<div align="center">**Best Practice - I**</div>

<div align="center">**CURRICULUM EMBEDDED SOFT SKILLS ENHANCEMENT PROCESS**</div>

OBJECTIVES:

- To develop positive psychological and physical outlook
- Lead students towards self-actualization and social success.

THE CONTEXT:

The Need Education is for modification of skills and behaviour. It should be a vehicle for creative thinking and an agent of positive development. Students acquire good academic knowledge in different disciplines. But they fail to learn soft skills such as Inter Communication skill, Intra Communication skill, Teamwork, Leadership skill, Adaptability skill and so on for leading a better life with good employment opportunities.

Rural Students Many students of our college come from rural areas. But it is the fact that there is less awareness among rural students about these soft skills and which becomes the main reason that they get set back most of the time when they appear for campus drives. They meet difficulties to acquire these soft skills because of lack of trainings and guidance found especially in rural Tamil medium schools.

Barriers It becomes a big barrier for students when time comes to them to present in front of professionals. It becomes the main cause to produce inferiority complex because of terrific situations like failure in getting recruited in campus selection or meet failure in facing an interview or any other activities which are conducted to test their soft skills. Therefore, in order to resolve such issues of students who belong to rural background, there is a need for a platform to inculcate Soft Skills with speaking-based activities, group activities, presentations to improve their communicative competence, stage daring, body language and personality traits as well.

THE PRACTICE:

(i) Ability Enhancement Course:

Our college has incorporated a Soft Skills Development Course as an Ability Enhancement Course for all Under Graduate students as a compulsory paper in the second semester of every programme. The course is introduced with the aim of offering conceptually grounded and practically oriented towards interpersonal and group relationships that evolve

beyond academic achievement. It helps the students to develop strategies in honing their personality traits towards community immersion and ethical behaviour.

(ii) A text book and work book for Soft Skills Development Course:

College students are evaluated in the specific Soft Skills Development Course in the second semester of every programme and awarded marks based on their performance. In consultation with the experts, a well-designed Soft Skills Book and a Work Book are prepared with the contents of five units including tasks and activities for the students. The course is designed with the valuable content of Communication Skills, Emotional Skills, Functional Skills, Interpersonal Skills, and Personality Skills as part of five units. It is a non-theory paper. Hence the student has to display the level of his improvement in Soft Skills Development in the evaluation process which comprises 100 marks.

(iii) Communication Lab:

By understanding the need of Communication lab in enhancing the communication skills of the students in English, our college houses a well-equipped language lab with 60 systems including Mics and Headphones. It is also enhanced with a Stage-mic, a projector and server. All the students are given the opportunity to utilize the lab in batches and rotation basis to develop and practice the soft skills before they complete their programme. A language trainer recognizes the existence and prevalence of wide-spread individual differences in language aptitude between the city and rural background students. Its approach is essentially individualistic in developing LSRW Skills. Our language laboratory allows much time for oral and auditory experiences. It affords the opportunities for students to hear the language spoken by a native and to practice speaking in the language themselves. Our language laboratory provides a well-designed and carefully produced pattern of drills to enhance the language skills.

Placement Orientation & Training Programme (POT)

In addition to Soft Skills training, our college takes initiatives through Placement Cell to conduct Placement Orientation & Training Programme for the final year students. It facilitates the students to make use of the soft skills in shedding inhibitions and getting ready to face the interview process with confidence and clarity.

Evidence of success:

All the students belonging to first year of Under Graduation go through this Soft Skills training. 16,120 students benefited during the period 2017 to 2022. They are tested in Resume Preparation, Self-introduction, Story Writing, Ted Talk, Mock Interview, Physical Appearance and Communication Skills. The students are also asked to submit a CD with a video recording of their self-introduction. Through the evaluation process, it is observed that students optimise their life skills experience and create a personal growth plan with self-confidence and fearlessness. They are able to strategize their personality traits towards community immersion and ethical behaviour. They also start to apply those soft skills in campus interviews and off campus interviews and establish their successful career.

Problems Encountered and resources required:

It is a big task and challenge to mould up the rural students to get into the required processes of skill acquisition. The lack of communicative environment in English also makes the students to face difficulty in developing and attaining the necessary communication skills in English. More number of communication lab sessions will be beneficial for the students to acquire the skills fast.

Best Practice - II

JAMAL MOHAMED COLLEGE COMMUNITY REACH OUT PROGRAMME (JAMCROP)

OBJECTIVES:

- To make the students understand the human dimension of academic disciplines and develop a conceptual frame work for their community service.
- To enhance the quality of life of the villagers by extending academic, social, economic and cultural developments.
- To motivate the students to take surveys on the needs of the people in their surroundings and take follow up steps.
- The link between community service and academic work enhances a holistic development of the students.

THE CONTEXT:

1. The Initiative :

A milestone in the history of our college is Jamal Mohamed College Community Reach out Programme (JAMCROP). Our college has the mission of helping the masses. In this legacy, JAMCROP is devoted in extending service in the social, economic, educational and cultural development of the village people. It builds up a healthy relationship between the college and the society by adopting villages and providing our services and facilities.

2. The Service:

The institution neighbourhood network is established and maintained through community development activities. The college promotes the services such as Socio Economic Survey, Computer Literacy to School Children, Communication Skills in English, Consumer Awareness and Consumer Rights, Health Awareness, Environmental Awareness and Job oriented programmes.

3. The Augmentation:

The JAMCROP Coordinators explain the programme details to the mentors. They have to peruse and identify the needs and places which require augmentation of support and service. The places should be within 20 kilo-meter radius from Trichy city. The augmentation is effectively carried out with the help of the college funding support.

PRACTICE:

(i) The Implementation:

We serve to grow; we grow to serve. The outreach programme of the college aims at providing services, awareness, and facilities in the adopted villages. Our college has adopted the village panchayats, namely, Poonampalyam, Inamkulathur, Irungalur, Nagamangalam, Guntur and Manikandam. Moreover, students extend their services to the non-adopted villages also according to needs of the people. This has been included as a part of the curriculum under the Extension Activities of First year UG and PG students. Each student has to spend 10 hours during I and II semesters in the adopted villages and participate in the specific activities identified by each department of the college. The students are offered grades as A/B/C/D according to their performance in this programme.

(ii) Neighbourhood Enhancement

Collect and distribute supplies for persons who have been victims of a disaster like fire or other natural calamities. Plant a community garden in residential locations. Entrust volunteers to teach a class at a community centre/worship place to share the skills. Present a requisition to local body office for lighting along poorly lit streets. Help to set up a library.

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(iii) Special Needs

Set up a friendly system for spending time with differently-abled students at the college or hostel. Make arrangements to supply books, or other needed materials for the special needs education at a special school or community centre in the locality. Volunteer to read books or newspapers to those who are visually impaired.

(iv) Senior Citizens

Adopt a "grand-friend". Mail them letters, call them, and visit often. Create a "shop squad" to pick up groceries and medicine to the elderly. Buy useful books of interest from old/new book shops and offer to senior people. Teach a senior how to use a computer or the Internet. Volunteer to do general home maintenance for a senior citizen.

(v) Homeless and/or Hungry

Help cook/serve food for homeless or supply a good stove or vessel. Supply stationery/footwear/cloths for children who are homeless Organize a free, public nutrition awareness campaign. Gather combs, toothbrushes, soap, etc. to make "Personal Care" kits for people who are homeless. Create a child learning centre for homeless children in the locality or help maintain an existing one and teach them the basic education such as numbers, alphabets and healthy practices such as wash hands before eating, using toilet soaps etc.

(vi) The Parents/Guardians

The students have to brief the parents about the help/service they are going to render and use their local rapport to complete the task smoothly.

(vii) Other Activities

The activities such as Orientation on Lab to Land, Training of Trainers, Hands on Training of e-governance, Awareness Campaign of various Government Welfare Schemes, Door Campaign on Ayushman Bharat Free Medical Health Insurance Scheme, Street Campaign on e-SHARAM scheme, Community Mobilisation Campaign, Distribution of Handouts on Govt. Welfare Schemes, Mass Enrolment Campaign, Digital Literacy, Healthy India, further it serves to the needy, Differently abled persons, Orphans, and Vulnerable. Hence community service plays a vital role in strengthening the nation with integration.

EVIDENCE OF SUCCESS:

The beneficiaries of our services have acknowledged and encouraged the same. Service involvement moulds students' personal values – sense of commitment and self-esteem, leadership qualities, interpersonal relationships and sense of dedication to society. Students come to realize their responsibilities to render their support towards the needy people of the society.

PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED:

The biggest challenge of a social service is interacting with vulnerable people. It is not easy to convince such people about the value of the service. Finding people during the day time and offering service is another problem since most of them are farmers/labourers who go to work in the early morning and return late in the evening. Proper transport facilities are needed for the students to reach the destination for extending the service and some villages are located in the remote areas which don't have proper roads.