



BEST PRACTICE: MINDS NEST

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 student. 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



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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.

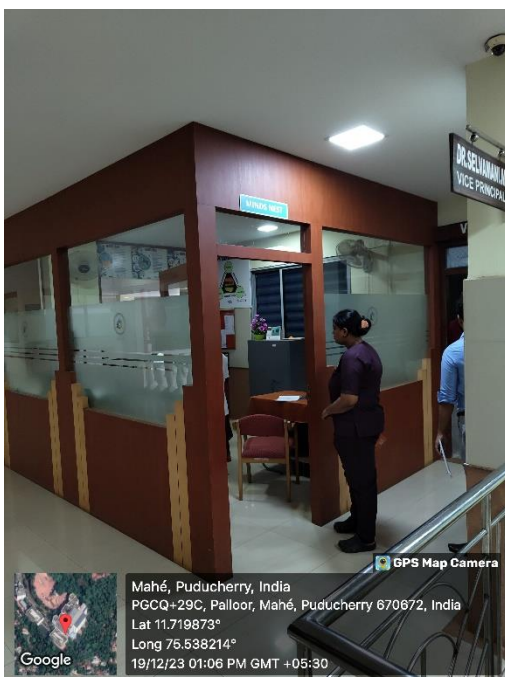
5. Evidence of Success:

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:

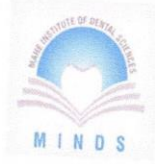
The problem faced in the maintenance and functioning of minds nest is timely updation of the data in the software. When there is huge number of students having the request of any related matters such as out pass issue or obtaining permission, the data entry of the academic activities falls short of time 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):





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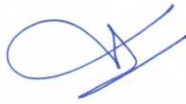
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MINDS Nest

Report for the month of September 2022

01/10/2022

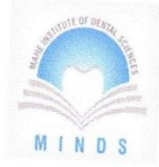
Around 120 students took weekend out pass this month and 30 students took out pass for outing. 11 Students went to Indira Gandhi Hospital & Mahe Government hospital due to some health issues. 9 Students and 2 Interns were given day scholar out pass. 3 Students stayed in hostel due to health issues during college hours. 20 students were given early permission to go home this month. 6 students were given late permission to enter the college. 1st year Abdhulla Nabraz, 2nd year student Perumaka Liza, Zahira Khan, Balaram, Srevidhya and 3rd year Faby Asharaf, Abhirami Santhosh They did not go home on Nvararathri leave (1/10/2022 to 5/10/2022)


MINDS NEST Coordinator





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MINDS Nest

01/09/2022

Report for the month of AUGUST 2022

Around 150 students took weekend out pass this month and 20 students took out pass for outing. 17 students went to Indihira Gandhi Hospital & Mahe Government hospital due to some health issues. Out of two students Pemmadi Gopalakshmi 2nd year student was admitted Mahe Government hospital (Dengue fever) for 3 days accompanied by warden. After 2 days she will be shifted to Calicut Baby Memorial Hospital for better treatment with parents. Anjana Babu, 3rd year student was admitted Indihira Hospital for a day, accompanied by warden. Few students and Interns were given day scholar out pass. Few students were given day scholar out pass. 3 students stayed in hostel due to health issues during college hours. 2 students were given early permission to go home this month. 6 students were given late permission to enter the college.

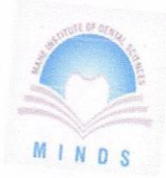
Last month of the week we were conducted parents teachers meeting (zoom) for all batches from 1st year to 4th year students who were under suspension for being absent on 17-8-22.


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MINDS NEST

Monthly report for the month of June 2022

01/07/2022

Around 13 students were taken to the Government Hospital, Mahe due to unwellness. 8 out of them were tested RAT positive. Students who were willing to go home with parents were given the permission, while others were isolated at isolation wards in our institution and quarantined for 5 days as per doctor's advice. Feedback regarding the functioning of the minds nest was taken through google forms from both parents and students and responses were recorded.

Students who got RAT Positive:

1. Aparna, Athira, Mudra Maria – First year
2. Shamini R -Second year
3. Renjucardoz – Third year
4. Kavyakc, Sulabhi M S, Keerthana –Final year

Regarding issue of outpass during this month

- 49 students took out pass
- 50 students took leave
- 8 students took day scholar pass
- 5 students in the first year took out pass for outing with parents.
- As the college ATM was not working, 4 students went out for ATM needs.
- 3 Internees took out pass to go home.

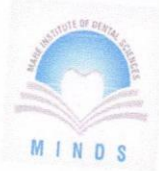
Absentees without permission

- Nandha Dinesh (second year IR) -From 4th to 7th June
- Asha (second year IR) – From 15th to 18th June
- Athul Mohan (final year IR) –Whole month

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MINDS Nest

Report for the month of July 2022

01/08/2022

Around 117 students took weekend out pass this month and 44 students took outpass for outing. 22 Students went to Indhira Gandhi Hospital & Mahe Government hospital due to some health issues. Out of this Anjana Babu, 3rd year student was admitted in hospital for a day, accompanied by warden. 23 Students had been given out pass for outing on Sundays. 3 Students were given out pass for outing with parents. Few students were given day scholar out pass. 5 Students stayed in hostel due to health issues during college hours. 3 Students were given early permission to go home this month.

Regarding academic attendance

- AthulMohan(4th year IR) has not attended any class this month.
- AthiraRaveendran(4th year) was tested RAT positive and she did not attend classes.
- Nandha Dinesh had been on leave for past 2 months without any information.
- Asha (2nd Year IR) took leave for 17 days in the month of July.
- Faby Ashraf (3rd year IR) had not attended classes from 1/7/2022 to 31/7/2022

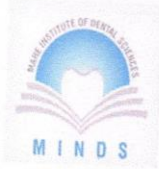
List of absentees for the 3rd internal assessment for the regular batch from 2nd year to 4th year and 1st internal assessment for 1st year and all IR batch were given to principal and necessary action was taken.


MINDS-NEST Coordinator





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MINDS NEST

01.11.2022

REPORT FOR THE MONTH OF NOVEMBER 2022

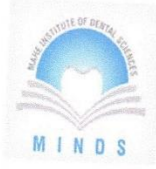
Around 150 students took weekend out pass this month and 30 students took out pass for outing. 18 Students went to Indhira Gandhi Hospital & Mahe Government hospital due to some health issues. 8 Students and 2 Interns were given day scholar out pass. 9 Students stayed in hostel due to health issues during college hours. 3 students were given late permission to enter the college. 15 students took permission to use the casualty room due to sickness. Study leave given to 3rd year regular batch (19.11.22 to 27.11.22) and 2nd year regular batch (23.11.22 to 30.12.22) 4th year new batch students class starts on 28.11.22. Three students not entered the class (sarjada, Vishnu, chowdary).


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01.1.2023

REPORT FOR THE MONTH OF DECEMBER 2022

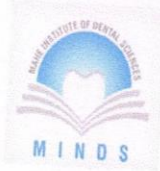
Around 150 students took weekend out pass this month and 30 students took out pass for outing. 18 Students went to Indhira Gandhi Hospital & Mahe Government hospital due to some health issues. 8 Students and 3 Interns were given day scholar out pass. 5 Students stayed in hostel due to health issues during college hours. 10 students were given late permission to enter the college. 15 students took permission to use the casualty room due to sickness. Study leave given to 1st year regular batch (10.12.22 to 23.12.22). 3rd Internal theory examination for IR batch was conducted on 5.12.2022 to 13.12.2022. 4 students are not attended exam (4th IR – Ramana, 2nd IR Paveethra, Asha, Aswin K Rajeev).


DR ANIL.M


MINDS NEST Coordinator



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REPORT FOR THE MONTH OF JANUARY 2023

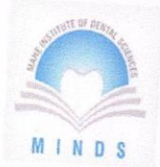
Around 90 students took weekend out pass this month and 69 students took out pass for outing. 20 Students went to Indhira Gandhi Hospital & Mahe Government hospital due to some health issues. 8 Students and 5 Interns were given day scholar out pass. 10 Students stayed in hostel due to health issues during college hours. 13 students were given late permission to enter the college. 15 students took permission to use the causality room due to sickness. 2nd year new batch student's class starts on 23.1.23. Students not entered the class (Saptha Anil, Tushara, Mounika Swedag, Arsha). Parents meeting was conducted on 12th January for 2nd year IR students those who are not attend Internal Examination and regarding attendance shortage. The meeting was partly online and mostly offline (10am to 12pm).

MINDS NEST Coordinator

6/2/23



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01.3.2023

REPORT FOR THE MONTH OF FEBRUARY 2023

Around 108 students took weekend out pass this month and 60 students took out pass for outing. 30 Students went to Indhira Gandhi Hospital & Mahe Government hospital due to some health issues. Out of 2 students Nimanihala 3rd year student was admitted Mahe Government Hospital (asthma) for 4day. Nandana MP1st year student was admitted Indira Gandhi Hospital for 2 day accompanied by warden. 3 Students and 5 Interns were given day scholar out pass. 10 Students stayed in hostel due to health issues during college hours. 5 students were given late permission to enter the college. 20 students took permission to use the causality room due to sickness. Parents meeting was conducted on 17th February for 4th year IR students those who are not attend internal examination regarding attendance

Absentees without permission

. ASLA K.P (2nd year)

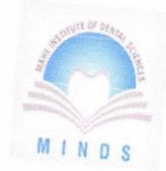
. MUHAMMED AL SHAMEEL


MINDS NEST Coordinator


DR. ANIL M



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01/06/2022

Monthly report for the month of May 2022

As a part of orientation programme for the newly joined first year students, a sensitization programme regarding the existence, function and role of minds nest in the college was given on 5th May. And the parents were informed about the importance of minds nest in terms of academic activities and security purposes of the student. Minds nest coordinator was introduced to the parents and necessary details were given for future communication purpose. Regional language classes for the interstate students were also conducted for communication purpose. 51 students had taken permission for going home. 54 students took permission for outing. 16 students took permission to go to hospital due to health issues. 3 students took permission for outing with their parents. 3 students reported late to the college and the details were given to the principal and necessary actions were taken. 1 student took permission to use the casualty room due to sickness.


MINDS NEST Coordinator

