

## 7.2. Describe at least two institutional best practices (as per NAAC) format

YEAR 2023-24

### Best Practices I

#### Title of the practice:

Financial support to deserving and underprivileged students

#### Objective of the practice:

To provide support to the needy and meritorious students:

- To provide financial assistance to the needy students who are financially weak to save them from discontinuation of their studies.
- To support financially to all the deserving students without any discrimination of caste, creed or gender.
- To identify the students who are not obtaining any Government provided scholarships but actually need some kind of support.
- To understand those students' expectation and comprehend them about the availabilities.
- To motivate the students by providing financial assistance in form of cash prizes to the scholar students, students belong to poor class and other needy students.
- To promote the 'equality' among the students.
- To inculcate the values of 'generosity' and a 'sense of social responsibility' among the students.

#### The Context

Providing financial assistance to needy, deserving and scholar students either by giving them prizes or assisting them to get the various types of scholarship is an initiative we have undertaken to achieve our vision. College aims to provide scholarships and financial support to needy and meritorious students. Thus, we also give special attention to the scholar students, all-rounders, sports persons, students who participate in the intercollegiate, state and national level competitions, students who participate in research-based activities and those who are active in co-curricular and extra-curricular activities. The Government supports financially to reserve categories and minorities and a large section of students are benefitted from such scholarship schemes but we hold that such support from Government level is necessary but not sufficient. Multi-dimensional poverty on the way of higher education may not be eradicated only by such Government level initiatives. Observing that section of students who are not belonging under the umbrella of Government level support mechanism but poor, college made an effort to identify and support them from its own fund in terms of half / full removal of tuition fees, provide free book facility from college library. In the programme, we create a friendly democratic space where a free-flowing exchange of

ideas between teachers and students can happen openly about issues that affect their daily lives.

### **The Practice**

Since the inception of this college, the management proactively supports students from humble background. College has taken a firm resolve to extend all possible financial support to the deserving and needy students and help them to realize their fond dream of acquiring higher education. The college aims at providing financial assistance to the poor or needy at the same time to the students who are excellent in their respective field such as academic, co-curricular, extra-curricular, extension and sports. With a view to develop the character and personality of students the College has established various associations. These associations conduct extra-curricular activities which are linked with our academic values. To provide financial assistance to deserving and needy students, the management extends the financial support to all the deserving and needy students without any discrimination of caste, creed or gender. A duly constituted committee of teachers of the college with the help of the students finds out the needy and deserving students for the financial assistance. As mentioned earlier this financial assistance is based on the need and performances of the students. Committee finalizes the list of eligible students for the aid after due verification of the documentary evidence and strictly following the guidelines framed for the given purpose. Drawing inspiration from institution's vision and mission and legacy of pro-student attitude and action, wherever possible, college pays the tuition fee and examination fee of regular and meritorious students who are unable to pay the fees due to their financial inability. College helps them to avail different types of state and central government scholarship. Students finding any difficulties can approach to the concerned convener and the issues are resolved to its best extent. Apart from the scholarships to the needy and poor section, the college assist a lot to motivate the students with academic excellence. To have all round development of the student, college also assist students to take up extension activities, co-curricular and extra-curricular activities. The students are awarded on the occasion of Annual Day of the college and especially Annual Day Prize Distribution Programmes are also arranged to distribute all the prizes to the students.

### **Evidence of Success**

The impact of the programme has been very encouraging.

- Students' attachment with the institution and teachers faster.
- They do not feel like aliens.
- 140 students received half free scholarship and 45 students received full free scholarships during 2023-24 sessions and the percentage has some upward strength over the year.
- 54 students got the free book facility from the college library during the session 2023-24.

- College becomes proud about such utilization of fund for helping the alienated students.
- They face their new life more easily.

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

Those students who are failed to receive the scholarship making chaos to accept the candidature but after throughout discussion why they failed to receive the same they have understood the problem.

Although the college management provides good amount of financial assistance to the students every year, it can be further enhanced if the grants are generously received from various government authorities.

- Lack of fund and lack of financial assistance in form of non-salary grant by the UGC restrict the college to provide more help to the students.
- Sometimes it's difficult to identify the needy students of underprivileged and needy class.
- Many students are not able to provide the income proof to get the benefit of economic backward class scholarship.
- In inflationary era scholarships provided to the scholar students are very nominal and there is a need to increase the corpus fund to provide more assistance.

### **BEST PRACTICE II**

#### **Title of the Practice:**

Participative Management

#### **Goal:**

To inculcate in the faculty a sense of belongingness and responsibility for the overall development of the college through collaborative and participative management. The faculty are oriented and motivated to plan, organise and implement activities related to a specific institutional requirement such as conduct of examinations, purchases, civil and infrastructural development etc.

#### **The Context:**

For the success of any organisation, it is imperative that all its employees feel a sense of belongingness and learn to take responsibility for the effective functioning of the organisation. In most organisations, employees are given a set of responsibilities and expected to execute them to some degree of conformance. They generally do not have much of a say in the overall integration of these responsibilities to the development of the organisation. Only those organisations that are able to motivate their staff to see and take

responsibility for the overall functioning of the organisation can go the extra mile in delivering quality output through coordinated and concerted efforts of the staff and not through individual excellence.

#### **The Practice:**

For the overall administration of the institution, there are several requirements that need to be planned and addressed effectively. Generally, the overall responsibility for this lies with the principal of the college, who, along with a team of administrative staff, attempt to execute the same. This places the entire onus of success of the institution on this team as also the burden of its execution. Moreover, such an approach tends to isolate individual faculty members from the overall institutional challenges for they fail to identify themselves in suitable assistive roles. The practise at college has been to draw in all its faculty members into different administrative roles so that each and every faculty of the college feel responsible for the overall success of the institution. The faculty are therefore grouped into various committees each headed by a senior faculty member who serves as convener of the committee. The following are some of the major committees of the college

1. Examination Cell
2. Purchase Cell
3. Placement Cell
4. Alumni Cell
5. Library Committee
6. Research Cell
7. Scrap
8. SC/BC Cell
9. Disciplinary Cell
10. Counselling Committee

The members of each of these committees are drawn one from each department. The members of each of these committees meet on a regular basis to plan, coordinate and implement various developmental activities under their purview. The challenge faced in such an approach is to bring all faculty involved onto a common platform to be able to appreciate the overall vision of the institution and identify what needs to be done in their respective domains that would enhance the performance of the institution.

#### **Evidence of Success:**

All decisions related to a given domain or portfolio are discussed in details and resolutions arrived at by the committee for final approval by the central administrative team. For example, any major financial investment to be made by the college, such as purchase of

capital equipment for a laboratory, are entirely dealt with by the Purchase committee. The committee calls for quotations from concerned parties, makes a detailed comparative study of the offers made, carries out negotiations with all the parties to identify the best supplier in terms of cost and quality. The purchase order is then placed on that supplier and payment disbursed to them.

**Problems Encountered and Resources Required:**

One of the biggest challenges in this endeavour has been to bring all the faculty on board to equally appreciate the task at hand and deliver effectively. All faculty are part of this effort beginning from the most newly recruited to the senior-most. Significant amount of time is spent in orientation of the faculty to appreciate the challenges on hand. While this may appear to be a limitation, it greatly helps capacity building for the system. Faculty at the junior-most level learn to appreciate the challenges faced in administration. The greatest benefit is that it fosters a sense of belongingness and team-spirit

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