ACADEMIC SESSION- 2019-20

Best Practices-1

Title: **ICE-BREAKIING Programme**

A)Objects: 1.To organize a orientation programme for the new coming students about their new environment, academic system and their rights, facilities available in the institution
2. To inform their duties and responsibilities.
3.To inform new students about registration, form fill etc.
 4.To inform about curriculum, syllabus, question, pattern, examination, result publication.
5. To understand examination procedure and to inform various facilities of the college.
6.To make them aware of their rights, responsibilities and duties.
 7.To make aware about the administrative, academic environment of the college.
 8.To inform about the extent of library facility in the college.
 9.To give special information about office rooms, academic learning rooms etc.
B)Context-   Our college is located in a remote rural area, most of the students come to the college from villages, most of their parents are not aware of the new education system(CBCS system), that is, most of the students are fast generation learners and they need an orientation program to familiarize them with the new CBCS education system and other subjects. When going to take classes, teachers face various questions, new students in new environment, new syllabus ask teachers various questions. Besides, students first come to college and are very anxious about the college and about the syllabus, and about the new environment. Hence orientation programs are organized by IQAC of our college as and when required.

C)Practices-As per the instructions of Burdwan University when the online admission is over and as per the instructions of the said university i.e. when they instruct to start the classes, before that orientation program is organized by our college i.e. IQAC, it is organized by the college authority every year. When the program will be held is posted on the college website, through various messages and on the college notice board. Students get to know a lot of information on the day of document verification. The orientation program is divided into different parts. Basically students are divided into two categories - Honors and General. If necessary, they are oriented with one or two rooms. 1.First the program starts with a little introduction of the students. 2.Primarily the principal/TIC gave the welcome address. 3.The IQAC coordinator enriches the students by giving information about the college with all the specialties, such as various information related to the college, student duties, feedback information and information regarding their grievances cell. 4.If necessary, the members of the governing body inform the students about their rights, duties and administrative matters of the college. 6.After that, the

faculties of different departments/subject teachers and departmental HODs informed the students with the information of their respective departments and subjects, like curriculum, syllabus, question pattern, examination, result publication etc. Most of the faculty give their presentations through computers and projectors. 7.The librarian of the college gives various information to the students about the library, how to issue I card, how to issue books, how long to pay fine for keeping books, how long they can keep books etc. 8.The Head of Scholarship Department informs the students about various scholarships. 9.The faculty of NSS, NCC department informed the students about the activities and programme. 10.The non-teaching staff enrich the students with information about the official work of the college. As a result, a newly admitted student is informed about all aspects of the college.

D) **Problems observed-** Some students are unable to attend the orientation program, so they have to re-orientate. CBCS system is a tough education system, which has six semesters and about 3700 marks with both pass and honors exam, and about 39 papers, and 7 Subject, so it is a little difficult for students to understand all the subjects in one day, even few faculty could not understand it first time. So, in the next time, the class teacher in the class orients them more and explains about the said syllabus etc. Few students' had difficulty finding rooms at the beginning of the program, where teachers and non-teaching staff members were accommodated them. Similarly, students are oriented in this way if they have difficulty during form fill up.

Season- 2019-20

Best practice-2

A) **Title-**Use of ICT in Teaching-learning and Administrative Works

B) Object-   1) To orient the faculty members, non-teaching staff and students about the utility and importance of ICT.
2) To raise awareness and promote the use of technology as a teaching/learning aid.
3) To help students develop as innovative beings who will see problems and create solutions, lowering inventory.
 4) to provide tools and systems that enable efficient communication, data management, analysis, and decision-making processes, and competitive advantage.
5) to help the learners become competent and confident users of ICT who can make efficient, effective and creative use of basic application software in their everyday activities; and, to encourage the learners to become skill man.
 6) The adoption of ICTs in education has a positive impact on teaching-learning process.

C) **Context-** Although we are using ICT regularly in academic, administrative and library settings, it needs to be used more. Teachers today are dependent on the use of ICT for teaching

and learning, and other purposes which is very effective. Currently, the use of ICT is very useful in financial transactions, where there is transferability; the probability of error is very low and reliable. On the other hand its use is effective for administrative purposes, it is very easy to supply /send various information. At present students admission, registration, form filling up, examination, result publication is very useful for that , any data, information can be sent in a very short time. A student can easily complete his various college related matters without coming to the college.

D) Practices- Teachers, most of them, in our college have started using ICT, they are using it in many areas starting from teaching-learning aspects . ICT is used in the smart classrooms in our college not only teaching-learning, but also can organize various programme. Internet connection has been widely provided in the administrative work, library, finance, teacher's room as well as various computers of the college. Admission is basically online; students can get all the information from admission to their form fill up, registration, examination, result, publication t.e. all the information mainly through the internet due to the use of ICT. Any student can collect all the college related information including Academic, Administrative, NCC, NSS related information by various notices circulated by the college authorities on the website. The library is fully equipped with ICT, a student can search for the books he needs without coming to the college premises. The librarian can easily send his requirement data, information to the students and college staffs through electronically and collect fines from students. A teacher can easily take all the information of the college, moreover a teacher can circulate any information among the students. All our financial transactions starting from Salary, PF are done online. All the data of the students, including all their admission information is saved online, they can make the payment online. That is, the college authorities have taken initiatives to make extensive use of ICT.

F) **Problems-** Everyone has to face many difficulties in using ICT for the first time. Conventional teaching learning process cannot be eliminated yet. Some teachers and non-teaching staff are reluctant, unwilling, uninterested in using electronic platforms. But they gradually habituated it. As our college is located in a rural area and many of the students are not used to using ICT as they are first generation learners. Initially they were not aware of its use, pros and cons, not used to using electronics platforms, but they are slowly getting used to it. It is the wish of the college authorities to use ICT more widely, but due to financial inadequacy it is not becoming possible,