



Best Practice I

Title of the practice – STUDENT'S MENTORING SYSTEM :

The social and economic back ground of students vary. Accordingly there are differences in abilities, interests, retention power, problems etc. So this system has been established to trace out their problems, interest, abilities etc. by establishing a free and friendly rapport between the student and the teacher and guide the students in academic and related matters.

THE CONTEXT

Mentoring involves grouping students with an experienced teacher, who acts as a positive role model. Mentoring aims to build confidence and character and to fulfil aspirations, rather than to develop specific academic skills. Quality mentoring enhances student's chances for success.

The facilities of enjoyment, life style of students vary. Many are not in touch with the modern electronic media. Though the modern education system stresses on E-learning, Online teaching and learning does not reach the full student population. The primary vision of our college is to provide comprehensive education to students belonging to all sections of the society. The declared objective of the college is to make the new generation capable of facing the multiple challenges in everyday life.

Objectives of the practice :

1. Bridging the gap between the teachers and students.
2. Creation of a better environment, where students can approach teachers.
3. Enhancement of knowledge base of teachers and students.
4. To remedy the weakness and problems of the students.
5. To help the students to improve their skills.
6. Support the students for competitive examinations.
7. Motivation for higher studies.
8. To deal with personal problems.
9. Encourage the students to participate in extracurricular activities.

THE PRACTICE

Methodology of implementation : The mentoring system was introduced during the academic session 2017-18. The system starts from the first year of their admission and continues throughout their course period.

The students are distributed among the teachers/mentors with an average of 25 students preferably to their own subject teachers as it will be convenient for them to tackle their problems.

There is a mentor format containing personal and academic data filled by the students during the first meeting with the mentor.

The mentors are advised to take regular meeting at least two a month.

In the first meeting the students are explained about the aims and advantages of this system and a common counseling is given with regard to regular attendance, participation in the college activities, developing skills etc.

A register is maintained by each mentor to show the attendance, date and point of discussion in short.

After a counseling period for few days, the mentees develop confidence and a positive relation with the mentor which helps to find out the problems and abilities of the mentees.



The students are instructed to contact the mentor at any time in case of need.

Remedial classes and tutorial classes also conducted for slow learners. A record of that is also kept separately.

Student with problems like poor attendance, family problems are given special counseling.

At the end of the session the results are analysed by each mentor and submitted to the I.Q.A.C. co-ordinator / principal.

OBSTACLES :

The main obstacle is the balancing of time availability. A teacher has to perform many activities concerned with extra curricular activities or other extension activities.

The students develop an interest and confidence in the mentors. They feel they are the trusted advisors, attending the meeting at the scheduled time is a great problem for them. So the weak students are given advice according to their own time without any pre-prepared schedule.

To sum up the ON GOING PROCESS :

- * Regular meetings are held between mentor and mentee.
- * A record is maintained for each student.
- * A register is maintained showing the date of meetings, points discussed.
- * Students are allowed to approach the mentor for both academic and personal problems.
- * Personalized/professional/career advice is given to the mentee.

IMPACT OF THE PRACTICE

The system of mentoring as adopted by the college has been an amazing success in the academic and disciplinary orientation of the students. Many positive aspects have been noticed in the scheme of mentoring.

The teaching staff can easily handle micro groups consisting of 25/30 students. This has facilitated easy interaction at regular intervals.

The mentors are able to keep minute details of the students.

The gap between the mentor and the mentee is reduced. They could interact easily without hesitation and inhibition.

The knowledge base of the teachers and is increased through mutual participation.

System has helped to develop healthy environment and better academic atmosphere in the college.

- * The mentors could motivate inspire and guide the mentees in facing competitive examinations.
- * The mentee is encouraged to communicate with the mentor even his/her personal problems which she he may hesitate to communicate with the parent.

RESOURCES REQUIRED

1. Mentor format for each student's entry.
2. Register for mentor.
3. Register for each department for the entry of remedial classes' record.
4. Teachers with commitment to the cause of student development.

BEST PRACTICE II Manuscript Magazine

1. Title of the practice: Manuscript Magazine
2. Context: Hand writing is one of the most neglected aspects of teaching and learning process. Prior to the development of the printing



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technology, all communications were conveyed through manuscript letters, messages etc. But due to the advancement of modern technology, the students orientation to handwriting disappeared.

Practically all writing works are replaced by type writing and computerized printing. The result is deterioration in the art of writing.

3. Objectives:

- To boost confidence level through good handwriting.
- To create awareness among students about the added advantage in the examination.

4. The Practise:

1. Articles were invited from students and staff in their own handwriting.
2. Students with good handwriting were selected as scribes.
3. The articles of students who submitted writeups with good hand writing were incorporated in the original writing for people with bad writing, students scribes are engaged.
4. Each students was asked to rewrite articles which are collected.
5. It is given a magazine style with messages, index and some photographs of college activities.
6. Students whose writing is not legible and attractive are given special guidance by teachers and are allowed to observe the writings of the scribes.
7. Calligraphy is also encouraged.
8. All hard written creative materials are bound and is kept in the library for the students and visitors to persue and a record of the visitors is maintained.

5. Obstacles: A major obstacle was in identification of students with good handwriting The second obstacle was the difficulty in convincing everybody about the rationale of this manuscript magazine.

6. Impact of the practice:

- Created among the students awareness about the importance of good hand writing.
- The interest for improvement of handwriting aroused.
- Queries about styles, beauty and techniques of writing from students have increased.
- The students realized the added advantage of good hand writing in personality development.

7. The recourse required :

- A4 size papers
- Pen ordinary, calligraphy pens, sparkle pens of different colours.
- Photo copy machine.

BEST PRACTICE III Newsletter:

1. Title of the practice: Publication of Newsletter.
2. Context: The students are endowed with extra ordinary creative abilities which often go unnoticed. Moreover, many activities of the staff go unrecorded and also the academic projects do not get effective publicity. Initiatives of the management also do not get proper exposition. The newsletter was considered as the best and effective means to marshal and document the manifold activities of the college. As a post NAAC innovative practice we adopted the newsletter ASTRA to be published biannually.

3. Objectives:

- i. To document the activities of the college in a systematic manner.
- ii. To inculcate the active interests in the students by highlighting their performances.



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iii. To be a forum for the students to introduce their achievements, research activities awards etc.

iv. To familiarize the public with the activities of the college.

4. The Practice: The publication of a newsletter is a long process, involving human and material resources, participation of the management, staff, students, various stake holders and the alumni.

Step I

The IQAC in this meeting decided to publish a biannual Newsletter.

Step II An editorial board is constituted.

Step III All are informed about the proposal to publish a newsletter.

Step IV The chief editor convened a meeting of the editorial board.

Step V Collection of publication material was initiated.

StepVI Publication. The first issue was proposed for a period from December 2017 to May 2018.

StepVII Release of the newsletter by the official of the education society.

5. Obstacles:

The difficulty in convincing all concerned about the, rationale of the publication, the need of bringing out such a literature.

- The second major difficulty was collection of data and write up materials.
- Thirdly financial obstacle because does not have a separate fund for publication.

6. Impact: The staff and students and management finally appreciated the project. Since it has come out successfully.

(Prof. I.A. Siddiqui)

Principal

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