

BEST PRACTICES

In keeping with its vision and mission, the institution adopted two best practices namely, 'Usage of ICT Facilities' and 'Creating Social Responsibility through Outreach Programmes' to enable the students to be technology-savvy, so that they could excel in their vocations and instil in them a sense of social responsibility to serve the nation better.

BEST PRACTICE I - USAGE OF ICT FACILITIES

Information & Communication Technology (ICT) is a powerful tool to augment the learning experience and access resources. AJK College of Arts and Science has invested heavily in ICT to deliver courses with ease and efficiency at high quality and standards.

Objectives of the Practice

- To develop ICT literacy & capability and equip students with learning resources at anytime & anywhere.
- To monitor, evaluate and reflect the progress of teachers and students.
- To digitalise the administrative & academic activities of the institution, reduce the use of paper and conserve the environment.

The Context

All educators need to use teaching methods or techniques that will enable learners to absorb knowledge more efficiently. Learners expect their teachers to demonstrate the subjects through different technology-based tools and they are more motivated in competency-based education when engaged in online discussions.

As an institution that offers new generation courses, demonstration of subjects with the aid of digital tools is more important for better grasping the essence of topics. This will assist students to explore the digital world making them better exposed to their concerned fields, gaining more knowledge and information from different online platforms. The use of ICT in learning will also help in providing the confidence to interact with people and increase their networking in their specialised areas.

The use of ICT tools in the domains of administration will help to digitise the administrative and academic activities of the institution as well as to implement a decentralised system. During COVID-19 lock down period, learning and administration was made possible only because of ICT facility of the institution.

Practice

- Activity-based teaching and learning are focused in our institution.
- The institution has effective CAMU Learning Management System (LMS). It provides an excellent framework for the complete teaching-learning process. Assignments, tests, study materials, feedback and other activities are done through the LMS.
- 100% of smart wall classrooms, auditorium and conference halls are facilitated with video conferencing, web-conferencing and e-learning facilities to enable regular classes and other curricular programmes.
- 13 Wi-Fi devices provide seamless Internet service throughout the institution to avail all the facilities 24/7. Using an OTP, all faculty and students can access the Internet on their mobile through Wi-Fi. Hostels also have Wi-Fi access.
- A language laboratory with 60 computers and Thaliyola software is functioning to improve the listening, speaking, reading and writing skills) of students, especially from vernacular medium.
- The computer and research laboratories have 386 upgraded computers in appropriate LAN with Dell Power Edge T300, Intel Xeon Processor Server, Internet and wi-fi facilities for practical sessions, research and online placement training.
- Costume Design and Fashion laboratories use CAD software for the development and enhancement of creativity in the fashion industry
- The library is fully automated with Software for University Libraries (SOUL 3.0). The library was automated in the year 2008 with barcoding & RFID and unified into a digital library, where the faculty can access web OPAC in the institution website staff portal and students can access through the student portal.
- The Digital Library has computers with Internet under LAN to access e-resources by students and faculty, facilitating reference and research work.
- Students and staff have access to the library anytime and anywhere through Knimbus. Library subscribes to e-resources and the users acquire information available under National Library and Information Services (N-LIST), a Consortium for higher education electronic resources initiated by MHRD and executed by INFLIBNET centre and DELNET to access e-Journal, e-books, and other e-resources.
- To effectively manage student information, a centralized ERP system IMPRESS was implemented. This gives students, parents and teachers access to students' attendance, grades and other academic details. All academic and administrative processes are online and fully automated.
- The institution has facilities for preparation of e-content. The e-content/video lessons are prepared in the audio/video studio of the Dept. of Visual Communication and made available to students through institution website.

Evidence of Success

- All students are proud to be digitally literate and proficient in using technology.
- Teachers are capable to change a classroom into a vibrant platform where every student can be motivated to participate and learn with the help of technology.
- Seamless access to e sources.
- Improved record keeping and tracking in administration.
- Increased University examination results.
- Appreciation from INFLIBNET for maximum utilization of digital library in 2020.

Problems Encountered and Resources Required

- Power consumption is comparatively high.
- Meeting the infrastructure requirements was a challenge.
- The institution meets additional ICT maintenance costs.
- Instantaneous adoption to the new technology was complicated.
- Alternative energy sources are used for other electrical appliances.
- The additional cost is compensated by other revenues.
- In due course, practiced for familiarity.

BEST PRACTICE II - CREATING SOCIAL RESPONSIBILITY THROUGH OUTREACH PROGRAMMES

Human existence is nurtured and flourishes in an ecosystem of empathy and care. Social responsibility is a personal investment in the well-being of others and the planet. It is a self-empowering attribute. Holding on to these principles, the institution took it as one of its core objectives to instill a sense of social responsibility in faculty and students. The institution makes the students aware of their obligation to the society and environment.

Objectives

- To create responsiveness among students about their social responsibilities and channelize the valuable youth energy to serve the society.
- To undertake charity works, donating & conducting events and thus spread happiness around.
- To develop leadership skills and promote inter-cultural relations among students.
- To help the government in implementing its development schemes.

The Context

India's future lies in its youth. The key role and responsibility of any educational institution, therefore, is to make its students not just gain knowledge, but use it for the benefit of the society.

Activities conducted for instilling social responsibility in students help them to realize their potential and privileges, teaches them how to interact socially, understand other's problems, and work for the betterment of the society. It helps to foster compassion in students and balance self, society and environment. It is satisfying to the students and makes them feel like an integral part of society. They also feel motivated and inspired through these activities.

The Practice

- **Charitable Endeavours:** Dhaan Dharm Yojana has been initiated by the institution to extend help to less privileged children. Under this, Rupees 5 is collected every week from all faculty and students of the institution and deposited in a separate bank account. The accumulated money is utilized for various charitable purposes like donating clothes, groceries, educational tools etc.
- **Village Adoption:** The institution has adopted five nearby villages Pichanur in 2017 and Mavuthampathy, Pudupathy, Muruganpathy & Chinnampathy in 2018 in which latter three are tribal villages. These are. The purpose of the village adoption program is to initiate development activities in the villages with contemporary standards of health, hygiene and sanitation. The institution supports the schools at adopted villages in the areas of infrastructural development, provision of educational and learning resources, stationery etc.

- The institution conducted many self-employment programmes, especially for Tribal women in
 - o Mushroom cultivation
 - o Manufacturing of Sanitary Napkins
 - o Jewellery making
 - o Kajal making
- The institution has signed MoU with Cross Life Foundation, National Child Labour Scheme & Arudhal Foundation and conducted various awareness activities on Child abuse, child labour, women's health, women abuse, road safety awareness and small savings awareness programs.
- Regular Swachh Bharat Summer Internship Programme – 2 years
 - o 2018-19: 100 hours
 - o 2019-20: 60 hours
- Conducted Dermatology camp, Blood donation, Eye camp, and General medical camp in the 5 adopted villages.
- Organic Farming at Government Higher Secondary School, Pichaur.
- Tree Plantation programme – Planted more than 3000 saplings.
- Awareness programme on preventing Human-animal conflict.

- Plastic-free Navakkarai –collected plastics bags and carry covers from the villagers and shops door to door and replaced them with cloth bags.
- Renovated the library building at Mavuthampathy village.
- Renovated 5 toilets for 5 families.
- Prevented Open Defecation.
- Palmyra seeds were sown along the river basin of Chinnampathy and Pudhupathy villages.
- Yoga Training in the tribal villages.
- Digital India BHIM app – Awareness in schools and tribal villages.

Evidence of Success

- Almost all students, during their period of study, are involved in the extension activities of the institution and serving the society.
- Students understand the society to contribute the needs and change themselves.
- Students are the active volunteers of Swachh Bharath Abhiyan and Unnat Bharat Abhiyan.
- Students rendered first-hand assistance to the people of Kerala during the time of flood. Food, dresses and medicines were donated.
- The institution received
 - Unnat Bharat Abhiyan Best Implementation Award from Ministry of Education, GoI in 2019.
 - The Essence of Humanity Award from Cross Life Foundation, Coimbatore in 2019.
 - The Best College Award for the Outstanding Contribution of Social Activities from Malaysia Tamil Education Site for Indian Students and Kaviyarasar Kalai Tamil Sangam Namakkal in 2019.
 - Seva Rathna Award in recognition of Social Works from Bharathiar Social Cultural Academy, Erode in 2019.
- Ministry of Education, GoI recognized Social Entrepreneurship, Swachhta & Rural Engagement Cell (SESREC) and Rural Entrepreneurship Development Cell (REDC) are functioning in the institution.

Problems Encountered and Resources Required

- Training the students to balance academics and social service activities.
- Raising funds for activities.
- To train students to work with tribal people.
- Seeking sponsorship and donation from supporters.