

BEST PRACTICE – 1

Title of the Practice: Newsletter of IQAC: Quality initiative and Endeavours

Objectives:

The main aim of the practice is to get maximum involvement of all the stakeholders by providing them complete information about the activities of the IQAC. The basic principle underlying this approach is that if the people involved in any productive activity are well informed, the participation index and involvement grows at a higher pace.

Context:

While emphasizing the need for dissemination of information about the plans and prospects of the working of IQAC, it was very important in the very first year of accreditation to inform the people and create awareness among themselves about the underlying need of moving into the post-accreditation era. Without any appropriate and suitable financial and administrative set up and attitudinal strengths, the process of creating awareness was very cumbersome. With only the zeal and motivation to work as the desired force available with the institution and with only one goal to move along the aspirations of NAAC, the Principal and the Coordinator moved towards getting all the stakeholders involved with the optimum use of the minimum possible resources with the tool of an IQAC newsletter.

Practice:

The institution with a clear motive to make optimum use of the resources available, developed a self-devised system of providing information about the activities of the NAAC in the post-accreditation scenario. The Principal and the Coordinator of the college decided to prepare a document that could provide a complete and clear information about the activities of the NAAC, IQAC and the role of the college in the post-accreditation set-up. A small document of only ten pages was prepared which included the introduction and background of the accreditation process in the college; vision and mission of the college; concept, objectives and functions of the IQAC; Plans chalked out; objectives and targets accomplished; recent milestones and future plans. The whole document was prepared by the coordinator of IQAC and published. The copies were distributed among all the faculty members, office staff, non-teaching employees, office bearers of the Alumni Club, CDC members and some copies were kept in the library reading room for the use of the students. The copies of this leaflet were also displayed on the different Notice Boards as well as on our website. The link of the Newsletter titled “Glance” was shared to all the students and the impact and response was enormous.

Evidence of success:

A moderate effort on the part of the institution to get ‘maximum out of minimum’. A leaflet was released by the Mrs. Meena Hunnurkar (Japanese Language Expert and founder member of JALTAP). She appreciated the efforts and called upon other institutions in the state to follow the initiative taken by the college. It was a very successful endeavour as everyone having a stake in the institution got information about the institution's post-accreditation efforts for quality enhancement as well as motivated all to work collectively and effectively for the accomplishment of the future plans. This shows that small and moderate efforts, made with clear vision and motives, can do wonders.

Problems Encountered and Resources Required:

Being a Private College and having so many financial, administrative and other handicaps, the various endeavour aimed at quality sustenance and enhancement face some problems. But the attitude and motivation of even a few persons connected with quality pursuits is enough to march forward. This was an innovative exercise devised by the college requiring less amount of finances. So, no serious problems were faced while implementing this practice. The efforts of the Principal and motivated faculty members paid rich dividends.

BEST PRACTICE – 2

Title of the Practice: Placement Cell

Objectives:

- To plan Personal and career goals of students.
- To improve presentation skills/written skills and oral communication skills.
- To improve general aptitude test/technical quiz proficiency.
- To develop leadership qualities.
- To know resume writing and preparations for mock interview.
- To monitor overall progress of students during his/her graduation.

The Context:

- Along with the adaptation of good teaching learning process, which enhances the technical knowledge of students, Institute has designed innovative methods for the overall personality development of the students.
- Institute has developed systematic road map for improving the different aspects of personality developments, Communication Skill, Presentation Skill, Team Work, leadership qualities, resume writing, etc. and make them ready to face the challenges in industry.
- The students lagging in any of the above mentioned skills are eager to participate in the different activities planned under the Placement Cell to develop themselves.
- The objective of Institute to implement Placement Cell is to provide training and guidance to undergraduate students in all disciplines, increase the participation of all undergraduate students from F.Y. to T.Y. in the different activities conducted by the Institute, which will be useful to them in their life after graduation.

Practice:

- Placement Cell meeting is conducted once in an alternate Month. Various activities like career goal setting, presentation skill, communication skill, resume writing, aptitude test etc. are conducted in the meetings.
- Along with these activities, Some Seminar, Workshops were also organized for students so that they get proper guidance and training.
- **Job Card** were also distributed as they get emails/ messages of different companies as they require any employee. This will help them to fine the job.

Evidence of success:

- The evidence of success of Placement Cell is reflected through the overall personality development of students.
- Those students who had lack of confidence, weak in communication, poor presentation skills, were observed having marginal improvement in the lacked areas when they came to final year.
- Job opportunities were opened for our students, approx. 50 students apply for jobs in different companies, approx. 20 students face the interview session.

Problem Encountered and Resource required:

- The institute being situated in rural area the students are not that much exposed to the current enhancements. To overcome this Placement Cell play an important role by making them aware of the same.
- To mold the students mentality towards improvement in their personality without hampering academics was a difficult task.