

Anjuman Arts & Commerce College, Belagavi

BEST PRACTICE-I

- 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 accelerates the spirit 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) Problems Encountered and Resources Required:

The best practice Department Planning Forum did not encounter any major problems; however we faced some minor problems while implementing the scheme. They were: 1) Getting suitable subject experts on honorary basis 2) Absence of subject experts and Alumni at the time of DPF meetings some time. 3) Time constraint makes it impossible to implement all activities in the DPF's academic calendar.

Functioning of DPF does not have much financial implications. The subject experts render their service honorary basis. The college bears the major expenses of implementation of the activities and the department faculty members bear the minor expenses incurs during the meetings.

7) 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.

BEST PRACTICES – II

1) *Title of the Best Practice:* 'ADOPT FOR EXCEL'

2) *Objectives of the Practice:*

The following are the objectives of this best practice 'Adopt for Excel':-

- i) To give personal attention to the students for their overall development.
- ii) To maintain teacher-student relation constantly.
- iii) To maintain continuous observation on the academically weaker students during their course time.
- iv) To excel the weak students in their personality development through personal counseling.
- v) To establish the link of Teachers-Students-Parents for creating family atmosphere that helps mutual understanding between the important stakeholders of the institution.

Through this practice the institution would like to create disciplined, knowledgeable and value based character among the students.

3) *The Context:*

The best practice named 'Adopt for Excel' has been formulated by the college IQAC on the context of providing quality education with **Mother- Care** to the students who belonged to socially marginalized and economically backward students. Since its establishment the institution works for the upliftment of downtrodden and economically backward minority students with

the vision of 'an educated, vibrant and pro-active society'. To materialize our vision the college IQAC devised this 'Adopt for Excel' program.

4) Practice:

The students are the most important stakeholder of any educational institution. So, it is a commitment of the institution to promote its students through personal care. Under the scheme 'Adopt for Excel', every faculty member take personal care of a particular number of students on their regularity of attending classes, performance in Internal Assessment Tests, participation of curricular and co-curricular activities, counseling on their personal issues and meeting with their parents.

After the completion of admission, the faculty members identify a particular numbers of students of their choice for adoption under the scheme. The mentor faculty prepares the list of his / her adopted students with their roll no and contact details. A meeting will be conducted by the mentor faculty with his / her mentees to understand their academic profile and personal issues for regular Counselling. The mentor invites the mentees' parents if necessary to give guidance in connection to their wards' progress.

5) Evidence of Success:

The scheme 'Adopt for Excel' achieved its target through the college IQAC's systematic implementation. Regularity in attending classes, performance in Internal Assessment tests, participation in co-curricular activities such as class room seminar, field study and preparation of project work are used as benchmarks to asses the mentee's improvement.

The mentor faculty established a good teacher-student friendly relation with the mentees and developed their personality by giving proper guidance in all aspects of academic and co-curricular matters.

The adopted students manifested their hidden talents and personality through the Adopt for Excel program which is implemented by the college IQAC.

6) Problems encountered and Resources required:

The scheme did not encounter any problems specifically as it is friendly based, development oriented scheme. It enjoyed unprecedented support from the students and parents. The faculty members have done their charity through the scheme by paying mentees' admission and examination fees partially. There is no separate fund maintained for the scheme as it has no financial implications involved.

7) *Note:* The scheme 'Adopt for Excel' has generated a good friendly relationship between the faculty, students and parents. It created a level of confidence among the students who have come from economically and educationally poor family.

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