

TITLE OF THE PRACTICE:

USE OF INFORMATION AND COMMUNICATION TECHNOLOGY IN EDUCATION

OBJECTIVE:

- 1) To help the learners to effectively use ICT
- 2) To educate the students the future trends of technology
- 3) To promote collaborative learning
- 4) To orient the educators and help them to adapt to the future technology
- 5) To encourage self learning and self paced learning
- 6) Effective use of ICT in office management

THE CONTEXT:

With the increasing use of smart phones by students as well as teachers, the classroom model can look a bit different with the use of smartboards, virtual classrooms, use of e resources, learning management platform and e modules. This makes learning interactive and interesting for the students.

This demands that the teachers be technologically upgraded regularly to make them adaptable to the future technology; this is achieved through conduct of workshops and seminars at regular intervals.

The automation of office led to proper creation and storage of students data, as well as all financial records, stock, preparation of reports etc.

THE PRACTICE:

The college authority ensures effective use of ICT. Fifty percent of the rooms are ICT enabled, there is a smart classroom and a virtual classroom. The IQAC monitors the effective use of ICT through student feedback and internal academic audit. The use of Learning Resource Management System on Google platform, namely Google Classroom is promoted; many workshops (by internal members as well as by external Resource Persons) have been arranged. There are students groups on Whatsapp where teachers share materials and necessary information with students. Students also share their response, assignments and information making it an effective medium of collaborative learning..

Number of Workshops on development of e module has been arranged by the IQAC.

One of the faculty members has conducted workshop in other institutions **on E module development and use of E resources.**

There have also been efforts to conduct formative assessments through digital platforms and tools like Google forms.

Feedback of various activities of the college is also received through the use of Google forms.

Several other administrative and academic documentation works are done through collaborative tools like Google docs.

Library orientation programmes for effective use of e resources have been arranged from time to time.

The efforts and monitoring by the IQAC has led to nearly hundred percent use of ICT by the teachers.

The library is completely automated. In addition the office is automated with all students data on the cloud. The day to day record keeping is on the network and the admission is purely online. The website is dynamic with all relevant information uploaded as well as notifications sent through SMS

EVIDENCE OF SUCCESS:

All the departments make use of Power point presentations, smart boards and e resources.

Most of the teachers make use of Google classroom for a 4 quadrant approach.

Efficient use of Cloud for data storage.

PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED:

Funds for infrastructural development

Since the college has wi fi connection over its campus and is shifting to optical fibre connections for better speed and connectivity, financial aid or subsidy for connections would be of great help.

A well equipped studio for development of videos for e module preparation .

Installation of Learning Management Software for management of human resources.

Shortage of Permanent Teaching Staff

Locational Disadvantage

TITLE OF THE PRACTICE: Extension Activities

OBJECTIVE: To educate the socially and economically underprivileged rural people in a village as well children in an Orphanage in the vicinity of the college, in areas of health, hygiene and nutrition.

CONTEXT: The aim of extension activities in the community is to bring about small differences in the life of people, spreading awareness on general issues and involving the local people with the growth of the educational institution. The main objective of NSS is to understand the community where they work, identifying the needs and problems of the local community. With this in mind the college has taken up through various activities, most of which are carried out by NSS volunteers .

PRACTICE: In the beginning of the academic year, all events are planned in the IQAC and the activities of NSS are identified.

The extension activities are planned by the NSS Advisory Committee . The college makes a small financial contribution to a local orphanage; the staff members are actively involved with the children and it is a practice to distribute clothes, books, stationery to the children during festivals.

The children are invited to the college on special days and various programmes are arranged for them.

The staff members also provide academic support to the children after office hours.

A list of various extension activities organised by the college is mentioned below:

- Organising and conducting door-to-door awareness drive on Dengue, Malaria and the Vector borne diseases in the neighbourhood areas.
- Organising and conducting Awareness programme on hand washing, sanitization and cleanliness.
- Delivering motivational speech on social awareness in the locality.
- Cleaning of some places in the village including the orphanage and market area and making it plastic free.
- Spraying of bleaching powder in the orphanage, college areas along the drains.
- Conducting door-to-door survey on Rural Health in the village.
- Arranging Drawing Competition amongst the village children.
- Conducting Health/ Eye Immunization Camps
- Organising gifts for the children of the orphanage on the occasion of Durga puja, Children's day.

RESOURCES: Dedicated team of teachers, NSS Programme Officer, motivated NSS students, liaising with the Departments of Community Medicines of State Hospitals and NSS Cell of WBSU.

Financial aid from the Government for NSS activities is acknowledged. In addition the expense is borne out of college fund and from the donation received from the staff members