

Best Practice-1

1. Title of the Practice: Sending Progress reports to parents

2. Goal

- To enable the students to get pass marks in all the subjects.
- To motivate the students to score more than 70 percentage.
- To monitor the performance of students after every evaluation.
- To make the parents aware about their children performance in every evaluation.

3. The Context

The prime aim of the educational institution is to help the students to get knowledge and training in their respective disciplines. In this heavy competitive world sound subject knowledge and efficiency will take the students to a great height. It is very essential to conduct periodical assessment for the students to improve their performance. The students will also be enabled to score marks when the evaluation is periodical.

Parents of the students must be involved in every progress of the students. Both parents and the students must be aware about the progress in every step. It is very important to help the students to gain knowledge in every subject the students study.

4. The Practice

Every semester two internal tests and one model exam are conducted. After the evaluation of papers, concerned mentor has to send the progress reports to the parents, which includes the marks of the student, percentage of attendance gained and the teacher's remarks on student's progress with the signature of the Principal. The reports are sent to the parents within 15 days of the completion of internal tests and the model exam.

5. Evidence of Success

- Parents are aware about their children's performance in every assessment and also they come to know about the percentage of attendance of their wards. This system was highly appreciated by the parents during PTA meetings and during their other informal visits.

- If any of the students have not written the internal tests/ model exam, it is communicated to their parents through the progress reports and it is easy to take necessary corrective measures.
- This system helps faculty and the parents, to monitor the students' performance constantly throughout the semester.

6. Problems Encountered and Resource Required

- Students some time give wrong addresses so that the progress report will not reach the parents.
- Students who are very irregular to the class and the tests, are very difficult to be corrected.
- In above cases, parents will be called to meet the class teachers along with the students for further action.

7. Notes

The prime duty of every department is to conduct internal tests, model exam and send the progress reports to the parents. Discuss with the weak students about their difficulties in learning and help them perform better in the next test. It is very important that parents must be informed about progress of their children after every assessment.

Best Practice-1I

1. Title of the Practice: Monday Morning Assembly

2. Goal

- To impart moral values in young minds
- To enable the students start the week by seeking the blessings of Al mighty God
- To instill a sense of disciplined behavior.
- To motivate and to give necessary information/ instructions to the students.

3. The Context

Bishop Appasamy College has a strong conviction that it should start the work by seeking the presence of Almighty collectively by conducting assembly every Monday morning. The responsibility of conducting weekly assembly is given to every department on rotation. Assembly starts with the college anthem followed by a special song and thought for the day. Principal addresses the students about the events of the week, gives important announcements and distributes certificates, prizes, medals and cash awards and appreciates the students who had participated in various inter and intra collegiate competitions/seminars/workshops.

4. The Practice

Every Monday morning students assemble in the college ground for the assembly. Each department conducts the assembly in a unique manner on their turn. Students will be highly motivated when their achievements are recognized in the assembly. It is also a motivation for the other students to excel in studies participate in extracurricular activities. Students will come to know about all the events that take place inside and outside the campus. Instructions/information regarding placements, fee payments, code of conduct and other announcements are given by the Principal. Awareness programs on social issues such as ragging, drug abuse, child labor, muscular dystrophy and environmental awareness are given by the departments and external agencies.

5. Evidence of success

- Alumni had given the feedback that Monday assembly had created a positive impact in them.
- It is a motivation for the student fraternity.
- It develops an act of discipline in the overall behavior of the students.
- Students learn punctuality by trying to come on time to attend the assembly.

- It brings togetherness between staff and students

6. Problems Encountered and Resources required

- Students stand together irrespective of the departments they belong. This was overcome by grouping them department wise.
- Few students are found to come late to the assembly. The late comers are made to stand away from the assembly point to get identified. Those students are warned to come early to the assembly.
- Students who are not in their proper dress code will also be warned. Such students will be given special attention to be groomed in a proper way.

7. Notes

Imparting values and disciplines in the current generation of students are very important. Educational institutions have significant role in the character building of the students. Transformation amongst the student community will have direct influence on social development.