

Janki Devi Memorial College

BEST PRACTICES

BEST PRACTICE 1

1. Title of the Practice

Measures and Initiatives undertaken in wake of COVID-19 pandemic

2. Objectives of the Practice

To ensure resilience of our processes and to enable not just smooth functioning of the institution but also academic growth despite the new emerging norms due to pandemic situation.

3. The Context

The Covid-19 pandemic situation shook the entire world and the methods of functioning needed to be changed from offline to online modes. The efforts of the institution in previous years in promoting the use of ICT and increasing digitisation in academics and administration came very handy and contributed a great deal in almost a smooth transition from physical to virtual mode of functioning. Several processes were already online, some more were necessitated and were accomplished due to timely initiatives of the institution and cooperation by various stakeholders. The college also carried forward its tradition of extension and outreach works.

4. The Practice

The practice comprises:

a. Following Covid-19 protocols

COVID-19 Task Group was duly constituted. Every effort has been made to create a clean and safe environment:

- Sanitization measures were followed
- Roster prepared for non-teaching staff for staggered presence of certain percentage of staff, as stipulated by guidelines issued by the University/ govt.
- ***Community Outreach work was also undertaken***

The college continued with its extension activities even during the pandemic. Food rations were distributed in the college neighbourhood. Two RTPCR camps were organized in May 2021.

- Fee Assistance was provided to needy students: The pandemic caused great financial stress to many of the students and the college came forward and created a provision to assist such students.

b. Promotion of ICT-Enabled Institutional Processes

- *Use of ICT in admissions and examination*
 - The entire admission process, made online by University of Delhi in 2019-20, continued to be so this year in light of mobility restrictions placed due to pandemic.
 - Conduct of Open Book Examination (OBE) was initiated by University of Delhi in 2020-21. Evaluation of scripts also took place in online mode since offline conduct of examinations/evaluation was not feasible.

- *Increased use of ICT in academics*
 - As per University guidelines, our college chose Google Meet/Google Classroom (G-Suite) as the platform to conduct online teaching (lectures, tutorials, practicals).
 - Conduct of Add-on courses took place in online mode
 - Remedial classes were conducted online
 - E-resources/ study material were uploaded on college website for students
 - Library e-access was given to faculty and students. Workshops were held to familiarize with the process of e-access.
 - The online mode of following processes was initiated in previous years and continued in online model for uploading attendance/assessment, filling of Feedback forms, choosing GE/SEC courses

Regular online meetings were conducted and facilitated smooth functioning of departments, societies and the college.

- *Launch of the JDMC-IQAC Research Centre and promotion of research*
 - The Research Centre carried forward the work of the research projects initiated in last academic session.
 - New projects were sanctioned
 - There is now a Student Wing of the Research Centre - *KHOJ* that functions with some mentoring by faculty.
 - The research projects include:
 - Faculty research projects
 - Faculty-student research projects wherein project is initiated by faculty and students assist faculty in data collection etc
 - Faculty-mentored Student projects wherein students initiate the project and receive mentorship by faculty.

- *Training programmes for staff*
 - Since online teaching was becoming the new norm, it was necessary to train our teachers to equip them with necessary skills so that they can adapt to the emerging needs. So, the college conducted online

FDPs to train teachers in ICT-enabled teaching learning and also on pedagogies.

- Online training programme were also conducted for non-teaching staff
- *Increased use of ICT in co-curricular and extra-curricular activities*
 - The college has over 30 societies/ clubs/ cells etc and 6 Centres to provide sufficient platforms to its students to ensure their holistic development and formation of well-rounded personalities.
 - The pandemic did not deter us from holding co-curricular and extra-curricular activities. They were shifted to online mode.
 - Webinars, workshops, students' competitions, cultural events, students' union elections – continued with same zeal and enthusiasm.
 - Even some of the *extension* work such as teaching of under-privileged students shifted to online mode.

The online mode made possible to have a greater audience from various parts of India, for our various initiatives.

- *Augmenting ICT infrastructure*
 - The college renewed its Zoom subscription (with capacity of upto 500 participants) and bought two more Zoom handles to ensure availability of platform for large number of online events that were being hosted by the college.
 - *Smart class solutions* has been installed in one classroom
 - Video conferencing facility will also be available in this classroom
 - Kindles have been purchased for library

5. Evidence of Success

The college has been promoting greater ICT usage in previous years and positive results are clearly visible as these processes have passed the test of trying times such as online access to attendance/assessment/time tables etc.

The following stand testimony to the success of ICT promotion endeavours during 2020-21 and our resilience:

- **Large number of extra and curricular activities** were conducted in online mode
- **20 Add on courses** were offered by college during the session
- Many **Research projects- Faculty-Student projects, Faculty projects and Faculty-mentored Student projects-** were sanctioned by the JDMC Research Centre. Many were completed in the same session.
- A large number of students, teachers and non-teaching staff – from our college as well as from other colleges across India- participated in our online events. Our events have received much acclaim from all corners.

- Fee assistance has been provided to a number of students whose families have been particularly affected by the pandemic by a specially constituted fee assistance committee that follows well-defined rules for the same.

The college has proved to be resilient in the face of many challenges, At a time when the world is dealing with the pandemic, the college has once again proved that it is quite capable of handling the most difficult of circumstances. There can be no doubt that the college has lived up to the theme of the year *Candle in the wind*.

6. Problems Encountered and Resources Required

While most of the students have internet facilities and laptops, some students do not have laptop and/or WiFi that have become essential pre-requisites in present times. The college has a provision of lending laptops to needy students, however some of these students were based out of Delhi and could not utilize the facility provided by the college.

Another problem faced was that of changing the mindsets, initially people were not ready to get themselves tested for Covid-19 or vaccinated. Sensitisation programmes were conducted to encourage people to come forward and dispel their fears.

BEST PRACTICE 2

BEST PRACTICE 2

1. Title of the Practice

Promotion of physical and mental well-being

2. Objectives of the Practice

To nurture physical and mental health of students and staff especially in wake of the prevailing pandemic.

3. The Context

The college is concerned about not just the intellectual and academic growth of its students but also the mental health of all who are a part of the JDMC family. This has become even more pertinent in wake of the ongoing pandemic. The pandemic has brought “health” and “immunity” to the centre-stage of our lives. The increased emphasis on physical and mental health was necessitated to reduce the anxiety and stress among students/staff.

4. The Practice

The college ensured *continuous interaction with students throughout the session*:

- i. Students were encouraged to share their concerns
- ii. Regular Student-Faculty meetings were held to discuss the issues/problems and seek solutions
- iii. The Principal had an interactive session with students and parents of first year students to help reduce their anxiety related to online mode
- iv. Orientation sessions were held to prepare students to handle the new OBE examination scheme eg. how to upload answer scripts etc

To promote Mental Health of students:

The members of the Counselling Committee and Counselling Psychologist Ms. Saniya Bedi played an active role during this period taking care of the emotional and psychological needs of students, which threw up its own challenges during the pandemic.

- a. Several Counselling webinars were conducted online
- b. Information regarding availability of counselling services were shared regularly with the students
- c. Group sessions and peer group training were organised for students and
- d. Counselling was done on a one-to-one basis for the students in need.

Yoga as a way of life

To promote physical health and immunity-boosting, the college has been running regular Yoga classes throughout the academic session for a nominal fee. Due to the sudden surge in Covid cases, the need for Yoga workshop for all was felt to provide a sense of calmness and also boost immunity. Hence two one-month Yoga workshops were conceived and immediately implemented in May 2021. The workshop coordinated by Philosophy department was conducted in the morning (7a.m.-8a.m.) and the second workshop coordinated by IQAC and Physical Education Dept. was timed in the evening (5:30-6:30 p.m.). These workshops were offered free of cost and were open to all-students, faculty, non-teaching staff, parents of students from our college as well as other colleges.

Other measures to promote health and wellbeing

Webinars were conducted to spread awareness about

- i. Covid-19 symptoms, prevention etc.
- ii. Diet patterns to boost immunity
- iii. Acupressure- An Add-on course was also conducted on Acupressure.

5. Evidence of Success

- o Counselling sessions were well-received by students. They came forward and shared their anxieties and concerns and got expert advice.

- The two Yoga workshops had an aggregate participation of over 800 participants comprising staff, students, parents from all over India. The sessions were highly appreciated by the participants.
- Health-related webinars/ add-on course was well attended and appreciated by all.

6. Problems Encountered and Resources Required

The problems encountered were largely of combatting the mindsets. Initially, students are not too ready to share their concerns and anxieties. The Counselling Committee kept conducting Counselling sessions for all students and that has surely helped in breaking the ice. Also, the information about availability of Counsellor was flashed time and again in student groups and that also encouraged students to speak up.

Similarly, Yoga Workshops and various webinars on health helped students and staff to think about how they need to and can change their life-style, dietary patterns and hence boost their immunity to remain safe and healthy.

The college, through its best practices, has tried its best to not only continue but strengthen its functioning even during the pandemic with a humane touch.