

7.2 Best Practices

Describe at least two institutional best practices

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

Best Practice – I

1) Title : Academic Monitoring

2) Objectives :-

- To achieve quality deliverance of information and knowledge.
- To attain students' goals, in terms of academic success.
- To achieve progressive improvement of instructional practices.
- To maintain an effective analytical & problem solving approach towards all learners, irrespective of their standards.
- To connect with students through open and transparent conversations.
- To develop academic proficiency of students along with their overall personality.

3) The context :-

Academic Monitoring includes all the activities undertaken by teachers to keep a track of students' learning, their attendance, their progress and eventually give a feedback on their overall progress to the higher authorities and parents. It assists students to take charge of their academic success. They may meet the teachers for their personal, academic or any other issues that may affect their academic success and personal well being.

4) The Practice :-

Academic Monitoring is carried out at various levels in the college. At every level, the monitoring system includes, effective implementation of academic planning, co-ordination of co-curricular and extra-curricular activities, coverage of syllabus, attendance of students, academic progress of students, etc.

1. Student level:- A class has student representatives as follows:

- Class representatives- a girl and a boy
 - Batch representatives- one for each batch of 20-25 students
 - Extra-curricular activities co-ordinator , one from each class
- These representatives play a vital role in keeping track of syllabus covered, attendance, participation in various activities, and give a feedback to the class-in-charge.

2. Faculty level-

- Every class has a Class-in-charge, who is responsible for conduction and preservation of quality deliverance.
- Class-in-charge monitors the regular theory and practical classes.
- He /She monitors the coverage of syllabus, attendance of students, conduction of class tests and sessional examinations, participation of students in co-curricular and extra-curricular activities, seminars, site visits, summer internships, etc.
- He /She also monitors the academic progress of every student in the class.
- He /She connects with students through open and transparent conversations.
- He /She maintains an effective analytical & problem solving approach towards all learners, irrespective of their standards.
- He /She gives a feedback on their overall progress to the higher authorities and parents through Parents-Teacher meets conducted once in a semester.
- Class-in-charge organizes meetings with the students for their personal, academic or any other issues that may affect their academic success and personal well being.
- Class-in-charge motivates the students towards regular studies and methodology to adopt for it.
- Slow learners are identified and special remedial classes are arranged for them.
- Teaching plan is implemented as planned.

- All the activities are undertaken as per the academic calendar.

3. HOD level:-

- Head of the Department monitors the entire academic, co-curricular & extra-curricular activities conducted in the Department.
- He / She takes care of the regularity and quality deliverance of lectures by each teacher in the department.
- He / She guides the class-in-charge in monitoring the academics and other activities.
- He / She also checks the regularity of classes and activities as per the academic calendar.

4. Principal & Vice- Principal level :-

- The academic calendar is prepared in consultation with Principal & Vice- Principal.
- They monitor the classes and activities as per the academic calendar.
- They monitor the regularity, punctuality, quality deliverance by teachers, syllabus coverage, etc.
- They guide the teachers in all matters of teaching-learning process.

5. Management level :-

- They provide the required infrastructure and other amenities.
- They also make arrangements for equipments necessary in the laboratories as per the recommendations from the HOD and Principal.
- They suggest improvements in the teaching-learning process if required.

5) .Evidence of success:-

The Complete system of academic monitoring has been very efficient in upliftment of the quality of education imparted to the students. It has shown a great ascend in the discipline of students, their regularity, punctuality and seriousness towards studies combined with other activities so as to develop their overall personality. The student teacher relationship has grown stronger and students find teachers approachable to share their problems, whether personal or academic. The student participation in co-curricular and extra-curricular activities is on the rise, and the results are encouraging.

6) Problem encountered and resources required:-

- Few students who hail from nearby villages are unable to reach the college on time due to the delays in public transport system, at times.
- Few students do not find themselves comfortable to come forward and talk about their problems. Teachers talk to them in a convincing way and make them feel at home.

Resources required:

- Counselling of the students to make them feel free to communicate and participate in the activities of their choice.
- Motivation & encouragement to students through awards and prizes.

7) Contact Details:-

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Best Practice II

1) **Title:** - Conservation of Green Campus.

2) **Objective:-**

- To make a greener and healthier campus.
- To create awareness about the environment among the students and the staff.
- To reduce Carbon emission in the campus.
- To conserve energy in all forms.

3) **The Context:-**

Due to increase in environmental pollution levels throughout, it is now very important to look into the conservation of the environment. The green environment provides us with fresh air and food. It reduces the carbon in the atmosphere. It improves air quality, limits climate change and protects the precious ozone layer. The environment has become vulnerable due to the increased interference of humans into the nature. To refurbish this damage made by humans, to conserve the environment for the generations to come and to protect the flora and fauna, ie. the varied species in the plant and animal kingdoms, we need to take steps to revive the environment by planting trees and using alternate/ non-conventional energy. We are working towards making, and keeping the environment in the college campus fresh and reduce the carbon, which is helping make the campus green, beautiful and pollution free.

4) **The Practice:-**

We at KDKCE, are taking calculated steps to protect the environment in and around the campus through the following:-

- Protecting and nurturing the trees and plants in the campus to maintain the green cover.
- Planting new trees every year, thus adding to the green cover in the campus.
- Providing bus facility for students and staff, to reduce the carbon emission by decreasing the number of vehicles.
- Limiting the use of paper in the campus by circulating notices and important documents online, through whatsapp and e-mail.
- Banned single use plastic. All staff and students have taken an oath to refrain from using single use plastic.
- Use of solar energy in place of conventional electricity in the campus and also in girls and boys hostels. Roof top Solar plants are installed to satisfy the energy requirement in the campus and hostels.
- Roof top rain water harvesting is carried out to conserve water.
- Solar water heaters are installed in the girls and boys hostels.
- Using LED lighting throughout the campus, ie. class rooms, laboratories, corridors, garden, etc.
- Dust bins are provided in the class rooms and corridors throughout the campus.
- Sanitary napkin vending machines and incinerators are provided in girls common rooms in the campus as well as in the girls hostel.
- Cleaning of the college campus is carried out by staff and students through swachchata abhiyan activity.
- Maintenance of cleanliness in the campus is outsourced.
- The kitchen waste from the hostel and canteen is utilized for manufacturing bio gas, used effectively in the hostel kitchen and the remaining waste is used as manure in the garden.
- Green audit is carried out every year.

5) **Evidence of success:-**

- The campus has around 900 trees which is responsible in reduction of adequate amount of carbon in the atmosphere.
- Reduction in use of paper and plastic has resulted in drastic decline in production of waste.
- Proper use of dust bins has reduced the labour of segregation of waste.
- Kitchen and canteen waste is effectively utilized for generation of bio gas in the hostel and also gives manure for the garden.
- Use of solar energy has reduced the electricity bills and surplus amount of power generated is forwarded to the grid for further disbursement to the society, thus serving the society.

- The green audit is conducted

6) Problems encountered and resources required:-

It is difficult to change habits, and so the efforts were needed to educate students towards proper use of dust bins, saving water, putting off lights and fans after use etc.

Resources required:

Funds required for installation of :

- Solar power plants in the campus and hostels
- Roof top rain water harvesting
- Maintenance of garden
- Bio gas plant

These funds were provided by the Management for environment conservation.

7) Contact Details:-

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