

BEST PRACTICES

TITLE OF THE PRACTICE I:

Contact Hours Deficit Make Up.

1. **OBJECTIVES OF THE PRACTICE:** Taking into account the quality of the students as the greatest asset, the College has taken up several measures to attain this. As a starting point the college has initiated a “best practice” in the area of maintaining strict attendance and ensuring that Contact Hours are recovered by absentees so that they are eligible for the specified Credits as given by the Nagaland University. Understanding that excellent attendance will automatically impact the overall performance of the student, recovery of lost contact hours are effectively worked out. Here, in lieu of fine impositions and simply accepting leave applications, students are assigned comprehensive exercises by the concerned teachers. With this deficit recovery system in place we have seen marked improvements.

As a further incentive, the college awards a prize and certificate to the highest attendance scorer every semester, with the condition that they should have a minimum of 90%. This called the Star Attendance Awards.

The college has thus adopted stringent and innovative measures to maintain high attendance as one of its best practices with the view to achieve all round quality enhancement as high attendance will ensure that the student is immersed thoroughly in all curricular and extracurricular activities of the institution..

2. **THE PRACTICE:**

To accomplish this objective, the following modalities are being implemented.

- Monthly attendance and cumulative attendance shall be put up in the notice board by the first week of every month.
- Names of students having attendance below 80% shall be shaded. This shall be considered as the first or subsequent warning as the case may be.
- The students having less than the requisite percentage of attendance by the second month of the semester shall be asked to make up during the third month of the semester either through library hours, assignments, unit tests, question answer discussion method, project works presentation etc or other course work. The concerned Assistant professor shall provide the make up plan.
- If the make up is not completed by the end of the third month a written warning shall be issued by the first week of the fourth month of the semester. This shall be the last chance for makeup during the subsequent last month (fifth month) left before end semester exams.
- Students failing to reach the minimum attendance or adequate makeup even after this, may not be allowed to sit for the end semester exams.
- The Office will prepare monthly attendance and contact hours deficit statement separately.

- Students who have contact hours deficit will be required to make up the deficit with imposition of penalty. However, the imposition will be waived for valid Leave cases.
- Each student shall have to take clearance from all concerned Departments and clear all dues, if any, before he/she is allowed to sit for the end semester exams.

To accomplish the task of achieving good attendance and to encourage this trend the College provides the following awards to the best attendance achievers:

Sl.no	Name of the award	Category
1	Star Attendance Awards (Citation)	To every student in every class reaching 90% or above in attendance during the semester.
2	Best Star Attendance Awards (Citation)	To one student during the semester from each class with the highest attendance subject to reaching the minimum of 90%.
3	Champion Star Attendance Award (Citation + Rs 500)	Best attendance from combined attendance from I to V semester to be awarded to a VI semester student subject to reaching the minimum of 90%.

Following is the reproduction of January 2015 attendance record of Semester VI. Only the record of three subjects has been displayed here.

Sl. No	ID number	Name	His		Soc		Pol. Sc	
			Total no of classes attended out of 15	%	Total no of classes attended out of 16	%	Total no of classes attended out of 16	%
1	1201001	Chubaakum	11 days	73%	14 days	88%	14 days	88%
2	1201002	Vekitulie Solo	3 days	20%	4 days	25%	4 days	25%
3	1201003	SangleyenlaOung			15 days	94%	15 days	94%
4	1201004	VilotoAchumi	1 days	7%	2 days	12%	2 days	12%
5	1201005	Aosunep	14 days	93%	16 days	100%	16 days	100%
6	1201006	Nokchachila	14 days	93%	14 days	88%	14 days	88%
7	1201009	S. Imkongakum	11 days	73%	14 days	88%	14 days	88%
8	1201010	K. Anna	12 days	80%	13 days	81%	13 days	81%
9	1201011	Anali K. Yeptho	13 days	87%	14 days	88%	14 days	88%

**Attendance below the minimum requisite of 80% is shaded. They should improve their attendance.*

** A certificate will be given to students who attain 90% and above and the topper will be awarded a prize.*

** Note: If any errors found, report to the Principal's office within three days.*

Contact Hours Deficit Track

<i>Sl. No</i>	<i>ID number</i>	<i>Name</i>	<i>His</i>	<i>Soc</i>	<i>Pol. Sc</i>
1	1201001	Chubaakum	1 contact hour deficit		
2	1201002	Vekitulie Solo	9 contact hours deficit	9 contact hours deficit	9 contact hours deficit
3	1201004	VilotoAchumi	11 contact hours deficit	11 contact hours deficit	11 contact hours deficit
4	1201009	S. Imkongakum	1 contact hour deficit		

3. IMPACT OF THE PRACTICE:

The impact of deficit contact hours 'makes up classes' is indeed phenomenal with the team of committed faculty members working sacrificially to make the contact hour deficit make up system an effective mechanism. The role of both the faculty and the students are involved in this success, firstly the students who qualify to write their exams because of their efforts and hard labour in making up the deficits, secondly the faculty members who take additional responsibility in conducting those deficits. So far none of the students has been debarred from writing their end semester exams due to want of attendance requirements.

4. RESOURCES REQUIRED: To begin with, there should be one in charge, most probably a full time faculty. The duty is to look after the student's monthly attendance record in the college and provide data on the notice board. Based on the data provided by the in charge, for students falling short on the required attendance percentage, immediate arrangement is made to recover their attendance deficit by the concerned teacher.

Deficit Recovery can be done in different ways viz. Library hours, presentations, unit test, question-answer methods, project works, extra classes etc. Files and registers are maintained for the purpose of documentation of the practice.

5. CONTACT PERSON: Principal/ Contact Hour Deficit In-charge/Concern Mentors

TITLE OF THE PRACTICE II: Mentorship Programme

1. OBJECTIVES OF THE PRACTICE:

The practice of Mentor/Mentee relation is another area of attraction thus forming another layer of college best practice. Mentor-Mentee programme can best be defined as an extra space provided to the students for their all round development under the watchful direction of a mentor. Each student is under the direct guidance of a Mentor. This relationship goes beyond strict academic discipline benefiting the students in their character building, talent identification, moral support, value advice etc. Experiencing from this practice for the last few years we conclude that it really has served its purpose and is continuing to enrich the students in multi ways. There have been a lot of advantages that the students have derived from the professional advice and guidance of their mentors; some key areas where the students had derived maximum benefit can be seen in areas such as career guidance and character and personality building.

2. THE PRACTICE AND ITS IMPACT:

This practice demands that the mentor-mentee must share a very close and cordial relationship and maintaining a constant touch. It is the sacred duty of every mentor to see that his mentee is properly behaved and without disciplinary problems, to evaluate at regular intervals about his mentees academic performance and achievements, to check that his attendance in class is not neglected and above all a mentor's duty is to see that the desired change is affected in his mentee. The success of the Mentoring program will require both the parties to be equally responsible to each other. The mentor will take responsibility for monitoring and supervising a mentee's overall progress and be a natural source of reference for the mentee involving both academic and non-academic support. The mentee will take responsibility to be responsive to the initiatives of the mentor and be cooperative in making the program functional with the full awareness that the mentee is the ultimate beneficiary.

There shall be at least 2-3 mentor/mentee meetings in a session.

The activation of this close mentor-mentee relation is made possible because of the proper guidelines laid down by the college recommending regular meetings whether in group or individually as the case may be depending on the situation and need. Here is a reproduction copy of mentor-mentee meeting record.

Name of the Mentor	Name of the Mentees
Mr Benjung Ozukum	A,B,D,C,E,F,G, H,I,J,K

Date & Time	Mentees' attendance	Place	Issues Discussed	Outcome and Resolution	Remarks
7-06-2015	All the	G – 14	A brief orientation	Mentees present were	Very

11:30 am	mentees present		on the value of mentor/mentee relationship was introduced and explained in particular to new mentees.	inspired by the aims and objectives behind the introduction of this practice.	satisfactory
12-08-15 12:15 pm	X and Y	G- 14	Meeting was immediately arranged on receipt of complaints in regard to bunking of classes and misbehaviour in the class by the two mentees. After making an inquiry about their behaviour and attitude certain advise were given. Besides disciplinary issues of the two mentees the meeting mainly concentrated on how to control habitual consumption of tobacco, as both the mentees confessed their tobacco addiction.	After explaining the ill effects of tobacco and the benefits of tobacco free life, certain ways and means were shared and discussed to help keep off the bad habit and the mentee promised to give a try on the suggestion.	Very satisfactory

3. THE IMPACT: Qualitative transformation of the students is an important impact of the practice. Here, the desired change of the students based on their personality, character, discipline, attentiveness etc need to be taken into consideration. For example, we have had a number of students with different problems such as being difficult and indifferent in class, irresponsive, or even addictive to banned substances etc. who actually graduated from the college as a reformed and responsible person. The mentoring programme goes beyond the college and this was learned from the fact that the students continue to seek their mentor's valuable advice even after they graduated and left the college.

4. RESOURCE REQUIRED: For the mentor-mentee sessions, they can meet and interact anywhere inside the campus. It can be an empty classroom, the open lawns, cafeteria

etc as long as they are comfortable and found convenient. Documentation in files and registers are entered after every session with each mentee.

- 5. CONTACT PERSON: Principal/Mentorship Programme In-Charge/Concern Mentors**