I 1. **Title of the Practice –** Student Mentoring

2**. Objectives**:

The college has a well-planned student mentoring system in place and it is implemented meticulously in each class across different programs. A teacher engaging more lectures in a particular class as per the time-table is appointed mentor of that class right at the beginning of the academic year. The mentoring system is employed to enable students to succeed both, in college and career. Its objectives include: To guide students in their academic progress and set realistic goals. To motivate students to become members of various forums and fests conducted by the college. Attend to the distress and issues faced by the students in class with regard to the academic, social, emotional problems of the students. To undertake academic counselling and career counselling tasks.

3. **The Context**:

What were the contextual features or challenging issues that needed to be addressed in designing and implementing this practice (in about 150 words)? The mentoring system faces several challenging issues during implementation: Managing and attending to students' academic and administrative needs and addressing their grievances especially in classes having a 100 strength. Identifying sincere and dedicated mentees who would take up the responsibility of providing periodic reviews of the class to the mentor. Motivating students to join and participate in the activities organized by various forums in the college. Identifying academically weak students and providing them appropriate remedial measures. At the same time, the mentor also needs to cater to providing sufficient intellectual stimuli to the advanced learners in class. Providing guidance to emotionally and psychologically distressed students. Coordinating with the parents/guardian of the students is an important aspect of mentoring.

4. **The Practice:**

Describe the practice and its uniqueness in the context of India higher education. What were the constraints / limitations, if any, faced (in about 400 words)? Over the years, the mentoring system in the college has emerged as a strong response to meet the various needs of students at the microcosmic level. It has been fully integrated as one of the core practices of the institution. It has transformed from, each mentor submitting an annual report to more structured interventions by the mentor teacher and maintaining records of these interventions. Each mentor is provided with a mentor kit/file comprising of student academic profile, career aspirations, hobbies, subject teacher information, term-wise record of mentor plans, reports, record of parent-teacher meetings, record of monthly participation of the students in co-curricular and extra-curricular activities and their achievements. The mentor arranges for parents' meetings once in each term to discuss about their ward's performance, status of attendance and the academic programs of the college. The mentor nurtured and guided the students regarding any issues that confronted them. They implemented separate intervention programs for the academically weak students and the advanced learners in their respective class. They provided guidance and counselling to the students regarding personal and academic issues. Academic counselling and career

counselling tasks were performed by the mentors, particularly for students aspiring for higher studies. They counselled students with emotional/psychological problems and those who needed expert guidance were referred to the counselling cell of the college. The mentor guided students both, in co-curricular and extra-curricular activities motivating them to become members of various forums and fests organized by the college. The mentor also collected book reviews and assignments of students of the respective class each semester to inculcate reading habit and analytical abilities of the students. The mentor had the additional responsibility of being involved in the conduct of online examinations. In this they supported the examination committee by doing online supervision every day of the examination. They guided the students in being prepared for the same through mock exams conducted by the exam committee and also assisted them with timely interventions whenever students faced difficulty in procuring their login credentials or other exam related information.

5. **Evidence of Success:**

Provide evidence of success such as performance against targets and benchmarks, review results. What do these results indicate? Describe in about 200 words. The mentoring program in college has expanded rapidly to emerge as a significant feature in the functioning of the college. It has transformed from the mentor being a mere figurehead to the mentor making more structured and meaningful interventions for mentoring to become more effective and outcome based. In 2019-20, few mentors of the final year classes took up activities with their respective classes that would enhance the employability skills of the students and motivate the students for CV enhancement. This was also evident in an increased number of students who participated in the placement cell training activities of the college. In 2019-20, student representatives were nominated on bodies through mentor recommendations. This academic year, advanced learners were provided with reference material, role playing assignments and student mentee system to assist academically weak students.

6. **Problems Encountered and Resources Required**:

Please identify the problems encountered and resources required to implement the practice (in about 150 words). The college understands and acknowledges the need for effective mentoring as it results in better outcomes for students. While there was an overall improvement in various facets of student life, problems were encountered too. Reaching out to each student individually due to the big number in class, tracking outcome, lack of motivation among students were some of the problems encountered.

II 1. Title of the Practice – Placement Cell

The Placement Cell of the college is a robust cell comprising of students and faculty functioning throughout the year. It is an executive body that plays an active role in liaisoning excellent placement and internship opportunities to the students of the institution.

2**. Objectives**:

Its objectives include bringing some of the best recruiters to the campus and help students secure meaningful and profitable employment, hold a series of talks ranging from resume writing to tips on how to tackle interview questions so as to prepare the students for the actual interview, and organizing internships.

3. **The Context:**

The Placement Cell plays a crucial role in locating job and internship opportunities for undergraduates and post graduates during the campus placement by keeping in touch with reputed firms and industrial establishments. This year posed the specific challenge of holding the event online due to the pandemic.

4. **The Practice:**

Describe the practice and its uniqueness in the context of India higher education. What were the constraints / limitations, if any, faced (in about 400 words)? Companies are invited via emails to conduct interviews for recruitment. The Placement Cell has 2 flagship programs – the first is SKILLOMATICS which is a pre-placement event for skill building; the second is the CAREER FEST where companies conduct interviews with the aim of recruiting students. The Career Fest is usually held in the month of March over a period of three days. The dates are finalized as per the schedule of students' examinations and academic activities. All the relevant information is shared with students through the class mentors, the WhatsApp group of the Placement Cell comprising of its office bearers and the CRs and LRs of different classes, and through the Instagram handle of the Placement Cell. All students are allowed to appear for the Career Fest irrespective of their academic performance as the Placement Cell believes in providing equal opportunities to all students. It is left to the companies to select suitable students according to their own specifications. Companies are requested to inform the following:

- Compensation Package
- Company Profile
- Career Prospects

After the recruitment procedure, the company takes a few days to finalize their selection. The companies then announce the list of selected students to the Placement Cell. The selected students are informed both, by the company selecting them as well as the Placement Cell.

5. **Evidence of Success:**

This year 34 companies conducted recruitment using the online mode due to the pandemic. A total of 306 students participated in the same. 91 students were placed through campus recruitment while 10 students received job offers from companies off campus. 81 students procured internships through the Placement Cell.

6. **Problems Encountered and Resources Required:**

Please identify the problems encountered and resources required to implement the practice (in about 150 words). The Placement Cell faces the challenge of mobilizing students to appear for the Career Fest as most of them prefer to opt for higher studies which will boost their chances of procuring a higher salary. Space crunch also adds to the problems of having a big placement event. Resources in terms of space, financial and management support is required to overcome the challenges of the recruitment drive. The skillset of students also needs to be improved through innovative pedagogical methods. However, these problems are overcome through the team work and coordination of the Placement Cell.