

Best Practice 2:

1. Title of the Practice: MINDS NEST

2.Objectives of practice:

The objectives of the practice are to:

- To act as a linking system to promote cordial student-student and student-teacher relationship.
- To understand student concerns and to help them in each stage of their academic as well as non-academic carrier.
- To maintain a good ambience for each individual student by providing better care and helping hands with reach all levels of life at MINDS.
- To maintain a good ongoing relationship with parents of every student whereby providing a carefree atmosphere for the parents.
- To address their grievances if any and to promote a smooth ongoing relationship with studies and Institution.
- Shall sensitize the newly enrolled National and International students on the existence, functioning and role of the cell and also share with them the mode of contact in case of grievance.

3. The Context:

The practice of MINDS nest is in line with the institutions vision of becoming a premier center of excellence in teaching and training. All student activities are coordinated by the MINDS nest throughout the academic year of every batch students. Minds Nest is developed to coordinate all the student-teacher -parent interactions which acts as a 3-way triangle. An exclusively assigned staff member, 'MINDS nest coordinator' records all forms of details related to student, personal, academic as well as family. Examples of such records are time table, attendance records, absentees details, stay related data and grievances, out pass permissions, interaction with parents on timely manner regarding any of the above mentioned and/or internal marks details , parent teacher meetings related as well as permission from parents in relation to long leave if any etc. The students take responsibility to take forward activities that are academic as well as extracurricular.

4. The Practice:

The Minds Nest acts as an interface between the management, the faculty, parents and students. The Committee comprises of various cells, which are established to help students gain a wide exposure on various subjects during their time at MINDS. Through these cells, the minds nest relentlessly strives towards making the MINDS experience memorable and rewarding for every student.

student acts as a channel for communication starting from their academic attendance, leave information, hostel stay and related issues, out- pass issue and also regarding any grievances and fee payment etc. The cell acts as a mediator in-between who tracks all the

data and keeps everything updated and recorded and being in touch with parents in communicating these.

All data recorded and maintained with the help of a SOFTWARE which brings a systematic and easy way of management of the Minds Nest whereby it forms the real meaning of a Nest whereby providing and fulfilling all the needs of students thus forming MINDS NEST.

5. Evidence of Success:

There has been overwhelming response from the parent's side for the maintenance of MINDS NEST and it also helps to retrieve and manage any data related to each student. The main evidence of success is projected in terms of records and overwhelming positive response from the parents and benefitted students.

6. Problems Encountered and Resources Required:

The problem faced in the maintenance and functioning of minds nest is timely updation of the data in the software. When there is huge number of students having the request of any related matters such as out pass issue or obtaining permission, the data entry of the academic activities falls short of time and becomes pending which the coordinator will have to complete after the college hours and finish the pending works before leaving thus making sure every data is up to date. Another factor of concern is to have a 24*7 availability of the staff , to fulfill which the coordinator needs to be full time functional and in her absence the in-charge person make sure everything is done in line.

7. Notes (Optional)

