

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

1. There is lab instructors in every department, who maintains the stock register by physically verifying the items round the year.
2. Department wise annual stock verification is done by concerned Head of the Department.
3. Regular maintenance of Computer Laboratory equipment's are done by Laboratory Assistant along with Laboratory attendant and they are headed by the faculty in-charge.
4. Regular cleaning of water tanks, proper garbage disposal, pest control, landscaping and maintenance of lawns is done by Institute concern Employees.
5. College campus maintenance is monitored through regular inspection.
6. Outsourcing is done for maintenance and repairing of IT infrastructure such as computers, internet facilities including Wi-Fi and broadband.
7. Updating of software's is done by lab assistants.
8. Outsourcing is done for the maintenance of wooden, furniture, electrification, and plumbing.
9. Regular maintenance of the water cooler and water purifier is done regularly.
10. The maintenance of the reading room and stock verification of library books is done regularly by library staff.

Institutional Best Practices: 2018-2019

7.2.1

Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Best Practice No.1:

1. Title of the Practice –

Cultural Diversity: Unity in Diversity

2. Objectives of the Practice

- To promote the unity in diversity.
- To develop the moral values.
- To develop the sense of equality.
- To conserve the local culture and language.
- To develop the religion and spiritual qualities.

3. The Context

University/Colleges are a miniature picture of the society and reflects all the qualities from institution to the society. The prosperity of the society depends upon its system of education and their policies. University/Colleges helps in producing the good citizen to contribute to form the talent for the nation. India is a multicultural and multi religion country. Everybody follows their own religion and culture and celebrate their own festival in their own style freely. The student to the college comes from different castes and religion, our College promotes the “Unit of Diversity” through the organising of various cultural programmes and tries to achieve the Institutional Best Practice as “Cultural Diversity”.

4. The Practice

College has been taking following measures to achieve the best practice:

- The institution successfully organizes get-together for the Holi and Deepawali.

- Saraswati Puja is celebrated with religious spirit.
- Eid, Guru Purnima, Christmas is celebrated with unity spirit.
- Teachers day is celebrated for both faculties and students.
- Viswakarma Puja is held inside the college premises.

5. Evidence of Success

The Academic Calendar was followed accordingly to celebrate all cultural programmes in the following academic year and maximum students actively participated in the programme.

6. Problems Encountered

- Many student do not show interest to participate actively.
- Wrong perception towards the celebration of cultural activities.
- Financial problem/ Need funds.
- Lack of time/ Need more time to organize the various cultural programme.

7. Impact

- Celebrating different cultural programmes develops new thinking, experiences and understanding of the Indian culture which is based on unity in diversity.
- It focuses upon the culturally aware of the students.
- The student appreciated the cultural differences.
- Students are encouraged overcoming the stereotypes of programmes.
- It developed the sense of mutual understanding and tolerance power.
- It created a familiar environment in college.

8. Notes (Optional)

Best Practice No.2:

1. Title of the Practice –

Mentoring System

2. Objectives of the Practice

- To achieve the learning objectives.
- To decentralize the responsibilities and duties of the teacher educator
- To establish a vibrant and vital relationship between the teachers and the students that will ensure responsible behaviour and discipline.
- To motivate the students for their academic progress and guide or advise them whenever required.
- To achieve the vision of the institution.
- To provide a continuous learning process for both the mentor and the mentee.
- To establish the mentor as a role model and to support the mentee for personal and academic development.
- To establish a vibrant relationship between the teachers and the students that will ensure responsible behaviour and discipline.
- To motivate the students for their academic progress and guide or advise them whenever required.

3. The Context

A mentor is a teacher acting both as a friend and a role model who supports and encourages a student in his/her academic and personal growth. The mentor guides a student in his /her academic pursuits and emotional and psychological development, particularly in the latter's' transition phase. The mentor also guides his wards in how much they should try to achieve and how College has adopted and implemented a Mentoring System as a student support measure. The system, though flexible, functions along well-defined lines. The teacher mentor collects

personal information from the ward without touching sensitive issues or forcing any information out of the wards and then provides the needed counseling to the wards. Critical issues are brought in the notice of the Head of the institution. The teacher meets the wards informally outside class hours as well and guides them regarding their career options. A documented record of the mentoring process is maintained by the mentor teacher and the Head of the Department for reference purposes.

The nature of students' background i.e. catering to different socio-cultural and economic diversity necessitates mentoring being opted as one of the best practices by the institution. The absence of institutionalized system of having proper system of mentoring, guidance and counselling in the region along with the obvious fact that most of the students are from remote areas and first generation learners makes it imperative on the part of the institution to provide mentoring i.e. guidance for all-round development of the students on academic as well as aesthetic lines. Moreover, it is aimed to align with the institutional mission and vision statement aiming to develop students on progressive lines i.e. to imbibe in the students a rational positive outlook towards life thereby making them responsible citizens.

4. The Practice

To perform this best practice the following measures has been taken by the College:

- Mentoring session is conducted through face to face communication or over phone on a regular basis.
- The process is compulsory for every student to attend without fail.
- Every mentors are assigned a number of students for the whole academic session.
- The mentoring parameters are based on four aspects i.e. academic, attendance, career and general.

- The mentors are provided with details of mentee's performances in terms of academic and attendance records
- The mentor also keeps track of the mentee's personal development such as co-curricular activities, discipline and career related issues
- The mode of communication between the mentor and mentee can be established through different modes namely- In-person, Phone and E-mail.
- The practice of the mentoring system is evaluated by the Principal weekly so as to ensure quality and efficiency in practice.
- The grievances of the mentees are taken up by the mentor and if necessary it is forwarded to the Principal for necessary remedial actions.

5. Evidence of Success

- Learners are motivated towards balanced performance in terms of curricular and co-curricular aspects.
- Decrease in class conflict and absenteeism.
- Enhancement of skills and competencies for professional success.
- Closer and continuous association with the Alma Mater.
- Improvement in overall performance of students.
- Increase in the pass percentage of students with more than 80% marks and overwhelming response from the recruiters.
- Cordial relationship between the teacher and students.

6. Problems Encountered

- Diversity in students' background and upbringing i.e. lack in the art of effective articulation introversion, indifferent attitude etc.
- Inadequacy in general guidance, career and professional related materials.
- Students are not very much co-operative with the mentors (our 99% students are from tribal background, they are shy in nature)
- Sometimes mentors are also not interested for their students' progress (basically lack of interest).

- Irrelevant questions are asked by the students to their respective mentors.

7. Impact

The mentoring system plays a positive role among the student and teachers are:

- Improvement in mentees discipline, interaction and communication skills.
- Improvement in students' attendance.
- Establishment of a vibrant relationship between teachers and students which has provided a congenial atmosphere in the class room as well as in the campus.
- Students feel free to discuss any problems with their respective mentor teachers
- Teachers actively participate to solve the problems and give guidance to the students whenever necessary.
- The students' progress is checked from time to time.

8. Notes (Optional)

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Through proper planning and strategies, the institution focuses at delivering to its best-ability the vision of the college. We believe that college life is not all about academics, games, friends, and fun. It is also about learning to interact with other people, being aware of social, environmental and gender issues, and inequities in the society. We provide an opportunity to every student to contribute to make the society in which they live a better place and to grow as better individuals. Our

College has committed itself to the task of inculcating social values and responsibilities in its students.

In line with its vision of working towards the socio-economic development of the country, the College has taken utmost care to give back to the community. Several student committees are formed to carry out the duties towards society.

Along with other sports cultural and technical activities, the NSS unit plans activities like tree plantation and field visits to expose the students to the pressing issues in our society. Several activities are undertaken for the first-year students to expose them to the pressing environmental issues that affect us. The poster competition event was introduced last year exclusively for the first-year students to present their ideas to address the environmental issues.

As a special thrust, societal development is also instilled on a large scale into the students through the active NSS unit which undertakes various services to inculcate social values. Throughout the year, the NSS unit undertakes a plethora of events ranging from street plays, cleanliness drives, tree plantation drives, donation drives, waste management drives, gender equity, field visits and many more.

The College ensures that the social values and feeling of giving back to the society is not limited to the NSS unit. In addition to the activities by NSS, many students come up with ideas to contribute to society too, we encourage them to go forward by supporting them in executing the ideas.