

**Saifee Golden Jubilee Quaderia College
Burhanpur**

Best Practice I

BEST PRACTICE I Manuscript Magazine

1. Title of the practice: Manuscript Magazine

2. Context: Hand writing is one of the most neglected aspects of teaching and learning process. Prior to the development of the printing technology, all communications were conveyed through manuscript letters, messages etc. But due to the advancement of modern technology, the students orientation to handwriting disappeared. Practically all writing works are replaced by type writing and computerized printing. The result is deterioration in the art of writing.

3. Objectives:

- To boost confidence level through good handwriting.
- To create awareness among students about the added advantage in the examination.

4. The Practise:

1. Articles were invited from students and staff in their own handwriting.
2. Students with good handwriting were selected as scribes.
3. The articles of students who submitted writeups with good hand writing were incorporated in the original writing for people with bad writing, students scribes are engaged.
4. Each students was asked to rewrite articles which are collected.
5. It is given a magazine style with messages, index and some photographs of college activities.
6. Students whose writing is not legible and attractive are given special guidance by teachers and are allowed to observe the writings of the scribes.
7. Calligraphy is also encouraged.
8. All hard written creative materials are bound and is kept in the library for the students and visitors to persue and a record of the visitors is maintained.

5. Obstacles: A major obstacle was in identification of students with good handwriting

The second obstacle was the difficulty in convincing everybody about the rationale of this manuscript magazine.

6. Impact of the practice:

- Created among the students awareness about the importance of good hand writing.
- The interest for improvement of handwriting aroused.
- Queries about styles, beauty and techniques of writing from students have increased.

- The students realized the added advantage of good hand writing in personality development.

7. The recourse required :

- A4 size papers
- Pen ordinary, calligraphy pens, sparkle pens of different colours.
- Photo copy machine.

BEST PRACTICE II Newsletter:

1. Title of the practice: Publication of Newsletter.

2. Context: The students are endowed with extra ordinary creative abilities which often go unnoticed. Moreover, many activities of the staff go unrecorded and also the academic projects do not get effective publicity. Initiatives of the management also do not get proper exposition. The newsletter was considered as the best and effective means to marshal and document the manifold activities of the college. As a post NAAC innovative practice we adopted the newsletter ASTRA to be published biannually.

3. Objectives:

- To document the activities of the college in a systematic manner.
- To inculcate the active interests in the students by highlighting their performances.
- To be a forum for the students to introduce their achievements, research activities awards etc.
- To familiarize the public with the activities of the college.

4. The Practice: The publication of a newsletter is a long process, involving human and material resources, participation of the management, staff, students, various stake holders and the alumni.

Step I

The IQAC in this meeting decided to publish a biannual Newsletter.

Step II An editorial board is constituted.

Step III All are informed about the proposal to publish a newsletter.

Step IV The chief editor convened a meeting of the editorial board.

Step V Collection of publication material was initiated.

Step VI Publication. The first issue was proposed for a period from December 2017 to May 2018.

Step VII Release of the newsletter by the official of the education society.

5. Obstacles:

The difficulty in convincing all concerned about the, rationale of the publication, the need of bringing out such a literature.

- The second major difficulty was collection of data and write up materials.
- Thirdly financial obstacle because does not have a separate fund for publication.

6. Impact: The staff and students and management finally appreciated the project. Since it has come out successfully.