

## **Best Practices**

### **DIGITAL CAMPUS**

#### **Objectives of the Practice:**

A digital campus aims to leverage technology to streamline processes and enhance the learning environment for students and faculty. The objectives are:

- facilitating blended learning.
- automating administrative tasks to reduce manual paperwork and improve efficiency.
- providing remote access to academic resources.
- implementing online assessment tools for instant feedback.

**The Context :** The college employs software solutions from ATC Online and IPSR Solutions Limited, including Pacifyca and QnSmarti, to manage tasks such as admissions, attendance, academics, administration, assessments, exams, and results.

#### **The Practice:**

- a. **Online Admission:** Introduced in 2019, the process is streamlined into the following stages:
  - Access prospectus on the website.
  - Submit online application.
  - Completion registration.
  - Conduct virtual interviews and facilitate online fee payments  
( link: <https://online.stagnescollege.edu.in/admission>)
- b. **Document Verification:** Since 2014-15, document verification has been through online mode.( link: <https://stagnescollege.directverify.in/>)
- c. **Fees Collection:** All fees are paid via electronic banking.  
**Computerized Accounting System:** Use of ERP Tally and MS Excel for financial management.
- d. **Library Automation:** Has simplified book, magazine, and reference material check-out/check-in processes since 2018. It encompasses:
  - Barcoding
  - Provision of a learning resource centre with computers and Wi-Fi.
  - Implementation of software including EasyLib Web Version 6.2, RFID Middleware, DrillBit (Anti Plagiarism), DSPACE 7.1 (open-source repository), Employee Self-Service Software, J-Gate, N-List, digitization of old documents, and digital entry management.
  - Electronic Data Repository and Archive: Institutional Repository using Open-Source Software DSPACE, hosting Lecture Notes, Student Project Reports, Theses, Publications, E-books  
(Repository link: <https://library.stagnescollege.edu.in/digital-library/>)
- e. **Computing Facilities:** Desktop computer with internet, printer, speakers, UPS, and antivirus software for each department. Computer labs, Language labs, Statistics lab with SPSS and MASCOM labs are accessible to students for tests and multimedia activities.

- f. **ICT-based Teaching and Learning:** Equipped with LCD projectors and Wi-Fi, classrooms foster interactive learning. The Carmel Studio facilitates e-content development. Teachers upload work diary on Pacifyca.
- g. **Office Administration:** Academic, administrative, and examination records are digitally stored for effortless retrieval and reporting to authorities.
- h. **St Agnes College App:** College App is used for notices, circulars, and attendance monitoring.
- I **Exam Reforms:** Generation of End Semester Examination question papers from the question bank on QnSmarti Software. Mid-semester exams during the Covid-19 pandemic were conducted via the Pacifyca LMS software. Online MCQs are conducted through Pacifyca.
- i. **Institutional G-Suite and mail ID:** Communication is centralized through the institutional G-Suite and Gmail ID, supplemented by various social media platforms.
- j. **Online Feedback:** The College actively gathers feedback from stakeholders through online channels, enhancing continuous improvement.

**Evidence of Success:** Digital transformation streamlines administrative processes, and the College App serves as a communication hub. Online feedback shapes offerings, showcasing the institution's commitment to modernisation and progress.

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

**Problems:** Connectivity and Infrastructure, Digital Literacy and Training, Technical glitches and support, Data Security and Safety

**Resources Required:** Robust cybersecurity, higher IT infrastructure, continuous staff and student training

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## **NAVIDAD - A unique Christmas Charity Fundraising project**

### **Objectives of the Practice :**

In line with the vision and mission of the college, St. Agnes College aims for holistic education and societal impact. The prime objective of the project is to instil in students a spirit of compassion and simultaneously address the human right to housing through shelter projects.

**The Context:** Navidad – a Christmas charity fundraising project to build a home for the homeless has kept the concept of Institutional Social Responsibility pulsating. Through this project the college raises funds to build/ renovate houses of members of Agnesian family. In 1998, a faculty member initiated the unique idea on realising that certain college staff and students were in need of adequate housing.

**The Practice:** Since 1998, our fundraising project blends garage sales, NAVIDAD show tickets, and contributions. During a week in mid-December, staff, students, and alumni donate items for the garage sales, where treasures find new homes at nominal prices. The annual NAVIDAD charity show sells tickets to staff and students who, in turn, involve others for ticket sales and financial support.

Applications for house renovation/building are welcomed from support staff and students, and after careful assessment, a beneficiary is chosen. The fund collected is presented during the NAVIDAD show. This project has provided homes for staff and needy students for 25 years, turning generosity into tangible support.

**Evidence of Success:** The college has built/renovated homes for support staff and students over 25 years, leaving a lasting impact on all stakeholders. The project, transparent and secular, involves management, staff, students, parents, and alumni, contributing to the fulfilment of its objectives. The programme's 25-year continuity is a testament to its success.

**Problems Encountered:**

Implemented successfully until 2019, the programme paused in 2020 and 2021 due to the COVID-19 pandemic. Revived on a larger scale since then, the project faces challenges in collecting adequate funds for house construction amidst rising costs.

**Resources Required:** Benefactor contribution, crowd funding on social media.

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### **ATC: Agnes Towards Community (ATC)**

**Objectives:**

- To sensitize students towards community service
- To inculcate values of concern, compassion and commitment
- To equip students with organising and leadership skills

**The Context:** Keeping in mind the above goals, the students have reached out to different villages in educating them about the Environment, atrocities against women, schemes and benefits of Gram Panchayat/ Government schemes, exercise of franchise, problems of migrant/construction workers and need for basic literacy.

**The Practice:** Final Year Degree students under the guidance of their teachers take up Community Service on Saturdays. The practice involves planning, preparation, execution and evaluation.

**Evidence of Success:** This programme has made our students more sensitive in serving the community.

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