Criteria VII

Academic Year 2023-24

7.2.1	Describe one best practice successfully implemented by the Institution as per NAAC format provided in the Manual.

1. Title of the practice: Professional Development Assistance (PDA):

1.1 Objective: The objective of this practice is to enhance their skills, knowledge, and effectiveness as educators, researchers, and contributors to the academic community for institutional as well as individual development.

1.2. The process of applying the practice:

Professional Development Assistance (PDA) practice has been introduced for the department teaching staff which shall upgrade their teaching skills and thereby enhance their professional development.

The faculty members are encouraged to present at national and international conference and publish research papers in UGC Care / SCI/ SCOPUS/ABDC Indexed journals. The faculty must have published at least three research papers in UGC Care / SCI/ SCOPUS/ABDC Indexed journals in the preceding year from the date of first application for appraisals/ increments.

Other activities for Professional development are:

1. **Organise Workshops and Seminars:**
   - Workshops and seminars on topics such as innovative teaching methods, assessment strategies, classroom technology integration, and student engagement are arranged for faculty members. Guest speakers and experts are invited to share insights and best practices.
2. **Conferences and Conventions:**
   - Encourage faculty to attend academic conferences and conventions related to their field, where they can present research, network with peers, and stay updated on industry trends.
3. **Online Courses and Webinars:**

- Faculty members are encouraged to do online courses and webinars that cover a variety of educational topics, allowing faculty to learn at their own pace and convenience.

1.3 Impact: With the implementation of the PDA practice, all faculty members have made research work as an integral part of their teaching and learning pedagogy. The number of research papers being published in these recent years has risen subsequently.

1.4 Obstacles: Fortunately there were no obstacles in implementing the practice.

---

2. Title of the practice: Mentoring System:

2.1 Objective: Students come from distant places, various cultural backgrounds and that sometimes it is stressful for them to cope up a completely new environment. In order to make students feel comfortable and stress free it is imperative to have someone who can be their 'confidant'. This will help them to overcome any obstacles in their academic and professional journey.

2.2: The process of applying the practice:

A teacher is always considered to be acting both as a trustworthy friend and a role model for students during their academic journey. Mentoring is a practice of counselling and giving appropriate guidance to the students for their academic, individual and professional development.

At our department, **every year** , all students are allotted a faculty member as a mentor who would not only monitor the academic, professional and personal development of the student but will ensure redressal of any issues and take remedial actions for the development of the student.

2.3 Impact: A significant and positive impact on students across various aspects of their personal, academic, and professional lives could be seen. There was a **considerable improvement in their personal and professional skills.**

The **academic performance** of students, who required deeper counselling, grew to considerable level. Positive interactions with mentors **boosted self-esteem and confidence** of students. This helped in increased participation and engagement in co-curricular and extra-curricular activities. **Higher level of Motivation and realization of goals** was seen evident in the students.

2.4 Obstacles: Initially the students were not very keen to share their concerns, weaknesses or threats. But in due course, constant interaction with the mentors helped in breaking the ice and students opened up to mentors and willingly discussed their issues with the mentors.

3. Title of the practice: Earn and Learn Scheme for students:

3.1 Objective:

The Earn and Learn scheme, also known as work-study or cooperative education programs, is a valuable initiative that allows students to simultaneously work and study.

The scheme allows students to earn a steady income, reducing financial burdens such as tuition fees and living expenses.

3.2: The process of applying the practice:

Students are encouraged to work in office administration for maximum of 2 hours daily for a period not exceeding three months. The students are allotted working hours only after their academic sessions are over in the day.

Routine activities such as maintain files, circulars, addressing queries, assisting the non teaching staff in examination related documentation etc are given to students.

Remuneration of Rs.4000/- per month not exceeding Rs.12000/- (Cumulative for three months) is given to the student.

3.3 Impact: Along with helping students to be self-reliant to some extent and support their financials, this practice has largely inculcated work ethics, self-discipline, confidence building, and personality development among the students.

3.4 Obstacles: Sometimes change in technology or industry expectations and trends may cause obstacles.