

## **Institutional Best Practices:**

### **1. Orientation Programme for teachers and students:**

Every year the college organizes a series of orientation lectures for the newly admitted students. This year the Choice Based Credit System has been implemented across various disciplines. To abreast all stakeholders regarding the structure and application of the CBCS this year the college expanded the scope of the Orientation Programme to include teachers and office staff as well. Even before the commencement of the Academic Session multiple lectures, seminars and workshops were organised for teachers to lay down different aspects of the CBCS such as syllabus, course structure, course distribution, the process of continuous evaluation etc. Members of the teaching faculty of the college were encouraged to attend workshops and seminars conducted by the university in this regard. Those members of the faculty in their turn took part in the Orientation Programme for Teachers of the institution. Outside experts were also invited. As far as students are concerned it has been an established practice of the institution that at the beginning of the Academic Session the principal, departmental heads and teachers address newly admitted students. The primary objective is to articulate the academic as well as ethical responsibilities of the students and to impart the knowledge of the available academic resources and aids that the college provides. It is also to facilitate the familiarization of the new

students with the college by informing them about the history, tradition, campus culture and opportunities. This year however, the special objective was to familiarise students with the new system. In order to facilitate the process, the Orientation Programme was conducted in phases - after the initial, centralised orientation, respective department organised separate meetings with students to provide them with more subject specific guidance.

### **2. Systematic feedback system for teachers and students:**

The college has instituted a robust mechanism of feedback for students. A detailed questionnaire involving academic, administrative and infrastructural aspects of the institution are circulated among students of the final year/semester. Complete transparency is maintained in the process. The feedback thus collected is analysed and the outcomes are included in chalking out future course of action. Regular feedback is collected from teachers as well. The inputs and opinions of parents are sought through regular conduction of parent-teacher meetings.

### **3. Community Outreach:**

The college strives for inclusion and meaningful participation of the local people in its extension activities. It takes to educate the socially and economically underprivileged of the locality as well the children in areas of health, hygiene and nutrition. Particularly this being the Golden Jubilee Year of the college the IQAC along with the Organising Committee of the Golden Jubilee celebration that included representatives from teachers, office staff and students decided to commemorate this occasion by engaging the local community in various social and cultural activities. A cultural programme was organised involving children of the locality. The head masters/head mistresses and students of local schools were invited in different workshops as well

as the gala celebration of Golden Jubilee. Students of the college conducted a major cleanliness drive in the locality.

The aim of extension activities in the community is to bring about small differences in the life of people, spreading awareness in general issues and involving the local people with the growth of the educational institution. The main objective of the NSS is to understand the community where they work, identifying the needs and problems of the local community. With this in mind the college has taken up various activities, most of which are carried out by the NSS volunteers. In the beginning of the academic year, all events are planned in the IQAC and the activities of NSS are identified. The extension activities are planned and executed by a dedicated team of teachers, the NSS Programme Officer and motivated NSS volunteers. Financial aid from the Government for NSS activities is acknowledged. In addition expenses are borne out of the college fund and from the donation received from the staff members. Students, teachers and NSS volunteers are actively involved with the children of the local slums. They are involved in cultural functions, in the observation of the national festivals and it is a practice to distribute clothes, books, stationery to the children during festivals. The children are invited to the college on special days and various programmes are arranged for them and involving them. A list of extension activities organised by the college is mentioned below:

- a. Organising blood donation camp and health camp on the occasion of the college social
- b. Conducting environmental awareness campaign in the locality including tree plantation, cleaning of the local market, drive against the use of single-use-plastic
- c. Organizing and conducting door to door awareness drive on Dengue and other Vector borne diseases in the neighborhoods.

#### **4. Library Orientation Programme:**

At the beginning of each Academic Session the central library conducts a special awareness programme for the newly admitted students in which students get acquainted with the functioning of the library. They are also familiarised with books and other resources available with the library. Reading sessions, book discussions are organised with students. The library collaborates with the British Council Library and the American Library to conduct co-curricular programmes. Library use and reading habit is encouraged and incentivised among students by conferring annual awards for Best Reader.

#### **5. Curriculum Enrichment Book Fair:**

At the start of the academic session, each year, the college organizes a book fair at the college premises known as the "CURRICULUM ENRICHMENT BOOK FAIR". The actualization of the process involves the following initiatives: a) The book fair committee decides the suitable date, extent of the event and the minimum expenditure to be incurred. b) The publishers and book sellers are invited (No participation fees is charged, however they need to fill up participation forms indicating the facilities they are willing to provide to the students at the book fair) c) The students (volunteers) are selected. They are conveyed with the detailed process. d) The notices are circulated and the invitation letters for the parents are handed over to their wards. e) N.S.S team

of our college, the students' council and "The friends of the Library" volunteers actively participate in the wholesome organization of the fair. f) Temporary stalls are set up at the college premises. g) The publishers are asked to provide a list of the books they are to display during the fair. h) The relevance of the enlisted books to the course curricula is effectively judged. i) A facility to store the books are also provided to the publishers and booksellers. k) Banners and posters conveying the motto of the fair are printed. Posters and banners that inculcate good reading habits in interesting and readily acceptable approach are developed. l) Presentations are prepared to convey about the library facilities, rules etc. so that an informal communication about the learning resources can be provided. m) Badges are printed to initiate active involvement by a feeling of belongingness among the students. n) Projection screens are set up to display the relevant contents during the fair. o) Halogen lights, spot lights, stand fans, and refreshments are arranged. This is indeed necessary for a conducive environment. p) The President, Governing body, the principal and the dignitaries address the students at the inaugural programme. It is a skillful supplementation of the induction address at the beginning of the session but in a festive mood. q) The regular readers of the library are given due appraisal by announcing "The reader of the year" as an effort to motivate towards access and utilization of the resources for curricular enhancement. r) The list of requisitions, purchases and recommendations by the students and faculty are collected from the publishers and book sellers. This serves as an effective feedback. The expected outcomes of the book fair are a) A wide exposure to the books related to the course curriculum b) To inculcate an interest in reading and learning c) To make new books accessible to the students d) The publisher–student meet may help the students to purchase books as per their requirement without the hassle of hopping book shops in search of the required books. e) If the students fail to purchase the books during the fair, may purchase the books at the same discounted rate as per their convenience. f) The faculty can recommend books for resource building of the college library as newer publications are just within their reach from the renowned publishers and booksellers.