



Best Practices

The institute's goal is to show its uniqueness to the students. To achieve this, the administration has devised few best practices. They are

1. Induction program is made mandatory for all students to understand the need and usefulness of degree level education
2. Students are mentored towards ethics, morals and social responsibility to live with broad understanding on the society
3. Innovative teaching learning process
4. Guidance to higher education in India and abroad
5. Students are guided to do projects that helps to spread the technology in to every corner of the society
6. Students are exposed to National and International community's by advising them to participate in certain conferences through webinars
7. Implementation of sustainability measures
8. Extending the facilities to the community through extension activities
9. Stakeholders of the Institute especially students are encouraged to participate in the Institute Management through their memberships in various committees.
10. The Institute has been conducting Faculty Development Programs
11. The Internal Quality Assurance Cell (IQAC) and Department Academic Audit Committee (DAAC) are instrumental in enhancing and assuring the quality of teaching and learning in the Institute
12. Implementation of Internal and external Academic and Administrative audit
13. Annual Self Appraisal for faculty is in practice

14. The Institute has active and vibrant Governance and Leadership policies which are pivotal for promoting and upholding the standards and quality of the Institute

One of the Best Practice-TLP

Student Centric and OBE

Identify discipline wise latest technologies/areas under use in industry. Form groups of faculty and students by giving options in selecting the technology/area

Call each group as “**XX.....XX innovation cum R&D group**”

<u>CIVIL</u> Engg Mechanics SM and FM Concrete Tech Environmental Studies Auto CAD E-tabs ANSYS 3D design	<u>CSE/IT</u> Python, Cloud C, C++ & C# ML Web Design HTML, .NET JAVA, MySQL R, Database, PHP, Android, iOS, Linux,Ubuntu, DAA &	<u>ECE</u> ANN, Embedded softwares, Matlab, Multisim, Xilinx Antennas & MWs Electronic circuit and IC design IOT, Advanced Communications, DSP and DIP
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The road map comprising of functions and guidelines of groups is given below

Innovation cum R&D Group

Faculty team of at least 2 members

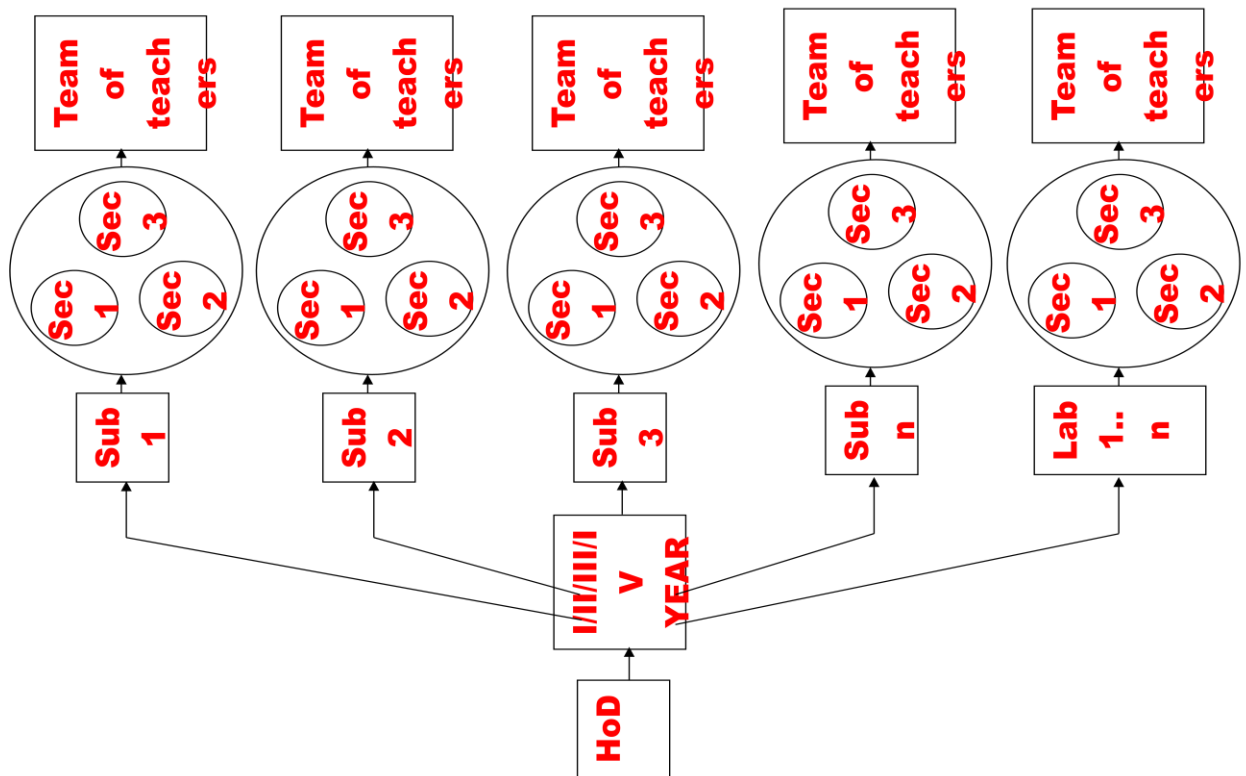
Students team of 10 to 20 members

Team Functions and Guidelines

- Introduction about the technology by teacher
- Presentation on awareness on the technology by students
- Ideas on development of various projects related to technology
- Literature survey, mathematical tools, related algorithms, implementation strategies

- Project completion and presentation

1) **Structure of Academic Flow Chart for Teachers**



Code to be Followed by HoDs

- 1) HoDs shall supervise academic administration of all years
- 2) Allot teachers to different sections subject wise
- 3) Form teams of teachers handling the same subject for different sections in a semester
- 4) Arrange the seating for teachers in the departments so that the above team members will sit together
- 5) All teachers allotted to a subject shall discuss daily to prepare a common lecture material, to deal the topics equally in all sections with the similar content and treatment

- 6) In case of absence of a teacher on any day, one other teacher in the team shall teach the class. It shall not be substituted with other subject teacher
- 7) In case of holiday on any week day, extra class is to be taken for the missed section to maintain the common coverage in the syllabus

TLP also Includes

1. Implementing Outcome Based Education System in curriculum
2. Implementation of Choice Based Credit System (CBCS)
3. Provisions to earn additional awareness through audit courses and online courses
4. Field visits and career-oriented training activities are incorporated in the curriculum
5. E-learning facility is developed where the Faculty members upload the lesson plan, detailed course material, question bank and relevant materials corresponding to their courses.
6. Teaching Faculties are nominated as mentors to counsel students for their academic enhancement.
7. The slow and the advanced learners are identified by the subject teachers as well as the student mentor.
8. According to their level, the slow learners will be given more attention in following up their academics and creating exposure to new technologies available in the market.

Code of Conduct for Students

1. I will attend all the classes regularly and punctually.
2. I will ask at least one doubt in a day.
3. I will study for a min of 4 hrs excluding record writing.
4. I will appear for all the exams irrespective of preparation level.
5. My ambition will be to get 80% marks in this semester.
6. I will do one mini project in this semester.

7. I will read any one English news paper daily for at least for ½ hr.
8. I will effectively utilize sports facilities provided in the campus during free periods.
9. I will check my mails at least once in 2 days.
10. I will check SMS only after 4.30pm.
11. I will not use mobile from 9.00am to 4.30pm in the campus.
12. I will wear ID card from 9.00am to 4.30pm without fail.
13. I will identify my weaknesses and try to improve them with the help of friends, teachers, books etc.
14. I will try to have at least 15 to 20 friends from my seniors.
15. I will try to interact with the students of other section(s) also.
16. I will actively participate in all the events organized by dept
17. I will not involve in ragging directly or indirectly.
18. I will develop the habit of drinking 4 lts of water daily.
19. I will watch notice boards daily.
20. I will visit library at least once in a week.
21. Where ever I go, I will carry my bag
22. I will not carry more than 100/- cash.
23. I will not be a party to mass bunking of classes.
24. I will switch off fans and Lights before leaving the class and will help in maintaining neatness of the class room.

One of the Best Practice-TLP-Outcome

- The innovative teaching learning process is increases the involvement of the students in all activities.
- The contribution of the students towards developing the zeal in achieving life ambitions is increased.

- The faculty members have become the elderly team members in the project groups to give a feel to the students that they are with them under any situations.
- The institute has identified paradigm change in the attitude of the students for building up a competitive career.

Second Best Practice-SSP

The second best practice innovated by the institute is in the parameter of student support and progression. The highlights are:

- Institute conducts a number of student support and Progression activities such as academic, co-curricular and extra-curricular activities to ensure students' progression to higher education and employment.
- Institute has introduced 6 new programs after 2015.
- Institute has introduced academic topper, meritorious scholarships.
- Establishment of many professional chapters like ISTE, IEEE, CSI, IETE etc.
- Student's attendance and performance is intimated to the parents through SMS and in online mode.
- Increased number of on and off campus placements by companies of all categories.
- Wi-Fi Facility throughout the campus with internet bandwidth of 300Mbps.
- Motivation towards participation in National level events to win prizes
- by the students in co-curricular and extra-curricular activities.
- Involving the alumni in placement activities and regular academic growth of the Institute.
- Adding Student representatives in various committees, Academic council and IQAC.
- Provision of guidance to the students for GATE, IES, GRE, TOEFL and IELTS examinations.

- Initiation of Research and Innovative clubs
- Organization of National Conferences
- Extension of college library timings
- To encourage competitive spirit among the student community, the meritorious students
- have been offered the following benefits in the library. They are,
- Five additional books being issued for the students with academic performance more than 80%.
- Two additional books being issued for the students with academic performance in between 70%- 80%.

Second Best Practice-SSP-Outcome

It has resulted in improved academic performance with higher probability in facing placement interviews by our students

- To fulfill the vision and mission, the institute is engaging the students in curricular, co-curricular, extra-curricular and social responsibility related activities.
- The faculty members are taking utmost care to nurture the future citizens of the Globe as productive, innovative, self disciplined, community service oriented to gain the characteristic of understanding the others to become responsible engineers.
- The institute believes that Quality will be the sustaining measure of success.

Best Practices-Outcomes

- The POs, PEOs, PSOs, COs etc will give a direction to set the short term and long term goals. The information related to POs, PEOs, PSOs, COs etc are disseminated to all stakeholders physical and online modes.
- Outcome Based Education and Choice Based Credit System are in practice to maintain the academic system as student centric.

- Encouragement towards participation in Internships, Add-on courses, Certificate courses, Industry Oriented Mini Project and Major Project are widening the creative horizons of the students.
- Inclusion of contents beyond the syllabus are reducing the gap between industry and institute.
- Communication of information in physical as well as online modes related to regularity of students, performance in internal examination, grades obtaining in semester end examinations are improving the commitment of the students towards academics.
- Mentor-Mentee allocation is gaining attention of individuals.
- The students are making use of extended library hours to be highly productive.
- The literature available in the library related to courses of study of students and general knowledge is useful to the students to perform well in competitive examinations such as GATE, GRE, TOEFL, IELTS, TSPSC, UPSC, SSC etc.
- Further, the journals available are useful for research activities to present technical papers Nationally and Internationally.
- The professional societies are helping the students to learn managerial abilities of organizing events for big crowds.
- Various cells are effectively tackling the grievances.

Highly Distinctive Practices

1. **Induction program** tunes to students to a new system of education.

This is organized as a program soon after the students took the admission in to the institute. The first year class work begins with induction program. Focus will be on:

- Developing awareness on the difference between study up 12th standard and degree level education
- Developing the scope of the course and detailed strategy for successful completion of the degree
- Orientation towards the importance of practical designs

- Orientation towards development of interest in participating in internships
- Orientation towards searching for latest technologies in the area they have joined
- Familiarization on the facilities available in the college such as locations of library, laboratories, class rooms, sports room, Gymnasium, Waiting halls, Wash rooms, Professional bodies etc
- Organization a city tour to make them familiarize with the places and industries in the city

Highly Distinctive Practices – Induction Program – Outcome

With this the students

- will come out of home sickness
 - finds that new institute is a home away from home and
 - they can quickly and rightly involve in studies for shaping their future.
2. **GATE/GRE/TOFEL coaching** prepares the students to make up their minds towards pursuance of higher education either in India or Abroad
- a. Special coaching sessions by in house faculty as well as resource persons from outside is being arranged to train the students
 - b. Focus is on clarity of fundamentals so that the students can build up the knowledge
 - c. Students are being involved in complex problem solving to enhance their quantitative abilities

Outcome:

With this the graduates are showing interest in continuation of their studies at a higher level in which they are involving in research and development

3. **Library** which is a place for those who wants to become a person loaded with knowledge. Multiple distinctive resources available in the institute library are
- a. Access to online resources

- b. Digital library
- c. Print journals
- d. Reference books in diversified areas
- e. Books related to preparation for competitive examinations

Outcome:

With this students are able to gain knowledge beyond curriculum for making themselves on par with global requirements

4. **Campus Recruitment Training** develops confidence in the students to face interviews of any company. The distinctiveness of this program is that:

- Students are being engaged in the participation of Mock interview
- Several audio visual aids are used to tune the minds of the students to make aware about the body language, verbal ability, accent, personality to be exhibited during the process of interview
- Exhaustive group discussion sessions are being organized to make them learn the abilities required for a win-win situation when they are in a group.
- It also mends them to acquire characteristics needed for becoming a team leader or manager

Outcome:

With this the students are able enhance their probability of selection in the placement drives

5. **Development of innovative projects** makes the students as creative to spread the technology to the common man in the society. The distinctive approach in this area are:

- In house projects under the supervision of institute faculty are in practice
- The areas identified are healthcare, banking, farming, environment and sustainability in which the working projects are useful for every citizen

- Few projects are submitted for patenting

Outcome:

With this the students can transform themselves as suitable for the future world

Conclusion

The institute is promoting its distinctiveness in diversified areas and attracting the cream of the society