Two Institutional Best Practices

- **Title of the Best practice 1: Internal Academic Audit through Academic monitoring Committee.**
- **Objectives:** To improvise the quality of teaching and learning process and keep track on the flow of teaching methods and learning standards as per specified formats
- **The context:** Each faculty needs to prepare the course material as per the course/subject allotted in the load distribution. Apart from subject course material there are other specified preparations like teaching plan, practical plan, course objectives and course outcomes, Program educational objectives, program outcome, experimental level outcome(ELO), Topic level outcome(TLO), delivery method, text books and reference books required, related industry database, related research papers. These praparations are prepared by the faculty member in Faculty development program(FDP) which is scheduled at the start of every semester. This FDP also includes meeting with industry persons and their valuable sharing's are incorporated the curriculum to fill the gap between the industry and institute. All these preparations are expected to be of optimum quality. In order to audit these preparations and its quality, Internal academic audit through Academic monitoring committee plays an important role.
- **The Practice:** The institute undertakes academic audit which is evaluated by various means like online student feedback, course file assessment and monitoring, implementation of academic calendar, student attendance and internal assessment Every teacher is advised to keep track of teaching. This is cross checked by committees appointed by management as well as institute level with the details provided in their academic performance index self-appraisal questionnaire. The process starts with preparation of academic calendar for semester and giving complete schedule regarding in - semester tests, end semester exam, extra practical turns, and Oral and Practical exam. The teaching learning process mainly includes the followings:

1. Planning for course delivery (Theory Session)
2. Details of teaching aids
3. Laboratory session
4. Continuous assessment Remedial teaching
5. Mini project.
6. The effective implementation of teaching and learning process through concrete plan framing with respect to available resources and its monitoring to get the desired outcome is the core function of Academic monitoring team. It continuously keeps fetching best practices of teaching and learning from reputed institute who have got the success in the field of academics by enrolling for such activities implementation of

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those. The team believes on collaborative teaching learning process. Monthly/ Fortnight report is submitted by my Academic monitoring chairman to the Dean academics. APR (Academic Progress report) is prepared fortnightly to check the syllabus coverage by each faculty member. It is expected that each faculty member covers the whole syllabus within stipulated time. All the preparations are uploaded on the LMS (learning management system) MOODLE. The students have access to this resource material. Assignment, quizzes, activities are submitted by the students through learning management system : MOODLE

- **Impact of the practice: Following impact is observed**
  1. Resource material of each subject is prepared well in advanced before the start of each semester.
  2. This material is uploaded on Learning management system (LMS) Software: MOODLE
  3. Each faculty prepares experimental manual, Question Bank, Assignment, Teaching Plan, Multiple choice question bank, Handwritten notes, online material, Co-wise unit test paper, solution of Savitribai Phule university question paper etc. Every year the quality of the resource material is improvised.

- **Title of the Best practice 2: Encourage the students to participate in Co-curricular and Extra-curricular activities**
- **Objectives:** To increase the student participation in co-curricular and extra-curricular activities in the campus as well as outside the campus
- **The context:** It was observed that students participation in the extracurricular and co-curricular activities needs to be improvised. Apart from classroom learning 360-degree growth of the students is very important. No doubt the students were participating in various competition in and out of the campus, but it needs to be enhanced. The IQAC took into account this lacuna and discussed with the principal and HODs of the respective departments.
- **The Practice:** IQAC has identified the list of the National , International competitions, competitions organized by Government of India, Competitions organized by private firms. Competitions exclusively on coding, competitions exclusively for girl students etc. This list was discussed with the principal and the respective Head of the departments. Finally, it was decided in the meeting that each department faculty has to guide one group and make them ready for the various competitions. Initially this practices was undertaken by Faculty members teaching to final year (BE) students. As the students were already working on their final year projects. These students were quite mature enough to face and explore the competitions.

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- **Impact of the practice:** In the academic year 2019-20 many students participated in national competitions like "Stand India Hackathon", Two student groups one from Computer Engineering department other from Electronics and Telecommunication Engineering department were shortlisted for the final level competition. While few students participated in campus level competition "Cynosure". In the event paper presentation competition, poster presentation competition, robo-race, Line follower competition etc are organized to give the students of the campus and outside the campus a platform to excel in various areas. Also one student group was shortlisted in "Avishkar project competitions", at university level.

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