

Best Practice

1. **Title of the Practice:** Improving Teaching –Learning Process
2. **Goal:** To ensure the completion of syllabus according to the academic planner of each department. To encourage teachers to adapt to technological advancements including ICT adoption in class room teaching. To improve pass percentage and enhance the number of ranks bagged by the college at the university level examinations
3. **The context:** The syllabus coverage in some cases is being hurried and towards the end of the semester where information are being crammed at once. This sluggish coverage initially and hurried coverage later should be avoided giving enough time to student in comprehending the topics and assimilating the facts. The teachers find it difficult to keep pace with the techno – savvy student learners. It has become essential for some of the teachers to adapt to the latest pedagogic styles and include ICT in class room teaching. The mismatch between the student learner and the teacher in the use and comfort of handling varieties of tools available for teaching –learning needs to bridge.
4. **The practice:** Academic planner along with the calendar of events is uploaded on the website for information to students. The teaching –learning committee along with the heads of different departments monitor the pace of coverage of the syllabus. Informal feedback is obtained from students regarding the content delivery by different teachers. The teaching – learning committee members and the class teachers hold frequent informal meetings and cull out the information needed. Frequent assignments, tests and evaluation are conducted to improve performance in the semester –end examinations. Seven class rooms are made ICT ready and many departments have the necessary tools for handling the class room teaching with the help of ICT using Cisco webx, Google Classroom. Computer science department staff and programmers train the teachers in the use of Power Point Presentations, browsing the internet for useful resources, uploading content on the college website, use of google docs for information sharing, etc.
5. **Evidence of Success:** Some of the teachers have adopted modern pedagogic styles and ICT in their classes. Some of the notes are uploaded on the college website. Appropriately paced and timely completion of syllabus Increased attendance in the classes Improvement in results.

6. Problems encountered and Resources required: Development of animation based power point presentations in teaching, Particularly in science subjects, has been hindered due to the want of in – house technical expertise. The demand for ICT resources is increasing and paucity of funds has been the biggest impediment which may dampen the spirit of technology adoption by teachers.

1. **Title of the Practice:** Mentoring System (Keyword –Mentor, Mentee)

2. **Goal:** The Mentoring system assigns a faculty member to every student. The faculty member is called the mentor for the student. The mentor plays the role of a personal mentor for the student in all matters. For the institute, the mentor is the first point of reference for all matters concerning any specific student. The mentor guides and counsels the student at every step of their stay at the institute to be successful at whatever the student takes up. The mentor personally ensures that the student is aware of all the resources available to the student during their course of study at the institute.

3. **The Context:** The Mentoring system is relatively new in general to a student entering the institute. The students do take some time to familiarize and feel more comfortable with their mentors and most importantly develop confidence in them. The students meet their mentors to consult with them regarding the courses to take and to guide them through the registration process. The students then meet their mentors before every internal assessment to update them on their progress in every course. The students also see their mentors after the internal assessments to discuss about their performance and about the scope for improvement next time and the steps to be taken to achieve the same.

4. **The Practice:** A mentor is a personal mentor and counselor for a student during the duration of stay at the institute. A mentor represents a parent away from home for a student and is the first point of reference for the activities of a student during the complete course of study at the institute. As soon as a student enters the institute, a faculty member is assigned to take over the role of a mentor for the student. The mentor not only guides the student in academic matters but also any matter of concern for the student. The student seeks the advice of the mentor at every step of their course of study beginning from the registration for courses at the start of every semester. The students meet their mentors regularly. However, depending on the need, mentor conducts more meetings with their students and their parents. The mentor educates the student about the various course requirements, such as the mandated minimum and maximum course load every semester, and how to choose electives. The mentor helps the student channel their interests and energies effectively during the complete course of study at the institute. The students meet their mentors for various reasons, some students would like extra help with the material in a course and are shy to approach a new instructor assigned to the course. Students

would like to know about their options for going through internships during the break or even the benefits of the same, few might want to do some minor project work or participate in various competitions in addition to their courses, some other might want to know their options after graduation and how to figure out where they would fit in better.

5. Evidence of Success: The most important evidence of success for the mentoring system is from the testimonials of the End users. The students and their parents have been very happy with the mentoring system. Generally, for the complete duration of the course of study of a student any one faculty member has been effective in monitoring the role of a mentor. In our college BCA Stream students who take admission were completely belongs to Hindi medium background where as BCA is entirely English medium course. To totally mould and transformed them according to English course is a crucial task. Through Knowledge skills and experiences mentor can easily accomplished responsible goals. As a result our college BCA result is much better than other colleges affiliated by our university. . Every year various students got merit list in university. Students Success are our first priority at the same time mentor also focus on over all development. Mentoring in starts activities for sports students to emphasize their skills we have enthusiastic, knowledgeable and goal-oriented sports mentor. Under their supervision guidance they have participated in state level as well as national level tournaments. Resulting numerous of state level and national level tournaments players are continuously increasing in National State Level Championship. Last year 18 students of our college participated in state and national level tournaments and some of them won the competitions.

6. Problems Encountered and Resources Required: Despite our best efforts in the effective implementation of the mentoring system, there are still a small percentage of students who discontinue their course of study at the institute. The Percentage of drop-outs did reduce greatly after implementing the system, but still present.