Best Practice 1:

1. **Title of the Practice**

   "Students Follow-up System"

2. **Objectives:**
   - To monitor/counsel/follow-up each and every students' academic progression, a unique system by name 'Students Follow up System' is followed.
   - To keep the complete details of the student in a single document called as, 'SFS Card', which serves like a ready reckoned of every student during his/her entire period of study.
   - To enhance faculty-student relation, by way of counselling, guiding and helping the students to progress further.
   - To make the parents/guardians aware of the performance and progress of their wards.

3. **Context:**
   - Difficulty in meeting the parents of students, hailing from remote places, other states, other countries etc.,
   - Challenge in explaining the SFS system to the parents with less educational background.

4. **Practice:**
   - Every teacher is allotted with 20-30 students as SFS-In-Charge. The personal details of the students are recorded in the first page of SFS Card, during the time of admission.
   - The academic performance of the students in the continuous internal assessment tests, pre semester examinations and end semester examinations are recorded for each semester.
   - The performance of the students is informed to parents.
   - At the end of every month, the % attendance of the student during the semester is entered and if any alarming situation rises, the concerned student is counselled /warned by the respective SFS-In-Charges and subsequently, the parents are also informed thereof.
   - If any student has to avail leave, he/she gets permission from their SFS-In-Charges.
   - The Head of the Department verifies the SFS card every month.

5. **Evidence of Success:**
   - Because of close monitoring and follow-up system, the students' academic performance has improved.
   - The attendance percentage of students is appreciable.
   - Good improvement in the code of conduct of students.
   - Cordial relationship exists between staff, students and parents.

- This Students Follow-up System was very much appreciated in the NAAC Expert review committee visit during the year 2004.

6. **Problems encountered and Resources required:**
   - Inability expressed by some parents to meet the SFS-In-Charges when called for.
   - Updating of personal data due to lack of communication from students/parents.
   - Resources required are dedicated telephone line, permanent internet connection, adequate and dedicated teaching faculty and stationery.

Best Practice 2:

1. **Title of the Practice**

   "Student Personal Development Planning"

2. **Objectives of the Practice**
   The objective of the Student Personal Development Planning is to involve the students in:
   - reflecting on learning experiences and achievement
   - gathering information for these records, and creating action plans
   - reviewing progress towards the achievement of goals that have been set and thereby make them to be:
   - an independent and lifelong learner
   - a skilled communicator
   - an analytical thinker and problem solver
   - able to work in a team
   - knowledgeable in their subject
   - an efficient planner and organizer
   - IT and information literate
   - self reflective and able to evaluate performance
   - a socially responsible and participating citizen

3. **The Context**

   For students Employability is about more than just getting a job. It's about having, and being aware of, the attributes and skills that will enable them to pursue their chosen career. Employers expect them to be able to define and understand the skills and attributes that they have and to communicate and give evidence of them in job applications and at interviews. Hence, they should equip themselves to reflect on their skills and attributes, to develop their ability to communicate and to provide evidence of them to their prospective employers.

4. **The Practice**
   While adopting this practice, the students are directed to undergo the following process:

- Let the students undertake a skills audit by themselves, by way of recording their achievements in terms of educational qualifications and personal accomplishments as students during their programme of study.
- The students are directed to think about the general transferable skills they acquired in the process of that achievement – a list of transferable skills may help them to translate their particular achievements into the transferable skills they acquired in the process. They will then be in a position to identify the areas in which they have existing strengths and those areas in which they need to improve.
- Having identified the skills and experience they have already, it's time to think about where they want to get to and plan how they are going to get there by setting themselves a series of objectives.
- They may wish to identify available sources of support that will help them to get where they want to be in terms of improving their skills or to gain experience in a new area.
- Even though some of the opportunities that are open to them, across the University, for improving their academic skills.
- Over the next few weeks, they should go back to find what they have created and record any progress they have made. They should use their plan to track the development of their transferable skills, to identify areas for discussion with their personal tutor and to inform decisions about their future actions.
- At the end of the semester or year, let them **review** and **reflect** on their progress, take stock of the skills learnt from personal knowledge and experience and update their plan.

5. **Evidence of Success**

Effective engagement with PDP enables the students to recognize, evaluate, develop and give evidence of their learning, skills and abilities. It helps them increase their awareness of teaching and learning strategies and how these relate to their own learning style. It helps them to understand the value added through learning, and become independent and autonomous learners, with the ability to relate what they learn to their personal and professional life. Engaging in PDP helps them to plan their personal, academic and career progression and development.

6. **Problems Encountered and Resources Required**

Since this practice has been introduced very recently, we have not encountered with any problems so far. However, the university has published a handbook on "Student Personal Development Planning" for the benefit of the students.