

BEST PRACTICES

This College introduces its best practices and implements them which contribute to the achievement of the Institutional Objectives and for qualitative improvement of the core activities of the College.

The two best practices promoted by the College are as follows :

1. DIGITIZATION OF ALL IMPORTANT COLLEGE RECORDS

1. Title of the Practice

Digitization of all important College Records.

2. Objectives of the Practice

The objectives are :

- To reduce time frame required for important processes of the College.
- To ensures easy accessibility of the College records and more efficient use of manpower.
- To have an environmental friendly practice.

3. The Context

- The software required for admission had to be designed in such a way that the existing policies of the College could be incorporated. These include introducing cut offs in the number of students in each of the subject combinations in Arts, Science and Commerce faculties. This software also includes the feature of generating fee receipts as per subjects offered and it also generates the identity cards of the students.
- Digitization of attendance data had to be done in accordance with the ordinances of the Goa University which mandates minimum 75% cumulative attendance for the total number of lectures delivered in all the subjects taken together. Therefore, the subjects offered by a student had to be taken into account in order to ensure accurate record of attendance.
- Feedback from students is obtained digitally (online) ensuring minimum time taken for the purpose and immediate compilation.
- The attendance and examination data is uploaded to the College Website ensuring transparency of the process.

4. The Practice

Implementation of the Practice

- A software was developed for the online admission process which allowed students to register for a particular course including choice of optional subjects. Students are required to fill all their personal details online which makes available the statistical data offline as and when required. The software is so designed that it keeps a check on the number of students admitted for a particular course according to pre-determined numbers. Fee structures for various courses are available online. The software also generates fee receipts according to the courses and also the information regarding the category of students. The photographs of students are immediately captured after payment of fees to generate the identity card using the same software. The Software also generates a unique CUIIN for every student at random. The data obtained from this software is directly imported for attendance and examination purposes.
- The attendance compilation system was developed in-house using Microsoft Excel. The data obtained from the admission process was used in generating attendance sheets which are used by teachers to mark attendance in class. The same software generates excel files through which teachers submit the attendance data for compilation. The data so received is compiled to obtain a complete picture of course wise attendance of students on a monthly basis and finally for the entire semester. This system has presently evolved into a server based networked compilation system wherein each teacher logs in into the network and feeds the attendance data. The data is then compiled using database management software. The compiled attendance data is uploaded on the College Website every month. Students can therefore check their attendance position at any time during the semester. The results of the examinations held in the College are compiled using database management software. Grace marks to be awarded to students under various categories are also programmed into the software. Results are uploaded on the College Website. Mark Sheets are also generated using the software.
- Student's feedback of teachers is also collected digitally (online). A questionnaire has been designed to cover important aspects of teaching process and the responses are in numerical figures which are compiled immediately by the software to provide an instant feedback to the teacher.
- Information is disseminated to teachers in the form of e-mails and WhatsApp group which ensures instant communication to the teachers.

5. Evidence of Success

- After the admission process was digitized any information about students is readily available at the click of a mouse. Earlier, such data was being collected by the College

Office manually by going through the admission forms of all the students admitted which was an extremely tedious process. These demographic details are very often required to answer queries from the Government. Since information about subjects offered is also available, the data can be readily used by attendance and examination systems of the College. This process therefore streamlines all related processes of the College.

- Earlier the attendance was being compiled manually by a group of teachers which was time consuming. After digitization, attendance of the entire College is compiled and displayed within 3 days of the subsequent month. This has ensured transparency in the process since the attendance data is also uploaded on the College Website.
- Digitization of results has significantly decreased the time frame for declaration of result after the conduct of examinations. The results are uploaded on the College Website allowing instant access to all the students. Duplicate mark sheets, if required by students, can be immediately issued by the College Office.
- Digitization of Students' Feedback has drastically reduced the time and effort required for the process. Since the feedback is obtained digitally, there is no scope for manipulation at any stage.
- A link has been provided on the College Website enabling ex-students to register. This has ensured a larger and wider coverage than the earlier method where the ex-student had to physically fill in a form in order to register.
- Dissemination of information through notices in digital form has decreased the man power required to physically carry the notices to each and every staff of the College. Apart from significantly reducing the paper work, it has also ensured that the information reaches every staff in the least possible time.

6. Problems Encountered and Resources Required

- Digitization of admission process encountered initial problems since the College is situated in a rural area where majority of students do not have access to internet facilities; therefore, the registration process had to be done through cyber cafes. However, facilitation center was set up in the College to help students to register. The System is running smoothly over a period of time. Digitization of important functions of the College has played a significant role in educating students, parents and stakeholders towards the necessity and importance of information technology in everyday life.
- Initial investment had to be made to develop suitable software for the above mentioned processes which were however compensated to a large extent by the reduction in man power required earlier. The College has procured a linux based server. Users can connect to the server using the College network.

7. Notes (Optional) Nil

2. ACADEMIC MECHANISMS FOR TEACHERS AND STUDENTS

1. Title of the Practice

Academic Mechanisms for teachers and students

2. Objectives of the Practice

The objectives are :

- To meet Students' expectations of learning and to enhance the teaching-learning process.
- To provide the faculty with a conducive environment for teaching activities.
- To improve accountability in the teaching-learning process.

3. The Context

- The College has introduced a student mentoring scheme under which each teacher has been assigned around 20 students. This ensures personalized attention to every student, as far as their academic goals and expectations are concerned. Both the teachers and students had to overcome challenges like mutual availability and time constraints while implementing the scheme. Since there is a mismatch between a student's strength in a particular faculty vis a vis the number of teachers of that faculty, many teachers are allotted students of a different faculty whom they normally don't meet. Thus, they have to first build up trust and rapport with the students for effective working of the scheme.
- Although minimum 75% attendance is compulsory for a student, the College ensures effective implementation of this, taking the interest of students into consideration. Attendance is displayed positively by the third working day of the subsequent month. Students having insufficient attendance and thus likely to fall below the required percentage are identified and counselled under the mentoring scheme. The parents of such students are also taken into confidence. Each teacher is aware of the attendance position of their students and he/she too counsels the student on the importance of attending lectures. It was a challenge to implement this scheme effectively since the youth of today are a naturally distracted lot and are not inclined to attend the classes regularly.
- To heighten the teaching-learning experience of students during their stay in the College and afterwards, a variety of activities are organized for the students regularly. These include certificate courses, personality development programmes and co-curricular

activities under various associations, clubs, cells etc. These go a long way to ensure holistic education for the students.

4. The Practice

Implementation of the Practice

- The student mentoring scheme was implemented taking into consideration the subjects studied by the students. As far as possible a teacher who meets a group of students was assigned to that group. Broad guidelines were framed and given to the teachers for efficient implementation. Record of the mentoring sessions is maintained by the teachers. Any issue to be resolved is taken up at the appropriate levels.
- The attendance data is fed by each teacher for the courses/subjects taught by him/her. The attendance sheet is so designed that the student is considered to be present by default. Only the date on which the student is absent is marked on the attendance sheet. This has resulted in tremendous saving of time needed to record attendance in class allowing teachers more time to concentrate on teaching. This system of recording attendance is well suited for the digital method of calculation. Each teacher is given an individual login credential so that data can be fed for those particular subjects. This ensures total secrecy and security in the whole system.
- The faculty of the College is well qualified and dedicated. They are provided enough opportunities for self-development. They are encouraged to improve their skills by attending seminars, workshops, training courses as and when available. Faculty Development Programmes are also organised within the College, based on specific needs of the teachers. Each teacher submits a detailed teaching plan which is kept in the library for the perusal of students so that students can then plan their learning schedule accordingly. Teachers also maintain a diary where every aspect of their profession can be recorded. The diary is periodically reviewed by the Principal. This ensures accountability in the implementation of plans.
- Co-curricular and extra-curricular activities are conducted by associations, clubs, cells throughout the year. A semester end report is submitted by these bodies which helps in documentation and improves accountability. The College has a peer reviewed research journal, 'Latitude' with ISSN. Teachers are encouraged to submit research articles. Teachers are given flexible timings and are encouraged to undertake research and are given guidance for drafting proposals, papers etc. There is a research room available which allows teachers to undertake reference work in privacy.
- Office procedures have been streamlined to a large extent due to digitization. Suitable innovations and improvements in the way examinations are conducted have resulted in a system where teachers have to do minimum paper work and therefore their entire attention is devoted to supervision duties.

5. Evidence of Success

- Ensuring personalised attention to every student with regard to their academic goals and expectations was possible through Student Mentoring Scheme which was otherwise not always possible for the teacher to do due to time constraint. Teachers got an opportunity to meet those students whom they normally don't meet. So also students got an opportunity to seek guidance from the teachers who don't teach them, which enabled the student to take benefit of different viewpoints. This further built a good rapport and a strong bonding between the mentor teacher and the students which created a conducive environment for teacher as well as student and fetched positive results in all spheres. It was possible to convey academic information and values to the students through mentor which helped in smooth and effective functioning of the administrative, academic as well as co-curricular activities of the College.
- The newly designed attendance sheet has resulted in tremendous saving of time needed to record attendance in class allowing teachers more time to concentrate on teaching. Total secrecy and security in the whole system is ensured by giving an individual login credential to each teacher who feeds the data of his/her papers. Timely display of the attendance status and counselling done by the mentors have reduced the numbers of students who were otherwise likely to fall below the required attendance percentage and drop out of the education system. Since, teachers are aware of the attendance position of their students, they could counsel the student on the importance of attending lectures and thus succeed in channelizing the energy, intelligence and talents of the students in the right direction.
- The College has succeeded in ensuring holistic education for the students and met students' expectations of learning through various academic as well as co-curricular activities which further enhanced the teaching-learning process. The students were given opportunities to shoulder the responsibility of organising various activities in their capacity as the members of different clubs, cells, committees, council, stakeholders etc, which built self confidence in the students, inculcated in them the value of time management and improved the sense of accountability. Memorandums of Understanding were signed with leading colleges in Goa and neighbouring states and also with NGOs like TERI ,GIPARD. Student exchange programmes under these MOUs have benefitted students by allowing them to participate in various activities and compete with students of other states. This has led to improvement in their academic performance.
- Detailed teaching plan submitted by the teacher has served like a roadmap to the students and led them towards the new heights of knowledge and teaching-learning process.
- Work diaries maintained by the teachers have ensured accountability in the implementation of their plans.

- A semester end report of co-curricular and extra-curricular activities conducted by clubs, cells throughout the year submitted by the convenors has helped in documentation and improved accountability to a large extent.
- The College encourages the teachers to undertake research by allowing flexible timings, providing guidance for drafting proposals, papers etc, facilitating use of research room and providing a platform through a peer reviewed research journal, 'Latitude'. This has given a wide scope for research work and has further contributed immensely in generating research work in various subjects and in fulfilling the social responsibility.
- A lot of time and man power is saved after streamlining the office procedures through digitization. Suitable innovations and improvements made in the way examination are conducted have resulted in a system where teachers have to do minimum paper work and therefore their entire attention is devoted to supervision duties.

6. Problems Encountered and Resources Required

- The college had to invest in a high quality server to ensure quality networking in the College which is necessary for admissions, attendance and digitization in general.
- The financial needs of the teachers for attending seminars, conferences, training sessions within the state and outside is taken care by the College.
- The expenditure involved in printing of the College diaries, research journal, attendance sheets etc. is nominal.

7. Notes(Optional) Nil