**Best Practices**

**Best practice-1**

1. **Title: ICT Based Learning**

**Goal:**

* To upgrade the use of ICT in teaching learning process by students.
* To assist the students in getting additional information on given subject.
* To uplift the students in browsing free educational online resources.
* To implant skills, knowledge collection, presentation in the students.
* To give opportunity to students for presentation of their skills.

**Computer Knowledge and internal Skills:**

* To make best use of the institutional ICT facilities by staff and students.
* To enhance the departmental digital learning methods with student centric activities.
* To minimize the use of paper in academic matters.
1. **Content:**
* Encouraging the use of technology in one of the five core principles of higher education as mentioned by NAAC to utilize the prospects of advancing technology for providing better and quality education
* Enhancing the systems with LAN and internet facility to go for revolutionary attitude for their most utilization
* All the students should learn basic computer skills and internet skills as a part of system skills are then strengthen in JKC activities.
1. **The practice:**

Step I: Exhibit the list and topics given to the students with following instructions and the plan of using ELL (English Language Lab). JKC lab, computer applications lab on the department notice boards.

**Instructions:**

* Note down the topics mentioned against their roll numbers.
* Go through the reference books journals/publications in the library and collect information.
* Visit computer labs on the mentioned date and scheduled timings, to use the computer systems and internet facility
* Use Google search engine – open the websites of concerned topics and get the required material and save in your folders.
* Prepare the assignments in the word or ppt format.
* Limit the assignments to 7-8 pages in the word format in MS Word or 10-20 slides in PowerPoint.
* Go through the assignment once or twice and make necessary changes.

**Schedule for English Language Lab, JKC Lab and Computer labs:**

The computer faculty and JKC Mentor are instructed to help the students in the process and solve any technical problems, if occurred in the course of time.

* The students were divided in to batches.
* Each batch is assigned a slot for 3 days for collecting the information editing finalization and online submission to the concerned faculty or to the department.

**Step II: work done by the Students**

* The given topics were note down by the students.
* Preparation of the frame work of the assignments by the students by using library resources.
* The students go to the Computer Labs as per the time allotted and collect the information and prepare the assignments in Power point or word format.
* The students submit their assignments online to the concerned departments.
* Students work is supervised by faculty members in computer labs and necessary suggestions were given.

**Step III: Activities in the Department**

* Downloading the student assignments
* Evaluation and awarding marks
* The pass marks are based on observation and evaluation.

**Step IV:**

 Motivation and guidance in using the essential Digital Assignments in the Seminars

**Step V: Evidence of Success**

* Passionate participation of students in the preparations of assignments in digital mode using by resources in the computer lab.
* Intensifying the digital facilities in each department.
* Student’s motivation towards ICT based self-learning.
* Peer learning by sharing the digital assignments.

**Resources Required:**

* One virtual class room and three digital classrooms are provided for student’s interactions, learning, sharing knowledge from subject experts.
* Computer labs and ELL labs with internet facility.
* Computer tables, Desktop Computers, LCD projectors for presentation are provided to the students.
* Reference books, periodicals/journals are available in central library.
* Make the use of learning managements systems (LMS).

**Step VI: Problems Encountered**

* Few students are unable to edit e-content downloaded from various sources and prepare a frame work of the given assignment. Those students are identified by concerned faculty members and guide them to complete the assigned work.
* Some students in every batch face some problems in the preparations of allotted digital assignments due to lack of computer and internet skills. The students are advised to take the assistance of their peer group who are well known of computer and internet skills.

**Best Practice 2:**

### Best Practice II: Floral Arrangements

1. **Title of the Practice: Floral Arrangements**

This training of decoration, beautification, bouquet making is undertaken in the Institution.

1. **Goal:** The main object of this practice is they can keep their homes clean, tidy and in a well decorated way. We feel that making women students aware of home decoration, beautification, bouquet making is the first priority and remains for lifelong. Hence we taught the women students the technique and the methods of floral arrangement. It also creates and aesthetic sense in their households. This training also creates an opportunity for them to enhance their skill for commercial purpose.
2. **The Context:** Since the students come from rural poor and illiterate background, they may not be aware of many things that are related to richness. Beautification, decoration and housekeeping are such practices related to urban people. Today’s girls are tomorrow’s home makers. Therefore it is thought that if these skills are taught to them, they may benefit from the skills in future. Hence it is decided to take up training the women students in floral arrangement.
3. **Practice:** The women students are asked to collect various types of flowers available from their surroundings, both wild and grown in gardens. In response this and the students brought many varieties of flowers. The women Faculty of the Women empowerment cell/Eco club taught them the techniques of floral arrangement and bouquet making. These skills were used when the students made floral arrangement for the Seminars/Workshops/other function conducted in the institution.
4. **Evidence of success:** The students were enthusiastic throughout their training period. All the floral arrangements made during the functions and the flower bouquets were handed over to the dignitaries, prepared by the students. Many people appreciated the efforts taken by the students in the stage and in the hall about floral arrangements.
5. **Problems occurred and resources required:** In the beginning the students were very slow in learning as they hail from a rural background. But women are naturally adept in learning flower arrangement techniques. This floral arrangement skill is taught in cities only and the art belong to urban areas. But the students have shown much patience and developed the flower arrangement skills.
6. **Note:** It is one of the efforts of the Women empowerment cell to create a dignified way of teaching a skill to women students to enhance the skill for commercial use.