Saheed Anurup Chandra Mahavidyalaya

Best Practice – 1

1. **Title : Soft and Hard Skill Development**
2. **The context** : The ever changing job market and the rural setting of the Institution has brought pressure and responsibility to develop and train young minds and make them ready for the job market. Besides acquisition of regular degree in B.A, B. Sc. and B. Com. hard skills like basic knowledge in computer application is very much necessary that makes the student employable. It is with this in mind that the initiative was taken up few years back under the Department of Enrichment Courses. The Programme also aims to impart soft skills including communication skill, personality skill which helps to remove mental blocks of the students coming with a Bengali medium background.
3. **Objectives**: The main objective of the scheme is to train students in two areas: a) basic computer application – MS Office, MS Excel, MS Power point etc., b) Communication skills and soft skill such as reading, pronunciation, speaking, writing and job skills.
4. **The practice**: All the students enrolled for B.A, B. Sc. and B. Com. degree course have to take certificate course in computer application as a compulsory one. The classes (theory and practical) are specially scheduled in co-ordination with the regular class routine. A fully equipped computer lab with more than 30 computers has been set up and four trained teachers for imparting instructions and conducting practical classes have been appointed. Initially an orientation programme is conducted for the students where they were made aware of the importance of acquiring skill besides their graduation programme. Theory classes from 20-30

hours are conducted besides 100 hours of practical classes in MS Word, MS Excel, and MS PowerPoint etc.

In soft skill area students are trained in English reading, pronunciation speaking and writing. Besides they are also trained in classroom listening, audio version of conversation, text and news paper reading. To develop writing skill they are taught to write different types of letters, prepare newspaper reporting and curriculum vitae. They are also trained for interview and group discussions.

5. **Obstacles faced and strategies adopted to overcome them**: While implementing this scheme it is found that some of the students do not present in the class and are not properly follow the schedule of assessment. To address this problem some motivation sessions are arranged and economically backward students are granted full scholarship.

6. **Impact of the practice**: The impact of the scheme is very great and worth mentioning. Students who completed the course successfully are more confident than others. Presently a sizeable number of students attend regularly and want to get benefit from the course.

7. **Resource required**: Necessary funds for procurement of more computers and accessories has to be allocated for computer lab.

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1. Best Practice – 2

1. **Title: Collective Governance and Planning through Democratic Methods**

2. **The context**: While developing an action plan in the IQAC at institutional level it is necessary to create a positive approach among all stakeholders for smooth and effective implementation of the plan. Faculty members have to motivate students to participate in extra-curricular activities and extension activities beyond curricular aspects. Departments have to organize seminars, workshops, study tours, debates and quizzes for overall developments of the students. The whole exercise demands a participatory approach and is better achieved through a democratic path.

3. **Objectives**: The main objective is to develop an action plan in the beginning of the academic session. The plan includes time bound schedule for curricular aspects, co-curricular, extra-curricular and extension activities besides improvement of facilities of academic and physical infrastructure.

4. **The practice**: Members of the IQAC are also the head of academic departments and conveners/members of different committees and cells. Librarian and NSS programme officer also play a significant role in the decision making process of some of student related extension activities. Frequent meeting with staff and students are convened by the Principal-in-Charge to resolve grievances of the staff and students. Departmental heads are involved in decision making in the IQAC and Academic Sub-committees for different co-curricular and extra-curricular activities. Heads of different departments then assemble with the concerned faculty members in

the departmental meetings for chalking out of detail plan and programme schedule. Students are involved in motivation seminars for quality enhancement. Student feedback on the teaching learning and evaluation process and on the other aspects of administration are collected, analyzed and forwarded to the concerned department and sections for improvement.

5. **Obstacles faced and strategies adopted to overcome them**: The IQAC encountered some problems in implementation of quality initiatives and different programmes, such as unwillingness for work beyond scheduled working hours in some of the faculty members, demand from staff and students for more improved infrastructural facilities etc. Shortage of faculty in different departments becomes acute after introduction of semester-wise CBCS. A positive step in this regard may eliminate this problem.

6. **Outcome of the practice**: The IQAC has planned to introduce some need based short term course like certificate course in physiotherapy and in Yoga. Timely completion of academic and extra-curricular activities with active participation of students is another positive outcome.

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