

Anjuman Arts & Commerce College, Belagavi

BEST PRACTICE-I

[Implemented in the Academic Year 2012-13]

- 1) *Title of the Best Practice:* Department Planning Forum
- 2) *Goals and Objective:*
  - To plan and implement curricular and co-curricular activities of the subject department to enhance the quality of their performance.
  - To share the responsibility of implementing quality enhancement activities with the college IQAC.
  - To involve the faculty, current students and alumni of the college in quality assurance activities of the department.
  - To avail external expertise knowledge and service to enhance the quality assurance activities of the department.
- 3) *The Context:* Teaching, Learning & Evaluation is one of the important NAAC assessment parameters and its score would be a deciding factor in obtaining a good grade for any institution. So, the college IQAC wants to accelerate the teaching – learning – Evaluation activities through the subject departments' activities. In this context the college IQAC evolved an idea of '**Department Planning Forum**' to plan and execute teaching and learning enhancement activities for providing quality education to the students who are the primary stakeholder of any institution.

It is a challengeable job of any institution to train its students to face the existing global competency to secure their future. Keeping this in mind the 'Department Planning Forum' frames its students' centric activities that help the students to develop their personality.
- 4) *The Practice:* The Teaching-Learning-Evaluation process is the main criterion in the NAAC process. To enhance the teaching – learning and evaluation process, the college IQAC evolved an idea of creating 'Department Planning Forum' to design and implement the academic activities of the departments.

Composition of Department Planning Forum (DPF):

The DPF comprises the department faculty members, a few current students, some Alumni of the college, one subject expert and the college Principal as its mentor. The senior faculty of the department would be the 'Chairperson' of the DPF.

The college IQAC with the consultation of the department faculty members forms DPF for every department in the beginning of every academic year. The chairperson of the DPF convenes its meeting in the first month of the academic year. The Forum designs its plan of co-curricular activities in such a way that the students could understand all the aspects of their curriculum and the plan would develop the students' personality to meet the competency in the field of job hunting.

The Agenda of the DPF's meeting in the beginning of the academic year would be as follows:

1. Presentation of the Annual Report on the previous year department activities.
2. Overview on current syllabus prescribed by the affiliating university.
3. Proposal by the members for the current academic year co-curricular activities.
4. Discussion on the proposals.
5. Framing the academic calendar for the current academic year.

All the departments should submit their DPF's academic calendars to the college IQAC. The college IQAC monitors the implementation of DPF's decisions by the respective departments.

5) *Evidence of Success:*

The concept 'Department Planning Forum' has been working well in the institution. The DPF plays very important role in enhancement of quality education of the institution. It accelerate the sprit of team work as it comprises core stakeholder of the institution i.e. Faculty members, Students and Alumni.

The DPF prepares its academic calendar with well thought out manner. The students get good theoretical and practical knowledge through the co-curricular activities such as Class-room seminar, group discussion, syllabus based objective test & quiz program, guest lecture program, project work, field study and study tour. The co-curricular activities of the department immensely enrich the students in the subject and academic skills.

- 6) Note: The Department Planning Forum is a novel one designed by the college IQAC. It brings together the important institution's stakeholders to work enthusiastically. The affiliating university of the college should recognize such a body formally and consider their academic views while framing curriculum syllabus.

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