

## **ADDITIONAL BEST PRACTICES**

### **1. TITLE OF THE PRACTICE:ONE RUPEE A DAY SCHEME**

#### **OBJECTIVES**

One rupee a day scheme is an innovative financial scheme of the college that makes all the students of the college to contribute one rupee or more on every working Fridays and the accumulated final is meant to help the poor and needy students and alumni of the college. This fund is also used for economically weaker section of the society. This scheme represents a good Samaritan gesture inside the institution and also the society.

#### **CONTEXT**

Life becomes meaningful whenever compassion fills the heartiest human beings. In order to make our students experience the joy of giving, the institution practices an innovative scheme called, 'one rupee per day scheme'. Every student is encouraged to contribute at least one rupee a day. the contribution amount is collected from the students by the students' council office bearers with the help of class representatives. The collected money is counted and converted in to currency. Aa separate bank account called, 'one rupee a day scheme' (account number: 31081238111) was started in 2010. the poor and needy students, and the alumni of the college are identified and helped with monetary benefits from the scheme . One rupee fund is also used for helping the victims of natural disasters like Chennai flood and Kerala flood.

#### **THE PRACTICE**

Each and every department is allotted with separate box to collect the contribution aon every Friday. Every Friday, announcement is made and then the money is collected. Students' council office bearers distribute the box to the final year

representatives. The representatives collect the contribution from the department students and hand it over to the office bearers. Then the counting process takes place and the coin is converted to currency and deposited in the bank account. Students who are in need of financial help, approach the Principal or the Heads of the departments or staff members directly. According to the principal's direction, the account is finalized and financial help is done to the needy. Every year the financial help is given to the deserving students and people. Students who contribute the amount in this scheme are very generous in their contribution. Every week when the announcement is given for the collection, the previous week's total contribution is also announced which is a mode of thanking the students for their generous contribution and it is also a great encouragement for them to contribute more.

#### **EVIDENCE OF SUCCESS:**

One rupee a day scheme has been a boon for 90 beneficiaries from the academic year 2012 to 2018. Many students have continued their studies with the help of the fund offered from this scheme. Some of the benefited alumni of the college has come in person and shared their gratitude and one student has recorded his gratitude by a response letter. Some outsiders who received the charity through this scheme have also shared their gratitude after receiving the charity. Poor people who were offered clothes and necessary things registered their happiness by proposing thanks to the management. Amount which was given for the flood fund was a great support to help the people who were affected by flood. Mr.Thavasi, a former student of the college, who is a physically challenged, was provided with ten thousand rupees as financial assistance to participate in Paralympics games in volley ball in Thailand and he returned to our country as a winner. Students who offer the amount every Friday for the one rupee scheme also feel happy when their friends are getting benefited. This scheme is successful as we serve God through mankind.

#### **PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED**

Converting coins into currency is little bit inconvenient. After demonetization some of the shops are not willing to take lump of coins to convert into currency, hence the coins are divided into two or three groups and it is converted. It also takes two to three weeks for conversion.

## **2. TITLE:THINK TANK/ CHEMISTRY MUSING (DEPARTMENT OF CHEMISTRY)**

### **OBJECTIVE:**

To make the students aware of critical questions asked in various chemistry competitive exams and to encourage them to solve numerical problems.

### **THE CONTEXT:**

Practically there is no difficulty in practicing think tank. The staff –in- charge has to collect questions from various sources and has to display them in the board fit outside the department.

### **THE PRACTICE**

Every day, three questions from three branches of chemistry namely physical, inorganic and organic chemistry are displayed. The answers will be given on the next day. The interested students will note down the questions and will work it out at their home and they can find the correct answers the next day, if at all they come across any difficulty in solving the problems, the department library has several books pertaining to solved problems and the students are encouraged to make use of the library. They are allowed to contact any staff member for assistance and help.

### **EVIDENCE OF SUCCESS**

The students who seriously worked out the problems displayed on the board have got their admission in universities for their M.Sc programme. Many of them stated that they could get through the entrance examination as they had tried the problems every day.

### **PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED**

The main problem encountered is in promoting the number of students who take interest in this practice.

**3. TITLE: MICROSCALE EXPERIMENTS: NOVEL APPROACH TO PRACTICAL CHEMISTRY (DEPARTMENT OF CHEMISTRY)**

**OBJECTIVE:**

To reduce the consumption of chemicals and also to minimize the waste products and to protect the environment.

**THE CONTEXT:**

Microscale experiments cannot be done for all the experiments for example back titration experiments. Students need more understanding in the fundamental chemistry to move from semi micro to micro level experiments.

**THE PRACTICE:**

Miniature of the experimental set up is achieved. The consumption of the chemicals from a few millilitre to a few drops is achieved. Students are provided with special porcelain plates with holes and droppers containing reagents. They are performing the same reaction that they carried out earlier in big test tubes and conical flasks now in small vessels. Even heating can be done using cigarette lighter.

**EVIDENCE OF SUCCESS:**

There is a remarkable decrease in the consumption of chemicals, gas for burning and more over water used for washings. The pollution is much reduced.

**PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED:**

All experimental set up has to be remodelled. Micro scale instruments and glass wares are to be purchased.

**4. TITLE: INTERNSHIP TRAINING (DEPARTMENT OF COMMERCE)**

**OBJECTIVES:**

Confluence of theoretical knowledge and practical exposure in performing a Job enables a person to enrich his understanding of the actual job context better, instills in him confidence, makes him self-reliant and enables an organization to get the maximum output at a lesser cost with quality as its bench mark. This blending initiative of the department is carried out through, “Internship” for the students for the post graduate programme with the following objectives.

1) to provide an opportunity for the students to learn and interact themselves with real job settings, 2) to enable them understand and acquire the various job and interpersonal skills required to carry on a job, 3) to expose them to specific challenges in actual job settings 4) to enable them prepare work diary on the basis of their daily work schedule and 5) to instill in them confidence for briefing the overall experience gained by them during the practical training before a panel of examiners.

#### **THE CONTEXT:**

The major drawback of the education system today is that it builds a solid foundation in disseminating theoretical knowledge to students, lacking behind ‘Practical exposure’, to real job settings. This lacuna leaves behind a ‘dark room like setting’ of the actual work environment and when students are exposed to real job situations, they were not only able to perform below standards but spent much of their time in learning the basics which ultimately results in poor efficacy of resources. Therefore this gap between theory and practice in learning need to be bridged through practical exposure to jobs and it is strongly believed that an initiative of this kind will strengthen the employability Quotient of our students.

#### **THE PRACTICE:**

The students of post-graduate should undergo Internship training and the undergraduate students on-the-job training after completion of first year. This training generally lasts for 30 days and students should preferably select production oriented establishments to fulfill this training requirement. The staff co-ordinator for internship training will assist them in induction in different establishments and he/she will also monitor suitably the process of practical learning through visits to establishments. The students should keep a work diary wherein they should give an account of the tasks carried out and the experiences gained

by them on each day of their practical training. The work diary of the students should be duly supported by a certificate issued by superiors of business establishments and the same need to be submitted to the department for viva-voce examination.

**EVIDENCE OF SUCCESS:**

Systematic effort with forthright vision will produce good results and our effort in blending theoretical knowledge with practical exposure has given remarkable output in terms of enlarging the horizon for the overall employability of our students. It has been targeted that at least 50% of our outgoing students should get lucrative jobs once they leave the portals of St. Xavier's. It has been observed that at least 40% of our students find edge over other students and are preferred initially by business establishments for their hands on experience and retainment in the same job latter for their systematic and exemplary performances which are the fruits of the practical exposure given to them. Reviews conducted on this subject shows that this initiative increases confidence, enriches practical knowledge, develops the art of managing interpersonal relationship, enforces discipline and educates the rules of the floor.

**PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED:**

Any initiative to move towards the next best destination encounters challenges and our initiative in nurturing the habit of “learning on the floor” was also subject to a few challenges. The first and foremost challenge faced by the department was the preparation of the students to accept this concept of turning up their joyous holidays into a practically useful vacation. Necessary inputs were given periodically to prepare the students and they were fully involved when the process was started. Another challenge faced was the task of finding out production oriented establishments for a contingent of students which was overcome by the department with the help of our former students who are now the leading business icons in Tirunelveli. A separate resource centre consisting of staff, secretarial assistance and computer facilities is the need of the hour to expand further this initiative for the welfare of the students.

**5. TITLE OF THE PRACTICE: MARKETING DAY (DEPARTMENT OF COMMERCE)**

**OBJECTIVES OF THE PRACTICE:**

The primary objective of this initiative is to enable the students to understand the marketing concept and give them practical exposure in order to encourage them to start their own business venture. This blending initiative of the department is carried out through, “marketing day” for the students for the under graduate programme with the following objectives.

- ✓ To provide an opportunity for the students to learn and give the practical exposure of marketing a product.
- ✓ To expose their skills and knowledge towards marketing.
- ✓ It improves the communication skills.
- ✓ It makes them to be more creative, innovative and self motivated.
- ✓ It helps them to prepare their own profitability statement for the products they sold.

**CONTEXT:**

Nowadays our education system builds a way for the students to get employment or other job opportunities, but it fails to motivate them to start their own business concern. It helps to generate their own business ideas, creates own income and provides employment opportunity also, so it is strongly believed that an initiative of this kind will strengthen the employability quotient of our students.

**THE PRACTICE:**

The students of undergraduate should take part in this practice during the first year. This marketing day lasts as a one day programme and students are divided into groups with three or four members. Each group consists of separate team names and they are asked to maintain the list of products or items sold so that it is easy to overview and makes them perform better the next time. Each team is rewarded with the points based on their performance and sales level.

**EVIDENCE OF SUCCESS:**

Systematic effort with forthright vision will produce good results and our efforts in blending theoretical knowledge with practical exposure has given remarkable output in terms of enlarging the vision of the students after completing their under

graduate course. It has been targeted that at least 50% of our outgoing students should take initiative to develop their own concern and work towards it. It is observed that 40% of our students work in a production oriented establishments, so that after gaining the work experience and funds they start working towards their own concern as the fruits of the practical exposure given to them

**PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED:**

Any initiative to move towards the next best destination encounters challenges and our initiative towards this programme also faced few challenges. Arranging the funds between the students for purchasing the raw materials required for exhibiting their products and preparing the students to accept this was the challenge. But this was overcome with the help of our department staffs. A separate session consisting of motivating the students by experts and emerging entrepreneurs for the students to take initiative is the need of the hour.

**6. TITLE: “XAVERIAN CEO” (DEPARTMENT OF CORPORATE SECRETARYSHIP)**

**OBJECTIVES OF THE PRACTICE:**

- To provide opportunity to the students for self-expression in written form.
- To develop and cultivate in students the literary taste, reading habits and writing skills.
- To motivate the students to comprehend and express the various concepts and issues with regard to corporate sector

**THE CONTEXT:**

- It is a students’ interest and involvement based practice
- Constant encouragement and guidance to students are expected
- Faculty involvement is needed in correction and edition
- Finding the resource for publication is the major issue

**THE PRACTICE:**

The present education system in India is lacking of activity based experiential learning. It does not give platform for self-initiatives of the students. It imparts knowledge rather than skills. This best practice gives opportunity to the students to collect and collate information on a specific theme, analyse and interpret them and present it in their perspective. The published magazines are circulated among the various colleges especially the colleges offering corporate Secretaryship course. Thus, the students gain knowledge on the concepts and issues of corporate field, develop communication skills and get a sense of achievement and self-confidence. However, identifying the resource for regular publication is the major constraints to be overcome.

**EVIDENCE OF SUCCESS:**

Three issues have been brought up so far and one issue is under process. Ten students have contributed their articles. This practice has motivated the students to understand the concepts and issues with regard to corporate world and to express their ideas and views. It has increased their quest for reading and the writing skills.

**PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED:**

The major problem in implementing this practice is finding the resource for the publication. To have an issue of 100 copies it costs around Rs. 10,000. Therefore, a sponsor for every issue is to be identified, which is really a difficult task.

**7. TITLE: WORK-BOOK FOR ACCOUNTANCY (STUDENTS' WORK-BOOK) (DEPARTMENT OF CORPORATE SECRETARYSHIP)**

**OBJECTIVES:**

- To customize the book for accounting according to the students' level of understanding
- To enable the students to learn accounting easily
- To enable the students to work out the accounting problems independently
- To reduce the students' difficulty of bringing bulky book and accounting notebook

**THE CONTEXT:**

It is a customized device for teaching accounting.

It helps to learn accounting in a progressive manner

It enables the students to work out accounting problems independently

It is handy and easy to carry

**THE PRACTICE:**

Teaching and self-learning of accountancy are difficult tasks. Accounting books meant for college students and accountancy note books are of heavy volume and the students feel it difficult to carry. On the other side, teaching accountancy without a book in the hands of the students is a big problem for a teacher. This workbook solves the problems of the teacher and the students. The workbook is handy and the problems discussed in the work book are progressive in nature and suitable for the students of different standards.

**EVIDENCE OF SUCCESS:**

The students feel comfortable and convenient in carrying the workbook. The absenteeism in accounting classes has reduced to the maximum. The learning performance of the students in accounting has also considerably increased.

**PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED:**

The cost of printing per copy comes around Rs. 300. Finding the resource for printing is a difficult task to the department. Therefore, the cost is to be charged from the students only.

## **8. TITLE: SOFT SKILL ENHANCEMENT PROGRAMME**

### **OBJECTIVES:**

- To help the students to acquire effective communication skill and presentation skill.
- To enrich the students to confront the interviews.

### **Context**

This course facilitates the students with global competencies so that they could face the interviews successfully. The students are refined and fine-tuned in a fast and cost-effective manner. This course leads the students to operational excellence and an improvement in the use of English at work. It also gives each student a realistic perspective of work expectations.

### **Practice**

The course is organized for a period of 30 hours. The classes are conducted in alternative days for two hours. Our students are given training in basics of grammar. They are trained from how to introduce themselves to how to participate in group discussions and face interviews. The slow learners are given special attention. The exercises are given to enrich the listening, speaking, reading and writing skills. Mock interviews are also conducted for the students to come out of fear of attending interviews.

### **Evidence of Success**

The students are able to converse in English with the faculty members. They take seminars effectively and present papers in International/National level conferences. Mock interviews helped them to attend interviews confidently. Nearly 43 students have been placed in well reputed MNC companies during the past six years.

### **Problems Encountered and Resources Required**

- The fast learners and the slow learners are not at same pace.
- The students who come from Tamil medium feel very difficult to converse in English.
- Some students inhibit in participating in Group Discussions.

To provide skill set that enables the students to be employable or self-employed.

To facilitate the students to become self-confident individuals by mastering inter-personal, team management and leadership skills.

### **9. Title: ICAPO and organizing Seminars, Workshops and Campus Interviews**

#### **Objectives**

- To enable the students to acquire organizational skill and team management skill.
- To inculcate the skill set that enables the students to be employable or self-employed.
- To enrich the students to confidently face interviews.
- To facilitate the students to get hands-on training.

#### **Context**

The organization of ICAPO - Tech Meet helps the students to acquire organizational and team management skill. The students avail the opportunity of mingling with other college students through this practice. The workshops and seminars on current trends enable the students to be more competent. This practice makes the students to progress and excel in their future. The Campus Interviews provide a greater opportunity to the students to get placements before the completion of the programme.

#### **Practice**

The ICAPO Inter-Collegiate Tech Meet is organized every year by the department. The department association (XCAPA) members actively make arrangements for the smooth conduct of the event. All the students enthusiastically involve in organizing the Tech Meet. As part of the Association Activity, workshops and seminars are conducted periodically. Every year, arrangements for Campus Interviews are done by the department and many reputed companies such as Tarento, Bangalore and Strategies, Chennai visit our Campus for recruitment.

### **Evidence of Success**

The students are able to co-ordinate and organize the Tech-Meet successfully along with the faculty members. They gain organizational skill as well as technical skills through workshops and seminars on recent trends. Nearly 43 students have been placed in well reputed MNC companies during the past seven years.

### **Problems Encountered and Resources Required**

- The students from rural background hesitate to work in teams due to their inferiority complex.
- Some students do not have a continuous practice in what they have learnt from workshops and seminars.

## **10. Title of the Practice: MATH FEST**

### **Objectives of the Practice :**

To train the young minds to learn the subject with more clarity and conviction through various events conducted in MATH FEST.

### **The Context :**

Students need platform to express their talents and skills in mathematics.

### **The Practice :**

Math fest is conducted once in a year by the Department of Mathematics. This programme contains number of events which are related to mathematical concepts. Students from various colleges are invited to this programme and actively participate in

it. Each year more than fifteen colleges participate in this programme and get enriched by the subject knowledge. In order to encourage them, prizes are given to the winners and overall shield is given to the champions.

**Evidence of Success:**

The response from the students of various colleges.

**Problems Encountered and Resources Required:**

Finding new innovative events related to mathematics.

**11. Titles of the Practice (Department of MSW)**

A. Concurrent Field Work

B. Summer Field Work

C. Block Field Work

D. Rural Camp

E. Extension Activities

**1. Objectives of the Practice**

A. Concurrent Field Work

1. To provide an exposure to human deprivations at micro level situations.
2. To develop analytical and assessment skills of social problems at the level of individual, group and community.
3. To develop documentation skills to ensure continuity of service and growth of professional competence in the practice of the Methods of Social Work.

4. To familiarize with vision, mission, system, processes and objectives of the welfare organizations.
5. To analyse the critical role of the professional social worker in the organisation.
6. To evolve appropriate interventions at community level / civil society / state / national level with respect to policies and programmes relevant to the field of welfare.
7. To study the rural and semi-rural life in all its ramifications including group dynamics and power structure in a rural community.
8. To develop an understanding of the process of programme formulation and programme management of the rural local bodies, Government and Civil Society Organisations (CSOs).
9. To develop a positive attitude to work in a rural community setting and to acquire the skills such as public relations, fact findings, leadership, networking, fund raising, budgeting, report writing, lobbying and advocacy required for a development worker.
10. To understand urban community life pattern-its social, economic, political and cultural aspects with specific focus to informal settlements, their needs and problems.
11. To develop skills in identifying and utilizing urban community resources both Governmental and Civil Society Organisations.
12. To sharpen the urban community development skills such as influencing leaders, rapport building, organising, resource mobilisation, recording, advocacy and lobbying.
13. To familiarise with the manufacturing process in view of understanding its implications on personnel policies and programmes.
14. To assess the relevance of structure and functions of human resource department from the employee and labour

perspective.

15. To develop necessary human resource competencies to collaborate with other departments specific to the industry.
16. To gain knowledge about business process underlying Service Industries
17. To develop insight into the value addition by human resource department to further the business goals of the company
18. To cultivate relevant human resource skills to contribute to the strategic functions of the industrial organisations.

#### Summer Field Work

1. To get an orientation on the field of specialization that the student opts for during the second year of the programme

#### Block Field Work

1. To gain 'on-the-job training' at the end of the programme

#### Rural Camp

1. To experience a rural living

### **2. The Contextual features or challenging issues**

- a) The less number of quality organisations and industries to meet the requirements of students despite Admission of students keeps increasing these years
- b) Organisations and companies find it difficult as the students go for concurrent field work on Tuesdays and Fridays. Agencies prefer continuity.
- c) At present, 1:15 teacher student ratio for monitoring the field work and a teacher has to correct 30 field work reports per week.

- d) Due to less number of agencies, students need to go to Chennai or Madurai for the summer and block field work (expensive for the students from poor background)

### **3. The Practice**

Students are sent to concurrent field work on all Tuesdays and Fridays either to Organisations or Companies depending on their year of study and specialisations. They are mostly sent in pairs. Each student concurrently practices her/his class room learning in the field and gets her/his doubts clarified with the faculty assigned as field work supervisors. The student is also assigned with an agency supervisor in the agency where the student undergoes field work.

A minimum of 15 Hours of Supervised Field Work per week (two days per week 7 1/2 hours per day) throughout the course is mandatory for each student. On field work days, the students are expected to involve and actively participate in all the assigned activities and programmes of the agency besides practicing in different methods of Social Work. Field work training is both within and outside the agency. Attending special programmes, collateral contacts, organizing, reporting at the agency level and attending field work conference in department are the part of field work training component.

A student, who does not fulfill the field work requirement during the given semester, will not be eligible to continue the course, until he / she repeats the Field Work training programme for that semester to the satisfaction of the Department. Field Work requirements include:

A student is assessed with regard to his concurrent field work performance through means of field work conference and reports as internal component and viva voce as external component

1. 100% Field Work Attendance.
2. Appropriate Code of Conduct
3. Fulfilling the workload Norms as prescribed by the Department.

4. Regular and Timely submission of Field Work Reports.
5. Regular Attendance for the Field Work Conference.

#### Constrains / Limitations

- a) Students going for field work to faraway place are not being adequately attended by the faculty on a regular basis
- b) All field work agencies do not have MSW professionals

#### **4. Evidence of Success**

- a) Networking with local organisation helps invite resource persons as guest lectures, experts, guests for seminar and conferences
- b) Connectivity with agencies helps students find agencies for summer placement and block placement
- c) Collaboration with agencies are made in terms of organising programmes with local communities
- d) Wider contacts helps students conduct Social Case Work, Social Group Work, Social Work Research and Social Action, four among the six methods of Social Work
- e) Rapport with local agencies enhances recruitments of students

#### **5. Problems Encountered and Resources Required**

- a) Having minimum number of industries in Tirunelveli locality, the poor affordability of the students and allocation of students into field work agencies in distant places like Thoothukudi and Madurai have been the areas of concern.

## **12. Title of the Practice: Leadership Training & Personality Development**

## **Objectives of the Practice**

To make the AICUF members as good leaders and to develop their personality by providing several programmes with State AICUF. To train the AICUF members to lead the people through good values. To make them face different situations and social issues.

## **The Context**

Our country needs youngsters as great leaders. The youngsters should be able to lead the society. Besides acquiring subject knowledge, the students should acquire personality and leadership quality. By improving their personality and leadership skills, the AICUF members can serve the nation.

## **The Practice**

Every year, several programmes are arranged to the AICUF members. Many resource persons from various parts of the country give motivational talk to the AICUF members. They are given opportunity to organize programmes.

## **Evidence of Success**

The AICUF members could organize students to arrange programmes. They united many students to stand for several social issues and became good leaders and serving the society.

## **Problems Encountered and Resources Required**

More number of programmes is to be conducted. Unavailability of resource persons when programme dates are changed due to sudden announcement of holidays.

### **13. Title of the Practice: Social Analysis**

#### **Objectives of the Practice**

To make the youngsters aware of social issues, to analyze the issues, to identify the cause of the issues and to find solution for the issues. To find the prevention measures and awareness about the situations and issues of the country.

#### **The Context**

Nowadays many students do not know about themselves and society. When making them capable of analyzing the people, society and the issues they will create awareness among the people.

#### **The Practice**

Every year, several programmes are arranged to the AICUF members. Meetings are arranged to the AICUF members, where different issues are discussed. The AICUF members present street plays to make awareness about the social issues.

#### **Evidence of Success**

Youngsters (AICUF members) are able to analyze social issues. They could address social issues by raising their voice and they could stand for it. Many issues were analyzed and necessary actions were taken.

#### **Problems Encountered and Resources Required**

More number of programmes is to be conducted. Resource persons are unavailable when programme dates are changed due to sudden announcement of holidays.

