

## Best Practices in the Institution – 2020-2021

### Best Practice - I

**1. Title of the Practice:** Feedback analysis

**2. Objectives of Practice:**

- Redressal of students' grievances.
- To incorporate the suggestions for curriculum design and development

**3. The Practices**

- Feedback is collected from both the students and the parents and the same is analyzed by the respective department heads. The feedback analysis report is then submitted to the head of the institution for further action.
- The feedback sought from the students focuses on the following components:
  - Curriculum
  - Teacher
  - Infrastructure
- The feedback received from parents focuses on administration, admission procedure, quality of teaching, fee structure, etc.
- Based on the report received from the heads of the departments, the necessary action to be taken is recommended by the head of the institution. To have transparency in the entire process, the related documents are published on the college's website.

**4. Obstacles faced if any and strategies adopted to overcome them:**

**Obstacles faced:**

- Photocopying of a vast number of feedback forms.
- Manual analysis of feedback responses.
- Accumulation of filled-in feedback forms year by year.
- Difficulty in maintaining the feedback responses as hard copies.
- Difficulty in receiving feedback from the parents within the stipulated time

**Strategies adopted:**

- Use of statistical tools to analyze the feedback.
- Retention of only sample responses for every semester.
- Collection of feedback at the time of Parents' meeting.

**5. Impact of the Practice:**

- Enabled the teachers to give input in the board of studies meeting in designing and developing the curriculum.
- The hygiene of the toilets was given utmost priority.
- The number of textbooks available in the library was increased.
- The food items served at the canteen were reformed so as to offer quality food at an affordable cost.
- The canteen is also equipped with the selling of basic stationery needs.

**6. Resources Required:**

- Need for an online feedback system
- Provision for automatic report generation.
- Cloud storage for storing and retrieval of feedback responses.

Best Practice II

**Title of the Practice: Online Class****Objectives of Practice:**

- In view of the Covid-19 pandemic, the Directorate of Higher and Technical Education, Govt. of Puducherry has provided a common platform G-Suite for all higher Educational institutions to continue the teaching and learning for the benefit of the students.
- All the teachers were involved in taking classes, conducting tests, MCQ and receiving assignments online, and conducting Quiz to keep up the spirit of teaching and learning.
- It has become a boon for the education sector and helped students learn continuously by attending classes online during pandemic period. It is deemed cheaper and reliable as students can learn and practice independently without pressure and stiff completion like in real classrooms.
- It has become very useful tool to keep up the spirit of teaching and learning.

**The Practices**

- Established a productive learning environment and fulfilled the expectations of the students academically.
- Made the students to be present and set clear guidelines in learning through online.
- Enabled the students to do the online submission of assignments, tests, participation in the discussion and clarifying doubts academically.
- It has nurtured the practice of giving feedback among the students and culminated discussion with their fellow classmates.
- Promoted thinking before writing among the students for assignments and other evaluations.
- Feedback helped the students to develop communicative skills and answering.
- Group and individual projects given to the students enabled them to acquire the variety of learning styles and enhanced their learning capacities and taught them the importance of both group work and individual achievements.
- Using of the resources that are readily available like laptop, Mobile Phone and Tablet.
- Monitoring the students for final summary or assessment that helps students to reflect on the things that they have learned through online.

**Obstacles faced if any and strategies adopted to overcome them:**

- As the students are mostly drawn from rural areas all the students could not access due to unavailability of smart phones, laptops and mobile network especially poor and remote areas.
- One of the major stumbling blocks with regard to online learning is the lack of strong and stable internet connections, as the ones conventionally used at homes have either low bandwidth or have exhausted their limits.
- While studying from home or wherever students may be, there were more distractions than usual, especially with family and other disturbances.

- The sudden switch to online learning has left some students confused with the new situation and the requirement for the rest of the semester.
- Distractions are a reality of online learning and it depends on self motivation to overcome the hurdles.
- Adapting to unfamiliar technology.

**Impact of the Practice:**

- It has become the need of the hour to continue teaching and learning due to pandemic.
- Around 30% of the students are not satisfied with the delivery of content through online teaching.
- The students were getting addicted to mobiles and laptops and consequently they suffered from mental sickness and eye problems due to the screen effect.

**Resources Required:**

- In order to succeed in an online class, students need to have the required level of computer skills, motivation and a commitment to learn and work on their own.
- Present attention-grabbing facts, fiction, or any other information to engage learners at the onset.
- Learners interact with the content in a different way than they usually do.
- Humor is known to get people comfortable and build a positive learning environment.
- Research estimates that one minute of online video equates to approximately 1.8 million written words.
- Play teaches them to try different things, fail, learn, and grow. If things are more fun, we are more likely to do them.