

## Best Practices

### Best Practice No. I

1. **Title of the Practice**

II. **Improving Teaching – Learning Process (ICT)**

2. **Goal**

- To ensure the completion of syllabus according to the academic planner of each department and its proper documentation.
- To encourage teachers to adapt to technological advancements including ICT adoption in class room teaching.
- To improve pass percentage and enhance the number of ranks bagged by the college at the university level examinations
- To enhance learning experiences and to provide ICT skills so that students can in future provide the same knowledge to their surroundings.
- To widen access to students through Moodle Classroom and Institutional Repository System and if any other Official repository is available.
- To facilitate the training of ICT Teaching to faculty members.
- To deliver recent information with minimum time and with proper accuracy.
- To promote research related activities among students.
- To have updated knowledge about current affairs, too.
- To widen their knowledge by presenting them audio-visual window.

3. **The context**

- The syllabus coverage in some cases is being hurried and towards the end of the semester where information are being crammed at once. Even proper documentation is not maintained. This sluggish coverage initially and hurried coverage later should be avoided giving enough time to student in comprehending the topics and assimilating the facts. They can have surround knowledge about the syllabus.
- At times it becomes very difficult for teachers to keep pace with the techno – savvy student learners. It has become essential for some of the teachers to adopt to the latest pedagogic styles and include ICT in class room teaching. The mismatch between the student learner and the teacher in the use and comfort of handling varieties of tools available for teaching – learning needs to bridge.
- Traditional perspective of the teaching-learning process should be updated in this way.
- ICT can be used as effective teaching tool for better learning experience. Intensive and extensive use of ICT in teaching learning has a significant and positive impact on students' achievement which results in better knowledge acquisition, enhancement of

presentation. Our college has introduced ICT methods for these reasons.

#### 4. **The practice**

- Academic planner along with the calendar of events is uploaded on the website for information to students
- In the official or departmental routine the time of ICT classes has properly been mentioned.
- The teaching – learning committee along with the heads of different departments monitors the pace of coverage of the syllabus and if needed extra classes are taken with the help of ICTs.
- Informal feedback is obtained from students regarding the content delivery by different teachers. The teaching – learning committee members and the class teachers hold frequent informal meetings and cull out the information needed.
- Frequent assignments, tests and evaluation are conducted to improve performance in the semester – end examinations.
- Some class rooms are made ICT ready and many departments have the necessary tools for handling the class room teaching with the help of ICT.
- Teachers from all the departments who have a sound knowledge over ICT train the teachers/students the use of Power Point Presentations, browsing the internet for useful resources, uploading content on the college website, use of google docs for information sharing, etc.
- To make the practice more effective following steps were followed:
  - Students are being motivated to use ICT enabled teaching.
  - Preparation has done to Plan for ICT based Teaching Learning.
  - College campus is made free WI-FI zone so that at the time of class teachers as well as students can access to the Internet properly.
  - Organization of training programme for faculty
  - Introduction of moodle classroom.
  - Making the infrastructure ready.
  - An internal budget is prepared for purchasing necessary items.
  - Quality check for ICT teaching.
  - Upgradation of ICT teaching and infrastructure required for the same.
  - Getting feedback from students, parents and employers and to have a proper analysis of that feedback.

#### 5. **Evidence of Success**

- Some of the teachers have adopted modern pedagogic styles and ICT in their classes.

- Even ICT enabled classes are recorded and uploaded time to time to the college website.
- Some of the notes are uploaded on the college website.
- Appropriately paced and timely completion of syllabus due to the acceptance of this updated measure.
- Increased attendance in the classes.
- Increased interest among the students.
- Improvement in results.
- Style of answer written by them has also been developed.

#### 6. **Problems encountered and Resources required.**

- Development of animation based power point presentations in teaching, particularly in science subjects, has been hindered due to the want of in – house technical expertise as all teachers are not well trained in this regard.
- The demand for ICT resources is increasing and paucity of funds has been the biggest impediment which may dampen the spirit of technology adoption by teachers and the same time Governmental procedures to get due resource is very much time-taking.
- Most of the faculty acquired the basic skills in ICT, but they lack in application of the same in teaching.
- In some cases some parts of the syllabus are needed to be modified according to the ICT requirements.
- Advance training for preparation and use of ICT is needed.
- Some students are unable to use e-learning material prepared by faculty due to lack of proper resources.

#### 7 . **Resources Required:** The resources required are met out as under

- Human Resources – Existing faculty, Inviting industry experts, MoUs and informal linkages with Industries and other institutes.
- If possible nearby technical colleges or institutions can also be consulted to have proper access to ICT enabled classes.
- Infrastructural resources – Addition and updating of existing infrastructure of the college.
- Sharing of infrastructure with other industries and institutes (through MoUs and informal linkages).
- Financial resources – UGC funding, and funding by the parent institution.

- If any local funding is possible.

## Best Practice No. II

### 1. Title of the Practice : 'Skill Development for Women Empowerment'

- **Goal** •
  - To keep in mind the job market a good and basic advanced skill is needed.
  - To endorse commercial and employable attitude and skills among students
  - To promote research activities related with skills
  - To encourage social responsibility and social liabilities.
  - To ensure women empowerment in our socio-political social system.

### 2. Underlying Concept:

The vision of the college is to empower the students through dissemination of education. The vision of the college is to invest the students through proper distribution of basic education. And for that this is to be noted that Skill building/development is a powerful tool to empower individuals. It helps to acquire more employment and self-employment opportunities for the youth, particularly for women in our society. Most importantly women in this technologically advanced generation should be properly knowledgeable to achieve the basic foundation of education. The present techno savvy, global and knowledge based economy is increasingly demanding the higher intensity of skills to do any job. In traditional education programs, there is limited scope for formal skill training and that is also done with the dated infrastructure. Recognizing the relevance of skill development the UGC has also taken initiation in this direction by introducing several Programs, Career Oriented Courses and many workshops. Thus, this is necessary to bridge this gap and provide platform for promotion of entrepreneurial and employable skills among students and hence the college has introduced the best practice Skill Development for Women Empowerment.

### 3. The Practice: To make the program effective following steps were followed

- Documentation of skill gaps and the required skill set for the students taking into consideration
- The stakeholders' feedback, local needs, important opinions and the expectations from the industries.
- Preparation of Plan and their practice for Skill Development Programs.
- Planning the required human and physical resources according to the basic needs.
- Announcement of the program and counseling the students about the importance of these

skills for career as well as its use in day to day life.

- Seeking participation of students for the program related to the practice of women empowerment.
- Making the infrastructure ready for the women to have the proper education to pursue the same goal.
- Organizing the program and giving wide publicity to all the students and faculty members and use of posters, slogans and rallies in the campus.
- Maintain regular supervising of the same programme.
- Getting regular feedback from students, parents and employers and their apt analysis.

#### **4. Evidence of Success:**

- Awareness about self-employment is created among the students.
- They get to know that certain opportunities which were almost unknown to them.
- The students developed the basic skills as a potential career option and they try to pursue the same career.
- Entrepreneurship attitude and culture is developed among the students.
- Research attitude (innovation) is also developed among the students and even in undergraduate classes they are given project and assignment related to this topic which they try to complete in proper research oriented environment.
- Students are well equipped with related entrepreneurship skills such as marketing, accounting, and practical applicability.
- Communication between the institution and the society has been properly established in this regard. This is not just students from this institution who are benefitted rather women come from surrounding area to have the opportunity.
- Students demonstrated their skills through self-employment and generated profit.
- Girls students are very much energetic about this and have already imbibed the approach as their life-skill.
- Students are placed in various fields and earnings salary.
- Students used their skills in preparing the items for household purpose and are earning from these.

#### **5. Problems Encountered and Resources Required:**

### Problems Encountered:

- Most of the students acquired the skills, however they lack in commercialization.
- Conventional attitude of parents resulting in lack of support and early marriages of girl students causing huge damage to the approach.
- As students belong to rural areas their Research is not up to the mark.
- Present day schedule of examinations hampers their chances in job sustainability

### Resources Required:

The resources required are met out as under

- Human Resource – Existing faculty, Inviting industry experts, employers, alumni, parents, MoUs with Industries and other institutes and interested NGOs who are working in this field.
- Infrastructural resources – Addition and update of existing infrastructure of the college and sharing of infrastructure with other industries and institutes (through MoUs)  
financial resources – UGC funding, funding by the Parent Institute and college.
- This is to keep in mind that this approach is something which cannot be achieved in very short time and thus, a proper guideline should be maintained. A blueprint of the whole project should be there to implement the practice. Regarding this, local administrations should also be contacted.