

# **BEST PRACTICE I**

## **1. TITLE OF THE PRACTICE**

Effective use of ICT in academics and administration.

## **2. OBJECTIVES OF THE PRACTICE**

The college aims to digitalize the operational and functional aspects. Intended outcome is to promote efficiency, effectiveness and digital empowerment.

## **3. THE CONTEXT**

Digitalization process was underway since few years, however the Covid-19 pandemic stimulated the institution towards faster implementation. This transformation which had to be done quickly and effectively was challenging.

## **4. THE PRACTICE**

The academic and administrative process was shifted online using digital infrastructure. Initially there was a delay in declaration of results for the odd semester for first cycle due to technical glitches, however we successfully adapted to the digital practices and all subsequent results were declared timely.

## **5. EVIDENCE OF SUCCESS**

- Compliance and targets for admission and examination were met.
  - No student was deprived of learning & evaluations.
  - Administration has become more streamlined and all timelines have been adhered to.
- In this process immense support and cooperation was received from stakeholders.

## **6. PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED**

- Challenges: Poor internet connectivity, access to electronic devices -for students and staff.
- Resources required- Strong WiFi and access to gadgets - which the institution noted and adequate facilities were installed.

## **7. NOTES (OPTIONAL)**

REACH (Rural, Environment, Academic, Community Health) our Social Outreach Program was continued on a smaller scale owing to the lockdown. Students participated in beach clean-ups, polio drive and other events.

## **BEST PRACTICE II**

### **1. TITLE OF THE PRACTICE**

**SWAYAM PRABHA**, A Capacity Building and Skill Enhancement Initiative

### **2. OBJECTIVES OF THE PRACTICE**

To upgrade as an institution and to further learning beyond the classroom, seminars, workshops, short-term courses, guest lectures are conducted.

**3. THE CONTEXT** To increase employability of students and to bridge industry-academia gap, college has designed courses, programs and workshops. Sessions are also conducted for staff to enhance teaching methodologies and professional competencies.

### **4. THE PRACTICE**

The realization of the adverse impact of the pandemic reinforced us to pay more attention to upgrading employability skills of students. The college organized online programs for enhancement of financial, digital, social and cultural skills. Courses and programs on communication skills, soft skills, professional development and career guidance were conducted.

### **5. EVIDENCE OF SUCCESS**

Many students got selected for internships and placements. Students received a taste of several job opportunities available which helped them make an informed decision regarding their career paths. Many students were made eligible for admission for higher and professional studies.

### **6. PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED**

Placements and recruitments were deferred owing to pandemic. Access to internet connectivity and smart devices is the need of the hour as those students who lacked access were disadvantaged.

### **7. NOTES (OPTIONAL)**

Capacity building with “earn while you learn” scheme is needed. Collaboration for skill-based training and educating for financial planning will enable students to take responsibility for their education and career.