

Academic Year 2020-2021

7.2.1 Institutional Best Practices

- **Best Practice -I**
- **Title Of the Practice**
Implementation of effective Teaching – learning Process.
- **Goal**
- **Aims and Objectives of the Practice**
- *To prepare a systematic planning of the teaching for the academic year.*
- *To maintain the documentation of the academic, curricular, co-curricular & extension activities.*
- *To help the teachers modify & improve their teaching methodologies/ process through ICT.*
- *To help the teachers & the institution to prepare the record for Career Advanced Scheme.*
- *To monitor the Teaching – Learning Process.*
- *To obtain the feedback on teaching learning deliveries.*
- **The Context**
- *Teaching learning is objective, exhaustive and continuous process not only from the learner's perspective but also from the teachers. So this process needs to be systematically understood, studied ,analyzed& unitized in different classified processes/steps. Periodically, it is necessary to make a complete plan of this process, execute it for implementation ,review it and has a timely feedback about the completion and effectiveness.*
- *Academic Calender is very useful in the context of quality teaching -learning .To ensure the planned, timely, efficient and progressive performance of academic, administrative curricular & co -curricular tasks, academic calendar plays vital role as authentic evidence . It is also helpful in preparation & maintenance of all the records.*
- **The Practice**
- *Academic Calendar is provided to all the teachers which includes personal information, workload, timetable of the faculty ,planning of the workload ,compensation of work against leave ,record of leaves taken , lectures and synopsis of every lecture/practical and account of lectures planned and lectures actually taken .' Every teacher prepares well -designed teaching plan at the beginning of the academic year by unitizing the course content. To prepare a teaching plan, they follow a systematic procedure by taking into account number of teaching days available in the semester, unitization of syllabus of each course into modules, sub – modules and units .Such modules, sub – modules and units are allocated as per available teaching periods. Teachers maintain the record of participation in the extra curricular activities in the academic calendar. Teachers discuss this process in the*

departmental meetings and incorporate in the academic calendar which is considered to be an authentic academic document.

- **Execution of Teaching Plan**

Every teacher undertakes the sequential steps for the completion of the teaching learning process for its planning and execution such as study of syllabus in detail ,study of the available number of days and lectures available ,individual timetable ,month wise allocation of syllabus (Teaching plan) ,synopsis of the lecture taken , details of regular lecture taken ,details of extra lectures taken ,syllabus completion report ,leave record, academic and administrative responsibilities. In the academic calendar the details of workshop/conference/seminar/orientation and refresher course, publication of research papers are made.

- **Syllabus completion Report**

At the end of the each semester, every teacher prepares the syllabus completion report in the prescribed format containing the information of month wise syllabus planned, syllabus completed , syllabus remained and remarks .

- **Leave Record**

Every teacher maintains the record of his casual leave, duty leave with nature of work and reference no and date of the concerned letter and other leaves with causes & remarks. It is regularly monitored by the Head of the Department and endorsed by the Principal.

- **Record Of Academic and administrative responsibilities**

Academic calendar also include the work distribution in various committees and Associations at college level, University level and others.

- *Organization & participation in workshops/conferences/ seminars/refresher course, etc.*

- *It also contains the information of the respective teachers about the organization and participation of the workshops/conferences/ seminars/refresher course ,etc.*

- **Feedback on planning and its Execution**

- *Head of the Department/In -charge of the subject, regularly monitor the adherence of teaching plan & checks the academic calender regularly.*

- *The Principal conducts periodical meetings of faculty ,department -wise or faculty - wise to take the feedback and check the adherence to teaching plan ,Review of teaching plan and actual completion of syllabus are taken periodically at least once in a semester/ term and if required , adjustments are suggested accordingly .*

- **Evidence of Success**

- *The practice makes the teacher most aware about their academic, curricular, extra-curricular responsibilities, as they are well defined prior to commencement of academic year.*
- *Adjustments of teaching learning deliveries are well planned and executed.*
- *It is helpful for all the teachers to complete the syllabus and all other activities systematically as per the planning made at the beginning of the academic year.*
- *Academic calendar is an authentic evidence of records of all the activities of the teacher which he/she has performed in the academic year.*

- **Problems Encountered and Resources Required**

- **Problems Encountered**

- *Sometime because of busy schedule in academic curricular, co- curricular ,extra – curricular and extension activities work ,the entries in the calendar may not be completed in time to provide the details of the academic calendar.*

- **Resources Required**

- *Academic Calendar of College*
- *Periodical meetings*

Best Practice -II

Title of the Practice

Promotion of E-Learning Culture by developing E-content and use of virtual Library for students during pandemic.

Goal:

Aims and Objectives of the Practice:

The college has set the following aims and objectives for this innovative activity.

- *To provide online access and support to learners, teachers during the pandemic.*
- *To provide students with access to e resources during the pandemic.*
- *To provide students with notes for providing academic support and to bridge the gap as students had relocated to different places where books were not available.*
- *To meet the requirements of students during pandemic as affordability was issue for most of the students.*
- *To maintain continuity in the learning process.*

Context

Students were finding it very difficult to access the library or book stores during the pandemic. Therefore, it was decided to provide a virtual platform to students by making library virtual, providing the course material and other reference material to students for maintaining continuity in their academics. The links to various freely accessible e-resources were shared by the librarian to students. This process enhanced the quality of teaching learning process.

The Practice

Library Resource Management:

The librarian had created a team on MST specially designed for students and teachers where links of freely accessible e-resources were provided to students and teachers. The links provided were helpful to students for learning and understanding the subject matter as well as for preparing the projects.

User Orientation: The librarian conducted orientation for all first year students for providing the knowledge on how to access the e- resources during the pandemic.

Evidence of Success:

The librarian organized a Book reading competition, essay and quiz competition in order to make students aware of the importance of reading and use of e-resources in the current era. It is important for students to enhance their presentation skills and be updated about the latest developments in order to remain healthy in the competitive environment.

Problems encountered:

Some students who had shifted to rural areas could not access the digital resources due to lack of smart phones and internet connectivity.

Resources required: Microsoft Office Teams