



V.K.R., V.N.B. & A.G.K. COLLEGE OF ENGINEERING

(Approved by AICTE, New Delhi & Affiliated to JNTUK, KAKINADA)

(An ISO 9001:2015 certified institute)

Gudivada, Krishna District, Andhra Pradesh – 521301

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7.2.1(1) Document related to Evidence of Success for Best Practices

I. Title of the Practice: Proctor Diary System for Students

1. Objectives of the Practice

To minimize dropouts, improve performance and reduce the stress of the students through personal counselling.

2. The Context

Students undergo various problems of stress- personal, academic, physical, and mental. Students are new to professional college life. It creates a lot of stress, especially for hostel students who are away from family for the first time. Students from educationally weak backgrounds feel complex and hesitations in class and are unable to perform well due to inhibitions. Statistics reveal an increasing number of suicides and dropouts. 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 a 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.

3. The Practice


- Each teacher is assigned around 15-20 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, fee payment, examinations etc., on a weekly basis.
- The mentors also counsel the students in need of emotional problems.
- When the students have any problem in any department either with the staff or with work completion the mentors speak with the respective staff and sort out the problem.
- Mentors take special care of weak students, who are given advice on how to study, prepare a timetable for study and clarify the doubts and also give notes to study.
- The Chief Mentor of the department takes the progress of counselling of students by mentors.
- Students' problems are discussed with the departmental heads, and other faculties and necessary actions are taken to solve them.

4. Evidence of Success

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

5. Problems Encountered and Resources Required


This practice requires committed teaching staff that has the desire to help students beyond teaching hours. There are no limitations or constraints faced during the implementation of the program.


STUDENT COPY

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PROCTOR DIARY

Student Name	KOTE BHAGYA SREE	
Regd. Number	21NH15A0102	
Programme	B.Tech. CSE	
Department	CSE ENGINEERING	

Proctor Name	G.V.V.S. PRANATHOSH
Designation	Asst. Professor
Contact Number	8688692512


PROCTOR - The Student Advisor


STUDENT COPY

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PROCTOR DIARY

Student Name	Kondyala Pradeep Kumar	
Regd. Number	20NH1A0103	
Programme	B.Tech. CSE	
Department	CSE ENGINEERING	

Proctor Name	G.V.V.S. PRANATHOSH
Designation	Asst. Professor
Contact Number	8688692512

PROCTOR - The Student Advisor

II. Title of the Practice: Periodical Academic and Administration Review System (Monthly Meeting's)

1. Objectives of the Practice

1. To disseminate information to meeting participants.
2. To take periodical review of every committee.
3. To identify the problems encounter during day to day activities.
4. To offer input to solve a problem or address an issue.
5. Planning Academics, Extracurricular, Resource management etc.
6. To provide information, encourage discussion, boost morale or inspire creativity.

2. The Context

Governance is the key activity that connects between the management, staff, students and the community. We believe it should be effective and efficient in execution of its duties. We support modern governance and proper administration and believe these should be carried out in a way that actively acknowledges diversity, that is respectful of identity and serious belief and that reflects balance. The institute has maintained coordination mechanism through which the periodical review of various administration and policy matters are taken.

3. The Practice

The institute has well organized structure of various committees like College Academic Committees, IQAC, Sports & Cultural Committees, Alumni Committees, Discipline Committees etc., for the smooth functioning of day to day activities. These academic bodies are having precise functions and responsibilities. The organization structure of various committees is as under

These committees meet once in a month with the principal for periodic review of work and problems encountered. The committee members along with Heads of the Department and the Principal discuss these problems and find solution.

4. Evidence of Success

- a. **Academic Planning and Curriculum Completion:** The status of syllabus completion and results of sessional exam is reviewed in meetings. As a result 100% of syllabus completion and increase in the academic result is achieved.
- b. **Faculty Feedback and Subject Result Improvement:** Results were improved by appropriate planning for the subjects in monthly meetings by taking faculty feedback.
- c. **Conducting Seminar/Workshops:** Seminars and workshops were organized in college by sanctioning grants from JNTU, Kakinada. Appropriate planning for the same was made in monthly meetings. External expertise shared their insights on the subject with the faculty members and students of the institute in seminars.
 - **Library:** Students feedback in relation to library was discussed in monthly meeting. After discussions the library time was decided from 9.00 am to 6.00 pm.

- **Extra Coaching:** As per the discussion in the monthly meeting of UG academics, extra coaching for Campus Placements which is provide by our staff to the aspirant students. It is observed that due to extra efforts of faculty, students were placed in Placements.
- **Exposure to scientific knowledge:** Exposure to scientific knowledge of students was increased by inspiring students for attending various conferences, poster presentations etc. This helps in grooming the interpersonal skill of the student.

6. Problems Encountered and Resources Required

It's not happen all the times that all faculty members are present for the meeting.


PRINCIPAL
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