

formed constitutionally. The principal is the head of the institute and looks after everything concerning teaching, non-teaching and office activities apart from keeping himself abreast of all internal and external official matters and clears all the files with the help of the concerned officials. Recruitment of faculty & all necessary procedures is practiced as per the guidelines are given by higher education department, University & UGC. All circulars regarding, students, teaching staff & non-teaching staff are circulated & displayed on the notice boards. All official records are well maintained and documented. The institution also follows the RTI Act of 2005. <http://www.mvpmascchbv.com/ticker/RTI%20Act.pdf>

Auxiliary: The institution maintains documentary evidence of all student and staff activities. The office looks after for safeguarding of all assets, documents and title deeds of the organization. Administrative is more cautious in purchasing and proper storage of stationeries and supplies. A great amount of care is taken at the time of purchase, storage and issue of stationary, because if no care is taken it will cause a great loss to the institution. The office makes proper selection and purchase of the office machines, equipment, and furniture. The office ensures proper and fullest utilization of machines and equipment for the institution.

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7.2 Best Practices

7.2.1 Describe at least two institutional best practices (as per NAAC Format)

Response:

1. Title of the Practice

Teacher Exchange Programme (TEP): An Innovative programme wherein teachers exchanges their teachings between the colleges using innovative teaching methods and skills to better the learning process.

2. Objectives of the Practice: The underlying objectives definitely mirror the utilitarian value of this innovative programme.

- Bringing integration among neighboring colleges.
- Exposure of students to a host of specialty teachers.
- Breaking the monotony of seeing the same face and hearing the voice day after day.
- Familiarize students with different teaching styles.
- Effective use of teacher's potential.
- Provide a platform to the teachers to improve themselves and improvise their teaching methods.
- Better academic performance and good results.
- Scaling of the higher education to a new height.
- Value addition widened the horizon and enlightened pupils.

3. The Context: Impact of new economic policy, global village concept, and neck to neck competition have invoked quality consciousness in everyone concerned. Academics and education are not an exception

to this.

Domestic caterers of higher education are more and more exposed to the threats of branded centers and excellence from outside. The influx of such institutions sounds red signals to the native players in the field. Only quality in higher education can better equip domestic outlets in competing with established foreign schools. In this backdrop, we thought of sharing and exchange of teaching expertise of a teacher with the neighboring college wards. Teacher's inner potential for excellence can create milestones. Thus we thought of using the expertise of the teachers on a reciprocal basis to reach out the student community at large.

The theme behind this innovative programme is to let the benefits of teaching expertise reach the students of surrounding colleges besides benefitting students of his/her own college. This prompted to craft and designs the programme name **Teacher Exchange Programme**.

4. The Practice: This innovative programme is knit targeting quality educational excellence and gets prepared for revolutionary changes in higher education. The programme keeps its tight schedule throughout the year. Competent and committed teachers following innovative methods in teaching are the strength of TEP. Each teacher participating in the programme visits constituent colleges once in a semester. She/he teacher on the specialized topic of his/her choice falling within the prescribed syllabi. The duration of teaching is two hours or more subject to marginal adjustments. Interaction with wards is an integral part. The teacher visits the college on Invitation and delivers the lecture. At the end principal of the college issues a certificate to the effect of teacher's participation in the programme.

Since it is a voluntary programme, the participating teacher bears traveling expense. Really this TEP is working wonders for both teachers and the students in sharing knowledge.

5. Evidence of Success: Success of a programme very much depends upon the co-operation and co-ordination between the heads and participating teachers of all the colleges signing MOU. When it literally works out, definitely students get benefit in expanding the horizon of the knowledge and learning area at the same time student's attendance on the teacher's visit will be high besides their participation with high zeal and interest. Teacher visits the college with extra preparation and concern. Thus at the time of every visit teacher toils and moils for sharing extra knowledge to impress the classroom. Due to some mismatches in the calendar of events of participating colleges, a number of visits scheduled for each semester are not possible. But totally it is a programme that supports the higher education system and has written a success story as well. Students very much prefer and like the TEP as it is shaping their carrier also.

6. Problems Encountered and Resources Required: Nothing is 100% perfect on this planet. So also this TEP. We face some problems in practicing TEP in full. The problems may be

1. Some teacher show their disinterest to participate
2. Some heads of colleges may not cooperate and support the active participation of some teachers
3. The hostile attitude of the teachers and principals sometimes kicks back this best practice.
4. Some teachers always work only if it is remunerative and not ready to spend voluntarily.
5. Constructive thinking is mostly unseen now days

Therefore to make the TEP more popular and for hundred percent practice directions from the department of higher education need to be given besides extending financial support to meet out the expenses of the

teacher visiting the college.

7. Notes (Optional): our college is the pioneer in crafting and implementing the TEP as one of the best practices.

1. Title of the practice:

Student exchange programme: It is another innovative programme wherein students are exchanged by attendance for sharing new experience besides improving cultural behavior among the students giving room for unity and integrity.

2) Objectives of the practice:

- A) To create an opportunity to share the learning experience between the students of different colleges.
- B) To develop a feeling of oneness.
- C) To promote integrity among college youths.
- D) To develop and instill sentiments and brotherhood and sisterhood.
- E) To create opportunities for learning cultural and social behavior among the students.

3) The context: Students are an integral part of this SEP. This SEP is well crafted for getting national unity and integrity in special and sharing campus experiences in general. It is considered as an important support programme in determining the quality of the educational system as a whole. It is hoped that the programme fulfills the promised impact on the students learning and light the lamp of knowledge.

4) The practice: The SEP is yet another innovative programme which really activates the students to enter the quality and SEP circle voluntarily. The programme focuses on personality development and the students giving wider exposures. The process instills confidence and builds trust among the students, SEP works on the following guidelines.

- A) A group of 20-30 students of college visits on prior permission and invitation.
- B) The students of inviting college extend hospitality to the visitors.
- C) Teachers will be more interested and come to class periods with zeal and special preparation.
- D) Students of visiting college and host college will be very attentive and interaction will be fruitful.
- E) An attendance certificate is issued to the group

- F) The student's exchange programme is not an exception to limitations in its functioning
- G) Carrying ID is a must for the group that is visiting.
- H) Students of host college may not show that interest in welcoming the visiting students.
- I) Question of expenditure on hospitality arises. Sometimes student's purse may not permit to meet out hospitality expenses.
- J) Principal and teachers of the host college may show a hostile attitude in doing partnership of student exchange programme.
- K) Students sometimes miss the visit when their turn comes.
- L) Where the student's number is large every student may not get the chance of participating in SEP.
- M) Sometimes host college may face classroom problem.

5) Evidence of success: Though it is teamwork at both the ends it is really benefiting the students in sharing the rich experience of the campus besides focusing on unity and integrity. When a group visits a college monitoring the group is so important it is evident from the SEP that students are benefiting reciprocally it may help students visiting to learn many things

6) Problems encountered and resources required: In every system, problems creep naturally in its execution. The problem of group making which is encountered is selecting on a lottery basis. The problem of funding for students travel is natural. Students voluntarily came forward to bear the travel expenses on their own, this means only students capable of meeting traveling expenses get chance for SEP. To overcome this, students who can afford is requested to escort poor students of his own choice for the success of SEP.

To make SEP a grand success provision of financial assistance is very much expected. Head of the institution should be given free hand to fund for the success of such a programme.

7) Our college is a pioneer in designing and initiating the execution of SEP.

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