

## **Best Practices 2015-2016**

### 1. Offering English as main Subject to UG level

Motto: Avoid Migration of the students of rural area

### 2. Office Automation

Motto: Smooth and transparent conduct of administrative work

The goal of the practice is to bring ease and efficiency in the administrative work. It is also to maintain accuracy, decency and accountability of the office work. It is to make office more transparent and increase its accessibility. It is eco-friendly practice that aims at making office work paperless and thus save the environment

#### **Context:**

Office work is very strenuous. It is difficult to create record and maintain it. Moreover, the record is of different types and is maintained at different levels. It creates redundancy in the work. Thus office work is laborious and time consuming. One cannot expect complete accuracy in the office work as there remain number of human errors. As there is less transparency in the documentation, there is lot of scope for malpractices. It is also very difficult to maintain physical data in the form of papers and files and after certain period of time it has to be discarded. In that case retrieval of information becomes impossible. To overcome all these limitations of the office work and to make it more systematic and organized we have opted for office automation.

#### **The Goal.**

The twenty first century demands a superior infrastructure and sound fiscal fitness. With this mission entire DESH team under the leadership of President Shri Mukesh Patel and valuable contribution of M.P. Patel foundation, M.P. Patel Institute of English started. The Institute was erected by the President of the Trust Mr. Mangalbai P. Patel; It was his dream and constant encouragement that the institute is offering English as Major Subject at UG level affiliated to Gujarat University. We can very proudly mention that the subject is in demand now-a-days as it imparts quality education with career assurance.

#### **Practice:-**

English is offered as a main subject at UG level to the students of this less privileged area. University has given special permission and affiliation to our college on condition that fee should be charged from the students on the grant-in-aid fee criteria. Since its inception College is charging the fee as per the government and University norms. The students from the rural background initially reluctant to choose the subject but as the time passes there was a flush flow of students and today the subject is in demand. Initiative of offering the subject at UG level has been proved highly useful to the students. It has reduced the migration of the students of taluka. There is a separate classroom facility is erected along with a well equipped digital language learning lab. The students are taught English literature as well as language and its functional nature. Most of the students have been appointed as teacher in the neighboring schools.

#### **Problems Encountered:**

The revenue generation is less than the expenditure, but the management is supporting financially to run the programme for the students of rural area. Installation and maintenance of the software in digital lab is expensive matter. It also requires skills and training to operate the software. Sometimes it is a challenge to create accurate source.