

## **BEST PRACTICE – I**

### **TITLE OF THE PRACTICE: VALUE ADDED COURSES BASIC COMPUTER COURSE FOR STAFF AND STUDENTS**

Our institution believes that learning is the key to knowledge so it helps the students and teachers take up certificate courses to complement their knowledge and skills related to their field of study. We offer a wide variety of short term certificate courses which are conducted after class hours or during semester breaks. These courses are conducted by professionals and industry experts and help students stand apart from the rest in the job market by adding further value to their resume. We also impart courses to enhance their communication skills, to develop professional ethics in them and help them learn and develop human values and concern for humanity.

#### **OBJECTIVES OF THE PRACTICE:**

- To make teachers familiar with all the modern and updated concepts of computers and update their skills.
- To bridge the skill gaps and make staff and students industry ready
- To expose teachers to recent trends in the core field and enhance their employability skills.

**THE CONTEXT:** As university curriculum does not cover all areas, it is important for higher educational institutions to supplement the curriculum to make students and staff better prepared to meet the latest trends of modern vocational arena. The curricular gaps are bridged by conducting various programmes like value added courses, seminars, conferences, workshops and guest lectures etc. The Value Added Courses cultivate an urge amongst the students and position them to turn into flamboyant professionals on the latest trends and manifest their technical skills in advanced manner. Apart from our faculty members, resource persons are invited as for Self-framed courses. Assessment is done by conducting tests after completion of the course for one value added courses by our own institution. They play an important role in the development of the staff and students overall personality, thereby enhancing their career prospects. **THE PRACTICE:** The department prepares the course contents, its delivery plan, timetable, reference books etc. for the courses. In addition to it, after successful completion of the course, the staff and students are issued certificates. The necessary but missing contents in any course are taught to the students with the help of these value added courses.

## **BEST PRACTICE - II**

### **TITLE OF THE PRACTICE: EDUCATIONAL AND VOCATIONAL GUIDANCE**

We schedule times to be available to students and parents in and outside of the college campus throughout the year for educational counselling and career guidance. We welcome new students

and families and make a special effort to connect with them. We treat students with respect by giving public compliments and private criticism. Empathize with and coach students when they face career or personal problems.

**OBJECTIVES OF THE PRACTICE:**

- To enable students decide and choose a perfect vocation and career for themselves.
- To equip students with all updated vocational skills.
- To develop professional ethics.

**THE CONTEXT:** The university curriculum does not cover all areas of interest of the students so our institute try to supplement to prepare the students for the demands of society. The students are divided into various tutorial groups on the basis of their vocational interests such as Music, Art Work, Best out of Waste, Flowers arrangements, Table manners and Hospitality, Cookery, Painting etc.

**THE PRACTICE:** As per the interests of the students expert lectures and workshops are organized. The workshops are organized for one week approximately and students practise their activities thoroughly. A talent hunt competition is organized and the winners are honoured and awarded certificates.