission process took up to 3 weeks. The main objective of joint counseling was to sort out this problem and thereby reduce the timeframe for P.G. admission process and hence allow more classes for the P.G. students during the semester.

The Context:

All the P.G. (science) departments need to work in a coordinated manner (prepare merit list by the same date, sit down at a common place on a common date etc) for the successful functioning of this joint counseling. All the applicants have to be necessarily present on the given date and reporting time to be considered eligible. The students submit their application form along with the requisite documents (Mark sheets, degree, weightage certificates etc) individually in all the departments of his/ her choice. The departments then prepare their individual merit list. On the day of counseling all the departments assemble together at a common reporting venue on the given time. After the reporting time is over the students are called and admitted in various departments according to the merit list. Once the student enroll him/herself in a particular department his/her name is struck out (i.e. not considered anymore) if present in any other departmental merit list. In the earlier practice the students normally got 3-4 days to complete the admission process once his/her name appeared in the list.

Obstacles faced/Problems encountered:

This being a remote hilly region the students sometimes face problem in reporting at the proper time. The problem is enhanced due to fact the P.G. counseling is usually held in July-Aug (monsoon season) during which the roads of the region are frequently blocked due to landslides. This makes difficult for the student to approach the reporting venue on time.

Impact of Practice/ Evidence of Success:

This year the whole admission process was completed within a day and this resulted in starting the P.G. classes immediately from the very next day. This resulted in more teaching hours for the P.G. students during the semester.

<u>**Best Practice-2**</u>

Title of the Practice: Using the biometric attendance data for salary generation.

The Context:

Biometric attendance is a foolproof technology to ensure the accuracy of attendance. It helped in tracking the attendance of staff (teaching and nonteaching) systematically. This machine uses the biometrics (finger print) of the employees in order to keep record of their time in and out during the working hours of the day. Biometrics provides added security. Though biometric attendance has been operational in the college for the past few year, this year it was decided that the monthly attendance data from the biometric system will be used for calculating the number of working days of the staff members during the month and the same will be used to generate the staff salary statements.

Objectives:
- To enhance the punctuality of staff.
- To create a transparent, accountable and productive environment.

Obstacles faced/Problems encountered:
Sometime the machine fails to recognize the thumb/fingerprint impression of a person due to various reasons (like cracked fingers, henna application etc.). So the traditional method of putting signatures on an attendance register during reporting-in/exit-from the college is still used in conjunction with the biometric attendance system.

Impact of Practice/Evidence of Success:

It saves time that is wasted in calculation of the employee attendance. It helped in creating a more accountable and productive environment. These all reflected in the performance of staff (as well as students) in various academic activities.