

# Highlights of Institutional Best Practices

In the last five decades our college has evolved, adopted and institutionalized a wide range of 'Best Practices'. Many of these have been emulated by other colleges and institutes. Some of these best practices as listed below.

1. Wide range of options in core and elective subjects.
2. Opportunities for vertical mobility by offering PG and PhD programmes in many departments.
3. Curriculum related student activities, both at intra and intercollegiate levels.
4. Enrichment of regular courses by short-term skill and personality-based programmes.
5. Curriculum-based training to members of teaching staff, both in-house and external faculty.
6. Mentoring through tutor-ward system.
7. Regular training programmes for recharging of staff.
8. Annual workshops for teaching faculty on research proposal writing.
9. Training the teaching and non-teaching staff to keep them abreast with the latest in technology oriented skills.
10. A participatory administration that engages the faculty at all steps.
11. Facilitating research by providing support and infrastructure from the administration and management.
12. Research activities involving students to build students' research aptitude.
13. Wide range of community-based programmes through NSS, NCC, Extension Activities Unit, CWDC and RJ Rotaract Club.
14. Automated office administration and quick student service by visual management.
15. ISO 9001:2008 certification for quality management systems
16. In-house newsletter, RJ Herald, to disseminate information among the college staff.
17. ICT enabled facilities for students.
18. Familiarizing staff and students of library and information services through activities like user orientation, book exhibition, book talks, 'Pick-a-Book' (book reviews), workshops for support staff, display of new arrivals and best library user award.
19. Optimum utilisation of space despite severe constraints.
20. Concept of departmental library in each department to ensure easy access of books to students.
21. Reading room facility for boys and girls on all days, including holidays.
22. Hiring of grounds and expert coaches for sports.
23. Fulltime on-campus Placement Officer and Career Counsellor.
24. Student satisfaction survey for continuous quality improvement.
25. Alumni Association consisting of illustrious and eminent alumni from various industries who support student through offering internships, placements and endowments.
26. Wide range of welfare schemes for teaching and non-teaching staff.
27. MoUs and linkages with multiples industries and institutes to facilitate student placement.
28. Open door policy with Principal and Vice Principals for complaint management.
29. Creating an eco-friendly campus and becoming an ISO 14001:2004 certified institute.
30. Inclusive education by making the campus gender and differently-enabled friendly.