

7.2 Best Practices

1. Title of practice: National Cadet Corps (NCC)

Objectives of the Practice:

The NCC unit of the college provides exposure to the cadets by engaging them in community development, youth exchange, adventure training, awareness campaign for the overall development with the following main objectives:

- 1) To develop discipline and ideals of self-service amongst cadets.
- 2) To provide opportunity to build character, confidence and develop leadership skills.
- 3) To provide a suitable environment for all round development with the sense of duty.
- 4) To motivate the girls to choose career as Army officer.

Context:

With the Motto 'Unity and discipline' NCC is a tri-services organisation comprising the army the Navy and the Air Force providing opportunity to the youth for their overall development with a sense of duty, discipline, commitment, dedication and social service.

The NCC unit of the college started in 2016 under 1 HP Naval unit NCC Bilaspur with 12 cadets. Another unit 7 HP (I) Coy NCC, Shimla, started in July 2020 in which 29 cadets are enrolled.

The NCC is open to all the students of the college on a voluntary basis. A student desirous of being enrolled in the NCC unit can apply to the NCC through Associate NCC officer of the college and by filling the prescribed form upload it on the college website. The selection takes place at two levels. Physical fitness and general knowledge at the college level and the final selection interviews are conducted by the commanding officer of the concerned unit.

The Practice:

The two wings of the college are actively organising, training and motivating the young cadet girls by involving them in community service, National and cultural integration and social awareness programme instilling in them the spirit of harmony, compassion towards cultural, regional, linguistic, communal, social economic and religious diversities. The NCC provides exposure to the cadets by involving them in Swachh Bharat Abhiyan, save the environment and plastic free India initiatives, blood donation, celebration of international Yoga Day, awareness on health, AIDS, hygiene, cancer throughout the year spreading a positive message to the masses.

The NCC unit of the college provides training to the cadets who are significantly contributing in the field of social welfare and Community development but engaging them in the following activities:

- **Adventure Training:** Enhancing the leadership skills, team spirit and self-confidence, adventure based and group activities are organised by the NCC unit during a seven day

camp which provides cadets an opportunity to explore the topography as well as experience different weather conditions and adventurous living under camp conditions.

- **Awareness Programs:** The NCC cadets actively participate in awareness drives on health, hygiene, cancer, drug abuse, boycotting Chinese products through rallies, Campaigns, street plays, conducting competitions like poetry writing, e-posters, slogan writing making a significant contribution.
- **Environment Consciousness:** The cadets of the NCC unit participate in environment awareness campaigns on waste segregation, plastic management and water conservation and also carry out tree plantation throughout the year within their community and neighbourhood making a connect with nature. The NCC unit of the college is closely associated with the Swachh Bharat Mission and the cadets devotedly participate in interactive cleanliness awareness campaigns, street plays, essay writing, poster making competitions, cleaning of statues of national leaders, rallies with placards encouraging and motivating the people in the community and adopted village and schools to protect their environment, segregate the waste into biodegradable and nonbiodegradable waste and control pollution.
- **National Integration and Cultural Diversity:** The NCC unit observes the special days like Constitution day, Independence Day, Youth Parliament, NCC Raising Day, Republic Day, Himachal Day, International Girl Child Day, International Yoga Day, National Cancer Day, Ek Bharat Shreshtha Bharat programme to send the message of national integration and make cadets understand the rich cultural heritage of the country.
- **Social responsibility:** The cadets are involved in numerous community-based learning activities making them socially responsible. During the pandemic the cadets completed a training course on Covid-19 training on Diksha. The cadets joined the Covid-19 support group of Shimla and made arrangements for oxygen cylinder, sanitisers, medicines, home-cooked food and other essential goods to corona patients in covid hard hit areas. The cadets disseminated awareness regarding Covid-19 on social media platforms through poems, paintings posters uploading videos on yoga and breathing exercises. The NCC unit of the college in collaboration with does Zoology department created a database of blood groups of students which was shared with an NGO for donating blood during emergency.
- **Evidence of Success:**

Apart from 1 HP Naval Unit NCC Bilaspur, the college started its own NCC subunit under 7 HP(I) Coy NCC Shimla in 2020 enrolling 29 cadets. Both the units of NCC organize numerous activities for the cadets throughout the year providing them opportunity to develop their personality, character, confidence, and leadership skills.

The success of our NCC unit is reflected in the result of NCC B and C certificate examination.

[14.-BEE-and-CEE-certificate-grade-list-2017-2020.pdf \(stbedescollege.in\)](https://stbedescollege.in/14.-BEE-and-CEE-certificate-grade-list-2017-2020.pdf)

The success can be seen in the performance of the cadets in extra-curricular activities conducted both at inter and intra college level.

Cadet Name	Competition	Organizer	Award	Date
Nikita Chauhan Mehak Khakta Avni Sharma Aashi Rathaur	Short video on AIDS/HIV	Himachal Pradesh University	Rs. 5000 group cash "Consolation prize"	February 6, 2021
Gati Singh	Shimla MUN 4th edition	Shimla Model United Nations	Certificate "3rd prize"	June 6, 2021
	Talientia rap /singing	In Amiogs Foundation	Certificate "1st Prize"	January 3, 2021
	Inter College Debate competition	St. Bede's College ,Shimla	Certificate "2nd prize"	December 8, 2021
Maanika Sethi	Shimla MUN 4th edition	Shimla Model United Nations	Certificate "3rd prize"	June 6, 2021
	Inter College Debate competition	St. Bede's College Shimla.	Certificate "1st prize"	December 8, 2021

<https://www.stbedescollege.in/wp-content/uploads/2021/12/7.2.1-B-NCC-1.pdf>

Problems and Resources Required:

The cadets have to spend a lot of time away from the campus for participating in NCC activities outside due to which they miss classes, regular studies and other academic activities of the college. Because of the academic pressure some students do not join NCC as physical activities and outstation camps consume time, affecting their studies. Due to insufficient funds to run the NCC unit, a senior faculty member has been appointed to coordinate the activities of the NCC unit effectively and efficiently as per the guidance from the Head Office.

2. Title of the Practice: E-governance and paperless communication

Objectives of the Practice:

To achieve top notch educational standard in education, it is imperative to have an improved and innovative means of information and communication in educational institutions.

Covid-19 pandemic compelled the educational institutions to adopt digitalization to run its institute smoothly without causing inconvenience to its stakeholders. In St. Bede's College, e- governance had emerged even before Covid-19 but it is during this period that ICT tools and e-resources got a further impetus thereby allowing the college to become demand driven and efficient.

Few objectives of digitalization:

To promote transparency and accountability.

To communicate with stakeholders expeditiously.

To maintain, compile and update database conveniently.

To provide easy access to information.

To make the institution visible world over.

The Context:

In order to achieve the goals of efficient administration and to meet the challenges of globalized world, it is necessary to implement e-governance in the education sector. It will help in improving transparency, reducing the transaction cost, time and facilitating the processing and maintenance of large amount of information related to students, faculty, inventory, assets, library, payrolls, fees, admission, making communication and administration accessible and simplified.

The college information regarding important dates, notices etc. can be disseminated efficiently.

The vital information of the college can be stored safely for future usage. The activities of the departments and societies can be uploaded on the college website for call to access. The college upgraded and adopted Microsoft Teams software as an interactive and collaborative tool for curriculum delivery and innovative pedagogical methods.

The Practice:

The Covid pandemic provided an opportunity in discovering this salience of the governance in the following areas:

E-administration- In order to improve the administration process, the college office is fully automated. The management and sharing of information electronically has made the process well organised and error proof. Admissions are processed online through the student module of ERP providing online transaction interfaces on website. E-governance and administration has empowered the college authorities to supervise and deliver services through ERP software by providing a dynamic database of students, faculty and employees. The administration has a speedy communication with teaching and non-teaching staff through emails and the SMS feature of

WhatsApp groups. The important circulars and notices are made available on college website. The accounts of the college are maintained through ERP and Tally software. Biometric attendance software has been installed. However, it is discontinued temporarily as a preventive measure against the spread of Covid. CCTV cameras have been installed at the strategic locations. Examination process comprising filling of forms, obtaining admission cards, uploading CCA etc. is done through ERP.

User-friendly website- The college regularly updates its website and information related to college processes, procedures and feedback forms can be accessed by the students and their parents online. Moreover, they can give suggestion, put up queries etc. seamlessly, which are addressed promptly.

Online teaching- To ensure uninterrupted and smooth teaching, the college shifted to online platform MS team to keep the student centric teaching going. Required training has been given to the faculty with a view to get the optimal benefit from the software. Each student has been provided a personalized login ID and password. Assignments, tests, quiz, presentations and other activities are conducted and evaluated online using MS teams.

E-participation- The spirit of Bedeians could not be dampened by the pandemic who enthusiastically participated in various online extra-curricular activities throughout the year. To begin with, online elections were held for the student council where the students voted for the Admiral, Vice Admiral and for Vice Presidents / Secretaries of Ships and Societies respectively. Each society, cell and department organised online activities ranging from poster making competitions, debates, slogan writing etc. to commemorating special days by organizing various interactive and group activities. Web-based multimedia lessons, seminars, discussions, demonstrations and faculty enrichment programmes were conducted throughout the pandemic which provided excellent knowledge enhancement opportunities for educators thereby catalyzing flexible learning experience.

E-Resources- Inlibnet, N-List in the library provide a repository of e-journals and e-books. Online public access catalogue, a digital database in the library enabled online catalogue searches during the pandemic.

Evidence of Success-

E governance has facilitated the processing and maintenance of large data in unified system making the process simple, time saving and cost-effective. Each transaction is properly documented on ERP and Tally software with a view to maintain transparency. Required training has been given to the teaching and non-teaching staff by organizing workshops and faculty development programmes for optimal use of the software. Admissions, entrance tests, counselling, submission of fees, alumni registration etc. are now processed online using transaction interfaces

provided on website and through ERP. MS teams has been successfully adopted for teaching and learning as a formal and distance learning platform. With personalized login each student can access virtual teacher and open collegiate activities. Online teaching tools as well as SMS and e-mails have enhanced parents involvement and allow them to stay connected with college activities. Inflibnet significantly contributes to the needs of the students and faculty as they can access a larger collection of a resources in the form of e-books and e-journals.

<https://www.stbedescollege.in/wp-content/uploads/2021/12/7.2.1-A-E-governance.pdf>

Problems encountered and resources required-

The successful implementation threw up new challenges, the most significant ones were -hands on laboratory sessions, industrial visits and field trips were severely limited. Adequate bandwidth and provision of mobiles, laptops and computers are essential to leverage ICT effectively. Lack of strong and stable internet connectivity was one of the stumbling blocks with regard to online teaching. Parents are concerned about increased screen time. Economically weaker students cannot afford handheld devices like mobiles, laptops, desktops etc. Increased exposure to screen has led to monotony and boredom for students thereby causing mental stress. Peer and student teacher interaction is missing and it is felt that physical interaction cannot be replaced by virtual interaction.