**7.2 – Best Practice**

**Best practice 1 Title: Multimodal Communication Skill Development Program**

**OBJECTIVES:**

1. To identify students with poor presentation skills, written and verbal communication.
2. To make students realize the importance of communication in technical world.
3. To improve presentation and communication skills of the students.
4. To inculcate the art of conversation among the students.
5. To instil self-learning habit among the students.

**THE CONTEXT:**

Most of the students admitted in first year are from vernacular background who are technically able but weak in soft skills, which makes a huge impact on their placements. Taking this into consideration, the Institute has initiated “Multimodal Communication Skill Development Program”. Language labs are becoming centre of attraction, at institutions as they provide reliable and structured learning environment to the students. Technological changes are motivating faculties to create more interactive learning scenarios for the students. Theoretical learning cannot ensure effective development of language skills. To incorporate joyful and interactive learning, a “Multimodal Communication Skill Development Program” plays a key role in inculcating essential language skills such as reading, writing, listening and speaking. More comprehensive self-learning environment can be provided to the students with the use of digital media as this practice does not require any hardcore technical skills for effective implementation. A Multimodal Communication Skill Development Program would help students with, written and verbal communication skills. For students, the program will provide a central support system as they learn to communicate in multimodal ways. Specifically, students will be able to meet with either a peer tutor or a peer mentor and students are supported in one-on-one or small group sessions focused specifically on communication.

**THE PRACTICE:**

1. Use of Language Lab software: For improvement in reading and verbal communication skills of the students language lab software is used.
2. Students are asked to watch video lectures available in Language Lab and write brief description of it in the prescribed format as an assignment. This improves the listening and writing skills of the students.
3. During a 60 minutes lecture, 50 minutes are for teaching by the faculty member and 10 minutes are given to student to summarize the contents. This improves the presentation skills, verbal skills and confidence of the students.
4. Library hour: Every week library hour is incorporated in regular time table to instil self-learning habit. The students refer to books/journals and write summary of the contents read. This helps to improve the written communication skills of the students. Lexicon Power: Every day a new word and its meaning is written on a display board to improve the vocabulary of students.
5. Campus to corporate readiness program: To inculcate employability skills in the students, various programs like debate symposium etc are conducted at institute level as well as in collaboration with reputed industries.

**Problem Encountered:**

1. In the Language lab the batch size is restricted to 15 – 20 in, where the numbers of students registered are more or as the activity is carried out after regular academic time table, students are less keen to attend the session. Evidence of success Noteworthy participation of students in various competitions.
2. Significant improvement in the placement.
3. Students are able to solve case study assignment effectively.
4. Students are able to demonstrate competent written and verbal communication skills during theory, oral and practical examinations.

**Best practice 2**

**Title of the Practice: Zero Waste Management**

**Objectives of Practice :**

1. To create awareness about zero waste management.
2. To practice zero waste management in the campus.
3. To educate students about clean environment and to promote and inculcate ecological awareness in the campus.
4. To advance and apply best practices in the ecological waste management including materials substitution, reuse, repair, recycling and composting.
5. To support safe and sustainable livelihood and enterprise for cleaners and recyclers.

**Context:**

Sustainable development has become a central element in the works of national and international concerns. From this perspective, the focus is more and more on protecting the environment and society. So, waste management is a sensitive area for all organizations including educational institutions. The Practices Reduce the amount of solid waste generated is the norm of the college. All the students and faculty members are strictly encouraged to carry steel lunch boxes to reduce the amount of solid waste.

1. There are no dustbins to collect food waste in the campus.
2. The college promotes the use of paper and cloth bags and steel, paper, porcelain tumblers, cups, and plates in the college canteen to avoid the use of plastic.
3. Quality in infrastructure and timely repair of electronic equipment is done to minimize solid waste and electronic waste formation.
4. Paper waste generated is collected and given to agents for recycling purposes.
5. Online data storage and use of the e-document facility in the academic field are increasing practice to substitute the use of papers.
6. All the students, teachers have their own Email Id. Communication between students and teachers are through electronic means to reduce paper use.
7. The incinerator installed in the washrooms provides hygiene and scientific disposal of non-biodegradable toilet waste especially, in the case of sanitary napkins.
8. Green Protocol Samiti is active on the campus. Every day there is a campus cleaning activity initiated under this Samiti.
9. The college has a well- maintained lawn which helps to maintain natural environment.
10. The chemical wastes are very minimal in an amount on the campus. Chemicals are neutralized or diluted using water before disposing to minimize the dose-effect. Storage of such chemicals is done in wooden cupboards in separate places to avoid contact with people. Paper or cloth masks are used when handling chemicals.
11. Staff and students are encouraged to save electricity. Teaching and non- teaching members really cares about switching off the fans and lights when not required. Use time clocks to switch everything off automatically after the class. Hence planning workshops on energy conservation to educate students can generate huge results.

**Evidence of Success:**

1. Zero Waste is a whole system approach to resource management centered on reducing, reusing, and recycling. To make recycling work for everyone, we need to buy products made from the materials we recycle. This reduces the need to utilize non-renewable resources by reusing materials that have already been consumed. Producing recycled materials uses less energy and saves more trees than producing "virgin" materials.
2. Maximize recycling
3. Minimize waste
4. Reduce consumption
5. Ensure products are made to be reused, repaired, or recycled
6. Purchase sustainable products