

## **BEST PRACTICES**

### **1. Methodologies to support weak students and encourage bright students:**

According to the results analysis, weak and advanced learners are identified.

#### **Guidelines to identify weak students:**

The Counsellors regularly conduct meetings regarding progress of their mentees and are responsible to identify students who scored less than 60% marks in their internals. Under the HOD direction, the students Counsellors evaluates the progress card of those students who score below 60% marks in three or more subject are considered as **academically weak students** and same is also intimated to their parents.

The following process identified for the week students

<b>Identification Criteria</b>	<b>Actions taken</b>
Students scoring less than 40% of marks in Internal Assessment.	<ol style="list-style-type: none"><li>1. Student counselor follows their progress regularly advising students about attending classes, making up classes missed, and getting additional help.</li><li>2. Intimating parents to counsel their wards.</li><li>3. Conduction of remedial classes</li></ol>
Diploma students who entered with less basics of mathematics	Conduction of remedial classes.
Students who fail in semester exams	Conduction of special classes to those who failed in previous semester subjects.

#### **Guidelines to identify bright students:**

From the result analysis, we split the students into two collaborative groups in which bright students who are called as advanced learners are assigned with National/International Journal papers and also with the Conference papers as their seminar topics and new ideas are deliberatively given according to enhance the previous base papers which are recently published.

The following process identified for the bright students

<b>Identification Criteria</b>	<b>Actions taken</b>
Students scoring greater than 90% of marks in Internal Assessment.	<ul style="list-style-type: none"><li>• Mini projects assigned.</li><li>• Seminars on advanced topics are assigned (From National/International Journals &amp;</li></ul>

	Conferences)
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**Interactive classrooms:**

- Interactive class room creates interactivity between an educator and their students. Educators use their technology along with the black and white boards to engage learners in the lesson and to check the progression of knowledge in specific subjects.
- Projectors along with their boards are utilized in our department to make a smart class for ease of understanding the knowledge about the genesis of the various subjects.
- Special lecturer videos of different courses from NPTEL and also from the other reference websites are also played in the class room to know the course right from the basics to the depth.
- Knowledge pertaining to the miscellaneous topics can also be covered with the help of the emerging technologies for reference in the smart class rooms.



## 2. Counselling and Mentoring system:

1. Every class has one 'counseling hour' per week to facilitate a quick 1:1 interaction between the faculty and the student.
2. There are around 125 counselors in the institution.
3. There is one counselor for every 20 students.
4. Every week during the counseling hour/whenever necessary the students get counseled.
5. Prior to 1:1 session with the student, the faculty ascertains the details of attendance, performance in examinations/tests.
6. Details of attendance and performance are discussed during the 1:1 interaction, suggestions / comments, if any, are noted in the 'Student Record' book and first week of every month attendance report is sent to the parents whose wards have less than 75% attendance.
7. Those who got below 65% attendance, counselors intimate to parents through phone also.
8. The students also are counseled on career guidance, higher studies and entrepreneurship.
9. Good and top performers are further encouraged to aim at university ranks, higher studies and jobs at multi-national companies.
10. If some students are identified as slow learners, remedial classes are arranged for them in consultation with the Head of the Department.
11. The students are encouraged to participate in various co-curricular and extra-curricular activities organized by the individual departments and institution. The importance of participating in such activities for personal and professional development is emphasized during the counseling sessions.
12. In addition, the training & placement cell conducts career counseling sessions for the students as part of the training programme



### 3. Skill Enhancement Programme (SEP)

Year	Sem.	Placement Cell activity	Departmental activity
I-B.TECH	I	Personality Development	Motivation Lecture by Expert
	II	General English	Lecture from Industry Expert
II-B.TECH	I	Communication English	Guest Lectures Technical (1 or 2)
	II	GD/Communication skills	NPTELS/Technical workshop
III-B.TECH	I	Quantitative Aptitude/ Reasoning	Technical Seminar presentation by students/Industrial visit (1-2days-local)
	II	GRE/TOFEL awareness/ Reasoning/ Assessment Tests	GATE foundation/1-week Technical skill programme/ Workshop s/ Seminars/Internships
IV-B.TECH	I	Professional skills and Intensive training/Assessment Tests	GATE/ Mini-project/Industrial visit( ten days)
	II	Training related to Industry	GATE/Project work