SANATANA DHARMA COLLEGE
ALAPPUZHA

7.2.1 - Best practices successfully implemented by the Institution (2020-2021)

2. Best Practices

I) Best Practice 1 “Online Data collection”

1. Title of the Practice and Objectives of the Practice

Title - “Online Data collection”

Objective:

- To collect various data about the activities of various departments as part of data collection for AQAR filing.
- To collect students details for various application like university enrolment registration, exam registration etc

2. The Context

Data collection is an important target for the smooth functioning of an educational institution. Various data about students, teachers, office and as a whole about the institution in various aspects is required to collect every year for filling AQAR, NIRF and several other programmes.
Manual collection of these data requires a lot of compilation work to convert it into a required form of report.

3. The Practice

- Two options are there before the IQAC to collect the required data in various aspects as all including teachers, students and staff can be safe at home but can share their informs through online mode.
- For this purpose a G-Suit id was purchased from Google and is given G-Suit Ids to teachers at the implementation stage.
- Google forms were created as per the requirement of seven criteria of AQAR filing form. Excel sheet was another option for this purpose, but the handling the data is much easier trough Google form format.
- Compilation of data is done effectively through the excel sheet generated along with the submitted Google form.

4. **Evidence of Success**

- Data collection for AQAR submission for the academic year 2019-20 and 2020-21 is done successfully through the google form.
- Students and teachers can submit their data and required document by staying safely at home.
- Segregation of data as per the requirement is done in a more effective way.

5. **Problems Encountered and Resources Required**

- Setting of Google form for each category of information requires skill.
- Correct response for each enquiry in the google form is very essential for the correct report of data.

II) Best Practice 2 "Innovative teaching"

1. **Title of the Practice & Objectives of the Practice**

Title : "Innovative teaching"

Objective:

- To conduct of online teaching and evaluation as the institution was lock due to covid-19.

2. **The Context**

Sudden outbreak of the pandemic COVID-19 affected adversely just like in any other face of life, the continuous education through direct class room teaching and evaluation. Due to the complete lock down of the country made the life stagnant and brought about a lot of hurdles in the life of all. Sudden switching over to online mode of teaching and learning became an essential in this situation. Selection of suitable platform for online mode of teaching has to be selected by considering different aspects. User friendly methods with the facilities of transferring teaching notes and other

reference materials as well as proper recording of student's attendance is very essential for the online platform teaching, learning and evaluation. With this vision several online platforms are selected and discussed through college council and IQAC, that can be implemented.

3. The Practice

• Offline teaching, learning and evaluation is stopped due to the lock done and allied restrictions of Covid-19. So teachers are being compelled to shift into online mode of communication. Different methods like Telegram, Google meet, google classroom, MOODLE, Microsoft teams are the available platforms for online teaching and learning.

• During the pandemic, the then IQAC suggested Teams as a convenient and secure platform for online classes.

• Teams in Sanatana Dharma College is working in the domain address '@sdcollegealappyonmicrosoft.com. It worth Rs.210/month for teachers and Rs.120/month for students. Geo network providers arranged it for our institution at zero cost. 5000 members can access it at a time without interruption. The agreement lasts for 12 months and has to be renewed every year. The complete power relies on the global admin, who can share the powers among sub-admins. Students of a class can be added to the teams as a bulk using 'csv' files or can be added individually.

• For each semester a classroom is created by adding students and the teachers who are handling the classes for that batch. As per the time table teachers can create link for the class. Time table in a weekly repeating mode can be uploaded and there is no need of further sharing of the link. Students can either access the link directly or it can be shared through WhatsApp group. The information about the scheduled class/programme can even be intimated through an alert via Microsoft Outlook Id provided by college. The attendance of the students present in the class can be downloaded at any time interval of the class. Video of the class can be recorded and later can be shared to the students who may not able to attend the class for lack of net connectivity. Classes can be taken either by sharing PPT or through interactive board. Students also can share their

screen to present their seminars. Staff meetings can be conducted at convenient time during the pandemic period. Class assignments and test paper can be given by fixing the time in the calendar in advance. Corrected notes assignments and test papers can be returned through Microsoft classroom.

Provisions of shared note book, which can be accessed and edited by both students and teachers.

Webinars can be conducted through Microsoft teams platform. Even the guest participants outside the institutions can access this platform easily. Staff meetings and parent-teacher meetings are regularly conducted through Teams.

4. Evidence of Success

- Microsoft online platform is conveniently handled by teachers and students.
- Students can be informed about the timing of each class through the Microsoft calendar (same as in a regular classroom)
- Completion of syllabus is achieved in time.
- Online evaluation is done by giving test papers and assignments.
- Minimum use of data for online classes via teams.
- Highlight of the success of this online platform is that the student can access it using laptop/tablet/smart phone.
- No need for individual admission at the time of the class/programme in contrast to other E-learning platforms.

5. Problems Encountered and Resources Required

- Administration of Microsoft teams and generation of ID for each student requires manpower in the initial stage.
- The recorded videos were deleted after 15 days from the cloud storage.

SANATANA DHARMA COLLEGE, ALAPPUZHA
INTERNAL QUALITY ASSURANCE CELL
GOOGLE FORMS FOR VARIOUS HEADS OF AQAR/NIRF/IQAC/SSR
SET 1

Form 1- Research Fund
Link- https://forms.gle/swwzxeicAnXwGyXi6
Form 2- Workshops and Seminars Organised by Department
Link - https://forms.gle/NDN5RyfbvDJTUy4GA
Form 3- Awards for Innovation won By Institution/Teachers/Research Scholars/Students during the year
Link - https://forms.gle/hB2rDFyXmKuhLQhP8
Form 4-Incubation Centre Details and Start-ups
Link - https://forms.gle/fgyGeVpDtJiam2g97
Form 5- Details of Research Scholars
Link - https://forms.gle/MXByhRwzGo11XYEPA
Form6 – Journal Publications of Faculty
Link - https://forms.gle/PzTGcTt1d3XRoJY9A
Form7 – Journal Publications of Research Scholars/Students
Link - https://forms.gle/zhtm5a87jubzgigT8
Form 8 – Published Books - Faculty
Link - https://forms.gle/v988FY7Yi4dRhdKY9
Form 9- Form 9- Proceedings of Seminars/Conferences-Faculty
Link - https://forms.gle/NT1QBWHFjtLApSb17
Form 10- Proceedings of Seminars/Conferences- Research Scholars
Link - https://forms.gle/AuQmFjkMDZGye12m7

SET 2

FORM 11-Professional Empowerment Programmes-Faculty
Link - https://forms.gle/nNgVcFnjbAqC6mgw8
FORM 11 A-Life Membership in Professional Bodies
Link - https://forms.gle/pFhiBmxrCa9f4HQ38
FORM 11 B -Ordinary Membership in Professional Bodies
Link - https://forms.gle/mMLQ8hVARyg5xdLFA
Form 12- Infrastructure
Link - https://forms.gle/2SkeepJbG2pSANyc6
Form 13- E-Content
Link - https://forms.gle/9GwfMzGfz1nGTpuR9
Form 23-C5- Career Guidance and Training Activities
Link - https://forms.gle/8ZzuibcmpRD4pasq5
Form 24-C5 - Competitive Examination
Link - https://forms.gle/jzeYt1r4VVPGcPP58
Form 25-C5-Student Progression
Link - https://forms.gle/pKAj4aTLyGYybr3Y8
Form 26-C3-Seminars and Workshops attended
Link - https://forms.gle/YomWvoJBWHi2Rpca7
Form 27- C3- Patents
Link - https://forms.gle/ZVkSxW476qwJvaPS8

SET 3

Form 14- Curriculum Aspects
Link - https://forms.gle/q2yeUimPb8Z8atfZ9
Form 15- C5- Capacity Enhancement Programme
Link - https://forms.gle/zZsNeffWveu53dmWA
Form 16- C5- Soft Skill Development
Link - https://forms.gle/3vQx1Cb6GetenQJJ7
Form 17- C5- Remedial Coaching
Link - https://forms.gle/MiNXzFq3sCeon1QQ6

Form 18- C5- Mental and Physical Fitness
Link- https://forms.gle/c2gbbPiFT1MU785V8
Form 19- C5- Mentoring & Counselling
Link- https://forms.gle/iq5THBwXMGo8gF7E7
Form 20- C5- Bridge Course
Link - https://forms.gle/VHLgT9xqHoMc2rhx8
Form 21- C5- Language Lab Training
Link - https://forms.gle/pFNpwKPssYfY4wV6A
Form 22-C5-Student Grievance Redressal
Link - https://forms.gle/1gw3sw2FpowSdzna8
Form 22 A-C5- Awareness on Grievance Redressal Mechanism
Link -https://forms.gle/Lb4oGJa6yEk3Bcp19

SET 4

Form 32-C5-Student Participation-Arts,Sports and Extra-Curricular activities (By **student**/faculty/HoD)
Link - https://forms.gle/jTHaTtu5WdgaA14K7
Form 33-C5-Sports and Cultural Events Organised
Link - https://forms.gle/qpjeykVBqEjvgHmD6
Form 34-C5-Alumni Association
Link - https://forms.gle/3w6Qf7znoerMVBW19
Forms 35-C3- Clubs and Forums
Link - https://forms.gle/NaTd5du4skt8YhUH8
Form 36-C3- NSS Activities
Link - https://forms.gle/2eqywp2K8mGeCFAx9
Form 37- C3- NCC Activities
Link - https://forms.gle/6PpA9Z3jQFz7sfVVA
Form 38-C3- NSS & NCC achievements
Link - https://forms.gle/4KyX8fFw32pZzJYH7
Form 39-C7- Gender Equity, Women Empowerment, Value Education, Professional Ethics & Community Engagement –Programmes
Link - https://forms.gle/DB5mhET1S4My2Spo9
Form 40-C7 - Best Practices & New Initiatives
Link - https://forms.gle/k4ZESeUquiC1oZnG6
Form 41-C3-Seminars and Workshops attended-Research Scholars/Students
Link - https://forms.gle/B2L71SwPFt7E3t3m9
Form 42-C3-Research Guides
Link - https://forms.gle/pjSmPnZB8nxbzc7u6
Form 43-C3- Popular Articles (By faculty/student)
Link - https://forms.gle/C3ANGm2rsYW2rShi9
Form-44- C3-Memorandum of Understanding
Link - https://forms.gle/2b1FCCAyakwNGkz66
Form 45-C1-Academic and Administrative Positions -University Level
Link - https://forms.gle/xa2VTQY6RPGgvJS17
Form 46- C3- Extension/Community Service Activities of Faculty
Link - https://forms.gle/PDFWMym4eqrn2CKV6
Form 47- C3- Research allied activities
Link - https://forms.gle/DdtXSdAm6uMeJ16UA
Form 48- C1-Feedback from Parents (Through students)
Link - https://forms.gle/74TdgYErFhRaMxUK6
Form 100-Student Assessment of Teachers (By students)
Link -https://forms.gle/MHK5Awoz9hS7VLia8

Set 5

Form 14 A- C1 -Certificate Programmes

Link - https://forms.gle/tVBVmUyWTaXUknwy6

Form 14 B- C1 -Value Added Courses

Link - https://forms.gle/WZfrwQgbEwzUcBNu9

Form 14 C- C1 -Diploma Courses

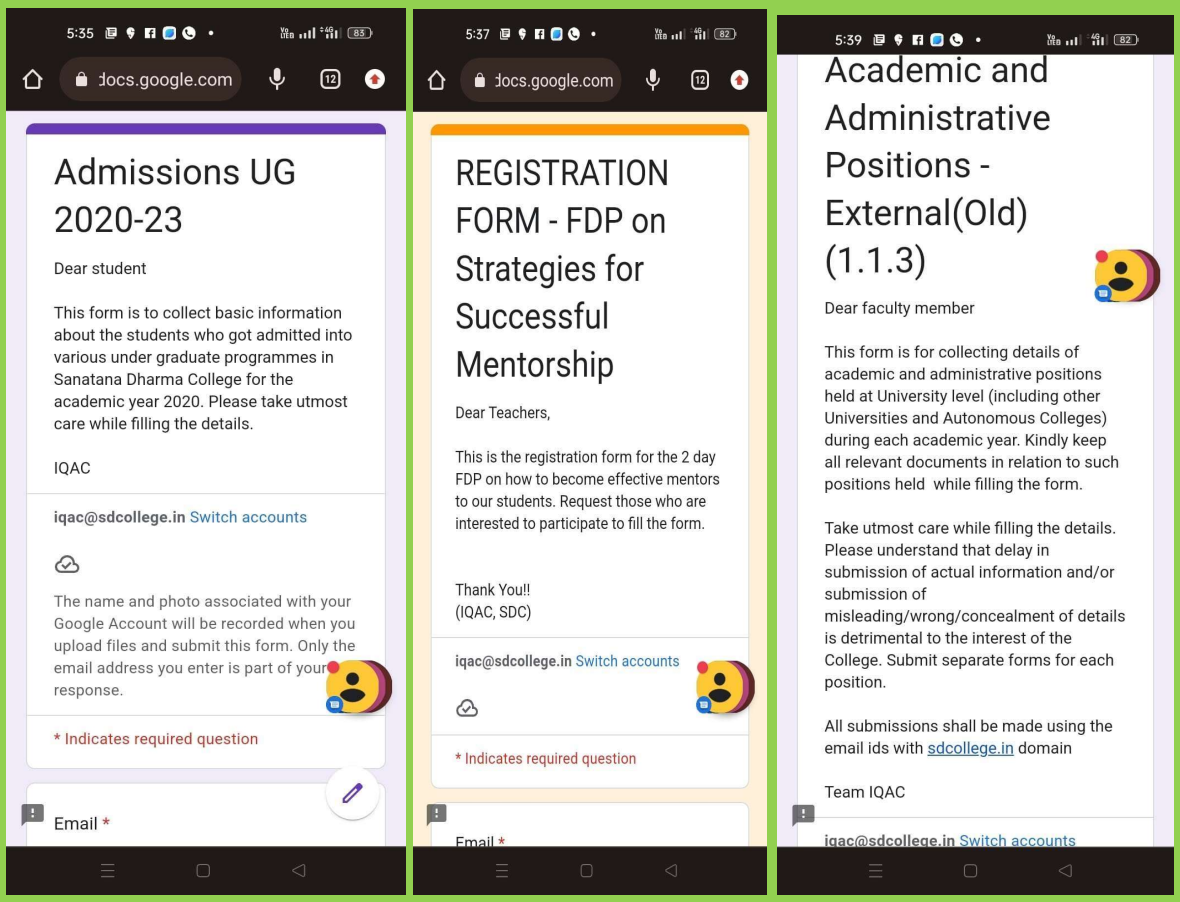
Link - https://forms.gle/LCVKYe1pRiBS3yXu8

Form 14 D- C1 - Feedback on Curriculum

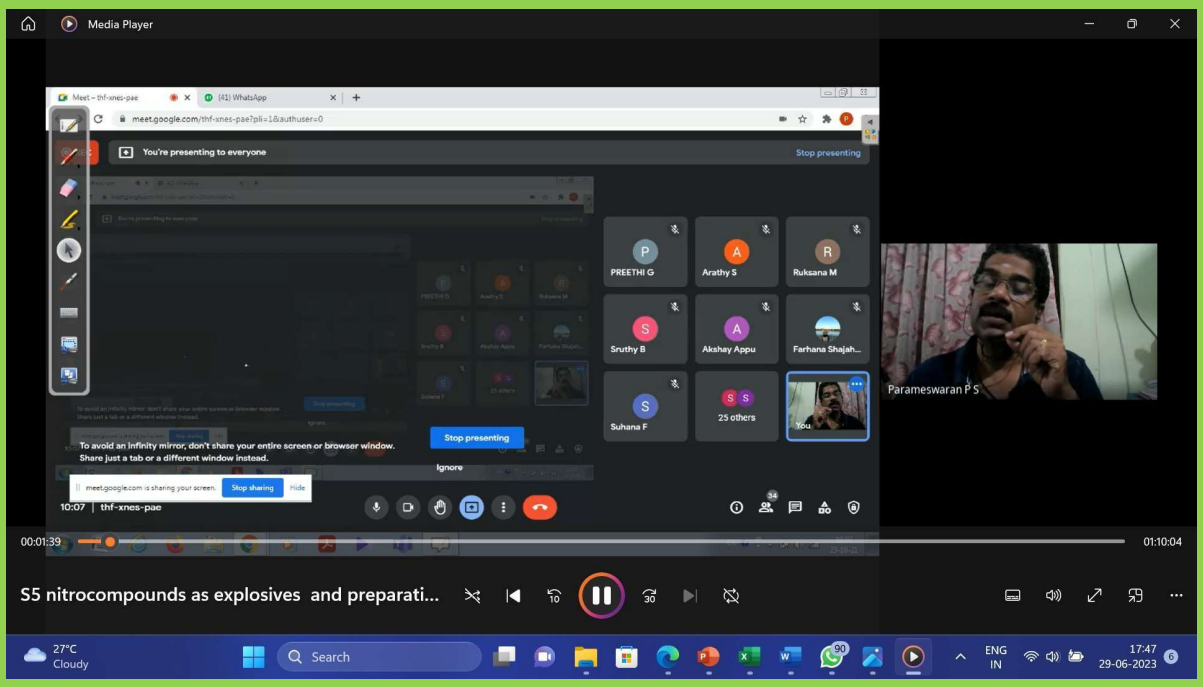
Link - https://forms.gle/pYJorjhqyvCWY3M49

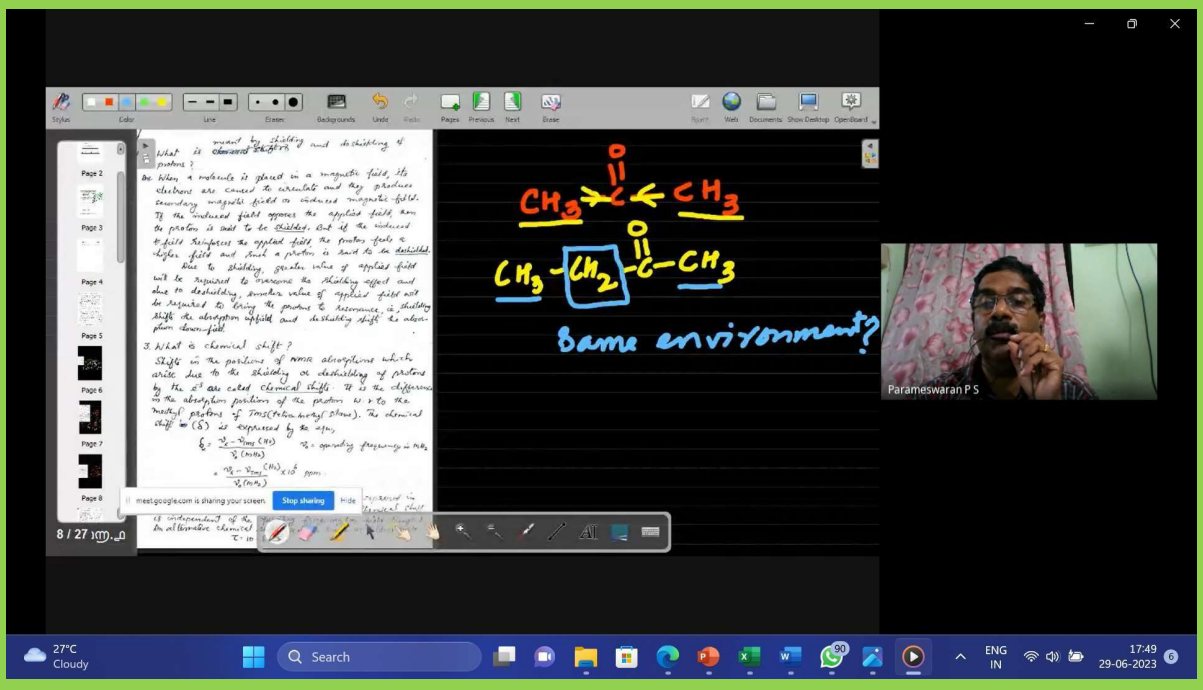
Form 14 E- C1 - Field/Lab Visits/Internships/Student Projects- Details

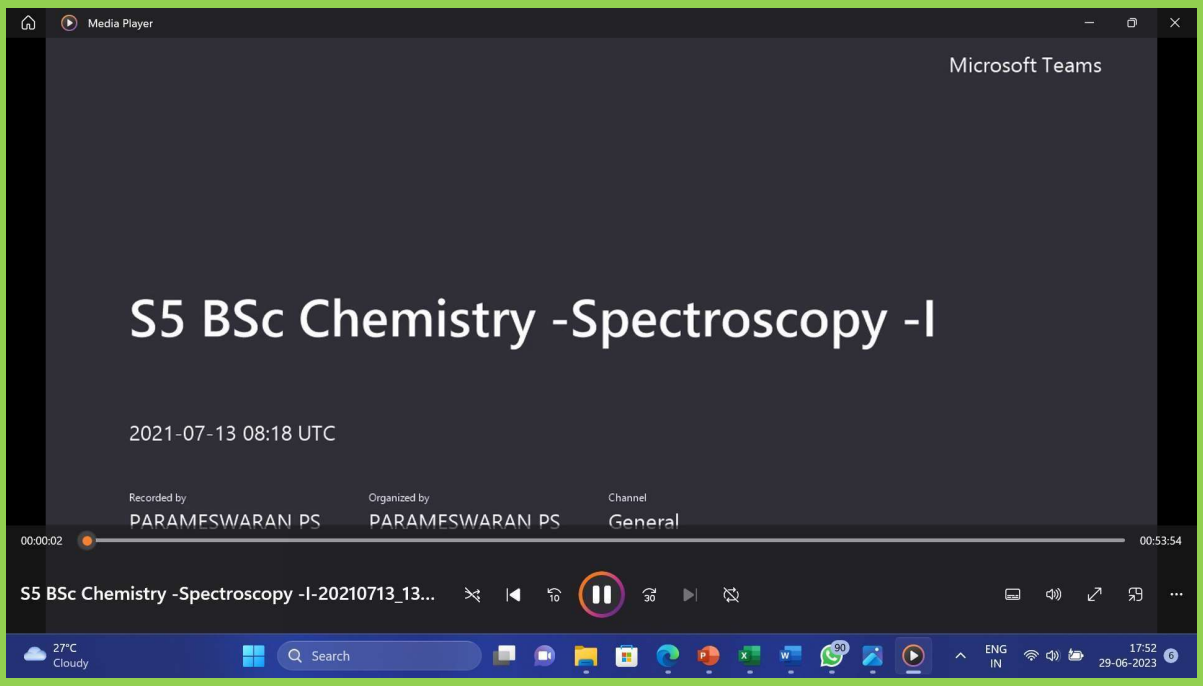
Link - https://forms.gle/kaGiUYd6TVWYY4Sj8



ONLINE CLASSES – Microsoft teams



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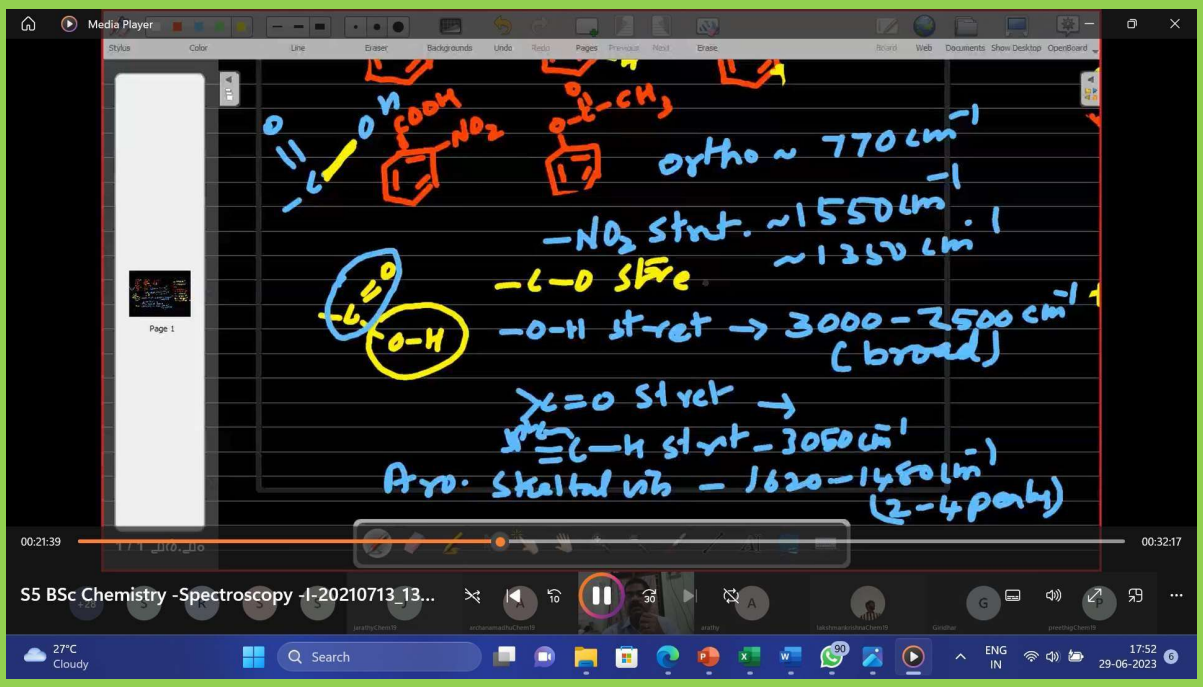
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