

Best Practice 1

1. Title: Feedback System/Feedback collection

2. Objectives of the Practice: (55 words)

- (i) The first and foremost objective is to enhance quality in the institution.
- (ii) To find out the important areas where the institution is performing very poor and to prepare plans and policies incorporating the required changes and recommendations/suggestion from the stakeholders.
- (iii) To strengthen the relationship between the institution and our valued stakeholders.

3. The Context: (143 words)

In today's highly competitive world and fast changing trend the teaching-learning processes also undergo changes from the traditional method of teaching of usual lecture method using chalk and board to that of using ICT-enabled classrooms and smart classrooms, the aspirations of the stakeholders towards the institution also do change. In a situation as such, the institution requires to actually find out what different stakeholders want to be improved as far as various qualitative and quantitative aspects of this institution.

Feedback System is a mechanism to collect opinion from important stakeholders such as students, teachers and alumni on few important aspects like syllabus and curriculum transaction, infrastructure and administration of the institution. And it is with the expectation that feedback system would enable to collect valuable inputs from different stakeholders and its analysis would help the institution in working towards its vision and mission.

4. The Practice: (379 words)

- Feedback system as a practice in this institution started from later part of the year 2020. This practice has been adopted as an initiative by the Internal Quality Assurance Cell (IQAC) of the college. This system includes collection, analysis and utilization of the results arrived at to ensure all round quality improvement of the institution by incorporating the various results policy formulations and action taken.
- Feedback forms are first prepared/designed in the form of a likert scale survey questionnaire in the scale of 1 to 5, wherein 1 (one) represents the lowest level of satisfaction and 5 (five) representing the highest level of satisfaction by the respondents with respect to different questions being asked in the feedback.
- Being the first time implementing the practice, it has been conducted on pen and paper mode which is to be later on switched to online mode.
- Only one week's time was given for submission of the feedback forms. Information regarding the arrangement for submission of filled in feedback forms are given via concerned whatsapp groups. For teachers it is given through college whatsapp group, and for students it is via whatsapp group maintained by the college student union secretaries.
- As per the arrangement, respondents are instructed via whatsapp groups to submit the duly filled-in feedbacks to college chowkidar/watchman, and the same is collected by the IQAC team.
- After collecting the feedback forms, these data are entered in excel sheet and then analysed and interpretations are shown using graphical representation like histogram.

- The institution considers the results so obtained from the analysis as suggestions from the stakeholders for improvement of the college.
- The institution makes necessary efforts to incorporate and execute important and feasible results from the feedback analysis. Some of these are stated in our Action Taken Reports (ATR) of the feedback system.

5. Evidence of Success: (195 words)

Evidence of success for this practice is reflected in the actions taken up by the institution. Some of these are stated below:

- 1) Development of ICT block: Considering the urgent need of having an ITC Block in the institution, a designated ITC Block has been developed in the college by November 2020.
- 2) Up-gradation of college Library automation: The college library has been automated (semi) with the installation of KOHA software in Dec. 2020, and the college subscribed to N-LIST-INFLIBNET.
- 3) Conduct of online classes: With the shutting down of college classes due to covid-19, online classes were started which was, in fact, a challenge in the beginning but improved later on. Recently under the initiative of the Directorate of Higher Education, Govt. of Manipur, Moodle Learning Management System (LMS) has been launched and affiliated colleges including this college are in the full swing efforts to conduct online classes smoothly.
- 4) Another important development taken up by the college on the line of the suggestions by the stakeholders is the installation of a Leased line Internet connection (BSNL) having the Bandwidth of 12 Mbps in the college campus and making it a Wi-Fi enabled campus.

6. Problems Encountered and Resources required: (116 words)

Problems Encountered

- i) The outreach of the feedback form and the number of respondents for this year is not sizeable due to covid-19 pandemic.
- ii) Distribution of feedback forms and its collection from the stakeholders were problematic as extra manpower/volunteers had to be engaged in its execution mainly due to restrictions in the movement due to covid-19 pandemic.

Resources required

The present system of feedback collection from different stakeholders needs to be switched to online mode via institutional website. Number of respondents would also be increased without having to take the effort of distribution and collection of feedback forms if so conducted. However this would require additional charges to add the necessary services in the website.

Best Practice 2

Title: Plastic free Campus

Objectives of the practice: This practice has been adopted aiming to fulfill the following objectives:

- Making the college campus a plastic-free environment college in step by step manner/in a phased manner.
- Besides, it also aims at instilling the habit of avoiding (excessive) use of plastics especially single-use ones in the day-to-day life by our faculty, staffs as well as students.

The context:

Plastic consumption has grown at a tremendous rate over the past two decades as this has now become an indispensable item in almost all aspects of life. Every time our college observes curricular and co-curricular activities/events/ observances such as State, National and International days, seminars, workshops, conferences, etc., a huge quantum of single use plastic wastes disposable plastic containers, water bottles and sweet packages are such as are generated. Unless these are not properly disposed, it would become a big threat to all of us. Besides, India's Prime Minister Narendra Modi is pursuing an ambitious project to phase out single-use plastics by 2022 in the vast South Asian nation, which has a population of 1.3 billion. It is also an integral part of the country's Swachh Bharat programme. Acknowledging the importance and urgency of drastic cut down in its use has adopted this practice.

The practice:

Under this practice, the college adopts the below given commitments as a humble endeavor towards fulfilling the stated objectives:

- Organize the collection of single-use plastic wastes such as plastic bottles, polythene bags, and other wastes from the college campus every fortnightly (2nd and 4th Saturday).
- Handing over of collected wastes to private waste collecting party for proper disposal or recycling.
- Periodical sensitization programmes are also conducted in the college towards promotion of proper use and disposal of plastic wastes.
- Making the campus litter free zone by putting proper signage in the college campus and installation of wastes collection bins in different spots within the campus.
- Optimal utilization of items like printer cartridges, electronic items, etc. as much as possible to avoid frequent replacement of plastic materials.
- Replacement of plastic drinking water cans and bottles with steel and glass wares is practiced and encouraged to faculty, staffs and students as well.

Evidence of success:

Since the time this practice has been adopted in the college, campus cleanliness is increased to a great extent. Students are now more conscious about the ill consequences of excessive use of single use plastics and its environmental impacts. This could also influence the students in reducing and avoiding single-use plastics indirectly at their homes.

Problems encountered and resources required:

Followings are few problems encountered in implementation of this practice:

- The ever increasing dependence on the use of single-use plastics in most of functions, events and packaging of almost every items has made our drive of making a plastic-free campus in real sense a big challenge till date.
- The current Covid-19 pandemic has created another challenge in organizing the work of plastic waste collection in the college campus a larger scale.
- Absence of private waste collecting party/farms and recycling plant in the proximity of the college has added to the problem of wastes disposal activity.
- In order to make a plastic free zone in a larger perspective, extended awareness and cleanliness drive on this in different areas beyond the college campus is very much required and involvement of the locality and general public is extremely needed.
