**7.2.1 – Describe at least two institutional best practices:**

The college has adopted in the past years and is moving towards enhancing the following practices:

1. Promotion to Cashless Transaction Practice.

2. Digital Communication.

**1. Promotion to Cashless Transaction Practice:**

Since the process of demonetization in 2016 in India, the possibilities of moving towards a cashless economy were explored and cashless transactions were promoted. Besides cheques, Credit and Debit cards, various other modes such as payment through various Apps and Internet Banking were given emphasis for financial transactions.

The college also moved forward towards cashless transactions. The Higher Education Department, Govt. of Chhattisgarh, provided “e-kosh’ platform and college made an agreement with the Bank (AXIS) for smooth cashless transactions.

Now, nearly all the financial transactions are done through these agencies whether it is any kind of payment to employees or to the students for their scholarship. The fee collection from the students is completely cashless via the services provided by the Bank.

This practice has contributed to reducing the cost of printing of paper money. The process is convenient not only for the college and students but also for the bank where college had to go to deposit the cash. It has also helped in transacting from any place and at any time.Moreover, this has brought transparency in dealing and has reduced the risk of loss which used to occur in physical handling of cash.

**2. Digital Communication:**

The college is catering to the educational needs of the students belonging mostly to the rural and inaccessibly area of the state. The circulation and dissemination of information through physical mode sometimes becomes cumbersome, particularly at a time when classes are not running. Generally this happens when the students are not physically visiting the college.

The college moved towards Digital Mode of Communication and first of all has upgraded its Website and has made it dynamic. Bulk messaging system has been adopted. Besides, WhatsApp Groups of the students are created. Facebook Page of the college has been created.

Through these digital communication channels, the students and the staff are circulated all the pieces of information and are intimated with nearly all the developments of the college.

The digital mode has made the communication interactive and participatory, and has inspired us to move towards paperless cost-effective communication. It is fast, efficient, and convenient also.