

7.2.1 Describe at least two institutional best practices (as per NAAC Format)

Practice One

1. **Title of the Practice** - Promotion of Heritage and Culture of Punjab

2. **Objectives of the Practice**- To inculcate a sense of pride among students in the rich heritage and culture of Punjab.

3. **The Context**- It has been observed that youth all over the nation is influenced by the western culture and Punjab is no exception. Hence, the need has been felt to revive the dying rich culture and heritage of Punjab.

4. **The Practice**- Every year a good number of students are trained to participate in Youth & Heritage Festival which hosts a variety of items ranging from traditional dance, music to heritage items. The heritage and culture is promoted in the following manner:-

- They are introduced to traditional folk instruments of Punjab like *Chimta*, *Alghoza*, *Dilruba*, *Dhadd*, *Dhol*, *Gharha*, *Ektara* and Folk singing. Our students are thus well- equipped to participate in Youth and Heritage Festival in the category of Folk- music.
- Our students participate and win prizes in various categories related to traditional and heritage singing like *Vaar*(heroic ballads) singing, *Kavishri*(folk music usually without instruments performed in melas, weddings and religious functions, harvest celebrations and mehfiles) *Kali* (a poetry bond under strict rules)signing. They also participate in Ladies traditional songs that are sung as rituals in festive occasions. Some talented students, later take it up as a profession and form their own music Bands.
- Students are trained in folk dances of Punjab like *Gidha*(energetic traditional dance for ladies), *Bhangra* and *Jhoomar* for competitions by professional coaches, who have excelled in their respective fields. Every year, these performances attract a large audience and also win prizes during competitions all over Punjab.
- Students inclined towards creativity are selected from various streams to participate in traditional items during the Youth Festival like *Khidoo*(ball) Making, *Peedhi*(traditional seat) Making, *Rassa*(rope) Making, *Pakhi*(fan) Making, *Naala*(tape) Making etc. They are taken to nearby villages and provided with hands-on knowledge in these arts. In return of the training provided to our students, women and artisans from rural areas are paid remuneration. This practice helps them to earn some money and on the other hand teaches our students the dying arts of Punjab.
- Trips to museums and religious places and Shrines like *Chintpurni*, *Virast-e- Khalsa* (which houses artifacts) *Sultanpur Lodhi* (where the First Sikh Guru spent 14 years) and *Anandpur Sahib*(holy place of the Sikhs) are organized. Students from different classes, accompanied by their teachers, visit these historic places for creating in them awareness for rich culture and heritage of Punjab.

- Workshops on Fine Arts and Home Science students are held to teach them the skill needed to participate in various items held in and outside college at different levels.
- Our students are well trained by teachers and experts in the field for Mehndi designing, Rangoli making and embroidery and competitions are held for the same at inter and intra -class level. These skills are helpful in providing them with employment opportunities at a later stage.
- Theme- based competitions like essay writing, declamation contests, poem recitations for promoting heritage are a regular feature in college. Through participation in these competitions the students not only hone their skills but also stay connected to their rich ethnicity.
- Competitions are held on themes related to the rich culture of Punjab. The theme for this year's youth Festival being *Apna Mool Pechaan* (Know thy self). Other themes at festivals have been *Yeh Desh hain Veer Jawano ka* (Punjab is the land of brave).
- Students are made familiar with Teachings of Sikh Gurus, their philosophy and relevance thereof in the present time. For Example -this year on the 550th Birthday of Guru Nanak Devji, various competitions were held on his life and teachings. Students were taken to Sultanpur Lodi, where Guru Nanak Dev ji spent fourteen years of his life.
- Festivals of harvests of state like *Lohri* and *Baisakhi* are celebrated to keep the students in touch with our culture.
- To encourage students to be in touch with their fellow brethren and contribute to the society *Chabeels* (providing hygienic water to passersby) are held in scorching summer months by college students.
- Studying History and Culture of Punjab is compulsory for students belonging to other states to make them familiar with the culture and heritage of the state. Topics related to history and traditions of the state are discussed.

5. Evidence of Success

- The institution has been successful in reviving the dying arts of the State.
- The institute has won Overall trophy five times in the Zonal Youth and Heritage Festival in last six years.
- Many old students settled abroad are engaged in propagating and promoting the culture of the state. Our college students have been successful in winning prizes in various categories at the Youth Festival.
- Several of our students gain employable skills, as a result of which they become not only financially sound, but also promote the culture and heritage of the state.
- Maximum participation and inclusiveness is encouraged among the students as the various categories offer something for everyone.
- It is a learning experience for both teachers and students.

6. Problems Encountered and Resources Required:

- Limited number of experts training the students.

- Difficulty in procurement of rare traditional and folk instruments required for practice.
- Paucity of funds required for costumes, remuneration to accompanists and coaches.
- Loss of teaching hours for participants. To help them in their studies and compensate them for the classes missed; extra classes are taken by their respective subject teachers.

7. Notes

- All the competitions and activities held annually may be made theme-based.
- An appropriate theme related to the resident state can be chosen in advance and intimated to all teachers and students.
- This type of practice would be beneficial in keeping students connected to their state's rich heritage and traditions.

Practice Two

1. Title of the Practice

Participative Management through a Network of Committees

- To create an environment for harmonious administration.
- To aid effective decision- making.
- Participation of almost all Faculty members.
- Assignment of tasks to make use of inherent qualities of teachers.
- Providing a learning experience to the teachers and students in delegated field.
- Smooth conduct of assigned tasks. To instill a spirit of teamwork and a sense of responsibility.
- To ensure good relationship between Teaching and Non- teaching staff.

3. The Context

It has been observed that delegation of work brings a broader and fresh perspective to the task assigned because of the diversity of ideas. This aids prompt decision-making, smoother functioning and helps in creating a sense of unity and solidarity in an organization. It also helps in sharing the burden among all the members, in addition to giving everyone the satisfaction of having contributed constructively towards the progress of institution.

4. The Practice

Although, Managing Committee is the apex body that guides the institution, delegation of duties is done by forming committees that work in tandem with the Principal to promote a harmonious work culture in the college. The institution promotes the tradition of decentralization and participative management for a democratic way of functioning. Functions and duties are

allocated by grouping teachers under various committees wherein they are assigned a specific task. Each and every member is involved in one or the other committee.

Staff is assigned roles depending on their inherent qualities, aptitude and knowledge in respective fields. Thirty one committees have been formed for carrying out tasks in different areas of administration and implementation etc. The Principal communicates the requirement regarding any major changes/ up haul to the management and seeks advice for the same.

Also, whenever any major decision is sought, a meeting of the concerned committee is called. The following active committees looking after Curricular Aspects, Teaching, Learning & Evaluation, Research, Innovation & Extension, Infrastructure & Learning Resources, Student Support & Progression, Governance, Leadership & Management and Institutional Value & Social Responsibility are functional in college.

Whenever a Function or Event is to be organized in the institution, Committees are formed for performing specific functions.-----Invitation Committee, Reception Committee, Entertainment Committee, Refreshment Committee, Seating arrangement, Compering Committee, to name a few. Non- teaching staff is also assigned duties in various committees, thereby promoting good rapport between Teaching and Non-teaching staff.

1. Curricular Aspects

College Development Council is responsible for deliberating upon specific like new appointments, introduction of new courses and inspections by external authorized bodies.

Students' Attendance & Leave Record Committee maintains the record for attendance and leave- record of the students.

2. Teaching, Learning & Evaluation

Examination Committee conducts the Mid-Semester Examination and co-ordinates with Panjab University to resolve all issues related to examination, internal assessment, practical examination, date-sheets and examination-related grievances.

Result Committee is responsible for maintaining Class-wise and teacher-wise record of the university results which are later submitted to IQAC for record keeping and Management for annual assessment o teachers and grant of increments.

3. Research, Innovation & Extension

Research (Seminars & Projects) Committee keeps the records for any research activity undertaken by faculty members and prepares projects to be sent to sponsoring bodies. .

U.G.C.-N.R.C. headed by the coordinator deals with UGC for grants for infrastructure and student support, initiation of new courses.

Printing Committee looks into printing of College Prospectus, College Magazine- Arya Kumar, Flex Boards, Brochure, Pamphlets and Invitations related to Seminars, Conferences and Advertisement material etc.

4. Infrastructure & Learning Resources

Assets Maintenance Committee is responsible for maintenance of generators, water-coolers, college bus etc.

Furniture Maintenance Committee – any new furniture to be purchased or upgraded is managed by this committee.

Building & Building Maintenance Committee is responsible for upgradation and maintenance of the college building.

Staff Room Committee is responsible for upkeep of the college staff room.

Purchase Committee makes all purchases ranging from computers, electrical equipments,

Library Advisory & Book Bank Committee works in consonance with the department heads to purchase new books as per the requirement of teachers and students.

Canteen Maintenance Committee functions for upkeep of college canteen and ensures quality and hygiene in the canteen.

Information Committee maintains the record of all the information to be provided as and when required.

Photo Bank & Website Management Committee is responsible for the upkeep and maintenance of college website in addition to maintaining a record of the photographs of the activities undertaken annually.

5. Student Support & Progression

The following committees function in the institution to provide support to students in various fields:

Sports Committee remains active throughout the session in training the students for participation in games, selecting coaches, deciding upon benefits to be given to the sports persons and hosting tournaments.

Career Guidance counsels and guides the students regarding career options.

Grievances Redressal & Anti Ragging Cell remains vigilant to ensure that no untoward incident occurs.

Internal Complaint Committee works as and when the need arises.

Alumni Record Maintenance Committee maintains the record of the alumni and is responsible for organizing Alumni meet annually.

Discipline Committee maintains discipline in the campus. Teachers are put on discipline duty in their free periods. Also, students of the Central Association are assigned duties to maintain decorum in college.

Student Feedback Committee keeps proper record of the feedback compile from students.

6. Governance Leadership & Management

Publicity & Advertising Committee functions to publicize and highlight the achievements of the institution.

News Committee prepares news for the events organized in the college and the achievements of the students.

IQAC is responsible for ensuring Quality culture in the institution and sending AQARs to NAAC.

Screening for CAS checks the eligibility of teachers for promotion and communicates with the university seeking panels of experts and completing procedural requirements.

7. Institutional Values & Social Responsibility

SC/ST Committee maintains the record of SC/ST students and communicates with Department of Social Welfare for Post- Matric Scholarship and other welfare schemes for under privileged students.

Committee for Environment Awareness & Campus Beautification ensures the upkeep and beautification of college campus.

Red Cross & Blood Donation Society holds annual blood donation camps.

Committee for R.T.I. responds to the queries put forward through R.T.I.

Nodal officers for AISHE, RUSA, Panjab University and Co-ordinators for IGNOU, UGC – NRC, B.Voc Courses, IQAC have been appointed to ensure regular functioning and Communication throughout the year. Besides these, the college has appointed Dean (Examination), Dean (Student Welfare), and Bursar to take care of Finance and Accounts.

At the end of each session, the Conveners submit an annual report to the IQAC Team elaborating the activities undertaken successfully during the session.

Besides this, duties are assigned to students too. **Student Central Association** constituting of Head Boy, Head Girl, Secretary, Head, Discipline and Class Representatives. For making learning experience interactive and interesting a vast network of clubs and societies exist in the college. These include subject societies as **Tagore Literary Society, Hindi Sahitya Sabha, Punjabi Sahit Sabha, Physio- Chemical Society, Ramanujan Mathematical Society and Hobby Clubs as Photographic Club, Dramatic Club** etc. these clubs and subject societies plan lectures, movie-shows, outings and excursions besides paper-reading contests, seminars to break the monotony of classroom teaching and bring about a refreshing change. It is mandatory for a student to become a member of one of the societies.

5. Evidence of Success

- As a result of effective and democratic administration many major decisions like upgrading of infrastructure, introduction of new courses, revamping of the college building, addition to the facilities have been successfully carried out.
- It gives a sense of pride and self-worth to the faculty members for having contributing in a constructive manner.
- Each activity is taken as a mission to be accomplished.
- The Knowledge Base and Human Resources of the institution are optimally utilized.

6. Problems Encountered and Resources Required

- Fortunately, the functioning of committees has been successful so far and no problem has been encountered till date.
- The network of these committees has led to smooth functioning of the institution as has been evident through progress made in various fields in past many years.

7. Notes

- Various committees can be formed in the institution by delegating tasks to faculty members based on their skills, aptitude and qualities.
- Minutes of the meetings held should be recorded and maintained by the IQAC to keep the system transparent and streamlined.
- Students and Non- teaching staff should be involved in the functioning of the institution through participation in Committees.