

## **7.2.1 Best Practices: Describe at least two institutional best practices**

### **Best Practice-1.**

#### **I. Title of the Practice: Mentor System**

**II. Objective of the Practice:** The main objective of the Mentor System is to ensure that each student is taken care individually in which they can talk to about their academic and personal development and career planning.

#### **III. The context**

A great advantage of the Mentor system is the individual attention that students receive. Every 25-30 students in a class will have a dedicated Mentor. Support for the academic and personal development and welfare of the students.

Mentor involves providing academic advice and support to the student across the programme of study and reviewing wider academic progress continually. Mentor provides an academic reference to expert services with regards to study, industrial readiness and placements or further study. Their support extends to provide a listening ear for problems, both personal and academic. This system provides an excellent chance for a strong rapport to develop between mentor and student.

#### **IV. The Practice**

Each Class has one Senior Mentor as Class In charge, who can provide induction guidance, support and resources to the faculty in the Class including, where appropriate, schedules, suggested agendas and checklists to maximize consistency in the student experience of personal tutoring in a Class. Senior Faculty are expected to coordinate and share practice with colleagues in similar roles and to provide updates suggestions as well as additional sources of support and guidance to other Faculty members in the management of more complex cases such as those involving disciplinary and fitness to study procedures.

## **V. Evidence of Success:**

Whenever a student's personal or other circumstances are impacting on their academic progress they will inform their mentor, and discuss ways to resolve such circumstances. Students play active role in their learning and development in the College with a degree of professionalism.

## **6. Problems Encountered and Resources Required**

Efforts have to be made to inculcate sense of guardianship in the faculty members for increased effectiveness of the "Mentor Mentee" Scheme. Making the students realize the importance of sharing their problems/issues with their respective mentors.

### **Human resources:**

1. Mentor- Teacher
2. Mentee-Students

### **Material resources:**

1. Mentor-Mentee Booklet

## **Best Practices – 2.**

**I. Title of the Practice:** Monthly Performance Report

### **II. Objectives of the Practice:**

The main objective of the Monthly Performance report is to ensure that each student is taken care individually to improve their academic record.

**III. Goal: To** Enhance efficient monitoring of the departmental activities

**IV. The Context:** The CBCS has been introduced from the year 2015, scheduling and the delivering of the curriculum activities has to be addressed in a comprehensive & systematic manner. Since most of the programmers cover subjects of other departments a close monitoring from the top authority is a necessary. This implementing of this system would balance overall process. The student performance, the teacher's progress and the continuous improvements in the infrastructure are reflected in the Monthly Performance Report.

**V. The Practice:**

- Every month Monthly Performance Report Performa is forwarded to each HOD
- Consolidated statements of attendance of the students are prepared by the college office every month
- Filled up Monthly Performance Report is forwarded to the principal before the Internals
- Corrective measures if required are initiated

**VI. Evidence of Success:** The Timely completion of scheduled work by teachers according to the action Plan.