Best Practice

1. Employability Enhancement Programme

GOAL :-

1. To bridge the gap between studentship and employment .

2. To enhance the skills for advanced Career Opportunities .

3. Build self confidence and self reliance .

4. To master corporate etiquettes and enhance interpersonal and effective team player skills.

CONTEXT :-

There is a need to equip the students with expertise to tackle current employment scenario and job prospective. Skilling them in accordance to the industry requirements and make them employable . A team of faculty members addressed students through organizing " Employability Enhancement Programme"

THE PRACTICE :-

College is devoted to offer a platform for aspiring students to comprehend the requirements of the companies and possess the correct trend of knowledge , talents and attributes. So to achieve this , as a routine activity our institution oriented the **final year students** with its "Employability Enhancement Programme". Being a regular practice the students were told about the importance and usability of the activities that will be the part of this programme. The unerring curated employment programme aimed at acquiring solutions through one of the kind of a training that assure the achievement of the employment goals.
 The programme include activities such as personality development , presentation skills & public speaking , resume writing, soft skills and team building games.

The programs features the assessment of the candidate's skills through number of analytical tests.

Concluding session included group discussions and mock interviews followed by filling up of a feed back form by the participants. The programme was concluded peacefully & vote of thanks was given by coordinator .

EVIDENCE OF SUCCESS :-

1. Workshop taught students how to work in team and participate in group discussion.

2. This programme has strengthened students to face interview with confidence.

3. Workshop received positive feedback and was highly appreciated by everyone.

PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED :-

1. Lack of enthusiasm on the part of students.

2. Aggressive attitude of students in such programme.

3. Problem of expressing the ideas in their own words because of underdeveloped communication skills.

4. Projectors required for effective and impactful delivery of instructions through audio/video aid.

5. Cue cards,scrabble,blind fold,ropes and various other props were used for team building games.

2. Letters / SMS Alerts to the parents of students.

Goal:
- *To maximise the attendance of students in classes.*
- *To ensure regularity of students, so that contents are properly deliver to students as regular attendance of students is very important to understand all the topics of any subject because all the topics of a subject are related to each other.*
- *To improve discipline of college and to make sure that all students are present in all periods from Ist to last as all subjects are of equal importance and equal marks are distributed to all subjects by university.*
- *To aware parents about their ward's performance and attendance so that they could make sure about safety and academic outcomes of their ward and take proper action.*
- *To motivate faculty members to be more focused on course content.*

The Context:

The prevailing system of higher education focuses mainly on academic aspects and performance. As all the courses are professional and technical courses based on practical exposure. Thus daily presence of the students in theory periods and practical periods means a lot for them.
Continuity and regularity both are equally important to understand course contents. Daily presence of students in theory periods as well as in practical periods is necessary for making projects and softwares as sound command on practical is required. Theory periods are also very important to clear the concepts of practical with demonstration and explanation.
It is noted in routine that students are missing practical lecturer and sometimes theory lectures as well.
To inform their parents about this and make them regular in classes, their subject-wise / lecture-wise attendance are counted at the end of every month and send to their parents in the form of letters/SMS alerts.

The Practice:

Daily attendance of students is recorded in attendance registers.
All teachers count their lecture's attendance of every student at the last day of every month and total number of lectures delivered in that month.
After every faculty member feed it into a prescribed format subject- wise and period- wise.
Format of attendance entry is designed by a team of teachers. when all teachers have entered their subject- wise attendance along with total lectures delivered in the particular month in prescribed format, this filled format of all semester is given to office superintendent for sending Letter/SMS to parents.

Evidence of Success:

- *Attendance of students increased per lecture.*
- *Parents appreciated this as it benefited them a lot.*
- *Students who are regular in class motivated to attend classes as they feel good, and motivated as they are different from irregular students.*
- *Teachers are motivated to teach and students motivated to attend classes as strength increased.*
- *Feedback of students, teachers and parents are positive.*

Problem Encounter:

It is a smooth process and no problem encounter at all.