

Late.Smt. Chennabasamma Sogi - Best Practice Award Submissions should be in electronic form with below mentioned information and detailed documents for evaluation.

Originator of the request	
Name of the institution/college	
Team Members(Designation & Affiliation)	
Head of the Department	
Email Address	
Telephone:	
Address	
Title of Best Practice	
Summary of Best Practice	
What makes it a best practice?	

Outline for documenting best practices

Title of the best practice	This should be concise and reflect the practice being documented.
Introduction	This should provide the context of and justification for the practice, and address the following issues: 1. What was the problem that needed to be addressed? 2. Which population was affected? 3. How did the problem impact on the population? 4. Which objectives were achieved?
Implementation of the practice	What were the main activities carried out? When and where were the activities carried out? Who were the key implementers and collaborators? What were the resource implications?
Results of the practice – out puts and outcomes	What were the concrete results achieved with regard to outputs and outcomes? Was an assessment of the practice carried out? If yes, what were the results?
Lessons learnt	What worked really well–what facilitated this? What did not work–why did it not work?
Impact and Conclusion	How have the results benefited the population? Why that intervention be considered as “best practice”? What recommendations can be made for those intending to adopt the Documented “best practice” or how can it help people working on the same issue(s)? Related publication if any.

Further reading Provide a list of references and source documents that give additional information on the “best practice” for those who may be interested in knowing how the results benefited the population.

PRIZE:

LATE.SMT. CHENNABASAMMA SOGI - BEST PRACTICE AWARD – Prize Money(Rs.8000), medal and certificate