

BEST PRACTICE 1:

Title of Practice: Holistic growth education

Objectives: To prepare the students for a better future thereby providing infrastructure for academic, social and entrepreneurial expertise

Objectives of the Practice

- To categorically enhance academic excellence among the students thereby providing them adequate exposure
- To administer empathy and team work among students that would help them being a respectable individual.
- To culminate the entrepreneurial expertise among students and help them in their future endeavors.

The Context

Any institution can attain excellence only if and when it works at an all round development of students. Mugberia Gangadhar Mahavidyalaya is working relentlessly to achieve its excellence not in terms of academics, but also through its involvement in making its students educated empathetic entrepreneurs for future. The work was not achieved in a day and after much brainstorming, the IQAC elaborated the on coalesce of the academic, social and managerial programs of the college under one umbrella to provide a holistic development of the students.

The students in the college are coming from various sections of society with different cultural and social backgrounds. They have differential capabilities and talents that should be culminated and nurtured. With the idea to ascertain a holistic experience focused on understanding (and demonstrating) values, nurturing skills, and moving towards knowledge, the college tried to bring out a structural alteration thereby fusing values with practices and skills with knowledge.

The Practice

To ensure an overall development of students, the institution took up three bases for student's development:

A. Academic Development:

The Mathematics and Chemistry departments of the college had been organizing lecture series that ensures an excellent academic environment and proper exposure to the talented youths. Also, the physical education department organizes weekly

departmental seminars by the students with an aim to prepare them for their future. Almost all the departments work towards providing basic computer education to students in order to assist them in the gen z education system. All the departments of the college publish wall magazine prepared by the students and thus ensures that every academic talent is appreciated. The remedial classes are taken up by departments to back up low merit students and students are prepared for competitive world thereby providing them with competitive coaching by some of the departments. The college also established diploma courses in information technology, vermi composting under community college to assist the students for their future. Department of Nutrition takes special care in encouraging students to present their papers in seminar outside college. Also, the college celebrates the science day every year where school and college students are invited from neighborhood to show their science talents and this thus a talent mixing is performed every year.

B. Social Development:

To have a sound and conscious future generation, an institution should focus not only on learning, but also towards social responsibility. Mugberia Gangadhar Mahavidyalaya takes up this oath very seriously and pledge towards community sustainability in every respect. The NSS and NCC wings of the college are very efficient and meticulous in conducting various community development programs that aim towards making students a socially responsible citizen for near future. The Ban Mahotsav is celebrated each year with a mission to ensure a green campus, the save water conference or food safety campaign, all aim towards a sustainable community development program initiated by the college. The college maintains the Vermicompost station in order to maintain a self reliant ecosystem which ensures the maintenance of greenery in the college and also the distributions of the compost to the community in various programs promises a responsibility towards the community. The college practices all such measures to assure community participation and responsible social development measures.

Programs like Swacchata Pakhwada, ensures cleanliness in the campus and surrounding locality. The program was celebrated in the college for ten days. Besides such environmental initiatives, the college tried to work directly on various community development works taken up by the Unnat Bharat Abhiyan (UBA) team. The team adopted five villages and carried on several community development works there. The plastic free campaign conducted on 20th September 2019, was taken up as an environmental initiative and solid waste magemnt program by UBA. The UBA team has taken up another initiative to distribute cloth bags to the village people on December 2019 in exchange of the plastic carry bags from the households in order to motivate them towards a sustainable culture.

C. Innovation and Entrepreneurial Development:

Mugberia Gangadhar Mahavidyalaya took up the motto to go beyond the traditional teaching- learning process to pave way towards future for its students. To attain that, the college took up several innovation practices that encourage in future entrepreneurial endeavors among its students. The college established institution Innovation Council (IIC) during 2018 under MHRD and started working on the innovation and entrepreneurial projects/ ideas to be taken up. By 2019-20, the college participated in innovation contest whereby it submitted thirty five (35) ideas, Twenty one (21) POC, Eight (8) prototypes. Among these, five (5) prototypes are selected as for further level.

The Evaluation

The IQAC makes appropriate note, and assures further deliberation, if and when required, for continuous improvement of the various practices and procedures taken up for holistic development and quality assurance of the students. There are plans for further enhancement of the programs in near future.

Evidence of Success

The academic programs are systematically documented by both the IQAC and the departmental heads.

The data compilation incase of social works are well maintained not only by the departments, but also by the NSS, NCC and the UBA team. Students from nutrition department have gone outside college, to present paper (**name of the student, name of the contest and name of the paper: Apurba Babu**).

In case of the innovational development, the college received certificate from MHRD acknowledging the effort.

Problems Encountered and Resources Required

- Mugberia Gangadhar Mahavidyalaya, being located in a rural backward area often faces the problem of lack of exposure for the students who, though perform diligently, but always have to try harder than the urban colleges.

BEST PRACTICE II

Title: Administrative decentralization

Objectives:

To bring clarity and transparency in the various administrative works

Context:

Since no institution can run smoothly both in academic and administratively until all the stakeholders are included in the governance. In this context, though Principal and the president of the GB are the sole authority of the institution however, they do not take any decision in their own rather they send the matter to various committees for unanimous decision. And this sort of practice can be treated as Democratic Decentralization for Academic (DDA) excellence in a rural college like us.

Practice:

In reference to DDA, institution follows the following practices throughout the year:

1. Formation of different committees once in every three years by the GB from the employees and students wings and reshuffle if needed.
2. Arrangement of regular meeting on various agenda and the minutes of the meeting are recorded accordingly in a specific resolution book.
3. The resolutions taken in the meeting are discussed with the Principal and de-facto Chairman of all the committees and urgent matters are referred to the GB for final decision making.
4. Decisions taken in the various committees are implemented accordingly within stipulated time.

Evidence of Success:

1. Every employee along with the students' representative can take part in the decision making.
2. Co-operative and friendly atmosphere is prevailed all the time in the campus.
3. Due to involvement in the DDA, every critical departmental work are solved easily by availing extended co-operation from all corner of the institution.
4. Students are grown up with the leadership value in decision making.
5. Non teaching employees can participate in different committees for decision making.

Problems Encountered and Resources Required

1. In some cases due to non-availability of the members of governing body, the principal takes the decision through resolution by circulation on urgent basis.

For some institutional construction work (Construction of Buildings or renovation work) institution needs professional experts for any decision. However any financial matter is resolved through finance committee and Governing Body respectively

BEST PRACTICE III

Title of the Practice: Preparation of Academic, Administrative and Environmental Audit

Objectives of the Practice

- To systematically compile individual appraisal and departmental audit thereby ensuring quality enhancement
- To assess administrative policies and performances objectively thereby looking after the opportunities and obstacles of it
- To evaluate the environmental factors of the campus and frame strategies for green and sustainable practices.

The Context

Upgradation of academic and administrative process is a continuous practice in the institution. With the introduction in CBCS system in the curriculum in 2017 for the B.Sc courses and in 2018 for overall, it was felt that constant stimulation, self appraisal; policy evaluation is required for inculcating accountability and perusing excellence. Through constant deliberations and discussions in the IQAC meetings, it was felt that a continuous review and inspection measure has to be adopted that will help in understanding the present situation of the various processes and measures adopted by the college and at the same will indentify the gap inside the system which will guide, reform and sometimes instigate new initiatives. Also the need for an internal regulatory body is strongly felt that can deal with the environmental practice take up inside the campus naming Green Club. It was concluded in the meeting that standardized formats for periodic assessment of academic, administrative and environmental units are lacked in the college. To ensure quality enhancement, the IQAC prepared formats for both, academic and administrative audit that scrutinizes the performance of both the wings. Also, to inspect and reform the Green Club and its activities, an environmental audit/ green audit is prepared.

The Practice

To ensure a quality audit, the institution take up following steps as practice.

D. Preparation of Audit Team

This stage is the initial stage where audit team was set up. While the academic audit report is submitted to IQAC by the respective departmental heads, the administrative audit is run and managed by the principal with help of IQAC. The environmental audit is however done by a team of nine members including one student

representative to ensure inclusion and healthy environment. The environmental audit team submits report to the IQAC which was scrutinized by the principal. Thus, to have a transparent and significant appraisal, a sound audit team is prepared.

E. Preparation of Proforma

This part ensures a proficiency in the academic and administrative processes of the college and ascertain an identification of the procedures used by departments in each of these areas. A detailed Performa of 15 pages was prepared which included department profile, students profile, workload, research details and teaching and evaluation processes in academic audit, policies taken up and inclusion practiced in administrative audit and measures taken and applicability of various sustainable practices in environmental audit.

Information regarding Academic audit proforma included the following:

- The Academic audit proforma included:
 - The curriculum planning and management by the department
 - The orientation of the teachers
 - Attempt made to enhance academic / professional skill
 - Academic calendar for internal and external exam schedule and co-curricular activity
 - Teaching methods/ICT/teaching aids used
 - Contemporary techniques adopted to teaching-learning
 - Student feedback evaluation system
- Administrative audit proforma includes:
 - Information related to different sections handling admissions,
 - Examinations council and management
 - Maintenance of stores, accounts, salary, appointments, promotions, administration etc.
 - Protection and continuance of various Scholarships
- Library and laboratories audit proforma includes:
 - Details of timings, various facilities / services provided and administration.
 - Book record inspection
 - Surveillance of library operations

F. Finalizing the standards for analysis

Data Collection: Staff members were informed about the need for the audit and the Performa to be used for the same. They were expected to submit the duly filled in Performa to respective heads of the departments within stipulated time period.

Data entry: The Head of the departments take up the information provided by the staff members and prepare the departmental report

Data submission: all the audit reports are submitted to the IQAC who, after consenting to the standards of the report submits it to the principal.

The Evaluation

The audit team makes appropriate recommendations for continuous improvement of the various practices and procedures taken up for quality assurance and enhancement. There is a plan for external audits in near future.

Evidence of Success

The departmental audit is systematically documented by both the IQAC and the departmental heads. The data compilation incase of administrative audit is well maintained by the principal. In case of the environmental audit, the report is published in the college website each year. The objective and practical suggestions were well accepted by the stakeholders and thus compliance is trusted.

Problems Encountered and Resources Required

- The initial reaction to the auditory committee was not appropriate.
- The lengthy process of documentation was initially not well adjusted by the teachers and office staffs.
- The management of the students in case of environmental audit was tough as the student representative change every year.