

BEST PRACTICES 2020-2021

MVS GOVERNMENT ARTS & SCIENCE COLLEGE (A)

Best practices in the Institutional web site:

Best Practice: 1: Decentralization of Administration

OBJECTIVES:

- To tap the creative potential of all staff members.
- To make everyone a part of decision making process
- Division of labour to share work among the teachers use.

NEEDS IDENTIFIED:

- To make use of varied talents of faculty and students
- Need to enhance the ability and efficacy of functioning

PRACTICE:

Various committees have been formed with faculty at the beginning of the academic year to distribute academic and administrative work according to their ability. These committees work under the chairmanship of the Principal to suggest measures and improve the performance of various committees of the college such as Eco club, SC,ST,BC and minority welfare committee, Women welfare & women empowerment cell, Sports Committee, Anti Ragging Committee, NSS, NCC, Discipline Committee, Literary and Cultural Committee, Hostel Committee, TSKC, Career guidance cell, Haritha haram committee, Swachh Bharat committee etc. They study practical measures of successful institutions and affect the same in the college.

In an academic year there are around 60 committees were formed. Every Committee is an independent body been governed by its Convener and Members. Principal is the Chairman of the committees. Every Committee has their own objectives and set of goals. These committees empowered by efficient man power and to achieve their respective goals.

In the past years these Committees come up with stupendous out comes and the synergy is the key for its success.

Every month in the first week, the Chairman used to conduct a review meeting for the evaluation of the Committees progress, giving needful suggestions and guiding from the front.

EVIDENCE OF SUCCESS:

The division of labour lessen the burden on the Head of the institution and it clearly been reflected in the smooth functioning of the Institution.

The smooth functioning of the institution is only because of effective cooperation and coordination among the different committees been formed.

Best Practice: 2: Mentor - Mentee system

Objectives:

A Mentor is an experienced Teacher who Counsel, Guide, Motivate and Support the students (Mentee) towards his\her development. A mentor can help a Mentee to improve his or her abilities and skills through observation, assessment and by providing guidance.

Continuous monitoring of academic performance of students including their attendance and performance in internal exams as well as providing a support system to guide and motivate the students. The mentor not only guided the mentee throughout his three years academics but also his progression into higher education and career.

To identify and solve personal and health related problems of the students through Counselling.

It is a student centric practice to bring out the best from each and every student.

The Context:

“**Mentor-Mentee**” scheme was introduced with a view to improve the educational and personal growth of students.

Each mentor teacher establishes a strong and caring bond with his/her mentee students.

Every student has his own strengths and weaknesses. Mentor is a guardian to his students and understands his students personally.

- In each class, weak students are identified by the mentor and reported to other faculty members teaching to that class and subsequently for such students Remedial coaching offered and also more efforts taken to uplift. At the same time fast learners encouraged to take Competitive coaching and coaching for PG entrance exams.
- Parents are regularly updated about the performance of their ward by his/her mentor and invite them to interact respective teachers of their ward thereby made them to involve in this process.
- Through counselling Mentor recognizes and addresses the problems encountered by the students like poor academic performance, problems related to infrastructural facilities, and personal problems and also motivate and guide the students.
- Effective communication with the students helps their respective mentors to understand their strengths and weaknesses. Hence, they can mentor them in the right direction. In some cases, counselling for time management, stress management etc. is also provided to the students by their Mentor.

The Practice- “Mentor Mentee” Scheme:

The institute has a “Mentor Mentee” Program for all the students i.e. First, Second and Final Year. Under this initiative, one faculty is appointed for every 40-60 students as their Mentor. The role of the appointed faculty is to continuously monitor the academic performance such as daily attendance of the these 40-60 students in lectures and practical, reporting the absentees of the students to their parents on a daily basis telephonically, monitoring their performance in internal examinations and conducting meetings with them regularly to discuss and address academic as well personal problems of the these 40-60 students. The details of the above work are maintained in a booklet by the respective Mentor.

Problems Encountered and Resources:

Required efforts like sensitizing the teachers about Importance and Benefits of the scheme on Students as well as on Institution and to inculcate sense of guardianship in the faculty members for increased effectiveness of the “Mentor Mentee “Scheme. On flip side educating the students to realize the importance of sharing their problems/issues with their respective mentors.

The mentee must and should be under the same mentor for the 3 years otherwise the mentee can't be judged properly.

To mould the student's mentality towards improvement in their personality without hampering academics was a difficult task.

Evidence of Success:

- This scheme has led to improve in attendance of students and ultimately their performance in academics.
- This scheme helped to train the students for various state and central competitive exams and PG entrance coaching at free of cost, which benefited number of students to secure Jobs and admission in Prestigious institutions.
- Many of the problems faced by the students have come up in the meetings with respective mentors and they have been addressed by the faculty members and management.