BEST PRACTICE I

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STUDENT ATTENDANCE MONITORING SYSTEM

Objectives of the Practice:

➢ To instil discipline in the college campus.

➢ To lower the rate of absenteeism by means of proactive mechanisms.

➢ To function independently in the matters pertaining to attendance related issues.

Context:

Observations indicated that students, given a choice, tended to stay away from lectures due to distractions like internet surfing and mobile apps. Despite the students' awareness of attendance requirements, enforcing it posed challenges. To counter this, a decision was made to establish a committee and develop a custom attendance monitoring system.

The Practice:

The Student Attendance Monitoring System operates through a well-defined process:

1. **Data Collection:**
   o Faculty members teaching various subjects upload monthly attendance data by the 5th day of each month.
   o Each faculty member is assigned a separate Excel sheet for the subjects they teach.

2. **Calculation and Notification:**
   o Percentage is calculated for each student based on the data submitted.
      o Monthly attendance is categorized into three zones: Red Zone , Yellow Zone, and Green Zone. The Red zone is further divided

into five categories signifying Red-A Not Satisfactory (below 50%), Red-B Poor (below 40%), Red-C Critical (below 30%), Red-D Warning (below 20%), Red-E Defaulter (below 10%). The Green Zone signifies that the student has attendance more than 75 percent.

- Class-wise statements are disseminated through email to program coordinators and prominently displayed on the college notice board.

3. **Communication and Intervention:**
   - Class mentors actively provide counseling to address the issue.
   - SMS messages are sent to parents regarding their ward's monthly absences.
   - Letters informing shortage of attendance, directing students to meet the concerned faculty, Academic Class Advisor, or Head of the Department for further follow-up.

Evidence of Success:

- Reduced Attendance Shortages: The list of attendance shortages has significantly decreased compared to the past, showcasing the effectiveness of the monitoring system.

- Improved Discipline: The system has contributed to a greater extent of discipline within the college campus, creating an environment conducive to focused learning.

- Lowered Absenteeism: The rate of absenteeism has seen a notable reduction, aligning with the objective of proactive attendance management.

- Motivated Students: The colour-coded zones in the monthly attendance notices have motivated students to avoid the Red Zone and aim for the Green Zone, fostering a positive approach toward regular attendance.

Challenges and Resources:

The challenge encountered is errors in marking online attendance by faculty members. A streamlined system for the rectification of these errors and potentially additional training for faculty members could serve as essential resources to address this challenge.

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II

BEST PRACTICE II

EMPOWERING FUTURE LEADERS: CULTIVATING SOCIAL RESPONSIBILITY AND PROFESSIONAL SKILLS AMONG STUDENTS

Objectives of the Practice:

➢ To develop a deep sense of responsibility towards society.

➢ To cultivate moral and professional skills among students.

Context:

Aligned with the institution's mission, focusing on holistic education, leadership development, industry collaboration, and social awareness, the practice aims to groom students in various dimensions.

The Practice:

Empowering future leaders requires a comprehensive and holistic approach, combining academic excellence, practical skills, ethical awareness, and social engagement which are discussed below:

1. **Integrated Curriculum:**

   Blend theoretical knowledge with practical skills by incorporating real-world case studies, projects, and internships to bridge the gap between academia and industry.

2. **Ethics and Values:**

   Infuse ethical considerations and values across the curriculum, encouraging critical thinking about societal impacts and environmental sustainability.

3. **Experiential Learning:**

Encourage hands-on learning experiences such as labs, workshops, field visits, and an industry partnership have enhanced practical.

4. **Soft Skills Development:**

Provide training in communication, teamwork, leadership, and adaptability, as these skills are essential for succeeding in any industry.

5. **Community Engagement:**

Participate in community service projects, volunteer opportunities, and engagement with local organizations. This fosters a sense of social responsibility.

6. **Industry Partnerships:**

Guest lectures, workshops, and internships provide students with insights into industry practices.

7. **Research Opportunities**:

Encourage students to participate in research projects that address real-world challenges. Research experience hones critical thinking and problem-solving skills.

8. **Entrepreneurial Mind-set:**

Foster an entrepreneurial mindset by supporting student innovation, start-up incubators, and business plan competitions.

9. **Global Perspective:**

Incorporate global issues and perspectives into the curriculum. Encourage study abroad programs and international collaboration to broaden students' horizons.

10. Technology Integration:

Integrate emerging technologies relevant to the industry, such as data analysis tools, AI, and virtual reality, into the learning process.

11. Assessment Methods:

Implement diverse assessment methods, including presentations, projects, portfolios, and simulations, to evaluate students' practical skills and understanding.

12. Career Services:

Provide robust career services that include resume building, interview coaching, and networking opportunities to make them industry ready.

13. Faculty Development:

Support faculty in staying updated with industry trends, teaching methodologies, and research to ensure high-quality education.

Evidence of Success:

The success of this best practice is evidenced by various achievements:

- Student Achievements: Prizes won by students at various events organised at state, national, and international levels.
- Social Engagement: Students dedicating themselves to social work, showcasing a sense of responsibility towards society.
- Diverse Talents: Emergence of students as talents in various fields such as theatre arts, singing, writing, directing, journalism, and managerial roles in branches or companies.

Challenges and Resources:

- Student Attitudes: Some students might prioritize grades and exams over holistic learning, requiring motivation to actively engage with social and ethical issues.

- Short-Term Focus: The pressure to achieve short-term outcomes, such as high grades or immediate job placements, can detract from a more holistic focus on long-term skill development and social consciousness.

- Mismatched Industry Needs: The misalignment between industry demands and college offerings might lead to a gap between the skills students acquire and what employers seek.

- Lack of Practical Experience: Limited interest or partial participation of students in internships, projects, and hands-on experiences can be a barrier.

Conclusion: The best practices represent a holistic approach to education that aims to shape students into responsible, skilled, and socially conscious individuals. By instilling discipline through effective attendance monitoring and empowering students with a sense of social responsibility and professional skills, the institution plays crucial role in preparing students for contributing positively towards professions and society as a whole.

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