DR. P.D.B. H. GOVT.P.G. COLLEGE KOTDWAR

Since 1971

BEST PRACTICES

2022-23

Best Practice-1

Title of the Practice: Online Admission Through SAMARTH Portal

Objective of the practice: For proper conduct of the academic session and to bring uniformity in the admission process in all the colleges situated in the state of Uttarakhand, the College Administration started the online admission process on the Samarth Portal under the Integrated Admission System of the Government of Uttarakhand.

The Context: Due to the Covid-19 pandemic and other reasons, the academic session in the colleges located in the state had become irregular and there was no uniform system of admission in the colleges, to solve these problems, the state government started the admission process on the Samarth portal from the session 2022-23 with the aim of conducting uniform admission and examination in all the colleges located in the state, which was fully complied with by the college.

The Practice: To work effectively, every admission committee was provided instructions and training regarding SAMARTH Portal. This admission portal was created for filling admission forms and uploading photos and other documents. After online verification of uploaded documents by respective committees, merit list was prepared and provided to students through college website, email and text message. After generation of merit, the students were invited for physical verification of documents and other formalities. After approval of admission-by-admission committees, admission fee was deposited by students through online mode. Although it was a time taking process but college staff together made it convenient and practicable.

Under the admission process on Samarth portal, any student can apply for admission in any college (maximum 10 colleges) located in the state for ₹50.

This portal is linked to ABC (Academic Bank of Credit) in which all the documents of the student get stored in Digi Locker.

Evidence of Success:

- Turn out ratio of students for admission was not affected at large.
- Prompt resolution of admission related problems by the Admission Committee, providing convenience to parents and students and making the admission process hassle-free.
- Students of hilly reason were provided extra time to appear in college for documents verification.

Problems encountered and resources required

- Every faculty of the college was experienced in online admission on college portal, sudden transition from college portal to SAMARTH portal created a challenge.

- The lack of computer Knowledge and Skills among students and some staff was a problem in implementing online admission process on SAMARTH Portal.

- Many Students claimed that they were compelled to go to cybercafé to fill the admission from as they didn't process any input device.

Best Practice-2

Title of the Practice: Student Facilitation Center

Objective of the Practice: The practice was setup to solve the queries of student/visitors so that excessive crowding can be avoided for which a student facilitation center has been set up near the main gate of the college which is equipped with internet facilities.

The Context: With the increase in number of existing students, outsiders and visitor with many doubts, these all factors made college administration to think about the immediate solution towards the problem. The college administration established "Student Facilitation Center" towards the prevailing situation to provide a solution.

The Practice: Student Facilitation Center was setup to address the problem and provide immediate solution which was lead by existing employee and was rotated so that proper utilization of resources can be done. This practice worked as an effective tool to solve queries by students regarding Online admission forms, Examination forms, Enquiry for TC/CC, Marksheet, Degree and any other work related to admissions, library, UOU and IGNOU. This practice made college nuisance free while clearing student's issues with immediate solution and providing solutions to outsiders.

Evidence of Success:

1- Declining number of students in front of Student Facilitation Center.
2- Correct answers towards the questions/queries of the students.
3- Queries by outsiders being addressed nicely.

Problems Encountered and Resources Required:

Addressing many students and visitors or solving their queries is not an easy task to do. Sometimes situation becomes chaotic and need other staff to tackle the situation too. Problems can be of various types that can not be solved.