

KANCHI SHRI KRISHNA COLLEGE OF ARTS AND SCIENCE

Kilambi, Krishnapuram Post, Kancheepuram-631551, Tamilnadu
044-27291195, 044-27246507.

Website: www.kanchikrishnacollege.com; email: krishiqac@gmail.com

Institutional Best Practices

Best Practices - I

Teacher log book

Goal:

This help to improve the professional activities for implementation of teaching learning process in a systemic way. In addition to the class log book maintained by the each class in charges. Every teacher has to record the lesson taken on each hour in the class log book. It will help to know the transparency system of the academic activity of the college.

The context

Teachers log book is vital evident for the development of the educations system. The implementation of this system vested in the hands of HODs of the college. To improve the teaching learning process the log book maintaining is considered very important. In the initial stage the teacher are not interested to maintain the log books properly due to negligence. Then through counselling teachers are advised to maintain this practice in a systemic manner. More over this practice helps to know their activities in the academic year and it facilitates to prepare appraisal of each student in the academic performance.

The practice

All the faculty members are given log book at the beginning of the every semester. In the log book staff biodata - subject handled by each staff, syllabus, lesson plan, students name list are maintained. Marks scored in the examinations, attendance, staff activities are recorded in the log book. Every end of the week lesson plan details with taken portions are recorded by the staff members. The log book is verified by the HOD at the closing hour of the day. Every week department review meetings are conducted by the vice principal and the principal. Students performance are analyzed and decision taken for the improvement of the performance. Staff participation regarding seminar/ workshop attended are entered in the log book. In meeting HODs are contracted for suggestion if any to complete the syllabus test., etc., by analyzing the performance of the students and finally weak students list are finalized for special coaching classes.

Evidence of Success

This method has been successful to the faculty members to prepare the lesson plan and complete the syllabus within the stipulated period and at the same time log book maintenance ensure that all the academic performances of the staff prepared and recorded.

The following are the examples of evidence of success:

- 1) The syllabus completion is regularly monitored. Teachers know their responsibility and hundred percentage of syllabus completion is ensured.
- 2) Staff performance is recorded. Staff are encouraged to present paper in national/ international level/ publish books etc.,
- 3). The slow learners get special focus after the analysis of their academic progress.
- 4) Teachers are encouraged to present paper and allows to attend refresher and orientation courses.
- 5) Problems are encountered and revised.
 - i) Some staff members are forced to record their classes taken daily in the log book.
 - ii) Method to maintain log book not in an uniform manner.
 - iii) Not all the staff indulged in research activities.
- 6) To implement the teacher log book does not require resource. The college has to maintain printing and timely deliver of the book.

Best Practice-2

Higher Education to Rural Students

Goal

The aim of the institution is to enhance the higher education facility to the rural students those who are from socially and economically backward from the society. The institution is run by the group of philanthropists for service motive.

Higher education is still accessible only to the urban students. Only few of rural people choose and opted for higher education. Most of the students are far away from the institution Huge amount of fees, lack of awareness are the big obstacles for them to carry out their higher education.

Especially rural women students are not allowed to continue their studies after undergraduate courses. This is mainly due to distance for travelling from their home places to educational institutions and lack of protection to them. The college goal is to offer the higher education to the rural people hence the management take concrete steps for implementation of new P.G courses and research courses to facilitate the unprivileged sections of the society.

The practice

The following activities are taken by the college to widen the access of higher education to the rural students.

1. The faculty from the various departments consults the undergraduate student's parents to specify the need of studying post graduate courses.
2. Career counselling classes are arranged to the students to doing research courses in our college.
3. The college deals state government rules learning reservation of seats.
4. The institution arranged scholarship facility from government and other agencies for economically weaker students to carry out their higher education without financial difficulty.
5. The college has follow uniform system to all students both for UG and PG course. This will facilitate equal treatment of all students irrespective of their community, financial status, etc.,

However some of the limitations are even we offer higher education to the rural people. We should follow government reservation system for research courses.

College is self financing more hence it does not have huge economic resources.

Evidence of success

1. The practice has been worked successfully with the student's parents for that reason, more number of students enrolled from UG and P.G. courses.
2. Career counseling help more number of our college students continue their research courses in our college.