

Best Practices for the year 2019-20

7.2 Best Practices during the Academic Year 2019 - 2020

Department	Title of Practice
1. Panjab University	Honours / Incentive to the non-teaching employees
2. Department of Sanskrit	Keeping Sanskrit current and relevant
3. University School of Open Learning	USOL OPEN FORUM – Annual Event
4. University Institute of Engineering & Technology	Results and evaluation processes
5. University Institute of Engineering & Technology	Improvement in Quality of Projects
6. Department of Alumni Relations	Improving Membership of Alumni
7. Department of Alumni Relations	Improving Connect with Alumni
8. Department of Alumni Relations	Formation of Alumni Association in each department and establishing their close relationship with PUAA
9. Department of Alumni Relations	Harnessing the True Potential of Alumni through Strengthening the Umbilical Chord with their Alma Mater

1. Panjab University

1. Title of the Practice	Honours / Incentive to the non-teaching employees
2. Objectives of the Practice	To encourage the non-teaching staff for their exceptional and distinguished contribution in their own sphere of work and also for overall functioning of the University
3. The Context	Vice -Chancellor initiated this practice to promote working culture
4. The Practice	Every year on Independence Day i.e. 15th August, and on Republic day i.e. 26 th January incentive / honorarium to non- teaching staff is given by the Chief Guest /Vice-Chancellor in order to recognize their services for the development and welfare of the University
5. Evidence of Success	The concerned Head of the Departments/Branches send their recommendations on their letter head in the prescribed format by the university.
6. Problems Encountered and Resources Required	Some head of the Department/Branch ignore or not send well in time.
7. Notes	Acts as inspiration for other to give their best at work

2. Department of Sanskrit

1. Title of the Practice	Keeping Sanskrit current and relevant
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2. Objectives of the Practice	Monthly Seminars - to improve their writing, research, presentation and analytical skills. Swachhta Abhiyan - It is to make students aware of the importance of cleanliness of their surroundings. Sanskrit Shodh Parishad - This Parishad helps for encouraging the projects of Research which deals with the issues on race, gender & environment like status of woman in ancient society, ecology and position of Varnas. They also provide guidance to their juniors for preparing for competitive exams of University Level, State Level and All India Level etc. Sanskrit Sahitya Parishad - The Parishad is meant for managing the Cultural events and Awareness programs organized by the department. Research scholars provide guidance to the students of MA for preparing for competitive exams of University level, State level etc. (NET/SLET/CTET/HTET etc.) Free Text Books - It is to help the students of weaker section. Skill Development Programs - To encourage the tradition of spoken Sanskrit, the department organises Sanskrit Speaking Course. Awareness Programs - Making people aware of present environmental, political and social issues.
3. The Context	The main Challenge in front of the department was shortage of faculty, staff and finances. There are only two Faculty members and Two Non-teaching staff. The funds provided to the department are not sufficient for organizing these events on large scale. The department students make their own collection for the each Department events and Awareness programs.
4. The Practice	Monthly Seminars - Department constituted Sanskrit Shodh Parishad of Research Scholars. That helps for encouraging the projects of Research which deals with the issues on race, gender & environment like status of woman in ancient society, ecology and position of Varnas and training Programs are organized for the Research Scholars. Monthly Seminars are also organized to improve the writing, research, presentation and analytical skills of the Research Scholars. Matribhasha Diwas - We celebrate Matribhasha Diwas on 21st February every year to propagate the use of the mother tongue in daily life and conversation. Students perform the Cultural Activities like Songs, Poems, Dance etc in regional languages i.e. Hindi, Sanskrit, Punjabi, Urdu, Haryanvi, Gadhwali, Uria, Pahari etc. Swachhta Abhiyan - We encourage students to take part in Swachhta (cleanliness) drive whenever it is scheduled. It is to make students aware of the importance of cleanliness of their surroundings. Free Text Books - The faculty of the Department of Sanskrit has established a section of books dedicated to students from economically weaker sections. These books are provided to the students for the full semester (Rotation wise). Skill Development

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	<p>Programs - Popularising Sanskrit by organising Sloka Recitation, Extempore Speech, Sanskrit Kavi Sammelana etc. Encouraging the tradition of spoken Sanskrit, the department organises Sanskrit Speaking Course. Inter-University Sanskrit Competitions – Department organizes Inter university Declamation contest every year. Students from all over India take part in this event like Speech, Essay writing, Sloka recitation etc. Sanskrit Day - We celebrate Sanskrit day in the month of August every year to impress upon the need of reviving Sanskrit as a language of communication. Bhasha Samvad. Extension Lectures - We invite scholars from different National and International Universities/ colleges/ institutes/ organisations to deliver a special lecture to enrich the knowledge of the students and motivate them for research activities. Cultural Activities – Department constituted a Sanskrit Sahitya Parishad which manages to hold the Cultural events organized by the department. Like – Poetry, Sanskrit writing, Rangoli Making, Festival Celebrations, Regional Songs, Folk Dances etc. Awareness Programs - Special Lectures on Pollution control, disposal of waste material, clean and green environment, vigilance week, constitution day, Sanskrit day, Matribhasha diwas etc. organized. Carrier counseling of students, their queries, provide guidance and solve personal issues (if required). Inter-University Sanskrit Competitions – started since the origin of the department. All other programs were started in the department w.e.f. 2017-18 session</p>
5. Evidence of Success	List of events held in the department are attached for the reference please.
6. Problems Encountered and Resources Required	Shortage of funds and staff is one of the main problems encountered by the department.
7. Notes	All these events and practices are done by both Departments i.e. Department of Sanskrit and Dayanand Chair For Vedic Studies

3. University School of Open Learning

1. Title of the Practice	USOL OPEN FORUM – Annual Event
2. Objectives of the Practice	To invoke the spirit of open Education, USOL has introduced a regular yearly event USOL-OPEN FORUM – an open platform where Thought Leaders, Educators, Faculty, Researchers and diverse groups of student meet to reflect, interact, deliberate and share creative expressions on common concerns, national and social concerns. The event also envisages initiating dialogues between diverse stakeholders and starting the process of building Active

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	Collectives for social reforms and nation building.
3. The Context	ODL students, unlike regular students, do not get enough opportunities and platforms to get engaged in extra-curricular and youth activities and gain the confidence of being a contributing citizen. The event also has strong connection with Swami Vivekananda who continues to be the most well accepted universal youth icon.
4. The Practice	This year this event was organized to celebrate the spirit of National youth day and invoke the idea of “India of Vivekananda”. In coming years the spirit and concept will see more additions and added dimensions.
5. Evidence of Success	The event, though a first of its kind, was more than a success on many counts – (a) The Programme was well received and equally well participated by the fully packed auditorium. (b) Besides the well appreciated presentations by eminent Vivekananda Scholars, Sr. Academicians, Educators and spiritual masters, the participants interacted well with the eminent speakers. (c) In the feature USOL speak, faculty members expressed their open views on the theme and offered their suggestions. (d) In Zero Hour speak-up all participants were given a freedom to ask any question to anyone on the dias. Many students seized the opportunity to express themselves. (e) Since the event was conceived to offer an open platform to diverse stakeholders, many very young school students came upwith their creative presentations expenditure on the idea of the “India of Vivekananda”.
6. Problems Encountered and Resources Required	N.A.
7. Notes	The eminent invited guest speakers not only appreciated the event they expressed keen desire to initiate a series of youth interactions and character building workshops to take the idea to its practical end.

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4. University Institute of Engineering & Technology	
1. Title of the Practice	Results and evaluation processes
2. Objectives of the Practice	Assessment methods used by us to determine the achievement of Program Objectives (Pos) suggest that there is lot of scope in each area. From different feedback surveys conducted by us, different measures are taken to improve the attainment level in each PO.
3. The Context	Online Eakadmik Portal
4. The Practice	A. Individual Faculty members document their course results in course file in each semester. B. Academic server is implemented in department to automatically analyze various parameters related to POs. C. During TEQIP-II project, which is in progress in institute since 2012, all the data is maintained online using the MIS software provided under this project. 3) Business Intelligence, Building Enterprise application have been introduced after getting feedback from Industry. 4) Six months industrial training is introduced in final semester of BE Course to give feel of industry to students during coursework. 5) Two vocational training each after 4th and 6th semester are there in curriculum to improve their technical and non-technical skills. 6) To instill the skills of software development and testing, a course named software testing and quality assurance is introduced for final year students. 7) To enhance the skills in mobile application development, a course on mobile computing is introduced. 8) To introduce the sense of sensibility while using computer networks, a subject on network security is introduced. 9) TO develop their taste for optimization a subject of Soft computing is also introduced in curriculum. 10) Classes from IIT Professors are also being conducted for certain subjects helping them to work in collaboration with other reputed institutes.
5. Evidence of Success	There were only two assessment mechanism in place earlier viz, internal and external test that were not sufficient for overall assessment and attainment of POs. Following this assessment has been made continuous and different assessment techniques have introduced after reviewing attainment of POs. 1) Pre Objective Test to assess knowledge of students in current course. 2) Internal Minor Test conducted twice for each course to assess the regular and continuous learning of students. 3) Internal Quizzes to assess the objective ability to solve the problems 4) Group and Individual Assignments for different problem solving exercises of a course. 5) Tutorial sheets are given each week to students to assess their learning and understanding of course on regular basis. 6) Lab Assignments are given each to assess their practical implementation

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	assessment. 7) Group Lab projects are given to enhance their skills like team work, communication, project management and finance. 8) Group and Individual seminars are given to students to enhance their understanding in depth for a particular topic. 9) Final External Examination test to assess their learning and understanding of course. 10) Course Viva/ Voce examination are conducted for each practical course.
6. Problems Encountered and Resources Required	Compilation
7. Notes	Desirable to replicate across university departments and institutes

5. University Institute of Engineering & Technology	
1. Title of the Practice	Improvement in Quality of Projects
2. Objectives of the Practice	Improvement in Quality of Projects
3. The Context	Improvement in Quality of Projects
4. The Practice	To improve the quality of projects, they are evaluated critically from the external team of experts from reputed IITs, NITs etc. Further, Internal evaluation of projects is done by through the domain expert from the department while considering publications from the proposed research work in reputed Journal publication with the following criteria A+ for 1 SCI publication A for Scopus journal publication B+ for Scopus publication through conference B for Conference publication C for UGC Journal publication
5. Evidence of Success	In the year 2016-17, the total number of ME projects/thesis completed are 15 accounting to the 37% of the overall ME projects completed in 2016-19. -In the year 2017-18, 15 ME projects are completed which constitute 38% of the total number of ME projects concluded in 2016-19. -In the year 2018-19, the total number of ME projects done are 10 adding up to 25% of the total number of projects completed in 2016-19.
6. Problems Encountered and Resources Required	Nothing
7. Notes	Desirable to replicate across university departments and institutes

6. Department of Alumni Relations	
1. Title of the Practice	Improving Membership of Alumni

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<p>2. Objectives of the Practice</p>	<p>Though the institution of P.U is quite old, yet the number of members enrolled with PUAA was less than 3000. The basic objective was to increase the membership base with the following aims:</p> <ol style="list-style-type: none"> 1. It will improve the connect among the members in particular and society in general. 2. The members can take advantage of the experience of senior members in their professional and personal development. <p>The underlying concept was to improve the perception of a more than a century-old institution which has produced great corporate leaders, politicians, entertainment stars, educationists and civil servants.</p>
<p>3. The Context</p>	<p>The challenge was to first locate these old members and persuade them to become members.</p> <p>The other challenge was to motivate the present students to become alumni members before they leave the institution. The reluctance to pay for the membership was due to the fact that PUAA was a non- vibrant association and not many activities were being organised, which can attract attention at a later date. They were also unaware of some of advantages like lifelong membership of library, swimming pool etc,</p>
<p>4. The Practice</p>	<p>As the list of old students got unfolded, we found that the great luminaires of India have studied at this university, we decided to approach them to be the members of PUAA. Some of the great personalities were given Honorary membership so as to improve their involvement and to connect with the present students.</p> <p>As the connect improved, we invited these civil servants, corporate leaders and entertainment stars to interact with our students at various platforms and share their views and journey.</p> <p>As the present students became members, sharing of information among those belonging to different departments also improved. Some of the students belonging to management departments have been sharing their corporate experiences with technical students and vice versa.</p> <p>The Social media handle was made very active, wherein all activities of PUAA were posted. Facebook, Tweeter, Instagram were made interactive for the members.</p>
<p>5. Evidence of Success</p>	<p>Corporate leaders from the world of advertising flew down to the university for interacting with the students. Similarly, Civil servants of the rank of Chief Secretary physically interacted with the students before the lock down. During the lockdown period the officers conducted Webinars, where the highlight was question and answer sessions. Some of students are regularly in touch with these corporate leaders and have started following their columns in magazines and newspapers.</p> <p>The success can also be gauged from the attendance of alumni members at the first Global Alumni meet which was attended by more than 2000 members.</p>

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	<p>Though the meet was first planned for one day, seeing the response of the members, it was held for two days. Both the days, the attendance by the members was more than expected.</p> <p>On the persistent demand of some of the local members, PUAA also organised a Mushaira, a few days after the Global meet, when the hall was overflowing with members.</p> <p>Now we have 7000+ members on the roles of PUAA.</p>
<p>6. Problems Encountered and Resources Required</p>	<p>The major issue faced by us was to convince the youngsters to pay for becoming the members with no practical advantage to boast of. As we went from department to department explaining the unknown advantages like library membership, the students became interested and became members.</p> <p>For increasing the membership of old students, it was an uphill task to connect with them and then persuade them to enroll as members. The more difficult task was to get in touch with senior people. In some cases, we had to trace their roots at Lahore campus of the university to convince them to be members.</p> <p>The Global meet came in handy at many places as it was given wide publicity through social media.</p>
<p>7. Notes</p>	<p><u>Tap Every Opportunity!</u></p>

<p>7. Department of Alumni Relations</p>	
<p>1. Title of the Practice</p>	<p>Improving Connect with Alumni</p>
<p>2. Objectives of the Practice</p>	<p>The main objective of the practice is to improve the connect with the existing members. As the members are spread over the whole world, they would not be aware of the various activities held at their alma matter. They were neither connected with the university nor amongst themselves. Some of them have not visited the alma matter since they passed out of the university. The basic intent was to make them aware of the activities and connect them amongst themselves.</p>
<p>3. The Context</p>	<p>The major challenging issue was the absence of an accurate data base. Since some of the alumni had passed out long ago, their contact addresses were either not available or incorrect. We had initiated the plan to form chapters of PUAA in major cities of India and abroad. However, due to the pandemic, we could not travel and the objective could only be partially fulfilled.</p>
<p>4. The Practice</p>	<p>The first challenge was to update the email addresses of the existing members. We had to update phone numbers and addresses manually. We have 7000 plus members so it was a huge task. Since some of the members are in the age group of 80-90 years, they either do not have an e-mail address or check emails regularly. The next challenge was that apart from updating email addresses, we needed to connect with them to collect their mobile numbers where WhatsApp messages can be sent. Each member was connected either through email or through other alumni members to update this data. Once the data was saved, we succeeded in making 60-70 WhatsApp groups each comprising about 100 members. Now, each</p>

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	<p>member is updated regularly on all the activities being held in the university including those organised by the Panjab University Alumni Association (PUAA). As the information started flowing, members started participating in the university activities.</p> <p>We could establish two chapters in Amritsar and Mumbai. Through on-line mode, we could establish chapters in the UK, U.S.A and Canada.</p>
5. Evidence of Success	<p>PUAA, in collaboration with various departments organized talks from the experts for their alumni members. The alumni members of these respective departments attended these deliberations. PUAA organised the first International meet of Panjab University on November 28 & 29, 2019. Alumni members from different countries like U.K, U.S.A, Canada and Australia participated in this two-day event. The event was inaugurated by the Chief Election Commissioner of India, Mr. Sunil Arora. To further improve the connect with their alma matter, 20 alumni members were honored for their contribution in their respective fields. During the pandemic, when physical talks were not possible, PUAA organised 48 Webinars on various subjects like Emotional Intelligence, Mughal Jewelry and Digestive Health. Each webinar was attended by about 100 – 150 members.</p> <p>Taking stock of the situation after partial lifting of lockdown, we decided to renovate the Alumni house, as the stay facilities were not allowed to open. The renovation of lounge, meeting room, offices and green belt gave a new look to the house. The alumni members started using the green belt for informal discussion among members. Tea and Coffee arrangements were made available so they can enjoy their meetings. The new Sun-Soaked Gazebo has become a hit during winter.</p>
6. Problems Encountered and Resources Required	<p>To upgrade the data base, manual resources were required. The office hires students as interns under the earn while you learn scheme to work from home and contact the old alumni members.</p> <p>For renovation, the funds which were available with PUAA were used. However, the challenge was to ensure social distancing and that other precautions are adhered to by the construction staff. Due to travel restrictions and lockdown in the cities, the chapters could not organize much activity though they are connected with each other through online mode.</p>
7. Notes	<u>Be Genuinely Interested!</u>

8. Department of Alumni Relations	
1. Title of the Practice	Formation of Alumni Association in each department and establishing their close relationship with PUAA
2. Objectives of the Practice	<p>During the drive to improve membership of PUAA, we observed that alumni of the university also wish to connect with the new alumni of their departments. To meet this need, PUAA started the campaign to establish a chapter of the Alumni association in each department. Some of them had their individual association which were not</p>

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	<p>connected with the PUAA and some did not have any association. The purpose of forming these chapters was to connect these alumni with the University through PUAA and with their department through chapters of PUAA.</p>
3. The Context	<p>Connecting the already established associations of various departments with PUAA as chapters was the major challenge. Since they had an established system of connecting with each other, the associations were reluctant to join PUAA as the chapters.</p> <p>The second was formation of chapters in those departments, who neither had any associations nor any database of their alumni. The departments did not have the experience of connecting and holding meetings of old students. PUAA had to hand hold such departments to form a small chapter and then expand it.</p>
4. The Practice	<p>The advantage of forming chapters in the departments has been observed in the improvement of interaction of the present students with their seniors. The alumni of some chapters have become mentors to one or two students each and have been guiding them to decide their future plans. The other advantage has been preparation of these students to become employable. Some of the alumni members have also helped by offering them placement in their own organizations.</p> <p>Those who are working in VC and angel investors have helped them with providing funding / seed money for their startups.</p> <p>The members of the already established associations took the advantage of the huge network of PUAA in getting job offers and seed money from angel investors.</p> <p>As the connect improved, some of the new members have started endowment funds and scholarships for various students who excel in particular fields. In the last two years, Twelve New Scholarships have been added to the existing list of scholarships being offered to the students.</p> <p>To further encourage the students, PUAA in association with the Angel Network at Chandigarh, organised boot camps for young entrepreneurs.</p> <p>Offering of free stay facilities at Alumni house to alumni recruiters added to the ongoing activities of improving the perception of the University.</p>
5. Evidence of Success	<p>The result of this practice is evident from the data of job offers to the students through alumni connect and the offer of seed money to the entrepreneurs, especially to those who graduated from technical and management institutes. The number of queries to PUAA from the students for offline / online interactions with alumni members is an evidence of the growing success of this practice for improving their knowledge and skills.</p>
6. Problems Encountered and Resources Required	<p>Though some challenges were faced during the initiation phase, support from the top leadership helped overcome such challenges. There was no financial constraint as the required budget was provided for by the office bearers.</p>
7. Notes	<u>Be Flexible!</u>

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9. Department of Alumni Relations	
1. Title of the Practice	Harnessing the True Potential of Alumni through Strengthening the Umbilical Chord with their Alma Mater
2. Objectives of the Practice	<p>PUAA has the mandate to facilitate Alumni Engagement for ensuring emotional connect with their alma mater This platform has the potential to not only connect with its illustrious alumni from all domains of intellectual enquiry, but also act as the spokesman of the alumni.</p> <p>PUAA aims to bridge the gap with the alumni for :</p> <ol style="list-style-type: none"> 1) Networking amongst alumni as well as with the present students 2) Collating feedback on processes and procedures of PU 3) Alumni to be motivated for championing the cause of P.U. for 4) Seeking voluntary support for improving teaching-learning processes and infrastructure <p>PUAA has been proactive in undertaking initiatives to keep alumni members engaged and involved with Alumni House. The Association ensured bonhomie by providing interactive platform wherein members from various departments and colleges of Panjab University helped organize lectures and events on multifarious aspects. This provided ample opportunities to showcase intellectual prowess during the period of the lockdown. The underlying principle of all our activities has been to make them feel loved and respected and make PUAA members as a part of the larger inter-connected family. .</p>
3. The Context	<ol style="list-style-type: none"> 1) At PUAA we keep e mailing our members regularly about any updates, news, events etc. but we were getting many bounced mails. So the first challenge was to update existing e mail addresses. This led to updating phone numbers and addresses manually. We have 7000 plus members so it was a huge task. 2) Now apart from the updated email addresses and all the data, we have succeeded in making around 70 WhatsApp groups to remain in contact on real time basis for information sharing and networking. 3) We are also in the process of preparing web portal of the PUAA for enhancing our reach and showcase salient achievements of our alma mater as well as the alumni. 4) We have been able to create a robust and Engaged Volunteers from our students by offering them stipends to improve efficacy of the PUAA
4. The Practice	<ol style="list-style-type: none"> 1) Every year PUAA organizes an Alumni Meet and honors our alumni for their best awards and achievements. By organizing regular department Alumni Meets, PUAA also gives the chance to our members to meet their batch mates and friends.

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	<ol style="list-style-type: none"> 2) Distinctive aspect of the PUAA is to provide scholarships to the university toppers through endowments and contributions from its own funds to promote excellence. 3) PUAA provides various facilities like swimming pool, gym, shooting range, library etc. for our alumni members 4) We have spacious lawns to serve the larger community of our alumni by providing facilities for holding cultural and intellectual functions. 5) Alumni House has a well-maintained committee room, a huge lawn, 10 rooms, 4 deluxe suites and a lounge with a dining hall for our alumni members. 6) We constantly remain in connect with our alumni base to make them feel valued by taking their feedback on various initiatives, types of lectures they want, wishing them with a hard copy card on their Birthday and our team personally interacting with them regularly. 7) PUAA has its own Youtube Channel and the members who miss out on an online event can watch proceedings later. 8) We feel honoured to share success stories of our alumni regularly with our members. To the achievers, we send congratulatory letters. 9) Before the lockdown our members used to come to our seminars, after the lockdown they have been participating in online events like video making competition, webinars, sending us articles, writing to us etc.
<p>5. Evidence of Success</p>	<ol style="list-style-type: none"> 1) Providing a social networking platform to gain from tremendous knowledge and skills possessed by the alumni are true indicators of the vibrant association. 2) PUAA has been able to develop as a vital institutional asset whose contributions to brand building of PU needs are being revitalized. 3) Increase in the membership enrollment, organizing of well attended University level as well as the Departmental level alumni meet on regular basis are true indicators of the emotional connect. 4) Well attended lectures and events enthusiastically by Alumni, their preference to launch their books under portals of PUAA, volunteering in our initiatives and encouraging us in our endeavors are true cornerstones of our success. 5) During lockdown we collaborated with social substance in initiatives like 'Talk to PUAA', 'Data Donation', 'Online poetry and Photography events' have been well received. 6) We have till date conducted 40 plus webinars and events and all have been well appreciated by our members.
<p>6. Problems Encountered and Resources Required</p>	<ol style="list-style-type: none"> 1) For the web portal, we need a dedicated domain for PUAA. Our members will need assistance in registering as it's a departure from the conventional ways, it will be online but much more beneficial and interesting. 2) For the webinars and online events PUAA had to buy its own

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	platform which needs to be renewed every year.
7. Notes	<ol style="list-style-type: none">1) Departments are being motivated to develop databases of their alumni so as to help connect both at the departmental and university level.2) Similar efforts need to be undertaken at the affiliated colleges level with renewed vigour. In this effort, PUAA will work in tandem with the office of Dean College Development Council to strengthen the bonds.