

BEST PRACTICE I

1. Title of the Practice

SHARING KNOWLEDGE AND CONTINUOUS LEARNING

2. Objectives of the Practice

The institution believes that one innovation leads to another. Therefore, the institution has various practices through which one department/ association or committee, when taking some innovative initiatives successfully, shares with others for the benefit of the entire institution.

The objectives of various knowledge sharing practices are as follows:

- To provide a platform for sharing the practices which have benefited students and other stakeholders by departments/ associations and committees.
- To appreciate the innovative practices and encourage them take it further.
- To provide guidance to other departments and committees to follow the same practice for their benefit
- To explore new ways to communicate about these best practices not only with internal stakeholders but with outsiders too.
- To enable students and teachers to expand their knowledge horizon by taking up research activities related to their interest area.

3. The Context

Every department/ committee and association of the institution continuously works towards developing innovative ways of making the process of teaching and learning more interesting and effective. The institution believes that the benefits of these innovative practices and sharing of knowledge should reach maximum individuals.

If these departments and committees work in isolation, the benefits will reach limited students and teacher and will not do any

betterment to others and institution at large.

Thus, it was required to have platforms where these departments/committees can share it with each other and also to the outsiders.

The students and teachers need to expand their horizon of knowledge and should make research as their practice to acquire knowledge beyond curriculum. The research cell, Library committee and Literary Club hence, provided various platforms which encouraged students and teachers to learn new things and present it to others.

4. The Practice

1. SHARING BEST PRACTICES:

- **ANNUAL PRESENTATION BY DEPARTMENTS AND COMMITTEES:** Each department and statutory committees give annual presentations and share their innovative ideas with entire institution. This annual presentations session is based on the concept “Learning by Sharing”
- **COLLEGE & DEPARTMENTAL MAGAZINES:** Every department publishes (online this year) their departmental magazines. The articles
- **YOUTUBE CHANNELS:** Teachers, department and committees have created their own youtube channel along with Institutional youTube Channel for promotion of sharing of their activities like webinars, informational videos
- **SOCIAL MEDIA PRESENCE** - linkedin (BMM), Instagram
- **ANNUAL REPORT PRESENTATION BY HEAD OF INSTITUTION:** The principal of the college shares the annual report of the institution with all the stakeholders, i.e., the management, staff, students and parents during annual day celebrations and through the college magazine.
- **COLLEGE WEBSITE:**

College website has virtual tour of the college and also provides details of facilities and activities conducted by the college

College website provides information about different committees and their social media links. It provides information about the events organised by them as well as about the upcoming events

- STUDIO AWAZ: The mass media students are provided with a platform where they can share their views and talents
- STUDIO SAMACHAR: This virtual platform provides updates on news of the campus
- THE KNOW SHOW: The department of management studies conducts this information sharing session where teachers share their expert knowledge on certain topic with students
- **CAPSULE ACTIVITIES BY BSCIT TEACHERS:**
- ENCOURAGING RESEARCH AND CREATING PLATFORMS FOR SHARING RESEARCH WORK:

Sessions for Providing Guidance for research:

The Department of Management Studies organized “How to Write a Research Paper” and the students were encouraged to write research paper and present it at national conference for students.

Guidance session on Avishkaar:

Research Conference for Students: The Research Cell of the college organized conference for students to present their research papers.

- **PROVIDING PLATFORM FOR CREATIVITY FOR STUDENTS:**

PEN IT DOWN: The Department of Commerce and Allied Courses conducted a competition to encourage students to express themselves through articles. The selected articles were published in their departmental magazine Vanijyam

BMS ARTICLE COMPETITION: The Department of Management Studies organised article writing competition

based on topics like Impact of COVID, Travelogues, Management and Business Articles and poetries. The selected articles were published in the departmental magazine, The Magnates.

BOOK REVIEW COMPETITION: The Library Committee organizes book review competition to encourage students to read books and express their views on it. Its an annual competition.

- **KNOWLEDGE SHARING SESSIONS BY ALUMNI:**

E-GURUKOOL: It was a one-week event organized by the Alumni Association of the institute. The Alumni came and guided the current students based on their expertise.

GUIDANCE SESSION ON ACTUARIAL SCIENCE: This session was organized by Department of Commerce and Allied subjects. It was conducted with reference to foreign education.

CAREER GUIDANCE IN ECOMM: The alumni who are well-placed are invited by the department to guide the current students in their area of expertise.

- **YOUTUBE - MONETIZATION AND COPYRIGHT :** The Incubation Centre of the Institution organised this career guidance session on usage of YouTube for creating and uploading quality videos.

5. Evidence of Success

- **STUDENTS PARTICIPATION IN RESEARCH CONVENTIONS:** Number of students participating in research conference and University level competition AVISHKAR was higher than last few years

6. Problems Encountered and Resources Required

Though the institution has been always supportive and has been providing opportunities for knowledge sharing and knowledge enhancing. But there are some situational challenges which it has to face:

- Due to the pandemic, the institute could not organize offline sessions for research and knowledge sharing and had to use only online platforms for the same.
- As the institute is self-financed, hence it is able to deploy less expensive or free online platforms for sharing knowledge.
- Interaction with the students and staff members were mostly online, leading to limited communication and support to them.

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BEST PRACTICE II

1. Title of the Practice

FITNESS AND HEALTH AWARENESS DURING COVID

2. Objectives of the Practice

The institution believes in all round development of students. Hence during the AY 2020-21, when keeping fit and engaging students in sports was a challenge, the institution conducted sessions to keep students both mentally and physically fit.

- To take care of students mental well-being during challenging time of COVID
- To Educate students about health and hygiene
- To continue involvement of students in sports

3. The Context

- Due to the pandemic situation, the education of the students was confined within their homes, hence students were disconnected with sports
- The increased screen time of students and teachers have given way to many health and lifestyle related issues.
- The students and teachers are exposed to physical and mental health hazards not only because of COVID but also due to sedentary lifestyle and other issues around them.
- Students need to be aware about health and hygiene for their healthy growth and development

4. The Practice

1. TAKING CARE OF MENTAL WELL-BEING:

- **Comprehending positive mental health (BAMMC):** Institution's counselor conducted this online interactive session for breaking the ice with the student.
- **Endurance and Destress session (Sports):** Two days session was conducted by the sports department for physical and mental well-being of the students. The session covered some fitness exercises and yogasanas which will help them to

stay fit, build immunity and help them handling stress better.

- **Motivating Teachers and Students in Challenging Time:** The Students Council of the college organised a webinar on Motivation and Memory Techniques for the students and teachers

2. ACTIVITIES TO KEEP STUDENTS AND STAFF FIT

- **Online Sports Week:** The sports department continued to with the trend of organizing sports competitions. In the month of september 2020 Sports week was organized.
- **Workout session for Players:** These workout sessions were conducted by experienced sports students to others once in a week for one hour
- **Virtual Marathon:** It was organized for the students where they were connected through virtual platform while running.
- **Online Zumba Session:** this session was virtually organized for teaching and non-teaching staff of the institution.
- **Virtual Inter-Collegiate Sports Events:** The sports department along with cultural department organised inter-collegiate competitions for sports like Carrom, Chess, Yoga and Physique.
- **Support for Participation at Inter-Collegiate and National Level:** Students were supported and encouraged to participate at national and district level individual sports event.
- **Session of Diet and Fitness:** The Health Club organised an awareness online session on diet and fitness for healthy life.
- **Yoga for Healthy Being:** Students Council organized Yoga session for students and teachers for encouraging fitness practices.
- **Poster Making Competition:** To create awareness against drug use, the health club organized poster making competition “No Excuse for Drug Use”
- **Session to Clarify Myth Against COVID Vaccination:** An online awareness session was organised by health club to bring clarity and discussing importance on COVID vaccination “COVID-19 Vaccine – Doubts and Concerns”
- **Sanitary Napkin Distribution:** The Health Club encouraged students and teachers to donate for sanitary napkins which was distributing in the slum area near the institution.

5. Evidence of Success

- 267 students participated in the Online Sports Week 2020.
- Students participated in National and District level competitions like National Yogasana Competition, National Throwball competition, Powerlifting at district and national level.
- 40 colleges participated in the inter-collegiate sports events

6. Problems Encountered and Resources Required

- Due to increased screen time because of online lectures, students found it difficult to attend all online sessions.
- Students faced connectivity issues
- Engaging students effectively through online mode was relatively more challenging than offline.