Best Practices.

1) Mentor- Mentee Initiative

A mentor can be Teacher-Guardian works as a friend, philosopher and guide for the students. He keeps the track of every student's day-to-day activities and records daily attendance, test results, internal assessment, prelim examination results and other related information of students in the specially designed teacher-guardian book. He encourages the students to participate in co -curricular & extracurricular activities. He gives academic feedback to the parents/guardians regularly. He also counsels the students to solve difficulties encountered not only in college campus but in their personal lives too. Teacher guardian acts as a mentor to students and offers them emotional and academic support along with motivation. The mentor prepares the list of students allotted to him as a mentee The mentor collects all the personal and educational information of the mentee through the given format .The mentor focuses on the need of the students and regularly updates about the student progress. The mentor is one resort for a student, guide and support all times. Effective mentoring seeks to provide such a presence by establishing a trustworthy relationship between Mentees and Mentor .Mentor has to provide a support and Encouragement to Mentee.

2) Feed Back Report

The Institute is constantly in dialogue with all its stake holders and seeks advice and input from industry persons also, in order to provide value input to college development.
Structured feedback is obtained for course; the structured feedback is obtained after the completion of the semester. The data generated is compiled by the in charge and shared with concerned Faculty and Director within three working days of obtaining the feedback. In case any course correction is required; the same is initiated based on the information obtained from the feedback. This feedback information is incorporated in the review document prepared by the

faculty at the end of the year.

Each faculty member offering a core/elective course compulsorily engages with an industry practitioner and gathers feedback on course content, sequencing of topics and assessments. The same is discussed and documented in the review document and submitted to Syllabus Formation Committee, RTMNU Nagpur, if feel required. Which later used as an input in designing the course for the coming academic year. This ensures that the course is up to date and fulfils the future employment requirement of students. The review document also incorporates feedback from the faculty concerned regarding course syllabus Preparation, Course Delivery, Attendance, Assessment, and Guest Lectures. Based on the faculty's experience in conducting the course a proposed set of actions are also documented for future revision of the course outline.

The institute also gathers feedback from each graduating batch at the completion of the course on the overall quality of the program and other facilities. Data gathered in the process is documented and shared with the program and administrative/support staff of the institution and the action taken report is shared with the concerned stakeholder.