



No. IQAC-6/2019/JTC

## **BEST PRACTICE - I**

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

Institutionalization of Quality Culture through IQAC Initiatives.

### ***2. Objectives of the Practice:***

The overarching objective of this practice is to embed a robust quality culture across all dimensions of the institution, ensuring continuous improvement and alignment with the institution's vision and mission. Specific objectives include:

- Promoting a participatory approach to quality enhancement.
- Systematic planning, implementation, and monitoring of quality initiatives.
- Leveraging technology for efficient governance and documentation.

### ***3. The Context:***

In the rapidly evolving landscape of higher education, the need for a structured quality assurance mechanism is more pressing than ever. Institutions face multiple challenges, including maintaining stakeholder engagement, managing extensive documentation, and integrating technology-driven governance. The Internal Quality Assurance Cell (IQAC) has been tasked with addressing these challenges by fostering a culture of innovation, transparency, and continuous quality improvement.

### ***4. The Practice***

The IQAC has implemented several key best practices that have significantly contributed to the institutionalization of quality culture:

#### ***Formation of Functional Committees :***

The establishment of functional committees has been a cornerstone in advancing specific institutional areas such as academics, research, student development, and infrastructure. These committees are meticulously tailored to address the diverse needs of the institution. They are composed of representatives from faculty, administrative staff, students, Alumni, parents and local area leaders, which promote an inclusive decision-making process. Each committee is entrusted with clearly defined roles and responsibilities, ensuring that every aspect of the institution's functions is effectively managed. Further, regular reviews are conducted to ensure that these committees remain aligned with institutional goals and are responsive to emerging needs.

#### ***Formulation of Action Plans:***

The formulation of annual action plans is essential in translating the institution's vision and mission into actionable strategies. Measurable objectives are set by all functional committees, students



clubs and departments, focusing on enhancing teaching-learning processes, increasing research output, improving student support services, and upgrading infrastructure. Stakeholder feedback is also incorporated to ensure these action plans are comprehensive and address the institution's dynamic needs effectively.

#### ***Periodic IQAC Meetings:***

Periodic meetings of the Internal Quality Assurance Cell (IQAC) are crucial for monitoring progress and fostering a culture of collaboration in various activities. These meetings bring together a wide array of stakeholders, including management, faculty, non-teaching staff, students, alumni, parents, and local area leaders, creating a platform for diverse perspectives. The documentation of meeting minutes and actionable follow-ups ensures that decisions are implemented effectively. The IQAC places a strong emphasis on discussing emerging trends and integrating innovative practices, thereby keeping the institution ahead in its educational offerings and operational strategies.

#### ***Channels of Communication:***

Effective communication channels are fundamental for the seamless dissemination of information and fostering stakeholder collaboration. Both formal and informal communication mediums, such as email groups, notice boards, and digital platforms, have been established to facilitate this process. Regular updates about IQAC activities are shared with all stakeholders to maintain transparency and keep everyone informed. Additionally, a grievance redressal mechanism is in place, allowing for the collection and constructive addressing of feedback, further enhancing stakeholder engagement and satisfaction.

#### ***Maintenance of Documents and Records:***

The meticulous maintenance of documents and records plays a pivotal role in supporting transparency and streamlining the accreditation process. Comprehensive records of meetings, action plans, and feedback are meticulously maintained, contributing to a robust documentation system. Digital repositories have been created to archive reports, and student achievements, ensuring that critical information is preserved and easily accessible. The use of standardized templates further ensures consistency across all documentation, facilitating ease of access and uniformity in record-keeping practices.

#### ***5. Evidence of Success:***

The successful implementation of these best practices has yielded several significant outcomes:

- **Enhanced Efficiency:** Both academic and administrative processes have become more streamlined, reducing redundancies and improving overall efficiency.
- **Increased Stakeholder Satisfaction:** A participatory governance approach has improved stakeholder satisfaction and engagement.
- **Recognition from Accrediting Bodies:** Effective documentation and governance practices have led to commendations from accrediting agencies, such as Administrative and Academic Audit team and NAAC in particular.
- **Robust Feedback Mechanism:** An effective feedback and grievance redressal mechanism ensures that stakeholder concerns are addressed promptly and constructively.

## **6. Problems Encountered and Resources Required:**

### **Challenges:**

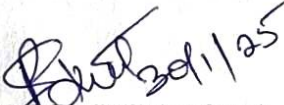
- Resistance to Change: Initial implementation phases faced resistance from some stakeholders who were accustomed to traditional methods.
- Technological Adoption: Ensuring uniform adoption of technological tools across various departments posed a significant challenge.

### **Resources Required:**

- Capacity-Building Workshops: Training sessions for stakeholders were essential to ease the transition and foster acceptance of new practices.
- ICT Infrastructure: Significant investments in Information and Communication Technology (ICT) infrastructure and training programs were necessary to support the e-governance initiatives.

### **Conclusion:**

Institutionalizing a quality culture is a continuous and comprehensive process that requires a well-structured and participatory approach. Through the adoption of these best practices, the IQAC has significantly contributed to the enhancement of quality across the institution. The emphasis on strategic planning, effective communication, thorough documentation, and the use of technology ensures sustainable growth and excellence. These initiatives also prepare the institution to meet global challenges and pursue its long-term objectives effectively.

  
(REBECCA KHIANGTE)  
Coordinator, IQAC



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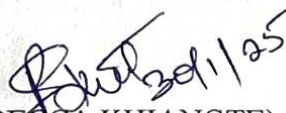
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## BEST PRACTICE – II

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

Enhancing Holistic Development via Student Clubs

### **2. Objectives of the Practice:**

The initiative to enhance student life through clubs focuses on fostering leadership, interpersonal skills, and social responsibility among students. By engaging in planning and managing club activities, students develop essential leadership qualities and teamwork abilities. The initiative also promotes community service, reinforcing social values and a sense of social responsibility. Additionally, it supports overall personality development, encouraging students to explore extracurricular interests and talents. All activities are aligned with institutional values such as responsibility, innovation, and inclusivity, ensuring that student initiatives resonate with the broader mission of the institution.

### **3. Context:**

Recognizing the vital role of co-curricular engagement in complementing academic learning, the institution established 18 diverse student clubs. This initiative aimed to cater to a broad spectrum of student interests, providing them with platforms to develop leadership and social skills. The clubs allow students to engage in real-world problem-solving, ethical decision-making, and community involvement, thereby extending learning beyond the classroom.

### **4. The Practice:**

The institution's student club initiative encompasses 16 clubs across various domains, each designed to tap into different interests and societal needs. These clubs include:

- Yuva Tourism Club: Enhances knowledge of local and global tourism.
- Kuntluang Cultural Club : Celebrates cultural diversity through various artistic expressions.
- Literature Club: Offers a platform for creative writing and literary discussions.
- History Club: Explores historical events and their impact on the present.
- English Literary Club: Fosters appreciation for literature and improves language skills.
- Students Evangelical Union: Focuses on spiritual development and community service.
- Basketball Club : Promoting and Participating in various sporting events within the state.
- Football Club: Encourages physical fitness and sportsmanship through football.
- Volleyball Club: Promotes team spirit and physical well-being through volleyball.
- Divination Youth Adventure Club : empower youth through adventure, leadership, and personal growth opportunities
- Eco Club: Promotes environmental awareness and sustainability practices.
- Red Ribbon Club: Raises awareness about HIV/AIDS and other health issues.
- Anti Drugs Club: Focused on substance abuse prevention and creating awareness.
- Consumer Club: Educates students on consumer rights and responsibilities.
- Disaster Management Club: Prepares students for emergency response and disaster mitigation.
- Adventure Club: Organizes outdoor activities and adventure sports.
- Electoral Literacy Club: Enhances understanding of democratic processes and voter education.
- Student Self Support Union: Provides support to economically disadvantaged students.



Each club is supported by faculty mentors who guide student leaders, ensuring that activities align with the institution's overarching goals while granting students autonomy in execution. Regular events such as workshops, competitions, and outreach programs are central to each club's operations.

#### ***5. Evidence of Success:***

Student clubs have yielded significant positive outcomes across multiple areas of personal and professional development. Club members have reported enhanced leadership skills, with many taking on roles such as presidents and event coordinators, which have sharpened their organizational abilities. Participation in these clubs has also fostered better time management, helping students balance academic responsibilities with extracurricular activities, leading to improved academic performance. Furthermore, clubs have provided valuable networking opportunities, allowing students to connect with industry and academic experts through seminars, workshops, and webinars. This exposure has contributed to the holistic development of students, boosting their confidence, creativity, and understanding of societal challenges.

#### ***6. Problems Encountered and Resources Required:***

##### ***Problems Encountered:***

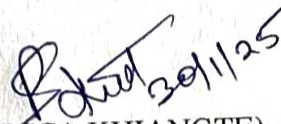
1. Initial Participation: There was limited engagement during the initial stages due to low awareness among students.
2. Academic Commitments: Balancing academic workloads with club activities posed a challenge.
3. Resource Limitations: Clubs faced constraints in securing adequate funding for their initiatives.

##### ***Resources Required:***


1. Financial Support: Allocating a dedicated budget for each club to sustain and expand their activities.
2. Infrastructure: Provision of meeting spaces, sports facilities, and necessary equipment for club operations.
3. Leadership Training: Implementing regular training sessions for student leaders to enhance their management and organizational skills.

### 7. Conclusion:

The introduction and sustained development of the student clubs have profoundly impacted student life, nurturing leadership, teamwork, and social responsibility. By offering platforms for students to explore and develop their talents, the clubs have contributed to holistic student development. This initiative aligns with NAAC's guidelines for fostering excellence through co-curricular engagement, reinforcing the institution's commitment to providing an all-encompassing educational experience.

  
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