

Best Practice – I

1. Title of the Practice

- Orientation Programme for New Students.

2. Goal

- To acquaint the new students with the syllabi of the different courses and orient them regarding the organisations, programmes, activities, rules and regulations of the College.

3. The Context

- Every year, hundreds of new students join the institution. Initially, many students require proper guidance and mentoring in various aspects so that they can make the right choices. The Orientation Programme guides the students to join the right courses and programmes. It also helps them to join the right organisation(s) and get involved in the right activities, which will help them stay focused and disciplined, and thereby enable them to hone their skills and talents.

4. The Practice

- On the first day, the students are given all the necessary information regarding their academic activities and other co/extra-curricular activities by the Academic Committee. The next few days, the different departments conduct their own orientation. Then a separate day is set apart for all the committees and organisations of the college to present their aims and objectives, plans and activities to the new students. The Students' Council also plays a very important role in guiding the new students and helping them adapt to the new environment and atmosphere.

New students are also encouraged and allowed to attend all the classes for the first few weeks before they take the final decision to choose their subjects.

5. Evidence of Success

- Students are guided to choose the right course for themselves.
- It has helped students to stay focused and disciplined since they are more sure of their goals.
- Since all the committees and organisations clearly present their aims, objectives, plans and activities, students can join the right organisations and get involved in the activities most helpful and appropriate for them.
- It helps the students adapt to the new environment and atmosphere.

6. Problems Encountered and Resources Required

- Some remain indifferent and indecisive in spite of the guidance.

Best Practice – II

1. Title of the Practice

- Monitoring of the Attendance of Students.

2. Goal

- To aid the students in their overall performance.

3. The Context

- The overall performance of a student is adversely affected if his/her attendance is poor. Therefore, to ensure that all the students get the best out of the academic and co/extra-curricular activities of the College, their attendance is carefully monitored by the teachers. The minimum attendance percentage for a semester prescribed by the affiliating University is 75%.

4. The Practice

- Great efforts are made by the teachers to ensure that the students maintain 75% and above in their attendance. Subject-wise monthly attendance report is prepared by the individual teachers and the overall report is compiled by the office staff. The report is displayed on the Notice Board and a duration of one week is given to the students for any grievances or complaints, which are addressed by the Dean of Students.
- All matters pertaining to the attendance of students are handled by the office of the Dean of Students. The Dean is informed of the irregular students by the teachers and leave applications for absence of more than three days are addressed to him. The Dean co-ordinates with all the teachers and the hostel wardens, and parents/guardians are informed whenever required.
- Students are required to attend all the official functions and programmes of the College and the attendance record of the same are maintained and kept by the Dean.
- Irregular students are also given proper guidance and counselling by the teachers during mentoring classes, which are conducted two times in a semester before the internal assessment results are declared.

5. Evidence of Success

- The performance of a student can be monitored throughout the semester.
- Proper guidance can be given by the teachers to the students individually.
- Improvement is often noticed in the overall performance of the weaker and irregular students.
- Increased participation of students in the academic and co/extra-curricular activities.

6. Problems Encountered and Resources Required

- Although it is mandatory for students to inform the college office and teachers whenever they change their contact numbers, some very irregular students fail to do so and reaching out to them becomes a problem. Eventually, they miss the guidance and counselling/mentoring provided by the teachers.