



St. Thomas College, Kozhencherry

Established in 1953 | Reaccredited by NAAC with Grade A

Affiliated to Mahatma Gandhi University, Kottayam

www.stthomascollege.info

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Describe two best practices successfully implemented by the Institution as per NAAC format in the manual

Best Practice -I

Title : Academic Delivery and Monitoring System

Objectives

- To create micro-level documentation for individual teachers to record the daily academic activities in the college.
- To track academic activity regularly and efficiently to make the teachers more focussed and duty bound and also to measure the attainment of the program outcomes.
- To monitor course delivery continuously during the progress of the semester for the smooth and timely completion of syllabus.
- To record all activities which teachers performed as duties beyond their stipulated teaching hours.
- To streamline the teaching-learning process in a more meaningful and effective manner to ensure academic excellence.

Context

Academic activity is the most vital aspect of any educational institution. Teachers engage in the content delivery process through curricular as well as co-curricular activities. Maintaining a record of the academic contributions of each teacher is absolutely necessary. Further activities such as, serving on various college committees, offering counselling, holding remedial classes, conducting tutorials etc. are also documented. It is essential to map the activities assumed by teachers and a proper system for data collection and monitoring of these aspects is essential in the course of effective academic delivery. Additionally, monitoring of the timely completion of the syllabus is also necessary. Thus, to ensure that the academic delivery system is effective, meaningful and time bound, our college has well-established mechanisms, like Teacher's Work Diary, Centralized Data Repository System and Digital Learning Management System to monitor the same.

Practice

Teacher's Work Diary: As a part of this initiative, the college has in place an academic delivery and monitoring system using methods such as, Teacher's Work Diary, a centralized data repository system known as 'Cognito' and a Moodle platform. At the commencement of the academic year, the IQAC provides all teachers with a Teacher's Work Diary. The Work Diary is used in the following manner as per the directions of the IQAC, which includes the documenting of subject-specific teaching plans for each semester, daily teaching hour reports, individual timetables, faculty leaves availed, and a remarks section to note down anything of significance. Heads of the departments can periodically keep track of and analyse the work done by each faculty, by monitoring the plan of work, syllabus completion and delivery mechanism of individual teachers. The IQAC regularly reviews and evaluates the mechanism to ensure its success and effectiveness

Centralized Data Repository system-COGNITO: The COVID-19 pandemic led to a transition from traditional classroom teaching to digital mode. In this context, our college has created a centralized Data Repository system, namely Cognito for the digital documentation process. The Cognito forms includes:

- Curriculum Delivery Details - Data Repository Form No. **STC/10** for collecting hour-based curriculum delivery data and hour-wise students' attendance.
- Teaching Plan - Data Repository Form No. **STC/11** is used to collect monthly teaching plan.
- Teacher's Work Diary - Data Repository Form No. **STC/12**, as an online teacher's work diary.
- UG Student Profile - Data Repository Form No. **STC/13** as the student profile data entry portal for undergraduate students
- PG Student Profile - Data Repository Form No. **STC/14** as the student profile data entry portal for postgraduate students.

Digital learning management system- MOODLE: Blended learning is the way of the future for education, and the Moodle Learning Management System serves as its base. As a result, in the academic year 2021–2022, our institution introduced a digital LMS built on the open-source Moodle platform. This was made feasible by "Digicol" as a part of "Let Us Go Digital Program." The Moodle platform serves as a site that enables blended learning through such provisions as flipped-classrooms, video and audio lectures, uploading of course material, monitoring of assignments, administering tests, keeping track of attendance, providing feedback and is also helpful in conceptualising different courses and course structures. Training on the Moodle platform was provided for teachers.

Evidence of Success


- The academic delivery and monitoring system monitors the ongoing academic activity in the college and also gives a micro-representation of the work in process at the institution. It aids the faculty in keeping accurate records of the work done and in maintaining the details of curricular, co-curricular and extra-curricular activities.

- The system helps each faculty in undertaking a self-evaluation of academic duties and activities.
- This system made it possible for the Principal, IQAC and the HoD to monitor the work of each faculty such as plan of work, syllabus completion and other additional tasks.
- The daily attendance reflects the academic involvement of both students and teachers and ensures timely completion of the work.
- The system improved the effectiveness of the teaching-learning process since tests and assignments are administered on time.
- The data from the depository enabled the college to discuss the academic progress of the students with their parents in PTA meetings.

Problems Encountered and Resources Required

- * The system is in an evolving stage, hence new input and advances are needed.
- * The system still requires improvement and upgradation on many different levels.
- * Delayed admission and hectic academic activities can hinder the smooth functioning of the system.
- * Online platforms may be hampered by technical drawbacks




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