BEST PRACTICE – 1

1. Title of the Practice

Streamlining of Placement and Internship Process

2.Objectives of the Practice:

• Making placement process more transparent

• Quick announcement of new placement and internship opportunities

• Archiving of all placement and internship opportunities

• Creation of database of past and potential recruiters

• Providing a platform to recruiters to learn more about our students

3.The Context

The placement process suffered inefficiencies due to lack of proper standard operating procedures and communication channels. This led to lack of reach of placement opportunities to students. Opportunities used to be announced through multiple channels making it difficult for students to keep a track of all the opportunities. Another problem which was faced by the students was the lack of information about the recruiter and the job/internship profile, the eligibility for position, and process of application. To solve these entire problems, the whole placement process was revamped and SoPs were drafted.

4.The Practice

All the activities coordinated by the Placement Committee went 100 online. The Committee launched its full featured website on 2nd October 2018 to facilitate announcement of recruitment and internship opportunities and application to jobs and internships throughout the website. Since launch, the website has successfully eased the overall process of recruitment by making the whole process structured and systematic. This is reflected in the overall following of the website by more than 300 students in that year. The revamped process was implement in the following areas of the Committee's functioning

• Announcement of new placement and internship opportunities

• Email Alerts to students and followers on announcement of any new opportunity or update in the existing opportunity

• Job updates from other sources on the internet

- A dedicated space for the prospective recruiter to learn about the institution, and the profile of students taking part in placement. Also, a form to collect responses from a recruiter interested in visiting the institution.
- A dedicated space for the students to learn how to make their CV.

The process greatly improved the overall placement process while ensuring transparency, traceability and reduced administrative load.

5.Evidence of Success

- More students applying for internship and placements through Placement Cell
- Data basing helped us to reach out to past recruiters
- Considerably more number of students secured internship positions through Placement Cell

BEST PRACTICE – 2

1. Title of the Practice

Integration of Google Classroom

2. Objectives of the Practice

- Easy accessibility of learning resources
- Archiving of learning resources
- Conducting assessments online
- Providing an exclusive platform for students and teachers to interact about the subject

3. The Context

Before the introduction of Google classroom teachers faced various problems in making announcements distributing learning resources conducting assessments like quizzes, polls, etc. Students also faced problems in finding learning resources keeping track of all the announcements made in relation to the subject and taking part in assessments. Teachers used to share learning materials on different channels such as email, WhatsApp, etc, which made it difficult for students to find all the learning materials shared by the teachers in one place. In addition to that, different teachers had different methods of distributing learning materials. Also, teachers found it difficult to archive the learning resources that they shared. The college had a G-suite subscription and some teachers were already using Google Classroom. These teachers were overwhelmingly positive about the utility of Google Classroom as a platform to address all these issues.

4. The Practice

Google Classroom was identified as a platform that could address all of the above-mentioned problems. Since the college already has a Google-suite subscription, it was only a matter of institutionalising the practice and mandating every teacher to create a Google Classroom for their subject. To do this, the college informed all the faculty members to

mandatorily create a Google Classroom for their subject. Followed by this, there was a training programme on the use of Google classroom which was conducted for all the faculty members. After the training program, all faculty members were told to create Google Classroom for their subject and submit the details of the same to one faculty member who was identified as admin for all Google Classrooms. Shortly after the training, all teachers created Google Classroom for their subjects and added students to their respective Google classrooms. In the first class of the semester, students were told about Google Classroom and its utility, and how to use Google Classroom properly and effectively. Since the Odd Semester of 2019-20, the college is using Google Classroom regularly and the practice has been successfully institutionalised.

5. Evidence of Success

- All the teachers have created Google classroom for their subject and enrolled all the students in the Google classroom

- All the learning resources are now uploaded on Google classroom they can be easily accessed by the students

- Teachers conduct assessments regularly on Google classroom using the assignment in the quiz functions of Google classroom

- The internal test instructions and online internal tests were also conducted by using Google classroom

- Announcement of assignment topics submission of assignments and grading of assignments is also being done on Google classroom

- Online assessments and internal tests are conducted on Google Classroom.