

INSTITUTIONAL BEST PRACTICES

Best practice-I

- **Title of the Practice:** Proctorial System
- **Objective of the Practice:** We have identified the following objectives that are in tune with the practice:
 - To monitor academic regularity and overall development of students.
 - To identify the problems and issues of students with emphasis to curricular, co-curricular and personal.
 - To assist students to identify their own potential and interests.
 - To formulate methods to overcome issues of students.
 - To inform various opportunities available in college and outside the college.
- **The Context:** Proctorial system was initiated in our college to maximize the teacher student relationship. This system functions through a participative style where both teachers and students actively engage to solve problems and issues. This is an effective monitoring system which helps to observe all activities, programs, progress, problems and issues throughout the academic year.
- **The Practice:**
 - The teaching staff of the institution will be designated as proctor and each proctor is allotted around 25 to 30 students.
 - To meet the needs of mentee, the mentor conducts periodical meetings at the college premises for once a month.
 - The proctor records the mentoring process and maintains confidentiality.
 - The mentor establishes a good rapport with the mentee.
 - The mentor provides emotional support for the students in case of stress related problems, emotional problems, anxiety etc.
 - Assess to improve learning skills, personal, professional, healthy and any other issues of the mentee.
 - Set specific goals and timelines with benchmarks or dates.
 - Uses Email, WhatsApp to encourage e-mentoring.
 - Facilitates the awareness of opportunities for the mentee regarding various career development resources.
 - Both mentor and mentee provide feedback and modifies the relationship, expectations and strategies as needed.
 - Follow up regularly.
- **Evidence of Success:** The proctorial system ensures that the curricular and co-curricular development of students goes hand in hand. It addresses the issues of students with regard to discipline, code of conduct, co-curricular activities and thus focusing on holistic development of learners. The program also helped the teacher to thoroughly

understand the students, his strengths and weaknesses, and the ability of the student to carry out what is planned. It helped in improving the interpersonal relationship with the students.

- **Problems encountered and resources required:** Unexpected leave of mentor and mentee disrupts their schedule of meeting many times. The mentor and mentee are required to come to the mindset to avoid missing meetings and adequate referral services shall be strengthened to cater to the various needs of the mentee.

Best Practice-II

Title of the Practice: Creation and maintenance of an Eco-friendly Campus

- **Objective of the Practice:**

We have identified the following objectives that are in tune with the practice:

1. To raise environmental awareness among students, resulting in better environmental management, greater sustainability, and an improvement in the quality of life for all stakeholders associated with the campus.
2. To maintain pollution free environment in the college premises.
3. To safeguard every connected stakeholder from the adverse effects of environmental pollution.
4. To keep the campus cool and clean by putting into practise energy.

- **The Context:** A clean environment is a basic necessity for human beings' health and efficiency. The main aim of the practice is to impart knowledge, create awareness, develop an attitude of concern and nurture the necessary skills to handle the environmental issues and challenges.

- **The Practice:**

- The college has developed a beautiful campus with lawns, a botanical garden, etc.
- The Greenery and beautification in the college is maintained by the Green Audit Team (Eco Club) of the College.
- The college has preserved the existing flora and fauna within the campus.
- Our college has been very conscious about energy conservation. The College has embarked upon roof-top solar installations with an installed capacity of 150 kWp.
- LED bulbs are installed in the college buildings and the campus to save electricity.
- To use the solid waste through Vermi-compost on the campus and use it as a fertilizer.
- We have built seating arrangements under the shade of trees on our campus to reduce noise pollution.
- The other strategies put to use includes restricted entry of automobiles, Use of Bicycles or E-Vehicles, Pedestrian-friendly pathways, ban on the use of plastic.
- Signboards/posters are displayed on the college campus to encourage ideas of plastic-free campuses, noise pollution, and environmental awareness.
- The college organizes international conferences, workshops, etc. on environment-related issues.
- To use "Use me" dry and wet dustbins on the college campus so as to keep the college campus clean.

Evidence of Success: This best practise has proven to be successful through the following activities:

- Through periodical tree plantations, flora and fauna on the campus have been enriched, resulting in the transformation of the campus into an eco-friendly one.
- The 150 kWp solar project is operational at Institution.
- Awareness campaign for the plastic-free campus through signboards and display boards has made the campus overall plastic free.
- Through workshops/seminars/NSS/Nature Club, students are made aware of the various environmental issues.
- A mandatory course on environmental awareness at the B. A/B.Sc. / B. Com level is taught.

Problems Encountered and Resources Required: While carrying out this practice, the following problems are encountered by the college:

- Green Campus initiatives are challenging, so they require determination and a long-term commitment from all the stakeholders.
- The Green Campus initiative is a rather expensive practice. It needs expert advice and an investment of resources.
- Sufficient manpower is needed to sustainably maintain green practices.