



HAJEE KARUTHA ROWTHER HOWDIA COLLEGE

An Autonomous Institution Affiliated to Madurai Kamaraj University

Best Practices of Our College

S. No.	Year	Title of the Practice
1.	2021-2022	<ul style="list-style-type: none">➤ Plastic Free Campus / Go Green➤ Holistic Student-Centric Practices



Website link: https://www.hkrhc.ac.in/docs/Best_Practices.pdf

Best Practice – 1 Plastic free Campus / Go Green

Objectives of the Practice:

- To promote sustainable and eco-friendly practices in the campus.
- To promote campus into plastic free vicinity.
- To incorporate green values among students and faculties.
- To establish an efficient way of waste management and recycling systems.
- To ensure effective water and energy management.
- To reduce the pollution level of the vicinity and to keep the campus environment friendly

The Context:

Environmental pollution is one of the key challenges that the world faces today. The campus ensures waste management, water resources management, conservation of natural resources, eco-friendly buildings, reducing greenhouse gas emission, recycling of waste and preventing plastic usage. Hajee Karutha Rowther Howdia College has introduced Plastic Free Campus in 2019 to impart environmental awareness among students and faculty members, to promote sustainable and eco-friendly practices on the campus and to make the earth inhabitable for the living beings.

The Practice:

The educational institutions play an eminent role in solving environmental challenges. Plastic free campus was initiated to reduce plastic pollution on college campus with special focus on the reduction and elimination of plastic bottles, plastic straws, and plastic food packaging. The college organized various programmes such as plastic free campus campaign and awareness classes on world environment day, world wild life week, world ozone day. Instead of buying packaged water students are advised to use RO water in the college. Students are encouraged to use paper or cloth bags. Stainless steel plates and tumblers are used in both college and hostel canteens.

The College has implemented composting and recycling programmes. Biogas plant in college canteen has been installed to recycle the solid wastes generated in the campus. Separate dust bins are provided to collect degradable and non-degradable wastes.

- **Water usage:** Rain water harvesting pits and bunds are built for the effective management of water resource. A water filtration unit is implanted in the campus.

- **Energy management:** Energy management is essential for every institution. Solar panels and wind mills are installed to reduce the consumption of electricity. Instead of CFL lamps LED bulbs were used in the campus.
- **Green campus:** Regular Garden maintenance was done by the gardener to nurture the plants.
- **Green auditing:** Green, Energy and Environmental Audit and reviews are conducted at the end of every academic year by the IQAC.

Evidence of success:

Plastic free campus initiatives encourage students to give up bottled waters and motivate to use stainless steel bottles and glasses instead of plastic bottles. Use of cloth banners instead of flexes in various activities helps to reduce pollution to a great extent. This paves way to decrease environmental issues and results in developing a clean and green campus. Use of LED bulbs instead of CFL bulbs and tubes reduced the consumption of electricity. Rain water harvesting is beneficial for gardening purpose. The workshops and seminars on environmental issues created awareness among the students. Disposal of non-degradable and degradable wastes into separate dust bins helps to manage the waste more easily. Green power generation by using solar panel and wind mills reduces the use of conventional electricity consumption. The review of green audit provides feedback, suggestions and remedial measures for solving the problems of environmental degradation.

Problems encountered and resources required:

It was a tedious process to ban plastic usage completely in the campus. Recycling of non-degradable waste material is very expensive and time consuming. Maintenance of solar panels and wind mills are expensive.

Best Practice – 2

Title of the Practice: Holistic Student-Centric Practices

Objectives of the Practice:

- To provide a platform to exhibit the hidden talents of the students.
- To enable the students to develop a sense of responsibility towards culture and morality.
- To develop gender sensitization and self-discipline.
- To nurture critical thinking, creativity and scientific temper.
- To develop the all-round personality of the students.

The Context:

Student-centred activities are essential for students' overall development. Such activities play a significant role in imbibing moral and ethical values among the students. Student centric activities provide opportunities for the students to work in groups and exercise leadership. These activities provide a platform to express their talents, which further leads to the holistic development of their personality.

The Practice:

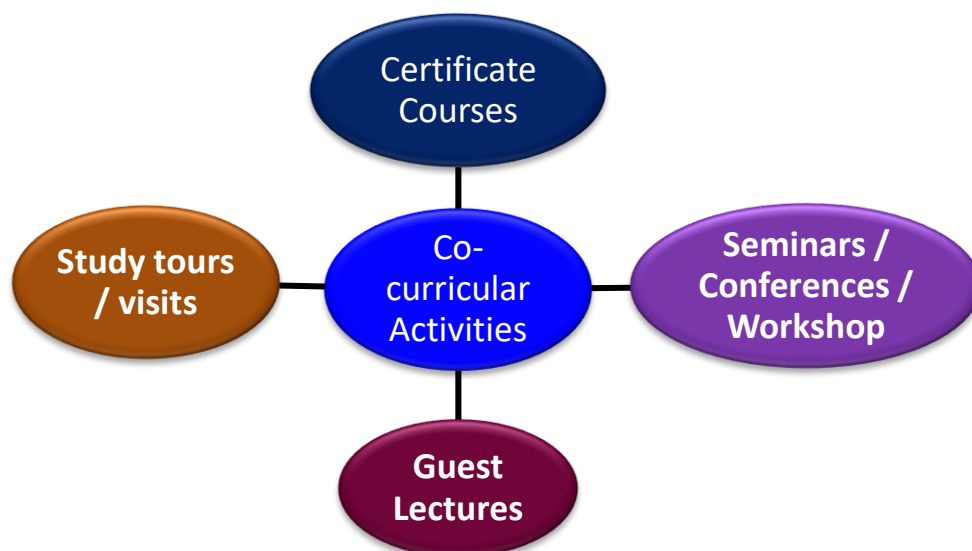
Student-centric activities give impetus in moulding the personalities of the students so that they become responsible citizens of the Nation. The overall student-centric activities conducted by the college are as follows:

1. Curricular Activities:

- Effective mentor-mentee system is followed
- Available of ICT enabled teaching and learning facilities
- Periodical continuous assessment of the students
- Students take up research projects
- Conducting Remedial Coaching for slow learners
- Offering academic, personal, and psychosocial counselling to the students
- Exposure to advanced learning and skills through expert lectures, seminars, workshops, etc
- Conducting Value-Added Courses to enhance the employability skills of the students
- Effective student feedback mechanisms are used for the curriculum framework and betterment of the institution

2. Co-curricular and Extracurricular Activities:

The Co-curricular activities are explained as under:



The extracurricular activities are explained as under:



Evidence of Success:

These activities lead to an improvement in spoken skills as well as soft skills such as confidence and developing a positive attitude. Through extracurricular activities, the students are inculcated with the qualities of leadership, team spirit, and sportsmanship. Competition and non-academic skills, imparted throughout the year, ensure the holistic development of the students. The evidence is reflected in the on- and off-campus placements of the students and in the development of their entrepreneur skills.

Problems encountered and resources required:

- In some activities, there is a limitation on the intake of student participants, which possess a hindrance owing to the enthusiasm of the students.

- As the HEI is located in a rural area, the girl students found it difficult to participate in the programmes conducted outside the campus.



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S. No.	Year	Title of the Practice
1.	2020-2021	<ul style="list-style-type: none">➤ Hybrid Education➤ Outcome-Based Education

➤ **Website link:** http://www.hkrhc.ac.in/docs/Best_Practices.pdf

Best Practice – 1

Title of the Practice: **Hybrid Education**

Objectives of the Practice:

- To introduce online teaching-learning process using the Google Meet and Zoom platforms.
- To provide study materials and assignments through Google Classroom to the students.
- To conduct internal tests via Google forms.
- To organise webinars and live streaming via the media centre.
- To make the students familiar with the ICT-enabled classrooms.

The Context:

Hajee Karutha Rowther Howdia College, the Wi-Fi enabled campus, has integrated technology into its teaching and learning process with a virtual learning platform in times of crisis.

The Practice:

In the event of a pandemic due to COVID-19, the institute is building a new platform to provide video lectures and e-learning modules, which are being utilised by the faculty members when chalk-and-board teaching is not possible.

First, the mentor conducted an orientation programme for the students by introducing online teaching through Google Meet and Zoom platforms and outlining the rules to be followed. The Google classroom was created for each course by the respective teachers, and students are invited to access the study materials and assignments.

The internal tests were conducted via Google forms and posting the link to the students through WhatsApp. Various departments and clubs organised international and national webinars on different topics, which were live streamed via the Media Centre. To enable

the students to participate actively, quiz competitions are also conducted on desirable topics like COVID-19, Chemistry, etc.

The Student Induction Programme was also conducted online on the reopening day of the college to the first year UG students and live streamed. The orientation programme includes interaction between the Academic Deans, Controller of Examinations, IQAC Coordinators, HOD's, NCC, NSS officers, Club Coordinators, Director of Physical Education, Hostel Warden on the one hand, and the introduction of department staff to the parents.

Evidence of Success:

The access of study materials through Google classrooms and e-learning modules by the students creates a paperless environment. The webinars on various topics beyond the syllabus and online events on extra-curricular activities augment the participation of the students and help to widen their knowledge in other fields.

Problems Encountered and Resources Required:

The percentage of students attending the online classes and other events was only 70%. This may be due to a family financial crisis, mobile phone or network issue. The teachers are not able to predict whether the students are actively listening or understanding the concepts. To overcome these demerits, the government should provide a free data package and parents should monitor their students while attending the online classes.

Best Practice – 2

Title of the Practice: Outcome-Based Education

Objectives of the Practice:

- To encourage students to have a clear focus on what the teacher wants them to know, understand, and be able to achieve by the end of the course.
- To develop the curriculum with a clear definition of the desired outcomes for students by the end of the programme.
- To encourage students to be active and collaborative learners by setting high and challenging performance standards.
- To provide equal opportunities to all learners.

The Context:

Hajee Karutha Rowther Howdia College has implemented Outcome Based Education (OBE) in the academic year 2020–21, where, by the end of the educational experience, each student should have achieved the desired goal. Outcome-based education is an enlightening theory that focuses on setting academic goals and working towards them in a systematic manner. The goal is for each student to accomplish this predetermined goal by the end of the educational programme.

The Practice:

OBE syllabi provide clear, relevant, and integrated knowledge, skills, and attitudes for desired learning. It is a completely learner-centric method that encourages students to be more practical-oriented. There is clarity in terms of the end goal for the students and flexibility in the forms of teaching and assessment of to what extent outcomes have been achieved using appropriate assessment techniques. Detailed, well-written learning outcomes or competence descriptors allow both teaching staff and learners to have a clear picture of the expected classroom behaviour. It provides fine-tuning teaching methods to facilitate the achievement of the stated objectives.

Evidence of Success:

- More directed and coherent curriculum.
- Graduates will be more relevant to industry and other stakeholders (more well-rounded graduates).
- Continuous Quality Improvement (CQI) is in place.

Problems Encountered and Resources Required:

- Re-orienting the teaching staff members to adopt OBE in their classroom practise requires a considerable amount of effort. The entire curriculum needs to be restructured according to the OBE syllabi.
- Teaching staff need to be experts in their respective fields with working knowledge of the OBE syllabi.



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S. No.	Year	Title of the Practice
1.	2014-2015	<ul style="list-style-type: none">➤ Adoption of Village➤ Fitness Centre
2.	2015-2016	<ul style="list-style-type: none">➤ Pongal Celebrations➤ E-Service Centre
3.	2016-2017	<ul style="list-style-type: none">➤ Howdia Ilakkia Suttram➤ Scheme of Interest Free Festival Advance
4.	2017-2018	<ul style="list-style-type: none">➤ Academic Research Incentives➤ Medical and Health Care Centre
5.	2018-2019	<ul style="list-style-type: none">➤ Deeniyath Classes➤ Honouring the Meritorious Students
6.	2019-2020	<ul style="list-style-type: none">➤ Bicycle – A Green Transport➤ Students Induction Programme (SIP)

Website link: <http://www.hkrhc.ac.in/docs/BestPractices.pdf>

Best Practice-1

Title of the Practice: ADOPTION OF VILLAGE

Objectives of the Practice:

Taking inspiration from Mahatma Gandhi who spoke the significance of the villages in order to develop India, Madurai Kamaraj University has set a visionary with each college establishing at least one model village in their locale, with the goal of improving the standard and quality of life of the residents in the village by initiating steps to improve socio economic and standard of education in a holistic way that is centred on the village community. Following are the key objectives of this practice:

- To encourage self-help and self-reliance, while fostering the spirit of cooperation, social harmony and peace amongst everyone.
- To make cleanliness a part of the lifestyle and ensuring a right balance of developing the village in consonance with preserving the ecology.
- To educate the village community for a better social and economic compass.
- To build a liaison between students and the village community.

The Context:

Majority of the villages in Tamil Nadu still face issues with access to education, health facilities, drinking water, roads and information technology. Against this background, the ambitious village adoption programme of Madurai Kamaraj University has set extensive plans for villages especially in backward regions. The ventures would ensure holistic and integrated development of the villages.

The Practice:

The College has been endlessly working to achieve the highest of educational standards for each student at the college. However, the college has never failed to look around and act upon the welfare of the society. Adoption of Pudhur village in Theni District is one among the many welfare activities initiated by the college. With a population of 300 families, Pudhur has agriculture as the major occupation. As a contribution to our honourable Prime Minister Shri. Narendra Modi's Swachh Bharat Mission, the college cleaned the village premises and the surroundings of the Saint Saveriyar Primary School with the help of a bunch of enthusiastic volunteers.

The adoption programme was inaugurated on 13 March 2017 by the Secretary and Correspondent of the College. From then, the program was welcomed and lifted to heights by

teachers and students of Hajee Karutha Rowther Howdia College. The people of Pudhur whole heartedly embraced the representatives of the college with great joy. The college provided special tuitions for the students who had discontinued their schooling due to various sorrowful reasons. Adding to it, the college also started an "E-Service Centre" at Pudhur for the benefit of public as well as the student community. The students, Staff and the public are being benefitted through the service centre.

Apart from this, in order to get well versed in daily events, newspapers such as Daily Thanthi, Dinamalar and the Hindu are being provided to the students of the Panchayat School under the supervision of the headmaster of the school. Teachers and students of the college indulged in Pongal celebration in the village and built a sense of togetherness with the people. They also organised an awareness program on smokeless Bhogi. Students of our college visited farmlands to understand the problems of the farmers.

Members of various extra-curricular clubs of the college lend their helping hands to the people of Pudhur. Hajee Karutha Rowther Howdia College and teachers have implicated a one-year plan with a handful of events like Spoken English for School Students, Self-help activities for women like tailoring, Free Medical Check-up, Civil Service training for Undergraduate students etc. This service will continue for another five years. The people of the village are happy and have shown their gratitude for the services provided by the college.

Evidence of Success:

The college has provided intensive classes for the higher secondary students and educated the general in basic e-Services facilities which are useful for them.

Problems Encountered and Resources Required:

The major issues faced while conducting the programs were the availability of the villagers. As mentioned earlier, agriculture being the major occupation of the village, men are engaged in their farmlands during the daytime. We faced issues while introducing the e-Service Centre as almost all the people of the village were digitally illiterate and it was time consuming in getting them accustomed to computers.

Best Practice-2

Title of the Practice: FITNESS CENTRE

Objective of the Practice:

Physical Fitness is state of health and well- being and enables the ability to perform aspects of Sports, occupations and daily activities. It can be achieved through proper nutrition, moderate-vigorous physical exercise, and sufficient rest. Due to the changes in lifestyles, physical fitness is now considered a measure of the body's ability to function efficiently and effectively in work and leisure activities, to be healthy, to resist hypo kinetic diseases and to meet emergency situations. In order to instil the need of physical fitness among the students a fitness centre, with modern tools and equipments, has been established to empower oneself to setting and working realistic individual goals. Fitness can boost the thought process for any kind of endeavours in life. It makes the mind and body active. Students will be exposed to a variety of activities such as:

- Utilize the physical activity as a tool to manage stress.
- Assess individual levels of fitness components.
- Understand and develop an appreciation of physical activity as a lifetime pursuit and a means to better health.

The Context:

In the era of Fitness as longevity with no disease among people the need of encouraging students to keep them physically fit is to be given as an applied fundamental skill rather than need. Participation in active learning can be stimulated with continued inquiry about physical education, health and fitness. This would make students motivate and nurture themselves to be active in the environment they are in. The utilization of a Fitness Centre would improve their physical activity as a tool to manage stress and discover their potential.

The Practice:

Though our institution is situated in a semi-rural background, with the establishment of a Physical Fitness Centre with modern equipment, students get exposed to the importance of staying fit. The utility of the fitness centre is made free of cost to the staff and students of the college. They get an opportunity to experience the Fitness Centre as a replica in cities. Students can identify common health and fitness myths along with trends involved with the evolving nature of Physical Education. The Fitness Centre is committed to provide students with a worthwhile and enjoyable environment while providing the necessary importance of healthy body and tools to adhere to a lifetime of activity and better health.

Evidence of Success:

Since the Fitness Centre is accessed free of cost, students are overwhelmed to use it in the campus. They seek exclusive hours for the usage and make it compulsory for all the students.

Problems Encountered and Resources Required:

Setting up the Fitness Centre was a great challenge, as bringing the equipment from far away resources took time but for a fruitful cause.

Best Practice – 3

Title of the Practice: PONGAL CELEBRATIONS

Objectives of the Practice:

India is a land of unity in diversity. Every state, religion and community has its own festivals and occasions of cultural significance. Festivals herald culture, tradition and heritage. They are celebrated not just to mark a ritualistic process but to cherish the cultural beliefs and create an emotional bonding among people. No doubt, the festivals celebrated in each community pass the glorious values of culture to the posterity. Besides an occasion of rejoice, a festival celebration in an educational institution builds humanistic and moral integrity among learning community.

- To build a sense of brotherhood, togetherness and cooperation
- To celebrate cultural heterogeneity in unity
- To propagate harmony and tolerance

The Context:

Pongal is widely celebrated in Tamil Nadu to mark the end of harvesting season. The term 'Pongal' in Tamil language means 'to boil'. It is also called as 'the harvest festival' throughout the state. The festival is held in the Tamil month of Thai (January) and is celebrated as an expression of Gratitude to the Creator. People of Tamil Nadu believe that the month of Thai brings new hopes and blessings. On the eve of Pongal, people discard worthless possessions kept in their household. Cows, bulls and other farm animals and objects are decorated with flower garlands and coloured as a bead. As the harvest determines the economic basis of the state, the harvesting festival attains a quintessential status among Tamil people.

The Practice:

Since the Institution is located in an agricultural surrounding, the festival gains cultural significance too. The day is celebrated with sugarcane, flowers, fruits, turmeric and customary culinary assortments. Traditional folk songs, highlighting the pongal festival, also add fervour to the celebrations. Pongal and sugarcanes are distributed to all, on the occasion. In the college, to exult the heritage of the celebrations, staff and students wear traditional attires and participate in

traditional games organised in the campus. Tamil Nadu's traditional games such as Silambam and Uriyadi are played with dexterity by the students. To exhibit their creative talents, the female students display Kolam by using flowers, rice flour and colour powders and cook pongal and distribute to all as a mark of Tamil Culture. The pongal is cooked from the fresh harvested paddy.

Evidence of Success:

The Management Committee Members, Faculty and the Students, irrespective of caste, creed, race and religion participate in the celebration to strengthen their unity as brothers and sisters.

Problems Encountered and Resources Required:

No problems have been encountered.

Best Practice – 4

Title of the practice: E-SERVICE CENTRE

Objectives of the practice:

Rendering service to the humanity has been the highest level of expressing love towards it. That is the reason that all the religions stress the need for rendering service, thereby making it as the notable form of worshipping God. Extending service is also considered as the chief human value and an integral part of one's personality. Considering these, the human value in the form of providing service is inculcated among the students in the institutions. Physical, moral, mental and economic services are the different services one could extend to those who are in need of them. In the above stated background, the College Management has opened E-Service Centre for the sake of Rural Public living in the surroundings of the college campus with the following objectives.

- To serve for the people living around the college campus.
- To inculcate the spirit of rendering services to the poor and needy.
- To improve the personality of the students and
- To join hands with the Government of India in implementing its policy Digital India in the rural pockets.

The Context:

"Performance of Charity is the key of attaining the state of Philanthropist" says Khwaja Garib Nawaz, the Chief Sufi of the Indian Sub-continent. The College founder Hajee Karutha Rowther lived according to the stated saying. Influenced by the spirit of the founder, the Management is keen in training the student community in this line. In the current period our country is experiencing Digital Transformation as the Central Government is implementing a policy called "Digital India". Under its impact the people have been made to have their transactions with the Government through Digital means. However, a large section of population being uneducated is out of touch with such development. Therefore, they approach the private computer centres for getting their works done, spending money from their pockets. Providing relief to the people of such category, the College Management has opened E-Service Centre involving the students.

The Practice:

E-Service Centre has been functioning in a room attached to the compound wall facing the main road. It is opened from 8.45am to 10 am and from 4.15pm to 5.30 pm. Interested students who have knowledge in computer are providing free services such as payment of Electricity Bill and Telephone Bill, correction in Aadhar, applying for Passport and Renewal, Booking of Bus, Train, Flight tickets, getting Government sponsored schemes etc., to the rural group living around the college.

Evidence of Success:

The scheme evokes a overwhelming response from the stakeholders. Since, the people around the college who are agricultural workers, they are confident in getting their works done which are beyond their knowledge. Moreover, they finish their work without spending money from their minimum wages. Before the centre was opened, the service was available to them in the place away from their homes. But now, they feel that the service is available at their door steps. On the other hand, the students get themselves well versed in the Government Digital Employment and also, they develop a cordial relationship with the local people.

Problems encountered and Resources Required:

The problem of time schedule is to be encountered in this practice. The service providers are the students who attend classes from 10 am to 1.05 pm and from 2.15 pm to 4.05 pm. During this time the public are unable to access the centre. Therefore, it is felt that it may be kept open for an hour in the afternoon, during the lunch break of the students.

Best Practice – 5

Title of the Practice: HOWDIA ILAKKIA SUTTRAM (HOWDIA LITERACY CIRCLE)

Objectives of the practice:

Language and literature can be regarded as the two exhibiting factors of cultural values from the origin of the language. Both function as great emissaries to focus beliefs, morals, ideas and codes of a culture. Language and literature are antecedents to unify the communities of divergent cultures. These two articulators play a vibrant role in constructing the identity of individuals and society. Identity is emerged from the transactions of thoughts, emotions, perceptions and ideas. Inviting the aspects in its flagship *Howdia Ilakkia Suttram (Howdia Literacy Circle)* has started functioning in the College. It provides platform to the students to exhibit their latest dexterities (hidden talents) thereby it is functioning as a driving force to create identity and develop self confidence among students.

The following are the objectives of *Howdia Ilakkiya Suttram*

- To promote moral and social responsibilities
- To cultivate self and social identities
- To bring out literary creations
- To create positive platform to motivate and involve the students for Tamil Culture

The Context:

Learning is a social as well as a personal activity. Learners are valuable individuals. "I think, therefore I am" said Rense Descartes. The human ability to think leads to the formation of identity. A positive identity fused with interpersonal skills is the foundation for numerous achievements. The development of interpersonal skills goes beyond curriculum. A resourceful learning framework induces creativity, lateral thinking, and humanistic values. An institution must provide necessary support to internalise and demonstrate the interpersonal skills of students. Bearing this in the context of students' self-development, the College started *Howdia Ilakkia Suttram* to support and guide the learning community. This Literary Circle lends a helping hand to explore beyond the boundaries of a classroom. By nurturing the skills, students tend to flourish better in academics too.

The Practice:

Howdia Ilakkia Suttram was started in 2015 with Principal as its head. A faculty member from Tamil Department is designated as general secretary. To promote leadership qualities, the *Howdia Ilakkia Suttram* is led mostly by students, while the teachers remain in the background and perform the basic control functions. The Literary Circle organises interface meetings for students to express their aesthetic sensibility through verse impressions, drawing sketches, debating, and writing essays. Students are able to identify and nurture their innate creative skills through these endeavours.

Evidence of Success:

Since inception, *Howdia Ilakkia Suttram* has conducted some programs in which many students have enrolled and participated in various activities. The students are proud of the functions of this circle as it has been the platform for giving shape to their imaginations, ideas and expectations. Having satisfied with their performance, the students gain confidence to become the distinguished persons in the fields of education, fine arts, public life etc., in future. Members of this circle also acquire the leadership qualities from it.

Problems Encountered and Resources Required:

The literary body has been focusing its efforts towards vernacular (Tamil) language only. But some of the students of the college have the potential for expressing their talents in the English Language also. The institution is offering B.A., M.A., and M.Phil., programmes in English. Taking these things into account English can also be incorporated in the practice. Malayalam speaking students and staff are also working in the institution. Hence another branch may be attached to this circle. There is also a possibility of providing prizes to the high-end performers and the sponsorships may be obtained from the likeminded staff and management.

Best Practice – 6

Title of the Practice: SCHEME OF INTEREST FREE FESTIVAL ADVANCE

Objectives of the Practice:

Festivals are the events, usually celebrated by the Communities of different religious faith and Culture. They exhibit the Significance of some Land Mark activities or developments or turning points in the life of mankind. Eidul - Fitr and Edul - Alha, Diwali, Christmas etc are the major religion-oriented festivals celebrated by the Muslims, Hindus and Christians respectively. The festivals unite families, strenghten faith in God and induce Alms giving. delicious food, new garments and presenting gifts are the integral parts of every festival for which economy is essential. Taking this into account the College Management has been Providing Interest Free Festival Advance to the teaching and non-teaching staff in unaided section, thereby taking part in the joy of the staff and their family members. The Scheme has the following objectives.

- To provide advance money, repayable without interest.
- To fulfil the timely economic need of the staff.
- To join hands with the families of the employees in their festival celebrations.

The Context:

In every higher educational institution, two categories of staff namely Aided and Unaided are appointed. While the former is paid by the Government, the later by the respective College Managements. As far as this College is concerned the Strength of the Unaided Staff is either equal or just more than the strength of Aided Staff. Providing festival advance is common to Aided Staff as it a Government Sponsored Scheme. Based on this line the College Management has come forward to implement this Scheme to the unaided section also. The teaching and non - teaching Community of the college comprise of persons of different religious faith.

The Practice:

The Interest Free Festival Advance is given once in an Academic Year. Usually in the Second week of Ramadan Month, a circular intimating the scheme is given to the staff. On receiving the information, the staff interested in making use of this scheme approach the college office and apply for it in the prescribed form. A sum of Rupees 5000/- is given to each staff. The given amount is deducted in 10 equal monthly instalments.

Evidence of success:

This Scheme has been in existence from the inception of the Self-Financing Courses. The scheme reflects the magnanimity of the Management and their concern over the welfare of the staff employed under them. More than 90 % of the staff are benefited out of this scheme every year. It has been a total success It is evident from the fact that the Management has initiated and implemented a similar scheme called "Interest Free Loan Scheme".

Problems Encountered and Resources Required:

As far as this Scheme is concerned no problem has been encountered by the Management. However, the authorities may consider to enhance the amount once in three years so that the staff who are benefited out of this scheme can meet their festival economic requirements comfortably.

Best Practice – 7

Title of the Practice: ACADEMIC RESEARCH INCENTIVES
(Recognition for Academic Excellence)

Objectives of the Practice:

Research is an attempt to make systematic inquiry or investigation into a subject in order to discover facts or revise the known facts or put the facts into theories. Genuine research induces creative powers, analytical thinking and a communication with others. It also satisfies one's pursuit of knowledge. Every higher educational institution has been a conducive ground for the teaching faculties to venture into research. Considering these aspects and the significance of the of research in the institutions of higher education, the College Management has initiated the practice of providing cash incentives and thereby, the efforts of the faculties on the research and for achieving academic laurels are appreciated and recognised. The best practice Academic Research Incentives has the following objectives

- To promote the research culture
- To recognise and enhance the academic excellence
- To make this practice as a source of inspiration to pursue research and author research articles.
- To create an interface for the inter-disciplinary research.

The Context:

The College Management envisions to foster the active academic excellence and research environment for the development of the Institution. To keep abreast of the societal, national and global educational challenges, the teaching fraternity has to switch to the advancement in the research-based teachings. Due to rural geographical location of the College, the staff members have the limited opportunities to conduct researches both in pure sciences and social sciences. Further, the high expenses incurred on the laboratory-based researches, field visits, data collection, data analysis, publication etc., also pose a major problem. In such a scenario, the recognition of the research related activities will become feasible stimuli for the teaching staff pursuing research and authoring research articles.

The Practice:

The College Management has introduced this practice as an integral part of the institution for the long-term benefits. On the College Annual Day celebrations, the staff members are recognised by way of incentives for the following activities / contributions.

- Authoring Books
- Authoring Research Articles published in referred/Indexed Journals
- Authoring a topic / chapter in the edited volumes
- Authoring study materials or a portion thereof for distance learners
- Receiving awards for academic excellence / contributions
- For completing Ph.D., research degrees.

Evidence of Success:

This practice is welcomed by the faculties ever since it was introduced and the College has witnessed a notable change after the announcement of honouring the staff members coupled with cash incentive schemes. The number of staff members registering Ph.D., completion of Ph.D., degrees, exhibiting staff members' academic calibre by way of authoring books and research articles has steadily increased after the introduction of this practice. The achievers feel honoured as the incentives are given away by the distinguished Chief Guests amidst the large crowd attending the College Day Celebrations. Satisfied with such practice, some faculties have come forward to join hand with the Management to extend this practice by establishing endowments in memory of their departed parents. Suggestions have also come from the faculties to extend this practice for the completion M.Phil., degrees and clearing SET/ NET examinations. The total number of beneficiaries of this scheme for the year 2014-15 is 71.

Problems Encountered and Resources Required:

The expenses incurred for the completion of research degrees as well as authoring the research articles have been increasing year by year, due to the increase in the basic and incidental expenses caused by inflation. Therefore, it is felt that the incentive amount could be raised. If such healthy changes are introduced, more number of publications by the staff members may be expected. Since the teaching faculties are interested in taking part in the scheme, they may be permitted to setup endowments for this purpose.

Best Practice - 8

Title of the Practice: MEDICAL AND HEALTH CARE CENTRE

Objectives of the Practice:

In recent years, the higher educational institutions have undergone tremendous changes and have turned the attention of the Managements towards the physical and mental health conditions of the stockholders.

Owing to drastic changes in the nature of work and the increase in the volume of work, the staff and the students find very little time to think about their health. Such a major carelessness makes them to arrive at the College campus with health problems like asthma, malnutrition, flu, physical disorders, diabetics, unbalanced blood pressures and stress. To help them to overcome these health ailments, a medical and health care centre has been running in the campus with the following objectives.

- To provide medical counselling and advice
- To provide medical treatment and first aid
- To promote healthy lifestyle and healthy food habits.
- To provide the basic emergency medicines at free of cost.

The Context:

The women students attend the college after completing their chores at home, sometimes even without taking breakfast. Since most of the women students are from poor and down trodden social background, they cannot afford to pay the medical expenses, so they ignore minor health related problems like giddiness and nausea. Moreover, a good number of teaching faculties are women. Being women, they are affected with maternity and post maternity health issues like blood pressures and diabetics. These problems among the staff and the students have created an imperative necessity to establish a medical health care unit.

The Practice:

To fulfil the basic medical needs, the College Management has setup a medical and health care centre. A qualified staff nurse is available during working hours to provide the first aid medical facility for the basic and urgent requirements. Treatment is given for flu, nausea, fever, sprains, cough, stomach pain, dysentery, giddiness and common ailments. The faculties avail this facility by checking their diabetic level, pulse and blood pressure. Medicines are supplied at free of cost by college Management and it takes special care for the maintenance of the medical facility every year. In case of emergency, medical attention is reported, first- aid is provided and shifted to the Taluk Head Quarter Government Hospital located just one km away from the College.

Evidence of Success:

The practice of providing Medical Care has been a tremendous success. It is evident from the fact that the staff nurse of the Medical and Health Care Centre is attending an average of 20-25 cases including the staff and students per day. The success has induced the Management to extend their facility to the rural public residing near the College vicinity.

The number of beneficiaries of this scheme in the year 2014-15 is 1496.

Problems Encountered and Resources Required:

Since the facilities are provided at initial level, the emergency cases are not attended at the full-fledged level.

Best Practice – 9

Title of the Practice: DEENIYATH CLASSES

Objectives of the Practice:

DHEEN is an Arabic word, referring to the faith and the knowledge about the principles and practices to be followed in Islamic faith. Deeniyath is the act of diffusing the knowledge about faith in God (Allah), praying to Him, following His commands, and also about being honest in dealings, nurturing good social manners and maintaining good characters as envisioned by the Islamic conviction. The practice of teaching Islamic knowledge is carried out in the College with the following objectives.

- To offer as a value-added non-affiliated enrichment course to the Muslim Minority students.
- To inculcate moral, ethical and spiritual values among the Muslims students.
- To make the Muslim students socially-accountable, responsible citizens.
- To prepare the Muslim students to serve humanity.

The Context:

Social and moral values are the virtues one has to follow in building up his characters. They refer to the faith in one's religion and respect to other religions, honesty, integrity, truthfulness, compassion, helpfulness, love, respectfulness, hard-work and respecting the people of other faiths as well as maintaining inter-personal relationships. But in the recent years there has been notable erosion in the morality among the people. The Increasing magnitude of criminal activities and unmindful violations of rules and regulations in every sphere of social and personal life vouchsafe this erosion.

Since educational institutions have become the place for learning and character building, the management, teachers and everyone interested in the growth and development of the institutions, have to shoulder the additional responsibility of creating, among the students, a sense of loyalty to the family and social groups, sympathy and empathy to others and to inculcate the habits of moral, ethical and social values. Keeping in view, the mission of the College to producing talented and duty-bound citizens, the Deeniyath classes are conducted for the Muslim Minority students.

The Deeniyath teachings include core Islamic beliefs and Religious Practices. They include the duties of men to the Creator-God and to the individual family and its members and finally the

duties towards the society he belongs to, duties towards the fellow citizens, loyalty and faithfulness to the country which he lives in and the strict adherence of the laws of the country. The core Islamic Law of Shariat life, mind, wealth and justice, are also included in Deeniyath teachings.

The Practice:

With the purpose of inculcating moral and spiritual values among the Muslim students, Deeniyath classes are conducted for all the first year and second year minority Muslim students on every working Wednesday after college hours between 4.15 P.M and 5.15 P.M. To conduct the Deeniyath classes a committee named 'Deeniyath Committee' has been constituted with the Principal as its Chairman, a senior teaching staff as the Co ordinator and some teaching staff as members. The Committee, in consultation with the staff of the Arabic Department and with the *Ulama* (Islamic scholars) frames the syllabi. The classes are engaged by the invited personalities who have a good knowledge over the Islamic principles and practices. The teaching staff who are well versed in certain topics also engage a few classes. Attendance is mandatory for the students.

At the end of the Academic Year, examination is conducted to evaluate the understanding of the students and Certificates/Prizes are awarded based on the marks obtained in the examination. The students who secure ranks are honoured with prizes in the Meelad Day function, which is a part of the College Day celebrations. The prizes are given through the Endowments set up by the Members of the Managing Committee, the well-wishers and Staff in memory of their departed parents and forefathers. Every year, copies of the book entitled "The Life History of Prophet Mohamed (PBUH)" are distributed to the students of Deeniyath classes at free of cost.

Evidence of Success:

The Deeniyath classes started in the College from the Academic Year 2003-04, have received a widespread acclamation among the parents and the alumni. The Management is also keen on introducing value based non-affiliated courses like this one, to accomplish the task of producing talented citizens by realising the mission to inculcate the social values, spirit of service and religious tolerance. The increased number of Muslim women candidates seeking admissions in the College also signposts the Deeniyath classes as one of the BEST PRACTICES.

Number of classes conducted in the year 2013-14 is 22.

Number of beneficiaries: First year UG : Men: 49 Women: 104

Second year UG: Men: 41 Women: 92

Problems Encountered and Resources Required:

The conduct of the Deeniyath classes is not free from any shortcoming. The drawback identified by the College is the insufficient number of class hours. The classes are conducted once in a week and if that day happens to be a holiday classes are cancelled. This led to the difficulty in completing the lesson plan. Further, free supply of literatures/materials to all students costs us dear and no fee is collected from the students for this purpose.

Best Practice – 10

Title of the Practice: HONOURING THE MERITORIOUS STUDENTS

Objectives of the Practice:

The College takes pride in congratulating and honouring the students for their outstanding performance both in academic and non-academic activities. The practice of honouring the meritorious students is not an uncommon tradition followed in the educational institutions. But our college has the unique distinction of encouraging the well-wishers, stake holders, Managing Committee members and their relatives, people from the local society, alumni, the teaching and non-teaching staff of the College to play a role in honouring the meritorious students, by way of sponsoring prizes and mementos. The practice of honouring meritorious students is followed with the objectives of

- Encouraging the stakeholders, alumni, staff and members of the local society to take part in the developmental process of the College.
- Recognising and rewarding the achievements of the students.
- Encouraging the students to scale new heights in their personal life.
- Creating a sense (among the prize winners) of being recognised by the Institution.
- Making all the students strive for achieving the honour.

The Context

Recognising and honouring the students for their achievements, is the way of reflecting the concern of the College towards the student's community. This will create the intention of meaningful and everlasting relationship with the institution. By doing so, the students will celebrate their success and feel improved. The students will be encouraged to promote a sense, which ultimately shapes the campus culture and builds a personal legacy for themselves and for the new entrants. The rationale behind honouring the students for their achievements with the prizes and moral support of the stake holders is a milestone in the six decades endeavour of the College towards education. The German writer and statesman, Johann Wolfgang von Goethe, quotes

"CORRECTION DOES MUCH, BUT ENCOURAGEMENT DOES MORE."

The students who secure the highest marks in the Semester Examinations are selected for being honoured on the College Day Celebrations. The students of merit in co-curricular, extra-curricular and extension activities are also commemorated on the NSS, NCC, YRC Day and International Women's Day. The prize winners in athletic events and sports are also honoured on

the Sports Day. The First Rank holders in class X and XII at the district level are also honoured by the College.

The Practice:

The merit in the academic performance of the students studying final year is decided on the basis of the marks secured by the UG students up to Fifth Semester and by the PG students up to Third Semester. The respective Heads of the Departments submit the name list of the First Rank Student to the Principal, who forwards the list to the committee specially constituted for this purpose. The Committee categorises the list on the basis of Arts, Science and Commerce disciplines and lists the names of the students receiving the reward. The number of endowment prizes given in the year 2013-14 is 69. The honour consists of a sponsored memento and a certificate. The students who have successfully completed the course and secured University ranks in semester examinations are also honoured.

Honouring the school students with District Ranks in Class X and Class XII is also practiced in the College. The College gets the names and addresses of the students from the District Educational Office and informs the students and their parents to receive the prizes on the College Day. These prizes are sponsored by the College Managing Committee. The prizes are distributed by the Chief Guest during the College Day celebration.

Evidence of Success:

This practice of honouring the students receives a substantial acclamation among the stakeholder and students and is largely commended by the dignitaries visiting the College. The number of the sponsors for the prizes is increasing every year.

Problems Encountered and Resources Required:

The major problem faced is that we are not able to accept the requests of all the sponsors who are making appeal to institute sponsorship. But at the same time, the College finds only a few persons to come forward to bear the entire educational expenses of the poor and the downtrodden students.

Best Practice – 11

Title of the Practice: BICYCLE – A GREEN TRANSPORT

Objectives of the Practice:

Our institution promotes cycling inside the college campus to shape a healthy lifestyle, both physically and mentally. Cycling is a wonderful workout that keeps the person active. The use of motorized mode of transportation in campus will expose more to pollution dangers, such as carbon monoxide which leads to environmental pollution. The practice of cycling is followed with the objectives of

- To prevent air pollution and noise pollution.
- To reduce traffic congestion in campus and to prevent the demand for costly automobile parking.
- To lighten the feelings of stress, depression or anxiety due to sitting for extended periods.
- To adopt policies in minimising the use of automobiles.

The Context:

A bicycle is something that can be owned and is perfect for campus life. Cycling is a physical activity that requires energy from body movements. It can help to improve a person's intelligence to think and help him in his daily activities with more energy. In addition, cycling can reduce a person's disease risk like heart disease and high blood pressure. This is because cycling makes blood circulation flow smoothly, and thus the heart will receive enough oxygen. A student who cycles can release his tension, and thus reduce the encountered problem.

The Practice:

Green transport is often practiced as an active transport system which encourages students to walk or cycle in the campus. The College has made arrangements for the parking of the vehicles of the students and staff near the entrance. Cycling provides health benefits, reduces pollution and alleviates traffic problems among the students.

Evidence of Success:

With this active transport practice, the use of private vehicles on campus is reduced and thus can be a strategy to reduce traffic congestion and pollution in campus. Cycling is a suitable transportation which can be practiced by those who stay in close distance. As a matter of

interest, cycling does not create pollution nor wasted resources.

Problems Encountered and Resources Required:

Weather hazards such as heavy rain, strong winds can also be more treacherous for cyclists. Hence, we cannot compel the students to come by cycle during monsoon season. Cycles also need regular adjustments, alterations and repairs which can be expensive and non-availability of spare parts. Infrastructure such as cycling paths will increase the number of bicycle users.

Best Practice – 12

Title of the Practice: STUDENTS INDUCTION PROGRAMME (SIP)

Objectives of the Practice:

- To provide scope and confidence to newly inducted students on Higher Education.

- To brief the newly admitted students on the opportunities available in the institution to improve their career.
- To make the fresh students familiar with infrastructure available in the institution.
- To introduce Administrative Heads, HOD's and Department staff to the students and their parents.
- To make the students familiar with the Rules and Regulations of the College.

The Context:

Hajee Karutha Rowther Howdia College has been conducting Students Induction Programme (SIP) in the beginning of every academic year since 2019. Each induction programme is conducted for four days.

The Practice:

The Student Induction Programme begins on the reopening day of the College to the first year UG students. The students and parents are informed about the dates, venue and programme schedule well in advance. On their arrival in the college campus, they are directed to go to the venue by the designated volunteers. As per the fixed schedule the programme starts with the arrival of the Student's Induction Programme committee consisted of the Principal, SIP Coordinator, IQAC and NAAC Coordinators, HOD's, Club Coordinators and Office Superintendent.

After the programme formalities are over, the committee members introduce themselves to the students and parents assembled in the venue and speak about their positions and functions in the administration towards running the institution smoothly. Followed by the introductory session, the orientation programme consists of few sessions are conducted.

The orientation programme includes interaction between the Academic Deans, Controller of Examinations, IQAC Coordinators, HOD's, NCC, NSS officers, Club Coordinators, Director of Physical Education, Hostel Warden on the onside and students on the other side and introduction of Department Staff to the parents. After the Orientation programme, campus tour is organized in which the students accompanied by the respective HOD's are taken to all the areas of the campus. Such practice makes the students to acquaint with the various facilities available in the College and to get themselves attached to the higher educational environment.

Evidence of Success:

"First impression is the best impression". Accordingly, the Students Induction Programme has given the hope to the students that they have been admitted in the best institution to shape their career. Parents are made to know the Academic potential of the faculties employed in the institution. A healthy relationship begins between the staff and the students on the inside and the staff and the parents on the other side. The students after the programme becomes confident in their required academic and administrative works.

Problems Encountered and Resources Required:

The percentage of students attending induction programme and field trip was difficult to achieve in an online mode during a pandemic situation.