

Best Practices

TITLE: Sustainability & Green practices

OBJECTIVES

The college intends to be a responsible global citizen in bringing about sustainable practices to ensure healthy lives and promote well-being for everyone. The goal is to conserve natural resources and to develop alternate sources of power while reducing pollution and harm to the environment.

THE CONTEXT

With the growing need to preserve our depleting natural resources and bring about sustainable green practices, educational institutions should show the way forward. Educating young minds to inculcate in them good practices that will remain with them life-long will help spread the message to the next generation as well.

THE PRACTICE

Quality Initiatives introduced and implemented in this regard are:

Solid Waste Management in the college premises- Orientation sessions were organized for the housekeeping staff on the segregation of waste into various categories such as dry and wet biodegradable and non-biodegradable waste and toxic waste. This orientation helped them to realize the importance and need for segregation and understand the types of waste. Taking this forward the wet and dry dustbin system was implemented in the college where each classroom was provided with two bins to enable the students to dispose the wet and dry waste separately. With the spread of awareness about the importance of Solid waste management the college began to refine and adapt new methods. Thus taking this effort further the College developed a waste management centre named 'Shubram' where solid waste generated in the college is segregated. Shubram has many compartments where biodegradable and non biodegradable waste is kept separate. On an average approximately 5-7 kilogram of wet waste is collected and is aerobically composted in the college campus. This wet waste is mainly from the cafeteria. The non-biodegradable waste is further categorized as recyclable and nonrecyclable. Approximately 200 kg of recyclable dry waste is collected per month and sent to a company called Waste Ventures of India that undertakes recycling activities. About 30-50kg of non-recyclable waste is disposed through GHMC services. This waste segregation, composting and sending for recycling is taken care of by NCC cadets and volunteers from Prakriti club with the help of housekeeping staff. The housekeeping staff has been given training at regular intervals in continuation with their initial orientation to reemphasize the good practices. This has helped in segregating the waste properly which is the first and most important step in Solid waste management. The

college has partnered with ITC for paper recycling and the paper waste generated in the college is recycled.

Green audit: College has taken up an initiative to conduct Green audit and Power audit. 25 kWp Rooftop Solar PV systems under Net Metering Policy were installed which generate around 100 KWh per day. Energy Audit was conducted at St. Francis College for Women by Zenith Energy Services to identify energy wastage areas and to quantify the energy losses. Water audit conducted by Vyoma Consultancy Services, assessed the water consumption, prepared a consumption based audit and gave recommendations to improve water consumption. Testing for Potability of drinking water is an integral aspect of Quality initiatives to ensure the quality of water supplies in the college. Samples are collected from various coolers in the campus and testing is done at regular intervals to check for contamination. Water potability testing forms a part of the water management strategies to detect the bacterial contamination leading to infection.

Sanitary pad vending machine: The College has installed for the convenience of the students, a sanitary pad vending machine in the toilet and an **incinerator for disposal**.

Rain Water harvesting: Rain water from the terrace of UG Block is collected in a harvesting pit and is used to recharge the bore well. The rain water recharge pit has a dimension of 30ftx20ftx15ft. Out of 15ft depth, 10 ft is layered with rubbles, pebbles and sand which act as a filter. This filtered water is recharging the bore well. The particular bore well used to dry up by December every year before rainwater harvesting structure was set up.

Use of Public Transport: Almost 1430 students and 35 staff are using public transport. They avail the services of bus, MMTS or Metro train. Many staff & students also car/auto pool, to promote fuel conservation.

'Prakriti Day', i.e, October 4th, the Feast day of our patron Saint, St. Francis of Assisi is commemorated with a specific theme each year to highlight a current issue of ecological importance.

Green Landscaping: NSS units and NCC actively participate in Haritha haram programme initiated by Telangana Government. They spread awareness on the importance of planting medicinal & air purifying trees, and planted a large number of trees like bougainvillea, tulsi, aloe vera, neem and few fruit plant saplings in the past 3 years.

EVIDENCE OF SUCCESS

It was estimated that Solar PV system installed at our place reduced 66.8 tonnes of Carbondioxide emission annually. The college has gone completely online in terms of applications, fee payment, attendance and marks entry which has reduced the usage of paper.

The Campus is a green oasis with the landscaping & trees which makes the environment clean & green.

Title: Examination reforms

Objectives:

St. Francis College for women is an Autonomous College under the Osmania University. Autonomy provides the College the right to frame its own syllabi and conduct its own internal and end semester examinations. To continue to enjoy this autonomy by ensuring a transparent & efficient system and serving the needs of students & alumnae, regular reforms are essential.

Context:

The Examination Branch was established in the year 1988. The Branch headed by the Principal, in association with Controller of Examination, Additional Controller of Examination, Examination Committee, ERP Coordinator and Examination Branch Staff ensures the smooth conduct of Examination and Evaluation process.

The Branch has extensively evolved from the time of its inception. The responsibilities of Branch include

- Preparing and publishing the examination calendar
- Planning for conducting Internal and end semester exams
- Handling the grievances related to malpractice and other exam related issues
- Timely publication of results and issuing the degree certificates
- Review and analyze the results and forward reports to concerned departments
- Conducting regular meetings to plan, execute and scrutinize the exam process
- Online verification of students documents.
- Orientating the newly recruited faculty regarding examination processes

The Practice:

As a dynamic department of the college the exam branch is expected not only to conduct exams & declare results but also cater to the needs of the alumnae and other institutions and agencies for the generation and dispersal of information, in addition to a certain amount of analytics to bring about improvement.

The Francis Handbook provides an insight into the schedule for the day and the month. Every student and teacher receives a copy at the beginning of the Academic Year. It contains general rules, regulations, and exam related notices. Dates for the continuous internal assessment (CIA) tests, end-semester examinations (ESE), National/Local holidays are also mentioned making it easy for students to plan their schedules.

St. Francis College for Women maintains a secure exam automation system. The interface handles different operations of Exam Branch such as:

- Exam registration
- Online download of Hall tickets
- Seating plan printed in Hall tickets
- Generation of Nominal rolls
- Barcodes for each subject
- Marks entry tallied with the barcodes
- Online publication of Results
- Printing of Marks Memorandum, Provisional certificate, Transfer certificate and bonafide certificate.

The Exam Grievance Committee is headed by the Principal. The Controller for Examination is the coordinator and conducts meetings every month to discuss exam related issues of students. The committee consists of Dean Academics, IQAC coordinator and senior faculty members. The Grievance Committee discusses and resolves issue as speedily as possible and mails the decision to the concerned students.

As a consequence of regular feedback, peer learning & information from decision making agencies like the UGC a number of reforms have been initiated:

- The College initiated the 10 point scale grading system for CGPA for both UG & PG programmes
- Online Examination Registration Portal
 - Student can register themselves on the portal and fill the Examination Form online during the allotted time 24x7.
 - Students can download Hall tickets directly from their login from anywhere anytime.
 - Incorporated 'No dues' verification for issue of Hall Ticket: This option enables the library, accounts and stores department to block/unblock Hall tickets.
- e - Results (Web/ Mobile app alerts)
 - Results (both regular, supplementary and revaluation) are announced on the college website to ensure transparency and quick accessibility by parents and students.
 - The published results are also directly visible in student login, parent login as well as on the mobile app.
- Generation of attendance records for examinations are automated.

- Orientation to faculty members regarding online examination processes are conducted in a systematic manner.
- Online entering of continuous internal assessment marks on ERP portal login . Thereafter marks are directly transferred to exam branch. Simultaneously, students also get to see their marks in their login.
- There is a provision for lecturers to upload question bank, conduct online assessments on the ERP portal.
- Incorporated consideration of event attendance for checking the eligibility for writing exams.
- Implemented generation of barcodes for answer booklet for quick and accurate processing with greater confidentiality. These answer scripts after evaluation are then decoded.
- Topper's list for proficiency and founded prizes can be generated with the help of the new developed interface every year
- Exam Seating Plan is generated online giving complete details like nominal roll , invigilation duties , vacant room status and remuneration report
- College initiated Examination Audit by a select panel of External Examiners. The panel consists of experienced faculty from other colleges and parent university.
- Spot evaluation was initiated for one and two credit papers which helped in reducing the time for declaration of results.
- Orientation to newly recruited faculty about examination processes are conducted in a systematic manner.
- As a green initiative a paper shredder is used to destroy confidential documents.
- Collaboration with ITC Limited for recycling of Old answer scripts and procuring fresh white sheets in return.

Evidence of success:

- **Implementation of secured exam automation system.**
- **Scheduling a student friendly exam time table.**
- **Online revaluation and photocopy of answer scripts facility.**
- **Facilities for differently abled students to write their exams.**
- **All exam related notices are sent online, thereby reducing use of papers**
- **Reduced number of grievances overtime**