

Practice 1: Internship Programme for Undergraduate Students

Title - Internship Programme for Undergraduate Students

Objectives

The primary goal of the Internship Program at St. Joseph's College is to provide student-centric learning opportunities outside the classroom. These experiences provide the opportunity to apply classroom theory to "real world" situations thus enhancing the students' academic and career goals. Internships represent a cross-over point between college life and career of a person. It not only helps the students in preparing for their career, but also in planning their future studies.

The Practice

Internship is compulsory for the students, and each student is expected to do the following:

1. As a first step, the students should fill out an Internship Application Form and submit it to the Internship Coordinator along with his or her resume.
2. Internships are arranged between the employer and the students either by the students themselves or the internship coordinator. The students schedule interviews with the employers at the convenience of the employer and the student. Once the employer accepts the student for internship, the student undergoes the Internship training for 120 hours of work covering 15 days which will earn him/her two credits.
3. The Internship employer contacts the Internship Coordinator and then the students to explain the job description, reporting time, etc.
4. Students complete their internship requirements and job role assigned to them during the internship period.
5. After the completion of the Internship project, the students prepare the Internship report.
6. The Employer completes evaluation form and hands over the same to the students
7. Students appear for internship viva-voce at the college along with the report and the employer evaluation form for award of marks and credits.

A team of faculty from each discipline tracks their progress and mentors them appropriately

Evidence of Success

The employer evaluation form is the evidence for the kind and quality of work that the student engage in. The students are exposed to experiential and participative learning while they engage in Internship. The marks the students receive in the course, after the viva-voce, is evidence of the success of the students and the programme.

Obstacles Faced and Strategies adopted to overcome them

Though the student internship in the college has taken off well with the appreciable involvement and enthusiasm among the students, it has been facing a few challenges in the form of

1. non-availability of sufficient number of organizations for accommodating all the eligible students
2. lack of acquaintance with the concept of internship among the entrepreneurs of regions where the institution is located

Resources Required

Given the nature of work involved in internship, college does not face any major resource constraints. As such, the physical resources are typically provided by the external stakeholders namely the business organizations. In case of science students, lab facilities are made available to the students by the college through proper planning and resource allocation.

Practice 2: Student Admission Process

Title - Student Admission Process

Context

St. Joseph's College (Autonomous), Tiruchirappalli, Tamil Nadu has been offering its services to the student community in the field of higher education for the past 175 years. It has evolved a framework of Admission Procedures over the years that facilitates accommodating students from various sections of society. In the admission process, the Jesuit Management of the college actualizes its policy of *preferential option for the poor*. Though the college is meant primarily for the Catholic Minority students of the state of Tamilnadu, it does admit students from other states, union territories and countries, irrespective of caste, creed and culture.

Objectives

The guidelines for the Admission Process of St. Joseph's College are based on the following objectives:

- Preferential option for the poor
- Imparting holistic education that includes value based and skill based training to students from socially disadvantaged sections of the society
- Optimal use of technology to facilitate paper free admission procedure
- Following the State Government admission procedures for religious minority institutions
- Contributing to national development by providing an opportunity for the students with high performance to pursue higher education

Practice

The college follows the procedures that are much relevant in the institutional context in its admission process:

1. Admission Policy

The admission policy of the college is based on the **State Government Admission policy for minority institutions and the Jesuit Province policy**. As per the Jesuit Province policy, the college admits students from **economically and socially disadvantaged sections** of the society, and gives preference to the first generation learners, orphans and semi-orphans. In the socially disadvantaged groups, it gives more preference to the **Arundhathiyar** community, one of the most marginalised communities of the country. The college admits many students from **rural areas, thus bridging the rural-urban divide**, also contributing to the development of the villages of the state. The **physically and visually challenged students** are admitted into the college, and the college has a strong infrastructure facility to cater to the special needs of these students. The college has a preferential option for students engaged in various **sports and games**. The college admits many students from other states and countries.

The admission of students under various categories is **strictly based on merit**. The college does not admit students to any programme of study in excess, or above the number of seats sanctioned by the parent university. The college **does not collect any capitation fee or donation in any**

form. In spite of the increase in the demand ratio, the fee structure of the college is relatively less when compared to that of the neighbouring colleges of the locality.

2. Applying Procedure

The college has a very systematic **Online Admission process** for undergraduate and postgraduate programmes. The college uses an **indigenously developed software** that has been tested sufficiently for its validity. All the details with reference to the admission process are posted on the website of the college.

Admission for the undergraduate courses is made on the basis of marks obtained by the applicants in the 10+2 level as it prevails in the Tamilnadu Higher Secondary School Education System. Admission for postgraduate courses is made on the basis of the marks obtained by the applicants in their bachelor's degree in the relevant discipline from a recognised college or university.

3. Admission Process by the Admission Committee

The college constitutes the **Admission Committee** that plays a pivotal role in the selection of candidates by engaging in a careful scrutiny of the applications. The Heads and Administrators are involved in the admission process. The selected candidates in the first list are sent an e-offer of admission through email and messaging services, and the offer will be valid only till the date mentioned in the offer of admission. However, the stipulated time duration to appear for the Approval of Admission is relaxed for candidates from economically disadvantaged sections of the society. The Selection list is also **published on the website** of the college. Candidates are required to submit the mandatory documents for verification during the Approval of Admission. The first list is followed by the second and the third lists, and the respective processes of Approval of Admission. The Committee also ensures the **transparency** of the process – application, selection, fee structure and payment of fees. All the activities of the Admission Committee are regularly recorded.

4. Admission to Hostels

The college has **six hostels** including one for sports persons and **one for girls** with a total number of 592 rooms. Nearly one-third of the total students on roll are inmates of the hostels.

Students from economically disadvantaged sections of the society are given **partial and full fee concession** in the hostels.

5. Strengths of the Admission Process

Students and parents from rural areas are provided guidance in selecting and applying for relevant programmes. The college grants **partial and full concession** in Tuition fee and Hostel fee for students from poor economic and social backgrounds. Students with poor economic background are identified during the Admission process and they are provided with financial assistance by means of **scholarship** from the Management. A **daylong Orientation** is offered to the selected students along with their parents, thereby initiating the students into the value systems of the campus. As the majority of the students admitted into the college are from vernacular medium of education (mostly Tamil), they are trained in English even before the beginning of the semester. A **two-week long training through Bridge Course in English** is offered to the undergraduate students in LSRW skills with modern pedagogy.

Obstacles Faced and Strategies adopted to overcome them

The policy of the college with a preferential option for the poor brings in a majority of students from rural areas, and hence low English proficiency among the students at the entry level. Inadequate student diversity is to be rectified by attracting more students from other countries.

Resources Required

The college has a resourceful ERP team that administers the end-to-end automated admission process. The college also makes effective use of the human resource available in the selection process.