



# RVS COLLEGE OF ENGINEERING & TECHNOLOGY

(Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai)  
NAAC Accredited Institution

Kumaran Kottam Campus, Kannampalayam (Po), Coimbatore - 641 402.

Phone : 0422 - 2687877 Fax : 0422 - 2688077

E-mail : principal@rvscet.ac.in website : www.rvscet.ac.in

---

Dr. V. GUNARAJ  
Principal

---

## BEST PRACTICE –I

### Title of the Practice: Mentor –Mentee System

#### Objectives of the Practice:

The Mentor-Mentee system is implemented to provide appropriate guidance to the students with parenteral care and responsibility. The practice is introduced with the objectives:

- To bridge the gap between the teachers and the students; and
- To guide students on both educational and personal aspects.

#### The Context:

The students have come from school to college with a transition from secured care to independent living. The students often find it difficult to cope with this and adopting new college environment. There is transition from teenage to adult hood too. There have been reports of issues ranging attendance shortages to drop outs from the programmes.

It has been felt to design a strategy to provide a helping hand to students to overcome the challenges they face during these transition and guide them in their career path. This led to the thought of assigning greater responsibilities to faculty members to take care of limited number of assigned students. In the system, the faculty member is called mentor and the assigned students are called mentees. The teachers have been elevated with the recognition of being mentor.

The mentor-mentee system proposed is to function beyond the relationship of teacher and students.



  
PRINCIPAL  
RVS College of Engineering & Technology  
Coimbatore - 641 402

## The Practice:

The institute has designed the mentor-mentee system with the following responsibilities of mentors:

- To maintain personal details of the students including their address, contact numbers, overall academic performance and progress. It will help the mentor in monitoring the academic growth of the students.
- To advise the students regarding choice of electives, projects, summer training, etc.
- To counsel and motivate the students in all academic matters-direct or indirect.
- To guide the students in taking up extra academic and professional activities for value addition as a member of the society.
- To contact the parents/guardians of the students in case of their academic irregularities, behavioral changes, etc. through the Head of the Department or Institution.
- To advise the students in matters of their career.

Under the system, a group of about 15 students is assigned to a teacher as his/her mentee. First-year students are allotted to mentor from the Department of Science & Humanities. From the second year onwards students are allotted to mentor from their parental department. The faculty continues to be a mentor for the same group of students till their graduation.

The attendance of the students is recorded everyday morning and afternoon. The Head of the Department, Class advisor and Mentor record the same for their reference. The absentees list is intimated to the IQAC through HoD. The mentor enquires about the reason for absent and the same are informed to their parents. The mentor, every fortnight, keeps the parents informed about the attendance and marks of their wards through IQAC. If a student is found with long absence without information, the parents are invited for discussion to sort out any issue. The combined meeting of mentor, mentee and parent try to find out the appropriate solution for the student's issues.

The Mentor prepares weekly report of mentees and submits the same to IQAC through proper channel. The Mentor interacts with the assigned mentees face to face daily. A slot is available in time table for facilitating mentor-mentee interaction. In that hour, the mentor reviews the performance in academic, co-curricular and extra-curricular activities. The mentors take tailor made initiative to motivate their mentees and help them improving their performances.



  
PRINCIPAL  
RVS College of Engineering & Technology  
Coimbatore - 641 402

Each mentor maintains the entire database of mentees. Periodic meetings of mentors, IQAC and HoD are scheduled to review the functioning and progress of the mentor – mentee system benefiting the students and institution.

#### **Evidence of Success:**

Due to the effective mentoring practiced by the faculty members there has been a remarkable improvement in the overall performance of the students. Improvement in teacher-student relationship is observed. The students become more regular. The attendance of the students increased considerably and the dropped out from the programmes is reduced. This helped students attaining a better academic performance. The mentoring system helped the students to identify their strength, weakness and work towards refining their overall personality. Mentoring helped the students to choose a right career decision and pursue it with focus and dedication. Mentoring also helped the mentees to decide on choosing a relevant workshop, seminar, additional coaching and value-added courses relevant to their interest.

The mentor – mentee system is found to be a useful tool to improve students' overall behavior to overall performance in curricular, curricular and extension activities.

#### **Problems Encountered and Resources Required:**

Initially the system was looked with apprehension of the system in terms on its intent and success. There were reservations on sharing data. Periodic meeting of students, teachers, HoDs and IQAC helped in understanding the system, its benefits and overcoming the challenges. There were some minor issues with the additional responsibilities of the teachers as mentors. All the problems are sorted out with in depth discussion among the stake holders in the best interest of the institution.

No financial or other resources were needed to implement the system except the teachers' commitment and time.

The Mentor-Mentee System has created a trusting and sustainable relationship between the teachers and their mentees.



  
PRINCIPAL  
RVS College of Engineering & Technology  
Coimbatore - 641 402

  
PRINCIPAL  
RVS College of Engineering & Technology  
Coimbatore - 641 402



# RVS COLLEGE OF ENGINEERING & TECHNOLOGY

(Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai)  
NAAC Accredited Institution

Kumaran Kottam Campus, Kannampalayam (Po), Coimbatore - 641 402.

Phone : 0422 - 2687877 Fax : 0422 - 2688077

E-mail : principal@rvscet.ac.in website : www.rvscet.ac.in

**Dr. V. GUNARAJ**

Principal

## BEST PRACTICE – II

### Title: Effective Teaching-Learning and Evaluation

#### Objective:

Teaching – Learning and Evaluation is a core activity of any educational institute. Sometimes teaching – learning receives less priority due to pressure for research and other activities. Being the core activity, college always gives the priority for it and plan to strengthen it to become more effective. In order to achieve / practice effective teaching, the teachers are advised to focus on learning. Lectures are to be prepared focusing on learning objectives. Learning objectives should / be:

- Concise and clear with outcomes;
- Specify knowledge, skills and attitudes;
- Clarify, organize and prioritize learning;
- Help the teacher and students to evaluate their progress; and
- Build confidence among the students to take responsibility for their learning.

#### Context:

Industries being the main employer of engineering graduates, their concern on graduates attributes, is one of primary focus of institution. In order to satisfy their requirements, the institute decided to strengthen our teaching learning process to make it more effective. The students need to be taught the fundamental concept of engineering science and basic problem solving making them competent engineers to face the challenges of industries.



  
PRINCIPAL  
RVS College of Engineering & Technology  
Coimbatore - 641 402

In this context, it was decided to strengthen the existing teaching –learning process focusing on technical knowledge and skills.

### **Practice:**

Adhering to the guidelines of the affiliating Anna University, the following sequences are followed (or, strategies are adopted) to achieve effective teaching – learning and evaluation practice.

- ❖ The Head of the Department allots the courses for the faculty based on their willingness and area of expertise.
- ❖ The Department timetable in-charge prepares timetable of the faculty members for the allotted courses. The timetable is approved by the Head, circulated to the faculty members along with copy of signed syllabus. Simultaneously it is displayed on the notice board.
- ❖ The softcopy of the academic calendar is distributed to the students individually and hard copy is kept in the Library and Department office for their reference
- ❖ The lesson plan and question banks are prepared by the course teachers and shared with the students on approval of HoD. Advanced circulation of lesson plan and study materials help the students come prepared for better interaction.
- ❖ The faculty takes utmost care in preparing their course material for the subject by referring reference books, text books and other ICT tools such as NPTEL Videos, etc.
- ❖ The faculty is provided with subject log book, in which the student's attendance and internal marks are entered. The portion covered in each lecture hour is entered by the faculty which is verified by HoD periodically.
- ❖ Three internal tests and one model exam are planned for every semester as per academic calendar.
- ❖ Based on the academic calendar, Controller of Examination (COE) cell prepares the timetable for the test/exam and circulate it to the faculty members and the students one week before of the commencement of the test/exam.
- ❖ Faculty members intimate the test portions and pattern of the question papers to the students one week before the commencement of the test. The question papers' pattern is similar to University's end semester examination.



  
**PRINCIPAL**  
RVS College of Engineering & Technology  
Coimbatore - 641 402

- ❖ The evaluated answer scripts are distributed to the students and the results are discussed in the classroom bringing transparency.
- ❖ The marks secured in three internal tests and model examinations are uploaded in the university web portal.
- ❖ Students can view their attendance and internal test marks in the university web portal at any time.
- ❖ The college strictly adheres to the university norm of minimum of 450 periods per semester.
- ❖ Extra care is given for the students who are identified as slow learners like conducting special classes.
- ❖ Regular class tests are conducted to ensure the students reading habits. In each course, after every six periods of teaching, one hour test is conducted as GMT (Good Morning Test) in the first period of every working day. GMT tests help the students to prepare, remember and perform well.
- ❖ Course Outcomes (CO) statements are defined for every course by considering the course content and competencies expected to be gained by the students through the course.
- ❖ The attainment of Course Outcomes (COs) is calculated with the help of performance in Internal Tests, Model Examination, Assignments, Seminars, End Semester University examinations and Course Exit Surveys. The assessment tools and processes for measuring the attainment of each of the Programme Outcomes (POs) and Programme Specific Outcomes (PSOs) are also well defined. The attainment of Course Outcome of all courses undergone by a particular batch of students is calculated.

The extent of attainment of CO, PO and PSO are the indicators of effective teaching, learning and evaluation.

### **Evidence of success**

- ❖ The outcome is visible in their academic performance in end semester university examinations.



  
**PRINCIPAL**  
 RVS College of Engineering & Technology  
 Coimbatore - 641 402

- ❖ Increased participation is seen in technical events like paper presentations, software contests, code debugging, etc. and winning many prizes at inter-college and intra-college levels.
- ❖ Students increased interest to do mini-projects and additional design experiments in the laboratory classes are observed.
- ❖ Increased interest of students in funding projects resulted in sanctioning of students projects by Tamilnadu State Council for Science and Technology (TNSCST). The students won cash prize in project competition conducted by Pan IIT Leadership Series (PALS), IIT-Madras.
- ❖ Increased presentation of papers by the students in scientific events.

### **Problems encountered and resources required**

- ❖ No additional financial resources are needed implementing effective teaching-learning and evaluation practice.
- ❖ Improving the performance of the slow learners was a challenge. The extra efforts of conducting evening coaching classes, tutorial classes and assignments found to be beneficial. Solving of question papers of previous years and question bank helped improving the performance of such students.
- ❖ During laboratory classes and project works, slow learners are grouped with advanced learners for enabling peer learning. The slow learners are grouped with advanced learners for presenting papers in national/international conferences.



  
**PRINCIPAL**  
RVS College of Engineering & Technology  
Coimbatore - 641 402