

**HINDU COLLEGE :: GUNTUR**  
**(NAAC 'A' Grade Accreditation)**

**Internal Quality Assurance Cell**  
**(IQAC)**

**AQAR 2020-21**



**7.2.1**

**BEST PRACTICES**

## **BEST PRACTICES – I**

### **1. Title of the Practice**

CAREER GUIDANCE AND TRAINING

### **2. Objectives of the Practice**

1. Exploring various career options
2. Developing self-confidence and self-reliance
3. Creating interest for higher studies
4. Promoting entrepreneurship
5. Promoting a culture among students for lifelong learning
6. Helping students to learn beyond the curriculum
7. Arranging online/live lectures

### **3. The Context**

In today's competitive markets, particularly during this pandemic situations, the right path of career choice matching with the potential and the interest is not an easy task for the students. To keep the students career-focused and make them aware of the industry and social needs, career guidance through different training processes beyond the curriculum is most essential. The need of the hour is also to induce a habit among the students for lifelong learning to progress in the career. The challenge is changing the mindset of students to become skilled at how to learn new things and adapt themselves to the latest knowledge and techniques. Career growth culture among students has to be developed and will be of particular importance for ensuring their employability and facilitating their transition from college-level education and internship to face the challenges of the future. Finding the correct resource person for effective guidance (external or in-house) having competencies become more and more important in designing and implementation of this practice.

### **4. The Practice**

These goals are achieved through the following activities of SAADANA (Career Guidance and Placement) in collaboration with Jawahar Knowledge Centre of the College as well as the individual departments of specialization in the College:

1. Students are trained on Communication & Presentation Skills imparted by the faculty members of English Department, as part of curriculum and as a

Certificate Add-on course will have a great advantage in the job market and more choice in the profession.

2. Specific training on technical skills like Aptitude test, Programming skills, etc. is provided to the students by hiring experts from the industry on the topic basis - The students' aptitudes and abilities measured by verbal and numeric reasoning tests can easily be related to real world tasks and jobs, as many jobs require some degree of skill with words and numbers.

3. Soft Skills Training will have four categories – (i) Problem Solving Skills (ii) Communication Skills (iii) Personal Qualities and Work Ethics (iv) Interpersonal and Teamwork Skills.

4. At the individual department level, Career Guidance is provided to the students to help them explore various career options.

5. Mock Tests, Mock Interviews and Personality Development training program will be conducted as per requirement.

6. To make student more enthusiastic and boost their self confidence, alumni are also invited to address them and guide them through the career options.

7. Guidance on competitive examinations e.g. Banking and different public service commission examinations is also given.

**Constraints faced during students' career guidance:** There is a serious lack of awareness amongst students, their parents, and even teachers which creates difficulty while giving career guidance. There is a serious mis-match between skill building and available jobs. Awareness of career counseling is really low among the students, this leads to hesitation among the students to venture for career counseling in the first place

## 5. Evidence of Success

The career guidance training has augmented the awareness among the students about the importance of effective communication and has helped them to understand about the need for development of other skills other than the technical knowledge they acquire through their regular classes/ labs and continuous assessments.

Prior to taking initiatives, the dropout rate and the failure rate was scaling heights. The college then introduced ward counseling system and Remedial Classes at free of cost. The students were given extra guidance in the subjects like English, Mathematics, Chemistry and Physics in particular. The college ensured that the students are provided with the Question Banks framed by the experienced faculty of the college. This action has resulted in a steep downfall in the failure rate. The Question Banks have facilitated the students in such a way that their efforts in the preparation of the final exams have started bearing fruits.

E-content consists of e-lectures and e-material is made available to the best benefit of students to clarify their doubts when they are preparing for various competitive examinations. Because of this pass percentage in some departments increased substantially.

## 6. Problems Encountered and Resources Required

The problems encountered in implementing the practice are as follows:

1. Difficulty in motivating students about different flavours of jobs available as per industry demands.
2. Finding out right type of professional agencies who can provide training and skill sets to the students as per market demand.
3. Difficulty in convincing students for regularly attending the training programs by the professional agencies for facing tests/interviews.
4. Difficulty in motivating students for higher studies and public service examinations for which attending classes beyond the regular class hours is a requirement.
5. Making the faculty members convinced to deliver beyond the curriculum to prepare the students for competitive examinations.
6. Difficulty in making student understand about the fact the instead of short term goals, long term goals are more effective. Although there are various problems, the institute has been able to implement the practice effectively through decentralizing the training and placement activities and mobilising its technical and non-technical resources in an efficient manner.

## 7. Notes (Optional)

### 7.1 Syllabus:

#### Module 1: NUMBERS

- a) **Square roots** :Square roots of 2 digit, 3 digit, 4 digit, 5 digit, 6 digit numbers in a simple way.
- b) **Cube roots** : Cube roots of 4 digit and 6 digit numbers in a simple way.
- c) **L.C.M. and H.C.F.:**L.C.M. and H.C.F. of positive integers , relation between L.C.M. and H.C.F., L.C.M. and H.C.F. of fractions

#### Module 2: ARITHMETIC ABILITY

- a) **Problems on ages:**Problems on ages taking as single variable, the ages when ratios of two persons given
- b) **Percentages:** Concept of percentage, percentage as fraction, percent as ratio, percent in decimal form, percentage of a number.
- c) **Permutations and Combinations** :Factorial  $n$  , fundamental principle, permutations of things i)

linear (with / without repetitions)            ii) circular, combinations of things.

d) **Probability:** Random experiment, events, some results of probability, problems on playing cards, problems on dice, problems on years.

e) **Simple Interest :** Concepts of principles, interest, simple interest, related formulae

f) **Compound Interest:** Compound interest concepts, interest is compounded annually, half yearly, quarterly and when rates are different.

### Module 3: MENTAL ABILITY

a) **Odd – One – Out:** Processes of selection of certain items from a given set which possesses similar or common properties or qualities and identifying the item which does not comply with those qualities. Different models like ODD WORD, ODD ALPHABET, ODD NUMERAL.

b) **Calendar Problems:** Concepts of leap year, tropical year and civil year, odd days

c) **Clocks:** Knowledge about movement of hands in the clock, angle made by any two consecutive numbers, number of times two hands overlap

### Module 4: DATA INTERPRETATION

Interpretation of data regarding common discipline such as production over a period of few years in a factory, imports and exports, salary of employees in a factory, number of students in a college in various disciplines. Interpretation through *Tabulation, bar graphs, pie chart, line graphs*.

### Performance

More than 85 students attended regularly and actively participated. Softcopy of study material is provided and online classes for practice are conducted.

#### LIST OF STUENTS BENEFITTED

Jawahar Knowledge Centre (JKC)			
SAADHANA (Career Guidance Cell)			
STUDENTS DETAILS			
S.No.	Roll no.	Name of the Student	Class & Group
1	JKC2020-001	M. Hari Priya	III B.Sc. MSCs
2	JKC2020-002	Surya Vamsi	III B.A. MES
3	JKC2020-003	Bhavani Prasad	III B.Sc. MSCs
4	JKC2020-004	Afrin	III B.A. MES
5	JKC2020-005	S. Kalyan	III B.Sc. MSCs

S.No.	Roll no.	Name of the Student	Class & Group
6	JKC2020-006	Sk. Subhani	III B.Sc. MSCs
7	JKC2020-007	T. Swethaswi	III B.A. MES
8	JKC2020-008	Rishmika	III B.A. MES
9	JKC2020-009	Y.C. Manikanta	III B.Sc. MPC
10	JKC2020-010	K. Prudvisai	III B.Sc. MPC
11	JKC2020-011	M. Madh	III B.Sc. MPCs
12	JKC2020-012	M. Srinu	III B.Sc. MSCs
13	JKC2020-013	V. Mohana Rupa	III B.Sc. MPCs
14	JKC2020-014	T. Sivaramakrishna	II B.Sc. MPC
15	JKC2020-015	R. Sowry Ramprasad	II B.Sc. MPCs
16	JKC2020-016	R. Ravi Shankar	II B.Sc. MPC
17	JKC2020-017	D. Pvithra	II B.Com
18	JKC2020-018	B.Vamsi Krishna	II B.Com
19	JKC2020-019	B. Ganesh	II B.Sc. MPC
20	JKC2020-020	A. Sowmya	III B.Sc. GPC
21	JKC2020-021	V. Gopi Reddy	II B.Sc. MPC
22	JKC2020-022	P.N. Lalitha	III B.Sc. GPC
23	JKC2020-023	D. Janaki Sri Ram	III. B.COM.
24	JKC2020-024	Syed Jafar Sadiq	II. B.COM.
25	JKC2020-025	T. Balasubrahmanyam	III. B.COM.
26	JKC2020-026	S. Gnana Satya	II B.A. MES
27	JKC2020-027	B. Gopi	III B.A. MES
28	JKC2020-028	P. Firoz Khan	III. B.COM.
29	JKC2020-029	V. Naga Sarala	III. B.COM.
30	JKC2020-030	Shaik Imran	III. B.COM.
31	JKC2020-031	Ch. Srinivasa Reddy	II. B.COM.
32	JKC2020-032	Sk. Gopi	III. B.COM.
33	JKC2020-033	K. Phaniraj	III. B.COM.

S.No.	Roll no.	Name of the Student	Class & Group
34	JKC2020-034	V. Pallavi	II B.A. MES
35	JKC2020-035	Sk. Karishma	II B.A. HEP
36	JKC2020-036	Surya	II B.Sc. MSCs
37	JKC2020-037	R. Mukesh Kumar	II B.Sc. MPCs
38	JKC2020-038	K. Sandeep	III B.Sc. GPC
39	JKC2020-039	Aradhana	II B.Sc. GPC
40	JKC2020-040	A. Harish	III B.Sc. MPCs
41	JKC2020-041	Sk. Arief	II B.Sc. MPCs
42	JKC2020-042	M. Uday	III B.A. MES
43	JKC2020-043	T. Gowri Prasad	III B.Sc. GPC
44	JKC2020-044	J. Subrahmanyam	III B.Sc. MSCs
45	JKC2020-045	P. Jaya Prakash	II B.Sc. GPC
46	JKC2020-046	Ch. Pavan Naga sai	II B.Sc. GPC
47	JKC2020-047	Chitkala	II B.A. MES
48	JKC2020-048	Navya Sri	II B.A. MES
49	JKC2020-049	B. Gopi Krishna	III B.Sc. MPC
50	JKC2020-050	N. Jyothirmai	II B.SC. BZC
51	JKC2020-051	K. Om Sai Prakash	II B.A. HEP
52	JKC2020-052	I. Venkatesh	III B.Sc. MPCs
53	JKC2020-053	S. Rohit Venkat Sai	II B.A. HEP
54	JKC2020-054	D. Sivaiah	III B.A. HEP
55	JKC2020-055	P. Gopi	II B.COM
56	JKC2020-056	Sk. Esmale	III B.Sc. MECs
57	JKC2020-057	B. Naga Venkateswari	II B.COM
58	JKC2020-058	S. Kedarnadh	III B.COM
59	JKC2020-059	N. Teswari	II B.COM
60	JKC2020-060	R. Geetha Priya Chandana	II B.A. MES
61	JKC2020-061	Sk. Siddik	III B.COM

S.No.	Roll no.	Name of the Student	Class & Group
62	JKC2020-062	NanduriAnitha Sri	II B.Sc. BZC
63	JKC2020-063	Y. Chinna Gopi	II B.Sc. MSCs
64	JKC2020-064	N. Purnachandra Rao (CAREER)	III B.Sc. MSCs
65	JKC2020-065	T. Sirisha	II B.COM
66	JKC2020-066	P. Rani Sirisha	II B.Sc. MPCs
67	JKC2020-067	B. Ramesh	II B.Sc. MPC
68	JKC2020-068	Mallikharjuna Reddy	B.COM
69	JKC2020-069	Syed Juber	II B.Com
70	JKC2020-070	P. Ram Sai Srinivas	III B.A. MES
71	JKC2020-071	Y. Sandhya	II B.A. MES
72	JKC2020-072	Namburu Nikhil	III B.Sc. MSCs
73	JKC2020-073	D.G. Sivanaga Prakash	III B.A. MES
74	JKC2020-074	Achyuta Ganesh	III B.Sc. MPCs
75	JKC2020-075	P. Ganesh	III B.A.HEP
76	JKC2020-076	K. Jagadeesh	III B.A. MES
77	JKC2020-077	Vardhan Kumar	III B.Sc. MSCs
78	JKC2020-078	Srikanth	II B.Com
79	JKC2020-079	V. Sai Krishna	II B.A.HEP
80	JKC2020-080	P.Srikanth	III B.Sc. MSCs
81	JKC2020-081	Ch. Vineetha	B.COM
82	JKC2020-082	Sk.Nazma	III B.Sc. MPC
83	JKC2020-083	A. Chandra Sekhar	II B.A. EHP
84	JKC2020-084	T. Sivaiah	II B.SC. MPC
85	JKC2020-085	S. Durga Sai	III B.Sc. MPCs
86	JKC2020-086	B. Anjaneeyulu	II B.Sc. MPC

### Outcome of the event

Almost all the students got awareness on the prospects after graduation along with improving knowledge on various skills. Most of them got well versed with Quantitative Aptitude Skills for competitive exams.



# BEST PRACTICES – II

## 1. Title of the Practice

“Learn a plant – a day”

## 2. Objectives of the Practice

- . Students will get knowledge on local plants
- . To know the plant identification, describing and to learn the practical knowledge
- . To observe the parts of the plant – as leaf type, phyllotaxy, flower parts, inflorescence types. Etc.

## 3. The Context

The plant is displayed on the Department notice board, the detailed structure of the plant is observed as root structure and formation of leaf type, leaf shape, leaf modification, leaf growth, phyllotaxy; stem structure stem growth, stem modification, inflorescence types and modifications and type of pollination; flower structure and other features of the plant.

- . And also to know the taxonomic position of the plant and the importance of red data.

## 4. The Practice

Its a good practice to the students, every student bring his own plants in from his surroundings, and the same plant is displayed on the notice board, every part of the plant is labeled on the herbarium sheat. Each and every student will observe that plant, and will learn the complete information of the plant.

## 5. Evidence of Success

This is a very good practice to the students in learning the complete information of the plant. The students will feel happy in bringing his own

plant and explaining to this to his friends.

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

- The students feel little bit difficulty in maintaining that plant as herbarium and preserving it for future generations.
- And also, if any student is absent on that day, he feel a little bit difficulty in learning that plant.

## **7. Notes (Optional)**

This is a good practice to the students and also to the Staff in learning new information from day to day.

### **LEARN APLANT – A DAY**

The Department of Botany is practicing a new innovative method for students, that is - learn a plant a day, all the students and staff are involved in the the practice, and also learning good information of the plants in and around, and also practicing the herbarium technique.

## STUDENTS OBSERVING THE PLANT

