ST. GEORGE'S
COLLEGE ARUVITHURA

Internal Quality Assurance Cell

Best Practices
2018 - 19

Best Practice - I
Paper to Pixel : The Digitalization Drive

Innovative deployments of ICT solutions have become instrumental in transcending multiple barriers in providing access to education in our country. In order to provide students with quality education and easy access to it, the college launched the scheme Paper to Pixel : The Digitalization Drive

Objectives

1. To be part of the global digitalization drive by moving in tune with Digital India Programme.
2. To ensure the best possible learning outcomes and provide students with the academic and digital qualifications.
3. To offer the Students access to a modern, personal learning environment that facilitates individual learning arrangements, efficiency, interaction.
4. To equip the teachers to have high levels of digital and pedagogical skills (knowledge of how to use digital tools to promote learning in their subjects.
5. To enable the Researchers have the digital skills needed for the optimal utilization of ICT in their research in order to carry out their tasks efficiently , for developing the discipline and processing research data effectively and appropriately.

6. To empower the Management to leverage the opportunities provided by digitalization in order to plan and decide specific measures and processes.
7. To collect, document and store data in the most efficient manner.

Context

Six centuries after the introduction of printing press, world of learning is experiencing another significant transformational surge, the digital wave. Government of India partakes the global digitalization through the Digital India programme aiming at transforming the country into a digitally empowered society and knowledge economy. As part of the national drive and in tune with the institution's visions of offering global competencies to students, St George's College Aruvithura embarked upon the radical digitalization move.

The practice envisages to connect the unconnected and drive new efficiencies in dissemination of knowledge using innovative learning platforms(Learner Management system),in view of the student community majority of whom doesn't have easy access to Internet of things. The second major initiative was the introduction of the Management Information system that facilitated coordination, control , visualization and decision making in smarter way by. The third thrust area was a drive to move literally from 'paper to pixel', capacitating the campus community especially the administrative wing to switch over to smarter paperless documentation modes.

The Practice

The college has an automated web portal and mobile phone application that help to get extraordinary outcomes with integrated solution for all academic and administrative requirement of the institute. This system helps in managing all day to day college activities. Through this system the institution can send alert / information via SMS/email to parents regarding results, absence and other related information. Student/Parent module of our MIS facilitates transmission of target specific information like Circulars, Accounts Details, Day Order, Timetable, Exam Timetable, Exam Results to the stake holders.

Administrative features incorporated in the MIS system of the institution include Student Admission, Student Administration, College Accounting, Fees Collection & Receipt Printing, Students Attendance Management, Staff Attendance Management, , Examination Management, Exam Result Module and Daily Finance Reports through mail.
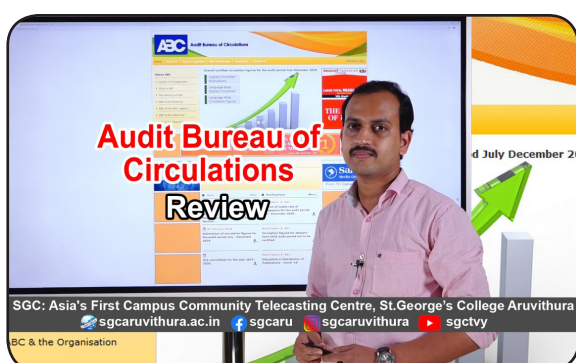
The reporting feature of the MIS generates daily consolidated report with mailing option to the management and administrative authorities. Reports generated includes attendance status of students, Attendance report of staff(punch in-time, out-time, total duration), Day book (with opening balance, total debit, total credit, closing balance) of each accounts.

The MIS system of the institution also includes G Suite Education(google Email sgcaruvithura.ac.in) with unlimited users and storage capacity 1 TB for each users. This version

of the institution information system enable all the members of the institution to Communicate with email, chat, video conference , create tasks, create and share documents, spreadsheets, and presentations in real time basis.

Moreover the network security and MIS system of the college is protected through a dedicated firewall system installed inside the institution.

The College Television Channel SGC TV offers a

broad platform for the dissemination of knowledge and various career oriented training programme for students. Faculty makes use of the state of the art studio floor to record classes which are edited by the students of Media studies and telecast by the channel. SGC TV taps the academic resources outside the campus too – conducts interviews and video conferencing with renowned academicians, offering the campus community a wide window to the world.

All the major events and activities of the college is recorded and transmitted through the official YouTube Channel of the college. (https://www.youtube.com/user/sgctvy)

The college is quite alive on various social media platforms and utilize these platforms for disseminating information to all the stake holders and gathering their feedback. The college maintains separate WhatsApp groups for students, teachers, administrative staff, parents and alumni. (https://www.facebook.com/sgcaru/)

The institution also makes use of its profile in Google Map as a digital tool to monitor ratings and feedback to enhance the quality of its services.
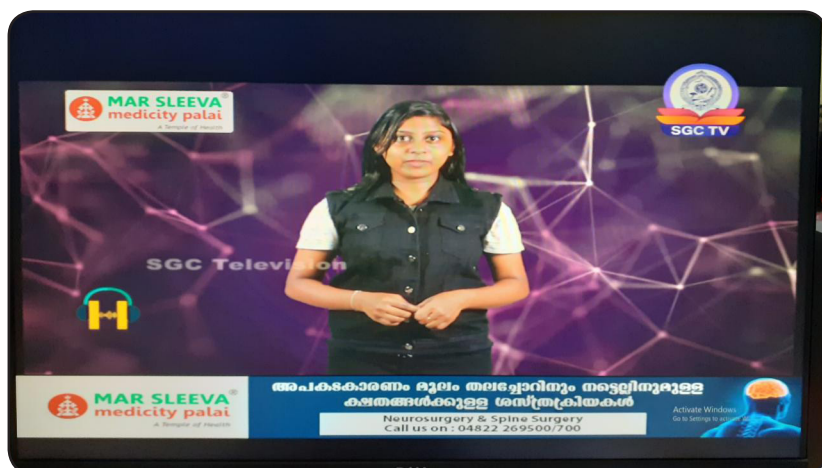

The introduction of E-governance has facilitated efficient, fast and accurate processing of salary, scholarships and various grants from the government.

The college is rich in hardware and software facilities and has adequate number of computer systems and other peripheral devices to augment the digital competency of students.

The college library offers digital facilities for book search and bar coding, digital question paper and has NList- INFLIBNET facility.

Wi-fi facility is available in the campus and is protected through personalized ID and password. The college has Network security Firewall to protect itself from cyber-attacks.

The college has adapted itself to accommodate the new system of automated question papers implemented by MG University.

Evidence of Success

1. The institution is able to streamline academic workflow efficiently so that students can have easy access to study materials and can check their attendance easily.
2. It has become quite easy for the faculty to monitor student performance effectively.
3. Large scale data storage and recapturing has become a boon for the faculty as well as the administrative staff.
4. The customized methodology makes it easy for the institution to face the accreditation process.
5. Teachers can record and edit their lectures at the studio floor of SGC TV.

Problems encountered and Resources Needed

Problems Encountered	Resources Needed
Resource and Internet connectivity related challenges were to be addressed by the college situated in the rural, remote area of the state.	Institution set up Fire Wall Resource Needed: ,……….
Shortage of formally trained faculty and administrative staff	Various training sessions were arranged for the faculty and administrative staff to turn them techno- savvy Resource Needed: A trained technical person for the exclusive monitoring of the digitalization procedures
The number of classrooms with ICT devices was insufficient	Efforts are made to increase the facility Resources Needed: More financial support from the Management.
The Academic Management system has to be made full- fledged	The institution is planning for the introduction of a new software Resources Needed: More financial support from the Management

Best Practice - II
Holistic Education

The holistic education concept is the student oriented philosophy of educating the whole person, beyond core academics for improving learning outcomes. More than just a strong foundation in a core curriculum, they need to support and be supported by a community and to develop a compassionate understanding of the world around them. SGC seeks to address the emotional, social, ethical, physical and academic needs of students in an integrated learning environment.

Objectives

1. The practice prepares the students to meet the challenges of living as well as academics.
2. Aims at the development of physical capabilities, intellectual abilities, cognitive or mental abilities, and emotional abilities.
3. Aims at the development of physical capabilities of the student
4. Development of social competencies – abilities to interact and communicate with others, working in a team, coordination, and cooperation with others, etc.
5. To enable the students to build closer rapport with nature and safeguard the earth and its resources.

Context

The roots of Holistic education can be traced to ancient Indian Gurukula system where the Teacher indulged in continuous and constructive monitoring of student learning and the students learned in the premises of the Thapovan, which was a prototype of a perfect eco system. St George's College Aruvithura has always adhered firmly to its vision of offering holistic education to the students. In order to ensure the most conducive learning environment and the best earning outcome, utmost care is given to mould its prime stakeholders, the students into intellectually keen, emotionally balanced and physically fit individuals inhabiting the clean and green earth. The institution designs and executes a plethora of programmes to achieve the goal of holistic education and to contribute flawless citizens to the nation.

<u>Practice</u>

Physical Development

Health is a vital moderating factor in a person's ability to learn and physical fitness is one of the factors determining academic performance. A host of measures are adopted to ensure a healthy life style among students.

Yoga Training Sessions

Yoga can be rightly called an elixir that works on many a new age health issue such as obesity, depression, and panic attacks, can help the youngsters develop and sustain a better life style. Yoga training sessions are offered to staff and students in the campus on a regular basis.

Gymnasium

The college has a state of the art gymnasium. This customized Gymnasium helps the students and staff to channel their stress into the work outs and spark life- long health habits in them.

Sports Events

The institution organizes varieties of intercollegiate and intra-collegiate sports events and competitions all through the academic year which are marked by the enthusiastic participation of the campus community.

Clean Campus

Health flourishes in a healthy environment. St George's College Aruvithura has always been keen about maintaining a pollution free campus. The campus is kept plastic free and students regularly engage inn campus cleaning in tune with the Swachh Bharat Mission of the Central Government.

Cleaning the peripheries of River Meenachil

The college is located on the banks of River Meenachil, the lifeline of Kottayam District. And as such the campus community has genuine concern about sustaining and rejuvenating this water resource, Students engage in cleaning the peripheries of the river.

Emotional Development

Counselling Sessions

Regular counselling sessions for the needy student are offered in the campus. Departments follow unique mentoring programmes that probe into and academic and non-academic hurdles they encounter and offer working remedies for them.

Orientation Programmes

Orientation programme organized at the beginning of the academic year has motivational sessions. The annual Retreat also offers an emotional cleansing and spiritual rejuvenation for the students.

Cultural Programmes

Expressing themselves through art can help people with stress related issues and psychosomatic disorders and can help improved memory and reasoning. The college offers wide and varied platforms for the students to showcase their artistic and creative skills. Every academic year the institution conducts programmes like Fresher's Day, Onam Celebration, Keralappiravi, Christmas Celebration, College Day and the three day long Intrerdepartmental Arts Fest.The spotlight of all these programmes is the mental well-being of the students and their interactive skills.

Social Skill Development

Holistic learning contributes to the development of social competencies like abilities to interact and communicate with others, working in a team, coordination, and developing proactive attitudes. St George's College Aruvithura is a much happening space where students are moulded into socially committed, conscientious adults equipped with 21st century social skills.

Communication Skills

The college has designed various programmes like English Café, a vibrant Debate club, various soft skill development programmes conducted under the aegis of ASAP, WWS, SSP to instill confidence in students and ensure their clarity of expression, improved learning outcome and better career prospects.

Civic Skills

St. George's college Aruvithura has a very vibrant NSS and NCC units inculcating the spirit of social responsibility among the youngsters. The college bagged the first position for the best NSS Unit and the best NSS Programme Officer of the state. Students are actively involved in the institutional campaign against Drug Abuse, Blood Donation camp, the Flood relief campaign of the state and building a house for a needy family.

Evidence of Success

1. The most striking evidence of success is the improved academic performance of the students in the university examinations.
2. The college has become plastic free green space marked by the active participation of students in organic farming.
3. Students volunteer for socially useful productive work and many new schemes designed by the students are in the pipeline.
4. Increased participation of the students in the sports competitions and cultural activities is yet another evidence of success.

Problems encountered and Resources Needed

Problems Encountered	Resources Needed
Inadequacy of financial resources was one of the problems we encountered.	Resources Needed: More financial support from the Management
To provide holistic education to the entire student community of about 2300 was a demanding task.	Resource Needed: Detailed and precise planning and monitoring from the first year of graduation itself is required
The constraints of time is a big hurdle we encountered	Resources Needed: Better time management utilizing Saturdays and the time after class hours on working days.