

7.2.1 Best Practices 1

Title of the Practice: Initiative for Skills Training for Enhanced Career Opportunities for Students

Career Oriented Programme

Objectives:

1. To equip students with certain skills over and above their Course curriculum.
2. To instill competencies that would enable students to enter the industry equipped with vocational skillsets.

Context:

The institution provides value added Certificate Courses to all the students every year that would enable them to enter the job market more confidently. The C.O.P. offers courses that enhance certain skillsets such as Soft Skills and Communication Skills in the students.

The Practice:

The institution offers a Career Orientated Programme to every student in the college comprising of 40 hours every year, the total Course being of 120hours. The first and second years are Certificate Courses, while the Third year is a Diploma Course. The institution offers three Courses under the C.O.P. which are: Spoken English, Banking and Insurance and Tally with Web Designing.

The lectures during the lockdown were conducted on online platforms, namely Google Meet and Zoom.

The examination pattern comprises of 25 marks for internal assessment and 75 for the semester end examination.

Obstacles Faced/Resources Required:

Technical issues regarding internet connectivity and app installation.

Due to COVID 19 pandemic and lockdown, students could not be taken for visits to financial institutions or attend hands on training in workshops. It was also difficult to provide placements.

Evidence of Success:

In the past some of our students have been successfully placed in comfortable positions in financial institutions in collaboration with our Career Counselling and Placement Cell.

Best Practice 2**Title of the Practice:****Examination Assistance during the Pandemic****Objectives:**

1. Guiding students through the process of Online Examinations during Lockdown.
2. Easing students' anxieties and difficulties regarding the examination.

Context:

Due to COVID 19 pandemic and resultant lockdown, the schedule for examinations was disrupted. Due to classes being conducted on online platforms, students faced certain difficulties. To help them face their examination successfully, and to counsel them, a college level committee **Guidance and Counselling-Covid 19** was set up.

The Practice:

The **Guidance and Counselling-Covid-19** committee and the Examination Department of our college did the following things to assist the students:

1. Online submission of Internal Assessment Test marks on the University portal
2. Orientation about the online examination procedure
3. Submission of online examination forms on the University portal
4. Submission of student data (registered phone number, updated phone number) to the University
5. Preparing result data and getting students to fill ATKT forms (wherever applicable)
6. Keeping track of examination, reexamination schedules and postponement of papers
7. Regular interaction with university examination personnel regarding results, updation and correction of results

Obstacles Faced/Problems Encountered:

Online examinations depend upon internet connectivity and some students faced difficulties regarding this.

Evidence of Success:

Our Examination Department pursued all enquiries with the University Examination personnel which resulted in the updation and correction of results.

Resources Required:

Strong internet connectivity