

# BEST PRACTICES

The two best practices which have both added to the achievement and objectives of the college in terms of making our students more conversant, self-confident, academically as well as professionally are as follows:

**BEST PRACTICE 1:** • Implementation of class test and half yearly exams at undergraduate classes to improve the success ratio in main exams and to prepare the students for the main University exams. Class tests (B.A) and half yearly exam (B. Com.) for the UG classes were implemented in the academic session 2019-20. The main objective of this activity was to prepare the students for main exams as well as help them in developing good writing skills. In our institution we used to follow an annual examination pattern as per the university guidelines. It was felt that students needed some feedback on the basis of evaluation of their written performance before their exams on what and how to write answers to the questions so that they could get good marks. The Practice Unit tests are organized in each theory, foundation and qualifying paper of B.A. I, II and III year twice in a year (September/October and December) in every academic session. The whole paper (marks distribution and question pattern) is based on the university exam pattern. Maximum marks are 20 in B.A. and 50 in B. Com. for each paper. In the first and second year of U.G. programme, students attempt a descriptive question paper pattern and an objective paper pattern in the final year. The same pattern is followed in B. Com. I, II and III year.

**Evidence of Success:** The results of this practice were more positive than expected. Students who participated in these exams and tests were very happy and reported in informal discussions that it really helped them in evaluating their mistakes and improving writing skills as well as learning time management for the main exams. Many students who appeared with full preparation in the class tests scored good marks than those students who did not appear.

**Problems encountered and resources required:** The main problem was the attendance of the students. When students were informed in advance of the class test they came less in number. Half yearly exams at B. Com. level also saw less participation in first exam but their number increased gradually.

**Other Notes (Optional):** Initially we were quite doubtful in terms of its success and about the student participation in the whole process, but students appreciated it and participated in it with full interest.

**Best Practice 2:** Title of the Practice: Saarthak as Best Practice for Redefining the Teaching Learning Process.

Goal: Saarthak, started in the year 2010, is an annual two day educational Exhibition organized once in a session. It is organized on any weekend of October or November. It is a tribute to the founder of the Kanohar Lal Trust Society, Late Seth Kanohar Lal ji on his Birth anniversary. As "Education to equip our students for playing a meaningful role at home, workplace and in society with the emphasis on their employability", is the mission of the trust and the college, Saarthak is also aimed to provide our students a podium outside their classroom, where they can merge their theoretical knowledge of their respective subjects with creativity in a way so that they can understand the boring syllabi better and also use the knowledge in practical life too. The education system in the institution was good as in scheduled lectures, quizzes, debates etc. were organized for the students time to time, but it was not enough to enhance their knowledge and self confidence. And, one more thing that was lacking was the student's active participation in the organizing process. Then an idea came that why not organize such an event where students can present/sell their teaching subjects in an interesting way, so that education becomes edutainment. When the idea of organizing an educational event came into the mind, the foremost question was what to do? And, how to involve more and more students in the practice? We wanted to organize an event through which students could:

- Learn new and/or difficult topics in a simpler method
- Transform themselves in a more conversant, self-dependent, socially responsible individual
- Get an opportunity to explore the answers of their queries themselves
- Get the proper counselling related to subjects for higher education career opportunities more clearly
- Form a teacher-student-parent bond for the overall development of the students through bringing all of them at one platform etc.
- Then we thought that let's start with the subject awareness and different career opportunities. Because most of the students do not know what is the real life use of any theoretical or practical subject. The practice Saarthak is a unique event organized for the students, by the students. It is conducted by all the students of all the institutions under the Kanohar Lal Trust Society on the playground of KLSMM College. All the 11 departments along with the Rangers and Sports committee organize their stalls.

The whole process undergoes the following stages:

- Conceptualization of the themes: Students conceptualize and finalize the theme of their stall with the mutual consent of their teachers and mentors, on the paper/topic they will be commencing work.
- Selection And Research of the topic: Then the students start searching material thoroughly on the websites, books, newspapers, magazines finalizing on how many topics they will cover on their stall. Each department organizes and represents their themes and topics at the stalls separately. Students not only make the posters but also present the content to the guests.
- Mode of Presentation: Every year departments choose different themes/topics/papers and decide a name of their stalls. They display their topics through attractive charts, posters, models, banners and

ppt. To create more interest and improve knowledge with awareness among the visitors/students they plan various quizzes, games, puzzles and activities related to the themes/social political events too.

- Allotment of duties (At college departmental level) Every year, departmental Heads elect a teacher coordinator and a student co-coordinator for the event. Both of them are responsible for the organization of the event. Students are informed through verbal and written notices to register their names in any one of the three subjects they have opted (in B.A. only). All the Commerce, B. Ed. and the other P.G. students participate in the stalls of their respective subjects.

We try to engage as many students as we can as per their interest aptitude for example making posters/ searching research material/ organizing the event/propaganda and publicity/ making power point presentations/ public dealing or describing the charts on the stall/discipline/first aid etc.

- Pre-event Publicity and Invitation process for the event: The pre event publicity of this event begins around 34 weeks before the event. All the departments display their publicity posters on the pre decided places in the college and departmental display boards. It covers the main themes of the stalls. The invitation process is also quite transparent. The college coordinator of the Saarthak prepares the invitation with a flyer (contains the brief description of the stalls of previous year) for the guests (Parent and/or other Guests) at three levels i.e. invitation by the college/Trust to the eminent academicians/bureaucrats/formal principals/trustees/HODs/Media professional etc. All the departments also invite the eminent teachers/social workers and eminent alumni of the department whose presence can be beneficial for the students. And any student (participating or not participating) can also invite their parent/guardian for the event.

- Method of encouragement: To encourage the students for their active participation in the successful organization of the event, Kanohar Lal Trust Society honours the students with a certificate duly signed by the institution Head, Saarthak coordinator and the departmental coordinator.

- Funding Agency: All the expenditures related to the event are entirely borne by the college/Trust, and no student spends even a penny for the event. All the departments receive the estimated amount for the stall in advance from the finance in-charge of Saarthak.

- Appraisal of Saarthak: After Saarthak, a meeting is called by the principal/President of the Trust for appraisal (department-wise positive and negative points with suggestions for next year) of the event.

Evidence of Success: It has been six years since we are organizing Saarthak. Every year we are displaying new topics in each and every departmental stall, adding to the knowledge and confidence level of the students, enabling them to use their knowledge in a useful manner.

Best Practice 3: Installation of solar panels on the terrace of the college building incurring a cost of Rs. 825125.00 was done to reduce the carbon footprint of the college and to create a sustainable and renewable source of energy. this move was in accordance with the environment friendly measures taken by the college management.

  
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