

7.2.1 – Describe at least two institutional best practices

Best Practice No. 1:

Title of the Practice: Departmental Peer Evaluation

Objectives of the Practice:

To provide feedback to functioning of Departments under

- Human Resources Development
- Clinical Services
- Research
- Public Education

The Context: AIISH has 11 departments among this 04 are core departments and 05 Allied departments and 02 are service departments. In order to improve the coordination and provide feedback the peer evaluation of each of the department was started.

The Practice: Presentations are made by the Heads of each department of the institute every 2nd Wednesday in front of all faculty of the institute. In the reporting year, all 11 departments presented their achievements in front of their peers. Strength, Weakness, Opportunity and Challenge (SWOC) of each of the department was identified. The route-cause analysis was done wherever the measures of performance did not meet the target and constructive solutions were provided to improve the functioning of the department.

Evidence of Success: The process has been quite successful and is viewed as one of the best method to do the SWOC analysis. The fruitful discussions are held and constructive criticisms are provided at the end of the presentation. Director and Coordinator Department PEER evaluation moderates these discussions and many a times instantaneous decisions are taken to speed up the decision making process.

Problems Encountered and Resources Required: Some of the major concerns such as shortage of man power requires approval from executive council of the institute. Hence, these shortcomings take time to get resolved and keep reappearing in the department peer evaluation from time to time.

Best Practice No. 2:

Title of the Practice: Swatch Bharat Abhiyan

Objectives of the Practice:

- To weed out the unused and scrappy materials which includes consumables and non consumables
- To keep the campus clean and neat
- To maintain the healthy environment in the campus

The Context: The Govt. of India **Swatch Bharat Abhiyan** throughout the country with the aim of clean and healthy India. In tune with this AIISH has joined hands in this mission to keep its campus clean.

The Practice: The Institute took part in Swachh Bharat (Clean India), a national campaign by the Government of India in response to the directive received from the Ministry of Health and Family Welfare. The staff and students took the pledge on the occasion. A special drive was started which included screening and weeding, classification of records was carried out. A new initiative was taken to reduce the no. of proofs or attachment necessary to avail the benefits of many institute schemes. The electronic process of data management and verification was started wherever possible.

Evidence of Success: All academic and administrative documents were classified and the old records depending on the retaining policy of the institute were weeded off. Swatch Bharat drive has made the campus clean and neat.

Problems Encountered and Resources Required: As AIISH is public place, educating the general public about the importance of cleanness has been a challenge. Placards and notices are placed in prominent places to keep the premises clean. However, a general behavioral change is essential for the implementation of this scheme.