

**Best Practices in the Institution – 2019-20****Best Practice - I****1. Title of the Practice: Rainwater Harvesting System****2. Objectives of Practice:**

- To meet the growing demand of water needs.
- To rise the underground water level.
- To prevent flooding due to heavy rain during the monsoon.

**3. The Practice:**

- Last year, the college implemented the rooftop rainwater harvesting system to effectively recharge the groundwater.
- It is a process of collecting rainwater from the rooftop by connecting pipes to the pit with filters.
- The filtered water collected is then let into the ground.
- Periodic maintenance ensures the recharging of groundwater.

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

- Lack of regular maintenance
- Animal droppings and dry leaves on the rooftop.

**Strategies adopted**

- Periodical cleaning of the rooftop during the rainy season
- The gardener was also assigned with the task of maintenance of the rainwater harvesting system

**5. Impact of Practice**

As the college relies only on the bore-well for the water requirement, it helps to increase the groundwater level in the campus as well as in the surrounding area.

**6. Resource Required**

- Sufficient financial support to increase the number of pits to store the rainwater.
- Exclusive manpower to maintain the system

## **Best Practice - II**

**1. Title of the Practice:** Feedback analysis

**2. Objectives of Practice:**

- Redressal of students' grievances.
- To incorporate the suggestions for curriculum design and development

**3. The Practices**

- Feedback is collected from both the students and the parents and the same is analyzed by the respective department heads. The feedback analysis report is then submitted to the head of the institution for further action.
- The feedback sought from the students focuses on the following components:
  - Curriculum
  - Teacher
  - Infrastructure
- The feedback received from parents focuses on administration, admission procedure, quality of teaching, fee structure, etc.
- Based on the report received from the heads of the departments, the necessary action to be taken is recommended by the head of the institution. To have transparency in the entire process, the related documents are published on the college's website.

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

**Obstacles faced:**

- Photocopying of a vast number of feedback forms.
- Manual analysis of feedback responses.
- Accumulation of filled-in feedback forms year by year.
- Difficulty in maintaining the feedback responses as hard copies.
- Difficulty in receiving feedback from the parents within the stipulated time

**Strategies adopted:**

- Use of statistical tools to analyze the feedback.
- Retention of only sample responses for every semester.
- Collection of feedback at the time of Parents' meeting.

**5. Impact of the Practice:**

- Enabled the teachers to give input in the board of studies meeting in designing and developing the curriculum.
- The hygiene of the toilets was given utmost priority.
- The number of textbooks available in the library was increased.
- The food items served at the canteen were reformed so as to offer quality food at an affordable cost.
- The canteen is also equipped with the selling of basic stationery needs.

**6. Resources Required:**

- Need for an online feedback system
- Provision for automatic report generation.
- Cloud storage for storing and retrieval of feedback responses.

**About the Institution**

- i. Name of the Institution : Perunthalaivar Kamarajar Arts College
- ii. Year of Accreditation : 2014-15
- iii. Address : Kalitheerthalkuppam, Puducherry – 605 107
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