

## 7.2 Best Practices

### 1. Introduction of Bio-metric system for teaching and non-teaching staff

#### **Context :**

Attendance is the most important factor in an educational institute. To regulate the system we have introduced Bio-metric system at the college for the teaching and non-teaching staff.

#### **Practice:**

The attendance of the staff is collected as recorded in the machine and intimated to the staff.

#### **Evidence of success:**

It is observed that the staff members of the college abide by the timings of the college to a great extent. It is a sign their punctuality. Punctuality is one of the core values of disciple.

Problems encountered and resources required: In spite of the bio-metric system, some times staff are found to be late to duty. It is a human error which is likely to occur due to various reasons like traffic jam or late running of buses and trains.

### 2. Installation of CCTV cameras:

The regularity of an institution depends on correct monitoring. As it is a big college, we have installed CCTV cameras to oversee the happenings in the college. If any untoward incidents happen in the college, they can be watched and due justice can be done.

Moreover, if the students are aware of the presence of the CCTV cameras, they will be on the alert and try to behave within limitations.

**Context:** Surveillance is an important aspect in every institution. To monitor the activities of the college through the Principal's chamber, CCTV cameras are installed.

**Practice:** The students who are found to be irresponsible and disturbing are called to the principal's chamber and instructed seriously not to continue it again.

**Evidence of success:** It is observed that the indiscipline of the students has been reduced due to the installation of the CC TV cameras. Because, the students are under the impression that their behaviour is under electronic surveillance.