

## **INSTITUTIONAL BEST PRACTICES**

### **Best Practice1**

#### **1. Title of the practice: Course Mentor Mentee Scheme**

##### **Objectives:**

1. To encourage peer to peer learning process by exchange of subject knowledge.
2. To achieve academic excellence through the subject mentor's implementation of updated syllabus.
3. To complete the course curriculum in accordance with the syllabus of affiliating SPPU and to cover content beyond the syllabus widening the horizons of knowledge.

##### **Context:**

The institute has established a unique course mentor – mentee approach. A course mentor is a faculty member with knowledge in a specific subject domain who serves as a course expert for course faculty (mentee) in delivering content in an effective and efficient manner.

##### **The practice:**

In order to achieve the above goals regular meetings are conducted by the mentor three times in a semester. The pre-semester meeting is conducted before commencement of every semester as per schedule mentioned in the academic calendar. The mentee's course files are thoroughly verified by the mentor. In the monthly meeting, execution of theory lectures and continuous assessment of laboratory/tutorial work is ensured by the mentor. Other requirements of hardware and

software availability, lab manuals, and other topics like execution of content beyond syllabus are also scrutinized by the mentor. In the mid-term and end-term meetings the performance of students in various exams is evaluated and remedial actions are discussed and verified. Mentor also ensures effectiveness of teaching material provided to the students.

**Evidence of Success:**

- When the course pattern is revised mentor guides the mentee up to what depth the topic has to be covered, practical conduction and purchase of experimental resources.
- It ensures academic calendar activity being followed effectively.
- It improves the performance of slow learners.

**Problems Encountered and Resources Required:**

- Unavailability of time slots if the mentor is external.
- Being a mentor to guide mentees for online hardware practical sessions is quite difficult due to the pandemic situation.

**Best Practice 2**

**2. Title of the practice:** Training for enhancement of employability skill set.

**Objectives:**

1. To ameliorate soft skills.
2. To achieve adequate placement ratio.

**Context:**

Earlier the institute used to find it difficult to place the students in industry through campus placement. Main reasons identified were diversity of student's lack of employability skills as per the industry standards. In view of this exclusive pre placement training program, Coding and Aptitude skill Enhancement Clubs in alliance with HR and Test series clubs are started as mentioned in the practice.

**The Practice:**

The Training and Placement cell of the institute furnishes a pre placement training program which includes:

- Capacity Building Programme:-To accelerate the employability skills among students, sincere efforts are taken from second year of Engineering. For all second year students Capacity Building Programme which includes modules such as Know Yourself, Self and Peer Diagnosis, Knowing learning Styles, SWOC Analysis, and Goal Setting are conducted.
- Peer to Peer Training:- The company recruitment procedure experience is discussed by the final year placed students with third year and second year students since 2017-18.Both trainers (BE students) and trainees (TE &SE students) are positively motivated to work hard and aspire for greater professional goals.
- Employability Skill Development (ESD) Programme: - ESD programme is reformed by taking feedback from all stakeholders such as student attendees from earlier batch, teachers, Heads of Department, Principal. Based on the feedback given by stakeholders, it was proposed to conduct Faculty Development Programme on Artificial Intelligence (AI), Machine Learning (ML) and Internet of Things (IoT) in Module1, Design Thinking in Module2, and Project Management in Module3. Extensive 300 plus hrs training about Core Java, Advance Java for Computer and

Information Technology Engineering students and manual and automated testing for Electronics and Telecommunication students. Database management training for all three branches is provided. Along with this training related to Soft skills, Aptitude tests, Group Discussion, Interview Techniques, Quantitative Analysis, Logic Reasoning is also given. As per the request from the institute authorities, Electronics Telecommunication Students are included in ESD Programme from academic year 2019-2020. • Extensive training of 100 hrs to B.E. students about Coding , Resume writing, Group discussions, and Aptitude test.

- Mock interviews:- Before placement drive, a panel of senior faculty members take Mock interviews of eligible students of Final year. Since 2018-19 this practice is implemented for all the students of Final year of all branches.

- Club Activities:- To enhance Coding and Aptitude skills of the students, Coding and Aptitude Skill Enhancement Clubs are started since October 2019, this also includes HR club. These clubs are operated through the social platforms like Google classroom and Whatsapp group. The student coordinators operate these clubs under the guidance of training coordinator. •Coding Club:- The student coordinators of this group post questions related to coding based on different programming languages like C, C and Java. The types of questions are either MCQs or problem statements. Special focus is given on problem statements which are frequently asked in various company specific drives (e.g. TCS ninja). •Aptitude skill Enhancement Club:- Questions related to Quantitative, Verbal and Current Affair sections are posted on these groups as daily assignments .To improve vocabulary of the students five new words are given with their meanings, synonym and their use in sentences. •HR Club (Group Discussion):- This club was added newly since 16/03/2020 in the lockdown period to engage students in developing their communication skills and making them more comfortable for HR rounds in placement. To carry out group discussion online some topics are posted every day on which other students are supposed to put forth their views and discuss. • Test Series Club:- New addition to existing

clubs, since May 2020. To make the students aware and give them practice for the different competitive levels in campus drives like the aptitude test, coding test, and English (verbal ability), tests are conducted in three levels Easy, Moderate and Hard. This is followed by various company specific tests, which consist of questions related to the ones asked in TCS, Infosys, Wipro, Amazon etc. encouraging the students to understand and abide to the pattern of various placement drive tests.

**Problems faced and Resources Required:**

- Diversity of students makes it challenging to gratify their different needs. Experts from industry are required to work as mentors for the students to train them as per industry standards.
- Though multiple opportunities for recruitment are provided to the students, the procedures for campus selection are becoming challenging day by day.

**Evidence of Success:**

- Students have given positive response through feedback
- Campus placement has increased due to efforts taken by the faculty and the students.96% eligible and interested students are placed with 132 company opportunities and 296 offers.

I/C Principal