Best Practices of the Institute

Best Practice – 1

1. Title of the practice: Faculty as a Mentor

2. Objective of the practice: To build cordial relationship between student and faculty and to make them comfortable with the new environment. Also to help them cope up with extensive engineering curriculum pressure.

3. The context: Once the environment is cordial and if the students are free from mental and emotional stress the teaching learning process becomes a success. The one to one interaction with the student helps the faculty members to understand them better and can monitor their progress. In this endeavor the institute has started Faculty as Mentor activity. The activities come under Faculty as Mentor is shown in figure 1 below:

4. The practices:

- The group of 15-20 students is allotted to each Faculty for mentoring. This ensures one to one interaction and helps Faculty to know their strengths and weaknesses. Faculty Members are selected by respective Departments.
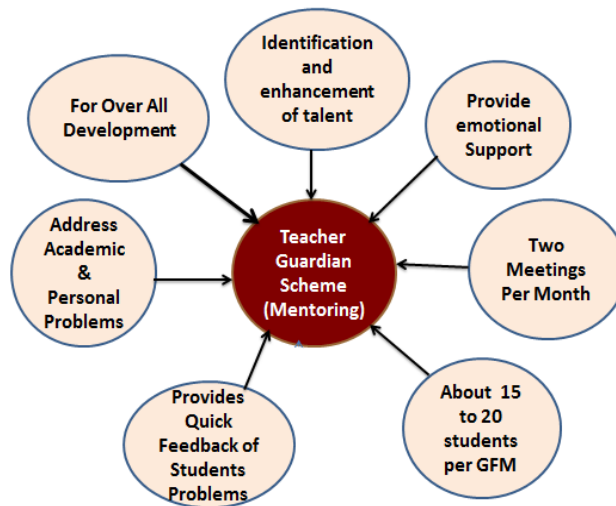

Figure 1: Activities under Faculty as Mentor

- The knowledge of family and social background of the student helps in judging the students inclination towards academics. Under such circumstances Faculty suggest remedial measures or direct the students to the head of department.

- If the students are found to be weak in academics remedial measures like extra coaching, counseling, lab practices are suggested and ensure that remedial measures are implemented.
- The Faculty even monitors their daily attendance and if found poor he/she tries to find out the reasons and with proper counseling ensures daily attendance and proper academic progress.
- In case of serious problem parents are intimated and called over to the institute to solve the problem and to bring the student in the proper flow.
- Department conducts parent teacher meeting at the end of every semester.
- The name and contact number of the Faculty are communicated to the parents so that they can interact for any assistance and information.
- Monthly HOD and student meet to solve student related problems at department level.
- Mentoring Faculty and concerned subject faculty member counsel the students in case of failure of in examination.
- Further institute level counseling cell provides advice if needed or situation arises. For this Counseling officer has been deputed by the institute who can assist students
- The students are free to contact the counseling Officer if they are facing stress and are getting mentally disturbed due to wide range of worries, including personal, home and family relationships, depression, anxiety and loneliness.

Best Practice – 2

1. **Title of the practice: Faculty Development Program**

2. **Objective of the practice:** To enhance the knowledge, exposure and the confidence level of faculties by interacting with academic experts and industrial professionals.
   This also includes:
   1. To define content beyond syllabus and to formulate its delivery method.
   2. Defining the Planning – Teaching –learning & Evaluation prescribed by SPPU for Theory and practical.
   3. Developing the Teaching –Learning Material for focused learning and Developing specified learning material / activities for academically weak and bright students.
   4. Developing Laboratory manual.

3. **The context:** To make the teaching and learning process effective, Institute adopts collaborative policy with other group of institutes to formulate a unified strategy and resources for teaching and learning process by discussion and brainstorming session with other experts.

4. **The Practice:** In order to carry out this practice, there is a well-defined process in which authorities and responsibilities are delegated to different faculty members as shown in the chart. The Mechanism of Faculty Development Program is shown in figure 2.

5. **Evidence of success**: This practice has not only improved the effectiveness of teaching and learning resources but also validate its worthiness as per Industrial needs.
   The above FDP creates quality teaching and learning material, which is uploaded over Moodle, an open source web portal.
   This data can be accessed by all students and faculty members, which has resulted in the reduction of time required for developing teaching and learning resources.
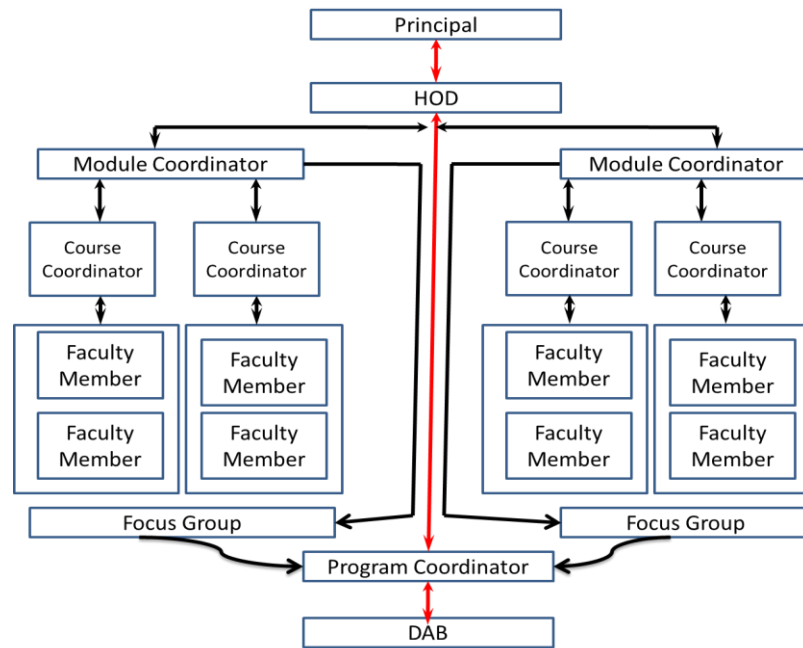
Figure 2: Mechanism of Faculty Development Program