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Best Practices of the Institution

Best Practice I

1. Title of the Practice: E-Management: for effectiveness and Transparency.

2. Goal: To use E-management tools for effective:

i. Teaching and Learning

ii. Monitoring and Maintaining

iii. Transparency

3. The Context: The use of information technology in management in any organization can augment the productivity and quality. The use of information technology in the domain of education can accord help to the students. The help is extended to the students by ready availability of subject resources, Time Tables, Performance, Attendance schedule related to all examinations and other programmes/activities. Moreover it offers transparency which is most important aspect of the management. Similarly e-management systems are extremely helpful in providing aids to the Members the teaching staff and it accords a great help to create a culture of transparency which is very significant and consequent for healthy and un-biased working atmosphere.

4. College has resorted to uses of information technology in management of several systems for the students, members of the teaching staff and the members of the non teaching staff through following practices:

i. Website:

a) Availability of complete information beginning from departments, courses and teachers including Main phone contacts.

b) Complete details about the course structure, Syllabi, subject details, time table, the rules and regulations and the examination procedure.

ii. Internet for effective dissemination of information and strong space (N: Drive) accessible to everybody, everywhere in the college campus.

iii. Study material is available on college website for 24X7 referal

iv. Web kiosk: Different persons and professional activities/ aspects related to the college can be entered and retrieved making the system transparent.

These activities are related to

a) **Personal:** salary of employees, details of benefits, kinds of leaves, attendance, details in case of emergency, and help in tax information.

b) **Teaching:** student attendance, information about the students who bunk the classes, classroom booking.

c) **Examination:** the Entry of marks, grade entry, result, invigilation duty.

d) **Counseling and mentoring:** To view grades of the students and performance of the students by parents and teachers.

e) **Provide feedback:** e.g. IQAC.

5. Evidence of success: the practice followed by College has led to the creation of healthy and transparent work culture.

- The transparency and dissemination of knowledge/information in easy manner through IT enabled system starting from the classroom experience to examination has accorded great help to the students and the parents concerned. The policy to view examination copies, mechanism to redress issues/ problems along with engagement has provided unbiased and effective mechanism.

- For employees the information about salaries, benefits kind of leave, income tax deduction, etc are available online. This type of transparency along with healthy policy for promotion and help in career advancement makes college an alluring place to work. College has good rate of faculty and staff retention. The confidence of faculty reposed in system has laid to long term thinking and planning.

6. Problems encountered and resources required: The change from paper work to paperless work is not easy. Since many years the employees have engaged themselves in traditional letter writing, report writing, etc. The mindset of the employees has been mandating them to resort to paper to express their opinions, views and remarks on paper only. Change from paper work to paperless works needs change in mindset. Moreover it is the matter of training. The senior employees traditionally involved in the paper work initially are reluctant to receive training to

change to correspondence. College has senior as well as young and enthusiastic members of teaching and non teaching staff. Though it took time to change the mindset of the senior employees, with the passage of time, after learning the simplicity and effectiveness of new method gradually they shifted themselves to new methods. Now all employees in the college are able to implement several aspects of engagement successfully.

Best Practice II

1. Title of the Practice: TGPCET Green Initiative

2. Goal: Environmental issues bring about thoughtful questions on the role of Institute in society. Irrespective of whether they are contributing to a better environment or worsening it, Institutions have to acknowledge environmental or green issues through impact research and measurement. Based on the approach college has significant Green Initiatives to

- Promote sustainability by creating awareness
- Share knowledge & expertise-Expert talks about environmental problems and possible solutions
- Deploy eco-friendly technologies for greening and cleaning our campuses

3. The Context: Water Management, Waste management, Energy (conservation and generation) and Landscaping and Trees.

4. The Practice: Energy conservation

- The Internal stakeholders take all measures to save the power.
- More than 50% lighting requirements are met through LED sources and Solar System

Use of renewable Energy

Interactive solar power generating system of 120 KW is provided on the roof top of the buildings. With the installation of this system 70 to75% of the total electricity requirement is met. It also has additional advantages like:

- no escalation in power cost for 15 years

- upto20% rebate in property tax under Green Building Norms ,

- Un-interrupted energy use during day time round the year.

- Hot water is provided in Bathrooms of boys and girls hostels

Water harvesting

Rain water harvesting structures are in place which collects the roof top rain water and discharges it to ground.

Efforts for carbon neutrality

Installing solar panels helps in reducing carbon emissions. The installation of 167258 KWH solar power systems has saved the amount of carbon dioxide released into the air. Thus the emission of carbon dioxide is well controlled with these efforts in the institute to achieve carbon neutrality.

Plantation

Every year students along with the garden staff plant trees. Plantation Drives are organized by NSS. Due to this program over the years the campus has become lush and green. Also, a herbal garden consisting of plants with medicinal values is proposed to be cultivated in the college campus.

E-waste management

E-waste generated is first reused in the campus itself.

1. **Evidence of success:**

Water Management: Due to the increase of water usage, the volume of sewage increases and safe disposal of sewage has become a cause of concern. The appropriate reuse of treated sewage is the obvious and eminent solution. Our Institution has sewage treatment plant (STP) to recycle the waste water.

To ensure effective utilization of waste water, the lawns, saplings and trees in the campus are watered after recycling. Well constructed drainage system in the form of closed collection tanks

prevails in our campus. The tanks are regularly cleaned to avoid stagnation of water. Effluent Treatment Plant is in place for effective treatment of liquid waste.

Waste management: Solid waste management is the process of collecting, treating and disposing of solid waste material. Improper disposal of solid waste can create unsanitary conditions in turn leads to pollution of the environment and outbreaks of vector-borne diseases. The college has made adequate arrangement for solid waste management. To make the environment conducive for survival and retaining the natural setting, the following procedure is followed in the campus:

For disposal of Biological waste Dustbins are placed at distinct spots. There is proper collection of fallen leaves of the trees and plants and these leaves are converted into manure for fertilization. Food and vegetable waste from mess and canteen is collected and that is used to feed the animals outside the campus. A common Effluent Treatment Plant is functioning to treat solid and liquid waste and to produce energy/gas for cooking.

Solar Systems: The College has installed solar panels on the top of the building. This system produces total Energy 167258 KWH. It has substantially reduced the electricity consumption. This system provides round the clock energy supply. This system has considerably lessened dependence on supply of electricity.

Landscaping and Trees: Keeping the campus green and clean is mandatory for the institution to keep the ambiance of the institution .The vibe is conducive to teaching and learning process .The endeavors are made in respect of Global Warming, Soil preservation, reducing air pollution, getting more oxygen and good rain .

The college has developed a magnificent infrastructure with the "Clean & Green Campus" as its motto. It provides a natural eco friendly ambiance to the students to enjoy learning experience at the lush green atmosphere. The small seeds that we planted a few years ago have grown into a large number of trees. The campus is turned into an eco friendly and green campus. It includes various eco friendly trees. The Ventilation in classrooms is adequate due to natural light and air.

6. Problems encountered and resources required: The initial problem was related to certain formalities related to Maharashtra Electricity Board. It took much time to get the necessary permission. The installation process also consumed lot of time. However the ardent and earnest efforts of the college solved all these problems and solar plant was installed. The solar plant is functioning properly. The Green Initiative seeks to better the ambience which is conducive to teaching learning process. The trees and the plants need to be zealously needed to be guarded. A team of gardeners have to look after the trees and plants. The students and the employees need to move in the campus without trampling the grass. Adequate water supply is needed to maintain lush green lawn in the campus. needs to be ensured that flowers are not plucked by the students.

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Best Practice III

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1. Title of the Practice: Creation of Awareness among Faculty and Students about their social responsibility.

2. Goal: To develop ethical and moral values in faculty and students. To create harmony and peace in the faculties and students and non-technical staff. To develop emotional quotient and spiritual quotient along with intelligent quotient. To imbibe education among the Faculties and students for the development of the society and community. To create sense of belonging and social awareness in the employees and the students.

3. The Context: To develop society, the institute has decided to create engineers having social, ethical and moral values. The need of the society today is to develop budding engineers having research mindset, ethical values and entrepreneurship skill. The young generation is very volatile and it is the necessary to bring awareness in them regarding their social responsibilities.

4. The Practice: Institute conducts the program under the aegis of National Service Scheme. The efforts are made to enable the students understand their social responsibilities. Institute understands the importance of learning the life skills & organizes co-curricular, cultural programs, tours, and visits, conferences to develop interpersonal skill, decision making and

values clarification. Free distribution of motivational books to school students. Institute arranges spiritual lectures on different idolized thoughts.

5. Evidence of success: By organizing blood donation camp, tree plantation, save girl rally etc., community activity is promoted in the neighborhood of the institution. NSS activities also give the social and ethical awareness among students. Stress management lectures are helpful to students and staff for relieving stress and maintain peace

6. Problems encountered and resources required: Going to the villages and convince them that the institute is working for their betterment is a herculean task. More budget provision needs to be made for carrying out social work.