

## **Best Practice I:**

### **Title of the practice: Proctorial System**

The institute has a structured procedure in proctorial system. The students admitted to the institution will be allotted a section based on their department. Mentors are allocated to a group of students. Each mentor has a tutor card which contains the information on personal and academic record. This information helps the mentors to assess the students as slow or fast learner. Periodically parent teacher meeting is conducted by the mentors to brief the progress of the students. The interaction is on a regular basis and communication occurs through face to face.

Objectives of the practice: The proctorial system benefits faculty and students in better understanding either personal or academic issues. The main objectives are:

- To inspire a healthy relationship between the teacher and student.
- To support students in their academic and personal development to attain the aspiration.
- To observe the overall progress and development of the pupils during their education period ie., till their graduation.
- To identify the career paths of the students and guide them in placement perceptive.
- To promote self-determination, decision – making process and critical thinking
- To motivate students to develop leadership qualities and communication skills to attain heights in their life.
- To cultivate leadership ability

The Context: Through this proctorial system, the tutor who serves as the mentor makes a valuable contribution to the overall development of the students, including personality development, presentation skill, communication skill. The Outcome of performance in the academics, social issues, anxiety, stress, usually leads them to a confused state of mind, that may leave a long-time impact in their future career.

- It has been observed that teenagers hesitate in sharing their personal problems with their parents.
- Mentor gives an ear to listen to all the grievances and suggest remedies.
- Trust being the foundation of the mentor – student relationship enables even the shyest student to open up, boosts their morale and leads them to conquer their fears and face challenges both in personal and professional lives.
- The mentor counsel students' whenever required and also prior to and after every test is conducted.
- The performance of individual shall be noticed and informed to the parents in case of need.

The Practice:

- In the mentorship scheme, the mentors and mentees are allotted based on the student and faculty strength in the departments.
- Mentors guide their mentees to pursue qualify in certificate courses or online courses

- Mentors suggest them for part-time opportunities in connection with NAAC scheme “Earn While You Learn”.
- Mentors meet the students whenever it is required, either physically or over the phone to dis-cuss different issues that they face both personal and academic.
- After the Internal test, the mentors call the students and discuss the internal marks, poor performers are warned and remedial classes are conducted to them and advised to score more marks, best performers are motivated to get University ranks.
- The main aim of remedial class is to address the problems faced by students to cope up with the learning process along with their co-learners by scheduling additional classes and accounting the same.
- The feedback about the teacher is collected through class committee meetings.

Evidence of Success: The success of the proctorial system is reflected in the overall development of the students. The students without hesitation communicate their problems freely. The students improved their confidence level, and their performance in academics was good. They are very attentive and interactive in the class. Moreover, their percentage of marks in the University examinations is increased. And also, the student’s colourful career is envisaged and this is the evidence of success. The success is observed in participation of curricular and extracurricular activities. The following observations exhibit the evidence of success. Few students are motivated and attend many inter college fest. Students are motivated to participate in coding contests, project presentation. They are also motivated to pursue their internships. Students with health issues are counselled to boost their confidence level in academic performance and to maintain good health.

Problem Encountered: Finding time and resources to include many more activities was difficult. No protocols or rules were available for the training process. Lack of experience in counselling matters. Hectic academic schedule. Traditional moral values and family guidelines. Counselling students require different experience in solving personal and academic issues. Faculty after an interaction with student comes to know various actions to be taken to convince and solve a problem. Due to the Institutes remote location, students aren’t exposed to many modern advancements.

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## **Best Practice II**

### **Title: Environmental sensitivity**

With growing awareness of the dangers that development is posing to the environment the only way to forward is a collective responsibility towards and ownership of the environment. The need to initiate action for the protection of our immediate environment is necessary. Students, faculty, and other members of the college and community are to be educated regarding the importance of environmental conservation and preservation. It is a necessary to raise environmental consciousness among all stakeholders, encourage responsible use of energy and water, and keep the campus litter-free. The use of renewable energy, tree planting campaigns, cleanliness campaigns, waste management are all ways to assist the environment remain sustainable.

### **Objective's:**

- To Create Environmental awareness
- Conserving natural resources, Environment
- Promoting clean and green environment
- Making the public conscious about dangers to the environment

**Context:** Environmental awareness and sustainable development are intimately linked. Sustainable development can be improved by ensuring that environmental resources are used wisely and preserved. As a result, students and other stakeholders can play a critical role in helping to safeguard the global environment and its resources, ultimately leading to long-term growth. In order to conserve our environment and its unique resources, we need to instill in our students a variety of environmental principles.

**Practice:** The Government's mandate that all students will study EVS as a compulsory/qualifying paper is implemented in letter and spirit. To convert this bookish knowledge of issues pertaining to the environment into behavioral practice, the college encourages and inspires students to participate in multiple activities throughout the year that foster in them, the sensitivity that is critically required. These activities are undertaken under the wings of NSS, NCC, Rovers and Rangers, and other associations. Students have been participating in tree-plantation drives in collaboration with the Department of forest and Nature Club. They have been planting trees/plants around the campus to enhance the green cover. The camps organized by the NSS encourage students to assist villagers in cleaning up their surroundings of non-degradable waste like polythene and plastic. They get to learn much from this collaborative effort from the villagers and their indigenous understanding of nature. Similar activities are undertaken from time to time by the NCC, NSS, Youth Red Cross and Rovers/Rangers. Initiatives like energy conservation, use of renewable resources, rain water harvesting, garbage disposal have been taken up by the college. Students attend lectures/programmes on environmental awareness. Students are encouraged to walk to college or use bicycles instead of driving to college. The campus is located on one of the restricted roads of the town helps us limit the inflow of vehicular traffic. Even in Hostels recycled waste water is used.

An updated solar energy has been installed at the institution. Utilizing LED lights and tubes also decreases the need for traditional energy. The parking area and walkways have solar street Lighting. The usage of public transportation or motorbike and automobile sharing by students and staff members is encouraged to save on fuel.

Rainwater harvesting has been already implemented in the college building. The water are

utilized for gardening, wash room with filtration and purification plant. Flip flops, memory chips, motherboard, compact discs, cartridges etc., generated by electronic equipment's which cannot be reused or recycled is being disposed-off by the agencies with whom college has entered with an agreement, who collects the waste from the designated place, segregate them, recycles them and disposes them.

The waste is generated by all sorts of routine activities carried out in the College that includes paper, plastics, glass, metals, foods, etc. Administrative supervisor ensures that the waste in each floor is collected at designated time intervals. College is having Incinerator with pollution control equipment which is friendly and manually operated

The waste collected from the college is handed over to the campus recycling plant. Wastes are categorized into different groups as degradable and non-degradable. Degradable wastes are converted into compost through the decaying process. Non degradable wastes are sold

Evidence of Success: The goal of managing green is to lessen the carbon foot prints of students in institute The institution is making every effort to lessen their environmental footprints through green campus. By promoting sustainability and fostering wholesome living and learning environments, a green campus increases energy efficiency, conserves resources, and enhances Environmental quality. Institution has gained better reputation, strong morale, satisfied students through environment sensitivity.

Problem Encountered: Since plastics has become part and parcel of life, despite of lot of effort use of plastics could not be completely reduced.

Since many students come from remote areas where there is lack of public transport facilities, they have to depend on their own vehicle to travel to college.

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