



SRI GURU NANAK DEV KHALSA COLLEGE
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Best Practices

Best Practice 1

E- transactions in the institution

Objectives

To bring transparency in all financial transactions

In pursuance with the directions from University Grants Commission urging colleges to implement e- payment transactions in all institutional activities, the College has been able to achieve it by practicing e-payment transactions involving all financial dealings. With manpower crunch in the accounts branch of the college, the process of getting and depositing cash to the bank, not situated within the campus, would often get delayed. As a consequence, collection and disbursement of cash to various stakeholders was not smooth and efficient. Issuing and delivering cheques, withdrawing cash at odd hours involving days when college remained closed on account of an event/holiday holding any event would become tedious and cumbersome. To overcome these problems the College has implemented e-payment transactions. To begin with, salary of all employees – teaching and non-teaching staff (including Group D) was credited to their salary account. Then, the practice of online payment of all permissible allowances like medical reimbursement, travelling allowances, registration fee for participation in conferences, was adopted. Honorarium and travelling allowances to guest speakers for seminars and conferences organised in College; prizes for winners of cultural and sports events happening throughout the year, were also made online. All institutional purchases and infrastructural maintenance expenses are done through e-tendering and Government-e-Marketplace (GEM), and payments for the same are done digitally. Various digital instruments like Real Time Gross Settlement (RTGS), National Electronic Fund Transfer (NEFT) are successfully used. By adopting these measures the functioning of the accounts department and its coordination with all other stakeholders has become fast, convenient and sophisticated

Best Practice 2

Practices of Social Inclusion of the differently-abled

UGC instructed universities and all the colleges to facilitate differently-abled people to excel in their career. Towards this end, the UGC directed the institutions to establish an enabling unit. The government also instructed to make all the institutions accessible. Keeping these objectives in mind, our college has taken many important steps to facilitate the differently-abled in the following fields which were absent earlier:

Accessibility: Earlier the college had accessibility issues, for example the college didn't have bathrooms for people with special needs. In this direction college took steps and has built two bathrooms which are differently-abled friendly. Apart from it, college has also got constructed ramps, grills, and has also specified parking space for the disabled. The most important achievement of the college in this regard is that we have installed a lift for the differently-abled which has made their movement in the college substantially comfortable, especially for the orthopedically handicapped.

Since the college has large number of visually-challenged students, we provide them with various facilities. The college provides them with recording equipment, DAISY players, braille books, scanners, screen-readers called JAWS. College also arranges writers and readers for the visually- challenged learners. Since most of the students coming from disability category belong to marginalised and poor sections of the society, the college makes it sure that they get scholarship from different quarters. Scholarships from National Scholarship and Scholarship for Girls All India Confederation are cases in point. In addition to this, college has a special provision for fee concession to the differently-abled students.

It is also important to note that college organises talks, panel discussions and seminars on the issues related to the disability with an aim to sensitize the students and college staff. The college also celebrates Cane-Day and Disability with an aim to make other than differently-abled students aware about the issues related to the differently-abled. It also boosts the morale of the differently-abled as it leads to social inclusion of the differently-abled into the mainstream. College has also inculcated sports spirit among the differently-abled as it held Inter-college Sports Meet, ANKUR, in which seventy four students participated. The reason it is thought as the best practice followed by the college is that most of the colleges in University of Delhi have taken steps to bring the differently-abled into the mainstream. The college has not just limited to talks and discussions and platitudes but college has given practical shape to what it preaches which is visible to anybody who visits the college.

Having achieved so much, the college stills feels that there is a lot to be done. There is a vision of the administration for the future for the differently-abled students. Main programmes which college is thinking for the future are: some more required in the field of accessibility, college will take steps regarding the placement of the students, college has also thought about organising an international seminars to give these students international exposure.