

## **BEST PRACTICES: DON BOSCO COLLEGE**

### **1. Title of the practice: Holistic Education**

### **2. The context:**

Don Bosco College, Tura belongs to the Salesian Congregation founded by St. John Bosco who bequeathed to his followers the preventive method of education. It is a system where the educators do the exercise of foreseeing the future of the young people and accompany them and instil in them values and sense of discipline. This in turn results in students' personal integrity and becoming life-long responsible and contributing members of the society. Don Bosco believed in the holistic development of the human beings and impressed upon his pupils that cheerfulness was an outward manifestation of a positive mindset. He told his pupils, "Run, jump, shout, but do not sin." The motto of Don Bosco College, Tura "Pursuit of Excellence" is but an expression of the holistic vision that the Salesians cherish for their young wards.

The college is committed to bring into effect the mutually inclusive holistic education and excellence in achievement in all its undertakings. Don Bosco College, Tura has taken cognizance that such an endeavour calls for student-centricity and predilection towards achieving its educational objectives. Accordingly, the college has charted out a strategy to arrest the tender minds and orient them towards the values that are much needed in today's world. Don Bosco College has aligned its ideals with the age-old Indian tradition of spirituality, which is the first base for true education. The commitment to holistic education and 'Pursuit of Excellence' has manifested itself in a deep-rooted understanding of the physical-intellectual-spiritual equilibrium. While the physical-intellectual side is visibly taken care of and covered by the prescribed curriculum, the college takes care of the spiritual needs of the students by facilitating time and space for prayer and discourse on spiritual well-being.

### **3. Objectives of the practices:**

(i) Month's First Friday Prayer Service is part of fulfilling the holistic development of students. The time dedicated for prayer once a month reminds the students and the staff of the value of coming together and meeting each other through prayer. It fosters sense of fellowship among those concerned and a greater sense of communion with the divine. This practice helps in the augmentation of the overall personality development of the students.

(ii) The College regularly monitors the attendance of the students to determine the sincerity and regularity of students in attending classes, to reduce absenteeism, to identify the reasons behind absence of students, to boost students' productivity in teaching-learning process

#### **4. The Practice:**

##### **(i) Month's First Friday Prayer Service**

The college sets aside the First Friday afternoon each month to prayer where the students gather for spiritual experience and prayer according to their creed. The spiritual exercise is greatly encouraged by the presence of the teachers. Once or twice a year the whole college comes together for an all-faith prayer. The religious harmony and spiritual atmosphere are also reflected in the occasional morning Assembly held in the college. The practice of once a month Prayer Service in the college helps in creating a congenial atmosphere founded in the awareness of self and the divine, who is the source of all wisdom.

##### **(ii) Attendance Monitoring and Mentoring**

The college is primarily an academic institution. Don Bosco College strives to objectify its motto "Pursuit of Excellence" and is on an ongoing process of exploring ways and means to achieve optimum level of class attendance. The effort to optimise attendance is seen in a double-tiered teaching-learning assistance given on the part of the Management. Every working day of the college starts with a designated non-teaching staff going around the college at the strike of the bell and making sure that a teacher is present in each class. This is repeated at the beginning of each period and is meant to make sure that no class is left unattended. This is followed by the Principal or Vice-Principal or both visiting all the floors of the college at unspecified times, sending the message to the students that the Head of the Institution cares for them and is with them. In a bid to ensure maximum attendance by each student, the aggregate percentage of attendance is displayed at the end of each month. A serious note is taken of those students who play truants from classes on a regular basis. The students are accorded opportunities to make good their absence through several ways according to the shortfall in their attendance. This may include any one or two of the following: (i) Personal Explanation by the erring student, (ii) Explanation Letter, (iii) Certificate of ill health from a Medical Doctor, (iv) Summoning of Parent/s or Warden of the truant student. With the objective of bringing about effective learning, the teachers mentor the students in their academic, attendance and other matters as per need. Each department conducts general mentoring sessions to the students of their department. The students are also encouraged to approach teachers individually if needed.

#### **5. Obstacles faced if any and strategies adopted to overcome them:**

**Obstacles:** None

**Strategies:** NA

## **6. Impact of the practice:**

The Prayer Service that is conducted once a month creates and sustains a spiritual atmosphere in the college, which subconsciously lay the foundation for a tangible atmosphere of academic growth and holistic development of the students.

Monitoring of attendance of students and the exercise of mentoring are in other words accompanying the students in their academic journey. They are student-centric, telling them that the college wants them to attend classes, study and do their best. Periodical mentoring assures the students that there is always a listening ear and that they are always welcome to seek for guide and discuss their joys, sadness, success or failure with a teacher of their choice. Mentoring and attendance monitoring are one of the best practices in the college and it brings into sync the academic and individual responsibility of each student in the college.

Attendance forms a part of the Continuous Evaluation process and hence some marks are awarded to those students having a good performance in attendance. Attendance data has been used by the concerned teachers to help identify and mentor the students and thereby helping them to do better in their performance in the classroom as well as examinations. The Principal himself takes upon himself the responsibility to personally call the students with very low attendance and meet their parents.

## **7. Resources required:**

For conducting Prayer Service, priests, pastors, preachers and spiritual leaders are required. Singing with the help of musical instruments helps the students achieve the right frame of mind for the practice of spiritual devotion. Besides, a suitable place, preferably away from distracting noise is congenial for prayer.

The primary attendance is taken in the classes using the register/file. The data are entered into a computer by the respective departments in a MS Excel attendance data format which is submitted to the office staff, who then computes the percentages of the students' attendance. This data is printed and displayed on the notice board on the 1<sup>st</sup> week of each month.

## **8. About the Institution –**

i) Name of the Institution : Don Bosco College

ii) Year of Accreditation: 2011

iii) Address: Don Bosco College, Sampalgre

Chandmari, Tura, West Garo Hills, Meghalaya

Pin code - 794002

- iv) Grade awarded by NAAC: B
- v) E-mail: [principaldbct@gmail.com](mailto:principaldbct@gmail.com)
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Principal, Don Bosco College, Tura.

## BEST PRACTICES IN MY INSTITUTION

Institutions may have many good practices that add value to the quality of education they offer. For presentation of each of those practices the following format may be used. Care may be taken to avoid general descriptions and focus may be on concrete practice.

1. Title of the practice: **MENTORING**
2. The context that required the initiation of the practice

Don Bosco College, Tura is one of the premier institutions in Garo Hills. We can even say that it is one of the best colleges in Meghalaya. So many students irrespective of caste, sex, religion, financial background, urban, rural come to take admission to this college. It has students studying in 15 departments of the three streams of Arts, Science and Commerce with a total strength of about 1800 students. The affiliating university, NEHU, in its regulations on conduct of examinations of the three year degree courses has laid the qualification of candidates for examinations a minimum of 75% attendance of the candidate in the lecture/tutorials and practical classes. The college has a wide variation in the student population in regard to educational and economic background and because of these factors, the IQAC of this college introduce the mentoring system and take it as a priority to entertain the hopes and aspirations of students from all over the State. Many of our students from rural areas lack proper academic background and financial back-up. Mentoring of students thus, is an essential feature to render equitable service to all our students having varied background. The importance and aims of student mentoring is to enhance teacher-student relationship, to enhance students' academic performance and attendance and discipline, to minimise student drop-out rates, to identify and understand the status of slow learners and encourage advanced learners and to render equitable service to students. This reinforces the IQAC to introduce a program called "MENTORING".

3. **Objectives of the practice** The College regularly monitors the attendance of the students to determine students consistency in attending classes, to reduce absenteeism, to identify potential reasons for absence of students, to boost students' productivity in teaching-learning process. The follow up of attendance is done through Mentoring program which helps to identify the individual students who encounter various problems in their academic life. This identification will help to strengthen and overcome their issues. It also helps in establishing good rapport between the teacher and the student and thus builds an interpersonal relationship between the teachers and students. Each department is assigned with the task of mentoring their Honours students. This programme is conducted at two levels; group and individual. All teachers conduct at least three cycles of group and individual mentoring every semester. All mentors keep a confidential data sheet about their students, "mentors assessment of students" which records a report of mentoring done by the teachers. These reports are periodically monitored and evaluated by IQAC members and the Mentoring Coordinator.

#### 4. The Practice

Attendance data of all the students is compiled by the departments on a monthly basis. Cumulative percentages are calculated and displayed on the notice board at the beginning of each month. Students falling short of the required attendance percentage are notified to meet the principal. Show cause notices are sent to the parents of those students that do not reach the 30% attendance mark. The Mentoring Program provides a reliable support system from within the departments and for the student community in order to motivate them to excel in both academic and non-academic fields. This Mentoring help the students in need and the departmental teachers are ready to serve anytime and in any form. It also helps students to improve their skills, attitudes, and resources necessary to succeed, both in the college environment as well as to pursue comfortable, easy and satisfying lives. To show respect for Principals, teachers and elders are always insisted by mentors. Even students diversity is taken into account by the mentors. Each department is assigned with the task of mentoring their Honours students. This programme is conducted at two levels; group and individual. All teachers conduct at least three cycles of group and individual mentoring every semester. The

session is compulsory for every B.A, B. Sc and B.Com students to attend without fail. The mentoring parameters are based on four aspects i.e. academic, attendance, discipline and motivation. A Mentoring Format with Guidelines is prepared by the IQAC and the Mentoring Coordinator to ensure uniformity. Mentors maintain the Mentoring Format which contains space for entering particulars and performance of students (internal tests, monthly attendance records, etc.) All mentors keep a confidential data sheet about their students, “mentors assessment of students” which records a report of mentoring done by the teachers. Hence through the process of mentoring, the students are motivated to become more regular for their classes and thus the target of making students achieve 75% attendance is fulfilled. The grievances of the mentees are taken up by the mentors and if necessary it is forwarded to the Principal for necessary remedial actions. The reports of the practice of the mentoring system are periodically monitored and evaluated by IQAC members and the Mentoring Coordinator so as to ensure quality and efficiency in practice.

## **5. Obstacles faced if any and strategies adopted to overcome them**

**Obstacle 1:** A mentoring program conducted in the college within 45 minutes is not something that a teacher can just throw together in a short amount of time and expect to produce results.

**Strategies:** To make sure that the mentors have a plan in their minds to alleviate this initial anxiety. This plan should contain both a process that outlines how a mentor intent to proceed, and a methodology that confirms not only what mentors are doing but also why they are doing it. So the mentors must remember to plan.

**Obstacle 2:** What is a mentor? What is a mentee? What is mentoring overall? These types of questions should not be vague.

**Strategies:** To make sure that all the teachers are well versed with the operational definitions of the terms “Mentor”, “Mentee”, “Mentoring” etc.

## 6. Impact of the practice

Attendance forms a part of the Continuous Evaluation process and hence some marks are awarded to those students having a good performance in attendance. Attendance data has been used by the concerned teachers to help identify and mentor the students and thereby helping them to do better in their performance in the classroom as well as examinations. The Principal himself takes the responsibility to personally call the students with very low attendance and meet their parents. Mentoring College students by the faculty (mentor) has a positive impact on students' academic achievement, discipline, attendance and motivation. Mentoring relationships frequently develop between mentors and mentees. In this process, the stories that students share about their life issues alleviates their problems as the mentors offer them with various suggestions and remedies to solve their issues which is hindering their academic success. The system has been useful in identifying slow learners and advanced learners.

## 7. Resources required

The primary attendance is taken in the classes using the register/file. The data are entered into a computer by the respective departments in a MS Excel attendance data format which is submitted to the office, who then computes the percentages of the students' attendance. This data is printed and displayed on the notice board in the 1<sup>st</sup> week of each month. Free resources for training mentors for mentoring programs should be provided in the college. Any expert mentoring personnel with established mentoring programs can also assist with training activities for the mentors in the institution.

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## **1. Title of the Practice:** Promotion of a Clean and Green Campus

**2. Context:** Clean and green campus is one of the visible elements that reflect the general educational health of any academic institution. It can be said to be a very small remnant of the ancient *Gurukul* system in India where learning was imparted in sylvan surroundings. A congenial environment is a must for effective teaching-learning process to operate. A clean and green campus is the very first thing that students see when they set foot in the college campus. With the awareness of climate change on the rise and with *Swachh* Bharat being the cry of the day, it is fitting that an educational institution leads the way to maintaining an eco-friendly campus. Don Bosco College, Tura has an enviable campus with trees and shrubs and a well-maintained lawn and beds of seasonal flowers.

**3. Objective of the Practice -** The objective of the practice is to provide the best kind of environment for teaching-learning process. An ecologically and aesthetically appealing environment stimulates the physical and intellectual faculties of the students, bringing about optimum academic result. A clean and green campus facilitates “feel-good factor” and a lot of positive vibes. Education is the primary objective; however, a clean and green campus helps to subtly and silently carry out an on-going teaching on climate issues, maintenance of cool and pollution-free environment, and participating in the creative work of Nature. Don Bosco does “walk the talk” by striving to maintain a clean and green campus.

**4. The Practice –** The Clean and Green Campus is primarily the result of careful planning in the initial stage of college building and landscaping of the campus. The aesthetic lay-out for trees, shrubs, lawn and flower-beds add to the over-all appeal of the college campus. Over the years efforts have been made by the Management to augment the greenery of the campus by plantation of fruit-bearing trees, such as banana, mango and jackfruit. A number of well known traditional medicinal plants like Indian Beech tree, *Arjun* tree, *Nag*, *Champa* are grown in the front yard of the college. Apart from providing the much needed shade these plants also have great medicinal values too which can be accessed easily in times of need. The seasonal flowering plants are accorded utmost care with proper manuring and watering at all times; while the trees like *Nag* *Champa* are pruned from time to time to suit the landscape. Tree planting programme as well as cleaning drive are also organised by the Institution in the college campus itself on special occasions to enhance greenery and cleanliness of the campus. Effective measures are also in place to keep rotating the plantation schedule so that proper substitution of dead and old plants are taken care of. Every year the Management purchases seedling of seasonal flowers from nurseries at wholesale rates at the right time and transported them to the campus where they are grown. This helps in cutting down on unnecessary expense. The college has a staff looking after the plants and flowers in the campus on a daily basis.

**5. Obstacles faced and strategies adopted –** Maintaining the campus requires significant effort by the Management as they have to organise maintenance schedules and have a sound campus tree policy and secure funds for such works. Each and every plant in the campus requires a very tedious maintenance schedule especially during the dry seasons since the plants need to be watered twice a day. So, proper water supply has to be

available which is not possible during the dry season. There is also need for proper time for pruning the trees and shrubs which may clash with the college hours.

**Strategy:** The most important strategy adopted by the Institution is the allotment of funds for the maintenance of green campus and utilisation of such funds only for this purpose.

**6. Impact of the Practice** – The Don Bosco College, Tura campus wears an over-all verdant and serene look. The green and beautiful campus with its imposing edifice at the backdrop inspires sense of joy and well for all in the college. There emanates a great sense of satisfaction to see students spending time under the rows of trees. The evenings are a great time to behold as far as this college is concerned. It is at this time that youth take the opportunity to make use of the basketball court and the hundred of birds returning to their nests create a delightful phonic ambience. Needless to say that the row of trees provide relief during the hot summer months to the student community and everyone visiting the college including tourists. These trees also protect the environment from the storm water as well during the rainy season and cyclonic rains. These trees were planted at starting of this campus and maintained for years. Truly they are the ecological legacy of the campus history and growth and needless to say that they are the pride of the Institution. The general verdant atmosphere of the college, especially the row of trees act as an important tool in environmental protection as in improving the air quality and contributing to the cooling effect on the local temperature. The beautiful flowers in the campus stimulates the photography talent of many a student and teacher in the college.

**7. Resources required** –The resources required includes manpower such as in-house gardener and at least two support staff as well as proper supply of water and garden tools and organic fertilizers. The money required for maintenance is allotted by the Management from the college funds.

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**1. Title of the Practice:****Publication of National Peer Reviewed Journals**

1. Source – A Journal of Humanities and Social Sciences (ISSN No – 2250-0642) and
2. Transient – A Journal of Natural Sciences and Allied Subjects (ISSN No – 2250-0650)

**2. The Context:**

The current needs of the people of the world are freedom from hunger, poverty, diseases, better environment and overall better living standards. To cap this all the only mechanism would be to educate the masses which would empower them to live as expected. For this, generation of new knowledge and its emancipation is of utmost priority and that can be obtained through research and its practice. Research is an area which helps to generate ideas and endeavors to help scholars to exchange thoughts and beliefs and promote them for the upliftment of the society.

Institutions are responsible for the conduct of researches and for encouraging a healthy research environment. Institutions through the publication of journals should promote best practice amongst researchers, authors, reviewers and editors.

Both the journals seek to establish literary, critical, scientific and academic standards through research and reflect the responses of the authors. Therefore, it is open to all areas of humanities and social sciences as well as biological and physical sciences.

**3. Objectives:**

- A. It aims at providing a forum to young researchers along with established authors for their scholarly and authoritative opinion and views.
- B. It welcomes original and unpublished research papers on a wide range of subjects, issues, trends, concepts and genre.
- C. It seeks to promote academic standards through critical research and reflection.

**4. The Practice:**

Both the journals request for articles to be published in a calendar year through different media viz. mails, whatsapp, personal contacts etc to different individuals, educational institutions and research organizations. Substantial time is given to the contributors for them to contribute with their materials. The format of the journals are given to the authors either through mails or by providing them the link of the college website ([www.donboscocollege.ac.in](http://www.donboscocollege.ac.in)) wherein the authors would get the details in regards to the Guidelines of getting their articles published.

After receiving the articles it is scrutinized by the editorial board and then sent for peer review to different reviewers decided by the editorial board. Neither the reviewer nor the author gets to know one another as it's a practice that the journal is blind peer reviewed journal. The reviewers are given a stipulated time to get the manuscript reviewed and after that they are supposed to return the reviewed manuscript to the chief editor. The editorial board then assesses the comments given by the reviewer and then sends to the author back for necessary correction as directed by the Reviewer.

The authors are asked to make the necessary correction in their manuscript as directed by the reviewer and return the

corrected manuscript within a stipulated time (normally one week is given to the authors). The editorial board members take proactive measures to get back the manuscripts from the authors after they make the necessary correction.

After receiving the corrected manuscripts the editorial board decides on the manuscripts if they are abiding the norms of the journals as provided in the "Guidelines to Authors". If the manuscript is ready for acceptance then acceptance letter is sent to the authors. The manuscripts are then processed by eligible members in the editorial board who compile all the manuscripts along with the chief editor and then its sent for print.

After receiving the journals the committee involved in publication takes measure to send the copies to the relevant persons.

#### 5. Obstacles faced:

Both the journals are published by Don Bosco College. So, being a college based journal the first hurdle is to get articles for publication. As is understood that not much research is done in a college so the procurement of papers for publication has to be from universities and research organizations where research is practiced at optimum. It is a challenge to the editorial board members to collect suitable and up to date research papers from authors across different institutions and organizations. The challenge is well taken by the members through contacts and advertisements.

The next challenge is to get the journals rated by concerned authorities (viz. UGC, NAAS etc) so that the impact of the journal would be enhanced. The journals are yet to be made available as e-journals but work is in progress in this regard. A step has been taken to make the journals available in the college website. The authors and the interested personalities in the respected fields can access the journals through the website mentioned above as the journals have open access.

A fund for the publication of the journals is also another area which needs to be addressed. At present it is solely funded by the institution.

#### 6. Impact of the Practice:

The journal has had an impact on various fronts which are enlisted below-

1. The authors through their publication in the journal can apply for jobs and research in relevant fields.
2. It has given the authors an opportunity to showcase their findings for the scientific and literary community.
3. The students are the most benefitted as they have open access to the knowledge that is accumulating around them and so they can assess of what is expected of them in the respective fields in future.
4. Through the journals researchers can address their own research in relevant fields as they get direction to progress in their own fields.

#### 7. Resources required:

The primary resource that is required is funds to publish the journals. The editors would also be benefitted if they are given internet facility which is a priority to this type of activity. The editorial board members should be given incentives as they take extreme measures to get the papers/articles/manuscripts from

resource persons. A wide network with the intellectual fraternity is of utmost importance for having a better performance.

8. About the Institution:

i. Don Bosco College ii. 2011

iii. Sampalgre, Tura iv. B

v. vi.

vii. [www.donboscollege.ac.in](http://www.donboscollege.ac.in)