7.2.1: Describe at least two institutional best practices (as per NAAC Format)

Describe at least two institutional best practices (as per NAAC format). Upload details of two best practices successfully implemented by the institution as per the NAAC format

7.2.1 Best Practices (At least two best practices as per NAAC format)

BEST PRACTICE - 01

1. Title of the Practice:

Counseling & Students Development cell.

2. Objectives of the practice:

The main objective of cell is to build inner potential within the students. To create more awareness about their hidden potentials through the behavioral, Career planning, study related & Creativity & make them feel confident to face the present & future challenges. Counselling & Students Development cell tries to enable the students to make them confident with positive attitude to face the professional & Personal life situations.

3. The context:

To meet the challenges of the Industrial requirements, to make the students understand & realize their inner potential, to help Management students overcome the difficulties, weakness & face the challenges in Academics, personal, & professional front confidently.

4. The practice:

At our Institute we have dedicated to counselling & Mentoring Cell is headed by a Senior most professional having various sector Industrial and academicsvast experience of 27 plus years at senior positions of Human Resource Development. For students of 1st semester 16 PF, ABC analysis are conducted for interested students. For 2nd semester, Institute conducts Interest Inventory test for specialization selection followed by individual counselling. The counselling &mentoring Cells are functional & available throughout the year for students as well as for staff members.

5. Evidence of Success:

The scientific process of mentoring and counseling the students, as shown in the above chart, has resulted in remarkable transformations in the life of students. The success of students in academics and placements reflects the support provided by counseling cell. The counseling cell's record of students counseled and encouraged to achieve greater heights in career collaborate with above statement. The student's feedback about counseling cell endorses the same.

The counseling sessions with the students gives the students insights about their own personality traits and also provides guidance regarding the areas of improvement within them to become a thorough professional. It helps the students in preparing themselves for the placement. Many students face a dilemma while selection of specialization in their second year. Counseling cell plays a major role by discussing and interpreting the results of Interest inventory test. Of course it is individual choice to finalize test specialization but cell provide support to think about their specialization with right direction. Along with counseling, every faculty take care of student mentoring as "mentor", discuss their issue of any kind with the students & minutes of the meeting are maintain, thus also helps students & mentor to resolve the issues of student, these decisions are strong foundation of their career path and are reflected in their results and placements.

There have been cases wherein students with low self-esteem and low morale were referred to the counseling cell. Appropriate counseling sessions were conducted with them. As a result of the efforts taken in the form of counseling and mentoring, the students have gained self-confidence and have successfully progressed in their career.

The success of counseling cell was observed in some extreme cases of depression also.

When the youth of our country was engulfed in life threatening games like 'Blue Whale" last year, one of our student was also trapped in the terrifying fist of the game. However, with the cooperation of his parents, faculty members and few students, the counseling cell has successfully de-addicted him and has saved him and his family from the mishappening.

Some of the students were on the verge of dropping out of MBA program for reasons pertaining to their family, health issues or poor performance in semester exams. The counseling cell has been successful in motivating such students to complete their MBA program.

6. Problems Encountered & Resources Required:

The Counseling cell faces few challenges like:

1. It has been observed that few students, who need counseling or who have been recommended for counseling by the mentors are not willing to go for the same. Hence we can not make it compulsion.

2. There exists fear of getting mocked and insecurity about sharing their personal life (emotional) details.

The resources required and available with the institute includes

- Counseling room,
- Competent and experienced counselor and

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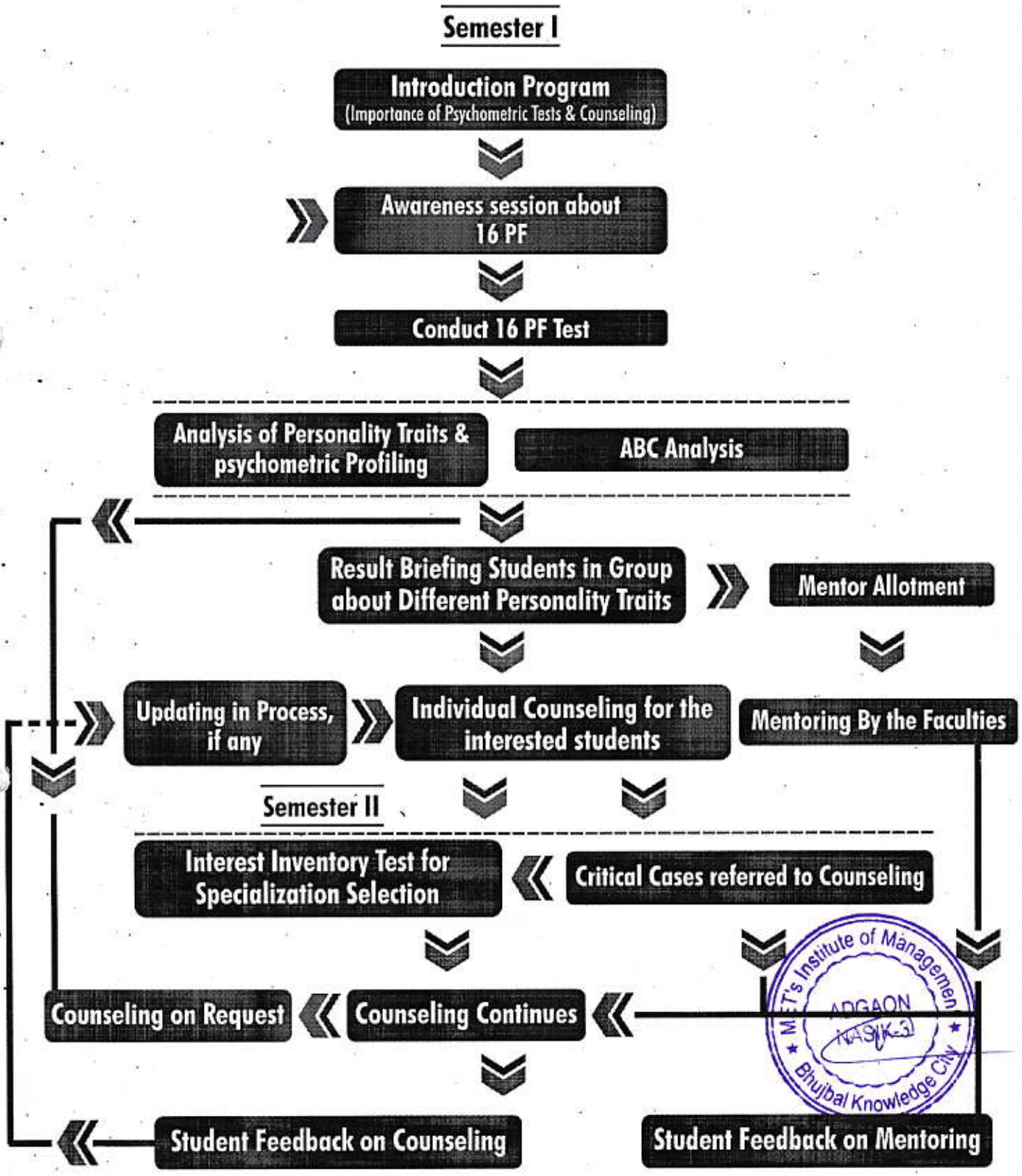
Process Mapping for Counseling



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BEST PRACTICE - 02

1. Title of the practice:

Academic & Administrative control through ENTERPRISE RESOURCE PLANNING system.

2. Objectives of the practice:

- To bring transparency and control in the academic and administrative functions.
- To provide improved communication and flow of information with less dependency on paper forms using automated approval forms.
- To provide enhanced services for students, faculty, and staff.

3. The Context:

In view of dynamics of present education and multiple nodes of information, ERP system is *developed to smoothen the* operations and functioning with intention of right information to right person and at right time. This would ensure better control over the organization and eases the process of decision making. Providing more streamlined processes and easier access to information. Better support for institutional planning, analysis, assessment, compliance efforts, and reporting. Better use of the resources. Improve cooperation and coordination between offices.

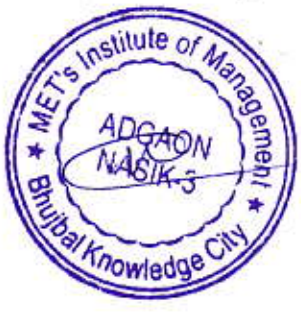
4. Practice

ERP system consists of modules in the view of various processes like: -

Admission – After allotment of admissions by DTE, students are reporting to the Institute and filling up the admission information. Student credentials are created and issued to student. Students use these credentials for accessing e-material, give online test and online feedback. Identity card is issued to the student after furnishing necessary formalities.

Attendance – Faculty members fill up attendance of their class conducted on regular basis in their login. Attendance reports are generated and necessary messages are sent to concerned students' parents to regularize the attendance & bring in discipline amongst the students. Authorities also perform academic monitoring using this attendance facility. Letter of the students with less attendance can be generated in the system and further sent to the parents.

Lecture Notes – Faculties upload lecture notes, reference material including e-material on ERP through their login. Student access these material through respective login.



Student's feedback – Student provide feedback of faculty members on about 10 parameters related to the teaching and learning processes. The summary of this feedback generated on specified intervals. Authorities can call faculty members for exceptional issue for further improvement.

Accounts – Under this module, fees are allocated to students based on their type of candidature. Fees are collected and outstanding reports are generated. These reports are available in the login of authorities.

Library – Libraries of the Institutes in the campus are integrated through this module. Circulation of books and journals are made available to students and faculty members. Special Online public access catalog (OPAC) module helps students and faculties for searching library material.

Leaves – Staff members apply for leaves through their login. This section contains all the details of the types and number of leaves taken. Approval of the leaves by the authorities is also done in the same system. Authorities carry out leave management. Leave reports are generated that are helpful for administrative purpose.

Faculty Performance Appraisal – In this module theory lecture conduction, student's attendance preparation, result comparison, faculty academic achievement, research achievements, course attended / conducted, faculty contribution at department / Institute level are recorded and appraisal reports are generated.

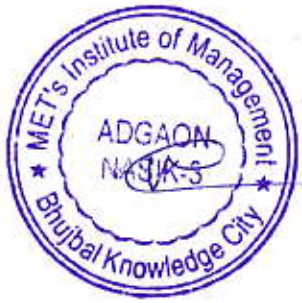
5. Evidence of Success:

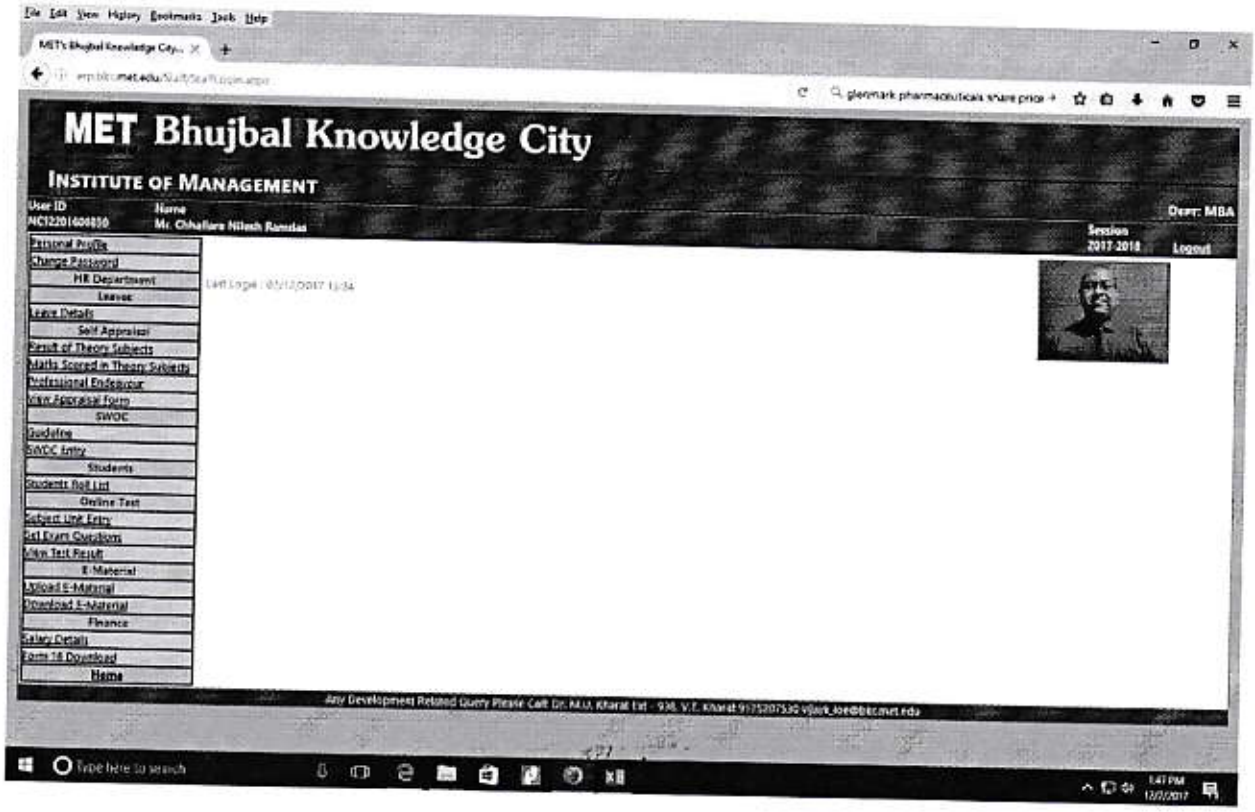
1. Accurate admission information is available to the authorities immediately.
2. Regular follow-up is possible through the attendance system by sending SMS and letters to the parent.
3. Lecture notes prepared by the faculties are made available to the students.
4. Improvement in the faculty on the highlighted points by students through feedback.
5. Closed follow-up is possible on fees collection. Fees recovery is improved.
6. Easy library material search and issuable from any library from the campus.
7. Leave report of balance leaves are available to employees with respective login.
8. Authorities observe the performance of faculty and students from time to time.
9. The necessary inputs are provided based on the facts recorded.
10. The ERP system eventually helps in improving the performance of stakeholders of the system.

6. Problems Encountered & Resources Required:

1. ERP System is not customized. The modules developed in the system takes lot of time in modifying the available templates. This sometimes has an impact on the speed of the activity to be carried out.

2. As the system is developed in-house, the newly joined stakeholders take some time to get comfortable with the system.

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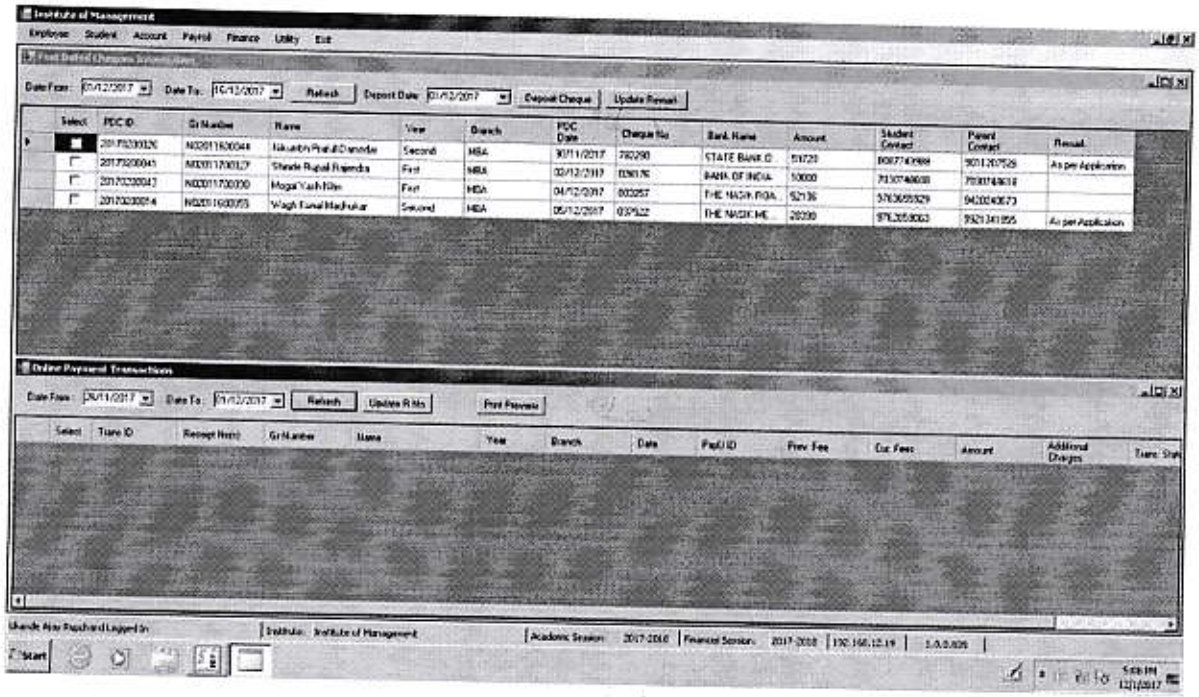

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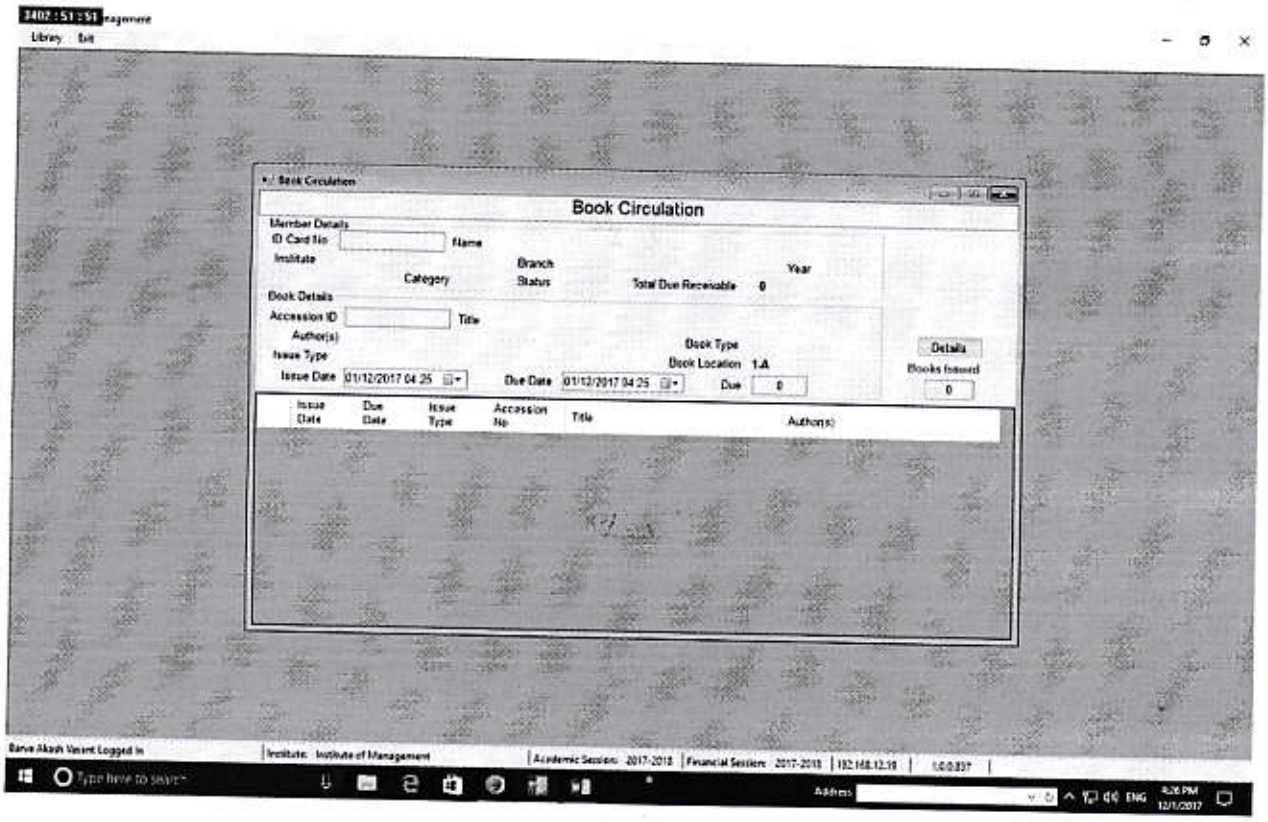
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