

## **1. Title of the Practice: Gradual Digitalisation of Admission Procedure, Student Management and Library**

### **2. Objectives of the Practice:**

Human action guided by nature has loopholes and scopes of imperfection, while technology is often leading us towards perfection and swiftness. Keeping this in mind Mankar College has also decided to embrace updated technological progress to lead the college towards perfection and swiftness.

### **3. Context:**

UGC and the Central Government have advised to embrace online admission system to avoid unwanted faults and outside intervention. Worldwide proper digital resources allocation is at its peak now-a-days. And proper management of resources is a mandatory quality for smooth running of any institution. Keeping these in mind the college has decided to encourage this practice for the smooth management of the institution and its resources – both academic and administrative, as well as human.

### **4. The Practice:**

Practice makes a mission fulfil its visions. Keeping this in mind the college has introduced certain practices.

- We have made our admission process online, which is managed by neutral outsourcing agencies.
- The library is well connected with the web and world-wide e-resources through OPAC software system.
- Students are the most important resources for the college. So, we have introduced CAM, which is a computer operated online student management system.
- We have also introduced Soul 2.0 in the library management system

### **5. Evidence of Progress:**

Certain outcomes suggest the progress of the practice. Such as –

- The admission process has become smooth, swift, free of discrepancies and neutral.
- Eligible students are getting admission without hazards.

- Students have access to a vast sea of academic resources through library and accessing the library has become easier for them as well as for the faculties.
- Data regarding students are preserved and used when needed. The hazard of finding them manually has been reduced almost completely.

#### **6. Problems Encountered and Resources Required:**

Problems Encountered: No change comes without hazards. At the beginning the college had shortage of digitally equipped setup and trained staffs. Financial matters were also involved. Students were not equipped and trained to access digital systems. Gradually, these problems are being taken care of. Most of it has been solved.

Resources Required: Now, most of our staffs are trained for these new setups. The office is also equipped with its own server and equipment for embracing these technologies. But with the progress of the College, the number of students is increasing considerably in every academic session. Therefore, more trained staffs are required to manage it, with more computers and other required setup, which means provision for more fund allocation. The college is looking forward to the Government and UGC for solutions.