

Best Practices- I (2019-20)

Title: Formation of Academic Coordination and Monitoring Committee

Objectives of the practice

- To ensure regular interaction with the students and the faculty and obtain their constructive feedback/ suggestions regarding the academic interactions in the classes
- To motivate teachers for regular classes to be taken or make some alternative arrangements, if busy in administrative assignments.
- To motivate students to utilize the academic resources of the college to the maximum extent.
- To ensure interaction between higher authorities of the college and students on regular basis.
- To create and identify better conditions of teaching-learning, evaluation and feedback in the institution.

Context

Academic monitoring committee is centralized committee responsible for regulating and implementing different academic activities. The objective of the academic committee is to oversee the academic affairs of the college and make recommendations to the Principal about academic programs and strategic priorities. The members sit together at regular intervals of time to develop the ways and means to ensure that quality teaching-learning process should remain the topmost priority.

Consequent upon the publication of revised NAAC guidelines for assessment and accreditation of higher education Institutions in the country with regard to studentsø Satisfactory Survey as one of the essential components of NAAC evaluation, it has been felt quite essential to constitute a separate committee, namely Studentsø Satisfaction Survey Committee with another Academic Coordination and Monitoring Committee at the college level in order to maintain the high quality of academic interactions with regular periodic feedback from various stakeholders, primarily the students and the faculty.

The Practice

The college on the observations from the student and faculty initiated a platform to involve students in the academic forum of the college in a dedicated form. The studentsø participation was encouraged to build their organizing and diligent delivery of teaching skills as teachers. *Student Satisfaction Survey* as an indicator of the NAAC committee guidelines has been the guiding path for creating and functioning of the committee. The objectives of the committee

were to have a proactive role in the time to time execution of the theory, practicum and co-curricular activities which involve all the students for a holistic development. The inputs derived from the small group interactions during the tutorials once a week reflected on the peculiar issues of some students and provided them counseling and support from the college. To answer the quest of learners, there was developed feedback form as reported by each child about each teacher, by name or anonymous. The suggestions were taken positively, especially bi-lingual teaching expectations. The student committee assisted the teachers in different academic committees to plan, prepare and execute the activities, right from the Talent Hunt, Students' Elections, to competitions such as Poetry, Science Day, Nutrition Week, Sports Day, Rallies and Awareness Programs, and Discussion groups such as examination reforms expected, dress code in the college (there was a healthy debate on this aspect in every session till they accepted its benefits and appreciated discipline). It has always been encouraged to have students present in the class to go the process of teaching to the peers so that they could identify their strengths and points to improve. This was an opportunity also to identify the born- teachers who are blessed with poise and vocabulary and by the end of the session did not just grab a handful of prestigious prizes, but also raised the teaching-learning standards of the entire college set up absorbing the best from faculty and using it on the online portals by the end of the session as impacted by the COVID-19. The members of this committee made sure that among peers from each class and section, all the students were in touch with the academic things going on; and also that they were mentally healthy and happy coping to the abrupt change to their best. The Head of the institution was in touch with the committee throughout the session. There has been an informal access to each other. Constructive suggestions are taken and incorporated from time to time. The feedback from committee resonate leadership qualities of care and goal setting for all the stakeholders. There is much to learn and explore from this exercise for the entire college in future too.

The Future Plan

- To design activities that will help to build rapport between teacher and students
- To ensure utility of the available academic resources of the college to the maximum extent.
- To ensure interaction of higher authorities of the college with all students on regular basis.
- To maintain the record of feedback taken from the students as well as teachers during the academic sessions.

- To devise means for creating practical and better conditions of teaching-learning, evaluation and feedback in the institution.

Best Practices- II (2019-20)

Title: Act of Social Responsibility in Phase of Pandemic COVID-19

Objectives of the practice

- To develop sensitive and responsible citizen of the country
- To recognize the leaders in the individuals who want to work for the betterment of the society
- To make the students understand and implement the constitutional duties in practical life situations.
- To channelize the energies of the students in a constructive manner through varied activities
- To provide hands on experience to our students of real life situations and how to handle it

Context

When individuals are accountable for fulfilling their civic duty, and the actions of an individual must benefit the whole of society. There must be a balance between economic growth and the welfare of society and the environment, then social responsibility is accomplished. It is built on a system of ethics, in which decisions and actions must be ethically validated before proceeding. If the action or decision causes harm to society or the environment, then it would be considered to be socially irresponsible. Every individual has a responsibility to act in manner that is beneficial to society and not solely to the individual.

The COVID-19 pandemic has introduced new norms for the measures that society is willing to take to prevent the spread of disease. Increased social responsibility may be the solution to curbing the threat of future pandemics - such as a global antibiotic resistant microbe outbreak. Our institute had taken varied initiatives during the pandemic situation like performing E-Surveys, making Charts, posters and video clips (YouTube) to spread awareness through online modes, practicing and guiding for Yoga Asnas and Surya Namaskar to stay healthy, donating essential items like food, clothes, masks, medicines etc. The college aims to implant qualities like communal harmony, environmental protection and conservation, health and hygiene, sensitization towards specially-abled, respect to elders, spreading awareness in community among our students.

The Practice

During lockdown, as all the educational institutions were closed the NSS volunteers of our college tried to help and spread awareness related to COVID-19 pandemic in the society in the best possible ways. Under the guidance of State NSS Cell Chandigarh and instructions given to the programme officers, the NSS Volunteers of the college were engaged in varied activities. Our students successfully completed tasks like downloading Aarogya Setu app, IGOT Registration, Completed IGOT Training, performed First and Second E-Surveys related to COVID-19 etc. To spread awareness, the volunteers made use of their mobile phones, Charts, posters and video clips (YouTube), posters regarding self care during COVID-19, safety measures, Hand wash steps, cleanliness, sanitization to inform people about the symptoms and precautions to be taken. One of the NSS Volunteer Nikita Chhabra, made a video on step by step Hand Wash. The Volunteers made a routine to practice various Yoga Asnas and Surya Namaskar daily, with their family members that helped them in reducing stress, managing a healthy lifestyle and boosting their immunity.

One of our student Amrinder Kaur, B.Ed. 4th semester, shared her experience of collaborating with an NGO "SRI GURU GRANTH SAHIB SOCIETY" where her family prepared chapattis for the needy. Since 25th March they (with her siblings) have been preparing more than 200 chapattis daily to be delivered to the needy by the NGO and the process is still going on. Our college NSS volunteers collected money a sum of Rupees13668/- for the purpose of distribution the Ration and masks. Volunteers were also involved in free online teaching for the students of deprived section. COVID-19 is a challenge for all of us and we can all face it together. The good work is being continued by NSS volunteers towards society and it is being carried out till date.

The Future Plan

- To train our students for varied pandemic and epidemic situations to serve the needy and the society
- To motivate and guide students to perform activities that directly advance social goals
- To sensitize and empower the pupils with the information and training about what can be done to uplift the deprived section of the society
- To encourage all students to participate in activities such as volunteering and to undertake diverse roles of responsibility among their peers and in the wider community.

