AQAR 2014-15

IQAC

Pt Deen Dayal Upadhyay Govt
Girls' Degree College,
Sewapuri, Varanasi

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

AQAR for the year

2014-15

1. Details of the Institution

1.1 Name of the Institution

Pandit Deen Dayal Upadhyay Govt Girls' Degree College

1.2 Address Line 1

Sewapuri

Address Line 2

City/Town

Varanasi

State

Uttar Pradesh

Pin Code

221403

Institution e-mail address

grsgdcup@gmail.com

Contact Nos.

Name of the Head of the Institution:

Dr Asharfi Lal

Tel. No. with STD Code:

Mobile:

09450320733

Name of the IQAC Co-ordinator: | Geeta Rani Sharma

Mobile: | 09415225977

IQAC e-mail address: | iqac.sewapuri@gmail.com

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*

OR

1.4 **NAAC Executive Committee No. & Date:** | *EC/66/A&A/123 dated February 21, 2014*

1.5 Website address: | http://iqacsewapuri.blogspot.in/

http://ggdcsewapuriiqac.weebly.com/

Web-link of the AQAR: | http://ggdcsewapuriiqac.weebly.com/aqar-2014-15.html

For ex. http://www.ladykeanecollege.edu.in/AQAR2012-13.doc

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B	2.08	2014	20.02.2019
2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC : DD/MM/YYYY | 23.11.2011

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((*for example AQAR 2010-11submitted to NAAC on 12-10-2011)*

  i. AQAR _____ _____ (DD/MM/YYYY)4
 ii. AQAR_____ _____ (DD/MM/YYYY)
iii. AQAR_____ _____ (DD/MM/YYYY)
 iv. AQAR_____ _____ (DD/MM/YYYY)

1.9 Institutional Status

University   State [✓]   Central [ ] Deemed [ ]   Private [ ]

Affiliated College   Yes [✓]   No [ ]

Constituent College   Yes [ ]   No [✓]

Autonomous college of UGC   Yes [ ]   No [✓]

Regulatory Agency approved Institution   Yes [✓]   No [ ]

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution   Co-education [ ]   Men [ ] Women [✓]

                    Urban [ ]   Rural [✓]   Tribal [ ]

Financial Status   Grant-in-aid [ ]   UGC 2(f) [✓]   UGC 12B [✓]

                    Grant-in-aid + Self Financing [ ] Totally Self-financing [ ]

1.10 Type of Faculty/Programme

Arts [✓] Science [ ] Commerce [ ] Law [ ]   PEI (Phys Edu) [ ]

TEI (Edu) [ ] Engineering [ ]   Health Science [ ]   Management [ ]

Others   (Specify) [.]

1.11 Name of the Affiliating University *(for the Colleges)*   [Mahatma Gandhi Kashi Vidyapith, Varanasi]

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University   [ ]

University with Potential for Excellence   [ ]   UGC-CPE   [ ]

4

DST Star Scheme		UGC-CE	
UGC-Special Assistance Programme		DST-FIST	
UGC-Innovative PG programmes		Any other (*Specify*)	
UGC-COP Programmes			

2. IQAC Composition and Activities

2.1 No. of Teachers
> 02

2.2 No. of Administrative/Technical staff
> 02

2.3 No. of students
> 02

2.4 No. of Management representatives
> 0

2.5 No. of Alumni
> 02

2. 6 No. of any other stakeholder and
    community representatives
> 01

2.7 No. of Employers/ Industrialists
> 01

2.8 No. of other External Experts
> 02

2.9 Total No. of members
> 12

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No.   8   Faculty   3

Non-Teaching Staff /Students   2   2 Alumni   1 Others

2.12 Has IQAC received any funding from UGC during the year?   Yes [ ]   No [✓]

If yes, mention the amount   [   ]

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.   4   International [ ]   National   2   State [ ]   Institution Level   2

(ii) Themes

Crossroads of Higher Education

Changing Scenario of Higher Education with ICT

2.14 Significant Activities and contributions made by IQAC

Orientation Workshop at the onset of session

Career Counselling & Guidance Workshop in Collaboration with Career Counselling & Guidance Cell

Awareness Workshop on Gender based issues

Blood donation Camp

Invited Lecture on Human Rights Day

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
Use of multi-media by teachers	*Use of multi-media by some teachers*
Safety & Security of Campus & Students	*Installation of CCTV Cameras for Safety & Security of Campus & Students*
Organization of National Seminars/workshops	*Organization of two National Seminars/workshops. One proposal is pending at UGC.*
Publication by the faculty	*Publication of four books, proceedings of the Seminar and a no of research papers by the faculty*
Efforts for Minor/Major Research Projects	
Enhanced sports activities	*Year round sports activities initiated*
Registration of Alumni & Parent-Teacher Association	
Organization of Computer training Workshop for teaching/non-teaching staff	

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body   Yes [   ]   No [✓]

Management [   ]   Syndicate [   ]   Any other body [   ]

Provide the details of the action taken

[   ]

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Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG				
UG	01			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	01			

Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options
(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	
Trimester	
Annual	01

1.3 Feedback from stakeholders*   Alumni ☐   Parents ☐   Employers ☐   Students ✓
   (On all aspects)

   Mode of feedback   :   Online ☐   Manual ✓   Co-operating schools (for PEI) ☐

Please provide an analysis of the feedback in the Annexure

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

   No

1.5 Any new Department/Centre introduced during the year. If yes, give details.

   No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
09	07	02		

2.2 No. of permanent faculty with Ph.D.

07

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
2								2	

2.4 No. of Guest and Visiting faculty and Temporary faculty   0   0   0

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	4	29	12
Presented papers	4	23	2
Resource Persons	1	5	2

2.6 Innovative processes adopted by the institution in Teaching and Learning:

Cooperative Teaching of Compulsory paper of Environmental Studies by the faculty including Principal

2.7 Total No. of actual teaching days during this academic year   110

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)   N.A.

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop   01

2.10 Average percentage of attendance of students   78

9

2.11 Course/Programme wise
distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
UG	355	0	7	309	37	99.43

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

Academic Calendar/annual & Monthly Teaching plans, initiation of mechanism for test & evaluation

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	1
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	1
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	1	1	0	0
Technical Staff	0	1	0	0

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

As per the affiliating University norms UG Colleges are not eligible for conducting Research, so little scope remains. Teachers are motivated to send proposals for projects

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	0	0	0
Outlay in Rs. Lakhs				

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	0	0	0
Outlay in Rs. Lakhs				

3.4   Details on research publications

	International	National	Others
Peer Review Journals			
Non-Peer Review Journals		2	
e-Journals		1	
Conference proceedings		10	

3.5 Details on Impact factor of publications:

Range [   ]   Average [   ]   h-index [   ]   Nos. in SCOPUS [   ]

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*				
Any other(Specify)				
Total				

3.7 No. of books published   i) With ISBN No.   [5]   Chapters in Edited Books   [1]

ii) Without ISBN No.   [0]

3.8 No. of University Departments receiving funds from

UGC-SAP [   ]   CAS [   ]   DST-FIST [   ]

DPE [   ]   DBT Scheme/funds [   ]

3.9 For colleges   Autonomy [   ]   CPE [   ]   DBT Star Scheme [   ]

INSPIRE [   ]   CE [   ]   Any Other (specify) [   ]

3.10 Revenue generated through consultancy   [   ]

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number		2			
Sponsoring agencies		UPSHEC			

3.12 No. of faculty served as experts, chairpersons or resource persons   [4]

3.13 No. of collaborations   International [   ]   National [   ]   Any other [1]

3.14 No. of linkages created during this year   [   ]

3.15 Total budget for research for current year in lakhs :

From Funding agency [   ]   From Management of University/College [   ]

Total [   ]

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	
	Granted	
International	Applied	
	Granted	
Commercialised	Applied	
	Granted	

3.17 No. of research awards/ recognitions   received by faculty and research fellows
     Of the institute in the year

Total	International	National	State	University	Dist	College

3.18 No. of faculty from the Institution
     who are Ph. D. Guides   NA
     and students registered under them   NA

3.19 No. of Ph.D. awarded by faculty from the Institution   NA

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF [ ]   SRF [ ]   Project Fellows [ ]   Any other [ ]

3.21 No. of students Participated in NSS events:

University level [ ]   State level [ ]

National level [ ]   International level [ ]

3.22 No. of students participated in NCC events:

University level [ ]   State level [ ]

National level [ ]   International level [ ]

3.23 No. of Awards won in NSS:

University level [01]   State level [ ]

National level [ ]   International level [ ]

3.24 No. of Awards won in NCC:

University level [ ]   State level [ ]

National level [ ]   International level [ ]

3.25 No. of Extension activities organized

University forum [ ]   College forum [2]

NCC [ ]   NSS [3]   Any other [ ]

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- Blood Donation Camp

Criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	2.14 acres			2.14 acres
Class rooms	6			6
Laboratories	1			1
Seminar Halls	1			1
No. of important equipments purchased (≥ 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)	0			
Others				

4.2 Computerization of administration and library

No

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books						
Reference Books	7780	2500965.25			7780	2500965.25
e-Books						
Journals						
e-Journals						
Digital Database						
CD & Video						
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	11			3				
Added	1			0				
Total	12			3				

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

> none

4.6 Amount spent on maintenance in lakhs :

i) ICT

ii) Campus Infrastructure and facilities

iii) Equipments   2,50,000.0

iv) Others

Total :   2,50,000

15

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

By organizing public meetings, open forums, signage, notices etc

5.2 Efforts made by the institution for tracking the progression

Meetings with the profile holders, students and other stake holders

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
8			

   (b) No. of students outside the state

0

   (c) No. of international students

0

Men

No	%

Women

No	%
874	100

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
206	187	7	584	3	987	139	171	5	559		874

Demand ratio   2:2.1   Dropout %   0.81

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

   No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET ☐   SET/SLET ☐   GATE ☐   CAT ☐

IAS/IPS etc ☐   State PSC ☐   UPSC ☐   Others ☐

5.6 Details of student counselling and career guidance

Workshop with experts in various fields

No. of students benefitted   400

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed

5.8 Details of gender sensitization programmes

Workshop with experts from some external agencies and NGOs .

Documentary Show by State I&B division, Varanasi

5.9 Students Activities

   5.9.1   No. of students participated in Sports, Games and other events

State/ University level ☐   National level ☐   International level ☐

No. of students participated in cultural events

State/ University level ☐ National level ☐ International level ☐

5.9.2   No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level ☐ National level ☐ International level ☐

Cultural: State/ University level ☐ National level ☐ International level ☐

5.10 Scholarships and Financial Support (Data is not available as the scholarship is directly credited to the bank accounts)

	Number of students	Amount
Financial support from institution		
Financial support from government		
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11   Student organised / initiatives

Fairs   : State/ University level ☐ National level ☐ International level ☐

Exhibition: State/ University level ☐ National level ☐ International level ☐

5.12   No. of social initiatives undertaken by the students ☐

5.13 Major grievances of students (if any) redressed:_____

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision:

- **To replace the darkness of ignorance with light of learning**
- **To provide learner-centric education in a congenial environment where trust, promise, and success go hand in hand in this temple of learning.**
- **To make the most of what we have**

Mission:

        To convert the rustic girls into Women of Substance, aiming at their multi-dimensional development, making them aware of their inbuilt potential, strengthening their self-confidence and ultimately make them feel proud to be a WOMAN.

6.2 Does the Institution has a management Information System

No

6.3 Quality improvement strategies adopted by the institution for each of the following:

    6.3.1   Curriculum Development

N.A.

    6.3.2   Teaching and Learning

Use of Multimedia

Test Series

6.3.3 Examination and Evaluation

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6.3.4 Research and Development

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6.3.5 Library, ICT and physical infrastructure / instrumentation

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Optimal Utilisation of Library resources
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6.3.6 Human Resource Management

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6.3.7 Faculty and Staff recruitment

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6.3.8 Industry Interaction / Collaboration

```


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6.3.9 Admission of Students

```
Merit based transparent system
```

6.4 Welfare schemes for

Teaching	
Non teaching	
Students	

6.5 Total corpus fund generated

[   ]

6.6 Whether annual financial audit has been done   Yes [   ]   No [✓]

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Department of H.E. U.P	Yes	IQAC
Administrative	Yes	Department of H.E. U.P	Yes	Concerned Committees

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes   Yes [   ]   No [✓]

For PG Programmes   Yes [   ]   No [   ]

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

[   ]

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

[   ]

6.11 Activities and support from the Alumni Association

[   ]

6.12 Activities and support from the Parent – Teacher Association

[   ]

6.13 Development programmes for support staff

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6.14 Initiatives taken by the institution to make the campus eco-friendly

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Congress grass free Campus
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Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

```
Regular interactive sittings
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7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

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Post NAAC Self Appraisal Report was taken from the
faculty & the profile holders
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7.3 Give two Best Practices of the institution *(please see the format in the NAAC Self-study Manuals)*

- Commencement of 2nd and 3rd year classes from the month of August even before the annual examination results are declared by the university since 2005.

- Observation of the Teachers' Day (5th September) as Merit Felicitation Ceremony

Provide the details in annexure (annexure need to be numbered as i, ii,iii)

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7.4 Contribution to environmental awareness / protection

> Optimum Maintenance of greenery in campus

7.5 Whether environmental audit was conducted?   Yes [ ]   No [✓]

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

> Post NAAC Self appraisal exercise by IQAC through Power-point presentations for SWOC Analysis.

8. **Plans of institution for next year**

> *Use of multi-media by maximum teachers*
>
> *Self -Defence Training for Safety & Security of Students*
>
> *Organization of National Seminars/workshops*
>
> *Publication by the faculty*
>
> *Efforts for Minor/Major Research Projects*
>
> *Enhanced sports activities at University level*
>
> *Registration of Alumni & Parent-Teacher Association*
>
> *Organization of Computer training Workshop for teaching/non-teaching staff*

Name : Geeta Rani sharma   *Name : Dr Asharfi Lal*

Coordinator, IQAC   **Chairperson, IQAC**

_____***_____

AQAR, 2014-2015

Pt D.D.U. Govt Girls' Degree College, Sewapuri , Varanasi

सत्र : 2014—15

वार्षिक कैलेण्डर

सत्रारम्भ	:	07 जुलाई, 2014
प्रवेश प्रारम्भ	:	21 जुलाई, 2014
पठन—पाठन प्रारम्भ	:	01 अगस्त, 2014
स्वतन्त्रता दिवस	:	15 अगस्त, 2014
ओरियण्टेशन वर्कशॉप	:	23 अगस्त, 2014
शिक्षक दिवस एवं मेधाविता सम्मान समारोह	: 05 सितम्बर, 2014	
गांधी जयन्ती	:	02 अक्टूबर, 2014
कैरियर काउन्सलिंग वर्कशाप	:	11 अक्टूबर, 2014
स्वागत समारोह (प्रथम वर्ष)	:	30 अक्टूबर, 2014
कौमी एकता सप्ताह	:	19—25 नवम्बर, 2014
रेंजर्स प्रशिक्षण शिविर	:	दिसम्बर, प्रथम सप्ताह
मानवाधिकार दिवस	:	10 दिसम्बर 2014
महाविद्यालय दिवस / वार्षिकोत्सव	:	16 दिसम्बर, 2014
क्रीड़ा समारोह	:	19—20 दिसम्बर 2014
राष्ट्रीय सेवा योजना विशेष शिविर	:	27 दिसम्बर, 2014— 2 जनवरी 2015
गणतन्त्र दिवस	:	26 जनवरी, 2015
परीक्षा तैयारी वर्कशाप	:	7 फरवरी 2015
विदाई समारोह (बी.ए. तृतीय वर्ष)	:	14 फरवरी 2015
परीक्षा प्रारम्भ	:	02 मार्च 2015
ग्रीष्मावकाश	:	16 मई 2015 4 जुलाई 2015

AQAR, 2014-2015

Pt D.D.U. Govt Girls' Degree College, Sewapuri , Varanasi

फीड बैक 2

1.   आपको महाविद्यालय का वातावरण कैसा लगा?

क अच्छा है   ख— बहुत अच्छा है   ग— ठीक नहीं है।

2.   महाविद्यालय का शैक्षणिक वातावरण कैसा है?

क— अच्छा है   ख— बहुत अच्छा है   ग— ठीक नहीं है।

3.   अध्यापकों के सम्बन्ध में आपकी राय

क— अच्छी है   ख— बहुत अच्छी है   ग— ठीक नहीं है।

4.   कक्षा का माहौल कैसा है

क— अच्छा है   ख— बहुत अच्छा है   ग— ठीक नहीं है।

5.   महाविद्यालय में स्वच्छता के सम्बन्ध में आपकी राय

क— अच्छा है   ख— बहुत अच्छा है   ग— ठीक नहीं है।

6.   महाविद्यालय में पेयजल की व्यवस्था

क— अच्छा है   ख— बहुत अच्छा है   ग— ठीक नहीं है।

7.   महाविद्यालय में जनसुविधाएं (टायलेट आदि) की व्यवस्था

क— अच्छा है   ख— बहुत अच्छा है   ग— ठीक नहीं है।

8.   महाविद्यालय में पंखा / प्रकाश आदि की व्यवस्था

क— अच्छा है   ख— बहुत अच्छा है   ग— ठीक नहीं है।

9.   महाविद्यालय के शिक्षकों का आपके प्रति व्यवहार

क— अच्छा है   ख— बहुत अच्छा है   ग— ठीक नहीं है।

10.   महाविद्यालय के कर्मचारियों का आपके प्रति व्यवहार

क— अच्छा है   ख— बहुत अच्छा है   ग— ठीक नहीं है

AQAR, 2014-2015

Pt D.D.U. Govt Girls' Degree College, Sewapuri , Varanasi

Analysis of Feedback Form From the Students

No of Questions- 10

No of Respondents- 126

Answers are in %

Q No	A	B	C	D
1	27	73	0	0
2	31	69	0	0
3	30	70	0	0
4	66	29	5	0
5	69	25	6	0
6	70	20	10	0
7	49	27	24	0
8	40	57	3	0
9	34	65	1	0
10	56	23	21	0

AQAR, 2014-2015

Pt D.D.U. Govt Girls' Degree College, Sewapuri , Varanasi

Best Practice-1

1. **Title of the Practice**

   Commencement of 2nd and 3rd year classes from the month of August even before the annual examination results are declared by the university since 2005.

2. **Goal**

   - To extend the time frame for well-planned completion of curriculum

   - To avoid discontinued academic involvement of the students

   - To keep them involved in extra-curricular activities with the commencement of the session

   - To avoid the tension and stress on the part of the teachers also

3. **The Context**

   Initially, this was little bit difficult to accept this practice by teachers themselves, but the results were encouraging. Even now this is surprising for the new entrants in the staff be it the faculty or the administrative staff. To convince the students and particularly their guardians was really a challenge. It was hard to make them understand the purpose of calling the students to college even when neither their results are declared nor the admission has taken place. The students were also hesitant particularly the final year students who are to opt only two subjects in 3rd year. Prior to results this becomes difficult for them to choose the subjects. Gradually the initiative gained popularity and turned into practice.

4. **The Practice**

   The Practice in itself is unique as to think about students prior to admission is never considered necessary not even in the universities, leave aside the colleges. Though as NAAC authorities might be well aware of the fact that this is a prevalent practice to show this in the academic calendar by almost every institution for the sake of counting the teaching/working days. But there is a wide gap between cup and lip and practical implementation is often not seen. Here, the examinations are over by the end of the month of May and the results are often declared late. Years back the situation was even worse, when the results were declared even in October-November. The admission process used to continue up-till December sometimes. To make the students detached with studies for such a long span was not at all wise or justified. So the Institution considered thoughtfully and the initiative took place. Un-availability of facilities like identity card, library card etc are some of the constraints but are taken care by the staff by providing personal books, specimen copies etc.

5. Evidence of Success

Increasing interest of the students in classes is the prime-most evidence of success of this practice. Students have started approaching the college even without any prior notification. Now there is no hesitation from the part of the parents also. Time-bound completion of syllabus makes situations comfortable not only for teachers but for students also. Being single person in each department already there is immense pressure on the teachers. This practice relieves them from rush and hectic schedule afterwards. Adherence to teaching plan is also one of the major achievements in this respect. Growth in results also a motivating factor in this regard.

6. Problems Encountered and Resources Required

As has been said earlier, initially the inhibition was from all the sides, be the students, parents and even some of the faculty members also. But gradually the scene changed and all was set then the practice became a habit. Interestingly neither additional infrastructure, nor any other sorts of resources were required to augment this practice. What needed is the will power, urge to do some extra work and above and all commitment to the profession we are into.

7. Notes

Of course the first and foremost step is either to start this practice or to practically implement if theoretically the concept already exists. The students and guardians should duly be informed about the dates, timing etc. through prospectus, notice board etc. For generation of faith among students counseling of students/guardians is necessary particularly in rural, backward areas. Rest will be the satisfaction in self and appreciation by the stake holders we relate to.

8. Contact Details

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Best Practice-2

1. **Title of the Practice**

   Observation of the Teachers' Day (5th September) as Merit Felicitation Ceremony

2. **Goal**

   The birthday of great educationist and a true teacher Dr S Radhakrishnan is observed as the Teachers' Day on 5th September every year. To inculcate the spirit of sound competitiveness among students, to show our faith in the evaluation system of the University, to make the girl students earn respect in their families and ultimately to make the ties with the students and their families stronger the practice of observing the Teachers' Day (5th September) as Merit Felicitation Ceremony was started in 2005.

3. **The Context**

   In fact, almost everywhere, this event is celebrated in a stereotyped manner. Floral tribute to Dr Radhakrishnan, songs and addresses of the students in respect of the teachers, offering of gifts to teachers by the students and ultimately the blessings of the teachers are the part and parcel of this celebration. Added to it may be the felicitation of some former or retired teacher. Initially, we decided not to accept gifts on this occasion. Later on the thought, brain child of one of the senior faculty members, took shape after due discussions and un-debated consent by all the college members. Earlier, this was difficult to make the simple and sensitive students understand the logic behind this practice. The students, who used to wait for the day to show their respect and gratitude to their teachers, were not ready to accept this.

4. **The Practice**

   As a matter of fact the students are the most important unit in the process of education. So the thought to give them recognition for their merit was welcomed by all in the institution. This was also evident that in such a social structure which exists here in this rural area, place of pride is rarely given to the women of the family. This is the case with the education and result of the female students which is rarely given importance to. Moreover, after graduation the chances of continuation of their education also diminish. So this was also planned that the parents and particularly the female parent must be invited to the event. The highest marks holders in all the subjects in every class and first, second and third position holders along with their parents in all the three classes are awarded amidst the loud clapping. The thought behind this exercise was to make the parents feel proud of their daughters and in some cases their daughters in law at least for a while. Afterwards the oral and sometimes the written feedback from the parents sometimes coupled with their tears and obvious pleasure authenticate the meaningfulness of this practice. This event is a platform for motivation for the new entrants in first year. They may also visualize themselves at the same platform in the coming years.

   Besides, the graduated students, who have taken admission elsewhere for higher education, are also invited for their feedback and to share their experiences. The students and the parents are given ample opportunities to give way to their expressions. So this is an altogether wonderful experience for all the stake holders.

5. **Evidence of Success**

This has now become an established practice and is acclaimed by all. There are instances also that this occasion creates a new bonding in the relationship of students and their parents which may also open new avenues for their careers and their life to come. Besides, to know the parents of the students also help us to know their profile, their family surroundings etc.

6. **Problems Encountered and Resources Required**

Sometimes there are problems related with the declaration of the results not in time by the university. Otherwise also, often the results are declared late and it gives little or almost no time for filtering the highest marks holders. Sometimes hesitation on the part of the female parent to come to the college or on the stage or to speak affects the basic purpose of this practice.

Among the resources required are the arrangements for the gathering, hospitality and prizes which is not a big deal because in every institution there are some such occasions for this type of programme. Moreover, the Teachers' Day is also celebrated in every institution in one or the other manner.

7. **Notes**

Adopt this practice only for once, and the rest will be a wonderful experience, but just not forget to give the parents the centre-stage and the spark in their eyes and the expressions on their faces while sharing the award with their ward particularly their daughters will authenticate the process if is undertaken in the social surroundings like ours.

8. **Contact Details**

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