

## 7.2 Best practices (2021-22 AY onwards)

### 7.2 Best Practices (I)

Financial support for weak as well as bright students through various schemes and programmes.

Title of the practice	“Wings to Fly”: Support financially weak students who are good in studies through various schemes and programmes.
Objectives of the practice	<ol style="list-style-type: none"> <li>1. No student discontinues studies due to financial constrains.</li> <li>1. No student goes hungry during meals time in this campus.</li> <li>2. No student’s study is hindered due to lack of text books.</li> <li>3. No student’s talent shall go unrecognized.</li> </ol>
The context	<p>The strategic location of the college amidst the marginalized fisher folk places an additional responsibility on the college to ensure that the students who are enrolled in our institution successfully complete the academic programme and become employable. Majority of our students are from financially poor background and many of them are first generation college going youth. The fisher folk, Scheduled Tribe and Castes and other backward communities constitute around 81% of our student strength. The deplorable situation forces many of them to take up part-time jobs to support their families and to meet their academic needs. It is in this context of their social and economic vulnerability that the institution comes forward with student support programmes realizing very well that they need assistance in financial as well as academic matters.</p>
The practice	<p>Various schemes and practices and programmes are established to provide support for financially backward and academically bright students:</p> <ol style="list-style-type: none"> <li>1. Student Welfare Fund: A fund is raised by the teaching staff of the college to provide financial support for the financially poor students. The amount can be used to buy academic books, meet contingency including bus fare, pay hostel fees, etc.</li> <li>2. Noon meal scheme: Free noon meal coupons are issued on a daily basis by the college on recommendation from different department heads, for financially backward students who cannot afford a noon meal.</li> <li>3. Book Bank Facility: Academic books are collected from senior students who pass out from college and are used as a bank for the juniors to make a reference.</li> <li>4. Scholarships and Incentives: Every year deserving students are given scholarships and other incentives to help them come up in life to realize their full potentials. Students are offered scholarships not only for their academic performance but also for their achievements in sports and liberal arts.</li> </ol>
Evidence of success	<ol style="list-style-type: none"> <li>1. Almost all the beneficiaries of the Welfare Fund completed their study successfully. As a result of the support for transportation facility, students are on time for class.</li> <li>2. Noon Meal scheme has improved attendance and active participation in the afternoon classes.</li> <li>3. Book Bank Facility has led to better academic results</li> <li>4. Scholarships and Incentives have helped the students to develop healthy competitive spirit in curricular and co-curricular activities.</li> </ol>

	Many students make use of the programmes and the number of beneficiary students is the evidence of success.
Problems encountered and resources required	<p>Problems Encountered:</p> <ol style="list-style-type: none"> <li>1) Raising sufficient funds.</li> <li>2) Managing the demand</li> <li>3) Timely collection and distribution of text books</li> <li>4) Increase in the number of eligible students.</li> </ol> <p>Resources required are:</p> <ol style="list-style-type: none"> <li>1) A Corpus Fund for stability of the programme</li> <li>2) Collected data regarding financial, academic and social background of the students.</li> <li>3) A convener and a team to coordinate and run the programmes efficiently</li> <li>4) Sufficient Fund for every year.</li> </ol>

## 7.2 Best Practices (II)

### Academic & Administrative Transparency Policy

Title of the practice	‘Academic & Administrative Transparency Policy’: Ensuring transparency in all academic and administrative activities of the college.
Objectives of the practice	<ol style="list-style-type: none"> <li>1. To ensure transparency in all academic and administrative activities of the college.</li> <li>2. To ensure justice and timely service to all stakeholders of the college.</li> <li>3. To make the governing process easy.</li> <li>4. To ensure timely completion of syllabus.</li> <li>5. To make internal assessment process complaint free.</li> <li>6. To increase the attendance percentage of students.</li> <li>7. To improve pass percentage of all programmes.</li> </ol>
The context	<p>The college need to improve its academic as well as administrative performance. Result of all the programs need to be improved. There are complaints regarding the marking of attendance and awarding of internal marks. Total offline class hours available for a course in one semester and the extend of syllabus completion are also to be monitored.</p> <p>Similarly, the file movements in t he administrative section, timely communication to University and to office of Deputy Directorate are also to be made error free. Information about work done in each section and the details of pending files are to be reviewed monthly.</p>
The practice	IQAC introduced ‘transparency Policy’ during the academic year 2022-23. As per the policy there is a monthly review of work done by each staff member in his/her corresponding discipline. The documents of review are made public.
Evidence of success	<ul style="list-style-type: none"> <li>·File movement in all sections of the office became fast.</li> <li>·Students were able to monitor their own attendance percentage and internal marks.</li> <li>·Governing and administration of the college became easy and effective.</li> <li>· Increase in number of hours of offline classes.</li> <li>· Timely completion of syllabus.</li> </ul>

<p>Problems encountered and resources required</p>	<p>Problems Encountered:</p> <ul style="list-style-type: none"><li>· Time was a constraint to conduct monthly evaluation meetings.</li><li>· In the case of some files delay caused from the part of University.</li><li>· Lack of class days between internal examination and University examination was a constraint to give corrected answers papers to students.</li></ul> <p>Resources Required:</p> <ul style="list-style-type: none"><li>· Constant monitoring from the part of Principal, Heads of departments and office Superintendent.</li><li>· Continuous department level meetings are essential</li><li>· A well planned academic calendar.</li></ul>
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