



# **SOPHIA GIRLS' COLLEGE (AUTONOMOUS), AJMER**

## **BEST PRACTICES**

### **1. TITLE: TECHNOLOGY ENHANCED LEARNING**

**GOAL:** The education in Sophia College is not only focused on simply learning the facts or theories as they are laid out in a curriculum, but internalizing the concepts related to the same; and herein comes the role of technology as a pedagogical aid to enhance the teaching-learning process. The use of technology assists in

- Conceptual understanding of the discipline
- Communicating knowledge via easy-to-use platforms
- Reaching wide variety of learners
- Preparing techno-savvy aspirants for the job market

**THE CONTEXT:** Information Technology is integral to meet the educational needs of a variety of learners. Technology is ubiquitous, touching almost every part of our lives. Technology will help students acquire the skills they need to survive in a complex, highly technological and knowledge-based economy. With technology, education has taken a whole new meaning that it leaves us with no doubt that our educational system has been transformed owing to the ever-advancing technology. Technology is both a tool and a catalyst to transform the human world.

**THE PRACTICE:** Educational technology is a means to facilitate learning and improving performance by creating, using and managing appropriate technological processes and resources. Our College is implementing this practice through the following approaches:

- ICT enabled classrooms: A number of technological devices and methodologies are used in classrooms to facilitate and enhance teaching-learning. These technologies include computers, the internet, broadcasting technologies and telephony

- Virtual Boards: Technology can add that extra zing and excitement to any lesson. Our College has 7 virtual boards which are used by the teachers to enhance their teaching.
- LCD Projectors: LCD Projectors are used in the classroom because it helps create a visual connection for the students from a variety of devices and programs. In our classrooms, computer technology is being used for presentation, class interaction and collaborative activities
- Biometric Attendance: 75% attendance in every subject is a must and to ensure this our College has taken a step ahead by initiating Biometric Attendance for students.
- Visualizer: The Department of Botany and Zoology have a common visualizer which displays visuals in real-time and is connected to a multimedia projector.
- Enterprise Resource Planning: The College has developed a portal on Website under ERP. It is an online source of communication between teachers and students and the administration.



The salient functions of ERP in our College are:

- It has absolute control on the College processes through 100 % automation
- It facilitates information access for Parents, Students, Teachers, Management and Alumni.
- It has 24X7 availability
- It facilitates improved communication
- The College is connected through high-speed internet of bandwidth 40 MBPS. Fully computerized, wireless connectivity in the office, hostel and College campus with 24x7 internet facility. The College uses ERP software for Staff, Students, Examination Cell, Office and Library for effective administrative purposes.
- The attendance for both teaching and non-teaching staff is taken through Biometric. The College authorities can exercise full supervision of all service modules in the office through the ERP software. The College office is linked through intranet with the Principal's office for online supervision. EPBX Facility is for smooth working in office. All important information including notices is regularly published on the College website.

ERP is an essential tool to enable our faculty to collaborate closely with learners and share their ideas and resources online. ERP enables us to:

- Automate admissions: Enable students to apply online through a self-service portal.
- Provide one-stop student access: Allow students to enroll, register and pay fees for various courses through the portal.
- Simplify records management: With the single system for all the data needs and a single digital record for each student, any department on campus can find the student information they need.
- SMS alerts: The office can send SMS to all College students, a particular class or student, parent or teacher at a single click through ERP.
- Engage faculty: ERP gives faculty the means to enter and update syllabus, notes, test series etc. and have personalized access to timely, accurate information.

In a nutshell the benefits of ERP are:

#### [Benefits for Students/Teachers](#)

- Exposure to internet
- E-Home Assignments
- Download e-learning modules
- Upload Lecture videos, presentations

- Upload 10 minutes Crux videos
- Academic as well as non-academic information
- Contact with alumni
- Events calendar
- **Website:** Information on admissions, details of programs, attendance, conferences scholarships, awards, in-house magazines and faculty wise details are uploaded on the College Website.
- **Wi-Fi:** For providing internet facility in all departments and library we have introduced Wi-Fi in our Campus. The Staff of the College makes extensive use of internet for downloading e-journals, publishing papers and gathering information pertaining to their research work.
- **INFLIBNET:** Library functioning has improved a lot after its automation. Bar coding of all the books has been completed. Our College is linked with the “National Library and Information Services Infrastructure for Scholarly Content (N-LIST)” provided by INFLIBNET Centre, under which we have access to 3000 e-journals and 80000 e-books. Browsing facility is also provided to staff and students.
- **Network Resource Centre:** The College Network Resource Centre is an interactive, online learning environment. It allows students to access Comprehensive Learning Modules using Internet connection. The Library has Web OPAC facility which enables students to search for availability of Books in the Library even from their homes.

EVIDENCE OF SUCCESS: ICT innovations have great potential particularly with regard to access to information, collaboration and sharing of ideas. The sincere and continued efforts of the College in integrating technology in education have been successful which can be evidenced by:

- Enhanced teaching and learning
- Good student performance
- More instructional flexibility with the use of LCD projectors
- Improved average attendance of students in the College
- Easy access to information with Wi-Fi facility
- Access to e-journals and e-books saves time and money
- Interaction with Parents, Alumni and other stakeholders.

PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED: Education needs to figure out how to use technology in a way that doesn't replace knowledge, but reinforces it. Some of the problems that we face in using Technology Enhanced Learning are:

- Updating teachers with the necessary user skills
- Technical breakdowns
- Finance for resources
- Disposal of e-waste

## **2. TITLE: MENTOR MENTEE SYSTEM**

### **OBJECTIVES**

- To understand the obstacles faced by students and guide them in their academic and non-academic activities.
- To resolve the impediments of students so as to bring the best out of them
- To provide academic, psychological and moral support to the students.
- To enable them to be aware of various issues related to their personal and social life and help them to find solution to these issues.

**THE CONTEXT:** Sophia College is located in Rajasthan where women education is not given due importance because of the traditional and orthodox mindset of people. Most of the students belong to communities which have still not accepted education and careers as a way of living for the girls in their family. Such students have numerous social and psychological issues. The College has adapted a system to identify the various issues faced by students and attempts to promote their academic, psychological and social well-being.

**THE PRACTICE:** In our College, we have a Mentor-Mentee system, in which every year 25-30 students are allotted to a teacher for mentoring for three years. The role of the Mentor is to encourage the personal and professional development of a Mentee through sharing of knowledge, expertise and experience. The Mentors are given the task of taking personal care of the students and provide guidance. They observe the students thereby understanding their needs and guide them. Mentor monitors the performance of the students in their curricular, co- curricular and extracurricular activities and solves the difficulties faced by the students by offering relevant solutions. They identify the skills and potentialities, motivate them to develop and use their abilities to the full. The Mentor mentee system is the process of parenting the students and guiding them to become better citizens. In our College Mentor Mentee record is maintained

in a hand book and Student Dairy. In case of grave psychological problems students are referred to the Counsellor.



EVIDENCE OF SUCCESS: The implementation of Mentor Mentee system has brought changes in social and academic performances of the students. The Mentoring system helps in improving the teacher student relationship. This system causes lesser number of disciplinary issues and there has also been a reduction in reportage of grievance by students. The Mentor System is a perfect tool to improve the morale of the students and it has reduced the rate of absenteeism. Oral and written feedback from students helps in enhancing the effectiveness of the system.

#### PROBLEMS ENCOUNTERED

- Psychological resistance on the part of the students has to be properly addressed.
- Careful planning and sustained follow up is needed for mentoring system.
- Time Constraints.