

BEST PRACTICES – 1

Title of the Practice :

Library a knowledge centre , supporting and enhancing the academic environment.

The Context :

Changes taking place in the field of information technology , teaching and learning methods in the society is bringing about a transformation in the functioning of the library . Proper use of information technology, along with traditional modes is the necessity of the hour. Library being the centre of knowledge dissemination ,needs to be abreast of the changes and update its system continuously for the benefit of the student community and the faculty. Covid-19 brings in more challenges. With digital mediums, becoming stronger and popular among the youth , libraries which are knowledge resource centres of educational institutions are finding it difficult to find a place in the student community.

Objectives of the practice:

- To provide wide access of information to learners who come from various social and knowledge orientation and make users knowledgeable and empowered to engage with academic activities.
- To provide a variety of information tools to users to choose from .
- To provide appropriate services in a conducive environment as required by different user groups i.e students, teachers, researchers, society etc.
- To acquaint students with the services that the library provides and help them to use the resources available in the library to supplement their learning process along with class room teaching.
- To optimise the usability of the library resources.

The Practice:

To enhance the learning process of students and faculty the activities undertaken by the library were -

1. Reading Mission 2022:
Celebration of Reading Day in the memory of P.N. Panicker (Father of Library Movement in the State of Kerala India) on 29th June 2019. The library organized reading books, book Quiz competition to enhance reading habits among students.
2. Library Literacy Orientation Programme:
For the First-year students to create awareness of library services and increase reading habits among students, information about the N-LIST (National Library and Information Services Infrastructure of Scholarly Content) service, DELNET were provided to the learners class wise.

3. The library organized a lecture on “Developing Library Network (DELNET) resources services and online demonstrations” for the teachers and students on 24th August 2019.

4. Book Exhibitions:

Birth anniversaries celebration of eminent individuals like Dr. S. R. Ranganathan, Lokmanya Tilak, Mahatma Gandhiji, Dr. APJ Abdul Kalam were organised. On all these special days books of and written about them were exhibited. It enabled the stakeholders to know more about these personalities closely.

5. Best Library User Award:

To promote usage of the library services and increase footfalls into the library, the library team meticulously observed the readers and the best library user award for students and faculty were introduced. The awards were distributed to the winners.

6. N-LIST Best Usage Award:

The library has started a N-LIST (National Library and Information Services Infrastructure for Scholarly Content) Best Usage Award for students which will encourage the use of online e-books & e-journals from N-LIST.

7. Celebration of Library Week from 24 Feb - 29 Feb 2020)

Various activities included Book Search Competition, Book Shelving Competition, Book Exhibition Cum Sale, Poster Competition, Thematic Documentary Competition, Intercollegiate Book Review Competition.

8) Two Days National Level Workshop:

National Level Workshop on the Development of E-content for Effective Teaching and Learning was held on 3rd and 4th March 2020 organized by Knowledge Resource Centre and Internal Quality Assurance Cell (IQAC) of the college. Knowledge Bridge, Ahmednagar (MS) provided the resource persons for the programme. Faculty from across the nation participated and 94 participants benefitted from this programme.

9) Three Days Online Webinar:

An online National Webinar was organised from 21st to 23rd April 2020. It was jointly organized with, Dr. Babasaheb Ambedkar Marathwada University (BAMU), Knowledge Resource Centre (KRC), Aurangabad and Soft tech Solutions Services (SSS), Pune.

Obstacles faced and strategies adopted to overcome them-

- Motivating students and involving them to participate in the activities is a challenge.
- Many of the students are coming from economically weak sections and have taken part time jobs. They do not find time to involve in college activities and events and activities are conducted after lectures.
- The library is not open in the evenings and holidays it limits the usage of the resources of the library.

Strategies –

- Certificates were issued to the winners and participants of the competition as a motivation for their effort and for increased participation in events.

- Mentors during their interaction with the mentees during lectures guide them to use the library resources like reference books, question papers, journals, etc.
- Involve mentors while conducting programmes to encourage student participation.
- Identify ways and means for providing library facilities beyond the students and staff.
- New methodologies to be adopted for making N-List and DELNET familiar and usable for users.
- Make SWAYAM chapter active and encourage more faculty and students to register for suitable courses.

Impact of the practice –

Various activities organised by the library helped participation of students and an affinity to the library.

- Regular student library users for the academic year increased and were appreciated with certificates of - Best Library User , N-LIST Best Usage Award in the e-resources category.
- Book search competition for students and faculty was organised and which had a participation of 90 members.
- Book Shelving Competition was organised and 42 students participated in this event.
- Poster Competition – Students made creative posters on given themes 17 students participated in the same.
- Thematic Documentary Competition – Students prepared a documentary for 3 to 7 minutes on the topic given 29 students participated in the competition.
- Intercollegiate Book Review Competition –. Students prepared a book review for presentation for 5 to 7 minutes. 18 students participated in the event.

Resources required –

- Good computing facilities and library infrastructure
- Skilled library personnel are essential to create and constantly update the resources with new information.

BEST PRACTICE – 2

Title of the practice-

Institutional methodology for delivery of syllabus to the learners.

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The Context

The goal of this practice is to bring in a methodology in measuring student performance and learning outcome. This practice communicates to the faculty and learners all about the courses and identify with the course in its true sense.

Programme outcome will help learners decide whether the programme will help achieve objectives of learning. This will help them to analyse the delivery of lectures and to give a proper feedback about the programme and course.

The faculty will get a thorough understanding on the programme and course he/she teaches, help prepare the delivery of lectures (teaching plan) effectively. Feedback on exit survey and result analysis helps to replan things to suit the practical needs of the learners.

Objectives of the Practice –

- To help the faculty members to have transparency with learners on course expectations and end goal.
- To help the learners to identify what they should be able to do to be successful in after completion of the course.
- To enable the learners decide if the course rightly fits their goals.
- To help in the smooth delivery and receipt of syllabus in an acceptable manner by both faculty and the learners.

The Practice -

The University Of Mumbai has not defined program objectives for undergraduate courses like BCom, BA, BSc IT, BMS, BAF,BBI etc., The IQAC of the college took initiative and guided the departments to prepare the programme outcomes (PO), Programme specific outcomes (PSO), course outcomes (CO) which was finalised after discussing with the faculty members. The course outcomes helped the faculty in preparing a meaningful teaching plan for their courses. IQAC also trained the staff for mapping of PSOs to each course outcomes by using correlation level in a scale 1: Slight (Low)2: Moderate (Medium)3: Substantial (High). The mapping was done by each faculty for the courses they taught and target level for each of the courses were arrived at. This enabled to determine the overall target level for the courses.

The POs, PSOs, COs are published in the college website for reference of stakeholders. The college has printed an ‘academic diary’ which includes teaching plan and daily work report the same is duly completed and attested by the head of the departments.

Exit survey for each of the courses has also been developed and the same is filled by the learners on completion of the course. The analysis helps the faculty members to make suggestions during interactions with the board of studies members.

On declaration of results the faculty calculates the attainment of the course based on predetermined standards. The attainment level is prepared on a scale of 1 to 3 for each course which is compared with the overall CO target level. A report is prepared in which observations, action taken and suggestions are mentioned. This report will help the HODs to support and supervise the functions of the department, faculty and also assist them to suggest possible methods or measures to achieve the course goals.

Problems Encountered in implementing the practice -

- Challenges are many in implementing. We took around two years to launch this project. Hitches are still there in implementing the practice.
- The basic challenge was in introducing this new concept to the faculty in the place of old system.
- A challenge was to train the faculty to prepare the various outcomes.
- The task was of communicating and convincing the staff for this new practice.

Strategies adopted –

- Training sessions were conducted so that the teachers can understand the practice and prepare the course outcomes and reports.
- IQAC prepared a team who understood the practice and they in turn trained other faculty.
- IQAC has come out with a paper explain how to prepare the programme outcome, course outcome, mapping etc., this need to be improved over time.
- Another area is that this need improvement through constant research. Available resources can be circulated among the faculty so that they will be able to come out with suggestions on the programme.

Impact of the Practice -

The practice is implemented in all the programmes. The departments prepared programme outcomes, specific programme outcomes and course outcome which is published in the college website. Teachers have prepared mapping based course outcomes, compared it to programme specific outcome and course target level were arrived at. The results were analysed and attainment level calculated. Faculty members analysed and they have brought forward their observation and recommendations and action to be taken. These results were presented to the HOD along with the suggestions by the faculty. Remedial action, rethinking of work allocations where ever necessary was done for better attainment levels. More details can be seen on the link below -

<https://drive.google.com/drive/u/4/folders/1VwKHI1Xr2GbcXmHDxfsx44zzBhAChqBN>

Resources required –

- Faculty need time to do mapping, analysis and evaluation which becomes tedious along with regular teaching.
- Support mechanism like more computing facilities can speed up the process.
