

Title of practice 1: “Soft skills development programs for students and Teaching staff members”

The Objective:

- Understand their strengths and weaknesses, type of personality, work preferences, style of communications.
- Understand and apply knowledge of individual differences and personality type peculiarities in the communication process and at interaction with other people at learning/working context.
- Define and analyze a writing or speaking situation, and develop a logical, clear response to that situation.
- Write and present orally a response that is comprehensible to, and suitable for, a specific audience.
- Apply the principles and knowledge of effective time, stress, conflict management in learning/working situations.
- Develop or improve skills for working effectively in a team, including negotiating and setting goals.
- Use the self and peer evaluation to measure and improve the level of development of their soft skills.
- Develop or improve a range of soft skills essential for engineering graduates.

The context:

- Students and Faculty members are supposed to be familiar with basic soft skills and psychological principles (gained from general and social psychology courses), English for working with materials and presenting their ideas.
- Core role for the efficiency in soft skills development is devoted to the personal motivation for self awareness, self-growth and building effective interactions with others.

The Practice:

- Students will work on realistic contextualized tasks with the aim of developing communication/interaction strategies necessary to meet the academic and entry-level professional requirements in Engineering.

- For teachers, the ability to use effective soft skills can make or break a career. While it may seem obvious that such skills would factor importantly in a classroom, soft skills are also paramount when working with parents, administration and other teachers. Such skills can improve teacher effectiveness.
- Outline of the Program
- Personal Leadership
- Building and Managing the Team
- Motivation (self and others)
- Problem Solving&Decision Making
- Stress Management
- Presentation Skills
- Management Skills
- Time Management
- Personality Development& Personal Effectiveness
- Customer Service
- Email Writing
- Interviewing Skills
- Self-Coaching
- BSS Session

Evidence of Success:

- Teacher helps to make their classes more interesting.
- Students need to improve soft skills by observing their teachers.
- It is important for teachers to have soft skills, because if they do not have soft skills, then they will never be able to give the students lessons and lectures according to their respective ages and cognitive ability.
- Enables them to be good leaders.
- Makes them much more approachable
- Students helps them in making a friend
- If Students are needed for any presentations, they need to give
- Students need soft skills to help them express themselves during examinations

Problems Encountered and Resources Required:

Problems encountered

- Communication skills can be learned and improved with the right training.
- To find well trained trainer.

Resources required

- Skill development center
- Language Laboratory

Title of practice 2: “Performance Enhancement through Stakeholder’s Feedback”

The Objective:

- To measure student's satisfaction level.
- To enhance the teaching learning process by taking feedback from students, Alumni and parents.
- To bridge the gap between industry and institute by taking feedback industry person.
- To improve the library facility by taking feedback from students.
- To improve the academic and administrative work procedure by taking feedback from parents.
- To create technical know-how among students by taking feedback from industrialist and alumni.
- To improve the training and placement facility of institute by taking feedback from industrialist and alumni.

The context:

- Feedback is a best way to measure student's satisfaction level. Teaching learning process is back bone of any educational institute so in order to improve teaching and learning process we have implemented a feedback system.
- Employment of today's engineer is essential issue so to make student more employable we take feedback from industry persons and alumni.
- To increase utilization of library resources and make library more accessible for students we take feedback from students and alumni.
- Now a day's students are good in theory, but they are lagging behind in practical knowledge so in order to make them practically sound we take feedback from industrial person and alumni.
- Except academics administrative work plays important role in development of institute, so to improve the administrative working procedure we take feedback from parents.

The Practice:

For the development of institute we are taking the feedback from students, parents, alumni and industry person. We are taking students and alumni feedback through online and feedback from parents and industry person through offline.

- **Student Feedback System:-**

1. Institute has online tool to take feedback from student i.e. RAMS (Raisoni Academic Monitoring System).
2. In RAMS teachers fills the attendance regularly while students having attendance more than 60 % can fill the feedback about the teacher.
3. RAMS administrator first activates the Feedback link on the RAMS Software and eligible students can fill the feedback within a span of 8 days.
4. Every student has their own RAMS ID and through RAMS ID student fills the feedback about teachers. Based on the feedback teachers are evaluated and corrective action is taken by principal and management for improvement of teaching and learning process.

- **Alumni Feedback System:-**

1. In order to improve teaching-learning, placement, library and infrastructural facility of institute we take feedback from alumni.
2. We have prepared online Google form to take feedback from alumni where link of online form is sent to alumni and then they fill the feedback.
3. Analysis of feedback received from alumni is done and accordingly improvement is carried out in the institution based on the feedback.

- **Parents Feedback System: -**

1. Parent feedback is taken to improve academic and administrative working procedure of an institute.
2. For that we have opt offline feedback mechanism.
3. Parent feedback is taken on the eve of parent meet which is conducted once in the semester.
4. We receive valuable suggestions from parents and based on these suggestions we carry out improvements.

- **Industrial person Feedback System:-**

1. To make our student more employable and make them technically sound. Feedback from industrial person is taken.
2. Due to this feedback institute is able to bridge the gap between industry and institute.
3. We have identified some industry person and we arrange guest lecture, seminar based on the industry. Then we take feedback about students and institute and curriculum.
4. We examine suggestions received from industry person and implement them for the betterment of the institute.
5. Due to the valuable suggestion received from industry person we have increased number of industrial visit and expert lecture.

Evidence of Success:-

- Teaching learning process is improved through student feedback as analysis is done on the feedback and improvement is done accordingly.
- Due to feedback received from student institute has increased number of ICT tools, books in library and other learning recourses.
- Result of students has been improved.
- As per the suggestions from students and Alumni, Wi-Fi bandwidth and number of devices has increased.
- We have increased internet speed from 20 Mbps to 40 Mbps.
- Due to suggestions received from parents, bus timing has been changed and administrative work is improved.
- To bridge the gap between Industry and Institute, we have increased number of Industrial visits, Industry Expert Lectures, Seminar, workshops and Internship etc. as per suggestion from Industry person, parents and Alumni.
- To improve the placement of students we have done about 40 MOUs with reputed Industries like Tata Communication Ltd., Videocon, Kinetic Engineering Ltd., Classic Wheels, Epitome, Actero PVT LTD., OM Construction Pvt. Ltd, Shree Construction, etc.

Problems Encountered and Resources Required:

Problems Encountered:

- As student and Alumni feedback is taken online, Internet facility is required and they have to use smart phones and PCs.
- Online feedback is a time consuming process.
- It is tedious job to collect the Alumni feedback. Continuous follow-up is required.
- Difficult to approach industrial person as there is no existence of large scale industries.
- The institute is situated in rural area, most of the parents are less educated so they hesitate to come and give suggestions about college.
- As there is no existence of large scale industry we have to go out of station for Industrial Visit.

Resources Required:

- Smart phones and PCs with internet connection are required.
- RAMS server.
- Special training to use the feedback module to students.