THE MOGAVEERA VYAVASTHAPAKA MANDALI

MVM Educational Campus

Creating Quality…Delivering Excellence

M V Mandali's Colleges of Commerce & Science

(Affiliated to University of Mumbai)

(Permanently Unaided Linguistic Minority Institution)

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BEST PRACTICES FOR AY 2018-19

Best Practices I:

- **Title of the Practice :- Student Quality Circle**
- **Goal:-**

1. To improve in quality of teaching learning in the educational institute.
2. To provide opportunity to students to analyse and solve their own problems.
3. To change the attitude of students towards institute, from "I don't care" to "I do care".
4. To bring out the hidden potential of students to learn additional skills like brainstorming, problem solving etc.
5. To promote morale and motivation level of students.
6. To develop team spirit among students.

- **The Context:-**

SQCs are of self-managed groups led by students with support and resources especially provided by faculty and administration. Student Quality Circle is a formation of students usually between 6 to 12 members joining hands together purely on voluntary basis, focusing on improving the quality of teaching and learning. Usually meeting takes place twice in a semester with the coordination from the instructor. With mutual co-operative and collaborative approach, discussions are encouraged and subsequently problems are resolved. Expectation of students and faculty are matched and encouragement of learning environment is instilled.

- **The Practice:-**

    1. SQC meetings are held once a month for about an hour on regular basis. The members meet usually at the end of the lectures in consultation with the manager. The time of the meetings is usually fixed in advance in consultation with the manager and members.

    2. The circle sits down together to identify problems of and on their own. This is done by using the technique of brainstorming.

    3. The problems are voted and the one which gets highest votes becomes the common problem of the entire group.

    4. The students get down identifying the causes which have led to the problem by brainstorming session.

    5. After analysing the problem and its root cause QC members arrive at possible solutions or recommendations.

    6. Recommendations are presented to the higher authorities i.e. Principal or Management.

    7. Generally, management accept the recommendations. At times recommendations may be rejected. If rejected management explains reasons for the same.

    8. The management implement the decision. To encourage students and   increase the morale of students they are rewarded for their recommendation SQC members are recognised and rewarded for their positive and fruitful recommendations. Students may be provided monetary as well as non-monetary incentives.

- **Constraints:**

    Time consuming process- Participation not voluntary- Limitation to provide monetary incentives.

- **Problem encountered and Resources required:**

Students are not aware about quality circle concept so every year it requires proper orientation followed by training session for successful implementation of student's quality circle. A coordinator need to keep control on students' quality circle to ensure that a SQC meeting goes in right direction. Coordinator provides necessary resources to conduct SQC meetings like stationery such as pens, paper, notebooks, black board and arrangement of suitable venue for conducting meeting.

Best Practices II:

- **Title of the Practice :- Mentoring Programme**
- **Goals:-**

1. To provide guidance and support to the students based on his or her unique developmental needs.
2. To give advice and guidance, share ideas, and provide feedback.
3. To provide support on personal issues if appropriate.
4. To provide counselling to student if required.
5. To guide student to select right career path.
6. To provide opportunity to student to put forward their grievance and issues.
7. To provide learning opportunities that supports a student's intellectual, social and personal development.

- **The Context:-**

The mentoring programme is the programme initiated by the College with students who are looking for educational advice, career guidance and counselling in their academic and non-academic aspects. It's a wonderful opportunity for the teachers to give guide students in right direction of their career path.

- **The Practice:-**

1. Every faculty member is assigned a batch of 30-40 students for mentoring programme.

2. Mentor is assigned batch for three year duration i.e. from entry level of student till the graduation. It helps mentor to get in-depth understanding of each mentee assigned to him.

3. Mentor maintains all database of each mentee assigned to him or her like mentees profile, learning ability, family and income background, academic and non-academic records etc.

4. Mentor prepares a schedule of mentoring session and shares it with mentees.

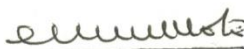5. As per the schedule mentor conducts meetings with mentees.

6. During meeting interaction takes place between mentor and mentees, where they share their academic issues or personal problems, family problems, grievances etc. during mentoring session.

7. The mentor looks at the attendance and performance of individual student and suitable measures are taken. Parents are intimated about their wards performance and separate parent meetings are held in chronic cases to report.

8. Students identified with personal difficulties and low self-esteem are guided to the counselling cell of the college

9. Mentor prepares and submits a brief report on mentoring programme after every session.

10. At the end of Academic year mentor also submit report on problems identified and resolved by him or her through the mentorship programme during entire academic year.
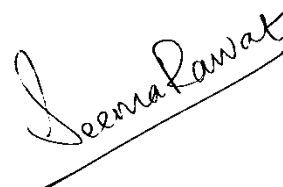
- **Constraints**:

Time consuming process – Low attendance of mentees

- **Problem encountered and Resources required**:

It becomes difficult for one faculty to handle a batch of 30-40 mentees at a time. In big classes where strength is more than 100, one mentor is assigned two batches; again it becomes a difficult task for mentor to have a strong hold on 2 batches along with daily lecture schedule and other co- curricular activities. Whenever parents are invited to mentoring session to discuss any issue or problems related to individual mentee, only few parents turn up.

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