MUTHAYAMMAL COLLEGE OF ARTS & SCIENCE, RASIPURAM

BEST PRACTICE 2014-15

BEST PRACTICE I

TITLE OF THE PRACTICE: SURFIT

The title itself is a shortened form of "survival of the fittest". Today's world is very highly competitive and unless a person is multi-skilled and knowledgeable, life will be miserable. Darwin's concept of "survival of the fittest" is more appropriate in the present day context than on other occasions. MCAS tries to mould a student to be the fittest person by equipping him/her with skills which are relevant to the current needs and hence the title "SURFIT"

GOAL:

- To improve the general knowledge and IQ of the students.
- To improve his/her language competency-particularly his/her fluency in English.
- To mould him/her to be a multi-skilled personality capable of facing various challenges and difficulties confronting him/her in life.
- To prepare him/her to face varied competitive examinations conducted by state/central government, banks and other private agencies (TNPSC,UPSC, SLET, NET,MAT, TRB examinations etc.,).
- To teach the student to attain basic computer knowledge.

The Context

- Students of MCAS mostly belong to rural areas lacking many facilities and advantages available in big cities.
- They are economically poor and they have their primary education at rural schools.
- Tamil is the medium of instruction adopted in schools upto higher secondary level.
- When they pursue higher studies in colleges, they have to shift on to English as the medium of instruction.
- Since they belong to average or below average categories, they find English as a big hurdle.

- Hence concrete steps must be taken to help them to overcome the obstacle and convert him/her into a fittest personality to face any challenge.

The Practice

- At MCAS, the teachers work six hours daily, instead of the conventional five hours.
- This additional one hour is utilized to achieve the goals enumerated above.
- All certificate courses, value added courses and co-curricular programmes are conducted during the sixth hour. Realizing the importance of computer education, all the students, staff members and employees are provided opportunities to learn computer skills.
- Using the expertise available at the college, students are encouraged to acquire skills in tailoring, cooking and bakery, network, hardware, techniques followed in clinical laboratories (CMLT), Car-driving etc. The sixth hour provides the teachers additional time to teach and coach slow learners in various subjects and also to conduct tests.
- All these exercises, no doubt, will certainly lead to the emergence of very skillful, knowledgeable and wise students who are the fittest to live in this challenging world. iv. Evidence of Success
- A number of students of MCAS get recruited in corporate sectors through on-campus or off-campus interviews. In 2013 -2014, 246 students got placed.
- At the inter-collegiate competitions, students of MCAS always get medals and awards. And they have won overall championship in some of the events.
- Students of MCAS possess a very good computer knowledge and are capable of e-mail communication and on-line examinations which is a rare facility to the rural students.
- Feedback obtained from students speaks volumes of the usefulness and success of these programmes.

Problems Encountered and Resources Required

- Conducting classes during the additional sixth hour adds to the burden of both the students and the staff.

- When a large number of students would like to attend a particular programme, it becomes difficult to provide suitable and convenient accommodation.
- To conduct certain programmes, specialists/experts are to be invited from outside which entails expenditure to be incurred by the management.

BEST PRACTICE II

TITLE OF THE PRACTICE: IT ADMIN

IT ADMIN stands for IT based administration meaning thereby that administration is carried out using information technology methods.

GOAL:

- To save time, energy, expenditure and man power.
- To make available any information required at any time anywhere on the spur of the moment.
- To minimize the use of paper, thereby contributing to green environment.
- To gather error-free information.
- To ensure efficient and able administration.

The Context

- At MCAS, the strength of the student mass accounts to nearly 4500 and the strength of staff members is 209.
- Non-teaching staff comprises 84 members. Bio-data of such a large number of people have to be maintained manually.
- As far as the student is concerned, his/her bio data, attendance particulars, performance in academic aspects etc., have to be maintained.
- With regard to faculty members, bio-data with educational qualifications, subjects and classes handled, results achieved have to be maintained. Financial management is a great task.
- Before automation, all these activities were carried out manually involving more man power and it was time consuming.
- Besides, it caused great anxiety, stress and strain on the part of the employees concerned.
- Automation is not only a cost-effective method but it saves enormous time and expenditure and ensures easy and efficient administration.
- Therefore, automation was introduced 3 years ago and today affairs at MCAS are made easier, more effective, more efficient and cost- effective.

Practice

- The complete bio-data of all the 4500 students are maintained. Information and other relevant data starting from the day of admission to the date of completion of his/her study are fed into the computers.

- The data include the percentage of attendance earned by the student in each semester, marks scored by him/her in each subject and in each paper, his/her conduct and behavior, fee payment, achievements and punishments, if any, besides personal details Likewise, details about educational qualifications of a teacher, subject taught, time table, asset management, percentage of passes achieved in each semester, leave enjoyed, salary paid, experience gained are computerized.

- All financial details of the college are computerized. The Principal sends all his communications using e-mail facility. Correspondence with the university, UGC, Govt. departments etc., is done through on-line communication.

- Automation enables the department heads to submit absentee's statement of students daily to the Principal within one hour after the commencement of the classes.

- Marking of attendance with regard to all employees is done through bio-metric method.

- Therefore, the whereabouts of a teacher is known, the moment it is wanted. During 2012-2013, feedback from all the final year students was collected through online

Evidence of Success

- Formerly, the office personnel and the teachers had to stay at the college for a long time. Sometimes they had to stay back to complete certain official work. Now they could complete the work easily within the working hours and return home soon after office hours.

- All the information connected with all the sixteen departments are available at IQAC. So, data or information can be obtained from IQAC without disturbing any of the HODs.

- When affairs were handled manually, office personnel and teachers were filled with stress and tension. After automation, they feel relaxed and composed.

- Various documents viz. Attendance Certificates, Transfer Certificates, Conduct Certificates etc., are immediately provided to the students without any delay.

- Any document required by the teacher is also immediately provided.

- Automation has resulted in best management of time and resources.

- The expenditure involved in the purchase of paper is less, compared to the yester years when manual operation was in vogue.

Problems Encountered and Resources Required

- Automation entailed enormous expenditure during the initial period.

- Persons concerned have to learn the IT techniques before using it.

- Therefore, training programmes have to be organized for them.

- Annual maintenance charges have to be paid to the software industry.

- Automation requires the use of the latest generation of computers to be effective.

- Automation results in saving of expenditure and therefore the management stands to gain. Hence the management has no hesitation to meet the necessary expenditure