

Best Practice

Session: 2019-2020

1. Title of the Practice:

In the session 2019-2020 our college performs the following two as the best practices:

- i) Introduction of bio-metric attendance for all the teaching and non-teaching staff.
- ii) Introduction of online class through the college website to combat Covid-19 situation.

2. Objective of the practice:

- i) As it is the era of electronics, besides keeping the manual records of the attendance of the teaching and non-teaching staff, the college authority decided to keep the history of records of attendance in online by introducing the bio-metric attendance.
- ii) With the sudden and unexpected advent of Corona Virus Disease-19 in March2020 in India in its peak form, the government decided to postpone the offline class in the college. As we were in the middle of the even-semester and there was every possibility of End Semester Examination in June2020, the college authority quickly implemented online class using the college website.

3. Context that required the initiation of the practice:

- i) It was heard that most of the educational institutions which impart higher education, are on the threshold of putting into action the bio-metric attendance for their staff. So the teaching and non-teaching staff of our college unanimously decided to leave no stone unturned to be one of the leading institutions so far the inauguration of bio-metric attendance is concerned. So within a week the bio-metric attendance was in vogue in the college and still it is continued.
- ii) No sooner had the government announced the closure of all the educational institutions to hinder the spread of Covid-19 among people, the students were at their wit's end. The teaching staff started to seek an instant solution of the problem

of regular teaching which arose for the pandemic situation. With the assistance of the principal of our college, the college became successful in starting the online class using college software.

4. The Practice:

i) Throughout the year all the teaching staff, non-teaching staff and obviously the principal give their bio-metric attendance using fingerprint. When only manual records of attendance were kept, some of the staff had lethargy of giving attendance as soon as he/she arrived in the college. He/she would put signature after some time. As a consequence, it would be very inconvenient for the college authority to detect whether that particular staff had come to college or not. But now as soon as one reaches the college, his/her first and foremost duty becomes giving attendance as the bio-metric attendance keeps online records of one's total spent time in an academic year in the college.

ii) From the very beginning of pandemic situation, Study Materials were given through the college website by the faculties of different departments. The students would generally download the materials and prepare themselves for the forthcoming examination. The online class has been taken regularly using Google Meet following a routine prepared for taking the online classes. Later the classes is being taken without any interval, using the college website. Again regular communication with the students regarding classes, study materials, college or university notices, different academic and administrative issues, is made via the different whatsApp groups of students.

5. Evidence of success:

i) The implementation of bio-metric attendance in our college brought a wave of success. It surely added a feather to the crown of success of Sonamukhi College. Our college sets an instance in front of other colleges by cordially accepting the challenges of new technology.

ii) The students accustomed themselves with the online class within a few days of its introduction. They can repeatedly hear or view the online recorded class and as a result they also can clearly understand the portion that remained vague while heard or viewed for the first time.

6. Problems encountered and resources required:

i) With the introduction of bio-metric attendance, some senior faculty members and few non-teaching staff encountered the problem of putting fingerprint in the machine. However the regular practice for a week made them efficient in that field. Now they put their attendance within a second.

ii) Though at the outset the students had enough difficulty in using college software for Study Materials and online classes, they became habituated within five or six days of its execution. But again another problem arose. As most of the students of our college belong to the remote rural areas of Bankura district, many of them face the problem of good network connectivity. On the other hand, it is also a bitter truth that some of the students, if not all, badly fail to buy data pack for attending the online classes. If college provides the cost of data pack of the needy students, they will be benefitted.

About the institution:

i) Name of the institution: Sonamukhi College

ii) Year of accreditation: 2016 (1st cycle)

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