

Maulana Azad College of Arts, Science & Commerce

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MINORITY INSTITUTE

NAAC Re Accredited Grade 'A'

UGC'S status of "COLLEGE WITH POTENTIAL FOR EXCELLENCE"

Ref. No. MAC : _____ /20 -20 / _____

7.2.1 INSTITUTIONAL BEST PRACTICES 2020-2021

Title of the practice : "Advancement of knowledge and skills for the faculty and office staff"

Goal: 1) To approach online teaching in a systematic manner.

Objectives of the practice : FDPs are considered as tools for gearing up of educational liveliness through concentration on aptitude needed by individual teachers for promoting academic excellence. The aim of the Faculty Development Programmes (FDP) was to train the teachers such that they become ready to face the changing educational scenario, namely choosing the most suitable teaching platforms, familiarizing with online teaching , CBCS system and blended learning.

Goal : 2) Skillful office staff for efficient and credible discharge of administrative duties.

Objectives of the practice : Skillful office staff make the system more resilient and efficient and upgrades their ability to handle and process data in online mode. The updating of computer skills, handling of advanced office softwares , documentation , filing etc. will prepare the staff to face the ever growing challenges posed by pandemic.

The context: Faculty development programs (FDP)/orientations are considered as unique aspects of educational pedagogy that can nurture knowledge and professional skills in the faculty. These were engaged on a wider level to expand the horizons of teaching and learning. Through these FDP's the institution has offered a wide range of activities that can support the professional and academic growth of faculty members. Workplace orientation entails the staff to familiarize with the work areas. As the process is moving from offline to online mode, these skills will be put to good use as and when needed.

The Practice:

The unprecedented challenges posed by the pandemic gave the college an opportunity to go ahead with the understanding of newer techniques for creation of aesthetic and content driven e-content, moving out of the chalk and talk concept, finding out the different facets of teaching platforms, facilities available in basic versions of different softwares etc. Enriching the faculty vitality in key domains of ICT enabled teaching, preparation of effective e-content, simplifying the process of

online teaching through the use of built in recording functions of MS-powerpoint, enrichment of subject knowledge, online platforms for accurate evaluation, blended learning, inputs on resource and knowledge industries, preparation of research proposals, IPR, preparations for inspections, the discharge of administrative duties to the best of one's potential have all been focused upon in these FDP's. The editing of videos ,using embedded tests, enriching the subject content ,making it more artistic and thus interesting and acceptable to the students, have been the highlights of the different FDPs conducted by the college. In the orientation on blended learning ,Mr.M.Afzal, an educator by profession demonstrated quizeiezez, ED puzzle , embedding of questions in the video and gave an idea on the different pedagogy related courses that will help in moving on to blended learning.

The list of FDP conducted by the college are as mentioned below:

Sr. no.	Title of the quality initiative	Date	Duration in days	Number of participants /beneficiaries
1	Hands on training in "Simplifying online teaching using built in recording functions of ppt,video editing zipping and uploading on YouTube	12/2/2021 to 13-02-2021	Two days	29
2	"Hands on training in " Teachmint "	23.7.21	One day	20
3	Faculty orientation on :Blended learning"	24.9.21	One day	32
4	Orientation on basic computer skills for office staff	8.02.21 to 10.02.21	three days	13
5	Lab staff skill enhancement- Microbiology Lab staff skill enhancement- Zoology.	28.9.2021	One day	02 04
6	Hands on training of shortcuts used in MS Word- sending of e-mails	16.12.2020 to 17.12.2020	One day	02

Several orientations of the lab staff and office staff have also been conducted by the college to equip the staff with better practical understanding of word processor, spread sheets, print and navigation of operating systems. Lab staff have been given hands on training on practical skills associated with respective courses being taught. The faculties of the Departments of Zoology and Microbiology have given training on aseptic techniques, microscopy, cleaning and fumigation, preserving of specimens along with office administration tips for handling of files, typing , sending emails etc.

Evidence of success:

The participation of the teachers in these FDP's as observed in the queries put up by the participants, submission of homework and the feedback analysis points to the success of these programmes. Faculties were asked to submit a teaching video incorporating all the features that have been taught

in the FDP. Faculties completed the online applications of quizeezez , ED puzzle ,went through the different google certifications available and gave a hearty feedback on the orientation programme.

Problems encountered: The relevance, need, cost effectiveness, time allotment, achievement of goals, willingness of faculty for the topics to be covered, availability of resource persons etc. have to be ascertained before and after the FDPs. In the event of online FDPs introduced by best of colleges being available to the faculties, the additional FDPs conducted by the college must be need based or subject specific for ensuring good participation. Considering the number of courses being conducted by the college, subject specific FDPs would be very time consuming. Semester pattern also leaves very little time for conduct of FDPs.

BEST PRACTICE II:

Title of the practice : “All-round development of students for a resounding future”.

Goal: Empower students through skill development, certificate courses , competitive learning , general awareness programmes.

Objectives of the practice : The improvement or sharpening of critical thinking , problem solving ability ,oral and verbal communication skills ,imagination, effective use of gathered information, , preparing for competitive exams, professional ethics, mental fitness, handling of finances are the objectives to be achieved . This will result in achieving of the goal.

The context : The advancement in life is not possible without education. It broadens the horizons and paves the way for successful future. Students need a variety of skills that can help them be successful in their careers. These have been addressed through the numerous certificate, value added courses, webinars, quizzes that have been conducted by the college.

The practice : Enhancement of level of education is the primary duty of educational institutions. The aim of organizing academic and competitive guidance webinars is to motivate the students to appear in competitive examinations at local, state and national level. It is also meant for familiarizing the students with respect to entrepreneurial ideas, socioeconomic issues of marginalized sections of the society, environment and biodiversity , health and hygiene, Yoga, myths and facts of COVID 19 etc. The people around the world are under tremendous pressure and mental stress and thus the college decided to address this issue through counseling and arranging invited talks on stress management. The entire series of online webinars have been conducted by the event management team formed out of the participating departments or college committees and was available on zoom platforms as well as through the live streaming on YouTube. These videos are also available to students for viewing in their free time. The proficiency in state language as well as its importance in MPSC exams namely –Marathi , has been paid special importance through the certificate course being conducted on minimum competency in Marathi. Additionally, the

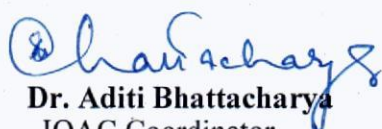
introduction of 14 certificate, value added and bridge courses have been initiated by the college. Two courses selected from YCMOU (Certificate course in Bee keeping and Certificate program in farmer produce and company management) are aimed at Entrepreneurship development. All these courses and lecture series have given an impetus to the students so as to improve their subject knowledge and make them ready to face the future. The college through the different departments has conducted 17 quizzes in which basic knowledge of most of the subjects have been covered.

Number of webinars conducted by the college:

Sr. No.	Particulars of webinars/quizzes	No. of Webinars
01.	Academic and Competitive Guidance	20
02.	Career Perspective, Skill Training	08
03.	Health	06
04.	Social and Economic	10
05.	Environment / Bio Diversity	03
06	Quizzes	17

Evidence of success: Students had expressed their interest in attending lectures for preparations for competitive exams, career prospects, skill development. The participation of the students in all these online webinars and certificate courses was spontaneous and in large numbers. Their interest in the topics as observed in the queries put up by the participants, and the positive feedback given by them, gave us the motivation to continue the practice in future also.

Problems encountered: The schedule of teaching and learning, semester examinations twice a year, leaves little time for conduct of additional activities. Resource persons may not be available or may back out at the last moment due to some urgent preoccupation. This calls for immediate replacement of the resource person with faculty of the college. Internet facilities in distant places are not up to the mark and there can be disruption in the session due to power failure. Paid versions of online platforms are costly and some grants can be of help in this matter.


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