

## **Best Practice-1:**

### **Title of the practice: Educating and imparting Social Skills in Students**

#### **Objectives of the practice**

- ❖ Educational institutions, play a vital role in the development and improvement of the society, contributing to the welfare of citizens. Considering the social responsibility of Institutions with a large number of stakeholders, this practice aims to examine how these institutions establish the mission, objectives and strategic actions oriented at meeting these expectations.
- ❖ Educating for developing the social consciousness.
- ❖ Opportunities for Social Contribution.

#### **The context**

This is platform for students to participate actively in the activities conducted by Institute and University. The higher education sector is tackling social skills, including:

- ❖ How education can be a tool for change
- ❖ How the classroom and curriculum can play a part
- ❖ Why it needs to be addressed on both a local and global level
- ❖ How Social Responsibility indicators can be a framework for progress
- ❖ Students are motivated to participate in workshops of various multidisciplinary platforms.
- ❖ Exploring Real world Issues

#### **The Practice**

If we give our children the opportunity of good education; we are handing them the key to their success and the success of the nation as well. In the present existence, even the slum dwellers have realized that education is vital for their enhancement and overall development, even though they have not acquired literacy skills, the parents are willing to send their children to schools so that they can acquire education.

Keeping in mind the importance of Education and to inculcate and sensitize the students of our nation, FIMT approached 'Robin Hood Army' to plan a visit of the children at our institution. Around 30 children of a Slum of Dwarka area visited the FIMT campus with the volunteers of 'Robin Hood Academy' as few FIMT students are already associated with them as volunteers. They reported at the campus at 10:00 a.m. Following activities took place on the day: -

| <b>Name of the Event</b>                       | <b>Venue</b>      | <b>Resource Person</b> | <b>Timings</b>      | <b>Duration</b> |
|--|-------------------|------------------------|---------------------|-----------------|
| Welcome Address                                | Basement C-Wing   | Ms. Deepa Bhutani      | 10:00 – 10:30<br>am | 30 min          |
| An Educative Session on 'Good Touch Bad Touch' | Basement C-Wing   | Prof. (Dr) Saroj Vyas  | 10:30 – 11:30<br>am | 1 hour          |
| Knowing Computers                              | IT Lab B-Wing     | Mr. Vikash Kumar       | 11:30 – 12:30<br>am | 1 hour          |
| <b>Refreshment Break</b>                       |                   |                        |                     |                 |
| Reading session on 'Love for Books'            | Library C-Wing    | Mr. Vinod              | 01:00 – 02:00<br>pm | 1 hour          |
| Showcasing Talent                              | Outside Cafeteria | FIMT Clubs             | 02:00 - 03:00 pm    | 1 hour          |
| Inculcating Cleanliness                        | Basement C-Wing   | Ms. Garima Patwari     | 03:00 – 03:30<br>pm | 30 min          |

## **An Educative Session on ‘Good Touch Bad Touch’**

To aware children that their body belongs to them and they have a right to protect it, FIMT organized a session on ‘Good Touch and Bad Touch’. The session was conducted by Prof. (Dr.) Saroj Vyas, Director-FIMT where she taught how to identify the ‘No Touch’ areas, understand who are ‘Safe Adults’, and how to communicate with parents about any bad experience. An Animated video was also shown to help children understand the difference between good and bad touch.

## **Knowing Computers**

Some of the children who came to FIMT barely went to school while some of them had never seen a computer before or had any idea about the internet. Keeping in mind that technology attracts children to go to school which will help in achieving the aim of reduction in dropouts; FIMT organized a lecture for them in IT Lab. Firstly, the IT Technician made them aware of the different parts of the computer and its functions. Then, the children were given the chance to use MS. Paint and MS. Word etc.

## **Love for Books**

To create excitement and interest for reading, children were given the opportunity to visit the Library of FIMT- School of Education. The B.Ed. trainees organized a question-answer round to develop an interest in them and also to understand the academic level of the children so that they can further provide guidance to them. Also, children were provided with reference books and comics.

## **Showcasing Talent**

Children from all the strata of societies have the talent and they require someone to unfold and guide them. To promote them to find their talent, and to aware that hidden talents can also lead them to live a glorious life, however members of FIMT Cultural Clubs motivated the children and share with them some inspiring stories through street play and dance performances. A session was also organized where children took the initiative and asked multiple questions.

## **Inculcating Cleanliness**

An informative session was organized for the children to make them aware of the relationship between cleanliness and health. Colorful charts, posters were shown focusing on various aspects of the cleanliness of their households and surrounding areas. They were also addressed and were apprised of the benefits of keeping the surroundings clean. It was urged to them that cleanliness should be a matter of habit and it should be ensured in each of their activities. They were also enlightened about the safe use of Toilets

## **Evidence of Success**

The output of the **Literacy Awareness Drive 2020: ‘Spirit to bring a change in society’** was very fruitful. The students of FIMT religiously worked hard to groom the children in the best possible ways. FIMT is thankful to ‘Robin Hood Academy’ for giving us the opportunity to connect with the children of slums and to do at least a little for them. Major changes always start with baby steps and that’s what the initiative was all about. FIMT students as well as the faculties pledged to continue to do the humanitarian work to bring a change in society.

## **Problems encountered and resources required**

- ❖ **Time management-** FIMT is running 9 courses at the FIMT campus, however, to involve students along with the faculties on a working day so that their classes will not get disturbed was a bit of a challenge. But the college managed to do it smoothly with good management of time and dividing the segments as per the activities done and people involved in it.
- ❖ **The requirement of staff-** Though the volunteers were there with the children but, we needed faculties for organizing and implementing various activities. However, we managed our work as per the schedule. Not, only this, even the Director postponed a few of her work so that she can totally focus upon the children of 'Robin Hood Academy'.
- ❖ **Refreshments for children-** With happy faces and a good heart, FIMT organized suitable refreshments as per the age of the students. They enjoyed eating while we enjoyed watching them. The smile on their faces was priceless and worth remembering always.
- ❖ **Discipline on the campus-** FIMT volunteers took the initiative to maintain the decorum on the campus however the classes of all the courses ran smoothly without any distraction.
- ❖ **Adjustment of the lectures-** We adjusted the time-table of the faculties in circulation so that the maximum number of faculties can give a little input from their end in the 'Literacy Awareness Drive'.

There were hardly any challenges anyone has faced at any end, rather FIMT is obliged to conduct this drive. "The greatness of humanity is not in being human, but in being humane." – Mahatma Gandhi.

## **Best Practice-2:**

**Title of the Practice:** “Best Teacher Awards” as Teacher recognition scheme

### **Objective of the Practice:**

- ❖ To increase the morale and motivation among faculty members
- ❖ To create a culture of promoting quality in teaching learning.
- ❖ To give faculty a sense of recognition in the Institute
- ❖ To promote and increase the Research Culture in Institute

### **The Context:**

- ❖ The deepest principle in human nature is the passion to be appreciated.
- ❖ The Psychology of Recognition
- ❖ Teacher Morale
- ❖ Nowadays Industry and society are dynamic with vast developments in different areas they demand comprehensive knowledge and personality of an individual.
- ❖ The Institute seeks to inculcate in every Individual Faculty a deep sense of working on methods/ criteria of developing the overall personality
- ❖ As a researcher or learner, they learn new issues pertaining to Academic development along with societal challenges in addition to their curriculum.

**The Practice:** Teachers are evaluated based on an evaluation matrix and criteria for evaluation are mentioned below:

- ❖ Academic Performance and Student feedback
- ❖ Annual Performance Appraisal Reports or other performance appraisal tools of last 3 years
- ❖ Work done by teacher to encourage community, parents, alumni etc. to contribute to the Institute in any way.

### **Evidence of Success**

- ❖ Recognition of one’s efforts, particularly in the Institute, is central to the human experience. It was evident that the impact has been particularly hard-felt in the field of education.
- ❖ In the face of diminishing financial prospects, receiving sincere, well-deserved praise can go a long way toward assuaging dissatisfied feelings and motivating Faculty.
- ❖ Faculty participation increased in Research and extracurricular activities to fulfil those criteria of Best Teacher Awards.

### **Problems encountered and resources required**

- This practice is generally suitable for a campus without much extra resource requirement.
- The diversity in Faculty background and upbringing i.e. lack in the art of effective articulation, introspection, indifferent attitude etc.

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ISO 9001:2008 & 14001:2004

**FAIRFIELD**  
Institute of Management & Technology

( Affiliated to GGSIP University, New Delhi )  
Recognised under 2(f) of UGC Act of 1956

**APPLICATION FOR BEST TEACHER AWARD – 2020-21**

**Part-A: General details**

1. Name (**in Block letters**):
2. Date of Birth:
3. Age:
4. Gender:
5. Educational Background:

| Sl. No | Exam Passed     | Group/ Branch/ Specialization | Division & % of marks | Name of Board/ University |
|--------|-----------------|-------------------------------|-----------------------|---------------------------|
| 1.     | SSC             |                               |                       |                           |
| 2.     | Inter/Diploma   |                               |                       |                           |
| 3.     | Under Graduate  |                               |                       |                           |
| 4.     | Post Graduate   |                               |                       |                           |
| 5.     | Others (if any) |                               |                       |                           |

6. Designation:
7. Name of the School:
8. Nature of School (Government/Aided/ Private):
9. School address with Pin code, Telephone number and website:
10. Address for Correspondence:
11. Mobile:
12. Email:
13. Total Experience in years\_ \_ \_ and Months\_ \_ \_ \_ \_:
14. Date of superannuation:

**Part-B: Specific Criteria**

1. Commitment level:

(Attach Supporting Documents)

2. Forbearance capacity:

(Attach Supporting Documents)

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3. Class Preparation and Organization styles adopted:

(Attach Supporting Documents)

4. Learner – centric approaches practiced:

(Attach Supporting Documents)

5. Competence in Communication:

(Attach Supporting Documents)

6. Social skills for extension activities:

(Attach Supporting Documents)

7. Innovations made in teaching and evaluation:

(Attach Supporting Documents)

8. Novel strategies adopted in Curriculum development, implementation and assessment:

(Attach Supporting Documents)

9. Information and Communication Technologies used in teaching-Learning and Evaluation:

(Attach Supporting Documents)

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10. Role in organizing co-curricular and extracurricular activities:

(Attach Supporting Documents)

11. Number of Research/Professional Publications and Books Published:

(Attach Supporting Documents)

12. Membership in professional societies:

(Attach Supporting Documents)

13. Exercise of Leadership and Management skills:

(Attach Supporting Documents)

14. Awareness on statutory guidelines and regulatory compliance:

(Attach Supporting Documents)

15. Awards and rewards received at various levels:

(Attach Supporting Documents)

16. Institutional/ Student Projects guided and handled:

(Attach Supporting Documents)

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17. Number of Continuing Education Programs attended:

(Attach Supporting Documents)

I declare that, the information furnished in the application is true to the best of my knowledge.

Signature of the Applicant

Recommendation of the Principal/Director

Signature of the Principal/Director with Seal