



SKR & SKR GOVT. COLLEGE FOR WOMEN, KADAPA.
(AUTONOMOUS)
Reaccredited with 'B' Grade by NAAC
Y.S.R. Kadapa District – 516001, Andhra Pradesh, India.
Affiliated to Yogi Vemana University



7.2.1 INSTITUTIONAL BEST PRACTICES

BEST PRACTICE – I

TITLE OF THE PRACTICE: MENTOR AND MENTEE SYSTEM.

(All-rounder Development of young women students)

1. OBJECTIVES OF THE PRACTICE:-

- Deliberate and systematic Knowledge transfer.
- Work together to reach the goals of the mentee.
- To encourage mentee to track their progress frequently.
- To set a realistic time line for mentees.
- To know how realistic goals are.
- To create and reinforce a positive organizational culture.
- To provide soft skills and life skills in order to be effective.
- To provide holistic development.

2. THE CONTEXT:-

Students with different economic, social, financial and regional backgrounds are admitted in the institutions. The institution caters to young women needs. Due to varied reasons, students often do not confide their problems to anyone, which could lead to emotional imbalance, disheartenment and frustration. Many of them are ill prepared for the rigorous English Language teaching and sudden exposure to new town makes them confusion. Being away from home, such students can best look up to their teachers for support and guidance. Hence the institution initiated the mentor –mentee system to ensure overall welfare and development of the students who admitted in the college with a healthy student environment.

3. THE PRACTICE:-

- ❖ The institution has adopted Mentor and Mentee system to fulfill the mission of the college and to cater the needs and aspirations of the students.
- ❖ Each faculty member is allotted 25-30 students as mentees with the task to mentor his/her students.
- ❖ Each faculty member has been given a printed book to register mentees personal and academic information.
- ❖ It is an ongoing process, extending throughout the student's study in the college.
- ❖ Mentees are encouraged to regularly interact with their mentors and discuss any issues.
- ❖ In regular Mentor – mentee meetings various activities like career goal setting, presentation skills, communication skills, resume writing, aptitude test etc. are organized.
- ❖ Mentees are counseled and also informed about the various facilities and scholarships that are available for them.
- ❖ Mentors keep all academic records of their mentees, monitor their attendance and progress and take care of even their personal problems
- ❖ The college environment helps students to explore their emotional and psychological problems and find solutions.

- ❖ Twice in a week Human Values and Professional Ethics are taught, to develop values among the students.

4. EVIDENCE OF SUCCESS:-

- i. It develops a healthy relationship between the mentor and mentee.
- ii. The faculty members have successfully helped the students with problems in the area of relationship.
- iii. This system Increased student self-satisfaction.
- iv. Students have been joined in NSS / NCC to serve the society.
- v. Increase in student attendance and improvement in students' academic performance.
- vi. A bond of Stronger relationships have been forged amongst students/peers, faculty and parents.
- vii. Improvement in the sense of belongingness about the institution. Hence students take the initiative to turn/switch off taps, lights and fans when not in use
- viii. Parents were happy to have a system where, the overall progress of their ward is monitored and informed to them timely right from the first year till the course completion.

5. PROBLEM ENCOUNTERED AND RESOURCES REQUIRED:-

- Due to lack of sufficient infrastructural facilities it is very difficult to allot a separate room for each mentor.
- The faculty members have to be sensitized regarding the values of the institution.
- Due to busy academic schedules the faculty makes it sometimes difficult to devote adequate additional time to the mentees.
- Faculty members have to be aware of their own emotions and subjectivities.
- Faculty needs requisite training for enhancement of mentoring effectiveness.
- At the beginning the students are not interested to update their details in mentor book.
- They are hesitant to openly discuss/ express their problems with the mentor.
- Students are not confident on their mentees.

BEST PRACTICE - II

1. Title of the Practice : Skill Will Club

2. Objectives of the Practice

A majority of employers are on the lookout for people who practice integrity, honesty, Commitment to the profession. The programme aims to impart soft-skills including communication skills, presentation skills. Personality Skills and Job-Skills help students to acquire General English Skills and help to remove mental blocks involved in communication. The institution recognized the needs to inculcate these values in the students. The skill will club aims to train students in soft-skills to empower them to compete in the job-market. Soft skills contribute to increasing the students' performance and productivity at the workplace with excellent time management and communication skills. It helps the students to build a good relationship in one's personal life and professional life.

3. The Context:

- ❖ To achieve the needs of present job market skill education is essential for graduate students / youth.
- ❖ Skill acquisition is the ability to be trained on a particular task or function and become expert in it.
- ❖ So skill based education should be part of any teaching programme.
- ❖ Skill acquisition makes the students employable besides the obtaining of the degrees.
- ❖ For this purpose, initiative has been taken up and the curriculum also designed with the actual requirements of the job-market in mind and to create will among students to competing the job-market, equipped with the necessary soft-skills.
- ❖ In charge of the English Department is responsible for inculcating values to the students by means of conducting soft skills classes.
- ❖ The students are trained how to practice punctuality, right attitude, right body language and public speaking.

4. The Practice:

The practice involves a group of teachers to voluntarily conduct classes and provide training to students. Teachers from the Department of English have designed the programme, and the programme will be held with the help of teachers from all faculties. Teachers put special efforts without remuneration besides the regular work. No fee is collected from the students for the purpose. The club identifies a large group of 30 students through simple test orientation programme conducted for the students to know the importance of the skill acquisition.

- Theory classes Time: 25-30 hrs.
- Students are equipped with the audio system, audio cassettes, cd's and the course books, Cambridge series books for better understanding of pronunciation and to build conversational skills.

A. English speaking practice:

- Audio versions of conversation.
- Phonetic pronunciation of vowels and consonant sounds.
- Listening tracks of 1 minute to learn the pronunciation and to find out the concept.

B. Reading Practice: Text reading, news paper reading, reading aloud, poem recitation.

C. Writing:

- Writing conversation for an imaginary context.
- Letter writing practice.
- Report writing.

D. Group Discussion:

- Involving teachers for practice and giving tips to the students for moderation in Group Discussion.
- Playing video presentation of group discussion.
- Critical commentary and tips on GDs'.

E. Job Skills:

- Giving instructions on Mock Interviews and conducting interviews.
- Theory classes on interpersonal skills.
- Resume preparation.
- Practice on telephone etiquette.

Evidences of Success:-

The impact of the programme is very good students developed self-confidence to overcome the stage fear to present and to give presentation, seminar, self- introduction etc., A large number of students intend to join the programme and want to get the benefit of this voluntary initiative from the teachers. Although students are compulsorily attending these classes, they do not find it a burden as it helps them personally.

5. Problems Encountered and Resources Required:-

- Technical issues relating to the practice of sounds of English.
- Time taken to see the changes in the personality.
- Lack of exposure on phonetics in early academics.
- Internet connectivity problems.

Resources Required:

Cambridge series books are required.

Audio-visual equipment needed.

Suitable furniture need for Group Discussions and Mock interviews.