



BHARAT INSTITUTE OF TECHNOLOGY

Mangalpally, Ibrahimpatnam, R. R. District, PIN-501510

(Affiliated to JNTUH, Approved by AICTE and PCI, New Delhi. Accredited by NAAC)

BEST PRACTICES

Best practice -1

- 1. Title of the practice:** Distinct Co-curricular activities for the overall development of the students
- 2. Objectives of the practice:**

Successful educational institution strives for up gradation of expertise, behavioural skills and moral development of students and this could be achieved by supporting extracurricular activities and curricular activities for Regular attendance. So We believe that continuous participation in extracurricular activities devote to long-term educational success.
- 3. The context:**

It was observed that consistently engaging in extracurricular participation was combined with high educational dignity including college regularity. The context of Many concerns come across while involving extracurricular activities as a part of curriculum as mandatory part.
- 4. Practice:**

Students may completely involve in activities which may hinder their academic curriculum. Therefore the time was adjusted in such a way that the activities are performed at the last hour of the day. The efforts of institution started practicing the extra curricular activities as club activities at least twice in a week. Club activities include singing, painting, acting, photography, poetry, rangoli etc. Based on these various clubs such as have been formed to organize the extracurricular activities These activities supports the students to bring out their extra talent in which their interest vests. To encourage students in extracurricular activities and to ensure the overall development of students we encourage them to participate and take lead roles in various clubs such as English Literary Club, Youth Red Cross Club, Rotaract Club, Inspire Club, Sports Club Robotics Club, Cultural Club, Humour Club, Event Management Club, Knowledge Club, NSS, Yoga Club, Entrepreneur Development Club
- 5. Evidence of success:** Students started participating and in turn we could see the improvement in regularity in attending the classes. Students performance in academics was to some extent improved. Attendance of the students is improved which is also reflected in the improvement in their performance.
- 6. Problems encountered:** Time adjustment and convincing all the students to participate in the activities was the issue. Many students were reluctant to participate. But few parents were reluctant to answer.

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7. Resources required:

An Expert staff is required to properly guide the students in achieving their specific goals without encountering any obstacles. Students are also motivated and encouraged to participate in the curricular activities outside the campus. The facilities/minimum requirements for effective conducting of club activities are provided by the institution.

Best practice -2

1. Title of the practice: Curricular activities includes Maintenance of academic records for the progress of faculty and students

2. Objectives of the practice:

Parents monitor their child progress by the effective communication with the institution staff.

Inculcate discipline among the students and to develop positive attitude among them to regularly attend the classes.

To bring confidence among the students about the complete topics in the academic schedule for enhanced learning.

Following the protocol of maintaining records those include, Parents communication Record (PCR), Admin and Academic diaries to know the “TEACHER’S WORKLOAD ACCOUNTABILITY”. To know the working hours and leisure hours of teaching staff and to analyze the lesson plan and executed classes were met to complete the syllabus as per then schedule.

Teachers activity in other works, curricular activities, and their involvement in research and development etc can be known.

3. The context:

Maintaining teachers academic and admin diary is essential to know the time table of teachers and it gives clear information about the duties executed by the faculty members during working hour. This gives the clear information about the workload of the faculty, the number of classes engaged and the number of labs attended and other types of work taken up by them. Parent communication record (PCR) is maintained to monitor the regularity of each individual student. Student mentoring/Counselling registers are maintained to monitor the students in academic and social progress. Daily class report was recorded to know the day to day status of each subject.

4. THE PRACTICE: Updating the teachers academic and admin daily and Monitoring of these diaries by academic and admin in charges every fortnight. This ensures the proper commencement of classes for all the subjects and completion of syllabus within the specified time as proposed in the course plan.

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5. To support this daily class report was also recorded by the class representative and signed by the teacher incharge to know the status of day to day curriculum assessment. Parent communication records are possessed by each class teacher incharge where in the contact numbers of both the parents are taken. If the student is repeatedly absent for many days without information, The message will be passed to the parents and explanation or reason can be taken from them.
6. Student mentoring/counseling registers are initially recorded individually at the time of orientation and the details of parents and their inputs/concerns on their child are also recorded in their presence. The overall progress of the student starting from joining is recorded. If the progress of student is not satisfactory, counseling is done to improve his/her academic strength.
7. **EVIDENCE OF SUCCESS:** Execution of academic activities were improved as they were in accordance with the planned schedule. Mostly the syllabus of the individual subjects are completing within the stipulated time. Daily class report brought confidence among the students, so that they have the clear idea of the subject, completed topics and the left over topics. PCR calls improved the individual attendance percentage as all the students including those staying in hostels attended classes regularly. It also brought the assurance among the parents regarding their child, as the progress is regularly known to them. Some of the parents even communicate to the teacher incharges regarding counseling of their child.
8. **PROBLEMS ENCOUNTERED:** Required to train the new faculty regarding filling of teacher's diary. Some parents are busy and they cannot take the calls, at that time they are communicated with SMS only without any response. Care takers of the hostel students who are residing in far places cannot attend to college to discuss any critical issue with the child. Sometimes students make their friends to talk to teacher incharges representing their parents without knowledge of their actual parents.
9. **Resources required:**
Individual Records for mentoring/ counseling registers. Specific time is required to fill all the registers. Teacher incharge should communicate properly and convey the actual information in a decent way.


PRINCIPAL
Bharat Institute of Technology
Mangalpally (M), Ibrahimpatnam (M),
R.R. Dist - 501 510. Telangana.

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1. Co-Curricular activities

Co-curricular activities are organized through the formation of various clubs. The clubs are led by respective faculty and the student volunteers. These activities enhance the overall development of the students. Among Various clubs, to name some important includes

- a. **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.
- b. **Youth Redcross 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.
- c. **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.
- d. **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.
- e. **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.
- f. **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.
- g. **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.
- h. **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.
- i. **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.

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- j. 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.
- k. 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.
- l. Yoga Club:** The Yoga club guides the students to a transformative journey of healing selfdiscovery, 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.
- m. 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.

2. Curricular activities:

These includes maintenance of academic records for the progress of faculty and students
These include

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.

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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.

DAILY CLASS WORK REPORT (DCR)

The main aim of this DCR is to ensure the compliance between the actual lesson plan planned 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.

ACADEMIC DIARY

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 priority 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.

ADMIN DIARY

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.


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