

1. **Name of Institution:** Lakshmi Narain College of Technology (MCA), Bhopal
2. **Title of Best Practice:** Mentor System
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4. **Background of Best Practice:** Basic purpose of mentor system is to monitor and record the overall activities of students and help in solving their problems. There are many problems which students cannot share with everyone. Some of the problems can be shared with parents, some of them with friends and some of them with teachers. The mentor is such a person with whom students can share their all types of problems. Parents are updated regularly of their ward about their achievements, attendance, academic performance and shortcomings also, if any, so that parents can feel proud in case of positive feedback and can guide their ward to improve in case of negative feedback. Students are guided and motivated to take part in curricular activities of their interest. Lacunas of students are identified by regular contact and it is tried to overcome with those lacunas. Generally, good students keep on participating in all the activities and keep on improving further and other students who are lagging behind keeps on rolling back and do not try to come forward due to hesitation and shyness. Such students are identified by the mentors and forced to participate in activities by motivating and convincing. Extra classes and extra activities are organized as suggested by the mentor for the identified students to bring them at par with other students.
5. **Challenges in Implementation:** Some of the students do not share their correct home address and/or correct mobile numbers of their parents. Have the fear that they will be scolded by their parents and do not want to diminish their image in-front of their parents. Some of the students are shy in nature or introverted and do not open-up easily with the mentor, so it becomes difficult to know lacunas of students.
6. **Ways of Implementation:** One faculty member is made the mentor of one class in which he is teaching. The mentor keeps the record of attendance of all the students and informs to parents of each student every fortnight about their attendance so that parents are acquainted with the attendance and mentor can also know the valid reasons for short attendance. Mentor acts as a friend, philosopher, and a teacher to the students. He behaves with the students in such a way so that mentor gains the confidence of students and they can share all their problems to him/her.
7. **Outcome of Best Practices:** Students get a SPOC (Single Point of Contact) to get solve their problems. Students also have a fear that they are being monitored so they think before doing any wrong thing. Students get disciplined and also motivated to

participate in curricular activities. All the students get almost at equal level and no one is far behind of other students. Parents are also relaxed and convinced that their ward is safe and have faith that they will be informed immediately of any good/bad wrong doing.