Best Practice 1:

1. Title Of The Practice:
   Certificate Courses As Value-Addition Courses

2. Objectives:

1. To provide additional professional training and added qualifications

2. To gain an in-depth knowledge in chosen field of interest beyond the curriculum for the overall development of the students.

3. To provide an opportunity to students to develop inter-disciplinary skills and widen their career options.

4. To bridge the gap between different phases of academic study.

5. To nurture the talents and showcase their creativity and innovation.

6. To bridge the skill gaps and make students industry-ready.

7. To boost the skill development and employability quotient of the students

The Context:

It is increasingly being realised that as India grows into a knowledge economy, with many youngsters entering the workforce each year and more than 75 percent not found to be job ready, there is a greater challenge of addressing the mismatch between skills/education and jobs/occupations. Hence in the context of addressing the skill gaps and to make education more impactful and employability-oriented, the college has been constantly innovating and renewing its academic framework .This quest for educational excellence has seen us adopt Autonomy, Choice-based credit system and Outcome- based Education. Certificate courses as mandatory Value-added course is a step in this direction.

The Practice:

To keep pace with emerging trends in academics and industry, the college sought Autonomy and leveraged the academic flexibility, to offer certificate courses as mandatory value-addition courses at Undergraduate Level.

To make it learner-centric and multi-disciplinary the student is given wide options to choose from any of the 35 certificate courses across disciplines, based on their inclination, interests and learning needs. The customisation model gives a diverse range to choose from job ready courses with much scope for capacity building, innovation and employability.

 The norms for certificate courses:

- Undergraduate students are encouraged to enrol in certificate courses while studying their regular Degree course

- Minimum duration of 30 hrs with mandatory MoU with the training institute /industry

- Minimum 75% attendance is compulsory.

- The student has to pass the qualifying exam to be granted a certificate

A certificate course committee monitors the implementation of the certificate courses and faculty in charges for the chosen courses are appointed to oversee the- smooth conduct of the courses from registration to feedback and issue of certificate. Certificate courses are reviewed from time to time based on review and student feedback.

Evidence of Success :

Despite offering 25 certificate courses across the disciplines, all the graduates from the batches 2018-2020 have successfully completed the certificate courses and have recorded positive feedback about certificate courses, boosting their employability and widening their career options.

The total beneficiaries of certificate courses are settled with jobs. The evidence of success is seen in students telling success stories as to how the certificate courses have given an added advantage in career development, developing their talents and skills.

Problems encountered and Resources Required:

- Accommodating certificate courses beyond the scheduled class hours poses a challenge for students.

- Scheduling classes for students from mixed disciplines poses a problem in fixing the common timings for the certificate course classes.

- Training the heterogeneous students is challenging as they are at different levels of learning and interest.

- Finding resource persons across disciplines with varied expertise

- Students find it difficult to balance value addition course with the mainstream courses.

- Getting qualified resource person with minimum student fee is challenging.

- Coordinating with the external resource persons poses a challenge for the faculty in addition to their regular workload

Best Practice 2:

1. **Title of the Best Practice:**

Participative Governance

2. **The Context**

HMV College believes in an inclusive governance system in which all stakeholders are included in the decision-making process, including students, faculty, alumni, parents, professional organisations, and industry. Participative management and decentralization are at the heart of college operations and are among the institution's best practices.

The main goal is to create a synergy between all the stakeholders in order to create an efficient, transparent, and consultative work environment. This technique is emphasized in order to efficiently manage the vast and diverse college activities, to keep staff and students self-motivated, to get them to accomplish their assigned responsibilities with self-responsibility, and to foster a sense of belongingness to the college.

3. **Objectives of the Practice**:

 The goal of participatory management is to allow instructors, non-teaching staff, and students to actively participate in decision-making.

The College Council, which consists of the most senior teachers and the Principal, is the highest decision-making body. With the active support of the empowered College Council, the Principal leads the institution's activities in light of the policy guidelines as well as the college's vision and mission.

• To make sure that all stakeholders are involved in administrative decisions.

 • To acquire a diverse range of ideas in order to make the best judgement possible

• To ensure that students, professors, alumni, parents, professional organisations, and the industry all feel satisfied.

• To encourage faculty members to share their knowledge with one other, students, and staff members and also to collaborate on research and get articles published.

4.**The Practice Governance** activities within the college are carried out via the following sources:

• Student Council

• Feedback Mechanism

- Exit interviews

- Staff Performance Evaluation

- Open house

- Grievance Redressal Committee

- Parent Orientation and PTA

- Vibrant Alumni, BOS/Academic Council and Governing Body

Advantages

- Administrative decisions make all stakeholders feel involved.

- In order to make the finest governance decisions, a wide range of suggestions are made available.

- Students, professors, graduates, parents, professional organisations, and the industry all express satisfaction.

The practice of participative management has been effective in administering different college activities in successful and efficient way.

5.Evidence of Success: The teaching-learning activities are carried out in a friendly and harmonic manner, with the accomplishment of the targeted outcomes. Various college committees and cells are kept busy all year to perform their assigned tasks.

With the active assistance and participation of the students, a great variety of co-curricular/extra-curricular and extension activities are organised in a structured manner.

They have a strong bond with the institution and claim that it gives all of the necessary facilities, advice, and support for their overall development.

- Positive student feedback,

- Positive parent input, and

- Alumni selection of the best outgoing students Challenges

- Considering the opinions of all stakeholders and

- ensuring that all stakeholders are satisfied with the governance decisions Required Resources

- Reliable feedback tools for recording stakeholder feedback;Software for conducting exit interviews