SHRI CHINAI COLLEGE OF COMMERCE AND ECONOMICS

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Best Practices 1

Title of the Practice: Examination Assistance during the Pandemic

Objectives:

1. Guiding students through the process of Online Examinations during Lockdown.

2. Easing students' anxieties and difficulties regarding the examination.

Context:

Due to COVID 19 pandemic and resultant lockdown, the schedule for examinations was disrupted.

Due to classes being conducted on online platforms, students faced certain difficulties.

The Practice:

The following things were done to assist the students:

1. Guidance about how to use online platform for lectures and examination.

2. Submission of online examination forms on the University portal.

3. Submission of student data (registered phone number, updated phone number) to the University.

4. Keeping track of examination, re-examination schedules and postponement of papers.

5. Regular interaction with university examination personnel regarding results and correction of results.

Obstacles Faced/Problems Encountered:

Online examinations depend upon internet connectivity and some students faced difficulties regarding this.

Evidence of Success:

Our Examination Department pursued all enquiries with the University Examination personnel which resulted in the updation and correction of results.

Resources Required:

Strong internet connectivity.

Best Practices 2

Title of the Practice: Building of Paper-less office.

Objectives:
1. We aim to eliminate the usage of paper as much as possible.
2. To instil competencies and improve Document Security.

Context:
It helps the institute to go paperless and reduce our usage of paper as we conducted lectures and examination online. It will also help us to save cost and digitize our office. It will make the storage and retrieval of documents easier and quicker.

The Practice:
- The institution creates a paperless policy.
- Reusing one side printed paper for internal communication. It encourages reuse of paper.

Obstacles Faced/Resources Required:
- Technical issues regarding internet connectivity.
- Lack of face to face communication.

Evidence of Success:
- Saves Time. Time spent filing, organizing, and searching for paper documents is time that could be spent on more productive tasks.
- Saves Space.
- Saves Money.
- Eases Transfer of Information.
- Promotes the Environment.
- Boosts Security.