

Mugberia Gangadhar Mahavidyalaya

Best Practices 2020-21

BEST PRACTICE I

Title: Online learning experience

Objectives: To facilitate students to pursue their academic activities during the pandemic time without any difficulty.

Context: With the rising pandemic and the worldwide lockdown, there had been very less opportunity for students especially in a rural backward college like Mugberia Gangadhar Mahavidyalaya to continue with their academic performances. The rural and remote location of the college, limited dependency on internet infrastructure of the locality and the fear of losing livelihood during hard time, stagnate the area. To bring out the normal flow of life in the area and to engage the students into a healthy habit of learning, there required an introduction to the online classes and learning facilities without even a gap. The challenge was not only to ensure introduction to smartphone to every household and continue online, but also to prevent dropouts in the college.

Practice:

1. The college started its online teaching- learning immediately on and from March 20, to ensure that no classes are lost by the students. UGC however, published an order regarding the same on 29.04.2020 vide order no. D.O.No. F.1-1/2020(Secy29 April,2020)
2. The teachers arranged for some conference classes over telephone in the initial days of the commencement of classes due to poor network in the neighboring areas.
3. Routines are made in accordance and departmental meetings are held at regular interval during this time.
4. The classes used google meet to continue online classes looking at the comfort of the students.
5. The college website also provided study materials for the students on various subjects.
6. The departments of the college set up wats app group with the students to continue learning.
7. Links of the meet are given in the group wherefrom the students find it easy to join the classes.

8. The W.A groups also supplied reading materials to the students.
9. Various short tests and evaluations are taken in google form and wats app.
10. The college bought zoom subscription to conduct webinars and workshops in the platform.
11. Even the commemorative days are celebrated in zoom platform.
12. Even the students performed cultural activities online.

Evidence of Success:

1. The students were never left with classes during the pandemic time.
2. Massive awareness about internet learning and online classes were seen in the community along with the students.
3. Due to the early commencement of classes, dropouts lessened.
4. Awareness about tests, exam, online portal handling, all increased.
5. Students became aware of the various internet learning sites and library networks.
6. Since, the exams (both university and class tests) are taken in a semi online mode, often written by students and pictures taken of the answer scripts and sent through mails, this method empowered the students with not only the mailing technique (which were poorly developed in these areas prior to pandemic time), but also ensure the students had maintained the pace and zeal of writing answers.

Problems Encountered and Resources Required

1. The classes were mostly taken through mobile phones where it was impossible to carry out with software training classes like GIS.
2. Poor network in the areas
3. No adequate awareness about online learning equipments.
4. Lifestyle of the family cannot afford separate smart phone for learning and had to carry on with the classes with only one phone per family

Outcome:

1. Improved attentiveness and engagement
2. Increased knowledge retention,
3. Interactive and fun learning environment,
4. Quick understanding,
5. Easy tracking of response,
6. Enriched overall learning experience.

Best Practice II

Title of the Practice: Students' Aid & Motivation

1. Objectives of the Practice

This is an Aid & motivation of the students to obtain their best possible performance. The college is situated in a rural agriculture based economy area. Most of the students come from the families depend on agriculture only and they are financially backward. Students coming from these families face the financial constraints to complete their college education with a goal or view to help and motivate these students the college introduced and provides a general tuition fee concession and students 'financial aid to the students coming from "Below poverty level" and other financially backward community. The college also provides full free studentship to the students getting highest marks in each discipline.

Rewards and prizes are also given away for the good academic performances and performance in annual cultural and sports-games competition to unfold their inherent possibilities.

2. The Context

In order to provide such financial assistance and motivational rewards and prizes, the college is to spend a lot from its limited revenue collected from students. There are also a lot of problems to choose the beneficiaries of assistances and rewards among the huge numbers of poor students coming from "Below poverty level" community. Although the college is trying its best to continue these practices effectively to motivate and help the students to get their best possible result.

3. The Practice

Students are rewarded with prizes (Specially valuable books required for their higher studies) for standing in the position of 1st , 2nd and 3rd in each year for honours and general courses.

The prizes are given away to the students in annual cultural function of the college by the distinguished personality of academics. Tuition fee concession and financial help from students aid fund are being provided to the poor and meritorious students in each year.

Besides these supports, Teachers council of the college and west Bengal college and university teachers' association, Mugberia college unit are also extending the hands of help and co-operation to the poor and meritorious students of the college.

A) Certificate course in communicative English

- B) Departmental Wall magazine publication facilities
- C) Exhibition, quiz competition, poster, model presentation, departmental seminar organization
- D) JAM and GATE, NET related tutorial classes
- E) Wi-Fi facilities
- F) Departmental library
- G) Indoor and outdoor game facilities
- H) Memorial / interactive lecture classes
- I) Participation facilities in NCC and NSS
- J) Facilities to attain sports meet organized by the local clubs or schools as officials

4. Evidence of Success

Most of the benefited students coming from the backwards community have been performing better through these practices. Most of the cases, they have been performing better than that of their higher secondary examination. These can be evidenced through the perusal of the result in each year / part of university examination.

5. Problems Encountered and Resources Required

The college has been facing problems encountered by the paucity of funds to continue these practices. The college is situated in rural financially backward area, so the students' strength is not so large that the college can manage the fund for rendering the assistance and rewards to the students from the tuition fees and others fees collected from general students. Only the Gov. (state /central), UGC may provide special grants to finance such practices in the college to make the practices more effective in different plan periods.

BEST PRACTICE III

Title of the Practice: Preparation of Academic, Administrative and Environmental Audit

Objectives of the Practice:

1. To systematically compile individual appraisal and departmental audit thereby ensuring quality enhancement
2. To assess administrative policies and performances objectively thereby looking after the opportunities and obstacles of it
3. To evaluate the environmental factors of the campus and frame strategies for green and sustainable practices.

The Context

1. Upgradation of academic and administrative process is a continuous practice in the institution. With the introduction in CBCS system in the curriculum in 2017 for the B.Sc courses and in 2018 for overall, it was felt that constant stimulation, self appraisal; policy evaluation is required for inculcating accountability and perusing excellence. Through constant deliberations and discussions in the IQAC meetings, it was felt that a continuous review and inspection measure has to be adopted that will help in understanding the present situation of the various processes and measures adopted by the college and at the same will indentify the gap inside the system which will guide, reform and sometimes instigate new initiatives. Also the need for an internal regulatory body is strongly felt that can deal with the environmental practice take up inside the campus naming Green Club. It was concluded in the meeting that standardized formats for periodic assessment of academic, administrative and environmental units are lacked in the college. To ensure quality enhancement, the IQAC prepared formats for both, academic and administrative audit that scrutinizes the performance of both the wings. Also, to inspect and reform the Green Club and its activities, an environmental audit/ green audit is prepared.

The Practice

To ensure a quality audit, the institution take up following steps as practice.

1. Preparation of Audit Team

This stage is the initial stage where audit team was set up. While the academic audit report is submitted to IQAC by the respective departmental heads, the administrative audit is run and managed by the principal with help of IQAC. The environmental audit is however done by a team of nine members including one student representative to ensure inclusion and healthy environment. The environmental audit team submits report to the IQAC which was

scrutinized by the principal. Thus, to have a transparent and significant appraisal, a sound audit team is prepared.

1. Preparation of Proforma

This part ensures a proficiency in the academic and administrative processes of the college and ascertains an identification of the procedures used by departments in each of these areas. A detailed Proforma of 15 pages was prepared which included department profile, students profile, workload, research details and teaching and evaluation processes in academic audit, policies taken up and inclusion practiced in administrative audit and measures taken and applicability of various sustainable practices in environmental audit.

Information regarding Academic audit proforma included the following:

- The Academic audit proforma included:
 - The curriculum planning and management by the department
 - The orientation of the teachers
 - Attempt made to enhance academic / professional skill
 - Academic calendar for internal and external exam schedule and co-curricular activity
 - Teaching methods/ICT/teaching aids used
 - Contemporary techniques adopted to teaching-learning
 - Student feedback evaluation system

- Administrative audit proforma includes:
 - Information related to different sections handling admissions,
 - Examinations council and management
 - Maintenance of stores, accounts, salary, appointments, promotions, administration etc.
 - Protection and continuance of various Scholarships

- Library and laboratories audit proforma includes:
 - Details of timings, various facilities / services provided and administration.
 - Book record inspection
 - Surveillance of library operations

1. Finalizing the standards for analysis

Data Collection: Staff members were informed about the need for the audit and the Performa to be used for the same. They were expected to submit the duly filled in Performa to respective heads of the departments within stipulated time period.

Data entry: The Head of the departments take up the information provided by the staff members and prepare the departmental report

Data submission: all the audit reports are submitted to the IQAC who, after consenting to the standards of the report submits it to the principal.

The Evaluation

The audit team makes appropriate recommendations for continuous improvement of the various practices and procedures taken up for quality assurance and enhancement. There is a plan for external audits in near future.

Evidence of Success

The departmental audit is systematically documented by both the IQAC and the departmental heads. The data compilation incase of administrative audit is well maintained by the principal. In case of the environmental audit, the report is published in the college website each year. The objective and practical suggestions were well accepted by the stakeholders and thus compliance is trusted.

Problems Encountered and Resources Required

- The initial reaction to the auditory committee was not appropriate.
- The lengthy process of documentation was initially not well adjusted by the teachers and office staffs.
- The management of the students in case of environmental audit was tough as the student representative change every year.

