Best Practices 2015-16

Best practice-1: News letter to show case the achievement of the College

1. **Title of the Practice**
   SXCA Chronicles

2. **Objectives of the Practice**
   - Document and show case the achievements of staff and students
   - Give visibility to Xavierites
   - Document events for the preparation of AQAR

3. **The context that required the initiation of the practice**
   Acknowledging and showcasing the achievement of staff and students of an institution is vital to bring in camaraderie. A chronicle was the felt need of the hour. Chronicles began with its first issue in 2013. So far 10 issues have been released to the public.

4. **The Practice**

   Every achievement of staff and students are highlighted in short description and supported with appropriate photographs. These are then released in two forms: electronic to all well wishers and past students and in the printed form only to a handful of neighbouring institutions and various departments.

5. **Obstacles faced if any and strategies adopted to overcome them**

   The major difficulty is in gathering information when several programmes are being organised by various in-charges. There is a need to evolve a system where information is passed on to the IQAC office with relevant photographs so that all activities are documented.

6. **Impact of the practice**

   It has helped the institution to document all the events and bring in a lot of unity and oneness with the institution. Staff and students feel belonging to the institute.

7. **Resources required**

BEST PRACTICES-2

1. Title of the Practice: Developing Leaders through volunteerism

2. Objectives of the Practice:

- Offer opportunity to students to develop leadership qualities
- Create an environment for assisting stakeholder in the activities of the college
- Assist staff in organising programmes
- Help students to learn nuances of give and take, inculcate values of working with others etc.

3. The context that required the initiation of the practice: Student involvement is so vital in a institute of higher education. They are commited, participative and motivated to offer their help in organising various programmes. Volunteering in various activities of the institution will train them in developing leadership qualities.

4. The Practice: students who desire to be a volunteer apply online. They undergo an interview session with the coordinators of cultural activities. Based on their enthusiasm and motivation, selection is made. Each selected volunteers is assigned specific assignments.

They also undergo regular evaluation at the end of each event so that they keep improving after each event.

5. Obstacles faced if any and strategies adopted to overcome them: at times some of the volunteers do not keep up time and do not respond to communications. This has to be reworked. Some of the volunteers lose interest after the initial enthusiasm.

6. Impact of the practice: Many of the students consider that being a volunteer is a good training ground for them. It helps them to manage their life, their time table and day today activities. They are better moulded and motivated to perform better in activities and in studies. Since 75% attendance is compulsory and expected to have exemplary behaviour helps them to perform better.

The approach was so effective so that college began offering volunteerism as a soft skill programme

7. Resources required: Man power