BEST PRACTICE – I

1. Title of the Practice: Club of Communicative Skills in English

2. Goal
To develop the communicative skill in English in the process of
evolving holistic education.

3. The Context
English is the language which is spoken by the largest number of
people all over the world. In several parts of the world, including India,
English is a second language. It occupies a unique position in India and it has
great educational importance.
Learning a second language is more a matter of skill than of
knowledge. Students have to be given opportunities to develop their skills in
English and more practice is needed to master the language.
The chief problem in learning a second language is to master its sound
system, that is, to understand the stream of speech. Good oral skill is
necessary for the students to acquire good reading and writing skill in English.
To be competent in English, students need to develop the language
skills by practising and using the language in different contexts and situations.

4.The Practice
Auditory exercises are given to students to develop their listening skill
in English. Listening activities such as discriminating the sounds of the
language, distinguishing literal and implied meanings and recognizing stress,
rhythm, tone patterns and communicative functions of different utterances are
given to the students.
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Students are involved in speaking activities such as speech, dialogues
or conversation, group discussion, quiz, story narration, self – expression and
role play by creating real life situations. Language laboratory is used
optimally to give practice to speak English.
They are trained to read the text aloud to improve their pronunciation
of English words. Through reading practice, students learn correct
pronunciation. They learn how to give proper stress and intonation. While
reading a sentence or a paragraph, they learn the techniques of readings.
Students are given practice in note – making, summarizing and hints
developing so as to develop their writing skills. By writing personal Lexicon,
students enrich their vocabulary and learn the art of using the dictionary.
They are trained to frame sentences on their own. Developing good writing
skill allow the students to communicate their message clearly.
The Club of communicative skill in English enables the students to

equip themselves and it paves way for efficient communication in English. The club also provides an opportunity for the students through "**Each one Teach one**" to fecilitate a school student individually on their own. This is how the Institution provides a unique kind of practice for the students to develop their communication skills in English.

Merits of the Practice
(i) It provides a good platform to develop their language skills.
(ii) It helps the students to give their performance without hesitation.
(iii) It helps the students to learn correct pronunciation, intonation and stress.
(iv) It makes the students to use the language spontaneously and confidently.
(v) It paves way for self – correction and self – examination.
(vi) It provides more opportunities for instantaneous thinking and speaking.
(vii) Students are encouraged to improve their communicative skills.

5. Evidence of Success
Though there are few constraints in implementing the practice, the students tried their best to acquire English language skills and it is evident as follows:
(i) They tried to speak English without hesitation.
(ii) Students improved their level of learning English.
(iii) They gradually reduce their mistakes in reading and writing English.
(iv) They tried to understand and comprehend the spoken English.
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(v) They show their interest in listening and speaking English.

6. Problems Encountered and Resources Required
Most of the students in the institution have poor economic background. Hence, the institution supports them by providing study materials for spoken English and provide opportunities to utilize the language laboratory.

BEST PRACTICE – II

1. Title of the practice: Technology Interface Club

2. Goal
Practical exposure towards technology.

3. The Context
Technology has become the script of the modern scientific world. In association with the vision of our institution the club facilitates the way towards empowerment.
Students from different disciplines acquire knowledge in their

specialized area. Irrespective of the disciplines, technology comes handy to develop knowledge in various forms. It is important to make students use ICT tools and techniques. To stand on par with the national and international standards, the use of information and communication technology is unavoidable. The gap between theoretical and experimental or practical knowledge is the area where focus is needed.

Interface club creates awareness and activates technological usages. Knowledge exposures of the present scenario demands the use ofonline libraries, online lectures, virtual laboratories and online discussions.

4. The Practice

Demonstration: The usage of internet is to be demonstrated to make students use the internet in right way. Browsers software like Internet Explorer, Mozila Firefox, and Google Chrome are introduced. To make browsing efficient, topic/subject oriented links are introduced. Tips on cautions and warnings are explained so as to avoid virus threats. For the usage of correct combination of keywords for successful browsing relating to the search context suggestions are given.

The working of various communication devices like mobiles, laptops and PCs are demonstrated. This gives better understanding about the software that acts as platform for various devices. This enables efficient and confident usage of the device.

To enable students to prepare their documents and presentations office automation tools are demonstrated. Students are given projects to prepare presentations using MS - Office and DTP software. Students acquired D.G.G.A.C (W), MAYILADUTHURAI. Page 132

necessary experience and practical knowledge to prepare e-materials on their own.

The introductory demonstrations are made about social networks.

Social networks are the places where students can share their views and ideas with others. The ideas of various technical forums are given so as to make use of the knowledge repository available through forums. Online lectures can be accessed at any time of comfort through You Tube. Various demonstrations are made to develop multidimensional skills to use internet for the sake of knowledge development.

Meetings are conducted to introduce and explain any one of the latest technology with demonstration. This enables students to use the skills developed through the Technology Interface Club in day to day life. This is achieved by encouraging them to communicate through E-Mail, to present seminars using power point presentation, refer the internet for submitting their assignments, help their neighbours to use the technology (Paying EB Bill, Telephone bill through online), apply for jobs by uploading their resumes and the like.

Awreness programme and field work on e-wastage management,
training sessions on online payment, online ticket booking etc… were
conducted.
Students are familiar with accounting but they do it manually. As even
small companies use Tally software to manage their accounts, students are
taught to use Tally software to solve accounting problems.
Advanced data analysis tools like SPSS, Weka were also introduced to
the students to enable them undertake data analysis for their research work.
These tools will be extremely helpful to the students when they do research in
future.

5. Evidence of Success
The success is evident from the students performing the following
activities.
1. They registered for TNPSC examination through online.
2. Online ticket booking
3. They service their mobiles on their own at elementary level.
4. They make online bank transactions.
5. They collect TANCET examination model questions through online.

Progress noticed: Students started to use internet frequently and in wider
level for collecting information, to watch online lectures through You Tube, to
share their ideas over social networking, to help others in E-Ticket booking,
E-Bill payment etc.,. This shows that students started using technology for
many of their purposes effectively.
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The observation reveals that digital literacy is achieved to some extent.

6. Problems encountered and resources required
1. Financial constraints.
2. To make them overcome their hesitation and fears while using new
software.

Resources required:
1. Personal computer with Internet Connection
2. LCD Projector
3. Softwares

Technology Interface Club - 2020-2021:

On Behalf of Technology Interface Club one awareness program on "Cyber Network
Security" was conducted on 19.11.2020.Dr.V.Veeramanikandan, M.Sc.,M.Phil.,P.hD., Assistant
Professor, Kolanjiappar govt. arts college, Viruthachalam, acted as resource person.Nearly 350

Students from various departments of the college attended the program. As students are working more and more with social media for academic and various other reasons the program focusedto create awareness among students on secured usage and behaviour while using internet connected devices.

Cyber security awareness involves **being mindful of cyber security in day-to-day situations**. Being aware of the dangers of browsing the web, checking email,and using social media is essential for students.Hence the program is organised to create awareness among students.

Abstract of the Program:

Common cyber threats include:

- **Malware**, such as ransomware, botnet software, RATs (remote access Trojans), rootkits and bootkits, spyware, Trojans, viruses and worms.
- **Backdoors**, which allow remote access.
- **Formjacking**, which inserts malicious code into online forms.
- **Cryptojacking**, which installs illicit cryptocurrency mining software.
- **DDoS (distributed denial-of-service) attacks**, which flood servers, systems and networks with traffic to knock them offline.
- **DNS (domain name system) poisoning attacks**, which compromise the DNS to redirect traffic to malicious sites.
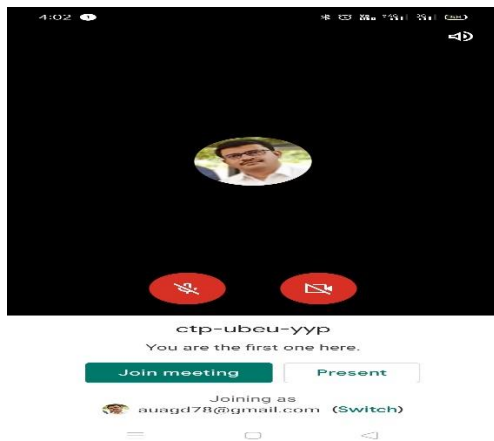
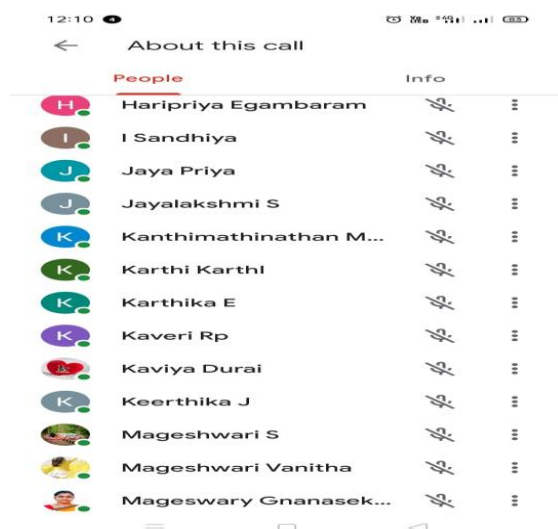Cyber criminals usually aim to gain financially, extract data or cause disruption by (among other things):

- Obtaining personal data to commit ID theft and financial fraud (cyber theft);
- Obtaining banking credentials to steal money, or intellectual property to sell to competitors;
- Installing ransomware to impair your operations and extort money from your organisation (cyber extortion); or
- Installing malware to gain access to your systems in order to steal confidential or sensitive data.

Reasons to take heed of what you're sharing with your online networks:

1. Nothing is private.
2. Your friends all have friends
3. Content has a longer shelf-life.
4. Your posts are searchable.

5. Not all jokes are funny.
6. Employers are looking online.
7. Recruiters and hiring managers are vetting candidates online.
8. Your reputation is your greatest asset

BEST PRACTICE – III

1. Title of the Practice: Club of Competitive Studies

2. Goal
To create a supportive learning environment to face the competitive examination.

3. The Context
Due to lack of exposure to the job opportunities available in government services it is necessary to make students aware of the opportunities. By training students for competitive examinations their confidence level need to be improved. Logical, numerical and language skills are to be developed. They have to be introduced to the availability of various knowledge repositories. The importance of group study, practice and sharing of knowledge needs to be realized. Students need to realize their hidden potentiality to be successful in competitive examinations.

Challenges
Most of the students are hailing from rural areas and hence they are poor in communication skills. The trainers have to teach them in bi-lingual method. The students find it difficult to solve the problems on their own.

4. The Practice
The introductory classes were conducted for the students and feedbacks were collected. Through this club, the students are capable of

completing all the questions in the competitive examinations within the time given. All the students of second year in all the disciplines are members of this club, so that they can prepare in the third year to appear for the examinations. A set of students who are interested in competitive examinations were selected for further process.

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Resource persons are invited for imparting personality development of the students so that they can face the interview with confidence. For PG students, SET / NET coaching classes are to be conducted to make the students to pursue their research.

Special coaching classes were conducted from 12.03.2014 to 17.03.2014 to improve the numerical ability of the students for all the III Year Students of all faculties. The faculties of maths Department voluntarily took classes for competitive exams in addition to their work load. The coaching classes for III Year were handled from 19.09.2014 to 22.09.2014 as an introductory class. To equip the students appearing for TNPSC group IV exam, classes were conducted for 3 days from 16.12.2014 to 18.12.2014. Interested students from each Department were selected and are scheduled for coaching on every Tuesday and Friday.

5. Evidence of Success

The club cultivates interest among the students saving their time and energy as they have the opportunity of learning within the campus. The confidence level is increased and many students earnestly prepared themselves to face competitive examinations.

6. Problems Encountered and Resources Required

The lack of basic numerical skills among the non-mathametic students poses the acquisition problem in a conglomerated class. As the students are from socially backward areas they have to be intimated regarding the available competitive examinations. It is difficult to ensure the regular attendance for special coaching classes.

BEST PRACTICE – IV

1. TITLE OF THE PRACTICE: CLUB OF HUMAN VALUES AND PROFESSIONAL ETHICS

On behalf of the "Club of Human values and Professional Ethics Organized a seminar with the title of ": **Biography of Dr. APJ. Abdul Kalam** "on 02.03.2021 through online mode. In this programme the Head of the Department Dr.D.Benny Anbu Raj deliver the welcome address the Principal Dr.D.Aravazhi deliver the presidential address and the co ordinator Dr.S.Saravanan introduce the resource person.The resource person Dr. Thilak Kumar Assistant Professor ., Department of Physics .,Periyar Govt.Arts College., Cuddalure explain the life history of "Dr.APJ. Abthul Kalam with a nice mannar. Also he dicussed about the importance and influence of the basic science how coinsde with the day today life. The students and the staff members interact with the resource person with interesting manner. This Programme is very useful for the staff and the student community. More than 150 participants were benefitted through this programme. Finally selvi.M.Dhanalakshmi III BSc.Physics club secretary deliver the vote of Thanks.