

**Best Practice 1:****BEST PERFORMING DEPARTMENT OF THE YEAR****Promoting Excellence through Motivation****Objectives of the Practice:**

Honouring the high performing department with the “Best Performing department of the year award” will help the administration in regularly monitoring the performance of all the departments on predetermined parameters, as awarding the best performance department will necessitate performance appraisal of all the departments of the institution.

This practice will motivate the recipient department to continuously strive for excellence in their academic endeavors and retain their position and it will also encourage other departments to uplift their performance level to match up with the Institutional quality standards for academic activities.

**The Context**

Performance of any educational institution as a whole depends upon the performance of all the departments of the institution, considering this to enhance and sustain quality in all academic activities of the institution the internal quality assurance cell of the college has specified quality standards through a comprehensive manual for the departments and it is imperative that all the departments of the institution maintain and follow the quality standards. There are 20 departments in the College offering 34 UG, PG & Ph.D. Programs. All the departments take sincere efforts in fulfilling academic needs of the students, but still there is a greater need to understand the performance & compliance level of each department to enhance and sustain quality at the institution level.

**The Practice**

Since 2020-21 the IQAC has come up with the practice of honouring the high performing department with the Award of “Best performing department of the year”

Award is given on the basis of performance of the department throughout the year. To evaluate the performance of the departments, IQAC has designed a structured mechanism, which is 100% objective in nature and does not provide the scope for favouritism. It comes in a checklist format covering all important academic parameters, with benchmark & predetermined weightage of marks to every academic parameter.

IQAC in order to assess the performance of all the departments as per the parameters appoints faculty wise assessors and chief assessors. Assessors are given complete understanding regarding the assessment process and the declaration of results for the same.

Detailed schedule of the assessment, specifying date & time of visit to departments is notified to all the departments well in advance. Through notification only departments are instructed to keep all the relevant documents ready for verification.

Post assessment, all the appointed assessors in a common meeting submit the duly filled and signed assessment sheet of all the departments to the IQAC Coordinator, in the same meeting on the basis of marks obtained by the departments Ranking of the departments is decided, which is later on declared through official notice.

Recognizing sincere efforts and awarding the same is the crucial practice in the field of human resource management, followed explicitly in most of the corporate organizations and it is a sign of professionalism. Such kind of professionalism is very much needed in managing Higher education institutions, where Departments taking genuine interest and efforts in executing all the academic and administrative activities are needed to be honoured. Honouring the high performing department with the title “Best Performing Department of the Year” not only encourages the recipient department to continue with the same level of commitment but it also motivates other departments to uplift their performance to match with the institutional standards and secure higher ranking.

**Evidence of Success:** For the year 2020-21 the assessment of the department was carried out between **22nd September to 25th September, 2021**. Total 03 assessors including chief assessors were appointed to assess the departments. Performance of the departments

was evaluated on **23 parameters for 100 marks**. Based on the marks obtained by the departments ranks were assigned to departments. Following is the result of the exercise.

<b>Rank</b>	<b>Name of Department</b>	<b>Score</b>
1	Commerce	76
2	Bio-technology	70
3	Accounting & Finance	59
4	Accountancy	56
5	BMS	54
5	Zoology	54
6	Physics	52
7	Geography	50
7	Chemistry	50
8	Botany	49
9	Banking & Insurance	45
10	Economics	40
10	English	40

10	History	40
11	Psychology	38
12	Information Technology	37
13	Computer Science	36
14	Marathi	35
15	BAMMC	34
16	Mathematics & Statistics	18

Above result helps in identifying departments struggling to achieve higher compliance. Administration after understanding the reasons for their low compliance can plan appropriate strategies to improve their performance level.

### **Problems Encountered and Resources Required**

Designing structured & uniform mechanisms to assess the performance of a department was a bit challenging, considering the curriculum structure of self- finance programs is different from the structure of aided programs, for example internal evaluation was mandatory for self-finance programs in 2020-21 but it was not for aided programs. Sanctioned students' strength of a class of self –financed program is 50% to that of aided program class.

### **Best Practice 2**

#### **Employability Enhancement through Interdisciplinary Education**

**1. Objectives of the Practice** - To raise the employability of the students by providing them with opportunities to acquire specialized knowledge and skills in other disciplines apart from their regular degree. To achieve objective following four interdisciplinary courses were offered to students:

a) Sewage Treatment Plant –To teach the function of the process units involved in sewage water treatment technologies. It outlines the various bioremediation techniques of sewage treatment. To train students as a technician/supervisor for STP plant.

b) Foundation Course in Digital Start ups: course introduces students with the usage of shopify for opening online retail outlets apart from giving hands on training for canva which is free to use digital graphic designing tool.

c) Basics of Investment and Portfolio Management: Course gives the insight to the students about different investment avenues in the modern era and provides them hands-on training of different applications available for analyzing investment products.

d) GST Account Assistant: Course introduces the students with E-invoices, E-way bills and GSTR and the process of filing GST and GSTR amendments.

## **2. The Context**

In ever increasing competition in the job market, providing students with additional knowledge and skills has become necessary for the higher education institutions, considering this college offered four interdisciplinary courses to the students in 2021-22.

## **3. The Practice**

The outcome of the practice

1. STP – 21Students completed the course successfully. Through Certificate course in Sewage Treatment Plant Students understood the significance of setting up a Sewage Treatment Plant and making sewage water acceptable for reuse or for returning to the

environment, usually a standard set by the Environmental Agency and Find solution to create a green and clean environment.

2. GST Account Assistant: 42 students enrolled completed the course successfully. Through Certificate Course students understood the process of preparing E-invoices and E way Bills and filing GST Return.

#### 4. Evidence of Success –

79 students enrolled for the course of which 62 students successfully completed skill development and job oriented certificate courses offered by the College.

Name of the Department	Name of the value-added courses (with 30 or more contact hours) offered	Duration of course (in hours)	Number of students enrolled during the year
ACCOUNTANCY	Basic of Investment Portfolio Management	60	8
ACCOUNTING & FINANCE	GST - Accounts Assistant	30	42
BIOTECH	Certificate Course in Sewage Treatment Plant Process	30	21
COMMERCE	Foundation course in Digital start up	60	8

At the end of the course to check the attainment of learning outcomes of all interdisciplinary courses evaluation of students was carried out through power point presentation, projects, assignment & case study. The students were judged on the basis of their understanding of concepts, learning ability and the presentation skills.

5. **Problems Encountered and Resources required** - Being the interdisciplinary nature of courses managing the time and students' enrolment was a bit difficult.

#### 6. Resources:

For the certificate course of STP offered by the Biotechnology department Sewage treatment plant set up in the College Campus was used to demonstrate the actual process.