

**6.1.2 – The effective leadership is visible in various institutional practices such as decentralization and participative management.**

**1) Admission Process:** On the opening day, College organized meeting of faculty to plan the admission process under the guidance of Principal. Purpose of the meeting is to publish the advertisement and formation of admission committee, for smooth conduction of admission process. One faculty is appointed as the Incharge and four members of faculty as per need to assist the Incharge are also appointed. Firstly college published Admission Notice for B.Sc., B.Com., B.A., B.C.S., and P.G. courses in local as well as regional daily newspapers. In admission process for UG classes admission is preferred for the first come first serve basis. Registration process run under the guidance of the vice principal and the admission committee. After online submission of admission forms by the students, Incharge of the admission committee allowed the students to submit the fees in the office. Identity card and library card of admitted students are prepared and issued through library clerk.

**2) Students Mentoring System:** The principal of college has been observed that formal teaching- learning process requires more efforts to solve different problems of learners. It must be assisted by personal counseling and exchange of ideas on various personal levels between students & teachers. Keeping this view the college has developed a mechanism called student mentoring system. The college formed students mentoring committee which includes one Chairman and three members, one from each faculty of Arts, Commerce and Science. The teachers are allotted with 40-50 students each. The students are allotted to each mentor on the basis of subject and classes. The care was taken that each student has the same mentor for the next three years of his/her graduation. Each mentor is asked to prepare the details of the activities to be undertaken per semester and to distribute among the

mentees allotted to him. Mentor conducts the meetings, find out the problems, guide the students and solve their problems. Mentors point out the strength and weaknesses of mentees so as to plan the activities. The teachers are always ready to do all kind of help to mentees. The benefit of student's mentoring system is to increase the attendance in class.