

7.2.1 Describe at least two institutional best practices

The college has a good number of dextrous practices in which the deserved exemplary to mention are women development cell and SAC which have largely contributed to the achievement of Institutional goals and quality improvement of academic activities as well

BEST PRACTICE- 1

1. Title of the practice: Performance Based Appraisal System (PBAS)

Performance Based Appraisal System (PBAS) is a transparent system formally and systematically operated to help both employer and employees in planning, managing, evaluating and realising performance improvement with an aim of achieving institutional goals.

The college has developed Performance Based Appraisal System to evaluate the annual academic and professional contributions of faculty confidentially.

2. Objectives of the Practice:

- To measure the performance of the employees, Provide feedback and assist them to increase their potential.
- To maintain the records for the consideration of salary increments, promotions, special incentives etc.
- To identify Distinctive academic talent and nurture it towards further advancement.
- To improve teaching learning process by bridging the employee performance and students' learning outcomes.
- To facilitate the work atmosphere to the employees to attain their research practices, publications, certifications, awards, patents, participations and conductions of STTP/FDP/Conferences/Seminars/ Workshops etc.

3. The Context:

Multi-dimensional participation of faculty is highly demanded by the dynamic technological inclusions in academic, research and community development of higher educational institutions. The guidelines of higher authorities have been considered to embrace in the design.

The consequences frequently come across in the academic practices are

- Ineffective use of ICT tools and online certification,
- MoUs to be increase in a good number
- Quality publications are to be increased

- Participations in eminent training programmes, conferences, seminars etc are to be accomplished by all faculty with increased efforts
- Motivation is needed for Research proposals
- Reluctance and complacency among faculty is to be eradicated
- Enhancing the administrative skills among the faculty

While designing and implementing Performance Based Appraisal System, certain contextual features have also been considered.

- Individual faculty is accountable for the resources allocated and his/her performance for every activity
- Involvement of all employees is observed in the process of setting up the objectives and achieving the targets as well.
- The recognition at the stand point of monetary and non-monetary benefits motivate the employees
- Documentation of every assignment and achievement helps the employee to retrospect and generate required evidences to assist the department to maintain the records.
- Employee understands his/her role through PBAS thus being determined to achieve personal as well as institutional goals.

4. The Practice;

Various parameters of curricular and co-curricular, Extra-curricular, R&D and administrative activities are executed the evaluation of Performance Based Appraisal System. The weightage taken into consideration during assessment and evaluation of these parameters varies depending on the cadre of the faculty

The format of PBAS is updated periodically based on the expectations of regulatory bodies. Self-Appraisal Report (SAR) is evaluated by a committee constituted by the director and principal with HoDs of all departments. The committee evaluates all the faculty in the college and the faculty have to submit the necessary evidence during evaluation of the filled SAR format which are scrutinised meticulously by appraisal committee comprising of Director, Principal and concerned HOD. The evaluation is accomplished with APA Score. Keep the final score false below the minimum level the faculty will be counselled for improvement. Academic audit twice in a year is also taken up by Director and Principal to assess performances of all the departments.

5. Evidence of success:

This practice enabled all the faculty to be duty conscious with determined efforts on accomplishing the guideline and reaching the goals. It also motivated to become good teachers. Besides the college is experiencing

- Improved academic culture among the faculty with high spirits of enthusiasm towards the system
- Participation in research and administrative activities have been increased
- Use of ICT tools for effective teaching learning process has been enhanced
- Initiation of innovative practices in teaching , research and community services
- Faculty awarded Ph.D. for last five years is considerably significant
- Participation in NPTEL Certification is increased
- Sponsored projects in recent 2 years are increased
- Participation and organising of FDPs workshops, seminars, conferences by faculty is improved

6. Problems encountered:

- Manual evaluation of all faculty involves more time and efforts

7. Resources required:

- Automation is needed to reduce the time at every step

BEST PRACTICE- 2

1. Title of the practice: Student Activity Centre (SAC)

With ever changing paradigm shifts in the field of academics, students are continuously looking for new avenues to evolve themselves. Student Activity Centre (SAC)community provides the skill development activities which are not generally found in the present engineering students. It also supplements certain knowledge on the trendy areas of technology categorically. On the other hand SAC examine the how perceptive the students really are towards the subjective stuff and its matching to the skills they have.

2. Objectives of SAC

- To encourage students to participate in the development of the institution and build their career, personality and organizational skills through interactive programs with the faculty, administration and society.
- To provide opportunities to every student involved in culturally enriched activities.

- To offer a platform for students to extend themselves and grow in their area of hobbies/interests.
- To expand horizon and inculcate the habit of thinking out of box amongst students with respect to designing their cultural activities

3. The Context

"Knowledge is the third eye of an individual which gives him insight into all affairs and teaches him how to act." As pioneering principle SAC was established out of the knowledge applications being nurtured among student community. It was found that most of the students from rural background need a holistic place backed by certain policies to explore various real time technologies, entrepreneurial activities, Alumni interactions etc.

Students are highly habituated to academic activities and focus more on the credits where the skill set is not diffused to the extent of exhibiting outstanding performance in the work life in future. It is highly recommended that the students should also be nurtured with non-academic activities which will improve the self-sustainability and personality. The students are not able to work in a different work environment and stressful to face new technologies and people which is a bottleneck in the present industrial trendy environment which is dynamic enough.

SAC takes the experience of showing path of success and lets them search the way to mould themselves to any situation in life to suit the requirement of world by understanding the advantages of active learning

4. The Practice

SAC forms student promoters' team by selecting students in first years from different branches and make them trained to be a tech geek. Consequently, they are allowed to take part in Technical & Non-technical clubs based on their interest. During this learning phase, SAC educates them how to organize, participate and coordinate the competencies prevailing in the market. Throughout second year, the students are in learning and practice phase. After second year, they will be moved to projects phase and knowledge transformation phase. After hooking up with the required knowledge, the trained students will be eligible for industrial placement. By this practice method, students will grade up the knowledge on copious technologies as well as get a better

platform to showcase their skills. SAC helps students to escalate their personality development skills.

The activities focused by SAC are

- Webinars are the foundation for the students out there in the SAC, which motivates and attracts students of various clubs in the respective fields by eminent persons from the industry. Webinars focus on providing a bird eye overview on a particular technology and lets the student know the industry trends and advancements to start that as their career path, webinars build up confidence and hope of getting succeed in the selected path .Webinars are hosted by SAC where speakers are the professionals from India and abroad too enabling students to explore various areas of industry.
- SAC helps students in personal guidance which is important for a healthy environment of learning and building. In view of getting students strengthened in some aspect Workshops are hosted to provide mentorship for learning from scratch in a time of 1 day to 1 week which enables improvement in the students communication, team building, and the niche in the technology where training is been given. All round development is the only motive for hosting workshops.
- The events focus on students involvement and passion for enhancing public speaking and management skills which are always essential for a professional to manage all the things around them to ensure a holistic events making more successful and tech events focusing on exposure of their inch in technical skills at a competitive level.
- A strong applicative knowledge makes a student stand out from the rest .That is the key for success of students at SAC that the things learnt need to be applied is the only motto of every student who aspires to become a better individual. Many real time projects are assigned to students by various clients which provides an exposure to outside community which requires the real technical people and students from SAC always explore new pathways in implementing projects for real time problems.

5. Evidence of success:

- Successful and dexterous activities of 12 events, 14 Webinars, 13 Workshops with 154 trained students have paved the way to sustainable journey of SAC
- There are many groups such as ELITE, SUPER 30 and FAB 50 have been skilled up from SAC

- Certain competent clubs such as Developers club, Robotics club, Photography club etc. have been established and operated under the guidance of SAC.
- Each club helped students to gain knowledge in their interested domain by providing them with subject expertise throughout their learning process.
- SAC created student mentors who help to prowess in their fascinated domain and stand as an epitome to other students and next generations.

6. Problems Encountered

- Subject Matter Experts are less to train students.
- Corporate Collaborations are less to make students understand the professional culture.

7. Resources Required

- Corporate MNC collaboration with intuitions helps students to understand industry and requirements to excel in industry.
- Specific Mentors for clubs are required to train students according to industry requirement.
- Financial support to scale up the magnitude of interested students.



V. V. Nageswara Rao

(Prof. V.V. Nageswara Rao)

Director
DIRECTOR
 Aditya Institute of Technology
 And Management
TEKKALI