

Best Practices

I) Students Peer Teaching

Peer teaching is a method by which one or more students teaching other students in a particular subject area and builds on the belief that to teach is to learn.

Goal

Peer teaching is one of the best among best Practices adopted by our Institution. It is intended to complement the regular classroom instruction. It is not used as substitute for professional teaching. Peer teaching is used as a method of teaching-learning process to achieve the following goals.

- The goal of peer teaching is to help students engage their own active learning and critical thinking.
- Students receive more time for individualized learning.
- Direct interaction between students promotes active learning.
- Develop the Reasoning and Critical thinking skill.
- To improved confidence and interpersonal skills.
- To increased Comfort and Openness.
- To enable the students in overcoming fear, hesitation and timidity.
- To train the students to acquire all the important characteristics needed for a successful career.
- To give the students a first-hand experience of acting as a teacher.

To motivate students to pursue higher education

Context

With the above mentioned goals in mind, our Institution has adopted peer teaching to help the students in understanding the subject in a better way, thereby enhancing their overall personality. Knowledge about the subject, hard work, perseverance, patience are needed for peer teaching. There is a need of training the peers in all skills like presentation, communication and memory enhancing skills. Majority of students are from rural back ground, and they are

introvert. So, the Institution is using peer teaching as a means to attain the vision of providing students quality education, excellence, empowerment and employment and to help the students to be successful citizens.

The language barrier poses a great challenge in implementing peer teaching as majority of students are from Kannada medium background and lack English speaking skills. They have to be trained to communicate in English.

Motivating all the students to act as peer tutors is another challenge, as the students hesitate to take-up peer teaching due to inferiority complex, lack of will power and stage fear. Though the students are intelligent and advance learners but have less confidence and lack presentation skills in playing the role of peer tutors.

The faculty try their level best to identify the students who can act as peer teachers and guide them in:

- Identifying themes and topics that are suitable to teach the juniors.
- Designing instructional materials
- To control the tutees and maintain discipline in class.
- Monitoring the learner's achievement by the teacher.
- Judicious and effective time management.

Practice

The Institution has a well defined process for peer teaching. To inculcate this practice, we adopt the mechanism of- '**Input** -> Processing -> Output'.

The faculty identifies the students who can be effective tutors. Such students are trained before hand in presenting the given topic. Along with using the traditional method of chalk and talk, the peer tutors are also encouraged to use ICT based teaching methods. Peer tutors are able to use smart boards and make power point presentation also. The faculty guides the students for acquiring reference books, journals and other study materials from the library to enable the peer tutors to prepare for the topic entrusted to them. The Institution also provides free internet facility which enables the peer tutors to refer to web sources.

Strategies for Training Peer Tutors:-

- **Orientation to students about the meaning and importance of peer teaching.**

Orientation plays a vital role in training the peers. During the orientation session the students are given information about peer teaching and its benefits. The peers are informed of all the key aspects they should have like communication, presentation, overcoming fear, writing, memory skills to be good peer teachers.

- **Motivating students to be peer teachers.**

Inspiring and motivating students helps a lot to make many students take up peer teaching. Through motivation, the students realize their own potentialities and gradually gain confidence. Being adolescents, the students attach more importance to and work for peer approval.

- **Selection of peers –**

The peers are selected among the group of students by personal interview, counseling, testing their existing stock of knowledge, their involvement in the class and interest. Initially, the students who are better in communication and confident enough are selected. Later the others who volunteer to be peer tutors are also given a chance to be peer teachers. After selection the peers are given training for their further improvement.

Training by faculty: Adequate training is provided to the peer tutors by the faculty the faculty instruct them about the various methods of teaching used for the better understanding of the subject matter and to bring the quality in teaching learning process.

Use of ICT in the classroom –To meet the challenges in today's world, modern and latest means of teaching is of utmost important. The tutors are trained to use ICT facilities available in the Institution. The students learn the methods of teaching along with the traditional chalk and talk method.

- **Controlling the class** – The selected students are also given training on controlling the class. The tutor is trained to prepare properly and make use of different ways to control the class. They are trained to deliver the given topic effectively in a clear and audible manner.

- **Problem solving** –The tutors are trained on the means they have to adopt to clarify the doubts and solve the problems which arrive during the teaching. In case the tutor is unable to convince the students, the concerned faculty will solve the problem.
- **Motivating the students for asking questions** - The peer by her dynamic and smart teaching can definitely inspire the student, to ask various questions. The students will be curious enough to know more from the peer tutor.
- **Presentation** - All the efforts of peer will be a total flop, if she doesn't have the art of presentation .The peer should have the art to present all the information she has prepared. She should have language clarity, command over the topic be audible to teach the given topic. The faculty train the peer tutors in presentation skills.
- **Interaction with the students** -Teaching is a two way process. Through interaction, students gain more information. The peer tutors are trained to set aside some time for interaction with the tutees.
- **Feedback** - Based on the verbal feedback the peer tutor is instructed to improve in aspects where improvement is required. The faculty also understands the weakness of the peer tutors and trains them to overcome the same.
- **Suggestions for further improvement** –The faculty and the students give valuable suggestions to the peer tutor, after she has completed her lesson.
- **Rewarding** – The peer tutors are complemented for their earnest efforts. Certificate of appreciation is given to the peer tutors. This practice has inspired other students to take up peer teaching.

Evidence of Success

The practice of peer teaching has definitely been a boon to the Institution. This has helped the students who were engaged in peer teaching during their under graduate course bag University ranks and gold medals and are toppers of our Institution. They have also performed excellently in campus selections and are employed in different sectors as teachers, counselors, buearcats, lawyers, journalists, news readers, chartered accountants etc. Peer tutors have learnt

all the soft skills. The tutees are also influenced by the tutors and have come forward to act as tutors.

The following evidences hold a mirror to prove that peer teaching has been an effective tool to provide a student centric teaching – learning atmosphere in our Institution.

- Peer teaching has enabled the students to develop the art of “Time Management”. They are able to present the topic in stipulated time. They know to divide the time perfectly well on the things, which need to be highlighted and on things, where a mere mention is enough. As a result, our students, placed in many organizations are able to achieve the set target on time. Peer teaching has helped them to present papers in seminars, conferences and workshops at different levels.
- Peer teaching has also contributed in enabling our students to organize and be excellent master of ceremonies organized in our college. Some of our alumni are journalist, news readers in regional and local TV channels such as Janashri, Amogha and TV9.

The tutors have also developed the skill of interactive learning. Through their interactions with the tutees, the tutors are involved in participatory learning. This interaction has led to building confidence and asserting themselves boldly. It has also contributed to make them alert, have control over their temper and give their best. Peer teaching has helped the students to realize what it means to be in the shoes of a teacher. We have number of students employed as teachers at different levels providing valuable training to their students.

- Peer teaching has enabled the students to know the latest developments in the subjects they learn. It has provided them an opportunity not only to grow intellectually, but also to share it with the tutees. As a result, few students have cleared the competitive exams.
- Peer teaching has helped the students to develop a spirit of friendship and unity. The senior students promptly help the juniors and guide them in all respects. The students feel more comfortable in interacting with the peer. This has also resulted in our students employed as counselors.

- Peer teaching gives them the first hand experience of being a teacher. Many graduates passed out from our college, are making a living today by conducting private tuitions successfully.
- Communication skills, presentation skills and leadership qualities developed by our students as peers, has now helped them to be excellent lawyers, advocates, chartered accountants entrepreneurs and police personnel.

Peer teaching has earned rich dividends and is becoming more popular among the student community. It has contributed towards shaping the overall personality of students. It has led to significant improvement of the students academically, psychologically and socially.

Problems Encountered and Resources Required.

Peer teaching as a practice is beneficial no doubt, but Institution has encountered some problems while implementing it as a best practice. Some of the problems encountered are as follows:

- **Selection of peers is very difficult:** The greatest challenge is in selecting the peers. The students belong to different social and economical background. Most of them are from rural background and introvert and hesitant to come forward as peer tutors.
- **Lack of writing skills:** Many students lack writing skills. Though they are good at communication and presentation skills, they are unable to explain the subject matter in written form.

Initial hesitation: Students of Arts and Commerce are shy in nature and hesitate to undertake any new challenging task. Basically, they hail from traditional and socially backward families. They do not have nature of socializing; hence, they are hesitant to be peer teachers.

1. **Lack of general reading:** Reading habit is also most important because it increases the horizon of the knowledge of a person. A well read peer can deliver the subject with the full confidence .But the students are ignorant of important aspects such as national integrity, social responsibility, civic awareness, and overall personality development due to their lack of reading general books.

2. **Few students come forward for peer teaching voluntarily:** Though the process of selection, training and motivation is made by the faculty, efforts become futile since very few students come forward to opt peer teaching.
3. **Lack of computer knowledge:** In addition to the traditional chalk and talk method the peer teacher has to adopt modern methods i.e. ICT based teaching methods, which need computer knowledge. However, for the rural background students' knowledge of computer has become nightmare. Our Institution is making earnest efforts to acquire the required knowledge by extra computer coaching in their free time.
4. **Majority of students from rural background:** Hubballi is the second biggest city in Karnataka state and it is surrounded by villages. Ours is the reputed and one of the oldest Institutions in northern Karnataka. Majority of our students are hailing from villages, who lack knowledge, courage to speak in English, lack reading habits, and majority of them are first generation graduate learners in their family. It is also a major hurdle in peer teaching process.
5. **Lack of self confidence:** Self confidence is one of the basic ingredients for the teacher. The students are not confident enough to teach their peers. They are timid.
6. **Lack of exposure to teach their junior:** Exposure to worldly developments in various spheres is also important to be a teacher. A teacher has to educate the students with the live examples in the class. They have to make students aware about the current knowledge by giving "Lab to Land" examples. For this the peers need to know and acquire worldly knowledge and exposure.
7. **Not able to prepare synopsis:** Making notes and briefing them in the class in a convincing manner is not an easy task. This needs the earnest and continuous involvement of a teacher. The peer teacher has to make efforts and spare much time in understanding the subject, preparing class notes and briefing them in the class. The peers cannot spend much time for preparation due to other classes.
8. **Inferiority complex:** Most of the problems arise due to inferiority complex. Majority of students are from rural area and basically from Kannada medium, and when they meet with English medium students, naturally they feel inferior to them. Though, the faculty counsels them to overcome their inferiority complex, they continue to think that they are

inferior. Hence, correcting this misconception is the greatest challenge in peer teaching process **Problem of mode of controlling and delivery of subject in the class:** Peer teacher has to control the class otherwise she can't deliver or communicate the subject and make the students understand. Here, at the beginning the faculty will guide the peers in this regard and also students will be asked to encourage the peers in their role. Some efforts also necessary from the peers to become successful peers.

9. **Inculcating the competitive behavior among the students:** It is the responsibility of the peer teacher to encourage and appreciate a small improvement made by every students in the class, which indirectly motivates the students to do something new which is worth appreciation. With this they start feeling they are also able to achieve in various competitions conducted in the college, through this exercise they develop preparation for competitive examinations in their life ahead.

The above stated problems encountered are resolved in implementing of students peer teaching as a best practice in our college. It has been proved by the evidences given above.

The Institution has all the required physical resources, human resources and library resources to conduct peer teaching. The students have access to ICT based teaching-learning resources. All labs, such as, Psychology lab , Language lab, Computer lab, Commerce lab and Music lab provide the peer tutors all the necessary aid and assistance to prepare the given topic and other relevant information before hand. All the required resources for student's peer teaching are available in the college.

II Online submission of Assignments

Online submission of Assignment means Where all the students prepare the assignment of particular subject and send to the email ids of Lecturers.

Goal

1. Online Project and Assignment Submission, Management and Progress Monitoring System (OPAS) is a system that enable the student to submit their assignment or project online without submitting any physical file.
2. Before the submission, the student needs to update their progress to the system and the lecturer able to view the progress and give comments online.
3. OPAS is providing an online discussion, document sharing for student and lecturer and web real time communication technology.
4. Any project that behind the schedule, the system will be able to send an alert to the student to notify the status.
5. The proposed system helps reducing and minimizing human error, capable to assist supervisors in process controlling and managing students.
6. To develop a system for proper documentation of students' record in the in the school system.
7. To Create a quick search and advance search that the student/lecturer when sorting a file.
8. Doing the Assignments is equally important because it will help in the practical examination as well as in theoretical examination.

Context

With the above mentioned goals in mind, our Institution has adopted online submission of Assignment from students which will help the students to know about computer skills and preparing the assignments in pdf, Ms-word, Excel and ppt presentation in better way, thereby enchasing their overall personality. Knowledge about the computer, email sending are needed for online assignment submission from students. Majority of the students from rural background don't know how to use the computers ,this way the institution was thought to improve the students knowledge by giving them

work as online submission of assignment to the students which will help the students to know about computer skills and sending the assignments through the mails.

Practice

The Institution has a well defined process for Online submission of assignment. To inculcate this practice, we adopt the mechanism of- **‘Input -> Processing -> Output’**.

The All the faculty from all the departments have given the online submission of assignment to the students on their particular subjects. Where the faculties of all the departments have created the email id and password of particular subjects and informed and given to the students to submit the assignment to these email ids. The faculty guides the students how to prepare the assignments by using the through computer skills, Helping the students to create the email ids which will the students to submit the assignment from their mails. The institution also provides free internet facility which enables the students to collect the data from web sources and sending the mails to faculty on their particular subjects

Strategies for training online submission of Assignment :-

Orientation to students about the importance of online submission of Assignment:

During the orientation session the students are given information about and its benefits of submission of online assignment. **Thus the** Faculty have provided the training to the students how to create Assignments and Email id to send the Assignment.

The Motivating students.

Inspiring and motivating students helps a lot to make all the students to submit the assignment through online. Through motivation, the students realize their own potentialities and gradually gain confidence.

Training the students about Computer skills:

The institution provided the training for all the students regarding about how to send the assignment through the online. And guided them all the steps how to collect data from using

internet how to prepare the Assignment , and also trained them to create the email ids from which they can send the assignment to the particular subject.

Evidence of Success

The practice of online submission of Assignment has definitely been a boon to the Institution. This has helped the students who were engaged with computer to learn many things during their under graduate course. The following guide helps future and new online things to avoid common pitfalls, improve academic performance manage the stress and time effectively and find the resources for Assignment.

The following evidences hold a mirror to prove that Online submission of Assignment has been an effective tool to provide a student centric teaching – learning atmosphere in our Institution.

- The Online Assignment submission from students has enabled the students to develop the art of “Time Management”. They are able to present the Assignments in fixed time. They know to divide the time perfectly well on the things, which need to be highlighted and on things.
- Online Assignment submission has enabled the students to know the latest technology. It’s very important for students which made the familiar with ins and outs of technological tool in order to be effective in workforce.
- The online home work assignment allows students to follow along and get help when they need it the most. Working through assignment problems as they occur can help students gain confidence and push forward with the assignment.
- The Immediate feedback helps students to identity their strengths and weaknesses so that they can immediately search for the correct methods.
- The online assignment helps the students the learning online computer skills which will help the students succeed.

Problems Encountered and Resources Required:

The students faced the some of the problems when they are submitting the online Assignments.

Time management: Many students have faced the problem of time management. The Assignment doing in computer it takes more time to type because the students are not perfect the typing skills. This has made the students to get awareness about the skills which is required online Assignment.

Internet Facility: Some Students have faced the problem of Internet facility .Without the Internet facility the students can't send the assignment.

Lack of Knowledge: Many of the students don't have the knowledge about how to attach the file and sending mails.

System Problems: Some of the students faced the system problem which preparing the notes for Assignment for the particular subjects.