

Best Practices I

Title of the Practice: Type writing training to all students.

Objectives of the Practice:

- ❖ To help the student learn skills and information that will help them to future success.
- ❖ To help students identify their goals and guide them to achieve the same.
- ❖ To help the students to understand the opportunities present in the college and develop a smooth transition to campus life.

The Context:

It is a common fact that most of the students, hailing from the rural areas are not conscious about their career. They think about it only after graduation. Apart from the teaching of the traditional courses, it is necessary to impart knowledge. We offer typewriting training for students planning to get into business areas and also for students preparing for competitive exams, as it has become a necessity for government employment.

The Practice:

- ❖ The type-writing course has been designed in student-centric manner that the students get absorbed in various fields as soon as they complete the course.
- ❖ Designed specifically for those with no formal writing training, this course starts with finger placement and provides an overview of how to type various letters, numbers, and symbols quickly, accurately and without looking at the keyboard.
- ❖ Typing eventually came to be recognized as a skill of wide general utility, better-known as typing for personal use.
- ❖ The need for typographic writing courses for personal use developed, and typographic writing courses for personal use are offered at our college.
- ❖ Students are rated for speed and accuracy. In addition, students must use correct grammar, punctuation, and language.
- ❖ Typing promotes language skills, develops positive habits and benefits students through compositional skills.
- ❖ Typing is often designed to help people who simply want to type better.

- ❖ Those who are pursuing a career in a secretarial or administrative position where the ability to type quickly and accurately is required.

Evidence of Success:

- ❖ Learning score is measured using pre and post evaluation about the knowledge of the subject.
- ❖ It is quite impressive that many of the participants have fared well in placement interviews.

Problems Encountered and Resources Required:

- ❖ Initially, many students hesitated in participating in these activities. Slowly after the success of this initiative, students voluntarily came forward to mark their presence.
- ❖ To perform these programs, required equipments have to be procured.
- ❖ The financial resources are always needed to secure success in organizing these programs.

Notes:

The College is making a fine step for under privileged students in a good position, which might improve not only them but their family too. The College is planning to introduce Short hand writing and Tamil typewriting too.

Best Practice - II

1. Title of the Practice

Uplift of Rural Under-Privileged Society Through Extension Activities

2. Objectives of the Practice

The objective of the practice is to strive for the uplift of the local rural under-privileged society by organizing the extension activities of the College in those areas and raise the sanitation, education and general livelihood of the society.

3. The Context

Kalavai is situated in a remote rural area of Vellore district, a backward district. Agriculture is the major source of income in this area. The area is yet to be developed in terms of infrastructure, sanitation, education, and livelihood. As per the Vision and Mission of our College, the students are being motivated to serve the local society through the extension activities, leading to the uplift of the local society.

4. The Practice

The extension activities provide the students an opportunity to observe and involve in the neighbourhood development thereby contributing to nation building. They also involve taking students to villages, by which they gain social awareness, involve in community development activities.

One-day certificate programmes for Girls on Glass Painting, Fabric Painting and Embos Painting have been organized by Women's Cell. Awareness programme on Women's Rights and Guest Lecture on "Women's Welfare" have also been organized.

In the NSS Special Camps held every year, about 150 NSS volunteers participated and cleaned and whitewashed the school buildings, noon meal scheme centre, Balvadi, Panchayat office and the local temples, cleared bushes on the sides of the village roads and around the bore wells, leveled the area to avoid water stagnation, leveled the roads, planted tree saplings, conducted literary programmes, formed a playground and conducted a free Medical Camp in association with Melmaruvathur Adhiparasakthi Hospital and Research Centre, Melmaruvathur, an awareness campaign on the importance of public health and the importance of hospital treatment during pregnancy period etc. The NSS units distributed note books, slates, geometry boxes, pencils and pens to the school children, plates, tumblers, fan and plastic chairs to the Noon meal scheme center, plastic chairs and steel rack to the Schools.

Medical Camps such as Eye screening camp, Veterinary camp, Screening of Anemia for school children and Blood Grouping Programme for school children have also been conducted. Blood Donation Camps have been organized by NSS, Blood Donor's Club and RRC, in collaboration with Government Hospital, Adukkamparai, Vellore, and Christian Medical College Hospital, Vellore. HIV/AIDS Awareness programmes and Celebrating Life programmes with RRC Manager have been organized annually by RRC. Sports materials and computers have been donated to schools. All the departments have provided resource persons to neighbouring schools for taking classes.

Tree plantation camps have been organized at College campus and Government Hospital, Kalavai by NSS. Awareness programmes on Prevalence of Swine Flu, World Literacy Day, First Aid, Health and Science for School students, Diabetes, Dengue Fever and Food Adulterants were conducted by the departments and cells / clubs. Rallies to create awareness on World AIDS day and Voting have been conducted.

These activities in this rural remote area has helped the College to reach out to the under-privileged and to create better awareness of issues related to health and nutrition, hygiene, environmental protection, civic responsibilities, gender and human rights both within the campus

and in the community. This, in turn, has contributed to the holistic development of students and sustained community development.

5. Evidence of Success

College has collaborated with the local service agencies that serve the society, thereby has promoted partnership and networking. The annual seven day NSS camps conducted in selected villages has created a healthy relationship between the College and the community. Recognizing that women and children are one of the most susceptible sections of society, the health and hygiene of women and children has been given prime importance in the annual camps conducted in villages by the NSS units. Free medical camps and awareness programmes on health-related issues has sensitized women and brought them out of their ignorance.

Tutoring rural school children has enabled them to develop higher cognitive skills and experience the joy of learning. Exhibitions, programmes and competitions conducted by various departments for school children have motivated students from less-privileged background to pursue Higher Education.

The College has promoted a well knit College-Neighbourhood network in which students have acquired service training. Such training contributes not only to sustained community development but also ensures value addition to these programs.

The College has ensured involvement of the community in its outreach activities by identifying local leaders and seeking their help in organizing medical, literacy and social awareness programmes, in identifying vulnerable groups and in offering empowerment programmes for under-privileged communities. This has resulted in reducing the gap between the educated and the illiterates considerably through the frequent visits and interactions between the staff and students of the College and the villagers.

6. Problems Encountered and Resources Required

The people of the rural area were initially not willing to cooperate with the College in the extension activities. The conveners of the various clubs / cells discussed with the local leaders of the community and allayed their fears and convinced them that these extension activities will be of great help in improving their community and villages. The next problem encountered concerned the identification of the needs of the local community. Once these problems were solved, the Principal and Vice-Principal coordinated with the conveners of the clubs / cells and the HoDs, and framed a time table for various activities that can be carried out in these villages. The resources required for these practices were provided by the Management.

7. Notes

The Communities have given a positive feedback about this practice, and also as the students have been motivated to service and transform the society into a better one. Hence the College is planning to carry out these activities with more frequency.