

7.2.1 – Describe at least two institutional best practices

Best Practice 1:

'Decentralization of Governance and Development of an Effective Support System'

1. Title: 'Decentralization of governance and Development of an Effective Support System' 2. Objectives: The main objectives and intended outcomes of the system are:

- Effective implementation of the Vision and Mission of the College.
- Enhancement of efficiency and pace of administration.
- Building a better rapport among the Management, faculty and the other stake holders.
- Facilitating the overall growth of the staff and students.
- Providing prompt and effective solutions to the grievances of students and the staff.
- Promoting collective leadership and democratic approach in decision making and its implementation
- Creating men and women for others.

3. Context: St Aloysius Evening College (SAEC), Mangaluru, is guided by its motto 'Lucet et ardet' which means 'Shine to Enkindle'. It has the distinction of being the first evening college in the undivided Dakshina Kannada district of Karnataka. It has been providing quality education to the youngsters of Mangalore and its vicinity especially focusing on those who work during the day. Having a large section of students drawn from the bottom of the pyramid entails its own challenges and needs a College which is willing to transform and equip itself with special skills and facilities. Decentralisation of administration affords the College with a student friendly system which is simultaneously accessible and inclusive. To make this a reality there was a need to create a system which closely monitors the various aspects of governance in the College by introducing collective leadership.

4. The Practice: Since the present higher education system is in a transitional phase with many new concepts trying to replace the old traditional models, SAEC has been trying out many novel experiments. One of such attempts to fine tune the administrative setup and make it more effective is the decentralisation of administration in the College. The main objective of this exercise is to benefit all the stakeholders of the College, especially the students by making the teaching learning process more participatory and democratic. The administrative structure of the College to perform its regular activities is given below:

Administrator: • The Administrator is appointed by the management and acts as a liaison between the Management and the College. He is a member of the government council and a representative of the Management in the IQAC and oversees all major policy matters.

Principal: • The Principal exercises all administrative and academic powers in consultation with Administrator and the Staff Council. The Principal as the Head of the institution plans, executes duties, and supervises other duties connected with admission, appointments, infrastructure, finance, and exercises powers as prescribed by the regulations.

Vice Principal and Deans: • There is a Vice Principal and two Deans. They are responsible for the maintenance of discipline and academic matters of the students and the staff in the respective faculties.

Heads of the Department and Staff Council: • The Heads of the

Department assist the Principal in the administrative and academic matters of the departments. They are also responsible in matters regarding the syllabi, workload, remedial education, cocurricular activities etc. • The Principal, Vice Principal, Deans, Heads of Departments, members of the teaching staff and the librarian form the Staff Council of the College. All the major curricular, cocurricular, extracurricular and other important decisions are taken in the Staff Council Support System: • For the smooth administrative and academic functioning of the institution, several support systems function with specific designations, powers and responsibilities Internal Quality Assurance Cell: • The IQAC takes stock of the quality improvement in the College by monitoring the quality of the academic and extension activities like faculty development, review of departmental activities, remedial education, outreach, Minor Research Projects, academic/green/financial audits, schedule of activities etc. Class Guide and Mentoring System: • Staff members are assigned as Class Guides for each class to interact with the students about the overall discipline and academic performance. • A Mentoring System is in place where every faculty is a Mentor, assigned to a class to whom he or she is a friend, philosopher and guide. Student Welfare Officer/Director, Students' Council: • The Student Welfare Officer/Director, Students' Council looks into the welfare issues related to students like financial assistance in the form of scholarships, fee concessions, education loan, evening snacks, counselling facilities, antiragging, information about career opportunities, placement, training programmes, etc. Students' Council: • The Students' Council members come together and discuss issues, innovative ideas related to the growth and welfare of the student community and the institution. They are also the partners in organizing various student and campus activities like College Day, Council Day, Sports Day, Fests etc. St Aloysius Business Institute (SABI): • Functioning under a director, SABI conducts evening Diploma/Certificate courses which are well accepted in the industry circles.

Best Practice 2:

'Social Concern and Commitment' 1. Title of the Practice: 'Sensitizing Staff and Students through Outreach Programmes – One Rupee Revolution' 2. Objectives of the Practice: • To foster social responsibility among staff and students. • To sensitize the staff and the students on social responsibilities contributing to their holistic development. • To instil empathetic values in all stakeholders of the College and motivate them to outreach • To enable and empower young working students who cannot afford higher education. 3. Context: The Evening College offers a very important service to the city of Mangaluru and its neighbouring areas by becoming a haven to hundreds of men and women of this city and neighbourhood, who work during the day and would otherwise be denied the opportunity of collegiate

education. Some of them are even the sole breadwinners of their families and others are first generation learners. Even though they are faced with many challenges, a majority of them have shown the enthusiasm and drive to learn while they earn. A good part of education at SAEC, the broadening of horizons, inculcation of values, training in relating to and dealing with others, empathizing with and accompanying others who are challenged in various ways, happens mainly through outreach activities. The focus of all aspects of education at SAEC has been not only to create an ambience conducive to empowerment but also to inculcate in the students the attitude of giving and helping others. In the present day society, a section of our students brought up in nuclear families are unaware of social problems and issues. They are not aware of sufferings of the deprived sections. The other, larger section of our students, who work during the day are too busy earning their livelihood and in some cases supporting their families providing the only source of income and don't find the time nor the inclination to outreach. Hence to give them a firsthand experience in working with the underprivileged and train them to empathize with and grow through mutual give and take, the College has introduced a novel initiative for outreach the 'One Rupee Revolution (ORR)', through which the College encourages and sensitizes the youth to be aware of social issues and concern of the society and stimulate them to extend their voluntary services. 4. Practice: In keeping with the Jesuit principles of special option for the poor, the IQAC of SAEC initiated the 'One Rupee Revolution (ORR)', an innovative outreach programme, during the golden jubilee celebrations of the College in the academic year 201516. Under the guidance of the IQAC, the framework for ORR was formulated in its meeting held on 12th June 2016 by putting into place appropriate quality assurance strategies. It was decided that all the stakeholders of the Institution, the management, students, staff, parents, alumni and friends of the College would be included in the outreach programme. They would donate Re 1 every day, throughout the year and the proceeds would be used for the outreach activities of the College. What makes the outreach special is that the ORR is aimed at generating funds without burdening anyone. Another important offshoot of the ORR is the 'Evening Snacks' programme initiated by the College keeping in mind a vast percentage of its students who work during the day and come directly to the College in the evenings for their studies. While students who belong to the very low income groups are provided the snacks free of cost, others, are provided snacks at subsidised rates. The College also periodically uses the ORR funds to provide snacks free of cost to the entire student body the most deserving students. This programme not only enables our youth to experience life at the grass root level but also develops societal concern. It also gives an opportunity for the inmates of the ashrams and homes to interact with our students. The success of the ORR has encouraged the College to make it an important annual activity.



Principal