

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practices No. 1:

1. Title - Kaizen Targets.

2. Objectives -

- a) To empower staff and learners, to assume responsibility for continuous improvement.
- b) To make efficient use of available resources.
- c) To focus on small and effective changes.

3. Challenges –

- a) It may be difficult to maintain consistency in following the set targets.
- b) Since the learners are in large numbers, motivating each one of them could be difficult.

4. Practice –

- a) At the College level, conscious efforts are being made to bring about positive changes in ‘Energy Consumption’ and ‘Use of Paper’. The staff and learners keep a check and curtail unnecessary usage of electricity, wherever possible. Minimum usage of stationery is ensured through effective and integrated use of appropriate software, e-mail and other online platforms. This helps in reducing the reliance on paper for teaching and administrative work.
- b) The following areas have been identified:

i) For faculty members;

To encourage faculty members to make constructive contribution to academics, the following areas have been identified for setting targets:

- Reading
- Research Publications
- Setting questions of different difficulty levels

ii) For learners;

To encourage learners to add value to themselves and to use the resources in the campus judiciously:

- Reading
- Participation in research activities
- Participation in co-curricular and extra-curricular activities
- Enrolment in the value-added courses offered by the College
- Enrolment in short term online courses

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iii) For non-teaching staff:

Areas for targets other than managing energy consumption, minimizing use of paper and adopting digital payment methods, will be identified in due course

5. Constraints/Limitations –

- As there are large number of learners:
 - Setting targets for each learner and measuring the success/outcome for each of them would be difficult.
 - Getting data about the value-added courses offered by other institutions successfully completed by the learners of the College is also a challenge.

6. Evidence of Success –

- This is the first time the College has made an effort to set Kaizen Targets. It is yet to be concretized as a regular practice.
- Continuously and consciously efforts are being made to reduce:
 - Use of paper, for instance, the unused side of papers are used for taking notes by teaching & non-teaching staff and also during meetings.
 - Consumption of energy by switching off lights, fans, computer systems when not in use, maintaining the air conditioner at a fixed temperature.
- Encouraging learners' participation in research:
 - 14 projects in various categories under UG Level (Learners) registered for the 14th Intercollegiate Avishkar Research Convention Selection Round of University of Mumbai.
 - Learners also Presented /Published papers in Multi-Disciplinary Inter-Collegiate Student Research Paper Convention
 - Participated in PPT Presentation Competition at a National Level Seminar and 2 research papers of learners were published in an International Journal.

7. Problems encountered –

- The College is sincerely striving and making genuine efforts towards reduction in usage of paper. However, in compliance with the rules and regulations, submission of physical copies of reports, letters, etc. and maintaining physical records as mandated by the regulatory bodies create hurdles in this endeavour.
- Managing energy consumption seems to be a challenge with summers getting warmer over the years and winters getting milder, the need for operating air conditioners is increasing.

Best Practices No. 2:

1. Title - Initiative on Water Conservation Awareness.

2. Objectives –

- To inculcate the habit of judicious use of water among the stakeholders in the immediate circle of influence.
- To create awareness among the members of community and make them conscious about the importance of water conservation.

3. Challenges –

- a) The lockdown phase hampered the plans of creating awareness among the neighbourhood community through street plays.
- b) The stakeholders are aware of the importance of water conservation, but consciously do not follow the measures to be adopted for the same.

4. Practice: To create awareness about the importance of water conservation and judicious use of water the following events were conducted:

- a) A PPT competition was organised in the College on the theme of Water Conservation, with subthemes such as: Traditional Methods of Water Conservation, Innovative Methods of Water Conservation, etc.
- b) The student representatives made presentations in the classrooms by sharing PPTs with learners and explaining to them the importance and ways for conserving water. This was followed by a talk on Water Conservation by the Principal – Dr. Vijaya Krishna, explaining the benefits and reasons to conserve and preserve water.
- c) The learners performed skits on Water Conservation in the College campus.
- d) Skits were also performed at Canossa English High School which is located near the College vicinity.
- e) For creating awareness among community members, street plays were performed at major railway stations namely Andheri, Borivali and Churchgate.
- f) 2673 people took the pledge to conserve water and spread awareness.
Other than these events, leaking tap are repaired at the earliest and learners are also encouraged to bring it to the notice of the authorities if they find any leaking tap.

5. Constraints/ Limitations –

The awareness could be created only in the immediate circle of influence. Water scarcity is a matter of great concern and scope of the work to create awareness about water conservation and judicious use of water is vast.

6. Evidence of Success –

The awareness drives have definitely sensitised the learners performing in these events to take initiatives in conserving water. These performers also try to influence their family members and friends.

7. Problem encountered –

Following up with the people who have taken the pledge to see if they are implementing the suggestions for water conservation is difficult. It was also difficult to gauge the understanding of the central message of the street plays among the onlookers particularly at railway stations.