



Title of the Practice

1. Helpdesk Approach for Student Admission

The Context:

The College is recognised by the government of Maharashtra and affiliated to University of Mumbai which follows Centralised Allotment Process (CAP) in the admission procedure. Since the college stands for the academic aspirations of the youth, we have evolved a supportive mechanism for helping the aspirants especially to the tribal area. Particularly the students who are seeking admission to UG and PG programmes in our institution.

Objectives of the Practice:

'Helpdesk' is an admission committee comprising of teaching and nonteaching staff members and is open to any student seeking admission in the colleges.

Goal:

A supportive mechanism to ensure transparency of admission process and to provide accessibility to the students who are not user friendly to the technological aspects by way of _

- i) Registration to the CET examination*
- ii) By offering assistance to fill the examination form.*
- iii) Consultancy for clarifying doubts regarding the entire admission procedure starting from online registration to the completion of admission.*

The Practice

In the beginning of every academic year an admission committee, 'Helpdesk' is constituted with a number of teaching and nonteaching staff as its members and the same information is given on the college web site. The committee starts functioning from the moment the admission notification is released in government website and continues to function till the closure of admission procedures.

The students who get admission through the admission portal can directly approach the helpdesk where their documents are checked and they would be directed to the office for further verification and other procedures for the completion of admission.

Obstacles faced / Problems Encountered:

The helpdesk comprises teaching as well as non-teaching staff members of the college. Their service in their respective area of job is hindered slightly during admission time. The members of the admission committee have to stay over time and they find it difficult to engage classes as per schedule.

Impact of the Practice/ Evidence of Success

The helpdesk started functioning in 2015 and since then it has been instrumental in making the admission process an easy task for the students, parents and the college staff. The students can complete the admission procedure without waste of time since they receive proper directions from the helpdesk.

Resources required:

A separate space/office with systems with internet connectivity and equipment like printers are required for the smooth functioning of the helpdesk. Moreover, the members are to be present at the helpdesk throughout the admission days.

2. Title of The Practice: Mentoring System For Students

Objectives of the Practice:

To minimize dropouts, improve performance and reduce stress of the students through personal counselling

The Context

During the programme students face various personal, academic, physical, mental problems. Students are new to professional college life. It creates a lot of stress, especially to students with poor economical background and those who are residing in the hostel and are away from family for the first time. Students from educationally weak background feel complex and hesitations in class and unable to perform well due to reluctance which may result in dropout. Considering the student-teacher ratio in classrooms, it is difficult at times to give personal attention to students in class. One solution therefore is a 'Mentor' who can form the bond with students in the true sense. Mentoring is required for students to achieve emotional stability and to promote clarity in thinking and decision making for overall progress.

The Practice.

- Each teacher is assigned around 12-13 students for the complete duration of their study.*
- They meet at least once a month to discuss, clarify and share various problems which may be personal or academic, etc.*

- *The mentors encourage the students to participate in co-curricular and extracurricular activities as well as sports.*
- *Their academic performance and other activities are all recorded.*
- *The mentors also keep in touch with the parents on their attendance, test performance, fee payment, examinations etc. on weekly basis*
- *The mentors also counsel the students in need of emotional problems.*
- *When the students have any problem in any department either with the staff or with work completion the mentors speak with the respective staff and sorts out the problem.*
- *Mentors take special care of weak students, who are given advice on how to study, prepare a time table for study and clarify the doubts and also given notes to study.*
- *The head of institution takes the progress of counselling of students by mentors.*
- *Students problems are discussed with the other faculties and necessary action taken to solve it.*

Evidence of Success

Evidence of success of the practice includes better results in the examinations, improved attendance, less drop outs, increased participation in co-curricular and extracurricular activities, better discipline on campus and respectful relationship between teachers and students. The students are more relaxed and have a healthy relationship with the staffs.

Problems Encountered and Resources Required

This practice requires committed teaching staff who has the desire to help students beyond teaching hours. There are no limitations or constraints faced during implementing the program