BEST PRACTICES ADAPTED BY INSTITUTION-2019-20

1. ERP SYSTEM

2. PROCTOR/COUNSELLING SYSTEM

3. REGULAR PARENTS MEETING

4. ONLINE CLASSES BY VARIOUS APPS

5. REGULAR PROJECT EXHIBITIONS

6. REGULAR INDUSTRIAL VISITS

7. FEED BACK CYSTEMGREEN CAMPUS INITIATIEVES

8. REGULAR MONITORING OF RAGGING IN THE CAMPUS

9. DISCIPLINE MAINTAINANCE THROUGH THE HELP OF COMMITTEE MEMBERS.

10. QUALITY IMPROVEMENT MEETINGS

1.ERP system:

A well-managed data centre implemented with the "Pupilpod" software. This software has been developed to improve the overall academic performance of students by actively involving parents and teachers alike in the process. To facilitate easy access of the students' details such as, attendance, internal marks, timetable etc., to parents and students. To establish instant communication between college, student and parents through alerts and messages. To give the HOD / Principal / Parents a bird's eye view of the progress of all the students.

Pupil pod - It helps to connect, the three pillars of institution, the students, the teachers and the parents at the click of a button. All the students' details, attendance, University results and internal marks, assignments, timetable etc., are maintained through this software. Students and Parents can access these details using a login ID provided to them. Parents can stay updated about their ward's Progress through SMS and e-mails. Parents can interact with

HOD/Principal about their wards through this software solution. Well informed and well-connected parents and teachers. Improvement in attendance and IA performance by students. The major challenge involved was gathering and assimilation of large amount of relevant student data before the software could be activated. The other challenge was creating awareness among students and parents and motivating them to start using Pupilpod actively. The required resources involved significant amount of investment in terms of money, computers to support the software, a high speed internet connection and of course the team of teachers to update the relevant information on daily basis.

ERP is software which is used by faculties, students and parents. It is useful for updating attendance on daily basis, uploading internal marks, notes, study materials, lesson plan, syllabus of the particular subjects. Parents and students are receiving the regular messages regarding their absence, notifications of the college activities, marks, notes, study materials, question banks, old question papers etc.

Students are given login id and password and they can use their login id and password and they can access the notes, marks, notifications, question bank, question papers and they can download it if required. Regular college events can be updated in the software and send SMS both students and parents.

Faculty details are uploaded in the software, and timetable can uploaded & subject mapping to the faculties can be done in the beginning of the semester. Entire program of software was framed and installed by Prof. Vivekavardhana Reddy, faculty in department of computer Science, City Engineering College in the year 2019.

2.PROCTOR/COUNSELLING SYSTEM:

The Proctor system has been introduced in all the departments. This helps in enabling overall development of the student. Helping students to resolve their difficulties (both in academic and non-academic).Counselling students on areas apart from academics. Fostering good student teacher relations. It also helps the students in settling down within the new system and helps in achieving and performing better. This system leads to a healthier student teacher relationship and a better learning environment on the campus. Every Teacher/

Proctor has 15 to 20 students under him/her. A proctor diary is maintained for each student which contains the data with respect to details such as internal marks, academic history. Once a month a proctor meeting is conducted at a scheduled time. During this meeting, the proctor holds one to one interaction with the student. The proctor tries to counsel not only in academic areas but also on other aspects of student problems. Any specific problems of the students are noted down and addressed. The proctor discusses with the HOD regarding problems faced by the student to find the solution. Feedback from students and parents during parent teacher meeting are testimony to the success of this program. In some cases mentorship by faculty has certainly helped students to overcome their shortcomings and perform reasonably well in their academics. It requires continuous updates of the activities of the students, their marks, attendance etc., though these can be easily obtained, the students themselves sometimes refuse to communicate with the proctor. Sometimes it takes effort for the proctor to encourage students to communicate, to be able to guide them effectively

Objectives of the proctor system:

- **Enabling overall development of the student.**

- **Helping students to resolve their difficulties (both in academic and non-academic). Counselling students on areas apart from academics.**

- **Fostering good student teacher relations.**

- **It also helps the students in settling down within the new system and helps in achieving and performing better.**

- **This system leads to a healthier student teacher relationship and a better learning environment on the campus.**

- **Every Teacher / Proctor has 15 to 20 students under him/her.**

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- **During this meeting, the proctor holds one to one interaction with the student.**

- **The proctor tries to counsel not only in academic areas but also on other aspects of student problems.**

- **Any specific problems of the students are noted down and addressed. The proctor discusses with the HOD regarding problems faced by the student to find the solution.**

- **Feedback from students and parents during parent teacher meeting are testimony to the success of this program. In some cases mentorship by faculty has certainly helped students to overcome their shortcomings and perform reasonably well in their academics.**

- ° **It requires continuous updates of the activities of the students, their marks, attendance etc., though these can be easily obtained, the students themselves sometimes refuse to communicate with the proctor.**

- ° **Sometimes it takes effort for the proctor to encourage students to communicate, to be able to guide them effectively.**

3.REGULAR PARENT TEACHER MEETING:

- **To bring home and the college in close contact**

- **To promote the welfare of the student in home and community. The Performance of a ward is to be discussed. Every semester one or two Parents meeting are scheduled.**

- °**The personal as well as academic problems of a student can be discussed jointly and efforts made to solve these problems.**

- °**Celebration of festivals can be organized. Invite parents and community members and accept their viewpoint**

4.   ONLINE CLASSES BY VARIOUS APPS:

Zoom app, google meet, webex, webteam etc are used to meet students and online classes are taken. Different apps like google classroom, watsapp, youtube videos were used to upload the teaching materials. VTU elearning centre sent some links for the video of different subjects and that link is sent to related students and encouraged to learn the subjects

5.   REGULAR PROJECT EXHIBITIONS:

Every year we conduct regularly project exhibitions for exploring the student's practical knowledge. Students group are created and they have to use their techniques and exhibit the working projects and organized competitions and cash prizes are given to students as a part of encouragement. Student who did their best are encouraged to send to intercollege project exhibition competition.(enclosed details in the file named industry institution interaction cell.

6. REGULAR INDUSTRIAL VISITS (details in file named industry institute interaction cell):

Every semester we organize industrial visits to student to explore the industrial interactions which helps in projects and internship. It helps in their future career too. Date wise details and reports are documented.

7. FEED BACK SYSTEM (separate file is maintained):

Feedback processes of the institution may be classified as follows in all:

A. Feedback collected from students
B. analysed and calculate the percentage
C. action taken

Fee back form is distributed to all the students and different parameters were mentioned in the form to evaluate. Following Parameters are considered for the evaluation of the performance of the teaching faculty.

i.How do you rate the teacher regularity in taking classes

ii.Is the faculty able to explain the concepts/derivations/problems clearly.

iii.Is sthe faculty slow in covering the syllabus contents

iv.Is the faculty answering or clarifying the subject doubts

v.Is the faculty giving class notes sufficient to ensure a pass?

vi.Whether the faculty has the subject knowledge

vii.Is there effective black board usage.

 vii.Usage of PPT models to explain concepts

ix.Whether faculty voice is audible and clear?

x.How do you rate the teacher performance over all

Each question carries 4 marks and total marks is 40 per teacher.

Studentsx40 will be the total marks

Teacher's total marksx100 /total marks   gives the percentage

<u>Action taken</u>: Principal conducted a meeting and gave suggestions for the improvement of the individual faculty member after the evaluation. And instructed to put more effort to improve their performance of the individual. HOD's also suggested some improvement strategies to their faculty members and faculty with good feedback are appreciated by the Principal.

8.<u>GREEN CAMPUS INITIATIEVES</u>

NSS and YRC team organize plantation program every year. Students and faculty members involve actively and the Principal motivated the gathering with few words about the importance of plantation. Encourage students and faculty members to do these type of work in the campus regularly. NSS volunteers try to clean the campus as a Swatch CEC program once in a year.

9. REGULAR MONITORING OF RAGGING IN THE CAMPUS

The college started the Anti- ragging committee during the year 2013-14. Chairman of the committee and committee members actively observe the activities of the students in the campus. Actions are planned by the committee to keep the campus ragging free.

- The freshers / junior students are also hereby instructed that they should not respond to the calls from seniors, should not participate in any kind of party anywhere inside/outside the campus, even if ordered by the seniors and that, they have nothing to fear as the institution cares for them and shall not tolerate any atrocities against them.

- CEC campus is ragging free, still all these measures have been taken to ensure that the freshers are able to pursue their studies without getting teased, insulted or in any way troubled by the seniors in the name of an obsolete, barbaric ritual. All of this was possible only because of the whole-hearted support from students and teachers.

- Principal frequently interacted with flying squad committee members to find out the any incident happened in the lunch break time in the canteen, class room, busesetc.

- Single ragging case found in 5 years of duration. During college day function on 23/05/18 one of our students Ms.Sahana of 8th semester, Civil department complained to the Principal, that four students of her own department, ask her to dance with them and pulled her hand. She refused to dance with them and complained against them to the principal in writing. Inquiry made by the Chairman of the committee along with

committee members. Parents as well as students are warned by the Chairman and apology letter was taken.

- Display boards related to Anti-ragging policies are displayed in the campus
- Per year two to three meetings are conducted by the Chairman of the committee.

10.DISCIPLINE MAINTAINANCE THROUGH THE HELP OF COMMITTEE MEMBERS.(Separate minutes of meeting book related to discipline committee is maintained):

City Engineering College has the strong discipline committee composed of 9 members from different departments. Vision of the discipline committee is to create a safe and motivating environment in our institution and bring professionalism among students by the inculcation of best practices. Mission of the committee is to have an optimistic approach in imparting discipline among students and frame rules and regulations to maintain discipline in the college premises and also to encourage good and healthy practices.

Committee members are responsible for the maintenance of discipline within the college campus. If any indiscipline is found by any of the students, warn them on the first instance & take the disciplinary action based on the rules and regulations of the committee, if the pattern of misconduct continues.

Some administration actions on discipline of city engineering college are undertaken. Starting with formation of flying squads, strict warning about late coming, and immediate messages for the parents if the student is absent or misbehaves, using cell phones in the campus etc.

Two meetings were held during the year 2019-20. It was on 18th November 2019 and Feb24th 2020. Minutes of the meeting were recorded and enclosed.

11. <u>**QUALITY IMPROVEMENT MEETINGS**</u> **(discussion of quality improvement strategies in separate meeting. IQAC meeting file is maintained):**

IQAC is established in Dec 2016 to improve the quality of the City Engineering College. IQAC members are all HOD's and regularly they meet and discuss about the strategies to improve the quality of teaching-learning methods, result improvement, tutorial classes, examination and evaluation process etc. Minutes of Committee meeting are recorded and proper measures and action taken the noted.