



## BEST PRACTICES

- **Title of the Best Practice- 1: Academic Preview and Academic Review**
- **Objective:**

**Academic Preview:** To assess the academic preparedness of faculty for effective curriculum delivery (Plan), to verify and validate components of Academic Administration Plan (AAP) and ensure its completeness by a panel of experts.

**Academic Review:** To verify the Course Files compiled by faculty members for their respective courses (Do & Check), to assess the proper implementation of AAP, to suggest remedial actions and corrective measures if any (Check & Act).

### **Underlying principle of this practice:**

Preparation is the key to success (Academic Preview)

feedback is the key to continuous improvement (Academic Review).

- **The Context:**

An effective Teaching and Learning Process is implemented in the college with the following objectives:

- To promote higher order of Thinking.
- To achieve the expected learning Outcomes.
- To create a positive learning Experience for Students.

The Four Steps Process for Effective Teaching Learning and reviews to analyse outcome is as,

### **1. Expectation:**

- a. Content for setting expectation
- b. Delivery of expectation set

### **2. Teaching Content**

- a. Development of teaching content
- b. Execution/ Delivery of teaching content

### **3. Evaluation**

- a. Evaluation content preparation
- b. Evaluation Execution

### **4. IQAC Action**

- **Knowledge Review (K Review):** Reviews overall learning outcomes and higher-order thinking
- **Process Review (P Review):** Reviews learning experience with blended learning, flip classroom and virtual labs.
- **HoD Review (H Review)** Reviews K and P reviewer feedback and submit retrospective view about the entire process.

- **The Practice:**

PBCOE also believes in this philosophy and has therefore initiated Academic Preview and Review Processes in 2020-21 during COVID Pandemic to help set benchmarks for quality professional education and to streamline curriculum delivery.

- **Academic Preview:** As "Well begun is half done", PBCOE has introduced Academic Preview which contributes to meticulous planning and use of appropriate academic resources for effective course delivery. It is carried out in three stages:

**Stage 1:** Faculty prepares all documents as per check list provided by IQAC

**Stage 2:** Faculty then submits action plan for curriculum implementation and to address gap.

**Stage 3:** HOD verifies and validates the academic preparedness and prepares annual academic activity calendar.

- **Academic Review:** Academic Review is an evaluation of the implementation of AAP. Faculty appears for the Review process with respective Course File that contains well-documented proofs of all predefined items along with duly filled in formats circulated by IQAC. It is carried out in three stages:

**Stage 1:** Faculty submits standardized self-evaluated Review form to HOD. HOD validate the information at the Department level and the same is forwarded to the IQAC

**Stage 2:** The IQAC Audit team verifies the contents in the Review Form, Course File, Lab Manuals based on guidelines.

**Stage 3:** Report is submitted to the Principal and feedback is communicated to the faculty

- **Evidence of success:**

Innovative teaching learning styles Development of E-learning resources

- **Problems Encountered and Resources Required**

- Designing and developing of Academic Preview and Review process
- Preparation of Course File comprising predefined items.

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- **Title of the Best Practice- 2: Holistic development of students through Social Activities**

- **Objective:**

To sensitize students about the importance of serving society through their selfless service. To help the students find practical solutions to individual and community problems, to develop the competence required for group living and sharing responsibilities, and gain skills in mobilizing community participation.

- **The Context:**

NSS sensitizes the student on various Social issues. National Service Scheme (NSS) initiates many programs through which students who are socially aware realize that one of their prime responsibilities is to serve the society. Along with academic, social and personal life, the NSS allows the students to furnish services to the community and the Nation. The NSS unit of institute provides the students a platform to get involved with real life activities and thereby become responsible citizens of India. The NSS Unit of the College, under the effective leadership of the NSS Program officer is actively engaged in a variety of activities throughout the academic year.

- **The Practice:**

The NSS unit starts its activities at the beginning of the academic session with the full support of our NSS volunteers and under the leadership of the programme officer. NSS Volunteers learn how to work with people in rural communities to raise awareness about blood donation, hygiene, and disease prevention. NSS volunteers conducted a wide range of activities like a cleanliness program, surveys, the observance of important days, and an awareness campaign. The overall aim of our institute's NSS programmes is to promote a knowledge-based society. NSS Volunteers took part in the Swatch Bharat Mission Programs and took steps to keep the campus clean. The Swatch Bharat Mission cleanliness drive on the college campus was led by volunteers, with assistance from the principal, teacher, students, and staff members. Volunteers also interacted with the nearby residents to maintain cleanliness and hygiene. The NSS volunteers organised tree plantation drive inside and outside the college campus. A Plastic Awareness Campaign was held to sensitise the public, through placards and the chorus messages of NSS volunteers, to harm of using plastic, especially single-use plastic bags. Students conducted various programs like Road plays in important issues, Visit to Deaf and dumb school and mentally challenged school, computer awareness programs for schools in nearby localities.

- **Evidence of success:**

The participating students appeared more sensitised to their surroundings and were motivated to participate in other social activities, like blood donation camps, medical camps, vaccination drives, etc., conducted by the college. The organizational skills among the students appeared to be enhanced while coordinating and conducting special camps in the surrounding areas. The National Service Scheme's main result is that it helps students develop a democratic attitude and the confidence to become leaders. The NSS is part of our academic, social, and personal lives as it is the third dimension of education.

- **Problems Encountered and Resources Required:**

- High expectations of society from the NSS volunteers.
- Lack of self-discipline and responsibility among students.

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Principal

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