

Government College (Autonomous) Rajahmundry

Internal Quality Assurance Cell

Guide for Documenting “Best Practices”

Introduction: The College has reset its goals in tune with the emerging needs of the 21st Century. For the third cycle of quality assessment in the Revised Accreditation Framework, the NAAC has accredited the college with a CGPA 3.38/4.00 which was highest among the then Government Colleges at national level. The Quality Sustenance and Enhancement measures initiated by the college began by revisiting the Vision statement. This step marks the commitment of the Institution to offer Quality Education services.

The new vision statement is approved in the Governing Body Meeting.

Vision

"To stand out as a beacon light of **lifelong, learning, research and excellence** by creating an optimal learning environment of quality and **inclusiveness** to transform youth into competitive **global workforce**."

Mission

- To sustain the legacy of culture and heritage by blending tradition with modernity. (*excellence*)
- To prepare students for blended learning to make the best of possible scenarios. (*optimal learning*)
- To provide a vibrant academic ambience through inclusive admission process and curriculum. (*environment*)
- To provide egalitarian learning platforms for the socio-economically disadvantaged groups. (*inclusiveness*)
- To address youth unemployment by empowering them with 21st centuries capacities. (*global workforce*)
- To help youth accept challenges as opportunities and strive toward a promising world of universal citizenship. (*lifelong learning*)

Core Values

The Institution is guided by Core Values of

- Women in Development
- Patriotism
- Integrity

- Inclusiveness
- Transparency
- Critical thinking
- Team Work
- Sustainability
- Institutional Social Responsibility

The core areas focused for achievement include **Lifelong learning, Research and Excellence by creating optimal learning environment, inclusiveness and producing competitive global workforce.** The mission statement reflects the broad strategies dwelt by this institution to achieve the set goals. The operational plans are prepared imbining the institutional core values. Operational plans are evolved at the Departments keeping the broad framework of the Institution. The Departments in turn develop plans for execution at department level and at program level for all programs offered by the department. These plans are implemented by departments through strategic operational plans to fulfill the specific tasks.

The College recognizes the significance of the management methods adopted at department level and program level for improving effectiveness and efficiency and embark quality education. Knowledge sharing and reapplication of experience provides a win-win situation for the 25 Departments functioning in the institution and earmark institutional distinctiveness.

The Departments have been practicing a range of methods for achieving the desired outcome. Such successful practices are often provided in different styles hampering the ability of the reader in identifying such practices. This document underscores the need for the Heads of the Departments, Program Coordinators, Student Support Services and Administrative wings to identify, use and share knowledge on experiences of what works, in what situation and the lessons learned therefrom.

In light of the above the GCRJY Internal Quality Assurance cell and Academic Cell wish to disseminate Departments experiences in planning, implementation and monitoring different Academic, Co-curricular and Extra-curricular activities in common as well as specific to the programs. This document provides guidance on the process for identifying, documenting and sharing knowledge that can contribute to the acceleration and expansion of Institutional Quality Educational services.

What is Best practice?

1. A “Best Practice” is commonly defined as “a technique or methodology that, through experience and research, has proven reliably to lead to a desired result”. “Best Practice” is “knowledge about what works in specific situations and contexts, without using excessive resources to achieve the desired results, and which can be used to develop and implement solutions adapted in other similar situations and contexts”.
2. The use of the word “best” should not be considered in the superlative sense. In other words, the term “Best Practice” is not about “perfection”, the “gold standard” or only elements that have been shown to contribute towards making interventions work or successful.¹ Results can be partial and may be related to only one or more components of the practice being considered.
3. Indeed, documenting and applying lessons learned on what does not work and why it does not work is an integral part of “Best Practice” so that the same types of mistakes can be avoided by other programmes and projects.
4. The main rationale for documenting and sharing “Best Practices” is to enable persons and organizations working under similar situation to avoid “re-inventing the wheel”; to “learn in order to improve performance” and; to “avoid the mistakes of others”.
5. Documenting and sharing “Best Practices” affords one the opportunity to acquire knowledge about lessons learned and to continue learning about how to improve and adapt strategies and activities through feedback, reflection and analysis in order to implement larger-scale, sustained, and more effective interventions.
6. A commitment to using a “Best Practice” is a commitment to use the body of knowledge and technology at one’s disposal to ensure success.
7. A “Best Practice” could be related to the implementation of a programme, a project, a policy, a legislation, a strategy, an activity, a manual, etc.

How to identify a Best Practice?

- Identifying “Best Practices” involves judgement.
 - Such judgements require prior analysis using the following set of criteria:
 1. Effectiveness: The practice must work and achieve results that are measurable.
 2. Efficiency: The proposed practice must produce results with a reasonable level of resources and time.
 3. Relevance: The proposed practice must address the prioritized task/target
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4. Ethical soundness: The practice must respect the current rules of ethics for dealing with human population (students, stake holders).
5. Sustainability: The proposed practice must be implementable over a long period of time without any massive injection of additional resources.
6. Possibility of duplication: The proposed practice, as carried out, must be replicable.
7. Partnership: The proposed practice must involve satisfactory collaboration between stakeholders.
8. Community involvement: The proposed practice must involve participation of the affected Communities.
9. Political commitment: The proposed practice must have support from relevant national or local authorities

Note: By definition,

- A “Best Practices” should meet at least the “*effectiveness*”, “*efficiency*” and “*relevance*” criteria in addition to one or more of the other criteria.
- A “Best Practice” need not meet all the above criteria.
- This is because a “Best Practice” can be anything that works to produce results without using inordinate resources, in full or in part, and that can be useful in providing lessons learned.

How to Document Best Practices?

Format for the Presentation of Institutional Best Practices

1. Title of the Practice

The title/s should capture the keywords that describe the practice.

2. Objectives of the Practice

What are the objectives/intended outcomes of this “best practice” and what are the underlying principles or concepts of this practice? (in about 100 words)

3. The Context

What were the contextual features or challenging issues that needed to be addressed in designing and implementing this practice? (in about 150 words)

4. The Practice

Describe the practice and its uniqueness in the context of Indian higher education. What were the constraints/limitations, if any, faced? (in about 400 words)

5. Evidence of Success

Provide evidence of success such as performance against targets and benchmarks, review/results. What do these results indicate? Describe in about 200 words.

6. Problems Encountered and Resources Required

Please identify the problems encountered and resources required to implement the practice (in about 150 words).

7. Notes (Optional)

Please add any other information that may be relevant for adopting/implementing the Best Practice in other Institutions (in about 150 words).

Any other information regarding Institutional Values and Best Practices which the university would like to include.

Note:

- The write up shall not exceed 1000 words.
- Font: Times New Roman. Heading 14pts, Body 12 pts.
- The document shall be submitted in soft to e-mail: gcrjypplesh@gmail.com and iqac@gcrjy.ac.in
- Hard Copy: To Academic Cell.

**** The End****