

2016-2017

ANNEXURE-III BEST PRACTICE-I

Title of the Practice: Multifaceted development of the students through a number of scholastic and co-scholastic activities

The Context that required initiation of the practice: A carefully and wisely framed educational programme focuses on preparing students to meet any challenges they may face in life and in their academic career where teachers play a key role. A teacher has an impact on the growth and well-being of child as well as society. Moreover, teaching job is a great responsibility than a mere job. Therefore, a teacher should have a balanced personality in terms of his intellectual, emotional, social, physical, artistic, creative and spiritual potentials. As ours is a teacher education institution so it focuses on the holistic development of the student teachers through the active functioning of various clubs.

Objectives of the Practice

- To equip the prospective teachers with necessary pedagogic skills
- To develop the capacity to extend the available resources by means of improvisation of instructional facilities
- To increase the ability to make healthy adjustment with the environment of the institution
- To familiarize the future teachers with all that is latest in education
- To enable the student teachers to own responsibility towards community
- To instil a deep feeling of commitment to values
- To make the student teachers fit and fettle to face the struggle of life

The Practice

The institution offers a wide range of choices and opportunities for both individual and group experiences. In order to achieve the above stated objectives the institution organise following activities as a regular feature:

- ***Talent Hunt***

An effort is made to motivate the students to enhance their inherent talents in the form a talent hunt programmes in art, music, dance, theatre and literary events.

- ***Weekly Morning Assemblies***

Morning Assembly is an important feature of the institution where students of both the houses make a tremendous contribution through their active participation on rotation under the guidance of their respective house in-charges.

- ***Inter-House Competitions***

As institution follows a house system and there are two houses namely Maria Montessori House and Marie Curie House. The students are given opportunities to compete in inter-house competitions in sports, cultural and literary events, art, pedagogic skills etc.

- ***Inter- College Competitions***

The students are encouraged to participate in inter college competitions. It provides the students a platform to realize their creative talent in the field of technology, art, music, theatre and literary activities.

- ***Community Programmes***

The institution motivates the students to engage themselves in community services activities. It helps them to develop a right attitude of life, a good interpersonal communication skill, and a sense of social awareness.

- ***Extension Lectures***

Classroom Teaching is supplemented by extension lectures in the relevant and current disciplines. Perspective Teachers are provided exposure and opportunities of interaction with the experts

- ***Religious Functions***

In order to inculcate spiritual values among the students, the institution organises religious functions like Gurpurab Celebrations, Bani Diwas and Shubh Aarambh where the blessings of Almighty are sought. Students offer their services in the preparation and distribution of community langar.

- ***Cultural Programmes***

Cultural Programmes are also organised on the occasions of Lohri Celebration, and Alumni Meet. The Cultural activities increase the opportunities for social interaction, entertainment and reflection of talent, thereby, developing a well-groomed personality of students

Impact of the Practice

This year our college organised following activities to complement the university's academic curriculum and to augment the student's educational experience to lead their holistic development.

- ***Shubh Arambh***

The new session was begun in the presence of Shri Guru Granth Sahib Ji.. Sukhmani Sahib Path and Kirtan were held on August 24, 2016 for the prosperous year ahead with the heavenly chants of Gurbani. At the end, Sangat relished ‘Guru Ka Langar’

- ***Talent Hunt***

Our organization always fortified students to expend their hidden talent. Talent hunt was held on August 26&27, 2016. Various art, literary and cultural activities were organized for the comprehensive development of the students. Our principal was glad to see the fanatical performances of the students.

- ***Teacher’s Day Celebration***

Teachers are the epitome of knowledge. Teachers are those who give impeachable contribution in shaping the personality of the students. Teacher’s day was celebrated in our college on Sept 5, 2016 with zeal and zest. The Cultural and Literary Items were performed by the students to pay the gratitude to teachers. Our head of the institution inspired students to become creative teachers

- ***Morning Assembly***

Morning assembly is held every Saturday for nurturing personal and social skills of the apprentice teachers under the able guidance of the in-charges of Maria Montessori House and Marie Curie House. Topics of morning assemblies were as follows:

S.No	Date	Topic	Organizer
1	20-08-2016	Celebration of Independence	Maria Montessori House Marie Curie House
2	20-09-2016	World Literacy Day	Maria Montessori House
3	22-10-2016	Food Preservation- Today’s Need	Marie Curie House

4	21-01-2017	Note Bandi	Maria Montessori House
5	28-01-2017	Have a Vision? Make the Right Decision! Vote?	Marie Curie House
6	11-03-2017	Environmental Protection	Maria Montessori House

- ***Youth Festival***

Youth festival is a platform where youth determine the hinder individuality. Guru Nanak Dev University, Amritsar organized Zonal Youth Festival from October 1to3, 2015. Our students participated in number of items and won following prizes:

S.No.	Student's Name	Semester	Category	Prize
1	Mandeep Kaur	Semester-III	Phulkari	I
2	Chayya Kumari	Semester-I	Cartooning	I

- ***Inter zonal youth festival***

Inter Zonal Youth Festival was held on november 02 to 05, 2016. Our students participated in it enthusiastically and Mandeep Kaur (Sem III) won third prize and made college proud.

- ***Interaction with bright students***

Interaction with bright students was held with the principal in which their efforts were appreciated and they are encouraged to get merit positions in University Examinations.

- ***Remedial Classes***

Remedial Classes were organised for academically weak students. It helped them to overcome their difficulties and to secure good marks.

- ***Systematic Voter Education and Electoral Programme***

As per the instructions of the SDM, various activities were organised by our college under Systematic Voter Education and Electoral Programme to make citizens aware about their voting right.

Date	Event

22.09.2016	Seminar on 'No voter should left behind'
23.09.2016	Awareness Rally on Right to Vote under the able guidance of Sh. Pavan Kumar
04.10.2016- 07.10.2016	Aware College students to make their voter card
07.10.2016	Seminar on vote awareness at Kamalia Khalsa High School by college ambassadors Ms. Avneet Kaur and Ms. Bhavna Pabbi under the guidance of Dr. Pooja Loomba and Mr. Pavan Kumar Sharma
04.02.2017	College ambassadors guided voters and assisted BLO's during Punjab Elections

- ***Swachh Bharat Abhiyan***

As per the campaign initiated by Prime Minister on the birthday of Mahatma Gandhi, Swachh Bharat Abhiyan Mission was followed in our college through cleanliness drive

- ***Different Activities Of The Clubs/ Committees/Cells***

Different clubs, committees and cells of the college organized the following activities and competitions:

Club	Activities
Arya- Einstein Club	Workshop on Preparation of Teaching Aids in Mathematics & Science
Sports Club	Inter-House Badminton Tournament & Inter-House Kho Kho Competition
Commerce- Economics Club	Invited Talk of Adv. Anuj Anand on Consumer Awareness
Art Club	Poster Making Competition
Language Club	Essay Writing Competition
Red Ribbon Club	Inter-House Slogan Writing Competition On AIDS Awareness
Samarpan Club	Services to Inmates of Home for Mentally Retarded

	Children (Sukhjit Ashram) Kapurthala
Legal Literacy Club	Seminar on Child Labour
ICT Club	Workshop on MS OFFICE
Women Empowerment Cell	Talk on Curse of Female Foeticide
Research Committee	Workshop on Action Research
Guidance and Counselling Cell	<ul style="list-style-type: none"> • Orientation Programme • Counselling Services
Drug Counselling Cell	Slogan Writing Competition on Drug addiction

- ***Lohri Celebration***

The festival of Lohri is culturally significant as it celebrates the winter solstice. Lohri was celebrated in our college on Jan 13, 2017. Students presented cultural programme with enjoyment and enthusiasm. The head of our organization shared her views and consecrated students.

- ***Inter-College Competitions***

As the college encourages the young students to come forward and prove themselves by participating in various creative activities in the same way the active participation of the students in these activities encourage the colleges to provide them more and more opportunities for their overall development. This year our students participated in following competitions:

- ✓ Stamp design competition of Swachh Bharat on 12.07.2016
- ✓ Essay writing competition on Gurmat Poet Bhai Santokh Singh Ji on 26.08.2016
- ✓ Doaba Youth Festival on 10.11.2016 and our students won following prizes:

Sr.No	Event	Student Name	Prize
1	Collage Making	Shikha	I
2	Fancy Dress	Bhawna Pabbi	I
3	Dry Flower Arrangement	Inderjit kaur	II

4	Cartooning	Chhaya Kumari	II
5	Installation	Supreet, Nancy,Amanpreet, Manpreet	II

- ✓ Inter-college poster making declamation and poetry competition at DIPS College of Education Dhillwan on 12 Jan2017.

Sr.No	Event	Student Name	Prize
1	Declamation	Jaspreet Kaur	II
2	Poetry	Rajinder Kaur	III

- ***Birthday Celebration of Guru Gobind Singh Ji***

Guru Gobind Singh Ji was a prophet-teacher of the sikh faith, true poetic laureate and a true patriot. Guru ji's life is inspiring and a role model for human beings. To celebrate the birth anniversary of Shri Guru Gobind Singh Ji, Sehaj Path was started and bhog was held on Feb 11, 2017. This celebration was completed with Guru ka Langar.

- **Maa Boli Diwas**

To celebrate Maa Boli Diwas on February 21, 2017, Punjab Jagriti March and Sarbat Da Bhalla Charitable Trust organized seventh Punjabi Jagriti March from Lyallpur Khalsa School, Jalandhar to Desh Bhagat Yaadgar Hall, Jalandhar. Various schools and colleges participated in this march. Our college also took part in this event with gusto and gaiety. Many renowned personalities also marked their presence in this march and motivated youth to love and respect their mother language.

- **Annual Sports Meet**

With the purpose to implant sportsman strength among students and to enhance their physical and social skills, 45th Annual Sports Meet 2016-17 was organized from 01.03.2017 to 03.03.2017. The events are enlisted below:

March Past	100 m Race
200 m Race	Relay Race
Three Legged Race	Skipping Race
Shot Put	Discus Throw
Sack Race	Kangaroo Race
Javelin Throw	Spoon and Lemon Race
Chatti Race	Long Jump
Obstacle Race	Fancy Dress Competition

- ***Educational Trip***

Educational trip is the break in routine and exciting activity that open ups student's mind to new vision. This year our college organized educational trip to Mehndiana Sahib and F2 Ludhiana on May 3rd 2017. Our students realized that adventures are best way to learn and enjoy.

- ***Farewell***

To bid farewell to the students of session 2015-17, a programme was organized by the students of session 2016-18 on 05-05-2017. The contest was held to find Ms. Farewell. The judges were Mrs. Sawinder Arora, Mrs. Manpreet Kaur and Mrs. Harbinder Kaur. The overall incharges were Mrs. Deepmala and Mrs. Sarvjit. The winners were:

- ✓ Ms. Herpinder Kaur (Ms. Farewell)
- ✓ Ms. Amandeep Kaur (I runner up)
- ✓ Ms. Amanpreet Kaur (II runner up)

Students enjoyed the function with full fervor and hilarity. Mrs. Manjit Kaur, head of the institution gave inspirational speech to the students to outshine in their future professional life.

- ***Golden Jubilee Celebration***

A jubilee evokes life giving memories. To celebrate the accomplishment of golden milestone (1966-2016), the institution organized various events in this concern. The events were Inter-College Competitions in Fine Arts, On the Spot Teaching Aid Preparation, Folk Song and Poetical Symposium, Workshop on Lesson Planning and Extension Lecture on Environmental

Protection. These events were successfully accomplished with the collaborative efforts of management, faculty and students which proves valuable for augmenting the cognitive, affective and conative domain of students.

ANNEXURE- IV

Best Practice – II

Title of the practice: Reinforcement of the practical facets of academics through extension activities

The context that required initiation of the practice:

Extension activities generally address students directly. Extension is involved in the dissemination of knowledge and expertise in ways that empower and build life-long capacities for growth and development in our constituents. It blends educational goals in a manner that benefits them in edifying constructive outlook. These activities emphasizes that students learn

and develop through active participation in thoughtfully organized experiences that are coordinated in on-going collaboration with the institution and the community.

Objectives of the practice

- To use democratic methods in educating the students
- To help in the holistic development of students
- To develop the sense of collaboration
- To develop capable, efficient and self-reliant character
- To promote better social, intellectual and spiritual aspects
- To open new opportunities for developing talents and leadership
- To develop independent thinking and progressive outlook.
- To facilitate in studying and solving various problems

The practice

- Extension Lecture on Environmental Protection by Padamshree Sant Balbir Singh ji Seechewal was organised in which faculty and students of sister institutions and principals of local practicing schools marked their presence.
- Various Inter-College Competitions were organised in:
 - Fine Arts : This was organised under five categories i.e. Pot Making, Dry Flower Arrangement, Slogan Writing, Collage Making and Best Out of Waste on March 23, 2017.
 - On the Spot Teaching Aid Preparation: This event was well- thought under three categories i.e. science, languages and humanities on March 24, 2017.
 - Folk Song and Poetical Symposium: These competitions were held on March 27, 2017.

These events were a huge success for the college as students from different colleges were participated with fervour and hilarity.

- Seminar on vote awareness was conducted at Kamalia Khalsa High School by college ambassadors under SVEEP activities.

- Awareness Rally was organised on Right to Vote under SVEEP activities at Kapurthala.
- College ambassadors guided voters and assisted BLO's during Punjab Elections.

Impact of the practice

- Gave the opportunity to improve someone's life and making community better.
- Gained hands-on experience.
- Made students more organized, responsible, and compassionate.
- Development of students' cognitive, conative and affective domain.
- Built camaraderie and teamwork.
- Fostered empathy and self-efficacy.
- Helped the students to discover hidden talents that change their view on self worth.
- Enhanced the knowledge of volunteers about the functions and operations of local government.

2015-2016

ANNEXURE-IV

BEST PRACTICE-I

Title of the Practice: Holistic Development of the students through a number of extra-curricular activities

The Context that required initiation of the practice: A carefully and wisely framed educational programme focuses on preparing students to meet any challenges they may face in life and in their academic career where teachers play a key role. A teacher has an impact on the growth and well-being of child as well as society. Moreover, teaching job is a great responsibility than a mere job. Therefore, a teacher should have a balanced personality in terms of his intellectual, emotional, social, physical, artistic, creative and spiritual potentials. As ours is

a teacher education institution so it focuses on the holistic development of the student teachers through the active functioning of various clubs.

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The institution motivates the students to engage themselves in community services activities. It helps them to develop a right attitude of life, a good interpersonal communication skill, and a sense of social awareness.

- ***Extension Lectures***

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- ***Religious Functions***

In order to inculcate spiritual values among the students, the institution organises religious functions like Gurburab Celebrations, Bani Diwas and Shubh Aarambh where the blessings of Almighty are sought. Students offer their services in the preparation and distribution of community langar.

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Impact of the Practice

This year our college organised following activities to complement the university's academic curriculum and to augment the student's educational experience to lead their holistic development.

- ***Shubh Aarambh***

The new session was started by seeking the blessings of The Lord. Sukhmani Sahib Path and Kirtan were held on August 28, 2015 for the flourishing and prosperous year ahead with the heavenly hymns of Gurbani.

- ***Talent Hunt***

Talent hunt was held on 3rd September and 8th September 2015 to find the inhibit talent of the students. For the holistic development of the students various art, literary and cultural items were organized.

- ***Morning Assembly***

Morning assembly, being the asset of the institution is held every Saturday for nurturing interpersonal and intra personal skills of the apprentice teachers. Morning assemblies were accomplished under the able guidance of the in-charges of Tagore House, Gandhi House and Nehru House. Topics of morning assemblies were as follows:

S.No	Date	Topic	Organizer
1	05-09-15	Teacher Being one is the Highest Privilege Having one is the Highest Blessing	Maria Montessori House Marie Curie House
2	15-10-15	World Student's Day	Maria Montessori House Marie Curie House
3	07-11-15	Education as a Man Making Process	Maria Montessori House
4	14-10-15	Optimism-An Essence of Life	Marie Curie House
5	30-01-16	E- Basta	Maria Montessori House
6	06-02-16	Swades Apnao Desh Bachao	Marie Curie House
7	13-02-16	Stress Management	Maria Montessori House

- ***Youth Festival***

Guru Nanak Dev University, Amritsar organized Zonal Youth Festival from 03 to 05 October 25, 2015. Our students participated in number of items and won following prizes:

S. No.	Student's Name	Category	Prize
1.	Mandeep Kaur	Phulkari	I
2.	Amarjot Kaur	Poster Making	I
3.	Bhavna Pabbi	Fancy Dress	II
4.	Prabhjot Kaur	Sketching	III
5.	Ridhima Uppal	Clay Modelling	III
6.	Herpinder Kaur	Rangoli	III
7.	Jaspreet Kaur	Painting and Landscape	III

- ***Interaction with bright students***

Interaction with bright students was held with the principal in which their efforts were appreciated and they are encouraged to get merit positions in University Examinations.

- ***Remedial Classes***

Remedial Classes were organised for academically weak students. It helped them to overcome their difficulties and to secure good marks.

- ***Systematic Voter Education and Electoral Programme***

As per the instructions of the SDM, various competitions were conducted by our college under Systematic Voter Education and Electoral Programme on April 06, 2016 to make citizens aware about their voting right.

Competition	Winner
Cartooning	Supreet Kaur
Poster Making	Amarjot Kaur

Collage Making	Avneet Kaur
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- **Swachh Bharat Abhiyan**

As per the campaign initiated by Prime Minister on the birthday of Mahatma Gandhi, Swachh Bharat Abhiyan Mission was followed in our college through cleanliness drive

- **Different Activities Of The Clubs/ Committees/Cells**

Different clubs, committees and cells of the college organized the following activities and competitions:

Club	Activities	In-Charges
Arya- Einstein Club	Teaching Aid Competition in Science and Mathematics	Mrs. Sawinder Arora Mrs. Manpreet Kaur
Sports Club	Inter- House Badminton Tournament	Mrs. Deepmala
Commerce- Economics Club	Cleanliness Drive at Home for Mentally Retarded Children (Sukhjiti Aashram), Kapurthala	Mrs. Mandeep Kaur Mrs. Sukhjiti Kaur
Art Club	<ul style="list-style-type: none"> • Poster Making Competition • Workshop on Blackboard Writing 	Mrs. Harbinder Kaur
Language Club	Celebration of International Mother Language Day by organizing Punjabi Spelling Bee Contest in collaboration with INDOUSCTE	Ms. Amanpreet Kaur Ms. Sapna Saini
Red Ribbon Club	Organized AIDS Awareness Camp at Kamalia Khalsa Senior Secondary School, Kapurthala	Mrs. Manpreet Kaur
Samarpan Club	Rendered Services at Home for Mentally Retarded Children (SukhjitiAashram) for four days	Dr. Pooja Loomba

Legal Literacy Club	Poster Making and Slogan Writing on Female Foeticide	Dr. Pooja Loomba
Drug Counselling Cell	Extension Lecture by Dr. Sushil Salhotra on Drug Addiction-curse to the society	Mrs. Deepmala Dr. Sushil Salhotra

- ***Lohri Celebration***

Lohri is the long awaited bonfire festival which celebrates the spirit of brotherhood, while thanking the lord for bountiful life on earth. Lohri was celebrated in our college on Jan 13, 2016. Students presented cultural programme with zest and zeal. The head of our institution shared her views and blessed students.

- ***Inter-College competitions***

Our College creates networks for students to pursue their fields of interest by preparing them for different inter-college activities. This year our students participated in following competitions:

- 19th Dr. Sadhu Singh Hamdard Virasati Mela at Virsa Vihar, Kapurthala
- Umang 2016 at Hindu Kanya College, Kapurthala
- Inter-College Punjabi Folk Competition at DAV College of Education, Hoshiarpur

- ***Birthday Celebration of Guru Gobind Singh Ji***

Guru Gobind Singh Ji was a true anchorite and a true patriot. Guru ji's life is symbolic and an emblem of sacrifice. To celebrate the birth anniversary of Shri Guru Gobind Singh Ji, Sehaj Path was started and bhog was held on Jan 23, 2016. This celebration was completed with Guru ka Langar by following its true spirit.

- ***Tribute to Martyrs***

Martyrs shed their blood and lost their lives for our motherland. Through vow of silence of two minutes our college has paid tribute to the great martyrs of our country on 12 Feb, 2016.

- ***Celebration of World Health Day***

“The groundwork of all happiness is health.”

Leigh Hunt

WHO has marked 7th April as World Health Day. Health is a state of physical, mental and complete social well-being and not merely the absence of disease or infirmity. Our college celebrated World Health Day on April 09, 2016 by teaching Yoga to the apprentice teachers.

- ***Yoga Fest***

Yoga is a system of physical and mental discipline which originated in India long ago. Yoga is a way to freedom. It frees us from fear, anguish and loneliness. Yoga Fest was organized in our college on 24 and 25 April, 2016. It helped our students to control their mind and it worked as a stress-reducer for them.

- ***Field Trips***

Nothing beats an exciting hand on experiences to deepen learning. Field trip is the break in routine and adventure that open ups student’s mind to new things. The field trips help students to explore. The Field Trips of this session are as follows:

- A Visit to Golden Temple
- A Visit to Jallianwala Bagh
- Jalandhar Doordarshan Visit
- A Trip to Science City

- ***National Seminar by IQAC***

Technology is the wave of the future and present life. There is a lacuna in the way teachers as well as teacher educators are trained for using media and technology. Keeping this in mind IQAC of our college organized National Seminar on ‘Educational Media and Technology for Teaching-Learning Process’ in collaboration with **Council of Teacher Education (CTE)** on 30 April, 2016. The seminar patrons Dr. Khushvinder Kumar, Chairperson CTE Punjab and Sh. S.P. Khanna provided all the guidelines for making a seminar a grand success. During inaugural function, a warm floral welcome was presented to the dignitaries by the honourable Secretary, M.G.N. Educational Trust and Patron, S. Jarnail Singh Pasricha. Mrs. Manjit Kaur, Convenor and Acting Principal welcomed all the dignitaries, guest and delegates. The main stage was

conducted by Asst. Prof. Ms. Amanpreet Kaur. The Keynote speaker, Dr.Tirath Singh emphasizes on the fact that media plays an important role in Teaching-Learning Process. Dr. D.R.Vij highlighted the need to involve and encourage students to become a dedicated teacher. Three technical sessions were organized simultaneously. These sessions were chaired by Dr.Tirath Singh, Dr.Yogesh Sharma and Dr. Vikas Kumar. At the end, organizing Secretary Mrs. Sawinder Arora proposed the vote of thanks to all.

- *Alumni Meet*

An Alumni Meet was organised on 30-05-16 to reunite the students and to get their vision about the college in order to improve institutional practices. An invited talk on Positive Thinking was organised by alumni association on the same day.

The activities provided numerous experiences to the students that had a positive impact on students' physical, intellectual, emotional, social and moral development. Taking part in these out-of-the-classroom activities helped students to gain more self-confidence, autonomy, and appreciation for others' differences and similarities. While participating in the events students frequently interacted with peers and got opportunities for social integration into the college environment. As a result, involved students viewed their college year as a positive experience and felt that they are a vital part of the society.

ANNEXURE- V

Best Practice – II

Title of the practice: Strengthen Community Linkages

The context that required initiation of the practice:

Community service is an essential way for students to explore their interests. By engaging in community work, students have an opportunity to learn experientially and acquire skills. They discover where their passions lie while undertaking “feel good” work that truly makes a difference. These experiences allow them to make more community work avenues as well as instilling a lifelong interest in giving back. It takes small steps to create big change and this is what community service hopes to achieve. Institution believes that learning and serving at the same time improves a student's community bondage while teaching life lessons and building character.

Objectives of the practice

- To develop a sense of social responsibility.
- To expose students to diversity.
- To provide an opportunity to apply academic learning to real human needs.
- To build relationships and social connectedness with peers, adults, and activists sharing a cause.
- To improve communication and interpersonal skills.

The practice

- Cleanliness drive at “Home for Mentally Retarded Children” (Sukhjit Aashram), Kapurthala
- Organised various other activities at “Home for Mentally Retarded Children” (Sukhjit Aashram), Kapurthala such as:

- Teaching daily life skills
 - Basic mathematics
 - Drawing and painting competition
 - Poetical recitation
 - Dancing
- Swachh Bharat Abhiyan
 - Organised various activities under Systematic Voter Education and Electoral Programme (SVEEP) of government
 - AIDS Awareness Camp at Kamalia Khalsa High School, Kapurthala

Impact of the practice

- Gave the opportunity to improve someone's life and making community better
- Gained hands-on experience
- Made students more organized, responsible, and compassionate.
- Development of students' cognitive, conative and affective domain
- Built camaraderie and teamwork
- Fostered empathy and self-efficacy.
- Helped the students to discover hidden talents that change their view on self worth.
- Enhanced the knowledge of volunteers about the functions and operations of local government.