

Best practice 1:**Mentor system:****Goal:**

1. Continuous monitoring of student performance.
2. To maintain discipline in the college.
3. Student counselling and redressing their grievances.
4. To ensure healthy relationships/rapport between the students and the teachers.
5. To provide support, guidance, and encouragement for the overall development of the students.
6. To give individual attention to the students and help them to feel homely in the institution.
7. SWOT analysis of each and every student and motivate them to pursue their career goals.

The context:

The majority of the students to our institution come from rural areas. They are generally shy and hardly bold enough to express their difficulties in studies as well as personal problems. Due to the lack of individual attention, the performance of the students in academics, as well as co-curricular activities, would suffer. Moreover, students were prone to external temptations and were badly in need of proper care and guidance on a continuous basis. To overcome this problem and to decentralize the control, the mentor system was set up.

Practice:

The Groups comprising of five students each are made, and a teacher is allocated to each such group as the mentor. The mentor teacher will be in continuous contact with them for the entire three years of graduation in connection with their attendance, academic performance, and extracurricular activities.

The mentor book is maintained by the teacher, wherein the bio data of the mentee students and their academic performances in all the semesters (including both internal and semester examinations) are recorded. Periodic but informal counselling sessions are held at the discretion of the mentor to redress the grievances of mentees. Mentor also interacts with the parents whenever he/she finds it necessary.

The SWOT analysis of the student is made by the mentor teacher. It helps the students in their overall development as well as to make the right choice of their career.

Evidence of success:

The following outcome has been witnessed.

- Increase in students' attendance.
- Progress in students' academic performance.
- Maintenance of the college rules, regulations, and discipline.
- Improvement in the participation of co-curricular activities.
- Improvement in students' behavior.
- Helped many of the students to make use of the resources and facilities to the fullest extent.
- Improvement in the sense of belongingness about the college.
- The cordial relationship between staff and the students.

Best practice 2:**Monthly report system and departmental discussions:****Goal:**

- To help the Teachers schedule and track their teaching plan.
- Identification of the efforts to impart quality education.
- Documentation, thereby encouraging the innovative practices of faculty as well as students.
- To discuss the progress of the academic activities and to take the needful action.

The context: The Karnatak University, to which our college is affiliated, is following the semester system of education. It is mandatory to cover the university syllabus effectively in the stipulated time. Co-curricular activities should also be given equal importance to the overall development of the students. It is really crucial to develop an interest in the subject within a short span of time. Innovative techniques like seminars, project work, brainstorming sessions, group discussions are very essential for the students to better understand the subject as well as to cope with the current competitive world. Efforts have been made by the faculty to meet these requirements. To identify the efforts and to track the schedule, the Monthly report system has been implemented at the college. In addition, the Department of Chemistry is conducting monthly meetings and 'Departmental discussions' at regular intervals. The teaching plan, ongoing activities, and performance of the

students are pondered in these monthly meetings. Whereas in the 'Departmental Discussions' pre-identified faculty talks on a subject of his / her expertise and the rest listen and later take part in the discussions. The very activity is assisting in the exchange of knowledge and helps in developing expertise in the subject.

Practice:

The Academic calendar is prepared at the beginning of the academic year and informed to the students and the faculty. The monthly teaching plan is made by respective teachers and communicated to the learners in advance. Provision is made for conducting the extra classes whenever necessary. The monthly report is prepared by each of the departments which contain the details of students' attendance shortage, number of classes taken by the faculty, special activities that are done to enhance teaching quality and achievements of students/faculty. This document is submitted to the IQAC for centralized monitoring. The same is then discussed in the HODs' meetings, and the meeting minutes are conveyed to the management in the bi-monthly meeting of the college Sub-committee. Respective measures are suggested to the corresponding departments to overcome the discrepancies.

Evidence of success:

The mere documentation witnessed the following outcome:

- Teachers have become conscious to cover the planned topics in the stipulated time.
- Innovative teaching techniques are practiced by the teachers.
- A better understanding of the concept by the students.
- Overall improvement in the teaching quality.
- Recognition of Students' achievements.