1. Title of the Practice:

"MENTORING SYSTEM FOR STUDENTS"

Maniben M. P. Shah Mahila Arts College Kadi is a rural area college and main attention is to give students stress relax environment.

Objectives of the Practice:

To minimize dropouts, improve performance and reduce stress of the students through personal counselling. To closely monitor the progress of the mentees. To know the socio- economic background of the mentees and motivate them to achieve the objectives of their life. To mould them as responsible by maintaining the discipline in the college. To achieve the vision of the institution, to develop all round personality of the mentee on progressive lines. To provide a continuous learning process for both the mentor and mentee. To share their individual problems with the mentor and guide them involving all academic and social activities. To establish the mentor as a role model and to support the mentee for personal and academic development.

The Context

To Students undergo various problems of stress- personal, academic, physical, mental. Students are new to professional college life. It creates a lot of stress, Students from educationally weak background feel complex and hesitations in class and unable to perform well due to inhibitions. 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. Mentoring is a vibrant relationship between the mentor and the mentees that will ensure their responsible behavior and discipline.

The Practice.

Each teacher is assigned around 30 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 and sports. Their academic performance and other activities are all recorded. The mentors also keep in touch with the parents on their attendance, test performance activities and sports.

Our college has adopted a hierarchical approach wherein the mentees have one of their teachers as their mentor. A special time-slot with a designated classroom is allocated to each mentor for a formal monthly interaction with his/her mentees. Mentees are required to provide, for the mentor's ready reference, a detailed personal profile listing their contact details, personal strengths and weaknesses, future plans etc. During the formal interactions, issues like campus discipline, dress code, punctuality, attendance, examination preparation, non-tolerance of ragging, undesirability of adopting unfair means at examinations sexual harassment at workplace, role and availability of counselors on campus, suicidal tendencies, cybercrime, confidence-building activities etc., are discussed. Mentees are counseled about road safety, healthy lifestyles, cleanliness, Swachh Bharat campaign, conservation of water and energy, choice of careers. They are also informed about the various facilities and scholarships that are available. Mentees are encouraged to regularly interact with their mentors and discuss any issues. Mentors keep track of the academic performance of the mentees and provide the necessary assistance/guidance in the event of poor grades. Buddy groups are often formed within the mentee group in order to help the academically-weak students.

Mentors maintain a confidential data sheet about their mentees which details the mentoringWhen 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. Help mentees articulate in writing their aspirations and weaknesses that

prevent them from achieving their goals. More importantly, pay attention to the context and their passion. Set micro goals with your mentees to guide them through their micro challenges. Results may be uneven in the short term, so celebrate tiny progress to build confidence. Above all, have patience and listen in with empathy and not be prescriptive. The mentor-mentee relationship is one of the most crucial you will develop during your career. Finding and working with a mentor is a defining career moment for many people. One that accelerates professional growth and helps them meet both short-term and long-term goals. Students problems are discussed with the departmental heads, other faculties and necessary action taken to solve it.

This is because the latter identify themselves and align their goals with their mentees. And while mentees take every opportunity to learn from their mentors, both hold each other accountable, which strengthens the social ties between junior employees and their seniors.

Evidence of Success

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

The campus is litter-free. Garbage bins, placed at strategic spots, are used by students/mentees as per directions leading, also, to dry and wet waste segregation. Students take the initiative to turn/switch off taps, lights and fans when not in use. Campus discipline and students' dressing sense have tremendously improved. A greater number of students now approach the counselors. Health consciousness of students has improved.

Problems Encountered and Resources Required

This practice requires committed teaching staff who has to help students beyond teaching hours. There are no limitations or constraints faced during implementing the program. Due to space constraints, the simultaneous stream-wise conduct of the formal monthly sessions makes it difficult to allocate a separate classroom to each mentor. Mentoring is a specialized effort. Faculty need requisite training for enhancement of mentoring effectiveness. The busy schedules and academic pre-occupations of the faculty make it sometimes difficult to devote adequate additional time to the mentees.

Title of Best Practice – LIBRARY AND LEARNING PROCESS

Maniben M.P. Shah Mahila Arts college kadi focused on academic library, discusses importance of introducing best practices in academic library to enable it to improve its process and activities, optimize resource utilization and deliver high quality, efficient services to library users.

Objectives-

1. To encourage students to adopt library learning process.
2. To improve students reading, writing skills and to develop self – preparation among them.
3. To accomplish the goal, the college implemented academic library.
4. To offer free book reading facilities to all to grow healthy readership.
5. To discriminate knowledge on all subjects.
6. To provide Shodganga website for research scholars.
7. To set an environment for more productive teaching-learning process.
8. To maintain user-oriented policies and programs.
9. To provide Book Bank Yojana for poor students.

The Context-

In a library, contextual information is very important as books are organized in shelves based on subject. Further, books are constantly being moved, loaned, or misplaced. A library user without any additional support may find the task of searching for right books.

Presence of large numbers of books in a particular category, increase the difficulty of finding the book. Additional problems such as incorrect sorting of the books or books being misplaced within the library can also prove challenging. On the other hand, librarians are tasked with the job of stack maintenance. It is very easy to search all books to teachers and students.

Deployment and experimentation of this system was limited in scope. We used a very small subsection of a single library shelf (30 books), which in itself is not representative of a real-world library. This prototype is not currently programmed to deal with hundreds of thousands of books, the technologies utilized are capable of scaling up too much larger sets of data. For example, marker systems). we aimed to implement the augmented reality to library management

The Practice-

In a library,

In the digital era, academic community will get information from anywhere in the world. Now research and development are increasing, so the availability and value of information is also increasing. The librarian is to provide the relevant information at right time to students. Library networks will help the users to get relevant information. So apart from the routine work of the libraries, membership in library networks training for improving the efficiency of manpower in library, proper space management, user profile creation.

in the academic library system. Library can play a vital role in providing right information to the right user at right time. Here, Library and Information System Management can help the user community to identifying and accessing relevant knowledge resources. The activities performed in relation with vision, mission, goals and policies of the library, infrastructure as well as collection development, technical services, information services, technological works etc. are to be professional and standardized. Periodic meetings of library committee, involvement of librarian in academic activities of the institution, support from the management, participation of the users, well infrastructure, skilled and qualified staff appointment, capacity building in terms of collection development.

Evidence of success-

Evidence of success of the practice include improved attendance, increased participation in the reading, writing. Developed better discipline and respectful relationship between books. improved reading test scores higher academic achievement, and positive attitudes towards learning.