Best Practice: 1

1. **Title**

   Improving communication skills through teaching-learning process and ICT

2. **Goal of the Best Practice**

   ➢ To educate the students in true sense (to make them confident, fearless and independent) through the process of teaching and learning.

   ➢ To improve the communication skills of the students.

   ➢ To bring out the innovative quality in the students.

   ➢ To imbibe reading habit in the students.

   ➢ To encourage the students to take their own decision.

   ➢ To make the students capable of using the modern gadgets.

   ➢ To make the students employable.

3. **The Context**

   ➢ The students of the institution come from the underprivileged section of society.

   ➢ Their poor educational background makes them shy to express their difficulties before the teachers.

   ➢ They lack communication skills, hence fail to develop their personality.

   ➢ They show disinterestedness towards learning.

   ➢ They do not have self-confidence and decision-making power.

   ➢ The students lag behind academic progress owing to lack of modern gadgets which are the need of the day.

   ➢ They lack employability.

4. **The Practice**

   The institution implements the practice of Improving Communication skills through Teaching Learning process, and Information and Communication Technologies to make this process effective. The practice is as given below:-

   ➢ The teachers adopt both traditional and modern (ICT) methods of teaching to resolve the issues of the students.

   ➢ While teaching, the teachers interact with the students. They (students) are encouraged to give answer and put questions. This process enhances their (students) level of confidence.

   ➢ After completion of a chapter, they (students) are asked to write the answers of the questions of the chapter. Subsequently, the answer sheets are assessed and returned with the remarks of the teachers. It improves their writing skill.

- To make teaching-learning enjoyable and effective, students and faculty exchange programmes are held through MOU with other colleges.
- Guest lectures are organized to improve their academic/non-academic skills for better professional/personal life.
- Group discussions (on their subjects) are held to make learning participative and develop leadership quality among students.
- Smart classrooms bring an end to monotonous teaching learning process.
- Computer lab with internet is made available to the students to upgrade their academic skill.
- Language lab has been installed to improve the communication skills (listening & speaking) of the students.
- What's App groups are formed to connect the faculty and students always. Interaction through the groups enhances their (students') communication skills and solves their issues.
- Skill based certificate courses and workshops are organized to make them employable.

Limitations:-

- All the classrooms are not smart classrooms.
- In students exchange programme, it is not feasible to give opportunity to all the students of a class.
- It is not possible to accommodate all the students of a class in the computer lab at a time.
- All the students do not possess smart phones.

5. Evidence of Success

- Initially, the students become unwilling to take part in the practices. However, they become interested to participate in the activities gradually.
- Their attendance in the classrooms rises.
- Due to the practice, they become bold and confident.
- They start taking their own decisions.
- They like to have interactive sessions in workshops and certificate courses.
- They confidently give answers and ask questions to their teachers in the classroom.
- They appear in the examination without fear.
- It helps them to perform well in the examination.
- The alumni of the college are going for higher education, job and self-employment.

6. Problems Encountered and Resource Required:-

- It is challenging to educate the students with weak educational background. They lack interest in studies.

- They do not have confidence to stand and speak.
- Completion of course content is a major issue because of semester pattern. The teachers are bound to complete the syllabus within the stipulated time. The teachers, therefore, get less time to organize skill-based activities.
- Efficient teachers are the resources to motivate the students and build their confidence.
- Because of the efforts of the teachers, the students become capable of improving their communication skills.
- The gadgets (computers with internet, LCD projector & Language lab) of the college help the students to achieve professional skills.

7. **Notes**

    Healthy environment is needed to develop work culture in the faculty and students. Personality development programmes should be organized to enhance the communication skills of the students. Giving them small responsibilities under the supervision of the teachers would make them confident and responsible. Provide them with ample scope-books from college and personal library of the faculty, computer with internet facility, smart class room, language lab, other study material, proper guidance, skill based certificate courses, seminars/ workshops/guest lectures, counselling and cordial relationship between the faculty and students-to grow and develop. The students imitate their teachers most. Therefore, the activities of the teachers should encourage and inspire them in their lives. Faculty and student exchange programme with other nearby colleges, organizing study tours/visits, and giving stress on sports and games would bring an end to monotony in teaching-learning process.

Best Practice-II:-Title:-Contribution of Waste Management to Clean & Green Campus

*Objective of the Practice:-To ensure the protection of the environment through effective Waste Management

*To increase public awareness towards environmental issues

*To get benefits from reducing and reusing the waste material which otherwise could be hazardous

*To enhance the number of students and staff involvement in practice

*To keep the Campus clean and green

*To use the innovative idea to transform Waste of the Campus to Compost for the nourishment of the trees

*To make the Campus beautiful

Context of the Practice:-The context of the practice is to handle the organic waste in and around the campus and reuse it for creative purposes to have healthy environment.

The Practice:-The organic waste (dry leaves, grass, weed, paper, etc.) which is found in and around the campus could create health hazards. Therefore, the institute takes initiative to convert it to compost. The staff, students

and NSS unit of the college work together for this creative and useful venture. They collect the waste, put it in the dug pit and leave it to be transformed into compost. After few months, it is taken out of the pit and used for the growth and nourishment of the trees. It does not need any financial resources. This practice keeps the campus clean. It brings awareness in the students and public. It also helps to control environmental pollution. When it is added to the soil, it increases the fertility of the soil.

Evidence of Success:-

*The tilt of the students and staff towards the cleanliness of the campus

*Pollution Free, Clean, Green & beautiful Campus

Problems Encountered and Resources Required:- Initially, some of the students became unwilling to contribute to this programme. Later, the unwilling students could be convinced with the help of the senior teachers and NSS unit of the college. During rainy and Summer season, it was difficult to carry out this programme. Later, we have started taking the advantage of fair weather in rainy and morning time in summer to achieve the goal.

Notes:-An institution needs a good ambience to encourage its stake holders to spend more time on the campus. Therefore, a pollution-free, clean and green campus is definitely providing a healthy environment to the staff, students and community. It is also getting compost free of cost.

8. **Future Plans of action for next academic year (200 words)**

The Future Plan of the institution is as follows:

* To organize Employability Enhancement program

*To organize certificate courses in various courses

*To organise various competitions to develop Communication Skills of the Students

*To arrange extra classes for slow learners; to provide study material to the advanced learners for Competitive Examinations

 *To improve the standard of Teaching and Learning with the help of Students' Feedback

*To promote the Culture of Research and Publication among the Faculty and Students

To organize seminar/conference/workshop for the development of the faculty

Name _____   *Name* _____

_____   _____

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*