

INSTITUTIONAL BEST PRACTICES 2018- 2019

1. Seven day workshop on “Basic Computer Training Program for Laboratory Attendant from 24th January, 2019 to 2nd February 2019 by D.L.L.E.

Objectives of the Practice:

To train Laboratory Attendant with the basics of computer (MS Word, MS Excel)

The Context :

The laboratory attendants of Physics, Chemistry and Microbiology laboratories need to do a lot of documentation. It ranges from writing letters to various authorities, asking for quotations, helping to make laboratory budget, maintenance of dead stock register, maintenance of laboratory chemicals and equipment with name plates or tags, etc. The older practice was to do all this documentation in hand written format which in the current world has become cumbersome. To avoid this time consuming task, the students of D.L.L.E. team took up this project of training the laboratory attendants for the basics of computer.

The Practice :

This practice help in inculcating a value system in our college. The students of D.L.L.E. took up this task of training laboratory attendants with the basics of computer right from starting the computer and switching it off. More emphases was given on MS Word and MS Excel, so that they will be able to frame official letters and stock bills which is part of their work.

D.L.L.E. students Master Suresh Ganapathy (B.Sc. I.T.), Master Sulabh Wankhade (B.Com.) and Master Guru Prakash Nadar (B.Com.) were the instructors of the workshop.

Evidence of Success:

The evidence of success can be gazed from the following pictures. The laboratory attendants are now able to operate computers. Most of the documentation is now saved in departmental computer and is used by them after doing the necessary changes. This has also helped to lower the load on departmental H.O.D. and other teachers, created a long lasting record and eased the pressure on the entire department.

Resources Required :

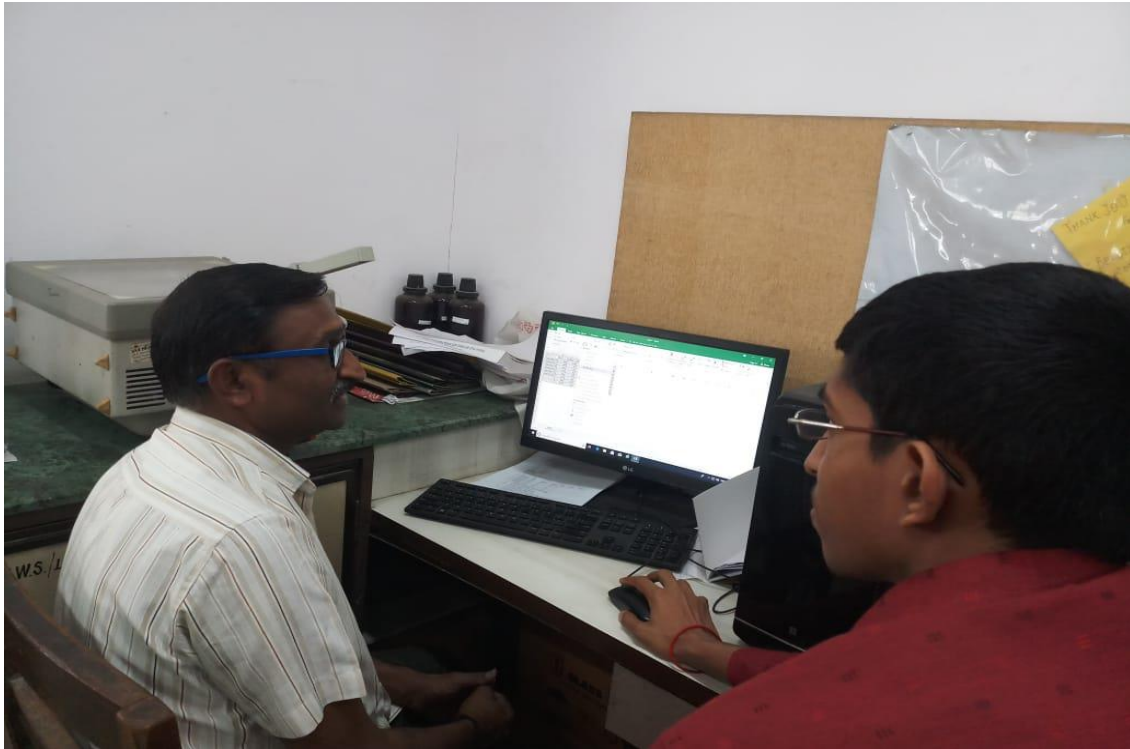
The computers placed in Bioinformatics laboratory within Microbiology Department were used for the training purpose after prior approval from Principal and Departmental head. The sessions were arranged in such a way that it will neither harm the work schedule of laboratory attendants nor will disturb the lecture schedule of students. In this seven days training of daily one hour, the facilities of computers as well as necessary software were already installed within the system. Using the available resources, the desired results were obtained.



Students of D.L.L.E. teach basics of MS Word to Laboratory attendants



Students of D.L.L.E. teach basics of MS Excel to Laboratory attendants



Students of D.L.L.E. teach basics of MS Excel to Laboratory attendants



Four laboratory attendants were given hands on training by students

2. Donations in kind by students and staff members after Pongal celebration

Objectives of the Practice:

Community service towards the needs of children in orphanage

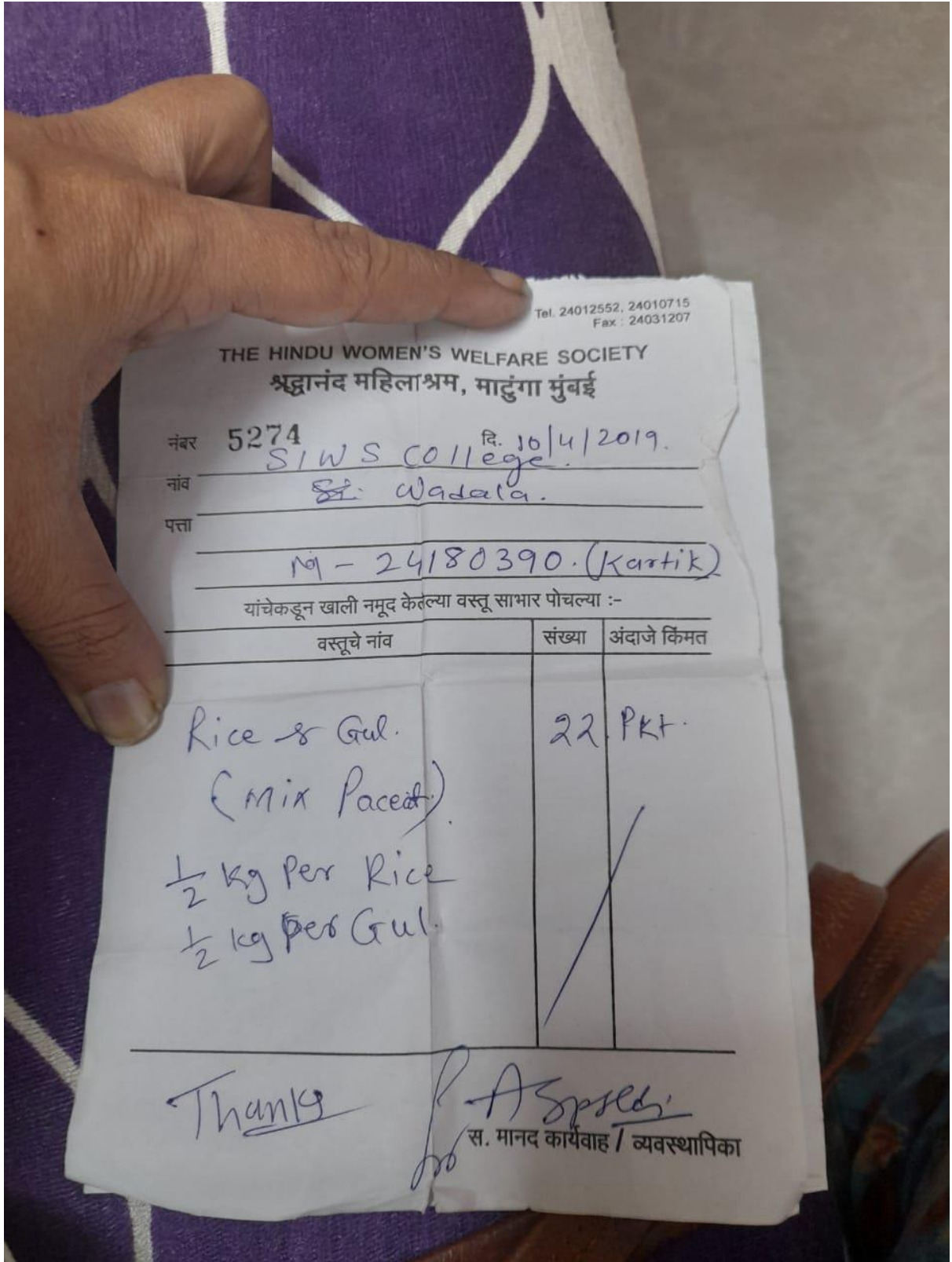
The Context :

The Southern Cultural Association organized Pongal Celebrations on 17th January 2019. Every year “Pongal” is celebrated with a theme. This year’s theme was “celebration with farmers” as the event was scheduled on “Farmers day”. It is a practice of the Southern Cultural Organization every year to appeal to all the students, teaching and non-teaching staff members to donate something to address to the needs of community. It is a very good measure to sensitize the students towards the basic necessities of vulnerable groups of the society.

Shraddhanand Mahilashram started in the year 1927 in memory of Swami Shraddhanandji (Munshiram). Starting as a shelter for women, they now have Bal Gruha (Orphanage Centre) as well as two hostels in Matunga. Their main programmes include an orphanage and an old age home. Shraddhanand Mahilashram is involved in their entire upbringing, school, college, and even marriage, in care the girls want to get married. Shraddhanand Mahilashram works with a vision to help create a world free of destitute women and children. This is a mammoth task and to achieve this noble cause, resources are necessary. The college students and staff members whole heartedly donated rice and jiggery to the association which was then handed over to the Mahilashram.

Evidence of Success :

The receipt regarding the donations made was collected as an acknowledgement.



Receipt of donations made to Shradhanand Mahilashram on 10th April, 2019 after Pongal Celebration in college