# **Best Practices**

#### **Best Practice 1:**

#### **Proctoring/Mentoring**

Goal:

• The college would like to achieve the vision of the institution – that of a life – oriented education

• It also would like to improve discipline and human interaction on the campus through the proctoring system.

#### Context:

The College has class coordinators of their respective classes, they are in charge of handing over the examinations progress reports after every exam conducted, wherein, the academic progress of the students was monitored, with not much opportunity to look into the strengths and weaknesses in the personal life of the student and guide them. To overcome this problem, the proctoring system was adopted in the College.

The students being at a vulnerable age tend to be rebellious (be it with regard to dressing, use of cell phones, attendance or relationships). The proctor, with constant counseling helps them to cope with their personal problems. This helps the students to be closer to the teacher in charge.

The proctors also strike a balance between the students coming from different strata of society thus creating an environment of self-respect and respect for others.

The Practice:

Proctorship is assigned to each teacher classes they handle. Each staff member is allotted students and She/he is a proctor for all the year of their stay in VVPIET. The proctor register include all academic, co – curricular and personal details of the candidate including his /her family during the start of the academic year.

The proctor teacher helps the student to understand the organizational culture. Faculty provides guidance on issues and guides her/him to choose courses offered in the institution. The proctor points out strengths and areas for development in each student. She/he also helps the student to set long-term career goals and short-term learning objectives to enable them to perform effectively.

The proctor meets her/his wards weekly. Parents are called for interactive sessions to know how constructively their ward utilizes the time at home. Constructive suggestions are made for the overall development of the student.

Parents of achievers are advised by the proctor to encourage their wards to capitalize on their strengths. Slow learners are given tutorials in their weak subjects by the respective teachers.

Sometimes proctors even address health problems of the students.

Evidence of success:

- Proctoring has proved to be the ideal system to have adopted, as tremendous improvements that have been seen in the overall performance of the students.
- There is a significant change and marked improvements in the students' attendance and attitude.
- High self-esteem, appreciation for one-self and respect for others.
- Proctorship was highly appreciated by the parents who felt that their children were in safe hands.
- Students felt that they had somebody to turn to in times of trouble.
- Improved discipline and humanizing environment on campus.
- Indiscriminate use of cell phones reduced.
- Focus towards study, academic activities, project etc.
- Meditation, Yoga, Exercise to maintain good health.

# **Best Practice 2:**

### **Orientation of Students**

Goal:

To make the students aware of the recent technologies and develop various skills. Also, to provide the students with the latest in education facilities and opportunities such as Computer education, Placement, Motivation, Infrastructure Development.

#### The Context:

Develop students to grab the career opportunities. The issues facing the college in this regard are peculiar to this region. The employment opportunities to any programme undertaken by the institute has to be undertaken keeping this point in mind. During Covid-19 to improve confidence of students.

# The Practice:

Teaching aids have been made available on recent technologies and skills. Also interactive meet was organized by IQAC in collaboration with experts from different field. Development of Infrastructure facilities specially geared for students. Teaching aids such as smart boards, LCD projectors, Microphones have been made available in a number of departments/classrooms. Motivational activities are conducted.

# Evidence of Success:

Number of industries and entrepreneurs have interacted with students regarding recent technologies, career opportunities and entrepreneurship. These student oriented activities have met with success through the efforts of IQAC. Professional courses have been introduced in the Entrepreneurship Development Cell.

Placement services provided to students:

The institute has a Placement Cell. It often conducts campus interview for the students. This dedicated wing of the institute organizes meetings, counseling sessions and interactions to enhance the knowledge and ability of the students to face placement interviews successfully. Entrepreneurship Development Programmes are conducted by the Entrepreneurship Development Cell of the College.