

SKR & SKR Govt. College for Women (A), KADAPA Re-Accredited with NAAC B-Grade

7.2.1 Best Practices (2019-20)

1. Mentoring Projects:

Faculty assess students to develop professional abilities in concerned interesting areas for career progression and also to overcome challenges they may face during their learning and in knowledge empowerment.

➤ **Objectives:**

- Project-based learning.
- To involve students in study project works
- To develop the project skills and presentation skills
- To orient the students towards the research and analysis
- To motivate the students to work on projects in teams, gaining practical knowledge.

➤ **Needs identified:**

- Inculcating team dynamics as part of education
- Need for research and analysis
- Need for innovative project work
- Opportunities for hands on experience

➤ **Practice:**

The teacher mentor assigns projects to students. Students form into forums and execute the project as per teacher guidelines. They study and discuss the project in groups. Teams collect materials necessary for the project. They consult faculty, and other experts on the subject to improve the project and take measures accordingly. Students add creativity and present projects innovatively. This helps the students gain practical experience in project design. Students are also given opportunity to work in collaboration with other institutes while executing the project.

➤ **Evidence of Success:**

Increasing number of students' projects Enhanced use of reference books in the library. Projects experience and analysis helping the students get jobs. Research Skills help the students to do better in PG and research tasks.

➤ **Resources:**

- College infrastructures.
- Library, internet and interaction with faculty and experts.
- Online Virtual Class

2. SKILL-WILL CLUB

➤ **Goal**

- The goal of the Programme is to train students in Communication Skills and soft-skills such as Reading, Pronunciation, English Speaking, Writing, Group Discussion and Job Skills – Presentation Skills.
- The Skill-Will Club aims to train students in soft-skills to empower them to compete in the job-market.

➤ **The Context**

The remarkable shift in the job market has brought responsibility right to the steps of the educational institutions. It is well understood that skills should be part of any teaching programme and that it is the skills that make the students employable besides the acquisition of the degrees.

For this the initiative has been taken up and the curriculum designed with the actual requirements of the job-market in mind and to create will among students for competing the job-market, equipped with the necessary soft-skills. The programme aims to impart soft-skills including communication skills, presentation skills, personality skills and job-kills to help students acquire General English Skills and help to remove mental blocks involved in communication. These activities will be conducted through the “Skill-Will” CLUB.

➤ **The Practice**

The Practice makes room for a group of teachers to voluntarily conduct classes and provide training to students and equip them with a set of soft-skills necessary to compete in the job-market. Teachers from the Department of English have designed the programme, and the programme will be held with the help of teachers from all faculties. Teachers put special efforts without remuneration besides the regular work. No fee is collected from the students for the purpose.

- The teachers are conducting classes for the students without collecting any fee. The Club identifies a large group of 50 students through simple test. The list of selected students is notified and initially an Orientation Programme is conducted for the students. They are made aware of the importance of the skill acquisition and the necessity of the Skill-Will Programme.
- Theory classes ranging from 10-20 hours are conducted besides 5 hours of training in MS word and Power point during vacancies. Students already trained in computing skills are roped in to train other students. Students are provided with the audio system, audio –

cassettes, CD's and The course books, class books of Cambridge series with the help of which students get trained in pronunciation, building conversation etc. The details of the programmes which are conducted to the students are provided here under:

➤ **Reading/Pronunciation/English Speaking**

Class room listening, Audio Versions of conversation pronunciation of vowels, consonants, words, sentences Listening to a conversation and making observations, finding out errors, classroom reading, text reading, news paper reading, Reading aloud, Mind reading, Reading at a place, Skimming, Pronunciation, to speak English exercises, to look at the picture and develop conversation, To write conversation for an imaginary context, practical class rooms speaking, Speaking practice, Phonetics (Vowels, Consonants, Sounds for the alphabets, Referring Dictionary for pronunciation, Referring Pronunciation Dictionary etc).

➤ **Writing**

Letter writing (Personal letter, Official letter, business letter, Letter of Application, Curriculum Vitae, Report writing, Note Making, Precise writing etc, Creative writing, News report writing Expanding Headlines etc.

➤ **Group Discussion**

Audio version of Group discussion(GD), Audio version of interview - Large group discussion, Small group discussion, GD for Selection, Critical commentary and tips on groups discussions, Classroom Practice sessions, Group discussions involving teachers for practice and tips, Audio-tape, Video presentation of group discussions, Tips for moderation, Practical moderation techniques, group dynamics, Group activities, leadership and managing discussions and conversation etc.

➤ **Job skills - Presentation Skills**

Material on inter-personal skills, Job skills, How to write a portfolio, Telephone conversation, Seminar, Mock Interviews, Role Play exercise in role-play , Marketing etc, Practical use of MS word, Power point presentation. Preparing for Presentation etc. Making Profiles, Stress Management, Time Management, Using Internet email –ID, sending e-mail, mailbox, net surfing etc. are imparted to students

➤ **Evidence of Success**

The impact of the programme is immense. The confidence among the students of the Club is worth mentioning. A large number of students intend to join the programme and want to get the benefit of this voluntary initiative from the teachers.

➤ **Resource Required**

Adequate Financial support, soft skills books and audio visual equipment .