

# **BEST PRACTICES**

**2015-2016**

## **Best Practices**

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### **Title of the Practice: Introduction of Barcode Technology in TNPESU Library**

An efficient library is vital in any academic institution. In keeping with the advancements in Information and Technology, all departments including the library is embracing the changes. The library of TNPESU has been automated using commercial library automation software.

The automated system increases professional productivity and improve user service without adding personnel. Application of Barcode technology in libraries is a way to process client requests faster.

Barcode technology is mostly used in the circulation system of a library and most successful due to its speed, accuracy and reliability. Barcoding technology is one of the significant steps in library automation and is still widely used in libraries.

### **Objectives of the practice:**

- Increases accuracy and efficiency
- Improved inventory management
- Faster check-in and check-out
- Easy to sort books and improve circulation capabilities
- Reduce staff workload

**The Context:**

During the year 2015-16 the barcode technology was implemented. Two handheld barcode scanners were procured to implement the system. The gate entry and data entry in circulation system were fetched and barcode stickers for 4123 books were generated and pasted. The earlier ledger maintenance for the member ID and the book account numbers are also replaced by barcodes. The membership ID cards with barcode was generated and issued to current year and old students. It replaced the manual feeding of data in circulation system. The use of barcode technology increases efficiency and eliminates human errors as in case of manual data entry.

**The Practice:**

This practice helped this University library to automate the circulation system to transact books with members quickly. This practice has facilitated to introduce Gate Entry Management System. It collects the entry and exit details of the library members. A quicker stock verification of books is possible now. Barcodes associated with item records in the commercial Library automation Software holds critical information such as item number, call number, copy and volume numbers as well as associated codes used in the library. All this information can be held in one label and any of the information can be changed or updated without the need to re-label the collection facilitating the addition of new books and journals in future. It helps to quickly scan the barcode information into library main computer to help accurately track resources.

**Evidence of Success:**

The implementation of the barcode in the university library is one of the best practices adopted during the year 2015-16. It has boosted the image of the university and has made the library functioning more efficient and less time consuming. It has impressed the students and faculty members alike and has increased the

number of walk-ins to the library. The students are happy with their new laminated ID cards with their latest photographs taken in the library. This is a good means for ID proof as well as to maintain their entry and exit times.

**Problems Encountered and Resources required:**

Adopting to the new system needed training of staff members to use this system, some were quick to learn where as some took time, this slowed the process of implementation a bit. This was temporary setback the students and staff have been able to overcome in due course of time.

## **PHYSICAL FITNESS AND WELLNESS ACTIVITIES FOR THE NEIGHBORHOOD**

Physical inactivity has become a public health issue in communities worldwide, intending to bring awareness about the potential gains of promoting physical activity at the community level. TNPESU launched a community-based program targeting the students, faculty members administration staff and the neighbouring communities of Keerapakkam and Melakotaiyur.

### **Objectives of the practice:**

The following are the objectives of Physical fitness and wellness activities for the neighborhood:

- to work with communities to realize the importance of physical fitness and a healthy lifestyle. The adverse effect of sedentary life like the onset of noncommunicable diseases.
- To actively engage communities in various physical activities, help them understand the importance of physical activity, setting goals for improving their physical wellness.
- To promote health awareness among the people in the villages and thereby ensuring health benefits to a significant number of people and also culturally sensitive, multi-component interventions that make it easier for people to stay active and healthy
- To make the students understand the issues of rural development and make them aware that they can actively contribute to health and wellbeing of a community.

## **The Context**

The modern lifestyle has given rise to many health-related issues like metabolic diseases, joint and skeletal problems, cardiovascular diseases, hypertension and obesity. Physical activity is a complex behavior with multiple determinants. Effective promotion at the community level requires implementing culturally sensitive, multi-component interventions that make it easier for people to stay active. A healthy lifestyle like appropriate diet, satisfactory physical fitness level, healthy weight, and good sleep can provide health benefits.

Suggestions on simple changes that is possible in their busy life to promote better health. The advantages of having a proper diet with the required nutritional value, which is the crucial factor in lifestyle, directly relate to health. Technology and inactive modes of transport have to lead to a sedentary lifestyle and more inactive life pursuits. The lack of time as they need to work more to maintain their position in a competitive world. The best way to beat stress and to work on holistic wellness through regular exercise, engaging in physical activity or games of their choice. Recreational activities, yoga sessions can promote relieving stress it causes affect our physical, psychological and social health

## **The Practice:**

The Department of Physical Education of the TNPESU identified areas in the neighbouring villages of Keerapakam and Melakottaiyur, where they would be able to involve the local people. A group of scholars and faculty members framed programs with various physical activities keeping in mind of the participants individual differences. The members who facilitated these activities interacted with the local people few hours. This exposure would act as a window for the younger generation to take up sports and physical education as a possible career.

The free camps and wellness activities that engage the community people from children to the elders to give opportunities to devise and execute health and wellness programs. The population involved in this project comes from different strata of society, allowing for firsthand experiences of the various issues faced across the community and viable measures to tackle the same.

This program provides the opportunity for the faculty members and non-teaching staff to do something different from their monotonous day to day work. A chance to de-stress, build rapport among people and an occasion to make a positive contribution to the community. It has provided a platform to explore something new to enhance personal fitness.

### **Evidence of Success:**

The activities have improved the energy levels in the members engaged in this project bringing in better productivity. The exercises and fitness programs have become occasions for homemakers to break free from routine work and concentrate on their health and wellbeing. The fun activities create a strong bond within the community and build a support system that goes a long way in sustaining the program's success. The complementary effect of being involved in sports, games, yoga and recreational activities that are a part of this program improves general health; alertness, muscular agility builds immunity, lung capacity, and individual and community wellbeing

### **Problems Encountered and Resources required:**

The biggest hurdle in this initiative was the local community members' regular attendance, as they had some unexpected commitments and in some cases, illness of a loved one. However, these were temporary setbacks, which the students and staff were able to overco

## **2016 – 2017**

### **FUNCTIONING OF INTERNAL QUALITY ASSURANCE CELL (IQAC)**

#### **Goal:**

In pursuit of excellence in physical education and sports, the Tamil Nadu Physical Education and Sports University strives hard in imparting quality education and research. In this direction, the crucial goal of the IQAC is to develop strategies and ensure its effective implementation in the University for achieving its motto thereby making it a renowned Institution.

#### **The Context:**

The IQAC has been established as a centre to facilitate and support activities of the teaching community and students. It provides all sort of assistance and guidance to the teachers and students and also acts on feedback received from all the stakeholders for ensuring overall improvement of quality. The co-ordinator of the IQAC works in co-ordination with all the Heads of Departments.

#### **The Practice:**

The cell functions with one individual exclusively coordinating the activities and five senior teaching members, each from different Departments, who work and support the coordinator. The cell interacts with the teachers at the departmental level periodically to get feedback and suggestions from all the teachers in the department. These will periodically be assessed by the cell and a review meeting will be held. The cell receives feedback from the students, parents and alumni and makes sure that the outcome of this feedback system is used in planning its strategies, especially in bringing transparency/objectivity/accountability in the teaching-learning-evaluation processes. It also initiates workshops and interactive sessions for the students. The

cell also acts as a documenting centre for the seminars/workshops/ publications/. Documentary files maintained in respect of those who attended /presented papers in seminar/ workshops.

**Evidence of Success:**

The major success of IQAC has been acceptance of the concept as part of the processes in the University system. The initiatives of the cell are now accepted by the teaching community and the students. The efforts of the Cell has now been well understood by the teaching and students community and they are in turn willing to help the Cell in achieving its stated short term goals.

**Problems Encountered and Resources Required:**

The primary problem encountered initially is that lack of understanding on the role, need and significance of the cell by its stakeholders and through persistent efforts by the cell, these have been overcome over a period of time.

**Resource Required:**

A full – fledged infrastructure support is required for better and smooth functioning.



## 2017 -2018

### PROJECT MEET BY THE STUDENT BODY

**The Goal:** Sports is the back bone of our university. The students under the leadership of the assigned teacher plan and execute the meet. The event encourages the students to work towards a common purpose. The individual skill of student is tapped in the process of the event. The essence of fun and competitiveness is maintained.

**The Context:** Through this project the student body is given hands on experience of breaking down responsibilities into smaller, manageable tasks and sees the power of teamwork at play. Technical booklets are prepared. The students make banners, invitations and decorations to help spread the word and encourage team spirit.

**The Practice:** It is conducted in lines of a school athletic meet. The students organize each event with close attention to details of the rules involved in the game, preparation and construction of the track, marking of the field arena needed for each event. They prepare the schedule for the day; make sure the invitations are sent on time, individuals needed for officiating the particular events are assigned responsibilities.

On the particular day the students' assigned different duties arrive well before time. Coming up with a program of games and activities that challenge different skills will help all students feel included. Team games and races encourage students to come together and work constructively

**The Evidence of Success:** The event starts with welcoming the chief guest, followed by the guard of honor, pledge taking, and the guest of honor addresses the participants and spectators. Various events like opening ceremony, flag hoisting, Drill and marching will

take place and it is concluded with prize distribution. The mater of ceremony will compre the entire event. The call room is responsible for preparing the athletes for competition with minimum complication. In this manner, the Project Meet is held.

**Problems Encountered:** Raising funds and budgeting. Maintaining the time frame given for each event, being prepared for unforeseen major injuries, Making sure the cleaning up takes place in the assigned area after the event is over are some of the challenges faced.

## **FEEDBACK MECHANISM FOR ENSURING QUALITY**

### **The Goal:**

While establishing the strategies to move on the road to quality improvement effectively, the IQAC, had a compelling requirement to know about the impact of various policy measures followed in the University and responses of the various stakeholders. Therefore, it was the prime goal of devising an effective system of feedback. The University has developed its own system of getting multiple feedbacks for taking the decisions in the right ways to satisfy its goal.

### **The Context:**

The knowledge about the role, relevance, impact and success of a particular policy decision for quality assurance were the main contextual features and issues that had to be addressed by designing and implementing an effective feedback system. The making more suitable internal environment for the policy decisions is very significant. In this context, the University heavily depended upon a multi-cornered feedback system. This system made the IQAC stronger and wiser for devising and implementing quality assurance plans.

### **The Practice:**

An effective feedback system has been devised and implemented by IQAC for best results.

The following are the feedbacks used for this purpose:

- Students' Feedback
- Alumni Feedback
- Parents' Feedback

- Teachers' Self-Evaluation
- Under this system, some of the parameters were easily identified and effectively implemented using Students' Feedback, Alumni Feedback and Parents' Feedback. This performance provides an opportunity to the students for giving their suggestions for further developments and better results. The only limitation of this feedback was that specific questions were avoided and only general impressions and views were ascertained.

### **The Evidence of Success:**

The implementation of this practice of getting feedbacks from different stakeholders and acting on its basis for developing future plans and strategy has been largely successful.

This system provides a comprehensive and integrated pool of observations and information about the degree of success or failure of the various policy measures and initiatives taken by the University. This is a very effective method of preparing the merits and demerits of the University.

### **Problems Encountered:**

The main problems encountered in the implementation of this practice are the development of the desirable and suitable formats for getting the feedbacks from the different stakeholders. The different aspirations and attitudes of the different stakeholders are some of the other drawbacks. Some of the groups required to provide feedbacks are reluctant and hesitant.

## 2018-2019

Village Placement Program for Sustaining Community Development (VSCD) Rural Development is the process of improving or uplifting the living conditions of the people living in rural areas. Rural Development is the National Development. The people of India live mostly in rural areas (Villages). The welfare of India greatly depends upon the prosperity of the villages. Village Placement Program of this University makes every efforts in achieving the development in the villages.

**1. Objectives of the Practice:** The following are the objectives of Village Placement Program: i) to work with communities to make them realize the importance of participative democracy, sustainable development, rights, economic opportunity, equality and social justice and focus on their achievement. ii) to actively engage communities in making sense of the issues which affect their lives, setting goals for improvement and responding to problems and needs through empowerment and active participation. iii) to promote health awareness among the people in the villages and thereby ensuring health benefits to the greatest number of people and also to reduce the health gaps caused by differences in income, education, race and ethnicity, location and other factors that can affect health and iv) to make the students understand the issues of rural development and also make them social conscious.

**2.The Context:** The Village Placement Program (VPP) is compulsory for all the Under Graduate and Post Graduate Regular Courses of the University. As a Part of Village Placement Program the students of each Regular Course along with the teaching staff should stay for five days in a village and undertake community service activities such as conducting of health awareness campaign, literacy program, awareness program of clean environment and safe drinking water, Sports Recreation etc., for rural development. The participation of students in thcompulsory and thereby the students will acquire two credits for fulfilling the academic requirements of completing the course successfully.

**3. The Practice:** Every year the students of different regular courses identify the villages either in the nearby areas of the University or far away areas of the university and get formal permissions from both the Panchayat (Local Body) and the University Department for conducting the Village Placement Program. Once approval for the same is received, the dates are finalized with the detailed schedule of activities to be carried out on all the five days of stay in the village. During the stay in the Villages, the students carry out the developmental activities as per the program schedule prepared for this purpose. While staying in the villages, the students make sure that each and every part of the village is visited by them and also ensure meet all the villagers especially the children, housewives, elders, etc., personally and teach them how to resolve the important issues they are facing now.

**4. Evidence of Success of Village Placement Program:** The evidence of success of the Village Placement Program is witnessed through i) improvement in sanitation in the villages, ii) increase in child education in the villages, iii) availability of cheap medical aid through Ayurveda and Herbals – Naturopathy and Yogic Science to the villagers and iv) promotion of Self Help Groups among women of the villages through the community services of the students in villages through the Village Placement Program of the University conducted every year. Of course, rural development is the process of improving the quality of life and economic well-being of people living in rural areas. The Tamil Nadu Physical Education and Sports University through its Village Placement Program actively participates in the process of rural development. Many villagers have been benefitted through this program and it is sure that this mission of the University on rural development would go on.

**5. Problems Encountered and Recourses Required** The main problem encountered is mobilization of funds for the program. Though the University pays for it, if more funds are available, it could be carried out in a better way. The other problem is lack of accommodation facilities for the students and students to stay in some villages for this program which may affect its operations. However, the students and staff have been able to overcome these shortcomings and come out very well as the motto of this program is a noble one.

Notes (Optional) The Village Placement Program need further thrust and the students and staff must contribute their level best in achieving its objectives and make it a unique model of rural development in the years to come.

# PEER GROUP TEACHING

## **The Goal:**

This concept was introduced from the Academic year 2018-19 to inculcate the habit of teaching and discussion among the Teacher Trainees in Physical Education such as B.P.Ed and M.P.Ed programs. In each course major areas were identified and given at the end of the syllabus. The course teacher leads the discussion and teaching skills of the students. The teaching ability of the teacher trainees are observed and credit of marks will be added as assignments in the internal marks.

## **The Context**

: The teacher trainees in physical education are encouraged to be active participants in the education process. Peer group teaching stimulates the academic environment for promotion of quality of teaching-learning, building confidence and communication abilities of the trainees. This initiative was thought of as students generally find it more comfortable asking questions and discussing challenging problems with their friends.

**The Practice:** To promote skill oriented approach, the course teacher adapts peer group teaching concept to engage students in a more meaningful manner. It is noticed that the process often leads to more thorough, deeper thinking on the part of each student. Students can develop their oral communication and leadership skills, this not only boosts their self-esteem and they also benefit from taking increased responsibility over their learning. It is a successful and effective means to practice methodology to help students increase their academic and social skills. This helps in learning the same concept in different ways

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### **Evidence of Success:**

- It promotes a supportive classroom atmosphere. □ An effective way of reinforcing concepts, as Aristotle says ‘Teaching is the highest form of understanding.’ □ Attitude of team and collaborative work improve
- This enhances the learning process and preparing for future employment and social scenarios.

### **Problems Encountered**

- Not all students learn at the same pace
- Some students might find it difficult to communicate effectively
- A few students feel the peer pressure which hinders in spontaneous communication while teaching.

