

Best Practices Of the college

With higher education becoming an international service, there is growing concern the world over about quality, standards and recognition. Consequent upon this trend, the debate on how benchmarks have to be evolved for ascertaining and assuring quality at different levels of higher education is significant. This paper highlights the initiative of the National Assessment and Accreditation Council (NAAC) to promote the concept of best practices benchmarking. It also sets the stage for a discussion of the identification, sustenance, dissemination and adaptation of best practices and of their transference from one system to the other. Best practices of an institute are usually the benchmark it wishes to set for itself and others in the society. Being an institute of higher learning we realize our role in building a society free from discrimination and deprivation. We also realize that in a nation endowed with youth power we are facing an acute shortage of skilled youth who are industry employable. In order to fulfill our role, we are engage in various tasks which can be labeled as Best Practices. Fostering Community Responsibility, Skill Development Program, Spreading social awareness etc. are few of the best practices of the college.

1. Title of the Practice

Proctorial Management System

2. Goal

- To ensure maximum student attendance in the classroom
- To provide supportive care and advice to the students
- To build up student mentor relationship and maintain social connectivity
- To improve the pass percentage and enhance marks secured by the students at the university level examinations
- To resolve any issues pertaining to student's financial needs and provide him/her the necessary help to cope with it

3. The Context

- A decrease in the student attendance has led to poor academic performance of the institution. The students lack impetus to regularly attend the lecture classes and in general feel lost because of the strict teacher –student association. These issues need to be handled through effective mentoring system where the students feel at ease to interact with their teachers and is motivated to stay in the classrooms for his/her academic betterment.

- The teachers in the various departments sometimes find it hard to cater to the needs of the absentee students or the students facing the brunt of financial constraints in their families. Henceforth, it has become quintessential to adopt effective measures to address their academic hindrances as well as the financial challenges faced by the students.

4. The Practice

- Every student of the college is placed in group under a proctor
- Each group consists of 30 students
- Each member of the teaching staff is designated as proctor and is the teacher-leader of a number of students. The Proctor exercises an effective control and influence over the students under his/her charge. The proctor assists in academic and over all development of the student
- The proctor enquires into their various problems and helps them to solve either by himself or by bringing it to the notice of the Head of the institution or the parents of the students.
- The Proctor maintains a Student Information Record Registers for each of his/her wards which gives all the details of the students, examination results, etc . in terms of a quarterly Proctorial record and submits to the Head of the Institution .
- The Proctor sends quarterly progress report to the Parent/Guardians of the student, wherever deemed necessary.
- A student whose performance is not up to mark is asked to appear for counseling with the proctor in order to help the student improve his/her performance in the coming Semesters. Frequent assignments, tests and evaluation are conducted to help them improve their performance in the semester-end examinations.

5. Evidence of Success

- A number of faculty members have actively contributed in adopting this practice in our institution. There is a sense of responsibility in each proctor to carry out the sessions.
- The number of students participating in curricular activities and regularly attending the classes has also improved. The percentage of attendance in various departments has drastically increased.
- The number of students passing the examination has improved. Students have secured distinction as well as improved their Grade points in some depts.. Like education and political science, Odia and Economics.
- The students facing financial issues in their families are brought to notice because of the Proctorial Management System. It has helped in building the trust and in providing them supportive assistance in times of need.

6. Problems encountered and Resources required

- Despite the fact that Proctorial system has helped in many a ways, some of the students are still not instilled to stay in touch with the proctors. It's difficult on part of some proctors to imbibe the social quotient with

their wards. Lukewarm interest of the parents and some students has led to lack of appreciation.

- Unless the teachers and proctors guide and counsel the pupils in a proper way, this effective methodology cannot be brought to life. Provision should be made to enable a better and creative way of boosting the process of Proctorial.
- It is essential to address the financial issues of the students hailing from poor and meagre background. A different unit to be formed to look after such students in a financial way.

Swachh Green Campus:

The Nature Club of NSS and NCC of the college organizes tree plantation drive regularly. Students and Staff actively participate in keeping the surroundings clean. Regular cleaning activities are carried out by NSS, Volunteers, staff & Teachers. The College is making efforts to maintain a herbal garden in the campus. Dustbins are properly placed inside the campus and waste materials are dumped on regular basis.

