

### **Best Practices – adapted for Academic Programmes**

- Encourage active learning
- Create Learner – centric learning environment
- Introduce prompt feedback mechanism
- Prompt communication skills given
- Motivate meaningful interaction
- Introduce flexible and clear course design
- Insist on quality parameters in teaching and research
- Best environment created for participants for better learning and teaching practices through ICT
- Always maintaining cordial relationship with resource persons, participants and with the authorities of the University of Madras

### **Administration**

- Systematic planning and execution of programmes
- Identification of suitable resource persons / course coordinators for the organised courses
- Analysis and process of applications for admission in courses on time
- Proper maintaining of records and resources
- Organization of Regular review committee meeting in which academic and administrative staff members take part and the members give constructive suggestions, review the feedback of the participants, ideas/suggestions of resource persons and take initiative to give effect to their constructive suggestions to effectively and efficiently conduct the programmes
- Steps are being taken to send admission letter to the selected participants on-line.
- Strong leadership with transparency, sound planning, focused direction and positive motivation are considered as additional strength and these have contributed for the effective functioning of the HRDC, University of Madras
- Utilization certificate is being sent to UGC periodically and internal audit is being done regularly.
- Interpersonal relationship among the Administrative and Academic staff is being maintained effectively.
- Financial extra vagances is avoided.