

MANAV RACHNA UNIVERSITY

Guidelines for Conducting “OPEN HOUR”

"Open Hour" is the dedicated time slot during the week where faculty members make themselves available to students outside regular class hours. This concept facilitates learning support, especially for students who require additional explanation and the students with linguistic issues or difficulties understanding course content.

Objectives of “Open Hour”:

- Personalized attention: One-on-one interaction for clarification and guidance.
- Flexible support: Accommodating diverse learning needs and schedules.
- Enhanced understanding: Clarifying concepts, addressing misconceptions, and reinforcing learning.
- Inclusive environment: Encouraging students from diverse backgrounds to seek help.
- Improved academic performance: Targeted support to overcome challenges.

By providing Open Hours, University fosters a supportive learning environment, empowering students to overcome challenges and achieve academic success. This will result in increased student engagement, with better academic outcomes and enhanced student teacher relationship.

Procedure:

1. Setting Up the Open Hour

- **Frequency:** Open Hour will be held once a week for one to two hours.
- **Timing:** Each department will decide a convenient time slot. Ideally, this should be outside of peak class hours to maximize participation and avoiding any clashes with the regular classes.
- **Consistent:** Try to keep the consistency in schedule (e.g., every Wednesday from 11:00 a.m. to 12:00 p.m.) so students can plan around it.

- **Flexible Hours for Different Needs:** Some departments or faculties could have evening or weekend slots to cater to working students or those with tight schedules.
- **Virtual Open Hours:** For students who can't attend in person, consider hybrid options where they can join via Zoom or other video conferencing platforms.
- **Venue:** Hold Open Hours in a comfortable and accessible place, like a lounge, a common area, or a faculty office that encourages informal conversation.
- **Communication:** Open Hour schedules should be communicated through emails, notice boards, ERP circulars and the university portal at the beginning of each semester.
- **Casual Tone:** Avoid making it feel like a formal meeting. Faculty and staff should maintain an open, approachable attitude, which will encourage students to share their thoughts more freely.

2. Student Participation

- **Awareness:** Students must be informed about the Open Hour schedules via multiple platforms (email, WhatsApp groups, university app, etc.).
- **Highlight Benefits:** Emphasize the advantages of attending Open Hours, such as the opportunity to ask questions in an informal setting, receive guidance on projects, or engage in collaborative discussions.
- **Reminders:** Send reminders a day before the scheduled Open Hour to increase participation
- **Guidelines:**
 - No prior appointment is needed.
 - Students should come prepared with questions or topics they wish to discuss.
 - Maintain decorum and respect for others who might also be waiting during the Open Hour.