7.2: Best Practices

BEST PRACTICE – I

1. **Title of the Practice:**

College Student to Corporate Professional

2. **Objectives of the Practice**

The "College Student to Corporate Professional" sessions are organised for final year students to prepare them for industries and give awareness on corporate culture.

The session includes:

- Attitude, Verbal and Nonverbal Skills

- Effective Communication Skills

- Group Discussion and Team Building Skills

- Technical Skills

- Practical Skills

- Project Skills

- Etiquette and Interview Skills

3. **The Context**

The institute believes that a motivated workforce (Staff and Students) can be a significant factor in institute's success. When staff and students are motivated to work at higher levels of their skills and abilities, the institute as a whole runs more efficiently and is more effective at achieving its objectives and goals.

4. **The Practice**

- Attitude, Verbal and Nonverbal Skills

On line aptitude test through CoCubes of final year students is conducted at starting of 3rd year 2nd semester. After assessment diagnosis is prepared for various sections like: logical reasoning, mathematics and linguistics. This provides the idea about how to crack the non technical test in recruitment process.

- Effective Communication Skills

English is the dominant professional and business language and wide range of technological literature is available in it. So it is necessary to provide the support to the large number of engineering students who are coming with vernacular language. Every year English professions test is take for the students and detail diagnosis is prepared for improvement. Students are guided for reading, listing speaking and writing skills. Institute encourages students to enroll for Spoken Tutorials conducted by IIT Bombay and Swayam-NPTEL courses.

- Group Discussion and Team Building Skills

Many skills like leadership, critical thinking, listening skills, confidence, capability to co-ordinate, Knowledge potential, Body language, presence of mind, reasoning ability etc are associated with Group Discussion (GD). And this is the reason why GD is included in recruitment process by many companies. A session on How to do Group discussion is organized by the placements department before recruitment begins.

- Technical Skills

To make the students job ready, certification programmes are organized by the departments by summer training/regular training and through Swayam-NPTEL, Internshala Trainings and Cognitive classes platforms. Students are also provided with aptitude training, Resume writing practice, mock test and mock interviews. The final year students undergo a technical training, conducted by industry personnel. BIET promotes Corporate Citizenship and bulk recruitment also. The Institute conducts technical exhibitions/festivals for grooming the students developing adaptability for technical talent / skill etc. of innovative nature.

- Practical Skills

For students practical skills have to be acquired through experience. They require the hands-on, problem solving activities that have traditionally been the domain of laboratory courses. Labs are where students get the opportunity to engage with real lab equipment, to analyze authentic data, to experience and observations are made. Training the students in various day to day appliances like Mobile Testing and Repair, Servicing of fan and tube light, Repair of laptop etc. where engineering concepts are involved.

- Project Skills

The Reformed Teaching Learning Process method provides a detailed learning to students and also reduces them to initiate a project on the basis of what they have learnt in the classroom. Moreover, the institute is very much particular for involving the students in multifarious project works. The institute makes exhibition of the projects done by the fourth year students to motivate and enhance the cult of engineering and science to first, second and third year students.

- Etiquette and Interview Skills

With a view to promote curriculum and extra-curriculum activities the Institute has various clubs operating like Technical Clubs, Cultural Clubs, Literary Clubs, Art Clubs and Sports & Games Clubs which go in a long way to boost the innovative and creative mind frame of our students.

5. **Evidence of Success**

- A unique mentoring process is followed wherein each faculty is allocated 20 students as a Mentor with an objective to constantly follow student progress and accordingly suggest changes in case of any deviation.
- Motivation and support for students for appearing competitive exams and summer internship in industries, research Institute in India and abroad.

6. **Problems Encountered and Resources Required**

Attitude, Verbal and Nonverbal Skills, Effective Communication Skills, Group Discussion and Team Building Skills, Technical Skills, Practical Skills, Project Skills and Etiquette and Interview Skills are handled by aptitude trainer, English faculty, in-house faculty and industry experts through the Campus Recruitment Training (CRT) and placements department.

BEST PRACTICE – II

1. **Title of the Practice:**

MENTORING SYSTEM FOR STUDENTS

2. **Objectives of the Practice**

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

3. **The Context**

Students undergo various problems of stress- personal, academic, physical, mental. Engineering education is a time bound course with time limitations to complete your work especially during the first two years. Students are new to professional college life and the demands of education; create a lot of stress, especially to hostel students who are away from family for the first time. Also, in the economically weaker students and students from educationally weak background, this creates a lot of complex and do not perform well due to inhibitions. Statistics reveal increasing number of suicides and dropouts. Considering the student-teacher ratio in classrooms, it is impossible 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.

4. **The Practice**

The practice is that of creating an efficient mentor-ward system. Each teacher is assigned 15-20 students for the complete duration of their study. They meet at least once a week to discuss, clarify and primarily to share various problems which may be personal, domestic, academic, etc. The mentors encourage the students to participate in co-curricular and extra-curricular activities and sports. Their academic performance and other activities are all recorded. Students should inform their mentors on all their movements like their absence from college, sickness etc. The mentors also keep in touch with the parents on their attendance, test performance, fee payment, examinations etc. The teacher is equipped with all the necessary information about his/her wards on a file. The teacher involves local guardians and parents as well, whenever necessary for any advice or help. At the end of every month the mentors prepare a report of their mentees progress. 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 sorts out the problem. Mentors take special care of Slow learners, who are given advice on how to study, prepare a time table for study and clarify the doubts and also given notes to study. The mentors of every batch are advised by department admin and academic incharges. They will meet the mentors once a month and get the report of the progress and achievements of students and complaints of and by the students. These complaints are discussed with the Principal and necessary action taken to rectify the complaints.

5. **Evidence of Success**

It is needless to say that a mentor gets the job satisfaction. Evidence of success of the practice includes university ranks, better results in the examinations, more regular attendance, less drop outs, increased participation in co-curricular and extra-curricular activities, better discipline on campus and respectful relationship between teachers and students. The students are more relaxed and have a healthy relationship with the staffs.

6. **Problems Encountered and Resources Required**

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