

### 7.2.1

### Best Practices

1. Digitization of office:- The office has been digitalized . All the students admitted in different classes, fees collected from students have been uploaded. Due to digitalization process the entire information of each and every student is available in the college. The accounts of the college has also been digitalized. So any employee can check his salary and allowances etc. All the notice and letter received from the university have been uploaded on the website. All these make the college completely digitalized.

2. **Campus ecofriendly** - Several steps have been undertaken to make the campus ecofriendly. Several dustbins have been placed at different places for wastes. Plantation work have been done in the campus to make it lush green. A small garden has also been created in the campus. Students were discourage to use plastics in the campus and now the campus is no plastic zone. Wastes from the canteen are put in big dustbin and all the decaying leaves and plant parts are also put in that dustbin to make compost. Every efforts are made to make the campus ecofriendly.