

BEST PRACTICES OF INSTITUTION

BEST PRACTICE: I

i) **Title of the Practice: BLOOD DONORS' DIRECTORY**

ii) **Goal:** Our goal, in this best practice, is to extend a helping hand to community. This social activity of our institution is very much appreciated by the people. We publish the directory of blood donors of our college to help society.

iii) **The context:** The patients admitted in the hospitals need blood in emergencies. Many times the blood of specific group is not available in the blood bank of hospitals. It may become the moment of 'life and death' for the patient. We decided to enlist the information of our blood donor students so as to provide blood to the patients in emergencies.

iv) **The Practice:** We determine blood group of students at entry level classes. The names, contact numbers and detailed addresses of the students are enlisted. We publish this information in society in the form of a directory. Thus, we extend a helping hand to the needy people. The Health Care Committee of our college provides the blood group determination service also in the adopted villages during NSS youth camps.

v) **Evidence of Success:** We notice that every year needy patients contacted us. The list of around **133** blood donors of academic year **2020-2021** is available with us. The directory is already published. The authority of Blood Bank of District Civil Hospital also appreciated us for our valuable contribution.

Academic Year	No. of Blood groups detected	No. of Beneficiaries
2016-2017	239	16
2017-2018	197	17
2018-2019	221	11
2019-2020	232	22
2020-2021	133	00

vi) **Problems encountered and Resources Required:** While conducting blood group determination service very few students responded positively. The students realized the significance of this service when the college created sense of social awareness amongst them. Presently, more and more students are getting their blood groups detected.

BEST PRACTICE: II

- i) **Title of the Practice : FULL AUTOMATION OFFICE FACILITY FOR STUDENTS**
- ii) **Goal:** To contribute quick service to students regarding registration, admission, examination, result, feedback and various other processes through full automation of administrative office, Knowledge Resource Centre (Library), Mentor Groups (Whatsapp) and college website.
- iii) **The context:** Our institution is situated in rural, hilly and remote area, hence, most of our students belong to this region. They have to travel from their villages to college by State Transport Bus or other private vehicles. Some students have to take a walk of 3 to 5 kilometres to attend college. Most of the time it becomes time consuming for them to wait for various official procedures like registration, admission, examination forms submission, examinations, results etc. and other various procedures.
- iv) **The Practice:** Our institution is keen at solving problems of our students. We have provided online registration and admission facility for our students. The office is fully automated. We use CIMS software for keeping students record. For issuing various receipts, the software is very much useful. We have provided links for online registration and admission process on institution website www.pvpcollegepatoda.org through which much time and efforts of our students is saved. Our Knowledge Resource Centre (Central Library) is fully automated. We use LibMan Software for accession and transaction of books. Similarly, we are personally connected with our students through Students Mentors. We provide essential information like notifications etc. and study material to them through Mentors.
- Apart from this, our institution has purchased an application for Online Teaching. The application (**VPC Edu**) is available on Google Playstore which is downloaded by more than 80% students. The application proved to be very useful for Online Teaching during pandemic.
- Students' Satisfaction Survey** is conducted online in academic year 2020-2021. The link for Students' Satisfaction Survey is available on college website. The students can easily get access to the link and fill their feedback online.
- Our institution has created **Mentors' Groups** through Whatsapp to counsel with students. We created 29 Mentors' Groups in academic year 2020-2021. The students are connected with these groups and they are provided with necessary notifications, study material and other important information.
- v) **Evidence of Success:** As we are well connected with most of our students, most of their problems are solved quickly. All students related official activities are completed online. Despite of being located in rural and remote area, we successfully provide services to our students by taking advantage of Internet and online facilities.
- vi) **Problems encountered and Resources Required:** Purchase of a well developed software, lack of good internet connectivity in nearby villages, non-availability of Smart Phones with most of the students were the problems initially encountered. Presently, about 50 to 60% of our students have Smart Phones. Other students can seek benefit of online facility through any Internet Café.

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