

**Best Practice-I**

**1. Title of the Practice: Student Mentoring**

Mentoring is one of the best practices practiced in our University. Being a fully residential University, 8061 students stay in hostels. 4930 boys stay in 8 boys hostels and 3131 girls stay in 7 girls hostels. Since they stay away from home, the hostels become their -second homeø Director ó Campus life, Chief Warden, Joint Chief Warden (JCW), Warden, Deputy Warden, Senior Resident Advisor (SRA) make their stay comfortable and help them in building their conduct and character. University provides a faculty member for 22 students as a mentor. Every Mentor counsels the student in academic matters, personality development and provides care and counselling.

**2. Objectives of Innovation:**

The main objective of -Mentoringø is to produce graduates with good conduct and character. Graduates of our University posses high levels of academic excellence, professional competence, exemplary values and spiritual empowerment.

Parents send their wards to our University with an expectation that their wards would be shaped well physically, psychologically and spiritually and they would come out as holistic persons. Mentoring helps in meeting the aspirations of parents and all other stake holders.

We need to be compassionate with each other. Graduates of Karunya are trained by Mentors, SRAs and Counsellors to be compassionate to others. They are trained to understand human needs and pain and to provide necessary help.

**3. The context.**

Mentoring is a youth development strategy that can create a path to successful adulthood` and career for the students.

- A mentor will have a maximum of 22 students (Mentees) or 30 in PG classes allocated to him/her.
- The mentees will be attached to the same mentor for the entire course of study, except during the I Year B.Tech.
- The mentors shall meet the mentees regularly and record the outcome of the meetings in the Computer system. The details about each mentee will be recorded and periodically updated in the Computer system.
- The mentors shall update the menteeø parents about the progress of the mentees.
- If a student violates the code of conduct, his/her mentor shall be a member in the disciplinary Committee.

## **4. The Practice**

### **Attendance**

The mentor shall take care of the attendance of the mentee. The attendance in assembly and class has to be ensured following the guidelines of the University. Also, mentors are responsible to monitor and advise and take necessary follow-up actions with regard to students, who are on -out of rollsø (If a student does not pay the tuition fees, he is out of rolls until he/she pays the fees dues) and those absent from residences.

### **Academic matters**

The mentors shall attend to the academic matters of mentees, internal assessment marks, semester results and arrear coaching, if relevant.

### **Other areas of care**

The mentors shall look into the following areas with regard to their mentees:

- " Behavioural and discipline matters
- " Physical health
- " Spiritual growth
- " Achievements, talents, scientific achievements
- " Extra, co- curricular achievements

### **Academics**

- In the review meeting, immediately after the Internal Assessment tests and the semester results, the mentor shall appreciate the mentees who have performed well. This will be placed on record in the Computer system.
- The mentor shall interact with the mentees who have not done well or failed in the internals and advise them to improve their performance. The mentor shall extend all possible assistance to improve the academic performance of the mentee. This will be recorded in the Computer system.
- In both the cases mentioned above email/post will be sent to the parents / guardians by the system on the performance of their son / daughter / ward.

### **Care and Counseling**

- The mentor during the periodic review meeting shall counsel the students. The well behaved students shall be appreciated and others shall be properly cared for and counseled.
- In cases where expert care and counseling is required , the mentor shall consult the residence counselor and identify the counselor/expert to whom the mentee should be referred. The details of the mentee shall be communicated to the counselor/ expert by the mentor.
- The mentee will also be informed about the counselor/expert by the mentor.
- The Counselor/ expert shall directly talk to the mentee for further follow up.

## Personality Development

- The mentor shall encourage the mentee to develop and channelize his/her skills and talents through an appropriate forum or activity of the University (fine arts, sports, extension activities, workshops, conferences, DoVE, association activities, etc.).
- These are aimed at the overall development of the personality of the student so as to make him -Arise and Shineø

### 5. Evidence of Success:

When we take a survey from Employers of our passed out students, we receive good feedback from them on their communication skills, identification of solutions, planning skills, organizing skills, service to society, commitment, sincerity and integrity. A sample feedback is given below:

 <b>Karunya UNIVERSITY</b> Karunya Institute of Technology & Sciences <small>(Approved by the Council of Higher Education, Sri Lanka)</small>							
Alumni Feed Back							
Name of the student: <u>K.J. Santhi, 7249, 2000</u>				Reg. No: <u>03/00021</u>			
Position: <u>Christian, Pray &amp; Tech, Chelvaesan</u>							
Sl. No	Assessment Criteria of KU Alumnus	Rating					Others
		5 (Excellent)	4 (Very good)	3 (Good)	2 (Average)	1 (Needs Improvement)	
1	Improvement in communication skills		✓				
2	Ability to appreciate workplace problems and suggest solutions		✓				
3	Event planning, organizing, team play and leadership skills	✓					
4	Knowledge on communication technology and software			✓			
5	Innovation and creativity		✓				
6	Strong foundation in fundamentals			✓			
7	Motivation to lifelong learning	✓					
8	Ethical and social responsibility			✓			
9	Relevance of curriculum in addressing societal needs			✓	✓		
10	Personality development and character building	✓					
	Total						

*K.J. Santhi, 20/10/14*

### 6. Problems Encountered and Resources

Senior faculty members have experience to counsel students, whose age is ranging from 17 to 23. When the age difference between the mentor and mentee is small, the mentoring is not effective. Male faculty members mentoring boy students and female faculty members mentoring female students go well. When the Mentor-mentee belong to opposite sex, there are limitations when they deal with the personal problems of students. It is required to have the same male female ratio for faculty members as that of students.

### 7. Notes:

When we analyse the feedback received from Parents, alumni, employers and all stake holders, we find that Mentoring plays a larger role in developing a compassionate and peaceful society which will live in harmony in any part of the world.

## **Best Practice-2**

### **1. Title of the Practice: Bio-Metric Attendance System**

Biometric attendance system is one of the best practices followed in KITS for monitoring the Time-in and Time-out of Staff members by the Human Resources Department. This system prompts every staff member to reach the University on time and to work well through the specified working hours and leave the University after working hours. It increases the productivity of staff members and give satisfaction in their work.

### **2. Objectives of Innovation**

- a. To make every staff member to reach the University on time and to work well to the satisfaction of all stake holders of the University.
- b. To provide a conducive environment for teaching-learning research and consultancy works.
- c. To eliminate false recording of attendance, time-in or time-out.

### **3. The Context**

Conventional methods of recording attendance in registers have become obsolete. Paperless communication methods are being used after the advancement of computers and communication systems. Even through finger print identification is a very old method used for authenticating the signatures of illiterate people, the modern bio-metric attendance systems combines the ancient and modern techniques owing to the fact that finger print of a person is unique and only one person in the whole world has finger print which can not be duplicated. Biometric attendance system helps the organization to assure the services of staff members to students community all through the day during working hours.

### **4. The Practice**

Biometric readers are installed in various locations of the University serving the needs of 473 faculty members, 216 non-teaching staff and 71 technical staff. More units are installed in the main administrative building and one or two units are installed in school, department offices. The finger prints of fore fingers (both left and right) or thumb are recorded in the system before hand. Our University works from 8.50 a.m. to 5.20 p.m. Staff members are required to check in before 8.50 a.m. and check out after 5.20 p.m. Most of the faculty members reach sufficiently earlier and record their presence by placing their finger prints. The system permits late comers also to record their time of entry and they need to apply for 1 hour permission for reaching late. Those who take half a day leave or early permission are also allowed to record their Time-in or Time-out. The system is user friendly and it is very cordial in thanking us and showing green light after we successfully record our finger print. In case, we do not place our fingers properly, the system gently encourages with a gentle voice "please try again" with a red light.

At the end of every month, the system generates the following reports.

- i) Absentees Report
- ii) Report showing Time-in and Time-out

These reports help us to apply for Casual Leave, Earned Leave, Special Casual Leave or 'On Duty' permission depending upon the reason for the absence and also Late/early permission depending on the time of entry/exit.

### **5. Evidence of Success**

We observe that every staff member consciously reach before time and leaves after the working hours. Biometric attendance system acts as an interface between Human Resources Department and employees and prevents and damage to inter personal relationships. The time management skills of staff members are improved by biometric attendance system. As a result, the Institution is able to provide better service to students.

### **6. Problems encountered and Resource requirement**

A few staff members find it difficult to use biometric attendance system since it takes 4 or 5 attempts to record their finger prints successfully. Other staff members waiting behind the person would lose patience and slightly get annoyed since they run out of time. The Institution provided card readers to such staff members to solve their problems. Also 'face recognition' units are installed in selected places for catering to such staff members. Face recognition units are expensive when compared to finger print readers.

### **7. Notes:**

When the Biometric attendance system was introduced, the Institution gave about 2 months for the switch over from conventional system to a new system.

Since Biometric attendance system is very fast and accurate, it can be extended to record students hourly attendance also, which will dramatically increase the quality time of teaching, research and consultancy works.

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