

## **Best Practices for the Academic Year 2021-22**

### **1. Title of the Practice**

**“Quality Sustenance and Enhancement through Academic audits and Administrative audits”**

#### **• Objectives of the Practice**

- To identify strengths, weaknesses, and areas for improvement in the academic processes and practices of the program.
- To promote continuous improvement in the quality of education and student outcomes.
- To ensure that the institution's policies and procedures are in compliance with relevant regulations and standards.
- To provide constructive feedback and recommendations to the institution to help improve its processes and practices.

#### **• The Context**

The primary purpose of academic audits is to ensure that the educational institution is meeting its stated goals and objectives and is providing high-quality education to its students. However, academic audits are not a panacea, and their success depends on the willingness of the institution to implement audit recommendations and make necessary changes. Additionally, academic audits are only one part of a larger quality assurance framework, which also includes ongoing monitoring and evaluation of academic programs.

Academic audit focuses on the academic programs and services offered by the institution, including teaching and learning processes, curriculum design, student assessment, and research, consultancy and innovation practices. In our institution the academic audit is conducted to evaluate the quality of education and student outcomes, and to identify areas for improvement in the academic processes, research practices and outreach activities of the departments.

Academic audits can be an effective tool for improving the quality of education in educational institutions, but their success depends on various factors and ongoing commitment to implementing recommended changes.

Administrative audit, on the other hand, focuses on the administrative functions and processes of an institution, such as financial management, human resource management, information technology, and facilities management. In our institution an administrative audit is conducted to evaluate the efficiency and effectiveness of the institution's administrative

processes, and to identify areas for improvement in the management and operation of the institution.

- **The Practice**

The Academic Audit Proforma includes the Academic Audit at Course level and Department level, these Audit Proforma focuses on the parameters like Quality and Quantity of Student Enrolment, Faculty Achievements and Contributions, Student Academic Performance, Student Progression, Teaching Learning Process, Program Outcomes Attainment and Student Support & Mentoring system. The questionnaire and its metrics are devised in line with the standards set by various accreditation, ranking statutory bodies.

The Assessment of these parameters provide the department academic performance index and helps the departments for the continuous improvement. These formats were audited by internal senior faculty members at initial stage. From the comments by internal members departments update their file systems and make them ready for external audit. External auditors with good administrative and academic expertise from renowned HEIs are invited for auditing. All departments were audited as separate units. After audit the team of Auditors will give SWOC analysis of department. Based on SWOC report, Heads of the department will prepare the action plan for the next academic year. IQAC follow it up for further process and collects the action taken report from departments. The whole process ensures the continuous quality enhancement.

Both academic and administrative audits are conducted by internal or external experts and are intended to provide constructive feedback and recommendations to the institution to help improve its overall performance and effectiveness.

- **Evidence of Success**

- All eligible UG programs are accredited by NBA
- Four PG programs are accredited by NBA

## 2. Title of the Practice

**“Empathizing the student attitude through activities like Wall of Kindness, Fist full of Rice and FABS-2.0”**

- **Objectives of the Practice**

The objectives of empathizing with students' attitudes through activities are to:

- Promote empathy and understanding: Encourage students to understand the perspectives and experiences of others, including those who are less fortunate, and to develop a sense of empathy and compassion.
- Raise awareness about social issues: Educate students about important social issues, such as poverty, hunger, and inequality, and encourage them to take action to address these issues.
- Encourage positive values and behaviors: Promote positive values and behaviors, such as kindness, generosity, and service, among students, and encourage them to apply these values in their daily lives.
- Foster a sense of community and belonging: Promote a sense of community and belonging among students and encourage them to participate in activities that promote teamwork and collaboration.
- Enhance student engagement and motivation: Increase student engagement and motivation by providing opportunities for students to participate in meaningful and impactful activities, and by recognizing and rewarding their efforts.

The objectives of empathizing with students' attitudes through activities are to promote positive values and behaviors, encourage student engagement and motivation, and to improve the overall culture and morale.

- **The Context**

**"Wall of Kindness"** is one activity that can be used to empathize with students' attitudes. A Wall of Kindness is a public display where people can leave items they no longer need, such as clothing, books and other stationary items for others to take for free. This type of activity promotes a sense of community and helps to build empathy among students.

By participating in this activity, students can learn the importance of sharing and giving, and can gain a greater appreciation for what they have. They can also develop a sense of empathy for those who are less fortunate, and can learn the value of helping others.

**"Fist Full of Rice"** is an activity that can help institutions empathize with students' attitudes and raise awareness about poverty and hunger. The activity involves filling a small bag with rice, which represents a portion of food that a person living in poverty might eat in a day.

By participating in this activity, students can learn about the realities of poverty and hunger and can gain a greater appreciation for the food and resources they have. They can also develop empathy for those who are less fortunate and can learn the importance of helping others.

In addition to promoting empathy and understanding, Fist Full of Rice can also be used as an opportunity for students to engage in service learning and volunteer work. With this experience students can participate in food drives or fundraising activities to support local food banks or organizations that provide assistance to those in need.

## **FABS 2.0**

"FABS 2.0" is an activity of recyclable waste donation drive that can help institutions empathize with students' attitudes to reduce waste in landfills and promote sustainability. It educates the public about the importance of recycling, collect recyclable materials for processing and re-use. It raises the awareness about environmental issues, to support community efforts towards environmental protection, to generate funds for environmental and sustainability initiatives.

- **The Practice**

Institution has organized a recyclable waste donation drive, Fist Full of Rice regularly. Wall of kindness is available at institute round the clock. All activities are taken by student clubs and students are actively involve in collection, which will enhance their empathy towards society and their helping nature.

- **Evidence of Success**

- The institute is able to provide many items to the people who are in need from "Wall of kindness".
- The Institute has donated about 2 ton rice through "Fist full of rice" program and is donated to 6 different orphanage centers.
- Students able to showcase "best out of waste" items such as toys, art crafts from paper

and plastic at different platforms at institute level.

- E-waste of 3.6 ton is collected and given to vendor for recycling. The amount received inturn from vendor is utilized for poor student education.