7.2.1 Describe at least two institutional best practices

The college has a good number of dextrous practices in which the deserved exemplary to mention are women development cell and SAC which have largely contributed to the achievement of Institutional goals and quality improvement of academic activities as well

BEST PRACTICE 1

1. **Title of the practice-Women Development Cell**

   Women development cell has been established to encourage and motivate the female student community especially in order to reduce gender discrimination and perpetuate the freedom forwomen in every aspect of adroit.

   The college has developed women development cell to conduct different type of activities and evaluate the participation and performance of women. The transition of their behaviour, involvement and performance is analysed after a series of activities.

2. **Objectives of the practice:**

   - To identify the bottlenecks of women development in educational industry established especially in rural area.

   - To explore the opportunities of developing women at the stand point of their involvement and contribution in curricular, co-curricular and extracurricular activities

   - To set the activity based parameter to encourage and motivate women participation in different enlightened areas.

   - To form exceptional committees to conduct certain activities or events leading to human development

   - To focus on the activities related to gender equality, women empowerment, women entrepreneurship as broad area s of development.

   - To comfort gender sensitivity facilities with respect to safety and social security, counselling , common room etc.,

   - To evaluate the performance of females whohave taken part in distinguished activities.

3. **Context :**

   Though the rapid technological advancement in academic and research environment of higher educational institutions exists the rate of female participation is not significant enough in participation and contribution to the academic process. The freedom, security levels,career options, legacy, explored opportunities and interface

with industry are some of the blocks where most of the female are inhibited at. The following are contextual features of women development cell's design and implementation.

- *Awareness:* All employees should create the awareness of cell's activities and impart its need of hour.
- *Participation:* Involves maximum number of female students to actively participate and interact with high spirit.
- *Motivation:* Activities being conducted motivate the group and transition of psychological setup towards achieving once goal to improve for that.

4. **The Practice:**

- Students from all groups are invited to the activities and observed their confrontation with the people and activities.
- Faculty and students together update in certain activities is the unique feature in this practice
- The safety norms for female have been established in the way of high speculation with CC cameras, setup of strong security wing, emergency transportation, light facility across campus, an exclusive grievance and redressal cell for women and medical assistance.
- Regular counselling of women students with faculty mentor that improves the affinity between faculty and students where the irregularity, misbehaviour, poor and academics arerecognised and resolved.
- Exceptional physical facilities such as waiting halls, e-clinic are made available for women.
- Women development cell updates periodically based on the context and need of the students. All committee constituted by the director supervise and evaluate the activities and futuristic endeavours of conducting activities are based on the feedback and outcomes

5. **Evidence of success:**

- This practice enlightened the maximum female students and pioneered to activate in their daily walk of life where their participation and achievements in Student Activity Cell is improved.
- As an outcome of career development programmes, many female students achieved jobs as well as some students have turned to be an entrepreneurs.

- Students are highly confident and evident enough to have complete knowledge on the legal rights of women.
- It is also observed that some of the students have made attempts on engineering careers in defence.
- The philanthropic and ethical values of both genders have been identified by sympathising the activities conducted through women's cell

6. **Problem encountered :**
   - Activities being conducted during the busy schedules of academic sessions has become task some.

7. **Resources required :**
   - Modern tools and equipment of the training programme are to be procured more.
   - Additional financial support is required to increase the number of activities.

BEST PRACTICE -2:

1. **Title of the practice: Performance Based Appraisal System (PBAS)**

   Performance Based Appraisal System (PBAS) is a transparent system formally and systematically operated to help both employer and employees in planning, managing, evaluating and realising performance improvement with an aim of achieving institutional goals.

   The college has developed Performance Based Appraisal System to evaluate the annual academic and professional contributions of faculty confidentially.

2. **Objectives of the Practice:**
   - To measure the performance of the employees, Provide feedback and assist them to increase their potential.
   - To maintain the records for the consideration of salary increments, promotions, special incentives etc.
   - To identify Distinctive academic talent and nurture it towards further advancement.
   - To improve teaching learning process by bridging the employee performance and students' learning outcomes.
   - To facilitate the work atmosphere to the employees to attain their research practices, publications, certifications, awards, patents, participations and conductions of STTP/FDP/Conferences/Seminars/ Workshops etc.

3. The Context:

Multi-dimensional participation of faculty is highly demanded by the dynamic technological inclusions in academic, research and community development of higher educational institutions. The guidelines of higher authorities have been considered to embrace in the design.

The consequences frequently come across in the academic practices are

- Ineffective use of ICT tools and online certification,
- MoUs to be increase in a good number
- Quality publications are to be increased
- Participations in eminent training programmes, conferences, seminars etc are to be accomplished by all faculty with increased efforts
- Motivation is needed for Research proposals
- Reluctance and complacence among faculty is to be eradicated
- Enhancing the administrative skills among the faculty

While designing and implementing Performance Based Appraisal System, certain contextual features have also been considered.

- Individual faculty is accountable for the resources allocated and his/her performancefor every activity
- Involvement of all employees is observed in the process of setting up the objectives and achieving the targets as well.
- The recognition at the stand point of monetary and non-monetary benefits motivate the employees
- Documentation of every assignment and achievement helps the employee to retrospect and generate required evidences to assist the department to maintain the records.
- Employee understands his/her role through PBAS thus being determined to achieve personal as well as institutional goals.

4. The Practice;

Various parameters of curricular and co-curricular, Extra-curricular, R&D and administrative activities are executed the evaluation of Performance Based Appraisal System. The weightage taken into consideration during assessment and evaluation of these parameters varies depending on the cadre of the faculty

The format of PBAS is updated periodically based on the expectations of regulatory bodies. Self-Appraisal Report (SAR) is evaluated by a committee constituted by the director and principal with HoDs of all departments. The committee evaluates all the faculty in the college and the faculty have to submit the necessary evidence during evaluation of the filled SAR format which are scrutinised meticulously by appraisal committee comprising of Director, Principal and concerned HOD. The evaluation is accomplished with APA Score. Keep the final score false below the minimum level the faculty will be counselled for improvement. Academic audit twice in a year is also taken up by Director and Principal to assessperformances of all the departments.

5. **Evidence of success:**

This practice enabled all the faculty to be duty conscious with determined efforts on accomplishing the guideline and reaching the goals. It also motivated to become good teachers. Besides the college is experiencing

- Improved academic culture among the faculty with high spirits of enthusiasm towards the system
- Participation in research and administrative activities have been increased
- Use of ICT tools for effective teaching learning process has been enhanced
- Initiation of innovative practices in teaching , research and community services
- Faculty awarded Ph.D. for last five years is considerably significant
- Participation in NPTEL Certification is increased
- Sponsored projects in recent 2 years are increased
- Participation and organising of FDPs workshops, seminars, conferences by faculty is improved

6. **Problems encountered:**

- Manual evaluation of all facultyinvolves more time and efforts

7. **Resources required:**

- Automation is needed to reduce the time at every step

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