

Best Practice-1

Online Student Feedback System

The Context

The student's online feedback system is introduced by Saraswati College of Professional Studies under the quality enhancement scheme of our college. College initiated an online feedback system for students to enhance quality education.

Objectives

The main objectives behind the introduction of online feedback system were

1. To take into consideration students feedback in academic planning of college.
2. To monitoring the academic activities and their further improvements
3. To get noble suggestions from students for further developments.
4. To monitor teaching learning process and quality parameters.
5. To find gaps on the part of the administration to fix them on time.

The practice

IQAC of the college has taken an initiative to develop the students' online feedback mechanism through google forms. The online education committee of the college has created these feedback forms. The task of creating online feedback forms was assigned to the online education committee of the college headed by the Principal of the college. The committee consists of Principal, faculty members and students. Feedback forms were finalised after reviewing feedback forms of different universities, colleges, NAAC and needs of the college. Since there was a big shortcoming of consumption of time in using a printed form for receiving feedbacks, it was decided to use an online format. Now link of feedback forms is shared in the whatApp groups of the students to collect feedback. The collected data is kept confidential. Thereafter, this collected data is analysed and actions are taken as per requirement. The best feedback of faculty members are displayed and discussed during faculty meeting.

Obstacles faced if any and strategies adopted to overcome them

1. In the beginning, a resistance to the online student feedback system came from the faculty members. They had doubts about the authenticity and confidentiality regarding online feedback System. But after successful implementation of the system and its authentic and transparent results, teachers are convinced about the online feedback system.

2. In the beginning, the students' feedback form was made available in English version, where a few students required more time and guidance for giving their feedback. As such in the subsequent year language options were given to students i.e. English and Hindi.

Impact of the Practice

The online student feedback system has brought improvements at academic and administrative levels. Teachers are being more punctual and responsible day by day. The students have made suggestions for the overall improvement of the campus. This has been an awakening for college at all levels. It also enabled the top management to look across the existing system from various angles and point of views.

Resources required

Presently the online feedback system is an important task of the IQAC cell of the college. IQAC is using free online facilities to implement this online feedback system. We are using college existing resources and free online facilities, therefore no additional funds or resources required for the online feedback system.

Contact person for further details

Dr. Sanjay Kumar, Principal, Saraswati College of Professional Studies, Ghaziabad, Uttar Pradesh.

Best Practice-2

Students Participation in Decision Making Committees/Cells/Clubs

The context

Saraswati college of professional studies, Ghaziabad is an affiliated College. As an affiliated College, it does not have much freedom in most of the areas of academic development. The College is expected to prepare responsible, employable and adult citizens of tomorrow. The goal of the college to provide students with an environment for the all-round development of their mental, physical, aesthetic, social and spiritual potentials, together with the attitudes of integrity, hard-work, honesty, fairness and tolerance; so that they give off their very best. For

this purpose, college forms different committees, cells and clubs to provide decision making opportunities to their students in planning and organising of different academic activities of the college.

The objectives

1. To create an atmosphere of learning by doing.
2. To bring out various talents of students and use them for their betterment.
3. To facilitate students to sharpen their life skills and professional skills.
4. To provide them opportunities to work as a team leader as well as team member.
5. To provide them a platform to put their views for decision making.

The practice

A meeting is held with the newly admitted students in the beginning of the academic year and their areas of interest are collected through an online form. In this form, they have to give their areas of interest i.e writer, poet, singer, dancer, information technology, environment, sports and fitness etc. Apart from area of interest, they have to choose two working committee of the college to work for the whole academic session. Thereafter, college assigns them membership of a committee on priority basis. The name of the main committee / cells / clubs are as follows.

1. Academic Committee
2. Cultural Committee
3. Environment Club
4. FIT India Movement Committee
5. Online Education Committee
6. Publication Cell

Each committee / cell / club has minimum 5 students from each year. One student is nominated as student convenor and one faculty member is nominated as faculty convenor of the committee. Now each committee consist of students and faculty member decides its programs for whole year. These programs are placed chronologically in academic calendar. As per schedule of the academic calendar, these programs are planned and organised by the concerned committee. As such students take part in decision making process and learn to work as team leader as well as team member.

Obstacles faced if any strategies adopted to overcome them

In the beginning, students were taking time to learn how to work as student convenor and how to submit reports to IQAC. To overcome this problem, we decided to keep working committees/cells/clubs permanent in nature. Second year students are kept student convenor and first year students are kept student co-convenor. First year students learn working of the committee from second year students. When first year students are promoted to second year, they take the responsibility of the committee and help in learning of first year students.

Impact of the Practice

The impact of the practice is amazing.

1. Ragging has disappeared from the campus.
2. Senior and junior students work together as a team.
3. Students plan their programs as per their needs.
4. An atmosphere is created where various talents of students are encouraged.

Resources required

This practice requires committed faculty members and students to work as a team.

Contact person for further details

Dr. Sanjay Kumar, Principal, Saraswati College of Professional Studies, Ghaziabad, Uttar Pradesh.

