7.2 Best Practices

7.2.1 Institutional best practices

Best Practice I

1. Title of Practice

 Proctorial System

2. Goal

The proctorial system assigns a faculty member to every student; the faculty member is called the proctor for the student.

• Proctorial System is for continuous academic monitoring of students for technical as well as soft skill enhancement which results in improved employability.

• Continuous monitoring of academic performance of students including their attendance and performance in internal exams as well as providing a support system to guide and motivate the students.

• To identify and solve personal and health related problems of the students.

3. The context

The Proctorial System implements with a view to advance the educational and personal growth of students. Proctorial system under which each faculty is assigned the responsibility of 20 students. Every student has his own strengths and weaknesses. Proctor is a guardian to his students and he/she knows and understands his students personally. In each class, weak students are identified by the proctor and reported to other faculty members of that class and subsequently more efforts are taken to upgrade and improve these students. Parents are regularly updated about the performance of their ward by his/her Proctor and thus they are also involved in this process. It is basically a system that takes care of the well-being of the student with respect to both academic and non-academic issues. In short, proctorial system is a mutually beneficial relationship that offers support, guidance, assistance and contributes to the development of capable individuals. The proctorial system is relatively new in general to a student entering the institute. Effective communication with the students helps their respective proctors to understand their strengths and weaknesses. Hence they can guide them in the right direction. In some cases, counselling for time management, stress management etc. is also provided to the students by their proctor. All these activities are taken by the proctor for development of student's performance also in parents meeting all the issues and student performance are discussed with parents.

4. The practice

- A proctor is a personal mentor and counsellor for a student during the duration of stay at the institute.

- A proctor represents a parent away from home for a student, and is the first point of reference for the activities of a student during the complete course of study at the institute.

- As soon as a student enters into the institute, a faculty member is assigned to take over the role of a proctor for the student.

- The proctor not only guides the student in academic matters but also any matter of concern for the student.

- The student seeks the advice of the proctor at every step of their course of study beginning from the registration for courses at the start of every semester.

- The students meet their proctors regularly. However, depending on the need the proctor conducts more meetings with their students and their parents.

- The proctor educates the student about the various course requirements, such as the mandated minimum and maximum course load every semester, and how to choose electives.

- The proctor helps the student channel their interests and energies effectively during the complete course of study at the institute.

- At times the students might just need someone who can give them personal time and attention by listening to their struggles in transitioning from high school to a higher education environment and finally in becoming a constructive member of society.

- Engineering education is in English language and since most of the students from rural areas either speaks their native language or Hindi, but not English. This result in lack of their interest in study so special attention is provided towards these students through proctorial system.

- Most of the students are from rural areas and are economically poor. The parents who cannot afford the total tution fees at a time or within prescribed period. In such cases the students are allowed to pay the fees in instalment as per their convenience.

5. Evidence of success

- The most important evidence of success for the proctorial system is from the testimonials of the end-users.

- The students and their parents have been very happy with the proctorial system.
- Generally, for the complete duration of the course of study of a student any one faculty member has been effective in assuming the role of a proctor.
- The behaviour of the students on the campus in general has witnessed a tremendous improvement and the students are much happier and contended with their course of study at the institute after the implementation of the proctorial system.
- The pass percentage and the average academic performance of the students have also achieved greater heights with the proctorial system.
- Some students have presented themselves as quite a challenge for their proctors, but they figure out their priorities and start performing better after counselling sessions with their proctors.
- The students have been at most risk during their initial stages in the course of study.
- The transition from a high school environment to a higher education set-up proves to be too sudden for some students.
- The proctorial system has addressed the needs of the students and effectively nurtured many students during the duration of its implementation.

6. Problems encountered and resources required
- Efforts have to be made to inculcate sense of guardianship in the faculty members for increased effectiveness of the Proctorial system. Making the students realize the importance of sharing their problems/issues with their respective mentors.
- Adjusting academic schedule to accommodate this activity.

Best Practice II
1. **Title of Practice**
   Eco-Friendly Campus
2. **Goal**
   The main objectives are listed below
- Implementation of cleanliness agenda among stakeholders.
- Initiating activities to protect the environment.
- Minimization of waste generation and safe disposal of the wastes.
- Conserving water and recycling it.

- Expanding the Greenery within the campus to ensure pollution-free air.

3. The context

- Environmental protection is very essential factor in our day to day life. Maximum use of natural resources and keeping our environment clean and green are necessary for healthy living and sustainable future. In this context, our institute has initiated various activities and awareness programmes to promote the mission of green campus.
- Provision of expenditure on green initiatives and waste management done by management annually. Green audit of a college campus aims at understanding the present environmental status and to find out ways to internalize environmental issues which are well felt externally

4. The practice

- Policies related to green initiatives and waste management are established and implemented
- Plantations in large numbers within the campus and their efficient maintenance should be done to keep green campus.
- Rain Water Harvesting: The terrace water of the college building is collected and arrangement has been made to harvest and percolate this water within the campus. The arrangement is made to harvest rain water in the institute building. All the rain water falling on the slab of the building is collected and made to store in a tank. The store water is used for building construction and for trees or garden. one big tank is also constructed behind the computer engineering department which is filled by pebbles, gravel and sand, all the water from the rain which are felled on workshop roof are collected in this tank.
- Solar panel and LED are installed in campus to save electricity. Total power requirement of the college is 37.5kw and percentage of Power requirement met by renewable energy sources (Solar) is 3.5kw. Also Total Lighting requirements of college 6.974kwh and Percentage Lighting met through LED bulbs is 2.054kwh.

5. Evidence of success

- The reports of Green, Energy and Environmental audits portray the success of the green practices followed in the campus.

- Energy saving achieved in terms of percentage of contribution is shown below:

Total Lighting requirements	Percentage Lighting through LED bulbs	Percentage Lighting through solar
6.974kwh	2.054kwh	3.5kwh

- Celebrated all major days related Environment – Environmental day, water day and so on to create awareness among the young minds about the need for sustainable environment.

6. Problems encountered and resources required

- A huge investment is required to build up an alternate energy source.
- Continuous efforts are required to create awareness and to sustain the GO GREEN policy. Organizing programmes related to this theme of practice amidst heavy academic schedule is necessary.