

7.2.1 – Describe at least two institutional best practices

1. Mentor ship program

Students of each class are divided into batches of 20. A faculty member is assigned to each batch as a mentor to the students. The mentor is responsible for identification and redressal of students' problem related to academics, campus, hostels, studies, etc. This is ensured by conducting individual meetings and group meetings with the mentees every month. The problems encountered by the mentees are tried to be addressed on the spot by the mentor. If the problems do not have any immediate solution, they are recorded along with the mentee attendance.

Each department has a Departmental Mentor coordinator whose work is regulated by an institute level Mentor coordinator. The individual faculty mentors submit their mentor ship meeting report to their departmental mentor coordinator. The problems are discussed with him and as well as the Head of the Department so that they are solved at department level. The departmental mentor ship record is then finally submitted to the institute level mentor coordinator.

The problems are further studied and classified such that they are taken care of by the respective head responsible for remedy provision.

2. Weekly plan

Weekly plan is a practice of preparing a plan for upcoming week exercised by every faculty. At the end of every week each faculty prepares a schedule of his or her normal duties and extra activities like lab work, research work, available for students, library, etc. This plan is displayed every Monday for students' knowledge. At the end of the planned week the weekly plan is taken off by the faculty and submitted to the Head of the Department and further maintained as a record.

The significance of maintaining a weekly plan is that the students are aware of when their teacher will be available for the redressal of their doubts and other problems. From faculty point of view maintaining a weekly plan helps him or her to plan and achieve targets or goals within proper time limits. If these targets are properly achieved it always boosts the confidence of the faculty and further motivates him or her to work more.