College Code No. 2210

Phone : (08372) 221122

ಡಾ|| ಪಿ.ಜೆ.ಎ.ಎಸ್. ಸಮಿತಿಯ   Dr. P.G.A.S. Samiti's

ಪಂ. ಪಂಚಾಕ್ಷರ ಗವಾಯಿಗಳವರ ಕಲಾ ಮತ್ತು ವಾಣಿಜ್ಯ ಮಹಾವಿದ್ಯಾಲಯ, ಗದಗ

(ಕರ್ನಾಟಕ ವಿಶ್ವವಿದ್ಯಾಲಯದ ಸಂಯೋಜನೆಗೆ ಒಳಪಟ್ಟಿದೆ) ನ್ಯಾಕ್ "ಬ" ಗ್ರೇಡ್ ಮಾನ್ಯತೆ ಪಡೆದಿದೆ.

PANDIT PANCHAXARA GAVAIGALAVAR ARTS AND COMMERCE COLLEGE, GADAG

Affiliated by K.U.D. & Accredited to NAAC "B" Grade

ಶ್ರೀ ವೀರೇಶ್ವರ ಪುಣ್ಯಾಶ್ರಮ, ಗದಗ–582101

BEST PRACTICE – 01   **Computer Skills on Office Automation**

Objectives:

- To train students base level of computer skills inspite of having only theory paper on Computer Applications.
- To give practical sessions and use computer laboratory optimally.
- To equip students to know basic skills of computer and also Office Automation comprising of MS-Word, MS-Excel, MS-Powerpoint and Internet.
- To enable them to prepare for competitive examinations both online and offline mode.

Context:

During the post accreditation, based on the feedback from different stakeholders, based on the feedback, suggestions from different stakeholders, IQAC has recommended to conduct special activities on Computer Skills for Students. For BA students as per the prescribed syllabus from university, they need to study a paper on Computer Application only with theory portion but no scope for practical sessions. Hence, keeping this in mind, based on students' feedback, suggestions, college has given scope for students to learn fundamentals of computers including MS Office comprising of MS-Word, MS-Excel, MS-Powerpoint, etc. Most of the students are from rural belt and economically weaker sections. Most of them do not afford to pay the fees for learning Computer Skills outside the campus. Hence, after getting these feedback and also giving scope for students to learn computer skills, college has introduced special sessions entitled, Computer Skills on Office Automation.

Practice:

Even though BA-IV students have to study Computer Application, only theory portion as per the prescribed syllabus and not having scope for practical session, the present scenario of the market trend, higher education, etc., knowledge of computer is very much essential for every individuals. Hence, college already establish computer laboratory. Frequently computers are updated and provided necessary software including internet connectivity. A separate time table is prepared and instructed all the students to attend the practical classes as per the scheduled time table based on roll numbers. Students are allowed to practice in the computer lab. College has hired qualified teacher to engage the classes. College has adopted the syllabus pattern of B.Com. where it has given ample scope for learning Office Automation. The duration of the course is of 2 months. To know the students abilities on office automation, computer faculty conducts tests. The overall syllabus is customized by college alone and students who successfully completes the course, they would get certificate from the college.

Evidence of Success:

The knowledge on Fundamentals of Computers and Office Automation helped good number of computers. Some of the students got placed at private sector after the completion of their graduation. Most of the students who all have taken part in this session have expressed their contentment and gratitude to the college for taking this special effort. This course has helped students for continuation of higher education, employable through competitive examinations, etc,. To run this course, financial burden is taken only by college. No fee is collected from students.

Problems encountered and Resources Required:

This crash course is run on free mode with an intention to equip students on computer basic skills. For the maintenance of computers, payment of temporary staff is managed by college alone. Due to the shortage of available financial resources, some times, it became challenging to maintain.

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BEST PRACTICE- 02 : Enhance Reading Habit among students

Objectives:

- To educate students the value of reading.
- To train students development of concentration.
- To enlighten students the consequence of dependence of Mobile Technology.
- To prepare them to be competent to face present challenges.

Context:

Due to the advancement of mobile technology, good number of students deviated from reading habit but study only at the time of examination and are prone to usage of mobile. With the help of advancement of mobile technology, students can use it effectively to learn lot of value based contents but based on the surveys, findings and current trends, students are using mobile technology for amusement, entertainment instead of using the technology for learning subject related topics, etc. To prepare them competent academically and also for competitive examination, where students must develop the art of reading text books, reference books, magazines, journals, periodicals, etc., college has motivated all the students and encouraged them to use available library resources effectively through respective mentors. This has become a unique effort of the college during the year.

Practice:

IQAC has taken this initiation with an intention to develop the reading habit among students, college has encouraged every students to spend their leisure time to step into library to read text books, periodicals, magazines, journals, etc. To experiment this exercise, we encouraged slow learners along with advanced students to spend minimum 1 hour time at the library and make effort to read the text book, magazines, etc. We have selected only few students from slow learners and advanced learners for this experiment. Students are instructed to switch off their mobile and concentrate on reading. Senior faculty members have guided students to focus on reading from the books, magazines, etc. Students also encouraged to read spiritual, moral based books so as to develop concentration and enhance reading culture.

Evidence of Success:

Even though at the level of students learning stages, reading is a must for every student. Due to the diversification of students attention towards mobile technology, we have put an additional effort to encourage students to spend their valuable time at the library and also given them some additional text books to those who have been selected for this purpose. During the year, overall observations highlighted that, gradually students are developing the habit of reading along with mobile technology for their career prospects. Slowly and steadily this practice has become motivation to students and resulted in their semester end result.

Problems encountered and resources required:

Financial resources are utilized for the augmentation of learning resources including e-learning resources. This practice has recorded good track record of semester end result. Walk in ratio to the library is gradually increasing.

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