

# **KKTM GOVT. COLLEGE, PULLUT**

## **DEPARTMENT OF BOTANY**

### **BEST PRACTICES**

**Botany** is a subject moreover a tradition followed by almost all the human beings knowingly or unknowingly. As a department closely related with Nature, we give more importance to Nature, its greenery as well as environmental health. The best practices that we followed are-;

#### **BEST PRACTICES FOR OUR NATURE**

1. Maintain **fully greenery in and around department** by growing plants to make our atmosphere fresh and breath green air
2. Maintain a **best green house with rare and endangered plants** in a view of conservation and protection.
3. Always giving **Green Gifts in the theme Gift a Plant-Gift a Life** for all academicians and chief guests associated with departmental programs.
4. **Plastic free department** who do not use non-recyclable plastics, encourage students and public to avoid plastics and also promote the usage of cloth bags, steel water bottles and steel glasses etc.
5. Department have a **storage of 50 steel glasses and steel utensils to serve in functions** like seminar, association day, practical board meetings, theory valuation camps etc.
6. We **promote the reuse of even waste pet bottles by growing plants** inside and outside the departments.
7. We **collect pet bottles accumulated** after a study tour, function etc to do such green activities.
8. Maintain **waste bins for separating recyclable and non-recyclable plastic wastes** inside the department and in botany class rooms.
9. **Important day celebrations** like Environment day, International soil day, Earth day, Water day, Ozone day, Wetland days etc by awareness classes and outreach programmes.
10. **Protecting and conserving campus flora.**

#### **BEST PRACTICES FOR ENERGY CONSERVATION**

11. Displaying notice boards near every switch board to **cut off light and fan immediately after usage**

12. Display boards in every water taps to **reduce the usage of water**
13. Aware students to **watch their electricity bills and water bills in every month** to reduce the usage and there by saving money.
14. **Taking awareness classes** along with curriculum about energy conservation.
15. Preparing a draft for seeking help from authorities for **implanting solar panels** for department as well as college.
16. Preparing draft for establishing **a biogas plant for college for replacing LPG utilization** in departments like Botany, Zoology and Chemistry.

### **BEST PRACICES – REDUCE to MINIMUM**

17. The department uses **minimum water and electricity throughout the year.**
18. Inside the department the teachers are **promoting the use of INK pen** to reduce the usage of ball pan and thereby reducing plastic wastes.
19. We **reduce the paper usage by collecting and storing used one-sided papers** for taking prints and photocopies, for submission to Principal and also for making notes.
20. **Food wastes are never produced** from department even in connection with functions.
21. Demonstration classes by students are teachers to **reuse news paper and waste cloths by making varied items of show pieces.**
22. **Taking awareness classes** to students regarding all these.

### **BEST PRACTICES FOR PROMOTING VEGETABLE GARDEN**

23. **Periodic supply of seasonal vegetable seedlings** to teachers and students for making vegetable garden their homes.
24. Helping students in making and maintain vegetable garden in their home by clarifying their doubts.
25. **Promoting roof vegetable garden** in land less areas in grow bags.
26. Maintain a **roof vegetable garden along with green house.**
27. Teachers **supplies and purchases home made vegetables** within department and among other teachers absolutely free.
28. **Conducting classes on organic farming** by experts

### **BEST PRACTICES WITH ALUMINI**

29. **Meeting with Botany alumini students** within the department for discussing their career growth as well as for gathering information to uplift the current students
30. The **outstanding alumini members took motivation classes as well as subject classes** for students. This will make the students more capturing in the concerned areas.
31. Often visit by **alumini members for assisting teachers in research related as well as project related works.**
32. The department teachers **help the pass out students to seek admissions to various institutions as well as CSIR-NET coaching centers** to promote their career growth.

### **BEST PRACTICES – ACADEMIC LEVEL**

33. **Periodic and time bound coverage of portions as per syllabus** including the practical works.
34. **Regular test papers and improvement classes** for students.
35. **Trying to maintain discipline** inside and outside the department by department students.
36. **Conducting periodic assignments, seminars and viva** for evaluation the student's progress.
37. **Regular department level meeting** for assessing students progression as well as planning activities
38. **Department level Student's Grievance Cell** under the coordination of HoD
39. **Conducting periodic PTA meeting** for discussing the students academic as well as career growth with parents.
40. **Maintaining a continuous communication with parents** about their ward's progress.
41. **Result analysis after publishing each semesters exams** and thereby taking necessary steps under HoD for improving results.
42. **Collection of previous year question papers** and discussing the same with students for the betterment of their results.
43. **Periodic motivation classes** for students in academic areas.
44. **Every Friday Good Friday cum Green Friday** – activities by students organized every Friday lunch break.
45. **Promoting and Motivating the talented** students in the department by providing venue to perform their talents in front of other students.
46. Maintaining **students memberships in SSP and ASAP.**

47. Conducting **meeting to motivate and encourage students who got achievements** in various fields like Sports, Arts etc by giving motivational prizes.
48. **Green gifts as well as gifts in the form of study materials to students** who got meritorious achievements in examinations.
49. **Special congratulations and study material gifts to students** who accomplish full **attendance in each semester**.
50. **Teacher participation in various seminars. Workshops and Presentations** conducted by various institutions

### **BEST PRACTICES – ADMINISTRATION LEVEL**

51. Communicating the entire **student's as well as teacher's related issues to the authorities**.
52. **Time bound submission of all the official matters** through proper channel.
53. **Assisting the authorities and other departments in various activities** of the college.
54. **Possession of various charges by teachers in the college** like Vice principal, University Examination Chief Superintendent, Election Commission, IQUAC Coordinator, NAAC Coordinator, ORICE charge, INTERNAL EXAM controller, Convener of Nature Club, Members in various clubs like Bhoomitra Sena, Antidrug etc.
55. **Internal mentors for SSP** from department taking classes to SSP students.

### **BEST PRACTICES WITH SOCIETY**

56. **Conducting outreach programmes in various fields of biology** to nearby high school students by the department students and teachers.
57. **Visiting nearby old age homes and giving physical as well as financial helps** to such organizations.
58. Students of the department **worked for developing a vegetable garden in the "THANAL" old age home**.
59. Donation by **teachers and students to Chief Ministers Distress Relief Fund**.
60. Physical **help by students and Teachers during flood time in various relief camps** by cleaning their houses, giving medical consultation etc.
61. **Honouring the famous farmers in the area** by the department for promoting agriculture

62. Conducting **Green Clinic Programmes to clarify the doubts** of public regarding plant diseases.
63. **Awareness classes to public and students** in various aspects of conservation of ecosystems mainly the Wetlands of the locality.
64. **Participating students in awareness campaign to decrease road accidents** and maintain strict road discipline.
65. **Planting trees** for future generation.