ANJUMAN-I-ISLAM'S
KALSEKAR TECHNICAL CAMPUS, NEW PANVEL
Approved by : All India Council for Technical Education, Council of Architecture, Pharmacy Council of India New Delhi,
Recognised by : Directorate of Technical Education, Govt. of Maharashtra, Affiliated to : University of Mumbai.

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7.2.1 BEST PRACTICES

PRACTICE-1

Title: **Streamlining Administrative and Teaching-Learning activities.**

Objectives of the Practice:

- Preparing standard operating procedures and formats for various Administrative activities.
- Preparing standard operating procedures and formats for various Teaching-Learning activities.

Context:

- It was observed that most of the activities was completed using non-procedural and without any proper processes.
- Various departments and schools were following their own formats which led to non-uniform approach for task completion.
- In order to ensure qualitative and uniform processes for all activities, procedures and formats are devised.

The Practice:

In order to streamline the administrative and academic activities, total fourteen (14) committees were formed in every department. These committees are authorized to form departmental procedures (DPs) and related formats.

The same was presented by the concerned committee before IQAC for final approval and the same was released to every department and section. Whenever it seems to revise and improve the procedure or format the respective committees are authorized to do so. After revision, approval is taken from IQAC and then it gets published and released to all concerned departments and sections.

Even a new faculty or staff can easily understand the procedures and formats, for proper functioning in the areas of academic and administrative activities, just by referring them.

The fourteen (14) committees are:

1. Project Committee
2. Feedback and Audit Committee
3. Placement and Higher Studies Committee
4. Faculty Portfolio Committee
5. Quality Assurance Committee
6. Budget Committee
7. Archival and E-Learning Committee
8. Infra and Lab Committee
9. Research Committee

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10. Industry Interaction Committee
11. Teaching-Learning Committee
12. Examination Committee
13. CO Attainment Committee
14. Attendance Committee

Evidence of Success:
- It was observed that the non-uniformity among the departments were minimized regarding the implementation of various activities.
- Well-defined procedures and formats led to the streamlining of administrative and academic activities.

Problems Encountered:
- It took lot of man hours for devising the procedures and formats for all the activities.
- Implementation and compliance are a concern.

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PRACTICE-2

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Title: Performance Based Appraisal System.
Objectives of the Practice:
- Motivating the faculty & staff members to perform best.
- Making the appraisal system fair and transparent.

Context:
- An appraisal system without emphasis on performance leads to staff discouragement.
- A scientific approach towards appraisal shall allow the institute to modify appraisal points in order to get more from faculty and staff towards required thrust areas.
- To cultivate and nourish the sense of healthy performance based competition among the faculty and staff.

The Practice:
To justify the appraisal mechanism, a mean based varying DA appraisal system is in place. The DA component is divided into fixed DA (FDA) and varying DA (VDA). The varying DA is assigned as per the calculated mean which is based on the performance parameters like Teaching feedback, Result Score, Examination work, Academic Audit Score, Institutional responsibilities, departmental responsibilities, and confidential report parameters, etc.

All these parameters are explained to all faculty members and staff well in advance to motivate them to score more based on their performances. The appraisal system has been revised in 2018 with configurable weights for different parameters applicable for different designations. By this mechanism, the institute justifies the appraisal of faculty and staff based on their performances.

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Evidence of Success:

- The said revision into the appraisal system has given due importance to performances in the thrust areas.
- Faculty and staff are found glad and satisfied due to the transparent and scientific approach of the revised appraisal system.

Problems Encountered:

- It took lot of man hours for devising the weighted parameters along with rubrics.
- Verification of the claimed activities is an exhausting task.

Contact Person for further details:

1) Dr. Rajendra B Magar- IQAC Coordinator

2) Dr. Abdul Razak Honnutagi- Director AIKTC

I n n o v a t i v e T e a c h i n g - E x u b e r a n t L e a r n i n g

Vision : To be the most sought after Technical campus that others would wish to emulate.