

7.2 Best Practices

Describe at least two institutional best practices. Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

BEST PRACTICE - I

1. Title of the Practice

Promotion of Tutor-Ward-Parent Rapport

2. Goal

Thinking is an essential component of goal setting and working on the goal helps us attain success. The goal of “Promotion of Tutor-Ward-Parent rapport” is to bring out the hidden talents of the students and mould them to become an active and responsible citizen with the strong support of the tutor and the cooperation of the parents.

3. The Context

As the institution is located in an economically and socially backward area, its relationship with parents is of paramount importance to elevate the students to the global standards. It also emphasizes the importance of parent’s responsibilities over the holistic development of their wards during their stay in the institution. Moreover, the tutor system is practiced in the institution to tap their inherent talents, to create a strong awareness of the opportunities available and to address the limitations of the students. It enables us to compete with other institutions in the region and helps the students to garner more job opportunities.

4. Practice

- The students and parents are educated on the importance of tutoring system followed in our college through the induction programme.
- Every year, the orientation programme is conducted for the freshers so that they could get acclimatized to the new environment, to be well informed about their subject of study, to know how to get on with others, to strengthen their character and to improve knowledge.
- A bridge course is conducted to assess the level of freshers and this information is conveyed to the respective Head of the Department, they in turn, instruct the tutors to take special care of the students based on the obtained information.
- Declaration forms comprising personal details, contact address, contact phone numbers, etc. are collected from the students and tutors maintain separate file for each student to file the declaration form, photocopies of mark sheets, leave letter, unit test assessments, model exam and university examination marks.
- Students' personal and academic records are also computerized regularly.
- Tutors monitor the academic progress made by the students of that particular class for which they are responsible.

- Students' learning disabilities such as communication inhibitions, psychological problems, personal problems and stress-related issues are identified and analyzed by the tutor, and corrective measures are taken by giving counseling and offering special coaching.
- Academic evaluation of the students starts with the commencement of Unit Tests which are conducted during the first two periods on Monday and Saturday of every week, and it helps tutors to assess the level of knowledge of the students.
- The progress of the students is intimated to their parents through the progress report entailing their percentage of attendance, discipline and performance in Unit Tests.
- The progress report helps the tutor to categorize the students into slow and advanced learners.
- Remedial classes and improvement tests are conducted to the slow learners so that they could cope with the syllabus demands.
- Advanced learners are encouraged to guide slow learners and they are motivated to participate in various seminars, workshops and conferences organized by other institutions.
- Advanced learners aspiring to become University Rank Holders are given special attention and guidance.
- Prior to the university examinations, model examinations are conducted to enable the students to prepare and perform well in the university examinations.
- A regular semester-wise parent – tutor meeting is conducted by all the departments to update the parents with their wards performance.

5. Evidence of success

The impact of the above best practice is quite evident from the following facts:

- Student pass percentage has increased immensely with numerous gold medalists, rank holders and centum holders in various courses
- At the time of parents-teacher meet, the college collects feedback from the parents to get to know about their expectations in terms of facilities, activities, teaching and learning methodologies, and records of feedback are maintained in the department as evidence.
- Student personality traits and character are molded by the tutor and if a student is found to conduct himself / herself inappropriately in the campus or lack interest in studies, the concerned parents are intimated about it and hence, students cannot hide either about their unethical practices or poor academic performance.
- In most of the departments 100 percent results were produced in various subjects in the university examinations.
- Due to a constructive and healthy relationship between the institution and parents, the students are mostly admitted for their higher studies in our institution itself.

- Above all, the employability skills of students have improved drastically and the acquisition of these skills empower them to garner global placements in various corporate sectors, industries and other concerns.
- For the last few years, the students of our college have been offered 1026 jobs through on-campus placement drives.

6. Problems encountered

- Inadequate co-operation of parents from rural areas.
- Improper delivery of the progress report to remote areas.
- Communication gap between the tutor and parents as many parents speak neither English nor Tamil.

7. Resources Required

- Web based access to students' academic performance and other details for the perusal of parents must be created at the earliest.
- Separate computer facility is required for tutors to update the student performance electronically and ensure minimal use of papers.

BEST PRACTICE - II

Training on Life & Employability Skills

1. Title of the practice

Training on Life & Employability Skills

2. Goal

To improve the life and employability skills of students

3. The context

The Training and Placement Cell acts as an interface between the industries and students as most of them hail from Government schools in the rural areas. Training is given to develop and improve different skills.

First year : Life Skills training

Second year : Communication and Aptitude Training

Third year : Interview Skills

4. Practice

- The prime focus of the training is to update the students with the skills that are required to cater the needs in career development.
- Life Skill Training programs are offered to the first year students to improve their confident, grooming and taking their academic forward.
- Adequate level trainings are provided to students to face campus interviews by arranging training in Aptitude tests, Group Discussions, preparing for Technical and HR interviews through professional trainers and alumni.
- Training and Placement Cell is providing an opportunity of Industrial Visit to discover and connect with various industries and companies across the world for better opportunities for students.
- Activity based trainings and mock interviews were conducted to help the students to fetch knowledge with respect to the demands and expectation of the industries related to placement.
- Training and Placement Cell is headed by two faculty members and both are certified Zonal Trainers from Junior Chamber International India.
- Placement Cell is functioning with the 3-tier principle: Pre-Placement Training, Placement Drives and Post-Placement Training.

Pre- Placement Training focuses the area of the following.

First year : Life Skills training, Personality Development Training

Second year : Communication Training, Essay Writing, Aptitude Training

Third year : Interview Skills, Group Discussion, Face to Face Interview Practices, Mock Interviews

- Training and Placement Cell is organizing campus interviews for Final year students with industries and reputed business houses from all over India
- Post-Placement Training comprises the following activities – Finishing School
 - ✓ Post-Placement Training for the students who are offered by companies
 - ✓ Company's suggestions carried out during this training
 - ✓ Training on Communication and Corporate Skills

5. Evidence of Success

Training and Placement cell has given prominent and consistent results every year. The following are the evidences for the practice.

- Placement Record for the current academic year

Academic Year	No. of Students Offered
2018 - 2019	428 (Without multiple Offers)

- Minimum 20 companies visiting our campus every year for the recruitment process
- Entering into a MoU with JCI Hosur Emerald for regular training practices
- Training and Placement Cell of MGR College is leading as Top 3 Best Placement Cells in Periyar University, Salem
- Alumni of MGR College who are working in a reputed companies are visiting every month and training the students towards industry needs
- Awarded as “Most Valuable Partner” from Tata Consultancy Services

6. Problems encountered and resources required

- As many of the students are from rural areas, having communication gap and adequate training had given for them to improve their level of communication.
- Less adoptability of the students to the new environment and reluctant to move out from Hosur
- Lack of awareness among the students about the corporate and social needs

7. Resources Required

- Web based Aptitude practice
- Tools required to update their technical skills

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