

# BEST PRACTICES

Best practice 1:

'Decentralization of governance and evolving and effective support system' Best practice 2:

'Social concern and commitment'

Best practice 1.

1. Title of the Practice: "Decentralization of governance and evolving and effective support system'

2. Objectives: The main objectives and intended outcomes of the system are:

- Effective implementation of the Vision and Mission of the College.
- Extension of decision making powers at different levels to make the Management more effective.
- Enhancement of efficiency and pace of administration.
- Build better rapport between the Management, faculty and the stake holders.
- Facilitating the overall growth of the students and the staff.
- Providing quick and effective solutions to the grievances of students and the staff.
- Promoting collective leadership. The principles and concepts
- Involvement of all the stake holders in the decision making.
- Democratic approach in decision making and its implementation.
- Create men and women for others.

3. Context:

Status of Autonomy: Introduction of Autonomy in the year 2015 has brought in over all change leading to restructuring of academic aspects with social relevance.

Starting of new UG and PG courses: The College runs 2 PG programmes and 13 UG programmes with various subject combinations.

Expansion of the College: Every year there is a steady increase in the student strength.

The College aims at providing quality education to all its students and thereby focus on overall

development of individuals. It is to be done by introducing various schemes and programmes, which are to be monitored by collective leadership.

4. The Practice:

The administrative structure of the College to perform its regular activities is given below.

Here authority flows down and accountability flows up.

Principal:

- The Principal exercises all administrative and academic powers in consultation with registrar and other officiating bodies under Autonomous structure. The Principal is the implementing authority of the College.
- The Principal as the Head of the institution plans, executes duties, and supervises other duties connected with admission, appointments, infra structure, finance, and exercises powers as prescribed by the regulations.
- The Principal reports details of all academic matters and programmes to the governing bodies and the university.

Finance officer:

- He is in charge of the financial matters and decision making regarding sanctioning of finances in consultation with the Principal and the Management. There is a separate office and support staff to meet this purpose.
- The finance officer is the authorized signatory for all the cheques issued for payments up to 50,000.
- Budgeting for the financial year in consultation with the finance committee.

Heads of the Department

- The Head of the Department of each subject assists the Principal and the Registrar in the administrative and academic matters of the department.
- Under Autonomous system the HOD is the Chairperson of the BOS, handling responsibilities of

framing the syllabus and other activities of the department.

Supporting System: For the smooth administrative and academic functioning of the institution several supporting systems are functioning with specific designations, powers and responsibilities.

1. Internal Quality Assurance Cell:

- IQAC takes stock of the quality improvement in the College by monitoring quality of the academic and extension activities like staff training, review meetings of all the departments, deputation to short term Courses.
- Through the centralized system it operates all the meetings on a priority basis and gives information about scholarships, research opportunities, seminars, meetings and all the other events of the campus to every staff member through email.

2. Mentoring System:

- Mentoring system as a compulsory part of the curriculum is practised where every faculty is a Mentor, assigned with a group of students to whom he or she is a friend, philosopher and guide.

Through regular interactions, group activities, mentees are guided, motivated, and encouraged, to reach their full potential and achieve their goal. Staff members keep track of attendance and academic performance of the assigned students . They guide and supervise inter class, intercollegiate competitions in sports and extracurricular activities.

Apart from these we also work for,

1. Zero Sexual Harassment.

2: Innovative Teaching, Learning & Evaluation System during Covid-19 period.

### Objectives of the Best Practice

1 The most important objective of Zero Sexual Harassment & Ragging Free Campus is, giving importance to the larger enrolment of women students and ensuring the campus free from

ragging and sexual harassment.

2. Safety, security, and conducive teaching-learning environment in the HEI.

3. To create a feeling of care and concern of teachers for the student.

2. To give justice to teaching-learning process

The contextual features of both the objectives are need based. Hence, they are designed looking to the prevailing situation in the locality. The HEI has never felt in implementing the features of best practices as a challenge rather every one of the HEI has taken it as a pleasure and the need of the time.

The Indian Higher Education System is facing lot of challenges during 21st century. The revolutions in the field of information, broadcasting and communication technologies in the current century have opened new vistas for higher education as a result people talk at present “borderless education.” The NEP has brought new dimensions to higher education. Upholding and sustenance of quality education is the sine qua non in all HEIs of India.

Our HEI under the governance of Honourable Rani Saheba of Khallikote Smt. V. Sugnana Kumari Deo, who happens to be the hereditary President of the Governing Body of the college, gives much importance in maintaining and sustaining quality at every spectrum of the HEI. The HEI does not face any constraints or limitations because it gives importance to proper planning and its execution. It also gives importance to the division of labour. Equity and inclusiveness is maintained between the teacher and student. The current academic session for which the HEI submits its AQAR has faced a new challenge i.e. COVID-19 pandemic situation. But on account of immediate action taken by the Government in the Department of Higher Education of Odisha and the Governing Body at the grass-root level in the midst of supporting lieutenants the HEI came across the pandemic situation and performed better result in the teaching-learning and evaluation process not only at the college level but at the University Level it has won laurels.

Evidence of Success: The Governing Body of the college under the Presidentship of Honourable Rani Saheba of Khallikote Smt. Sugnana Kumari Deo takes all care for quality teaching, safety, and security of girl students in particular in the college campus as a result parents are encouraged to give an admission of their daughters in this HEI. The admission of women students statistics in the HEI reveals that out of the total strength of the college, girls students occupy 50% in the academic session 2017-18 further it has been increased to 53% in 2018-19 and 56% in 2019 -20. Keeping in view the college has made a target of at least 60% of the total strength should be the strength of women students in 2020-21. But the achievement is 58.20%. The encouraging trend of women enrolment in the HEI indicates that both the objectives of Best Practices are fulfilled. The IQAC is pleased to submit that the institute has produced 100% result in BCA, M.Sc Botany, and M.Com. This is a bright evidence of the effort of the faculty members of the P.G Department of Botany, Commerce, and BCA. Other departments has also performed well, with a result around