

Best Practices:

Best Practice-I

- 1) **Aim:** Use of ERP software to accelerate office work to save time and manual labour.
- 2) **Goal:** To enhance accuracy in documentation of the office work through ERP software.
- 3) **Context:** Approximately one thousand and five hundred students are enrolled in the college at graduation and post-graduation level in the college. Before the installation of the ERP software in the office the details of admission process issuance of transfer certificate, details of examination fees etc. was maintained manually. It consumed lots of time. Therefore to accelerate the office work and make available the required information quickly, ERP software was installed in the office.
- 4) **The Practice:** ERP software is installed in the college office. The concern office staff members were trained to use the software effectively. All the detail information of every admitted student is entered in the software by the concern clerk. Through the academic year the information is made available quickly whenever required.
- 5) **Evidence of Success:** The data of the admitted students was made available to the concern departments. The required information is provided to the university within time. The installation of the software accelerated overall office work. It successfully overcame the problem heavy work of the office.
- 6) **Problems encountered and resources required:** For the effective functioning of the software skilled staff is required. Initially the skilled staff members were not available in the office. After training, some of the office staff members used the software effectively. For better functioning, the software provider need to trained the office staff members and provide required service time to time.

Best Practice-II

1. **Aim:** Creating awareness about importance of vote in a democratic country among the people.
2. **Goal:** Encouraging all eligible citizens to take independent decision during elections and use their right to vote.

3. The Context:

It has been found that many eligible citizens are unaware about the most powerful right; i.e. right to vote which democracy imparts to the common people to register their opinion about the working of the government. A strong democracy can be built only when every citizen takes independent decision while using his right to vote in elections. Therefore it is an urgent need to organise awareness programme for young as well as old, particularly for rural area citizens. Our institution also considers it as social responsibility to organise the awareness programme for the citizens of Chikhli tehsil.

4. The Practice:

As a first step we have celebrated 25th January as “Voters Awareness Day” by taking maximum participation of the students. At the same time students take oath regarding

responsibility of a citizen in a democratic nation. The area to conduct the awareness programme was decided. Including Chikhli town, the nearby villages were selected as the places to work. Road shows were arranged at public places in the town and a special show was organised in front of district collectorate office at Buldana. Flexes were displayed at the main public places in the town. Student's rally was also organised. During the rally the volunteer students specially interacted with the youngsters and encouraged them to cast their vote in upcoming elections. Some of the villages around Chikhli were also selected for the work. Street plays were performed and pamphlets regarding importance of voting were also distributed among the villages. Monograph was prepared and distributed in the town. Some of the social organisations working at Chikhli such as *Renuka Senior Citizens Club* extended their service to this campaign.

5. Evidence of Success:

During this campaign particularly in villages the common people have shown their interest to know about the importance of right to vote. The common public in town as well as villages responded to the rally's and interacted with the volunteers. They understood their responsibility to build a strong democratic nation.

6. Problems encountered and resources required: It has been found that in the rural area common people are unaware about their right to vote and some of them even ignorant about the effect of their vote which can change the political scenario of the nation. The volunteer students and teachers convinced them by explaining in detail the way a democratic system works and how a single vote can bring change. They are also convinced that we got democracy after a long struggle. Therefore they are convinced that it is their responsibility to strengthen democracy by selecting the right representative who will work them.