BEST PRACTICES

TITLE: INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT) AND SKILL DEVELOPMENT

Objectives

i. To make the process of teaching easy and interesting with the help of new aids in technology.

ii. To give new dimension to teaching and learning using technology.

iii. To encourage the learners to develop the appropriate personal skills that are essential for independent learning based around ICT.

iv. To assist the learners to develop their potential to their fullest by facilitating the acquisition of knowledge by helping the learner concentrate on higher order cognitive tasks rather than on lower order routine tasks and by positively affecting the attitude of the learner towards further learning

vi. To help the learners with special needs integrate themselves within school and society by increasing their independence and by developing their abilities and interests.

vii. To raise confidence, improve productivity and give direction through proper skill development. It will enable the youths to get blue-collar jobs. Development of skills, at an young age, will channelize them for proper job opportunities.

viii. To provide students an understanding of the expectations of industry.

ix. To improve employability skills of engineering students.

x. To bridge the skill gaps and make students industry ready.

xi. To provide an opportunity to students to develop inter-disciplinary skills.

The context that required the initiation of the practice

i. Challenges faced by the students to go for skill development courses, as most of the students go for earn and learn part time jobs. So to provide them a platform to improve their skill set , using ICT and mass audio system for skill development courses.

ii. Installing the projectors in all the class rooms.

iii. Installation of centralised audio system.

iv. Staff were given Laptops on monthly EMI basis for preparing the E content.

v. Staff were encouraged to enrol for various MOOC and Swayam courses.

The Practice

i. Lectures of the staff were recorded and uploaded for students who missed and wanted to refer.

ii. The E content was uploaded for reference, such as PPT, reference online Links .

iii. Skill development classes were conducted weekly 3 days , in which students login through their mobiles or the classes were played by the centralized audio system.

iv. The courses may be accessed through Posto Mobile App through online courses link in the dashboard. you may view attendances of the students through Students - CT Courses tab.

Evidence of Success

Students had benefited by the online skill development courses, and also most of them enrolled in value added courses online also (using POSO app). And also technology based classes have made the classes more interesting to students.

Obstacles faced if any and strategies adopted to overcome them

Initially students faced some difficulty in logging in to the POSTO app and internet connectivity issues.

Strategies adopted to overcome the obstacle

Three days a week separate hour is dedicated for skill development. Once students login online audio is also played and the session is completed the teacher in charge takes the assessment.

TITLE OF THE PRACTICE: DAILY STAFF REVIEW MEET (DSRM)

Objectives of the practice

An unexamined life is not worth living as quoted by Aristotle. At St Francis de Sales College, we meet on daily basis to reflect, examine and evaluate our academic and administrative endure for better working.

• Daily Staff Review Meet is primarily oriented to assess, evaluate and strengthen the teaching-learning process which will help the students to have better academic orientation

• DSRM provides a platform for the staff and the management to discuss various issues, and share their experiences of the day.

• Meetings are generally arranged to solve the complex and critical problems that the institution may face. As the DSRM is attended by the faculty members who possess diverse skills and experience, they can contribute to the discussions effectively and help the institution take the right decisions at the right moment.

• During the meetings, the faculty members are informed about the everyday happenings of the college.

• To have team building.

The Practice

Every day, DSRM starts at 2.15 p.m. and ends at 2.35 p.m. The Principal and the Vice Principal address the faculty and report on the day's proceedings. They appreciate the faculty for their efforts towards guiding the student community. They also draw the attention of the faculty to the issues that need immediate attention. The faculty get an opportunity to share their practical difficulties, clarify their doubts and raise issues of their concern. The Principal and the Vice Principal arrive at the needed solutions with the support of the faculty members in a cordial way. At the end of DSRM, the faculty celebrating their birthday on that are wished by the Principal, the Vice Principal and other members. Any special occasions, are celebrated, staff celebrating birthday are wished are greeted.

The context that required the initiation of the practice:

The management wanted to adopt transparency in decision-makings. It also wanted to sort out any issue of concern without any delay after the due consultation with the faculty.

Evidence of Success:

- The college proceedings have started to happen more systematically.
- Considerable improvement was shown in academic performance of students.
- Issues faced by faculties have reduced over a period of time
- The process improvement is done real time.
- The break timings was found to be insufficient and it was extended from 25 to 40 minutes.
- There is an improvement in the discipline among students and the need for the disciplinary committee was identified in DSRM
- The student's improvement is seen day by day as challenges are handled & sorted real time
- The faculty work is made easy as the issues are mitigated real time
- Strategies are developed for various situations to arrest any issues that is observed