Best Practice I

Title of the Practice: ICT as an essential mechanism in Teaching -Learning

1. **Objectives of the Practice**
   One of the best practices primarily followed by ACEW has been teaching -learning through ICT. The aim is to increase efficiency in the effective use of ICT in teaching through initial training of teachers and professional development of existing teachers and facilitators in order to provide a holistic teaching-learning environment to the students. This Objective is to be achieved by effectively utilizing and completely infusing ICT in all the aspects of the educational process, thereby affecting a paradigm shift from teacher-centered teaching to ICT-enabled student-centered interactive and independent learning.

2. **Context of the Practice**
   ACEW believes that the aim of education is to integrate technology in to the curriculum that has a significant and positive impact on students' achievements. The students who are continuously exposed to technology through education have better knowledge, presentation skills, and innovative capabilities and are ready to do more efforts into learning as compared to their counterparts. The College takes pride in using blended technologies and innovative methods in order to impart effective learning to its students. The practice was designed to upgrade the traditional white board class room teaching to ICT enabled interactive class room teaching. Moreover, the interests of students have also shifted from traditional classroom teaching to interactive digital classroom teaching as they have an easy access to smart-phones or other devices for learning and even watching lectures at home.

3. **Practice**
   ACEW always believe in imparting core values of ICT and skills by focusing on bridging the gap between knowledge based education and competency based education. Some of the initiatives undertaken in this context are as follows:
   - ICT Enabled Smart Classrooms: In order to ensure effective functioning of the practice, the classrooms of the college are well equipped with properly functioning projectors.
   - LMS: In this epoch making process of digital transformation, we are making every endeavour to prepare our students with latest technology.
     a) Presentations: The students prepare ahead for a topic before it is discussed in the class by going through various tutorials and videos provided by the teacher on Microsoft teams. The teachers also share the relevant PPTs for the benefit of the students.
     b) Lecture Capturing System: The Lectures delivered by the teachers are duly recorded for the future reference of the students. This helps the students to gain in depth .The knowledge of the lecture even if the student could not attend any of the lectures.
     c) Video Lectures: The Lectures delivered by the teachers are captured on the mobile phones for the future reference of the students. The videos can easily be re-accessed for better understanding of the topic.

A. E-Governance: The College believes in complete transparency regarding to any information related to the students.

I.   **Student App:** An effective student app functions for the college students which helps them to check regularly the following concerns-

II.   **MS:** Teachers mark student's attendance of their on AMS daily concerned subjects. With the help of tagging module in AMS- subjects, sections, faculty advisors are assigned as per time table. AMS helps subject teachers, faculty advisors as well as students to access the attendance report.

III.   **EMS:** Teachers upload marks scored by the students, on EMS in their concerned subjects in MSTs. Students performance in MSTs is analyzed by generating reports.

IV.   **Evaluation System:** Teachers evaluate students' presentation delivered in the class by uploading marks on this system that student can access online. Moreover, teachers give remarks/suggestion as per students' performance

V.   **Grievance:** Any issue can be brought into the notice of the authorities via the student app.

VI.   **Fee:** The students can regularly check their fee status so that they can be paid on time without any late fee.

VII.   **Library:** The students can check the record of the books issued by them along with proper dates.

VIII.   **Mentor-Mentee:** The information of the concerned Mentor of the Mentee is given on app, so that the Mentee can contact him/her in case of any emergency/issue.

B.   **E-Approval System:** In this system, tasks are assigned by the Principal, HOD to concerned faculty with deadline. Rules and regulations, college policies, list of holidays, admission policy for staff and students has been mentioned in this system.

C.   **Admission**: The information about admission process is available on the website for the reference of the students.

D.   **Microsoft Teams:** The College is using Microsoft team's platform for day to day conversations between teachers and students where they can communicate one-on-one or in groups:

I.   Teachers send messages and announcements to individual student or whole class at once.

II.   With the Channel feature and One Note Class notebook, teachers can create sub-categories within each team of their concerned subjects for sending study material.

III.   Teachers give online assignments/quiz to students with a deadline, assess their work and give feedback.

IV.   Various Alumni Meets and Seminars are organized via Microsoft Teams which connects the students with the alumni and experts across the international borders.

E.   **E-Resources:**

a.   OPAC: The library is equipped with OPAC (Online Public Access Catalog) which can be used to located book in the library.

b.   Online Journals and Books: INFLIBNET is an intuitive online research platform used by teachers and students of the College to access e-books e-journals. Students and teachers have access to 6094 e-journals and 139309 e-books. The teachers and students search e-books online with the help of E-Granthalaya Web OPAC (Ver.2.0) inside as well as outside the college premises.

c.   Scholarly Database: Ebscohost can be accessed by the students and the teachers for research purpose.

F.   **Wi-Fi Campus:** The entire college campus is Wi-Fi enabled with high bandwidth streaming range for effective and smooth surfing of the internet.

G. Well equipped staff members: All the staff members of the college possess and utilize laptop for work related to students, teaching and the department.

4. **Evidence of Success:**

The Practice has helped the students to ask through provoking questions and thus helping students to have a better understanding about the subjects they learn. This also improve their reading and analytical skills. There is significant increase in queries raised by the students which ensure better interactive sessions in the class further improving their scores in the final university examinations. The presentation method has improved presentation skills of the students enhancing their confidence. The concept of flipped learning approach is a unique and creative teaching methodology through which better outcomes can be drawn as it has switched the learning mode from teacher centered to learner centered approach.

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

It is not easy to completely adapt to new system in a short span of time. The students were reluctant to adapt to Microsoft Teams instead they insisted on continuation of WhatsApp as a mode of communication between the teacher and the student. They were thoroughly sensitized by the Mentors and subject teachers and the issue was gradually resolved.

Practice - II

1. TITLE OF THE PRACTICE: 360 degree Feedback of College from Students, Parents and Society.

2. GOAL:

The objective of 360 Feedback is:

I. To create environment of democratic setup, development of self- potentialities and contribution in the internal quality enhancement for delivery of curriculum.

II. To enable the teachers to cope with society, develop creative thinking, group living, group behaviour and mutual understanding. It has the vision of self-respect for each one working in the institution and to develop team spirit of doing organizational activities for better products and better results of teaching learning process. It would enable everyone to share ones' experience for facilitating teaching learning process.

3. THE CONTEXT: The 360 degree feedback for betterment of existing system having many challenging issues like the tendency of shirking work, working half-heartedly, irresponsible behavior, shifting of the responsibility, counter allegations etc. among the staff and the students. The promotion of progressive behaviour and removal of non-seriousness towards learning is one of the major problems in practicing this practice. The negligence among the stake holders is a serious challenge for developing coordinated efforts in facilitating the teaching learning process. The personality traits of students and teachers play important role for better feedback to enhance the internal quality parameters of the institution. The fast changes in technology of teaching and learning cannot be focused upon without internal and external coordination for enriching the spirit of individuals. The 360 degree feedback of students, parents and society enables us to know the week points of Institution. The spirit of cooperation is based on spiritual values, heredity

and environment, social background etc. for which analysis and evaluation of all the stake holders is to be made for deciding progressive path of the institution and the product.

4. THE PRACTICE:

Morning Assembly Program: It is held to inculcate the value oriented behaviour among students and staff to have the mirror of the day to day curricular and co-curricular activities.

Special theme based morning assemblies on Saturdays

Observance of Self-discipline and punctuality: The time table execution is observed by the punctuality of the students and the teachers in delivery and attending the classes. In this context, sense of self-discipline and accountability is judged.

Organisation and Management of co- curricular and extra-curricular activities: The organization of co-curricular activities, seminars, workshops and sports meet have the foundations of mutual cooperation and coordination. All the activities are organized in Coordination to students, teaching and non-teaching. The students are assigned various duties for making necessary arrangements under leadership of the faculty member. The groups formed for organisation of events has coordination among them. The management actively funds and participates in various programs of the institution. Various experts from departments of different universities, colleges are invited for disseminating knowledge among learners. The Guidance and counselling department coordinates with parents for required feedback for improving existing infrastructural and instructional facilities. The teaching practice schools coordinate in school experience programme for sharpening the teaching skills of pupil teachers. The alumni of the institution fully cooperate in various academic, co-academic, curricular and sports activities for betterment of the institution. The regular feedback is obtained from heads of various schools, alumni for ensuring enhancement of internal quality of the institution.

5. EVIDENCE OF SUCCESS: The evidence of successful implementation of this practice has brought following results:

- Better University results
- Effective research programmes.
- Regular and successful organization of seminars.
- Diligence and pleasure in discharging one's duty.
- Find out the student's personal problems
- Co-operation between student, parents and staff.
- For the implementation of good education practices
- Mutual respect and self-evaluation.
- Participation of students in various activities at college, inter college and university level.
- Enlargement in learning opportunities.
- Development of self-discipline and healthy attitude.
- Development of leadership qualities.
- Enhancement in Social Skills.
- Development of peaceful co-existence. Collective responsibility
- Collective efforts.
- Peer group learning and Group Discipline

6. PROBLEMS ENCOUNTERD AND RESOURCES REQUIRED: The practice of 360 feedback is very complicated but educative. It encounters tendencies and feelings of various religion ideological differences, party politics, groupism, rivalry, egoism. Some of the students, members of staff adopt conflicting attitude and negative approach of surpassing others. The implementation of this practice demands very much the experience, vision of leadership. This practice further needs the caliber and capacity to protect the participants from untoward happenings in group behaviour. The dangers of egoistic conflicts and vested interests always haunt the mental chambers of organizers. The inadequate finance remains a problem in carrying on this practice but can be solved through creation of resources. In general this practice, strengthen the entire functioning of the Institution.