



Best Practices

Best Practice

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Best Practice 1:

Title of the Practice: "Green Initiative: Paper-less Communication across Campus"



1. Objective of the Practise:

The *Green Initiative: Paper-less Communication* was introduced to reduce paper usage and promote sustainability across the campus. Its key objectives are:

- To reduce paper consumption and promote environmental sustainability.
- To implement digital platforms for effective and eco-friendly communication.
- To inculcate a habit of green practices among staff and students.
- It also aims to enhance operational efficiency, lower costs, and streamline information sharing.

2. The Context:

With global warming and excessive CO2 polluting the environment, the world has begun to see the value in going "green" and reducing our carbon footprint. Going paperless by utilizing electronic document management systems helps cut down on deforestation and pollution, leaving more trees to do the dirty work of absorbing carbon dioxide (and slowing down global climate change). According to Ecology Global Network "World consumption of paper has grown 400 percent in the last 40 years. Now nearly 4 billion trees or 35 percent of the total trees cut around the world are used in paper industries on every continent." This fact solely shows how destructive is the use of paper to the forests. So that Paperless practice is a need of time to prevent the erosion of environment from deforestation point of view.

In an era of digital transformation, educational institutions, government bodies, and corporations are shifting towards environmentally conscious operational models. One such effort is minimizing the use of paper in official and academic communication. Embracing digital platforms for communication aligns with the global mission of reducing carbon footprints and preserving natural resources. Paper usage in notices, circulars, assignments, and reports contributes significantly to deforestation and waste. Recognizing this, the institution has adopted a **"Go Digital"** approach to internal and external communication.

3. The Practice:

1. Comprehensive Use of Digital Platforms for Paper-less Communication:

Documents are stored and shared through platforms like Google Drive, E-mail, or institutional ERP systems to enable collaborative work without physical copies.

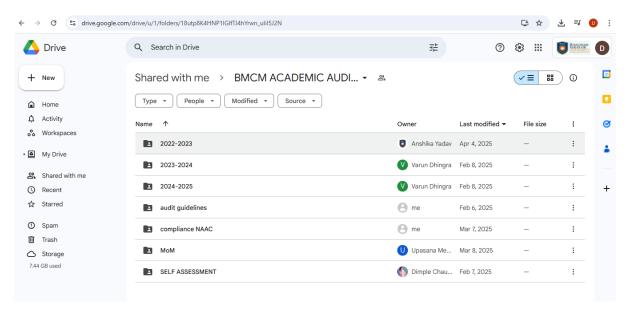


Fig.1 . Documents shared on Google Drive

2. Integration of Technology in Academic and Administrative Communication

All official communications, circulars, memos, and meeting invitations are circulated via email, Microsoft Teams, or other messaging tools.

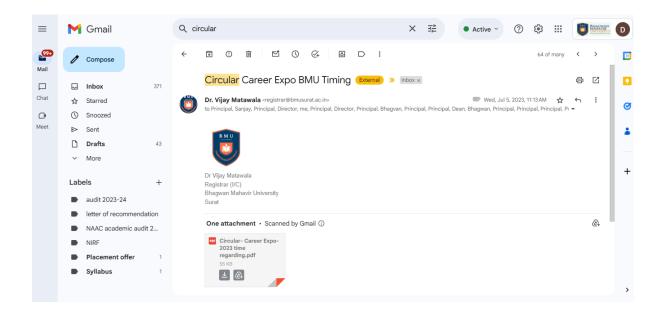


Fig 2 Official Circular via E-Mail



Fig 3. Official Circular Copy

3. Use of ERP/Student Portal for Sharing Timetables, Marks, Assignments, and Attendance The ERP/Student Portal serves as a centralized platform for accessing timetables, marks, assignments, and attendance information.



Fig 4. Online Attendance through ERP

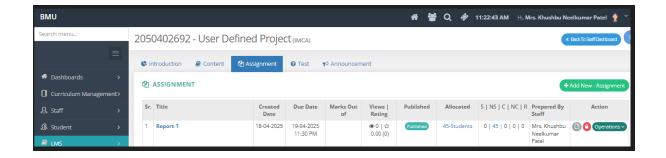


Fig 5.Online Assignment Submission

4. Use of WhatsApp/Telegram Groups & Email for Quick Updates

WhatsApp/Telegram groups and email are utilized for real-time updates and communication with students and faculty.

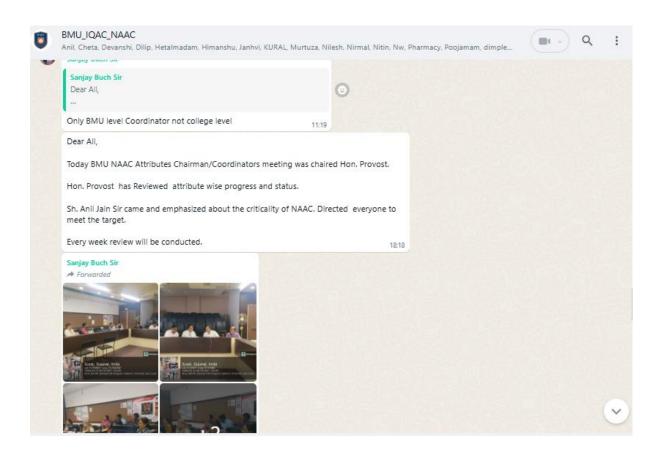


Fig 6. Official Whatsapp Group for communication

5. Uploading Study Materials and Lecture Notes to Google Drive/LMS Platforms

Faculty members upload all study materials and lecture notes to Google Drive or Learning Management System (LMS) platforms for easy access.

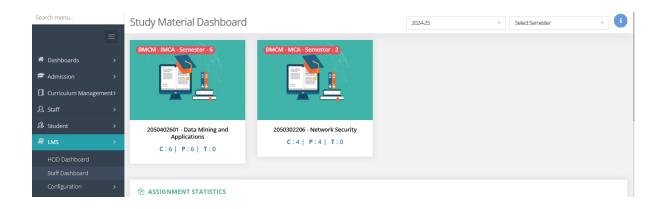


Fig 7.LMS Platform

6. Promotion of E-Newsletters, E-Certificates, and Digital Feedback Forms

E-newsletters, e-certificates, and digital feedback forms are widely promoted for communication and engagement.

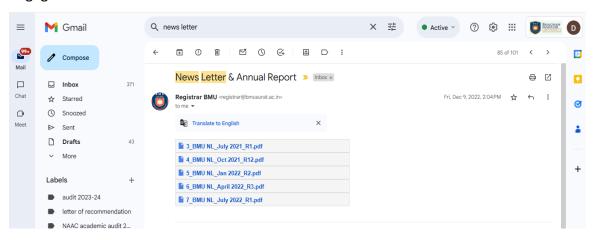


Fig 8. E-Newsletters and Annual Report



Fig 9. E-Certificates

7. Paperless Conduct of Academic Audits and Feedback

Academic audits and feedback processes are conducted digitally, minimizing the need for physical documentation and promoting efficient, eco-friendly record-keeping.



Fig 10. Paperless conduct of Academic Audit

4. Outcome/Impact:

- Reduction in Paper Consumption: A noticeable decrease in monthly paper procurement.
- Increased Participation: Improved accessibility to communication increases responsiveness among students and staff.
- Time and Cost Savings: Operational efficiency with reduced reliance on printers, ink, and physical distribution.
- **Environmental Impact:** Reduction in waste generation and resource consumption aligns with institutional sustainability goals.

5. Problems Encountered and Resources Required:

- **Digital Divide:** Not all staff or students may have access to devices or the internet.
- Training Needs: Continuous training is needed to familiarize stakeholders with digital tools.
- **System Integration:** Ensuring all platforms are well-integrated for seamless communication can be challenging.
- Cybersecurity Concerns: Increased dependence on digital systems necessitates strong cybersecurity measures.
- System Up gradation and Standardization: Installation of the system with necessary application and
 data integration is difficult on various configurations of PCs. This problem was overcome by
 periodically updating the old configuration computer with latest version with respect to operating
 system, processor, RAM, ROM, CD/DVD writers along with high-speed broad band internet
 connectivity and Wi-Fi facilities in and around the institute premise
- Data Loss Risks and Backup Solutions: Another problem is the risk of losing data and document due
 to software or hardware failure. To encounter this problem, secondary storage devices (Pen drive,
 CD/DVD, external hard disk) are required

6. Resources Required:

- Reliable IT infrastructure (servers, internet connectivity)
- Subscription to digital platforms and cloud services
- Training modules for staff and students
- Data security systems

7. Evidence of Success:

- Documentation of circulars/notices archived digitally.
- Statistics on reduced printing volumes (available with the Admin/IT department).

Positive feedback from students and staff on ease of communication.

It helps to archive paper documents efficiently and convert them to images, pdf or text file whenever

needed. Also it helps to design and install a comprehensive electronic document system, being first

step go to paperless at work place.

Saving approximately 55,000 sheets of paper annually.

Best Practice 2:

Title of the Practice: "One Week for Nation" – A Holistic Initiative for Social

Responsibility and Nation Building"

Year of Inception: 2015

Year of Continuation: Ongoing

1. Objective of the Practice:

To cultivate a strong sense of patriotism and national pride among students.

To install values of social responsibility, civic awareness, and environmental sustainability.

To provide students with hands-on experiences through community engagement and nation-building

activities.

To foster a spirit of unity and collaboration among various colleges under the university.

To enhance student learning beyond academics through experiential and value-based learning.

2. The Context:

India's youth play a pivotal role in shaping the nation's future. Recognizing this, Bhagwan Mahavir University

initiated a week-long celebration titled "One Week for Nation" from 17th August to 23rd August 2023,

aligning with the spirit of patriotism and independence. The initiative brought together different faculties,

students and departments to conduct multidisciplinary activities rooted in national service and holistic

development.

The initiative was a seven-day program with themed activities conducted daily by different colleges within

the university. Below is the event flow and details.



BHAGWAN MAHAVIR UNIVERSITY

IS CELEBRATING

THE SPIRIT OF PATRIOTISM

WITH HOSTING

ONE WEEK FOR NATION

EVENTS

Activities from 17/08/2023 to 23/8/2023

NO	Date	Event	Dress Code	Organised college	
01	17/08/2023	Traffic Awareness	Yellow	Faculty of Engineering	
		Quiz Competition		(Diploma & Degree)	
4		Elocution Competition		B.M. College of Education B.Ed/ M.Ed)	
02	18/08/2023	Safai Abhiyan "one step towards clean India"	Black	B.M.college of Architecture	
		Drawing/ Sketch Competition		B.M. College of Liberal Arts & Humanities	
03	19/08/2023	Health & Hygiene Awareness / First Aid Training	Red	B.M. College of Nursing	
		Plants Monograph		B.M. College of Basics & Applied Science	
		Soil Sculptures			
	21/08/2023	Happy Help		B.M. College of Liberal Arts & Humanities	
04			Blue	B.M. College of Education B.Ed/ M.Ed)	
04		Green Arts & Crafts	ыбе	B.M.College of Computer Application (BCA/MCA)	
		Nature Snap		B.M. College of Pharmacy	
				B.M.College of Commerce & Management Studies	
05	22/08/2023	Self Defence	Green	B.M.College of Commerce & Management Studies (BBA/ MBA)	
		Reuse of Dry Plant Part		B.M. College of Computer Application	
06	23/08/2023	Ayurvedic Home Remedies		B.M. College of Pharmacy	
07	23/08/2023	Valedictory Function		b.M. College of Filarmacy	

Note: For Group Photography all are informed to be present at Bhagwan Mahavir University (Main Admin Office) at 9.30 am.

🛮 bhagwanmahaviruniversity | 🕇 Bhagwan Mahavir University | 💆 bmusurat

www.bmusurat.ac.in | 7575807375 /7575807374 | Bhagwan Mahavir University, VIP Road,Surat 395007

Fig 1. Event flow and details

• 17-08-2023: Traffic Awareness

Awareness drives were held near traffic signals and busy areas. Students interacted with commuters, distributed road safety pamphlets, and promoted helmet and seatbelt usage.

• 18-08-2023: Safai Abhiyan – One Step towards Clean India

Campus and community cleanliness drives were conducted. Awareness was raised on waste segregation and eco-friendly disposal practices.

• 19-08-2023: Health & Hygiene Awareness, Plant Monograph, Soil Sculpture

Sessions on hygiene practices, herbal plant exhibitions, and creative soil art helped students explore health, tradition, and environmental beauty.

21-08-2023: Happy Help, Nature Snap

Students participated in water conservation campaigns, volunteered to help staff and elderly neighbors ("Happy Help"), and captured nature photographs to promote environmental awareness.

• 22-08-2023: Self Defence Activity

A self-defense workshop was conducted, especially focusing on empowering female students with basic martial techniques and safety protocols.

• 23-08-2023: Ayurvedic Home Remedies

Demonstrations and exhibitions were held showcasing simple Ayurvedic home remedies for common ailments, promoting preventive healthcare through traditional wisdom.

3. The Practice:

Day 1: 17-08-2023 - Traffic Awareness Campaign

Objective: To educate the public and students on traffic rules and the importance of road safety.

Activities Conducted:

- Street awareness drive by students near traffic-prone areas.
- Distribution of safety pamphlets and posters.
- Demonstrations on wearing helmets and using seat belts.

- Increased awareness among commuters.
- Engagement with over 200 pedestrians and drivers.
- Enhanced sense of traffic discipline among students.



Fig 2. Traffic Awareness Drive

Day 2: 18-08-2023 – Safai Abhiyan (One Step towards Clean India)

Objective: To promote cleanliness and contribute to the Swachh Bharat Abhiyan.

Activities Conducted:

- Campus and nearby area clean-up drives.
- Dustbin installations and awareness talks on waste segregation.

- Cleaned and beautified surrounding areas.
- Encouraged participation in regular cleanliness drives.





Fig 3.Safai Abhiyan drive

Day 3: 19-08-2023 – Health & Hygiene Awareness, Plant Monograph, Soil Sculpture

Objective: To promote holistic health, herbal knowledge, and environmental art.

Activities Conducted:

- Workshops on personal hygiene and disease prevention.
- Presentation of plant monographs highlighting medicinal plants.
- Creative soil sculpture competition with environmental themes.

- Better understanding of Ayurvedic plants and hygiene practices.
- Active student engagement in eco-creative expression.



Fig 4. Awareness Campaign Organized by Nursing Student



Fig 5. Presentation of plant monographs highlighting medicinal plants

Day 4: 21-08-2023 – Save Water Activity, Happy Help, Nature Snap

Objective: To encourage water conservation, community service, and nature appreciation.

Activities Conducted:

- Awareness drive on water-saving techniques.
- "Happy Help" students volunteered to assist staff and local residents in small chores.
- "Nature Snap" Photography contest capturing nature's beauty.

- Reinforced importance of water conservation.
- Promoted empathy and service values.
- Strengthened environmental connection among students.





Fig 6. Happy Help Activity



Fig 7. Happy Help" initiative

Day 5: 22-08-2023 – Self Defence Activity

Objective: To empower students, especially girls, with basic self-defense skills.

Activities Conducted:

- Live demonstrations and training sessions by professional instructors.
- Safety awareness discussions and simulations.

Outcomes:

- Improved confidence and preparedness among participants.
- Practical learning on personal safety techniques.

Day 6: 23-08-2023 – Ayurvedic Home Remedies

Objective: To revive and spread knowledge of traditional Ayurvedic solutions.

Activities Conducted:

- Exhibition of home remedies for common ailments.
- Live demos of remedy preparation and their health benefits.

Outcomes:

- Enhanced awareness of natural and preventive healthcare.
- Encouraged interest in indigenous medical practices.

4. Outcome/Impact:

- Created a vibrant, socially responsible campus culture.
- Established a model framework for annual patriotic engagement.
- Promoted green campus consciousness, safety, health, and wellness.
- Over 1000+ students actively participated throughout the week.

- **Increased awareness** among community members on traffic rules, health, hygiene, and eco-consciousness.
- Boosted student confidence and skillsets, particularly in self-defence and social service.
- Strengthened inter-departmental bonding and experiential learning
- Reinforced the values of volunteering, empathy, and environmental care.
- Fostered a sense of responsibility and national pride in students.
- Positive feedback from students and faculty about the relevance and impact of the activities.
- Enhanced community outreach, especially through safai abhiyan, health training, and reuse initiatives.

5. Problems Encountered and Resources Required:

Challenges Faced:

- Coordinating off-campus activities with external stakeholders like traffic police and local authorities.
- Weather interruptions during outdoor events.
- Ensuring student participation amidst academic schedules.

6. Resources Required:

- Support from faculty coordinators and student volunteers.
- Audio-visual equipment for demonstrations.
- First-aid and self-defence props.
- Printing of posters, pamphlets, and certificates.
- Collaboration with external experts (self-defence trainers, Ayurveda practitioners).

7. Evidence of Success:

- Positive feedback from participants, faculty, and community stakeholders.
- Photographic and video documentation of all events.
- Community appreciation letters and mentions in local newsletters.

- Increased interest in NSS/CSR activities and similar future programs.
- Student-created content (plant monographs, soil sculptures, photography) archived as part of institutional showcase.

One Week for Nation: 2023-2024



One Week for Nation: 2024-2025

Sr. No.	Date	Activity Name	Institution	Dress Code	Time	
1	16/08/2024	Tree Plantation	Liberal Arts& Education	Green		
2	17/08/2024	Donate to Needy	School of Eng.	Blue		
3	20/08/2024	Health Awareness- Chandipura Virus	Nursing & Science	Red	11:00 AM to 1:00 PM	
4	21/08/2024	Hechathone(Yuva Manthan)Theme-Traffic Awareness	BCA & Architecture	Yellow		
5			Parlament -Current Issues	MBA/MCA & Law	White	
	22/08/2024	Soil/Sculpture	MBA/MCA & Pharmacy	Brown/Maroon		
6	23/08/2024	MUN	BBA	1/2		

One Week for Nation: 2025-2026

Service



towards social

betterment

Management

Best Practice 3:

Title of the Practice: Model United Nations (MUN)

1. Objectives of the Practice:

The Model United Nations (MUN) initiative was introduced to simulate the

proceedings of the United Nations and provide students a platform to:

1. Foster understanding of global issues, diplomacy, and international relations.

2. Enhance critical thinking, research, debating, and public speaking skills.

3. Encourage collaboration and networking among students from diverse

institutions.

4. Develop qualities of leadership, negotiation, and conflict resolution.

5. Contribute to the institution's mission of academic excellence, global awareness,

and holistic student development.

2. The Context:

The introduction of MUN at BMCCMS under Bhagwan Mahavir University was driven by the

need to create an academic and co-curricular platform where students could apply

classroom learning to real-world global issues. Several challenges had to be addressed:

Systematic management of large-scale student participation across multiple committees.

Designing secure, well-structured, and theme-based agendas to ensure meaningful

debates on pressing issues like climate change, gender equality, human rights, and

international security.

• Providing an inclusive and accessible forum for students from various schools, colleges,

and backgrounds.

Ensuring authenticity in simulation with proper rules of procedure, study guides, and

trained committee chairs.

Managing logistics such as venue arrangements, registrations, technical support, and

documentation.

• Leveraging digital tools for reporting, feedback, and media coverage to amplify the reach

and impact of the event.

Through these efforts, the MUN evolved into a flagship practice at the university,

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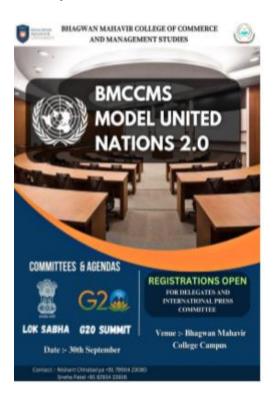
empowering students to become responsible global citizens and preparing them for leadership roles in international and national spheres.

3. The Practice:

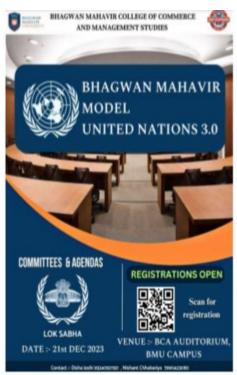
The Model United Nations (MUN) practice at Bhagwan Mahavir University has emerged as a flagship initiative in the realm of higher education, offering students a distinctive platform to simulate the proceedings of the United Nations and engage in deliberations on pressing global issues. Unlike conventional classroom learning, MUN combines academic rigor with experiential learning, making it a transformative practice for students of diverse disciplines.

Flyer of Event:

30th September, 2023



21st December,2023



19th october,2024



Uniqueness in Indian Higher Education:

In India, higher education institutions often emphasize academic performance and curricular achievements, with limited platforms for students to develop soft skills like diplomacy, negotiation, research, and public speaking. The MUN practice bridges this gap by encouraging students to step into the roles of diplomats, world leaders, and negotiators. By debating agendas such as climate change, gender equality, reproductive rights, human

rights, and conflict resolution, participants not only deepen their subject knowledge but also cultivate leadership and problem-solving abilities that extend beyond textbooks.

The uniqueness of this practice lies in its multi-dimensional learning approach:

- It integrates international relations, law, politics, and social sciences into one platform.
- It offers real-world exposure, enabling students to experience the complexity of decision-making in international governance.
- It fosters inter-institutional collaboration, with participants from schools, colleges, and universities.
- It aligns with national initiatives such as Yuvamanthan Model UN (UGC, Ministry of Education).

4. Outcome:

- Created a **transformative platform** for experiential learning beyond classrooms.
- Enhanced student competencies in diplomacy, leadership, research, negotiation, and public speaking.
- Developed a **culture of critical thinking** and global awareness within the institution.
- Strengthened inter-institutional collaboration by bringing participants from schools, colleges, and universities.
- Contributed to **BMU's reputation** as a hub for leadership, innovation, and academic excellence.
- Aligned with national initiatives like Yuvamanthan Model UN (UGC, MoE), increasing credibility and recognition.
- Helped students evolve into responsible global citizens prepared for future leadership roles

5. Problems Encountered:

- **Technical Support:** Dedicated IT and AV team with rehearsals before sessions.
- Training & Orientation: Pre-MUN workshops, mock sessions, and detailed study guides for delegates.
- **Timekeeping Mechanisms:** Digital timers, trained moderators, and stricter enforcement of schedules.
- Faculty & Expert Mentorship: Academic mentors, trained chairs, and external resource persons.
- **Financial Support:** Sponsorships, institutional budget allocation, and NGO partnerships.

6. Resources required:

- Dedicated technical support and rehearsals.
- Workshops and study guides for delegates.
- Stronger timekeeping mechanisms.
- Increased faculty mentorship.
- Expanded financial support and sponsorships.
- Enhanced collaboration with external institutions and NGOs.

7. Evidence of Success

- **Growing Participation:** From 60+ delegates in MUN 3.0 (2023) to 100+ in BMMUN 4.0 (2024).
- **Skill Development: D**elegates reported improvements in public speaking, negotiation, critical thinking, and research.
- Diverse Committees & Themes: Debates on climate change, gender equality, human rights, and diplomacy.
- **Institutional Recognition:** Enhanced BMU's reputation as a hub for academic excellence and leadership development.
- Networking & Cultural Exchange: Promoted unity in diversity and cross-cultural understanding.

- **Positive Feedback:** Over 90% participant satisfaction.
- Media & Community Impact: Events covered by media, supported by Yuvamanthan Model UN under UGC.

Event on: 30th Sept, 2023

















Event on: 21st Dec, 2023











Event on: 19th oct,2024







Best Practice 4:

Title of the Practice:

Enhancing Employability through Annual Mega Job Fairs, Online Job Fairs, and Pre-Placement Training Programs

1. Objective of Practice: To enhance students' employability by bridging the gap between academia and industry through annual job fairs, online placement drives, and pre-placement training programs.

2. Duration (year of inception-year of discontinuation)

• Year of Inception: 2019

Year of Continuation: Ongoing (including Hybrid Mode during the Pandemic in 2020–2022)

3. Objectives of the Practice

- To bridge the gap between academia and industry.
- To provide a platform for students and job seekers to interact with reputed recruiters.
- To improve employability skills through structured pre-placement training.

- To offer opportunities for internships and placements across diverse sectors.
- To contribute to the socio-economic development of the region by facilitating employment.

4. The Context:

- In the fast-evolving job market, employability depends not only on academic performance but also on industry exposure, communication skills, and adaptability to new technologies
- The COVID-19 pandemic posed significant challenges to traditional placement processes. During 2020–2022, travel restrictions and health concerns made it difficult for companies and students to engage in conventional recruitment drives.
- To overcome these challenges, the university introduced hybrid and online job
 fairs—allowing recruiters and students to participate both virtually and
 physically. Additionally, pre-placement and soft skills training programs were
 launched to prepare students for professional success.
- This practice reflects the institution's **commitment to employability, resilience,** and technological adaptation.

5. The Practice

Annual Mega Job Fairs:

- Conducted every year in collaboration with Government Employment Offices,
 Industry Associations, and the Central Training & Placement Cell (CTPC).
- Participation from 250+ national and regional companies representing IT,
 Manufacturing, Banking, Healthcare, and other sectors.
- Over 4,800 students registered during the 2022 Mega Job Fair (Hybrid Mode) at
 Bhagwan Mahavir University, with more than 2,900 physical participants.
- Presence of dignitaries such as Ministers, HR Leaders, and Industrialists enhanced credibility and outreach.

Online and Hybrid Job Fairs:

- Introduced during the COVID-19 pandemic (2020–2022) to ensure uninterrupted placement support.
- Virtual platforms facilitated interviews, document verification, and company presentations.
- Students from remote areas and different states benefited from digital accessibility.

Pre-Placement Training Programs:

- Regularly conducted workshops on resume writing, aptitude skills, interview techniques, group discussions, and professional etiquette.
- Collaboration with organizations such as Barclays Life Skills Programme, TIE Surat, and HR conclaves.
- Hands-on sessions and mock interviews conducted by HR professionals and alumni.

- Significant increase in the number of students placed annually.
- Improved confidence, communication skills, and professional readiness among students.
- Strengthened university-industry collaboration and institutional reputation.



Gujarat 's First Online Meha Job Fair





Fig: Online Mega Job Fair marked the presence of some esteemed guests including the Chief Minister of Gujarat Shri Vijay Rupani Ji.

6. Problems Encountered and Resources Required

Problems Encountered:

- Technical challenges during hybrid/online fairs (internet connectivity, virtual platform issues).
- Scheduling conflicts between companies and student batches.
- Initial hesitation from companies to conduct virtual interviews.
- Managing large-scale logistics (registration, seating, crowd control) during physical fairs in compliance with COVID-19 safety protocols.

Resources Required:

- Robust digital infrastructure and online interview platforms.
- Training and coordination teams for virtual and physical events.

- Collaboration with government and industry partners.
- Financial support for event organization, publicity, and hospitality.

7. Evidence of Success:

- Bhagwan Mahavir University successfully organized Gujarat's first Online Mega Job
 Fair during the COVID-19 pandemic a pioneering initiative in the state.
- The event witnessed participation from 250+ leading companies and over 4,800 registered students, conducted in hybrid mode to ensure inclusivity and safety.
- The initiative continued seamlessly despite pandemic restrictions, ensuring uninterrupted placement opportunities for students.
- A remarkable number of students received offer letters and internship opportunities from reputed organizations across sectors.
- Pre-placement and skill enhancement programs conducted before the event significantly improved students' confidence, communication, and technical readiness.
- The fair received appreciation from industry experts and government officials, recognizing it as a model employability initiative in Gujarat.
- The success of this event established a sustainable framework for hybrid and online placements, later adopted in subsequent years.
- The initiative has become a sustainable annual practice, contributing significantly the employability index of the institution.

• Date: - 23, 24 and 25th July 2020.

• Time: 11:00 AM to 5:00 PM

JOB Fair Statistics				
Total No. of Students Registered	6451			
Total No. of BMEF Students Registered	1343			
Total No. of NON-BMEF Students Registered	5108			
Total No. of Company Registered	130			
Total No. of Vacancies	2274			
Total No. of Short-Listed + Selected	549			

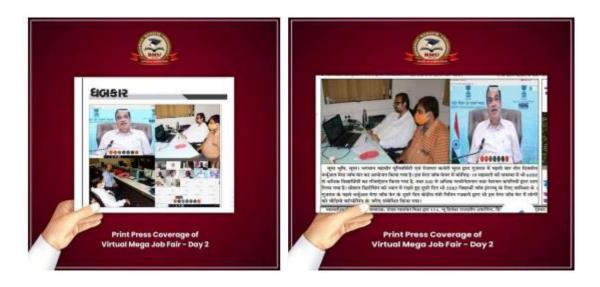


Fig: Press Coverage of the Day 2 of Job Fair 2020 organized by Bhagwan Mahavir University welcoming Shri Nitin Gadhkari Ji as the Chief Guest.