

Best Practice I:

Title: Award of Excellence to the Members of faculty of the Institute

Objective:

Heritage Institute of Technology Kolkata (HITK) recognizes that its ability to achieve its vision and mission will be greatly dependent upon the performance of the members of its faculty and staff, and the extent to which their individual contributions impact on the services provided by the Institute to the community. The objective has been achieved through:

- Creating an environment of encouragement, motivation and recognition.
- Boosting satisfaction level of teachers that directly impacts the improved academic environment of the Institute.

Judicious guidelines have been framed to establish the parameters for a system, which will recognize and reward outstanding performance of its faculty. The value of the awards will be INR 10,000 each and a certificate.

Context:

Heritage Institute of Technology Kolkata (HITK) has developed a practice through which it can encourage, acknowledge and appreciate the efforts of those persons who are steadily contributing and are quintessential to its growth. Such practices lead to a better academic environment in the institute.

The scheme is entitled 'HERITAGE INSTITUTE OF TECHNOLOGY AWARD FOR EXCELLENCE'. A total of five (5) awards are given in recognition of accomplishment and/or as an incentive for continued excellent performance.

Practice:

Since its inception The Institute celebrates its Foundation Day on September 5, each year. It is on this auspicious day the Annual Awards of Excellence are presented to the selected members of faculty in the following award categories:

- i. outstanding teaching;
- ii. outstanding research accomplishments;
- iii. outstanding service to the HITK Community;
- iv. outstanding contribution to public service, to include the private sector and the non-government community;
- v. all-round excellent performance in a combination of two or more of the above areas.

The entire practice follows a rigorous selection procedure as stated below:

I. ELIGIBILITY

All current members of the Academic staff and Administrative staff (excluding Executive Management, Registrar and Head HR), who have been in the continuous service of the institute for at least 5 years prior to the application or nomination and not more than 60 years of age at the time of application are eligible for an award. Award categories (i) and (ii) are specifically for Members of Faculty.

II. CRITERIA

Awards will be based on excellent performance, assessed primarily on the candidate's achievements during the 5-year period immediately preceding nomination for the award.

Criteria to be used in the evaluation of applications for awards in the four Core Areas are:

i. Outstanding Teaching, as demonstrated, for example, by: excellent student ratings, testimonials and peer recognition; development of innovative course delivery methods; development of effective instructional materials; evidence of reflective and scholarly teaching and learning; outstanding students advisory activities; outstanding students supervisory activities.

ii. Outstanding Research Accomplishments, as demonstrated, for example, by: an outstanding publication record in refereed journals, books or chapters in books; evidence of the scholarly or professional impact of the work; evidence of the international, regional or national recognition of the work; evidence of effectiveness at generating research funds; evidence of excellence in supervision of graduate research.

iii. Outstanding Service to the HITK Community, as demonstrated, for example, by: excellent administrative / managerial / professional leadership; exceptional service; the development of effective and innovative administrative, managerial and professional systems; excellence in the servicing of institutional meetings.

iv. Outstanding Contribution to Public Service, as demonstrated, for example, by: effective chairmanship or membership of boards/commissions/committees/task forces at national or international levels, whether these be in the public sector, the private sector, or other non-governmental sectors that brings distinction to the Institute; transformative advisory services; significant service to professional and scholarly associations, particularly at national or international levels.

v. Outstanding Contribution in a combination of two or more of the above areas.

III. PROCEDURAL GUIDELINES

A. The Application

A written application can be submitted by eligible faculty/staff members. Faculty/staff members can nominate other staff members based on college recognition.

The application for an award will include:

(1) In case of self-nomination, a first person narrative of no more than 1000 words summarizing excellent performance over the last 5 years in one or more of the core areas.

Alternatively, in the case of nominations by peers, person(s) knowledgeable about the candidate's achievements may write the narrative.

(2) An updated curriculum vitae. An appendix may be attached containing information as the applicant chooses which sustains and/or supports a claim to excellent performance or professional promise.

(3) In case of a nomination for excellence in teaching, the application should be accompanied by comments from colleagues and reports of student assessment of teaching, where available. Alternatively, the assessment committee will obtain the same from the HR department.

The application must be submitted prior to the established deadline.

B. Repeat Applications

(i) Repeat applications from persons whose first applications have not been successful, are encouraged.

(ii) Repeat applications from persons whose first applications were successful, where the new application is for a different category from the previous award, will be reviewed on merit – without prejudice – as new applications, provided at least 3 years have passed since the earlier award.

(iii) Repeat applications from persons whose first applications were successful will not be considered if the new application is for the same category.

C. Initiation

An eligible member of faculty/staff who wishes to be considered for an award or faculty/staff members who wish to nominate colleagues, will submit an application to the Registrar, by the established deadline. If not a self-nomination, the Registrar will refer the nominations to the nominees for their input.

D. Selection Process

Step#1: The Registrar will be the first conduit for the processing of applications. The Registrar will be responsible for receiving the applications and submitting the applications for further screening and evaluation.

Step#2: The Registrar will submit the application, together with supporting materials, to a Faculty/Administrative Sub-Committee appointed for the purpose. In addition, the Registrar may submit accompanying comments on the applications but will not be required to rank the applicants in any way.

Step#3: The Faculty/Administrative Sub-Committee will screen the applications to ensure that all application procedures (including submission of the required documentation) have been fulfilled. If necessary the candidate or person making the nomination should be asked to clarify information presented or provide additional information. This would be in addition to the 1,000-word narrative, which the nominee or the person making the nomination is

required to write. It makes a short-list of nominees/applicants and submits this to the Principal.

Step#4: The Principal's Advisory Committee will meet to review the recommendations and applications and select the recipients of the award.

Step#5: The Office of the Principal will announce the award recipients after ratification by BOG and/or BOT, as appropriate.

E. Announcement of Awards

Awards will be announced publicly in the form of a notification.

F. Awards Ceremony

Awards will be presented at an Award Ceremony organized for this purpose, preferably on the Institute's Foundation day.

Evidence of Success:

Success of this Best Practice has been reflected on the overall activity of the teaching community of the institute in terms of enhanced publication of research papers, quality of teaching as well as participation in the community programme.

Problems Encountered and Resource Required.

Award for Excellence programme was first implemented in the year 2012. Since then this highly acclaimed programme did not encounter any problem. Increased number of participation of the members of the faculty in this programme evidently shows its great success.

Regarding requirement of resources, a committee is formed to look into the details such as budget approvals, inviting nominations, setting up jury, etc.

Best Practice II:

**Title: Reform in Institutional Examination System through Full Proof
Moderation of Question Papers by External Academics**

Objectives

Reform in Institutional Examination system deserves a holistic evaluation of its necessity to transform the existing structure with the aim of raising the quality of education. Heritage Institute of Technology Kolkata (HITK) recognizes that its ability to achieve its vision and mission will be highly dependent upon the standard of examination system as well as the performance of its students in their future professional life. In this respect the Institute strongly feels that besides the adaptation of a holistic teaching learning process, a full proof evaluation of the merits of students should be made through a rigorous examination system.

Context

As per UGC and AICTE guidelines evaluation, grading and certification rest on examinations which play an important role in the progression of a learner on the learning path. The examinations not only indicate whether the desired learning outcomes have been achieved but also assess the level of achievements against benchmarks. Thus, examinations serve as checkpoints for both the learner and the external world, allowing appropriate certification to be issued reflecting the proficiency of an individual operating in socio-economic spheres.

In order to fulfil the laid down guidelines by the statutory bodies, the Heritage Institute of Technology recognizes the importance of moderation of examination papers by external experts at the Semester Examinations as an important quality standard. The moderation will help to maintain a high standard at the semester examinations as well as ensure transparency in the process.

Practice:

Theory Papers:

Under this classification each theory paper is evaluated on the basis of 100 percentage points, sub-divided into the two categories:(1) End-semester examination: 70 points and (2) Internal Assessment: 30 points.

In the end semester examination based on the recommendations of the respective Head of the Department and approved by the Principal, the Controller of Examinations appoints two paper setters for independently framing two sets of question papers in each subject. He also appoints (at least) one senior academician as a moderator from an educational institute of repute whose field of expertise falls in the subject area of the examination paper. The appointed Academics from Institutes of National/International repute conduct the process of scrutiny of examination papers to ensure the consistency of question papers within the framework of the syllabus, thereby ensuring consistency of assessment for all students. Sometimes, a senior person from the industry may also come as a moderator for an applied subject; however, such cases are rare. It also ensures that the weightage within a module is appropriate and conforms to the blueprint and other guidelines issued by the statutory bodies to ensure fairness, accuracy and consistency in marking. The final question paper is prepared from amongst the two above sets by the moderator in presence of the Controller of Examinations.

Functions of the Moderator

- The moderator has the right to change / modify / add questions.
- The moderator shall go through the entire syllabus and ensure that that the questions are set from within the syllabus and that there is no ambiguity in the question, the wording of each question is precise, definite and easily understandable.
- The moderator shall ensure that the questions have been set from all the modules of the syllabus.

- The moderator should ensure that the distribution of marks has been done properly keeping in mind the standard of students of high merit as well as that of the students of average merit.
- The moderator shall ensure that after moderation, the question papers are handed over to the controller of examinations in person.
- The moderator must take all necessary measures to ensure the security and confidentiality of the examination papers and other material.
- Since the appointment of the moderators comes under the official secret act, it is mandatory that the moderators would not disclose their appointment to any person.

Evidence of Success:

The following changes have been observed over time ever since the system of external moderation has been introduced. It may not possible to associate a provable causal relationship between the system and the following effects, but we have nevertheless observed these facts over the last few years.

- Success rate of students in examination has been increased after introduction of external moderation system.
- Zero complaint regarding the quality of question papers after introduction of external moderation system.
- Remarkably less number of re-examination request received from students.
- Alertness of members of faculty to cover the entire syllabus of the subject.

Problems Encountered and Resource Required

The programme relating to Reform in Institutional Examination System through Full Proof Moderation of Question Papers by External Academicians adopted by the Heritage Institute of Technology through its office of the Controller of Examinations has not encountered any problem so far. The Institute has its locational advantage. It is surrounded by a number of Educational Institutes and National laboratories like The University of Calcutta, Jadavpur University, Indian Statistical Institute, Indian Institute of Engineering Science and Technology (Shibpur) Indian Institute of Chemical Biology, Central Glass and Ceramic Research Institute to name a few. Indian Institute of Technology, Kharagpur, National Institute of Technology, Durgapur, Central Mechanical Engineering Research Institute, IISER and Moulana Abul Kalam Azad University of Technology, the affiliating university of this Institute are also not far off. Thus appointment of moderators of extremely high eminence has not been a problem so far.