

### **7.2.1 Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.**

The best practices of our institution are

- I. Curricular Activities.
- II. Co- Curricular Activities

#### **Curricular Activities**

##### **1. Parent communication register PCR**

The Main aim of our Parent Communication Register is to maintain minimum attendance for each student and to establish a good communication between Student Mentor and parent.

The intended outcomes of this best practice are as follows:

1. It is the responsibility of mentor to call the parents of absent students every day and inform them about student absence and note the details given by the parent in this register.
2. If the mentor is absent, it is the duty of class in charge I/C to communicate with the parents about the absence of students of the respective class
3. Parents contact details must be taken from the Admission form or student Mentoring report and not from the student 4.Class I/C should verify communication register of all the members of the class every day. Periodic verification should be done by the department Admin I/C and members of the Academic council. A note with remarks should be made below the last entry made in the register along with signature and date of verifying authority (i.e., Class I/C, Department Admin I/C, Members of Academic Council).

We have seen over the years that the process of manual attendance is being carried out across almost all educational institutions. Even though it is time consuming it is the responsibility of a mentor to motivate the students and made them regular and punctual to attain a good character. We need to maintain pen and paper based attendance registers.

The main issues a mentor will be facing during this process is, a call may not connect to the parents due to network issues and some parents may not attend the calls due to their busy schedules.

##### **2. DAILY CLASS WORK REPORT**

The main aim of this DCR is to ensure the compliance between the actual lesson plan planed by a faculty and executing the topic during the class.

This report will be maintained by the class representative (CR) / Student of the class. It contains a report on a particular class not held, if there is any delay in the start of a class, if any topic covered in a subject on a particular day does not match with actual lesson plan of the subject.

The academic I/C had to verify the DCR weekly once and notice if any deviations from the plan proposed by the faculty at the starting of academic year.

### **3. ACADEMIC DAIRY**

This practice comprises the roles and responsibilities of the academician (Assistant Professor, Associate professor, Professor). The main motive of this practice is to have knowledge on the various duties of faculty to work with commitment and serve for the better profession.

It includes where the faculty has to plan their lesson plan priory before commencing of academic year and work accordingly to complete the syllabus within the time frame in order to avoid last minute difficulties.

It also helps the faculty members to plan for any mock test, assignments, seminars, working models, by giving certain tasks to the students and create more subject interest to the students by gaining their attention.

### **4. ADMIN DAIRY**

This practice comprises the roles and responsibilities of the academician (Assistant Professor, Associate professor, Professor). The main motive of this practice is to have knowledge on the various duties of faculty to work with commitment and serve better for the profession.

It includes a format that has to be mentioned, the highlights of activities (other than teaching theory classes) performed during the free slots. This has to be certified by the admin in charge periodically and ensure the work done by faculty accordingly.

## Co- Curricular Activities

### OBJECTIVES:

**1. English Literary Club:** The English Literary Club enables the students to inculcate a fondness for language and enhance their literacy skills. The club will provide a platform for the students to display their intellectual and independent thinking skills and imbibe a sense of confidence.

**2. Youth Red cross Club:** The youth Red Cross club aims to inspire, encourage and initiate at all times, all forms of humanitarian activities so that human suffering can be minimized, alleviated and even prevented. It also contributes to create a more congenial climate for peace.

**3. Rotaract Club:** The Rotaract Club develops professional & leadership skills in students. The club emphasizes respect for the rights of others and to promote ethical stand and the dignity of all useful occupations. It provides a platform for young people to address the needs and concerns of the community and our world.

**4. Inspire Club:** The Inspire Club Provides opportunities to show case the talents of the students independently. The club identifies the individual to compete in the fast growing world. The club also conducts activities to bring out the potential in each and every student

**5. Sports Club:** The Sports club provides the opportunity for instruction and participation in a wide variety of sports of which one may develop sound, lifelong leisure values. The club also develops leadership skills by providing chances for students to organize and administer

**6. Robotics Club:** The Robotics Club allows the students to derive pleasure in creating mechanical peers that may even be potent to work without human intervention. It also supports the students in various aspects related to robotics.

**8. Cultural Club:** The Cultural Club aims to encourage student's interest, participation, and responsibility in the ingenious field through a medium of creative art & literacy curriculum. It also provides a comforting went for students who are inclined to share their imaginations & talents.

**9. Humor Club:** The Humor club's objective is to make everyone to Laugh, Relax & have fun. Amusing activities like cracking jokes, mimics or skits are enacted by the students to amuse the audience.

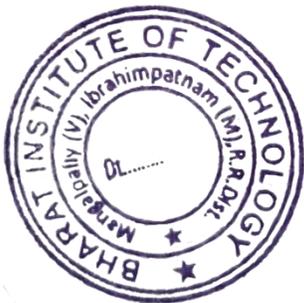
**10. Event Management Club:** The Event Management Club inculcates the habit of organizing and managing the professional events directly by the students. The club aims at going beyond the classroom learning, promoting the creative bent and inventive thinking.

**11. Knowledge Club:** The Knowledge Club Conducts Competitions to all the students of various departments to test their general knowledge. It also creates a more sophisticated and more talented group of students with a vast and deep knowledge in different areas.

**12. NSS:** The NSS club enables the students to understand the community in which they work. It makes the students to identify the needs and problems of the community and involve them in problem solving. It enables the students to utilize their knowledge in finding practical solutions to individual and community problems.

**13. Yoga Club:** The Yoga club guides the students to a transformative journey of healing self-discovery, meditation that lead to a stress free, healthy and happy life. of industry. It motivates the students to venture into the industrial activity and also to bring in successful entrepreneur and students on a common platform.

**14. Entrepreneur Development Club:** The EDC inculcate the students with the skills, techniques and confidence to act as torch bearers for the new generation. It also educates the students on various dimensions



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