INSTITUTIONAL BEST PRACTICES-2020-21

1.: Online Student Registration System

Objective:

To provide a convenient, eco-friendly and speedy platform for registration of students for all types of examination conducted as an Autonomous college.

The context:

The need for and the importance of a comprehensive online registration system can not be undermined. It is faster and better way in comparison to the traditional paper registration method which is associated with a lot of difficulties in terms of time, speed and accuracy. It eliminates the need of filling of paper forms manually and submitting them to the registration office by standing before the counter in a queue. The new online registration system enables eligible students to register themselves for examination, admission and readmission at their convenience and submit their information immediately. One can make corrections as required without worrying about erasing and cutting. The participant will be able to receive a confirmation e-mail immediately after submission of various kind of fees. The organiser of the examination is able to update the student's database as the information is uploaded automatically. It avoids sorting of information, maintenance of files, correction and modifications etc. The database will be stored on a highly secured server without scope for leakage and destruction of information. The number of participants, category, type of examination and other particulars are updated automatically which can be used for future reference and planning. Any lack of information can be immediately informed through messages to students. It not only increases the credibility and foresight of the Controller of Examinations but also saves considerable time energy and cost. It is quite easier and eco-friendly in comparison to traditional paper based registration.

When the entire world is heading towards a paperless society, this initiative is a means towards maintaining a clean campus in the institution and keeps the exam process updated in terms of technology.

The Practice:

Considering the substantial benefits of online registration system, the institution has been successful in implementing it w.e.f 07/07/2021 vide notification no.691/06/07/2021 for the conduct of regular UG Sem-VI and PG-Sem-IV and all back/improvement of Sem- VI students in Google form subsequently. The online registration for regular Mid Sem-I UG exam (2020-21 batch) was started which commenced from 05/08/2021 integrating registration with fees collected. It avoids the necessity

of dual processes. Exam registration can be submitted only on payment of required fees through online payment gateway. A payment gateway has been created for smooth and fast transaction of various fees related to readmission, examination, hostel fees etc.

Evidence of success:

Since the introduction of online student registration for exams, large number of students of the college have benefitted from the facility. It has considerably reduced time, cost and energy of the examination section and students.

Problems encountered and resources required:

In the initial period, the registration mechanism provided to the students through google form (tweeter account) encountered minor problems of misunderstanding and errors from student side as they were not duly acquainted with the system. Hence orientation classes were organised among the students to enhance their awareness. Now the system is running successfully.

The permanent online registration system has been introduced with the support of HDFC bank without any cost of installation or annual charges.

2.Title: Online Payment Gateway System

Objective: Providing a quick and secure payment mechanism to students and boarders for convenient and easy payment of college and hostel fees.

Need and context: Keeping in view the limitations of traditional payment methods such as lack of security ,time consuming , more paper work, high cost, insufficient storage facility, difficulty in modification of data etc., the online payment system is considered as the most viable modern mechanism for quick , easier and secure payment. Under the traditional manual payment system, the students had to stand in a queue under the sun for long hours for making payment of their fees. On the other hand online payment gateway facilities gives faster ,smoother and secure transactions between the institution and students.

This online payment mechanism is student centric because the students enters the required details, select preferred payment options, get the required approval message within seconds. During the process, all the data and private information is kept stored securely in the system. It has the added advantage of affordable set-up cost, saving in-transaction time, improved students' experience, accepting payments worldwide, reduction in declined transaction, better regulation of cash flows and facility for fraud detection. Since the whole process is automated, it saves considerable amount of human labour and errors in an institution.

The Practice: The process for the implementation of the Online Payment System initiated in the month of October,2021 with the collaboration of HDFC bank, Phulbani branch. A team of bank staff met the college authority with regard to implementing the system. After being satisfied with the cost implication and accrued benefits, the bank was provided with required data and instructions for initiating the payment system. Finally the system became fully operational w.e.f 24/11/21.At present the college admission and readmission, examination fees ,hostel admission and mess fees are being collected through online payment gateway. Two facilities have been provided with the system (i) Use of POS(Point of sale) terminal for emergency payment of college fees and (ii) Providing online payment portal/link for payment of regular college and hostel fees. Three Savings Bank accounts have been opened with HDFC bank for online payments of admission, readmission and examination fees whereas four SB accounts have been opened for each hostel for online payment of hostel admission, readmission and mess dues.

Evidence of success:

Since the inception of online payment system introduced in the college, it has received tremendous response from the students' side. Though they were more dependent on POS initially, they have switched over to payment gateway link for payment of their fees. The bank has also agreed to provide a mobile app in future for convenient use of the system. It has considerably reduces the paper work and related human efforts. It has resulted in a technological transformation between the college authority and the students. It has revolutionised the thinking and practice of the institution and its users.

Problems encountered and resources required:

During the initial period of implementation, some technical problems were encountered such as problems in the generation of user's receipt and problem in understanding the user manual. Subsequently, both the problems have been sorted out with the support and guidance of bank staff. Adequate training has been given to student users for utilizing the facility and making it error free.

Regarding the cost and resource concern, the HDFC bank has agreed to operate the system free of initial cost and annual operational cost. Hence there is no resource constraint in this regard.