



Institutional Best Practices

BEST PRACTICE NO. 1

1. Title of the Practice

Reuse of Paper for Documentation

2. Goal

The goal behind initiating the practice of reuse of papers for official documentation is to adhere to the institutes's agenda of reducing paper wastage while being economic and eco-friendly.

3. The Context

In general the use of fresh papers for documentation is in practice without knowing the consequence on environment. This action put huge stress on paper and pulp industries that rely on the availability of green plants therefore it was mandatory to find the alternative or sustainable approach for the purpose. The use of previously used paper for official documentation came as a choice and was very well accepted.

4. The Practice

In our college the reuse of papers started during session 2011-12. The single sided used papers accumulated from CCEs, projects and practical files have been used for documentation in office and in all departments. The students are also encouraged to make full use of available paper.

5. Evidence of Success

The novel idea saves about twenty thousand rupees per year spend in fresh paper purchase as well as this drive contributes to the environmental protection. This idea has been appreciated by the NAAC peer team during their visit on 2015-16 and has been accepted as a novel initiative.

6. Problems Encountered and Resources Required

Initially the major issue with the paper saving drive was the lack of awareness among the college staff and students. Later on the constant awareness and encouragement from the college administration has brought the huge change of view on paper saving and recycling strategies.

BEST PRACTICE NO. 2

1. Title of the Practice

Morning Prayer Assembly

2. Goal

With “Morning Prayer Assembly” the college administration aims to teach the sense of discipline, morality and timekeeping among the students so that they grow to be responsible citizens. It also offers a platform for information exchange among students and staff.

3. The Context

The morning assembly of students, teaching and non-teaching staff gives an opportunity to acquaint everyone with the happening around and any planned activity for the day. The national anthem and the state song of Madhya Pradesh are sung during the assembly that extends the sense of patriotism and responsibility in students and staff.

4. The Practice

The college has initiated the Morning Prayer Assembly from session 2011-12. The students and staff sing national anthem and the state song of Madhya Pradesh thereafter students are informed about the institutional daily activities and happenings. Further the students are invited to speak on time management, discipline, Indian culture and heritage and dignitaries.

5. Evidence of Success

This assemblage of students at one place in regular basis has facilitated the exchange of knowledge and other information among them that has played an important role in their overall personality development. Further the student related information is promptly disseminated in this gathering that also inculcates a feeling of being in family among students. This practice also has developed a more peaceful and cordial environment in the college. The photographs of the morning assembly are available with the institute office.

6. Problems Encountered and Resources Required

The staff and the students welcomed and appreciated the initiative, and this practice is in continuous run since started. No financial resources were required for the implementation this practice.

BEST PRACTICE NO. 3

1. Title of the Practice

Implementation of Uniform Dress Code for Students

2. Goal

The goal behind the implementation of Uniform Dress Code among the students is to inculcate the feeling of uniformity with respect to their social and economic status in the society. Secondly, it helps in maintaining discipline among them which is a key factor in their development as future responsible citizens of the country. It also helps the college administration in identifying anti-social elements and/or outsiders who often tend to mix with the regular students in order to create nuisance in the college premises. The Uniform Dress Code is also useful in identifying the students of this college and those from other colleges during the time of examinations since this college is the Examination Centre for four more colleges in the nearby areas.

3. The Context

Generally, there is the system of Uniform Dress Code at the school level up to Higher Secondary level both in government and private schools in the State. Implementing it in the schools is not very difficult because the students at this level are not fully exposed to fashion and are not independent decision makers. However, when they come to the college level, they have a penchant to display their personal idiosyncrasies as regards dress and fashion. For the same reason the implementation of Uniform Dress Code for students was done after a long debate among the staff members and the members of Janbhagidari Samiti since most of the colleges- both government and private - have not been able to adopt any such practice owing to resistance from the student community. However, the college could convince the student representatives and the Janbhagidari Samiti for this good practice, and the college was eventually able to successfully implement it.

4. The Practice

The resolution to implement the Uniform Dress Code was passed in the Staff Council Meeting. Subsequently, the Uniform Dress Code was implemented in the college from the academic year 2012-13. For the male students grey-coloured trousers and skyblue-coloured shirts, and for female students skyblue-coloured Salwar and grey-coloured kurta were prescribed. However, they are exempted from wearing the uniform dress on Thursdays. The practice of Uniform Dress Code is unique in the Higher education system since it inculcates the spirit of equality among the student community with regard to their social and economic status. It also highlights the spirit of discipline in the college campus. Similarly, when they are in the uniform the regular students of the college would not indulge in anti-social activities even outside the college campus since their identification becomes easy. To

maintain the consistency of the practice, the Disciplinary Action Committee of the college does flying check-ups in the classrooms at random. And those students who are found without uniform dress are not allowed to attend the classes. The practice is running successfully for the last three academic sessions.

5. Evidence of Success

The evidence of success with regard to the targets set by the college administration can be clearly observed with respect to a sharp decline in the presence of anti-social and/or outside elements in the college premises resulting in good maintenance of discipline and decorum within the campus. It is in the beginning of every session when new entrants come to the college that it takes some time for all the students to come in uniform dress. Past photographs of the assembly are available in the college showing students wearing uniform dress code.

6. Problems Encountered and Resources Required

As has already been mentioned the main problem in implementing this practice was from student leadership who resisted it by citing the illustration of other colleges who had not developed any such practice in their institutions. The college administration found it difficult to convince the student's leaders and had to go through the members of JanbhagidariSmiti to take the student representatives into confidence regarding its positive far-reaching consequences for the wellbeing of the college. No financial resources were required for the implementation this practice since the cost of procuring uniform was to be borne by the students themselves.

BEST PRACTICE NO.4

1. Title of the Practice

Encouragement of Sports Activities

2. The Goal

The goal behind promoting the sports activities in college campus is to infuse the health awareness and healthy life-style among school and college students, alumni and senior citizens of the Shujalpur city.

3. The Context

The most of the physical and mental health issues among population is mainly due to the sedentary life-style. The effort from our college management is to encourage the students and citizens to follow a healthy life-style. The sportsmanship developed among students may prove beneficial for their future endeavours as it not only improves their leadership

skills but also enhance qualities such as team-work, learning ability, self-awareness, ability to delegate, etc.

4. The Practice

The sports department of the college has been involved in various sports and other health activities for not only enrolled students but also for alumni and senior citizens of the town. Usually 40 to 50 school students and more than 100 alumni and senior citizens participate in daily basis in activities such as running, jogging, yoga, morning and evening walk. In addition to this there are other sports activities like basketball, volleyball, kabaddi, and athletics conducted by the sports department in which students can freely participate. The sports department of the college organizes summer camp for students of schools and colleges, and senior citizens during 15th April to 31st May each year. In this camp apart from sports activities, the interested students are given special physical training to make them success in army and police recruitments. Besides this the female students are given karate training for self-defence.

5. Evidence of Success

The evidence of success with regard to the efforts made by the college administration in sports can be clearly observed with the huge number of student participation in inter-college and state-level sport championships. Moreover, some of the students have been selected in M.P. Police and Army. The supporting data along with photographs and videos of various sports activities are available in college.

6. Problems Encountered and Resources Required

Even after the immense interest of the students and citizens in sports activities there are some limitations such as regular maintenance of the playground and sport equipment due to lack of funds. Although most of the maintenance of play ground is done by the public participation.