

## **INSTITUTIONAL BEST PRACTICES**

### **Best Practice-I**

**1. Title of the Practice:**

Soft Skills Training and Development Program

**2. Goal :**

- To enhance employability of the students and prepare her to face competitive environment.
- To train the students in the fields of soft skills, communication skills, intrapersonal skills and prepare them to face interviews and get better placement.
- Involve the eligible students to understand the importance of career building, industrial jobs and entrepreneurship.

**3. The Context:**

Soft skills are intangible and difficult to quantify. Some examples of soft skills include analytical thinking, verbal and written communication, and leadership skills. Soft skills are so revered is that they help facilitate human connections and build relationship, gaining visibility, and creating more opportunities for advancement. Effective soft skills enhance performance even within an organisation and are an ideal way for graduates to highlight their value when they are lacking the relevant experience.

**4. The Practice:**

The program is designed, to enables our girls to develop soft skills like Communication Skills, Leadership, Team Work and Time Management. Role playing, group discussions, mock interviews are conducted for students in order to give them first-hand experience on recruitment techniques and understanding of effective soft skills.

**5. Evidence of Success:**

- Improved communication skills and confidence among the students.
- Student performance in On Campus and Off Campus placement has been enhanced.
- Student performance in technical skill and HR interview has been improved.
- Participation of students has increased.
- Improving students' entrepreneurship skills.

**6. Problems Encountered and Resources required:**

English communication and writing ability of the students need improvement as they come from vernacular medium from rural areas. Financial problem for arranging workshops and training programs.

Resources required:

- Management support: Without Management's involvement and support, the best practices cannot be implemented.
- Degree of motivation required in the minds of the students can result in success of such practices.

## Best Practice-II

### 1. Title of the Practice:

‘Use of ICT in Teaching Learning’

### 2. Goal :

- To enhance learning experiences and facilitate effective teaching.
- To deliver recent information with minimum time
- To promote research related activities among teachers and students

### 3. The Context:

In modern times ICT is used as effective teaching tool for better learning experience. Intensive use of ICT in teaching learning has a significant impact on students’ achievement which results in better knowledge acquisition, enhancement of presentation skills and boosting innovative capacities among students. ICT promote employability skills among students.

### 4. The Practice:

To make the practice effective

- Skill gaps were identified.
- Motivation to use student centric ICT enabled teaching.
- Planning the required human and physical resources.
- Organization of training programme for faculty
- Making the infrastructure ready.
- Quality check for ICT teaching.
- Up gradation of ICT teaching and infrastructure required for the same.
- Getting feedback from students, parents and employers.

### 5. Evidence of Success:

- Extensive use of ICT in teaching learning process.
- ICT enabled smart classrooms.
- Enriched library with, e-publications, e-research journals and INFLIBNET for online access to e-material, and free internet facility.
- Well-equipped Seminar Hall with audio visual aids and interactive SMART board.
- Computers, laptops, OHP, visual presenter, educational software etc.
- Organization of workshops and Faculty Development Programme.
- All computers in laboratories, office, and library are connected with LAN.


### 6. Problems Encountered and Resources required:

Problems Encountered:

- Some faculty members acquired the basic skills in ICT, but they lack in application of the same in teaching.
- Advance training for preparation and use of ICT is needed due to the dynamic nature of ICT.
- Some students are unable to use e learning material prepared by faculty due to lack of proper resources.

Resources Required: The resources required are met out as under

- Human Resources – Existing faculty, Inviting industry experts, MoUs and informal linkages with Industries and other institutes.
- Infrastructural resources – Addition and updating of existing infrastructure of the college.
- Financial resources – Management funding, and funding by the parent trust.



Principal  
MKLM's  
B. L. Amlani College of Comm & Eco  
M. R. Nathwani College of Arts  
Vile Parle (W), Mumbai-400 056.