1. **Title of the Practice**: Mushroom cultivation
2. **Objectives of the Practice**:
   - To shift food habits from highly processed food to protein rich food.
   - To utilize and manage various agro-wastes.
3. **The Context**:
   - Lack of awareness in regard to nutritive value of mushrooms.
   - There is need for systematic documentation and transfer of appropriate technologies for growing of commercially cultivated as well as wild mushrooms in various agro-forestry wastes.
4. **The Practice**:

   Thirty (30) students pursuing Botany (HC) successfully completed self financed 3 days training programme in spawn production and mushroom cultivation. 22 students (72%) after training carried out mushroom cultivation in their own residence. Availability of pure spawn at low cost for mushroom cultivation, assured market and lack of adequate awareness are some of the major constraints.
5. **Evidence of Success**:

   Trained students adopted mushroom cultivation at their backyard with the available resources like straw, shade house etc. Students after getting necessary incentive/funds for spawn procurement and better market linkages will be able to produce mushroom at commercial scale thereby accelerating their income.
6. **Problems Encountered and Resources Required**:

   Involvement of trained personnels from different organizations including KVPs covering various aspects of low cost spawn production and mushroom cultivation will change the scenario. Subsidies and funds should be encouraged by government for mushroom entrepreneurs to reach commercial level.

Title of the Practice : Office Automation

Objectives :

1. To reduce the workload of employees

2. To save time

3. To maintain accuracy

4. To store facts and data digitally

5. To maintain transparency

Context:

Office automation refers to a process that uses different types of computer systems and software to collect, store, and transfer and alter office information. Office automation helps to carry out the office works easily and perfectly avoiding existing cumbersome manual procedure that wastes money and time.

Practice:

The office automation helps in on-line form fill up for students' admission, scholarships, examination, registration etc. besides financial transactions like disbursements of employees' salary, students' scholarship, purchase of different essential items for the college etc. Moreover, communications with higher authorities i.e. Director of Higher Education, Education Secretary are

made through this automation process. The process of office automation is very much significant in the context of Indian higher education as it helps in smooth functioning of the institution.

Evidence of success:

Office automation has been successfully implemented in the following areas-

A) On-line Students' Admission in Bachelor and Post-graduate courses (2020 – 21, 2021-22)

B) Processing of students scholarships for the year 2020 – 2021

C) On-line application for Registration of 1st Semester Students in Gauhati University.

Problem encountered and resource required:

By the use of office automation process no problems are faced by the college employees. The resources required for operation of whole automation process are maintained from the general fund of the college.