

## **BEST PRACTICES 2019-20**

### **Best Practice I:**

#### **Streamlining the pedagogical and administrative practices to make them easily accessible for the students.**

This has been done by using:

- Online admission process and Fee payment (University of Delhi initiative)
- Online access of time tables, attendance and assessment records
- Online feedback form and more efficient grievance redressal mechanisms
- Online option forms for Generic Elective courses and Skill Enhancement courses
- Digitising the administrative processes of the college and digitised students' union elections
- Infrastructure and facilities for the differently-abled students
- Large number of Co-Curricular and extra-curricular societies and committees to nurture a wide range of student talents and skills.

2. Digitisation is an initiative that helps in establishing a transparent and efficient work environment. Digitisation empowers students to fill up the admission forms, pay their fee, select the course of their choice, and keep tabs on their attendance and progress. To ascertain this, the institution has taken many steps such as: online updation of attendance, availability of time tables on the college website, updates on Add-On Courses and online forms for optional papers. Online forms are made available to students every semester which enables them to choose their Generic Elective (GE) and Skill Enhancement Courses (SEC) and help them to easily select their optional papers by using their mobile phones. The link from the website is as follows: <http://vyomcafe.com/jdmcforms/stulogin.php>

3. There is also an online feedback form available for the students, alumni, parents and other stake holders of the institution. In addition to the online feedback forms, the college has a 3tier feedback mechanism namely: in class the student faculty meetings and the Apex Grievance Redressal Committee, where any issue pertaining to academics, infrastructure or administration can be addressed. The link for the online grievance redressal form is as follows: [http://vyomcafe.com/jdmcforms/student\\_grievance\\_form/](http://vyomcafe.com/jdmcforms/student_grievance_form/)

4. Digitisation of the administrative process means that the entire admissions process, allotment of classes and division of sections, introduction and selection of SEC and GE courses, conducting semester examinations, allocation of roll numbers and date sheets, and disseminating any other information is done by digital means. Digitised messaging systems include LED Information board, PAS and WhatsApp groups, in addition to notice boards. Collection of degrees after graduating, verification of forms, salary statements of all employees, leave records and reimbursements of all kinds are now done digitally.

5. Infrastructure facilities for differently-abled students such as ramps, lift, wheelchairs, Differently-abled friendly bathrooms, Braille signage, tactile tiles for the visually challenged, availability of computers and relevant software, Braille books, recorders, recorded course material and lessons, morning breakfast, and regular visits to the central library of the University for resource material all help in making them self reliant and efficient. The Shri

Autar Krishna Scholarship for the visually challenged of Rs 20,000 each is given to 45 students to empower these young girls. Digitally automated library along with photocopy facility enables all students to use the library and its resources more efficiently.

6. To help students redefine their educational goals and encourage their multifarious talents there are nearly 28 societies and committees for Extra and Co curricular activities. These societies and committees train students in varied skills such as classical dance, western and Indian music, creative writing, quizzing, debating and extempore making them self confident.\

Under Special Covid'19 Provisions: Practices which we adopted last year to help students learn in an effective manner continued this year too.

In addition to those, in the wake of the Covid'19 pandemic, the college introduced some new measures. Although the faculty were already using ICT in their teaching, no one could anticipate that online teaching will take over completely and become the norm during the pandemic.

1. Yet, to battle the situation faculty effectively, the faculty immediately started using multiple platforms for their online lectures such as Zoom, Skype, and Google Meet and Classroom as soon as the university was closed due to the government initiated lockdown.
2. Students were provided with online study material and resources.
3. Students were tested using online tests and tutorials, online assignments, which were evaluated and returned in a timely fashion. Doubts were also cleared using online class mediums, WhatsApp groups and via emails.
4. Courses which had Practical exams as a part of their curriculum were also conducted virtually and the process was made smooth and transparent for the students.
5. Internal Assessment was calculated online and added to the College IA Software which made it easily accessible for the students and helped them see their performance.
6. Although internet posed a problem sometimes, faculty took extra classes and gave students extra time to help finish their assignments and other assessment work.
7. College created a Web-link for E-Resources to make access to study material easier for students. <http://www.jdm.du.ac.in/interactiveclassroom.html>
8. The University also provided the college with several links to help students access information and study material:  
<http://www.du.ac.in/du/uploads/COVID-19/>  
<https://sol.du.ac.in/library/index.php/digitallibrary#item-3>  
<https://sol.du.ac.in/library/index.php/page/35>  
<https://mhrd.gov.in/ictinitiatives>  
<https://swayam.gov.in/>  
<https://www.swayamprabha.gov.in/>  
<https://ndl.iitkgp.ac.in/>  
<http://epgp.inflibnet.ac.in/>  
<https://www.eyantra.org/>  
<https://spoken-tutorial.org/>  
<http://vlab.co.in/>
9. Once the University realised that this would be a long drawn process, intensive efforts were made at all levels, University and College, to make online teaching more effective.
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## **Best Practice II:**

1. Contributing to Environmental Awareness and Sustaining an Eco friendly Campus. The college is conscious of its social and environmental responsibility and practices it by spreading environmental awareness. Apart from formally teaching students about the environment, we sensitise our students about how to strike ecological balance within the campus by following these steps:

- Installation of Composting Unit to manage the waste generated in the college campus
- E-waste management Unit
- A Rain Water Harvesting system to conserve water
- Installation of Solar panels as renewable source of power
- Making the college a plastic free zone and reducing the use of single use plastic
- Switching to LED lights in the whole campus
- More solar lights installed in the campus

2. Since the college is located in the ecologically fragile region of Delhi Ridge area, its unique flora and fauna must be preserved. The college installed a composting unit to manage waste better. Environmental education makes the students conscious of how their actions affect the environment on a daily basis and how they must preserve it. A Rain water harvesting system installed in 2003 helps the institution conserve rain water and use it effectively in times of need. Use of Solar light panels and LED lights across campus have helped in effective utilisation of a renewable energy resource like solar power by reducing our dependence on conventional energy sources and decreased the expenditure on electricity bills. E waste management is practiced by encouraging students to collect electronic wastes in several bins, which is then sent to the designated NGOs to facilitate their proper recycling. The college is a plastic free zone and has considerably reduced its consumption of single use plastic. The college canteen uses paper straws, cups and plates instead of plastic ones and has glass bottles for soft drinks and colas for students.

3. Avani: College Environment Club is responsible for creating awareness on dangers of using plastic and works at making the campus a plastic free zone. Team Avani in collaboration with the Smart Company organised a workshop 'Environment and Alternatives to Plastic' to spread the message of promoting plastic free environment by using green biodegradable bags for waste disposal. Another such attempt was the event 'Create from Waste' which promoted the reusability of waste products. Students of Avani along with Upvan, the garden committee of the college successfully held the monsoon plantation drive in August, 2018 to fight the pressing issue of air pollution in Delhi. The Swachhta Pakhwada activity was organised by the Environment Club, Avani in collaboration with the student members from the National Cadet Corps (NCC) and the National Service Scheme (NSS) to spread awareness about cleaner and healthier surroundings. Such efforts are deemed significant by the institution to help students understand how fragile our environment is, and how they must work towards restoring ecological balance. Special Sanitation Measures were taken by the College due to the pandemic. To ensure the health and safety of all concerned, the Principal set up the following procedures:

- Mandatory temperature checking for every entry at the college gate, along with hand-wash facility and disinfectant spray.
- Provision of mask, gloves and disinfectant for all employees
- All working areas are sprayed with disinfectant and cleaned thoroughly twice a day

- Availability of alcohol based disinfectants in all work spaces
- Maintenance of social distancing within work space
- Spraying of disinfectant by MCD within campus.
- Spraying and fogging against mosquitoes Please refer to Annexure 6.5.1 for additional details. (Please see the Green Audit Report 2019-20)