**7.2 Best Practices**
**7.2.1 Describe at least two institutional best practices (as per NAAC Format)**
**Response:**
**Best Practice: 1**

**Title of the Practice:** *Academic Enhancement and Student Augmentation*

**Objectives of the Practice**: The institution strongly believes in ensuring all round development of its students, thereby preparing its students for both their professional careers as well as personal lives. To realize this, the Management constituted Academic Advisory Board (AAB), it is the highest body in the academic. The board is headed by renowned academician Professor H.P.Khincha, former Vice Chancellor of Visvesvaraya Technological University. AAB also have renowned scholars from academic field. The board provides academic advices to Management and guidance to Faculties, HODs, Principal related to academic matters and fields respectively. The board also looks into the quality assurance of academic environment in the institution.

1. **The context**: Every institution today is facing a lot of challenges in preparing their students to face the challenges thrown up by both their user systems as well as the society at large. The user systems expect the institutions to develop their students to be more and more employable while the society expects the institutions to make these students better citizens. Many of the soft skills that were being imparted in the past are now expected to be given in the institutions during their four years of stay. It is, with this in mind, the institution has designed a comprehensive program for the students that concentrate both on hard skills as well as soft skills.

2. **The Practice:** The institution has a strong Placement and Training Centre that is responsible for handling continuous training. On an average one week in every semester is dedicated to the additional training that is imparted. The spectrum of inputs covered in these programs includes:

| First Year | |
|---|---|
| First Semester | Second Semester |
| Introduction to Engineering; Team Building; Smart Goal Setting; Time Management; Aligning the SOW; Building SOP. | Self-introduction and self-confidence; Corporate Etiquettes; Organizing speech; Decision Making; Presentation Skills; Assertive Communication; Positive Attitude and Stress Management; |

| Second Year | |
|---|---|
| Third Semester | Fourth Semester |
| Probability; Analytical puzzles; Interpersonal Skills; Problem Solving and Decision Making; Business Communication; Blood Relations; Phrases and Idioms; Jam Sessions; Clocks; Letters series and Number series: Time, Speed and Distance. | Partnership; Seven Cs of Communication; Average and Percentage; Speed Map; Personal Branding; Resume Writing; People Management; e-mail writing; Group Discussion and Conflict resolution. |

| Third Year | |
|---|---|
| Fifth Semester | Sixth Semester |
| Revision on previous semester/ year trained topics. SOFT SKILLS: Group Discussion; Interview Skills; Sitting Arrangements; Directions; Profit and Loss; Corporate Ethics; Learning Styles; Partnership; Subject – Verb agreement; Communication Enhancement; Percentage; Negotiation Skills. HARD SKILLS: Signal and Systems; Digital Communication, Microcontrollers, etc.,; Basic and Advanced C and C++, Advanced J2EE; Web Programming, Data Structure etc.; Design of | |

Machine; IC Engine; Heat Exchangers, Springs, Belt, Ropes and Chains etc.

| Fourth Year |
| --- |
| Seventh Semester |

SOFT SKILLS: Group Discussion; Sentence Completion, Reading comprehension; Personal Interview, Antonym and Synonym; Percentage- profit and loss; Sentence Correction; Logical Reasoning; Direction Sense Test; Para Jumbles; Cubes and Venn Diagram, Averages, Ratio and Proportions, Progressions; Resume Building; Error Deduction, Time Management and Presentation Skills.

HARD SKILLS: C-Programming; Computer Networks, Data Interpretation and Data Structures.
In addition to these,
- Company Specific Training Programs have been organized.
- Online assessment and Online Practice Test are conducted.
- The institute has a practice of procuring the photo copy of answer books of its students who have secured the highest marks (>80%) in all the subjects and these copies are made available in the Library for reference by students and faculty.
- The institute awards cash prize for the toppers for each branch in every year. Cash Awards are given to the best outgoing final year student among all branches.
- The university rank holders are honored with institutional gold medal.
- The institution conducts a project exhibition cum competition during which external panels of judges evaluate the projects and select the top three projects in each branch. The project that emerges first and second will be awarded with a cash prize and a certificate.
- There is an unwritten policy to issue additional books from the Library to meritorious students. Lists of these students are prepared in the beginning of every semester based on the University results and given to the Library to operate this facility.
- The campus is Wi-Fi enabled.
- The institution regularly maintains online communication with the parents to keep them updated about the performance of their wards.
- The institution has a mentoring system for every student. Every student is given a Student Register in which he fills up all the information and hand it over their respective mentor. For every twenty students a mentor is identified by the concerned head and the student remains with that mentor though out his/her stay in the institution. After every internal test and semester end exam the students are counseled. A meeting with the parents along with HOD and Principal will be convened if the student performance is poor.
- Technical training is imparted by our Alumni and other experts to students participating in various state and national level competitions

## 3. Evidence of success:
- Good percentages of eligible students in the institution are placed in various reputed industries.
- Students of CSE, ECE, ME and TCE branches have secured ranks in the University examinations.

- Students of the Mechanical Engineering participated in the *BAJA and secured second place in the State level competition.*
- Students of the Computer Science and Engineering participated in SMART INDIA HACKATHON organized by MHRD, GOI. In 2017, they secured first prize (Cash prize of INR. One Lakh) in Department of Post and Communication. This was followed by a sanction of a project (INR Three Lakh) for post development. In 2018, they secured first prize of INR One Lakh from the Ministry of Railways and second prize of INR.75,000/- from the Department of Telecommunication .
- The Institution got INR. One Lakh cash prize from the University for Sports and Cultural Excellence.
- The institutional results are always well above the University average.

4. **Problems Encountered and Resources Required:**
- Recruitment scenario needs to be strengthened.
- Training inputs are to be enhanced to prepare our students for various competitions at state and national level.
- Sports facilities are to be improved.

**Best Practice:2**
**Title of the Practice:** *Faculty Development.*

**Objectives of the Practice:**
To attract and retain highly qualified, experienced and committed faculty. To realize this, two renowned Key Resource Persons (KRP) were appointed. They frequently organize Faculty Development Programs (FDPs) to enhance the knowledge of the faculties. They further organize Academic-Industry relation programs where reputed industry personalities share their experiences with the faculty members of the institution.

1. **The context:**
Besides students, faculties play a very important role in an educational institution. They need to be selected as per norms and developed to excel in their profession. Further these faculties will have to be retained. In order to achieve these goals, the institution has the following strategies.

2. **The Practice:**
- The institute honors each and every staff who completes 10 years of service.
- The institute honors all the faculty who secure 100% results in University exams.
- The institution encourages all faculties to complete their Ph.D. by giving relaxations in their work load and providing the other required support.
- Faculties are encouraged to attend faculty development programs, conferences, workshops and seminars.
- The institute grants marriage leave for staff.

3. **Evidence of success:**
- Numbers of faculty registering, pursuing and completing Ph.D. degree from UGC/ AICTE recognized universities is on the rise.
- Quality technical papers have been published in national and international journals.
- Our faculty have given lecturers in EDUSAT Program of Visvesvaraya Technological University.
- Our faculties have been awarded by various organizations for their excellence in service.

4. **Problems Encountered and Resources Required:**
- The institution needs to enhance computing facilities to all the faculties.
- The institute needs to organize more workshops and conferences.