Best Practice I

I Students Supporting and Welfare Mechanisms

1. Objectives

a. To provide financial assistance to the poor and needy students for the treatment of chronic deceases, injuries and such other medical emergencies through the Students Welf
b.]53sw+are Fund.
c. 4693.To ensure complete insurance protection to the entire students of the University for any u4type of accidental death through Group Personal Accident Insurance Scheme.
d. To foster security and safety feeling among the students and to boost up their confidence level.
e. To uplift socially and economically backward students and to ensure tension free study process
f. To promote participation of Research Scholars and Post Graduate students in International, National, Regional Seminars by providing travel grant for journey abroad and out of state.

2. The Context Features

• The socially and economically backward students enjoy the benefit of Students Welfare Fund in the event of any type of casualties. The financial assistance in this regard are being met from the fund provided in the budget of the University exclusively for this purpose.

• Group Personal Accident Insurance Scheme has been introduced in the University since 2012. All students in the University are insured in Group Personal Accident Insurance Scheme against risk to life. The United India Insurance Company is the Insurance provider of the scheme having an insured value of Rs. 1,00,000. The insurance premium in respect of all the students is met by the University.

• The Students Welfare Fund and Group Personal Accident Insurance Scheme create a safe and healthy learning environment and strengthen the mental health of the students. It prevents marginalization and promotes well -being in general and also creates safe and supportive environment.

• The travel grant facility extended to the Research Scholars and Post Graduate students help them to participate in International Seminars conducted in foreign countries. The Research Scholars and students can also participate in International/National/Regional Level seminars conducted by reputed institutions and organizations outside the state. This facility can be enjoyed by students once during their program of study. Challenging Issues

• Students Welfare Fund: due to meagre budget allocation, the University is not in a position to meet the needs of students to a greater extent. Hence it has been decided to introduce a 'Rajatha Jubilee Students Welfare Fund' as part of the Silver Jubilee celebrations of the University during 2018-19 and an amount of Rs. 25,00,000/- has been earmarked in the budget.

• Group Personal Accident Insurance Scheme: Since the GPAIS covers death due to accident only, the University proposed to start another insurance scheme for the students ,viz.,Student Safety Insurance Policy extending insurance coverage for hospital treatment and death of students and in the

• event of death of parents in accident arranging payment of Tuition fees, Hostel Fees for the remaining period.

3. The Practice Students Welfare Fund:

Students Welfare is directed at the mental, physical and emotional well-being of students. A request from the parent/student along with the bills from the hospital and the recommendations of Head of the Department are required to process the application for financial aid under Students Welfare Fund. After verification, eligible students havebeen given maximum financial help. Group Personal Accident Insurance Scheme: In every academic year, after the admission process is over, all the students have been insured in this scheme. The premium payment fortheentire students is borne by the University unlike other institution, no fee is levied from students under this scheme at the time of admission. Travel Grant: The students/research scholars who get acceptance/approval for presenting papers in International/National seminars can apply for travel grant along with proof of invitation and approval. The travel grant shall be limited to meet expenses over and above the funds sanctioned by the organizers/sponsors of such seminars.

The uniqueness of the above students welfare measures are as follows:

1. The Students Welfare Fund was floated without collecting any contribution from the students. The fund earmarked for this purpose is exclusively from the income of the University.
2. In the case of GPAIS ,the University is meeting the insurance premium.
3. Even though the above two schemes exist in some other Universities, the Contributions/Insurance Premium are to be remitted by the students during admission time. These unique practices differentiate Sree Sankaracharya University of Sanskrit from other Universities.
4. The travel grant facility shows the approach of the University to promote and encourage research and presentation skills among young research scholars and students who hails from socially and economically back word families.

4. Evidence of Success Students Welfare Fund: Financial Assistance was granted to the following students.

- ❖ Rs.1,00,000/- to Ayona Ajith, MSW Student, Regional Centre – Thuravoor (Suffering from neurological disorder).
- ❖ Rs. 1,00,000/- to Ambadi Kannan, BFA Student (Suffered Accident)
- ❖ Rs. 60,000/- to Anjana V M, MA Dance Student (Suffered Accident)
- ❖ Rs. 50,000/- to Vishnu Sugunan, MA Music student (For Treatment)
- ❖ Rs 25000/- to Jaseentha Thomas, Ph.D Scholar, Dept. of Sahitya.(Unexpected surgery and complication during maternity).
- ❖ Rs. 25000/- to Aparna Mohan, MA Malayalam Student(Medical Treatment)
- ❖ Rs. 7501/- to Binu Susan Paul, M.P.Ed Student (Medical Treatment)
- ❖ Rs. 3500/- to Hari Murali, BFA Student (Snake
- ❖ bite inside the campus) Group Personal Accident Insurance Scheme: The Insurance claim of Rs. 1 Lakh each was granted to the survivors of following students who died unfortunately during the course of study.
- ❖ Shameer A. N., Research Scholar, Dept. of History
- ❖ Swathi Rajeev, Student of MSW, RC Thuravoor
- ❖ Manjusha Mohandas ,Student of MA Mohiniyattam
- ❖ Limisha Ashraf, Research Scholar, Dept. of Sanskrit Sahitya. Travel Grant:- During the last five years 91 students/Research Scholars benefitted from this scheme and participated in various academic seminars at National/ International level. The graph

of students availing the travel grant for participating in International/ National Seminar is going upward every year.

5. Problems Encountered and Resources Required

As of now there are no hassles in the distribution of insurance money and welfare fund from because of the meticulous management of cases by the Students Service Cell.

Best Practice II

Online Feedback Collection and Analysis

1. **Objectives**

   To efficiently evaluate the feedback on teachers and courses offered thoroughly through a fully automated system that saves time and gives fast results. To obtain result accurately and reliably. To reduce the confusion at the time of processing feedback average.

2. **Context**

   During the manual process of collecting feedback, the students were distributed with paper and pen to furnish feedback on teachers and courses offered. After giving feedback by every student papers are collected by the teacher and the overall grade is calculated for each category. This is finally consolidated and reports are prepared accordingly, which was a time consuming process. This eventually led to the implementation of semester wise feedback collection from students with effect from 2017-18 academic year onwards. Manual process of feedback collection is not user friendly because the retrieval of data is very slow and data is not maintained effectively. The calculations to generate reports are done manually leading to greater chance of error.

3. **The Practice**

   The students online portal is designed in such a way that every student who intends to download hall tickets for the end semester examination are permitted to do the same only after providing online feedback for the semester completed. The process of providing feedback was made mandatory. The students can give opinion about their faculty members and the courses offered during that semester. The students are provided with bilingual feedback format. The feedbacks thus received are consolidated and reports are prepared based on them to be placed before the apex committee for their recommendations/suggestions for further improvement. The reports along with the recommendations/ suggestions are forwarded to the faculty and respective Head of the Department for further proceedings.

4. **Evidence of Success**

   Using this system reduces the cost efficiency. The advanced software saves a lot of time and effort. The institution can quickly generate, collect and examine feedback. Performing all these functions in one integrated web system saves an extensive amount of time. The participants can fill up the forms at their ease. Respondents have a variety of ways to access the forms including mobile phones, laptops, tablets, computers, etc

5. **Problems encountered and resources required**

    The students being unaware of use the online mode of access were given a preliminary training to access the online feedback forms in their android phone itself. An awareness

week was conducted in every Department and the assistance from IT section was utilized for the effective implementation.