

Best Practices for the year 2019-20

7.2 Best Practices during the Academic Year 2019 - 2020

Department	Title of Practice
1. Panjab University	Honours / Incentive to the non-teaching employees
2. Department of Sanskrit	Keeping Sanskrit current and relevant
3. University School of Open Learning	USOL OPEN FORUM – Annual Event
4. University Institute of Engineering & Technology	Results and evaluation processes
5. University Institute of Engineering & Technology	Improvement in Quality of Projects

1. Panjab University

1. Title of the Practice	Honours / Incentive to the non-teaching employees
2. Objectives of the Practice	To encourage the non-teaching staff for their exceptional and distinguished contribution in their own sphere of work and also for overall functioning of the University
3. The Context	Vice -Chancellor initiated this practice to promote working culture
4. The Practice	Every year on Independence Day i.e. 15th August, and on Republic day i.e. 26 th January incentive / honourium to non-teaching staff is given by the Chief Guest /Vice-Chancellor in order to recognize their services for the development and welfare of the University
5. Evidence of Success	The concerned Head of the Departments/Branchs send their recommendations on their letter head in the prescribed format by the university.
6. Problems Encountered and Resources Required	Some head of the Department/Branch ignore or not send well in time.
7. Notes	Acts as inspiration for other to give their best at work

2. Department of Sanskrit

1. Title of the Practice	Keeping Sanskrit current and relevant
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2. Objectives of the Practice	Monthly Seminars - to improve their writing, research, presentation and analytical skills. Swachhta Abhiyan - It is to make students aware of the importance of cleanliness of their surroundings. Sanskrit Shodh Parishad - This Parishad helps for encouraging the projects of Research which deals with the issues on race, gender & environment like status of woman in ancient society, ecology and position of Varnas. They also provide guidance to their juniors for preparing for competitive exams of University Level, State Level and All India Level etc. Sanskrit Sahitya Parishad - The Parishad is meant for managing the Cultural events and Awareness programs organized by the department. Research scholars provide guidance to the students of MA for preparing for competitive exams of University level, State level etc. (NET/SLET/CTET/HTET etc.) Free Text Books - It is to help the students of weaker section. Skill Development Programs - To encourage the tradition of spoken Sanskrit, the department organises Sanskrit Speaking Course. Awareness Programs – Making people aware of present environmental, political and social issues.
3. The Context	The main Challenge in front of the department was shortage of faculty, staff and finances. There are only two Faculty members and Two Non-teaching staff. The funds provided to the department are not sufficient for organizing these events on large scale. The department students make their own collection for the each Department events and Awareness programs.
4. The Practice	Monthly Seminars – Department constituted Sanskrit Shodh Parishad of Research Scholars. That helps for encouraging the projects of Research which deals with the issues on race, gender & environment like status of woman in ancient society, ecology and position of Varnas and training Programs are organized for the Research Scholars. Monthly Seminars are also organized to improve the writing, research, presentation and analytical skills of the Research Scholars. Matribhasha Diwas - We celebrate Matribhasha Diwas on 21st February every year to propagate the use of the mother tongue in daily life and conversation. Students perform the Cultural Activities like Songs, Poems, Dance etc in regional languages i.e. Hindi, Sanskrit, Punjabi, Urdu, Haryanvi, Gadhwal, Uria, Pahari etc. Swachhta Abhiyan - We encourage students to take part in Swachhta (cleanliness) drive whenever it is scheduled. It is to make students aware of the importance of cleanliness of their surroundings. Free Text Books - The faculty of the Department of Sanskrit has established a section of books dedicated to students from economically weaker sections. These books are provided to the such students for the full semester (Rotation wise). Skill Development Programs - Popularising Sanskrit by organising Sloka Recitation, Extempore Speech, Sanskrit Kavi Sammelana etc. Encouraging the tradition of spoken Sanskrit, the department organises Sanskrit Speaking Course. Inter-University Sanskrit

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	<p>Competitions – Department organizes Inter university Declamation contest every year. Students from all over India take part in this event like Speech, Essay writing, Sloka recitation etc. Sanskrit Day - We celebrate Sanskrit day in the month of August every year to impress upon the need of reviving Sanskrit as a language of communication. Bhasha Samvad. Extension Lectures - We invite scholars from different National and International Universities/ colleges/institutes/organisations to deliver a special lecture to enrich the knowledge of the students and motivate them for research activities. Cultural Activities – Department constituted a Sanskrit Sahitya Parishad which manages to hold the Cultural events organized by the department. Like – Poetry, Sanskrit writing, Rangoli Making, Festival Celebrations, Regional Songs, Folk Dances etc. Awareness Programs - Special Lectures on Pollution control, disposal of waste material, clean and green environment, vigilance week, constitution day, Sanskrit day, Matribhasha diwas etc. organized. Carrier counseling of students, their queries, provide guidance and solve personal issues (if required). Inter-University Sanskrit Competitions – started since the origin of the department. All other programs were started in the department w.e.f. 2017-18 session</p>
5. Evidence of Success	List of events held in the department are attached for the reference please.
6. Problems Encountered and Resources Required	Shortage of funds and staff is one of the main problem encountered by the department.
7. Notes	All these events and practices are done by both Departments i.e. Department of sanskrit and Dayanand Chair For Vedic Studies

3. University School of Open Learning

3. University School of Open Learning	
1. Title of the Practice	USOL OPEN FORUM – Annual Event
2. Objectives of the Practice	To invoke the spirit of open Education, USOL has introduced a regular yearly event USOL-OPEN FORUM – an open platform where Thought Leaders, Educators, Faculty, Researchers and diverse groups of student meet to reflect, interact, deliberate and share creative expressions on common concerns, national and social concerns. The event also envisages initiating dialogues between diverse stakeholders and starting the process of building Active Collectives for social reforms and nation building.
3. The Context	ODL students, unlike regular students, do not get enough opportunities and platforms to get engaged in extra-curricular and youth activities and gain the confidence of being a contributing citizen. The event also has strong connection with Swami Vivekananda who continues to be the most well accepted universal youth icon.

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4. The Practice	This year this event was organized to celebrate the spirit of National youth day and invoke the idea of “India of Vivekananda”. In coming years the spirit and concept will see more additions and added dimensions.
5. Evidence of Success	The event, though a first of its kind, was more than a success on many counts – (a) The Programme was well received and equally well participated by the fully packed auditorium. (b) Besides the well appreciated presentations by eminent Vivekananda Scholars, Sr. Academicians, Educators and spiritual masters, the participants interacted well with the eminent speakers. (c) In the feature USOL speak, faculty members expressed their open views on the theme and offered their suggestions. (d) In Zero Hour speak-up all participants were given a freedom to ask any question to anyone on the dias. Many students seized the opportunity to express themselves. (e) Since the event was conceived to offer an open platform to diverse stakeholders, many very young school students came upwith their creative presentations expenditure on the idea of the “India of Vivekananda”.
6. Problems Encountered and Resources Required	N.A.
7. Notes	The eminent invited guest speakers not only appreciated the event they expressed keen desire to initiate a series of youth interactions and character building workshops to take the idea to its practical end.

4. University Institute of Engineering & Technology	
1. Title of the Practice	Results and evaluation processes
2. Objectives of the Practice	Assessment methods used by us to determine the achievement of Program Objectives (Pos) suggest that there is lot of scope in each area. From different feedback surveys conducted by us, different measures are taken to improve the attainment level in each PO.
3. The Context	Online Eakadmik Portal

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<p>4. The Practice</p>	<p>A. Individual Faculty members document their course results in course file in each semester. B. Academic server is implemented in department to automatically analyze various parameters related to POs. C. During TEQIP-II project, which is in progress in institute since 2012, all the data is maintained online using the MIS software provided under this project. 3) Business Intelligence, Building Enterprise application have been introduced after getting feedback from Industry. 4) Six months industrial training is introduced in final semester of BE Course to give feel of industry to students during coursework. 5) Two vocational training each after 4th and 6th semester are there in curriculum to improve their technical and non-technical skills. 6) To instill the skills of software development and testing, a course named software testing and quality assurance is introduced for final year students. 7) To enhance the skills in mobile application development, a course on mobile computing is introduced. 8) To introduce the sense of sensibility while using computer networks, a subject on network security is introduced. 9) TO develop their taste for optimization a subject of Soft computing is also introduced in curriculum. 10) Classes from IIT Professors are also being conducted for certain subjects helping them to work in collaboration with other reputed institutes.</p>
<p>5. Evidence of Success</p>	<p>There were only two assessment mechanism in place earlier viz, internal and external test that were not sufficient for overall assessment and attainment of POs. Following this assessment has been made continuous and different assessment techniques have introduced after reviewing attainment of POs. 1) Pre Objective Test to assess knowledge of students in current course. 2) Internal Minor Test conducted twice for each course to assess the regular and continuous learning of students. 3) Internal Quizzes to assess the objective ability to solve the problems 4) Group and Individual Assignments for different problem solving exercises of a course. 5) Tutorial sheets are given each week to students to assess their learning and understanding of course on regular basis. 6) Lab Assignments are given each to assess their practical implementation assessment. 7) Group Lab projects are given to enhance their skills like team work, communication, project management and finance. 8) Group and Individual seminars are given to students to enhance their understanding in depth for a particular topic. 9) Final External Examination test to assess their learning and understanding of course. 10) Course Viva/ Voce examination are conducted for each practical course.</p>
<p>6. Problems Encountered and Resources Required</p>	<p>Compilation</p>
<p>7. Notes</p>	<p>Desirable to replicate across university departments and institutes</p>

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5. University Institute of Engineering & Technology	
1. Title of the Practice	Improvement in Quality of Projects
2. Objectives of the Practice	Improvement in Quality of Projects
3. The Context	Improvement in Quality of Projects
4. The Practice	To improve the quality of projects, they are evaluated critically from the external team of experts from reputed IITs, NITs etc. Further, Internal evaluation of projects is done by through the domain expert from the department while considering publications from the proposed research work in reputed Journal publication with the following criteria A+ for 1 SCI publication A for Scopus journal publication B+ for Scopus publication through conference B for Conference publication C for UGC Journal publication
5. Evidence of Success	In the year 2016-17, the total number of ME projects/thesis completed are 15 accounting to the 37% of the overall ME projects completed in 2016-19. - In the year 2017-18, 15 ME projects are completed which constitute 38% of the total number of ME projects concluded in 2016-19. -In the year 2018-19, the total number of ME projects done are 10 adding up to 25% of the total number of projects completed in 2016-19.
6. Problems Encountered and Resources Required	Nothing
7. Notes	Desirable to replicate across university departments and institutes