AQAR 2015 - 2016

Best Practice 1

Title of the Practice:

"Teaching-Learning Initiatives and Goals"

Goal:

- To meet the needs of all categories of learners.
- To perfectly integrate ICT techniques along with classroom teaching
- To equip with in depth knowledge in the subject.
- To promote academic excellence for horizontal and vertical mobility.
- To create student friendly ambiances in the college.
- To make the process of learning admirable and precious.

The Context:

Our institution, located in a small town, caters to the needs of the women of the surrounding villages. Many of the students are first generation college goers and come from economically and socially backward section of the society. Most of them have completed their school in Tamil medium and have to be taught both English and their core subjects in English. The institution faces the challenge of bringing heterogeneous learners into the main stream. They have to be exposed to modern ICT learning tools to make the learning process as a significant one. Hence teachers are motivated to take up this additional work willingly and move towards the upliftment of young rural women. The management is with the high motive of uplifting the status of women by giving a standard education, which will ensure their economic and social mobility. So, the young students are fostered with essential skills and knowledge to produce future generation of rational attitude.

The Practice:

Language should not be a barrier for the learning of core courses. The fresher who are admitted are to be made aware of their potential towards their higher studies. A 'Bridge Course' is conducted for 4 days. On the first two days, Department of English conducts 'Bridge Course' to alleviate the fear of English language. The 'Bridge Course' for English starts with 'Ice

Breaking' and 'Entry Level Test'. The following sessions enhance their communicative skills, grammar and articulation. The second day ends with 'Exit Level Test'. From the third day the 'Bridge Course' is conducted by the parent department to identify their entry level. In addition to this, at the beginning of each semester, the students are bridged to their curriculum of that semester.

ICT tools support the method of teaching and learning. E-contents and E-resources are efficiently developed by the staff and effectively used by the students. Language lab and smart class rooms promote the interactive sharing of knowledge. The students are encouraged to present seminars using power point presentation. The library facilitates the students with question bank, syllabus, reference book, e-journals and e-books. Internet facility to the staff members in their respective departments enables them to enrich their knowledge and impart the same to the learners.

Students are motivated to participate / present papers in national/international seminars to update their knowledge. Staff members, the motivators of the students are motivated to register for Ph.D., programmes and to pursue minor/major projects.

To pile up with in-depth knowledge, the students are given with core papers, major electives, skill based papers, interdisciplinary courses, allied courses and value based courses as part of curriculum. In addition to this certificate courses are offered to enhance employability and to satisfy the local, regional, national and global needs. The institution provides certificate courses which includes 'Film Art, Presentation skills, Astrology, Image J and Entrepreneurship' to name a few. The learners are free to choose any course and earn additional certificates. Students perform outreach programmes through NSS, Women Empowerment Cell, ECO Club, Rotract and Youth Red Cross, to discharge their social responsibility.

Evidence of Success:

- Success rate and pass rate of the students are higher.
- Increase in number of university rank holders.
- Increase in student's enrolment.
- Feedback from the stakeholders.
- Incremental growth in the communicative skill of students.
- Utilising the modern learning tools, students and staff presenting papers in National /International seminars.
- Successful undertaken of projects.
- Students have developed creative thinking, problem solving skill and scientific temper.

Problems Encountered and Resources Required:

Problems Encountered:

- Less proficiency in English
- Fear of failure

- Low self esteem
- Being a women institution, parents hesitate to allow their daughters to take up outreach programmes.
- Most of the students are first generation graduates from poor education background.
- Time management.

Resource Required:

- Workshops and seminars have to be organised to bring out attitudinal change in students.
- A knowledge management centre is to be created.
- Sophisticated equipments for certificate courses like 'Film Art' are needed.

Best practice 2

Title of the Practice:

"Cognizant Contributory Ascendance and Automation"

Goal:

- Adopting synchronised decision making.
- Decentralising responsibilities and grooming different levels of leadership
- Creating committees with members from all academic and administrative levels to frame policies.
- Involving students in the necessary committees.
- To maintain students' profile.
- To simplify and standardise the office procedure.
- To synchronise the process between administration and academic.

The Context:

Contributory management is the foundation for voluntary and maximum contribution by every member of the institution. Everyone understands their liability as stakeholder in the progress of the institution. Leaders at all levels of administration are aware of the outcomes of such a system, to make it understandable by everyone. The management is particular about the best practice of automated office with participatory approach which is the need of the hour. The office automation provides an internal communicational bridge between employees within the organisation. The college office staff and the teachers' community together moved from manual system to automation, both in office activities and academic activities.

The Practice:

Current educational scenario requires modernisation. Teaching and learning becomes ICT based. The relevant changes according to the universal requirements have to be introduced on a continuous basis. Such changes are possible only when participatory management system is followed. In the institution, every major change that involves academic and administrative field is discussed through various committees, Staff Council and Governing body. Management delegates responsibilities based on the competency of the staff members, so that the task is carried out with perfection. Students are involved in most of the decision making committees to share their views in academic and administrative areas.

Office automation was implemented in the institution in the year 2013. Since then it has been put into practice through intranet and 'Flair' software. At the beginning of every year, the teaching and office staff members are oriented about the 'Flair' software. Admission, students'

profile, attendance, extracurricular and internal marks are entered by non-teaching staff and course teacher. All department computers are connected by intranet and this enables sharing of data and easy communication. Financial accounts, stock verification, library and hostel procedures are also automated through 'Flair'.

Evidence of Success:

Co-operative decision making has resulted in a variety of teaching- learning methods: Introduction of question bank, Introduction of certificate courses, Inter-Disciplinary teaching, Team teaching, e-content preparations and institution-industry tie-ups. These results indicate that acceptance at all levels results in successful implementation of innovative changes.

The union office bearers work together with the Management and Staff in implementing the curricular, co curricular and extracurricular activities.

The introduction of automation is fruitful in reducing manual movement and enriching all information and data to reach the concern on time.

Problems Encountered and Resources Required:

Problems Encountered:

- Being self financing institution the staff movement is more.
- Few problems are encountered due to slackness and de motivation.
- Despite of reluctance to use the technology, continuous practice has made everybody familiar with the same.

Resource Required:

- Time management for faculty for the diversified activities.
- More training programmes in ICT tools.

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