# Best Practice I:

**1. Title of the Best Practice:** "Mentoring System"

**2. Objectives of the Practice:** It is the prime duty of the Mentors: To follow the wards' effort in achieving their goals. To enhance the process of education and the formation of character to meet the challenges of today's world. To bring out the hidden talents and potential of the wards. To encourage teacher-student interaction outside the classroom. To emphasize on the Preventive System of Institution. To closely follow the academic progress of the students. To encourage participative learning. To help students to realize the importance of education. To motivate them to tide over emotional barriers that impedes their educational endeavours.

**3. The Context:** Students undergo various problems of stress, statistically reveal increasing number of suicides and dropouts. Considering the student teacher ratio in classrooms, it is impossible at times to give personal attention to students in class. Therefore it is a 'mentor' who can form the bond with students in the true sense. Mentoring is required for students to achieve emotional stability and to promote clarity in thinking and decision making for overall programmes. The mentor also strikes a balance between the students coming from the different strata of society. Thus creating an environment of self-respect and respect for others.

**4. The Practice:** Mentorship is assigned to each member of the Arts and Commerce faculty based on the subject and class they handle. In case of science stream, they are assigned according to the practical batches they handle. The student profile designed to make provision to include all academic and personal details of the candidate including his/her parents/guardians information during the first year of degree. Each staff member is allotted a batch of 30-40 students depending on the strength of the class & is a mentor for all the three years of their stay in the college at UG level. A student profile helps to keep the track of student's growth and development on campus. The mentor helps the students to understand the organizational culture. She/he provides guidance on personal issues and guides her/him to choose certificate /credit course offered in the institution. Meetings are held once during the semester for group mentoring and on an individual regular basis whenever necessary to discuss, clarify and primarily to share various issues which may be personal, domestic, etc. Certain academic problems of the students are discussed in the department along with the Head of the Department. The mentor communicates the parents of their ward once a semester to update them on his/her overall performance. Constructive suggestions are made. The parents are also called, when there is long absenteeism, irregularity in attendance, academic performance, and punctuality, irregularity in submission of assigned tasks and indiscipline arise from their ward. If necessary, a meeting is arranged with the Principal and the Head of the Department, to take major decisions. The slow learners are also identified by the Mentors, who arrange for remedial classes and peer

group study.  The uniqueness of the practice is the quality time spent by the Mentor with the wards to listen to their problems and guide them on the right path.

**5. Evidence of Success:**  Mentoring has proved to be the ideal system to have adopted, as tremendous improvements have been seen in overall performance of the students.   Many students have been benefitted much from the Mentoring sessions. They are able to cope up with stressful situations at home and academic problems that they encounter.  There is a significant change and marked improvements in the student's attendance and attitude.  A remarkable number of students are able to successfully complete the course through the academic assistance in the form of remedial classes.   Many students who have low self-esteem are counselled and they gain confidence over a period of time.  Students who are inclined to discontinue the course are counselled and they regain confidence in pursuing and completing the course. Better discipline on the campus and peaceful relationship between teachers and students. Increased participation in co-curricular activities.

**6. Problems Encountered and Resources Required:**  Students are slow to imbibe the benefits of the mentoring system. Their no seriousness, lack of motivation and low self-esteem are the challenges encountered by the mentors. Mentors often find it difficult to allot sufficient time to meet the students on a regular basis outside the class hours.

Resources: The institution has well-committed teaching staff who desire to help students beyond teaching time.

**7. Contact Details:**

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**Best Practice II:**

**1. Title of the Best Practice:** "Skill –Will" Programme

**2. Objectives of the Practice:** The goal of the programme is to train students in communication skills and soft skills such as Reading/Pronunciation/English speaking; Writing; Group Discussion; Job skill; Presentation skills.etc.

The "Skill-Will" Programme aims to train students in soft skills to empower them in the job market.

**3. The Context:** Most of the students are from rural background. They are either first generation learners or from the vernacular medium. They come from the marginalized strata of society and it is difficult for them to get rid of their inhibitions. The deficiency in student communication skills results from the earlier education obtained through vernacular medium and from neglect of language skills during school education in general. The students of the vernacular medium develop a complex when they are amidst the English medium students. The financial stress levels are insurmountable for many of them, which make them imbalanced. Many students come from socially dysgenic families with multiple problems. Hence, the task is very challenging and crucial. The remarkable shift in the job market has brought pressure and responsibility right to the steps of the educational institutions. It is well understood that skills should be part of the teaching programme and that is the skill that make the student employable besides the acquisition of degree.

**4. Practice:** Teachers from the department of English have taken the responsibility of this practice. The teachers are conducting orientation programme for the students class-wise and they are made aware of the importance of the communication skill and spoken tutorial classes especially for first & second semester students. They will notify the student for joining the programme and make a list of 100 aspired students; Theory classes ranging from 10-15 hours are conducted beyond their regular syllabus. The details of the programmes which were conducted are provided as under. Reading/Pronunciation/English speaking: Class room listening, audio version of conversation–pronunciation of vowels, consonant words, sentences, listening to a conversation, finding of errors in words, pronunciation etc., Writing: Letter writing (Personal letter, Official letter, Business letter Curriculum vitea, etc.) Job skill and presentation skills are provided through the digital English Language Laboratory which includes most of the communication and English language skills. Various consoles & Local chapters related to the above skills are available in the software installed. All the students are allowed for the training classes in batch wise to the Laboratory through audio visual effect. Apart from this, the institution is registered with Spoken tutorials IIT Mumbai. Groups of 20-30 students are allowed to register for the spoken tutorial programme. It also offers online Certificate courses to develop job oriented skills. After completion of the course IIT Mumbai will conduct an online exam and provide a valid certificate to the successful candidates. Our college has been recognized & established "National Programme

on Technology Enhanced Learning" [NPTEL] Local chapter supported by IIT Madras & Sponsored by HRD. Students can improve their skill by exposing themselves to such an extent. Students of all stream Science and technology, Humanities, Management (Commerce) can make use of this facility extended by NPTEL. It also conducts online Certificate courses at the end and online exam will be conducted and successful candidates will be awarded with a valid certificate.

**5. Evidence of Success:**  Improvement in writing skill, Improved in communication skill, Improve in the results. Students are able to use the computers.  The students will get confidence to face the interviews.

**6. Problems Encountered and Resources Required:**  Time factor is a major problem. The students are not getting much of their time to attend these classes.  Resource persons who can impart English as well as soft skills, CD's, sufficient number of Audio Visual Equipment, Multimedia computers etc. The NPTEL supported with video lecture hard disks (4TB+4TB+1TB). The students of our Institution will get an opportunity to view lectures of Nations Eminent Resource persons working in various National Institutes.

**7. Contact Details Name of the Principal:**

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