

BEST PRACTICES

TITLE 1: “Inter Department Audit as a Mechanism for Information Management, Analysis Improving Institutional Performance”

INTRODUCTION: For every institution it is required to maintain a proper documentation of all the activities and events carried out. It not only helps the institute to identify what is done but rather helps to know the gaps and thus improve on the lacunas.

The institution did not have a proper formal system of Data Analysis, for measurement of inputs, analysis at multiple levels. There was an informal feedback system of the Audit reports and a formulation of action plan to implement the feedback was required.

CONTEXT:

- Inadequate Reporting of the Departmental activities
- Insufficient Documentation for Analysis of Performance
- Lack of Interdepartmental Linkages

GOALS:

- To identify Best Practices of the departments the institution
- Alignment Integration of departments to benefit the institution
- To track work group process level performance on key measures targeted for Organization wide improvement.

THE PRACTICE:

- Evaluative report of the department was formatted as per the latest AQAR report of NAAC
- Metrics was made for the internal evaluation which was done through interdepartment audit.

EVIDENCE OF PERFORMANCE/SUCCESS:

- Streamlining of processes of data collation
- Proper Documentation of all the College Departmental Activities
- Implementation of the overall feedback suggested in the Audit report

PROBLEM ENCOUNTERED:

- Limited exposure to various Interdepartment activities
- Lack of Performance projection
- Insufficient Evaluation Mechanisms

EVIDENCE OF SUCCESS:

- Proper Documentation of all the institute Departmental Activities
- New Improved Best Practices
- Increased faculty participation in various categories such as ICT implementation, Environmental issues, Gender Sensitization, Research Publications. ? Proper documentation helped the staff in filling in the API, CAS and Confidential Reports accurately
- Facilitated the application process for grants at the State level University level
- Systematic and structured database

2ND BEST PRACTICE

TITLE : “Small things which make a BIG difference”: An initiative taken by the nonteaching staff of Dr. B.M.N. College of Home Science.

INTRODUCTION: Nonteaching are the support system of the institute and play a major role in carrying out the administrative work of the institute and to provide special managerial skills to the staff as well as the students. They ensure a safe and supportive environment fostering positive, trustworthy relationship with students. Small gaps in the functioning of the institute with respect to housekeeping, office administration, finance and security are few of their day to day responsibilities which are unseen but very crucial.

CONTEXT: The main reason was addressing smaller issues to improve the management of the institution. There was no proper checklist of which floor is cleaned and if any housekeeper is on leave who will do the cleaning of that floor including the restrooms and classrooms. There was also a need to cater to the needs of the students regarding the concession forms given to the students. Safety of not only the students but the entire institute is of utmost importance and the campus manager had to be more careful and vigilant in his responsibilities. Thus, streamlining the certain small but significantly important gaps in the management of an educational institute were very crucial. Sanctioning of money for all the events like cocurricular activities, departmental or any committee which required proper budgeting and the accounts department also had to

OBJECTIVES:

- To identify the gaps and creatively think of inferring solutions.
- To formulate a specific committee in order to enable allocation of tasks for resolving small issues
- To allocate specific roles in order to address the problems related to housekeeping, office administration, finance and security.

PRACTICE: Proper formats are made for:

- Train Concession form
- Budget format
- Housekeeping format

EVIDENCE OF PERFORMANCE/SUCCESS:

- Increased sense of well being
- High productivity
- Increased confidence
- Improved sense of belongingness

EVIDENCE OF SUCCESS

- Processes are streamlined of the administrative office.
- Systematized housekeeping
- Security enhancement in the campus
- Better planning and allocation of financial resources for extracurricular activities
- Formats were formulated to ensure smooth functioning
- Improved productivity
- Students satisfaction
- Overall improvement in small but significant areas of management leading to effective functioning of the institution (awards, increased numbers etc.)
- More secured campus

RESOURCES: Kaizen

SUMMARY:

- Formats were formulated to ensure smooth functioning
- Improved productivity
- Students satisfaction
- Overall improvement in small but significant areas of management leading to effective functioning of the institution (awards, increased numbers etc.)
- More secured campus