

## **INSTITUTIONAL BEST PRACTICES**

**2019-20**

### **BEST PRACTICE #1**

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- 1. TITLE OF THE PRACTICE: REGULAR RETRAINING PROGRAMMES ORGANISED BY THE IQAC FOR PROFESSIONAL DEVELOPMENT OF TEACHERS.**
- 2. OBJECTIVES OF THE PRACTICE:** To orient every teacher towards use of technology in teaching, learning and evaluation through regular trainings and monitoring.
- 3. THE CONTEXT:** From feedback analysis that is carried out regularly, it is observed that more and more teachers need to be motivated to use ICT, prepare e modules, upload LMS. So it was decided in the IQAC meeting that the departments who use ICT efficiently will conduct training programmes for other departments, provide assistance and hands on experience on the same.
- 4. THE PRACTICE:** Workshop for the teachers by the Teachers organised according to fixed schedule.
- 5. EVIDENCE OF SUCCESS:** 100% teachers are uploading study materials on LMS and preparing e modules.
- 6. PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED:** The teachers mentioned that they need a proper set up for e module preparation. Accordingly, purchase of some materials have been made. A recording centre needs to be developed on availability of funds.

### **BEST PRACTICE #2**

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- 1. TITLE OF THE PRACTICE: Annual Academic and Administrative Audit by the IQAC and Regular Feedback from students.**
- 2. OBJECTIVE OF THE PRACTICE:** To improve the quality of Teaching, Learning and aspects of administration.
- 3. THE CONTEXT:** Analysis of the Regular feedback from students showed that there is a scope of improvement in a few fields including infrastructural facilities. NAAC

guidelines encourage the HEIs to conduct Academic and Administrative Audit to provide better service to the stakeholders.

4. **THE PRACTICE:** The IQAC conducts annual internal audit, verifies all the data and suggests ways of improvement of departmental activities and academic result. It also guides the departments to preserve all data for ready reference. A report is handed over and compliance is monitored. IQAC had applied to the affiliating University to conduct AAA, according a team of three members visited the college to carry out the AAA of 2018-19. The report is shared on the website.
5. **EVIDENCE OF SUCCESS:** There is marked improvement in the Departmental activities, record keeping has evolved and there is a competition amongst the departments since the Best Department Award is declared on the basis of the activities and record keeping.
6. **PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED:** It requires regular orientation and reminder for the students to submit feedback within due date.