

Best Practice 01

1. Title of the Practice: Related to Teaching and Learning “Effective use of Information and Communication Technology in Teaching-Learning process”

2. Objectives of the Practice-

Today's is the age of explosion of knowledge. It became possible only because of worldwide net and spread of Information Technology.

Though the college is situated in rural area, the institute has following objectives to introduce ICT in teaching-learning process:

- To make teaching-learning process more effective and speedy.
- To update knowledge and information.
- To introduce recent trends in study.
- To provoke students to ask questions.
- To save both time and energy.
- To make students globally fit to survive and proceed.
- To help students to become competent and confident.
- To help learners to have an open and flexible mind.
- To encourage the learners to develop the appropriate social skill.
- To prepare the learners for the society of tomorrow.
- To use their ICT skills to develop their language and communication skills.

3. The Context:

The institute is situated in hilly, rural and drought prone area of Satara district. Most of the students are from the socio-economically weaker families. Very few among them know the actual use of information technology in the teaching-learning process. The students don't have their own Laptops or Computers. A few of them have completed MS-CIT course.

1. The Practice:

The parent institute, Rayat Shikshan Sanstha, Satara has focused on the significance of use of ICT in teaching-learning process. Hence, the President of our Sanstha encourages its institutions to make extensive use of ICT in teaching-learning process.

There are 46 computers, 6 laptops and 14 LCD projectors in the college. The institute has a Computer Laboratory with 20 computers. The institute has provided computers along with internet facility and printers to each department, Examination Department and IQAC.

Short term courses like Tally ERP-9 and Translation and Communicative Proficiency (Duration one year) are run by the institute. Most of the students are benefited by the ICT facility. Free Internet access is available in the library and Computer Laboratory for students.

There are 237 Educational CD's, Videos and Documentaries related to different subjects and issues in the library. They are distributed according to the demand of the students and teachers. 11 class rooms are equipped with LCD projectors. There are two digital classrooms. To make the teaching –learning process more effective, faculty uses PPTs. E-books, E-Journals and PPTs are available in the central library.

5. Evidence of Success:

The institute has adequate ICT facilities for teaching-learning. The institute runs different Short-term Courses including 'Tally ERP-9 and Translation and Communicative Proficiency. This course proved beneficial for college students. Some of them got part time job due to their training in Tally ERP-9 and their cyber literacy. Free Internet access is available for students and teachers to get information related to their subjects and project works. The

students of language and literature enjoy movies, plays, films and documentaries related to curriculum.

All the faculty members use PPTs, which help students to get systematic knowledge of the topic.

6. Problems Encountered and Resources Required

Having ICT facility is one of the strengths of the institute. Though the institute has adequate ICT facilities, yet, it faces some problems.

Medium of ICT training is English and the mother tongue of the students is Marathi so, they found it difficult to acquire ICT training. The institute has a Computer Laboratory with software but the software is pirated. Original software is required to achieve speed and efficiency in ICT. Financially it is not possible for the institute to purchase independent license for ICT.

Resources Required

- Trained staff
- Bilingual training and study material
- Original software
- License

2. Best Practices: Related to Office

1. Title of the Practice - Internal Audit System

Internal audit is one of the best practices of the institute. Our parent Institute has separate Audit Section. Internal Audit is regularly done by Audit Department of Rayat Shikshan Sanstha, Satara twice in the year.

2. Objectives of the Practice:

- To maintain transparency in financial transaction.
- To maintain regularities in day-to-day financial transaction.

- To maintain up-to-date financial record as per rules and regulations of Government and Sanstha.
- For transparent and open practices in the matters like finance, the institute follows the practice of Internal Audit which is done by Audit Department of Rayat Shikshan Sanstha, Satara. Government Audit is the regular practice of auditing and supervision which is done by the Audit Department of State Government. Through the Internal Audit practice, the institute has achieved the above objectives and principles. 'Transparent Financial Transaction' is the ultimate outcome of this best practice i.e. Internal Audit System.

3. The Context:

Actually, it is challenging to face two audits: Rayat Shikshan Sanstha's Internal Audit twice in a year and Government Annual Audit. It is very difficult to balance audit statement of both audits and to overcome lacunas. It is also challenging task to present annual budget of the institution including salary, non-salary, fees, and grants collected and expected expenditure of the institution. The institution needs human resources with proper training in financial transaction and office administration.

4. The Practice:

Arts and Commerce College, Pusegaon, Taluka Khatav, District Satara is a Government aided senior college having Arts and Commerce Faculties. This college belongs to Rayat Shikshan Sanstha, Sataras so it follows all the guidelines of Rayat Shikshan Sanstha, Satara regarding Administrations and Finance.

The institution is careful about transparency in financial matters, and Institute is committed to maintain hundred percent transparencies in financial transaction.

So, the institution is always ready to go through two types of audit. Rayat Shikshan Sanstha, Satara conducts audit of the institution twice in the year [Half- yearly and annual audit]. It is an internal or local audit done by Audit

Department of Rayat Shikshan Sanstha, Satara. This department checks the figure of total collection of grants under different heads like: salary grants, non-salary grants, other grants, fees and scholarships. It also checks meticulously each and every bill and voucher of expenditure.

After inspection of the Sanstha audit department, the institute has to work out on the queries mentioned by Audit Department of Rayat Shikshan Sanstha Satara. After the financial year (in the month of April/May) Government audit is done by Hon. Kirtane and Pandit, Chartered Accountant [C.A.], Pune. It is annual and compulsory audit because it is mandatory to submit annual audit statement to Director of Education Office, Pune on or before 31st July.

The institute can purchase academic equipment, objects and building material only when the list of equipment is sanctioned by LMC/CDC and Rayat Shikshan Sanstha, Satara.

Annual financial transactions and budget are done according to guidelines of the audit department of Rayat Shikshan Sanstha, Satara.

5. Evidence of Success:-

Internal Audit is one of the best practices of Arts and Commerce College, Pusegaon. This audit practice helps the college to maintain up-to-date financial record and to submit the annual audit Statement to Director of Education, Pune and Mumbai office. So, there are comparatively less queries while the audit of the college is done by the government. It is an evidence of success of this practice.

Clarity and transparency in the financial transactions increases reliability of the institute in society. Less audit remarks and improvement done according to the remarks creates atmosphere of financial security.

The institute has maintained financial record of last 5 years. e- Record and hard copies are also available in the office. L.M.C./CDC and Rayat Shikshan Sanstha's Audit Department are two vigilant bodies to keep check on

financial transactions of the institute. So, the institute is quite satisfied with the practice of Internal Audit.

6. Problems Encountered and Resources Required-

Problems-

Need to update reports and financial records. Office should be totally paperless. Separate software for financial transaction is required. Maintaining of e-record and hard copies of essential statement of financial transactions may be possible after renovation of the office. The institute faces the problem of human resources. Non-teaching Staff is inadequate.

The head-clerk has to shoulder administrative as well as financial responsibilities. Administrative office of the college should be well equipped with software and human resources. Trained non-teaching staff with E-literacy is today's need.