

## **Best Practice 1 : Sending Students Attendance Daily to Parents**

1. **Objectives:** To ensure about the students' regularity and attendance with the parents.
2. **Practice:** Every day, during 1<sup>st</sup> hour, absentee numbers will be collected from all the classes ( Course Wise & Section wise) on the sheets provided by the office. Absent message will be sent to the parents of the absentee students immediately by the office staff.
3. **Evidence of success :** Most of the parents were enquiring with the office and faculty about the attendance percentage of their wards. Also, the attendance percentage was improved after the practice is started.
4. **Problems Encountered:** No major problems were encountered in this process.

## **Best Practice 2 : ISO 9001:2015 Certification**

1. **Objectives :** ISO Certification for Education industry helps the educational institutions, schools, and colleges to enhance their management system by intensifying their reputation in the field of education.
2. **Context :** ISO certifications will help them to sustain the quality policy and enhance them from time to time.
3. **Evidence of Success :** The success or enhancement of quality can be seen in documentation of policies and procedures, Improved Governance and Leadership, Enhanced Teaching and learning outcomes, External recognition, Reduction of Non-Conformities etc.
4. **Problems encountered:** No major problems have been encountered in during this process.

