

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**GOVERNMENT LAWNGTLAI COLLEGE**

**2016 – 2017**

**ACADEMIC SESSION**

**BEST PRACTICE 1**

1. Title of Practice: MENTORING AND GUIDANCE

2. Objective of the Practice: The Internal Quality Assurance Cell (IQAC) takes up the Mentoring and Guidance Programme with the following objectives:

- To provide individual guidance and mentorship to each student
- To identify the strengths and weaknesses of each student, whether it be mentally, physically or academically
- To identify weaker students who require extra assistance beyond the classroom

3. The Context: Since time constraint does not permit teachers to guide each student individually during classroom lectures, the need to conduct individual mentoring and guidance outside the classroom is perceived and hence, the college decided to carry out this programme. This practice enables mentors/teachers to probe minutely into the academic progresses or regresses made by the mentees/students. The teachers, through this monitoring programme, can better understand the strengths and weaknesses of students and provide guidance accordingly.

4. The Practice: Under this programme, all students are monitored by their assigned teachers individually irrespective of their caste, ethnicity and cultural background. The teachers help their mentees identify the challenges they face both in their personal and academic lives and the possible solutions that could help them excel in all walks of life.

5. Evidence of Success: The success of this practice has to be measured both in qualitative and quantitative terms. It has been discerned that students perform better when they have teacher-mentors as a part of their support system. This practice has also narrowed the gap between teachers and students in the institution.

6. Problems Encountered and Resources Required: A slight problem that has been encountered in the implementation of this practice is that some students remain reserved and not fully open to share some of their financial and personal challenges, making it difficult for teachers to provide assistance to them. Several students who require financial assistance were also identified. Actions were taken to remedy the challenges but financial aid could not be provided to all needy students.

**GOVERNMENT LAWNGTLAI COLLEGE**  
**INTERNAL QUALITY ASSURANCE CELL (IQAC)**  
**MENTORSHIP AND GUIDANCE FORM**  
*(to be filled up by the student)*

Mentor/Teacher:

Name:

Date of Birth:

Mother's Name and Occupation:

Father's Name and Occupation:

Subject Combination:

Result in HSLC:

Result in HSSLC:

Temporary Address:

Permanent Address:

Health (Mental/Physical) Problems:

Academic Challenges Faced in the College:

Any Relevant Information:

Signature of student

## **BEST PRACTICE 2**

1. Title of Practice: STUDENTS' FEEDBACK

2. Objective of the Practice: Students' Feedback is introduced with the following objectives in mind:

- For students to provide necessary and critical feedback with regards to administrative management, curricular aspects, etc. to help the administrative heads identify areas for improvement.
- To help students think critically for themselves
- To assist teachers so that they may be able to recognize the areas in which they need improvement

3. The Context: It has been noticed that without the active participation of students through feedback forms, there is a dearth of communication and expression of the areas in which the college can maintain a higher standard of administration and transmission of knowledge through lectures.

4. The Practice: Under this practice, students are individually provided with a feedback form through which they rate various aspects of the institution. The different criteria include: A) Administrative Management, B) Curricular Aspects, C) Teaching & Learning, D) Mentoring & Guidance, E) Classroom Management. Students are encouraged to provide their ratings fairly without fear of consequences and also without biases.

5. Evidence of Success: The feedback from the students proved to be invaluable as it helped the administrative staff as well as the teaching staff identify areas for improvement. It also facilitated a better and more efficient work environment.

6. Problems Encountered and Resources Required: Through this Students' Feedback form, it was perceived that the study materials and books available in the library were not sufficient for the students. However, due to lack of funds, it was not possible to provide more materials.

**GOVERNMENT LAWNGTLAI COLLEGE**  
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**STUDENTS FEEDBACK FORM**

**Organized by**  
**IQAC & Department**

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**IN THE FOLLOWING TABLE, PUT A TICK ( ) MARK FOR THE APPROPRIATE CHOICE IN EACH POINT**

**The number rating stands for the following: 5 = Excellent, 4 = Very Good, 3 = Good, 2 = Average 1 = Below Average.**

<b>Subject</b>		<b>Ratings</b>				
		<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
<b>A</b>	<b>ADMINISTRATIVE MANAGEMENT</b>					
1	Punctuality in the class					
2	Regularity in conducting class					
3	Completion of syllabus/course					
4	Alternative arrangement of class in case of leave and other matters					
<b>SUB TOTAL (A)</b>						
<b>B</b>	<b>CURRICULAR ASPECTS</b>					
5	Focus of the syllabus/topic					
6	Knowledge on the subject matter					
7	Delivery of planned and organized lecture					
8	Conducting discussion, interactions					
9	Communication skills					
10	Skill of connecting subject/topic to life experiences					
<b>SUB TOTAL (B)</b>						
<b>C</b>	<b>TEACHING &amp; LEARNING</b>					
11	Use of black board/white board					
12	Use of teaching aid-ppt,etc					
13	Use of creative teaching method for better understanding					
14	Giving assignment and test and providing feedback(s)					
15	Fairness of grade/mark given by the department teachers					
<b>SUB TOTAL (C)</b>						
<b>D</b>	<b>MENTORING &amp; GUIDANCE</b>					

16	Help students irrespective of caste,ethnicity and culture					
17	Providing and referring text books and other study materials					
18	Providing study materials which are not readily available through e-resource, e-journals,open course wares,etc					
19	Help students having physical, emotional and learning challenges					
20	Help students irrespective of gender and social background					
<b>SUB TOTAL (D)</b>						
<b>E</b>	<b>CLASSROOM MANAGEMENT</b>					
21	Skill in attracting attention from students in the class					
22	Skill in addressing inappropriate student's behavior					
23	Teacher listens, respect and understand the students opinion					
24	Inspiring and motivating students for ethical conduct					
25	Act as role model					
<b>SUB TOTAL (E)</b>						
<b>TOTAL</b>						
<b>TOTAL OF (A)+(B)+(C)+(D)+(E)</b>						

**Thank you for the feedback.**

Name of Student : \_\_\_\_\_  
Department/Core : \_\_\_\_\_  
Academic Session : \_\_\_\_\_

Date : \_\_\_\_\_

Signature of Student