

## **BEST PRACTICE IN THE INSTITUTION-1**

### **1. Title of the practice**

**Monday meeting of Deans, HODs and other Officers of the University for administrative efficiency**

### **2. The context that required the initiation of the practice**

The university has a decentralized system of administration with the distribution of works and multiple control mechanism in order to properly implement the decisions. For the purpose each administrative file has to pass through the administrative heads of different levels. This requires time for each administrative head to understand the matter and give his opinion. In some cases confusion arises, which needs discussion among the administrative heads. The Monday meeting could become the forum to discuss the issues and take instant decisions.

### **3. Objectives of the practice**

- To strengthen the academic and administrative functioning
- To follow up the action of the functionaries on regular basis
- Review of different academic and administrative responsibilities
- To evolve new suggestions and mechanisms for further development of University
- To make a platform for co-ordination among different officials to make the job done.

### **4. The practice**

It has provided a new impetus to develop areas which are more encompassing and supportive to develop inter and multi-disciplinary culture and co-ordinated action. Since constant monitoring and co-ordination are very essential, the University is highly conscious of quality enhancement and quality sustenance on par with the progress of technology in keeping with other autonomous institutions. All these decisions are taken with co-ordination approach through Monday Meeting. The University system is very hierarchal for which a proper co-ordination among different officials is required for timely and effectively completion of the work.

### **5. Obstacles faced, if any, and strategies adapted to overcome them**

The major problems encountered in implementing the decisions taken in various meeting are mainly due to (i) shortage of faculty and supporting staff to take up/completion of different jobs in time (ii) insufficient campus area, floor space and physical infrastructure. The resource available from different sources to the University is often not sufficient to meet fund requirement in implementing the works relating to development of infrastructure and physical facilities in the campus

### **6. Impact of the practice**

- Distribution of funds available from different sources to different departments and section for regular and special needs like development of major facility/equipment.


- Approval of matters relating to purchase of various essential items like, on line payment of dues, examination reforms etc.

#### **7. Resources required**

The implementation of the practice did not require any resource. The meeting facilitated the efficient disposal of pending issues and timely implementation of the decisions.

#### **8. About the institution**

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|--|-----------------------------------|
| i. Name of the Institution: Ravenshaw University     | ii. Year of Accreditation: 2016   |
| iii. Address: College Square, Cuttack-753003, Odisha | iv. Grade Awarded by NAAC: 'A'    |
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Director, IQAC  
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## **BEST PRACTICE IN THE INSTITUTION-2**

### **1. Title of the practice**

**Release a part of overhead of research projects to faculty**

### **2. The context that required the initiation of the practice**

The university is a young institution established under the state legislature as a unitary university in 2005. Since the university is an upgradation of an erstwhile college, the research facilities were as not adequate enough to cater to the requirements of the recruited faculty members. It was essential to improve the basic facilities in the laboratory for which the university could not provide sufficient funds along with no proper budgetary provision. It was felt that the release of the overhead grants received by the university could be handy to initiate the laboratory upgradation process.

### **3. Objectives of the practice**

The primary objectives of this practice are:

- To develop research bases in various departments.
- To encourage and prepare the faculty members for undertaking minor and major research projects.

### **4. The practice**

It has provided a new impetus to develop areas which are more encompassing and supportive to develop inter and multi-disciplinary culture and co-ordinated action. Since constant monitoring and co-ordination are very essential, the University is highly conscious of quality enhancement and quality sustenance on par with the progress of technology in keeping with other autonomous institutions. All these decisions are taken with co-ordination approach through Monday Meeting. The University system is very hierarchal for which a proper co-ordination among different officials is required for timely and effectively completion of the work.

### **5. Obstacles faced, if any, and strategies adapted to overcome them**

The University has adopted the practice to release part of the overhead of individual research grant to the faculty for renovation of labs. The state government fund released to the University is meant mainly to meet the salary component and other essential works. The fund released by UGC during plan period under R&D head is also not sufficient for research activities especially to establishment/renovation labs. Although release of part of the overhead to concerned faculty helps to create a minimum research base, the fund is not enough to meet all the requirements.

### **6. Impact of the practice**

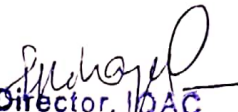
- Distribution of funds available from different sources to different departments and section for regular and special needs like development of major facility/equipment.
- The practice encouraged the faculty to apply for new projects and and take new students

### **7. Resources required**

The university disbursed the overhead amount received from various funding agencies to the principal investigators to enable them to procure small preparatory equipment and develop desk space for wet lab works

**8. About the institution**

- |  |                                   |
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