

## Best Practice: 01

**Title:** ICE-BREAKING SESSION

**Goal:** To orient the new students about new academic system and their rights, facilities available in the institution, duties and responsibilities.

**Context:** Students coming from the school background hardly are aware of the Choice based credit system. Many a time teachers are to face similar types of queries from the students. From a school education to a stage of higher education remains always a matter of concern before them. To alleviate their concern and anxiety, IQAC organizes ICE-BREAKING SESSIONS.

**Practice :** After the closure of online admission process, newly admitted students are informed through messages to come into college to verify their documents. Students are divided according to their major subjects. Simultaneously orientation programme runs in several rooms. Programme is divided into several parts: a) introduction of the faculties members with the students, followed by the students' introduction, b) Principal's welcome address, c) IQAC presentation about overall facilities available in the institution for the students along with the rights of the students, and feedback and grievance redressal d) lecture by one of the governing body members about the students' duties & responsibilities, e) Librarian presentation on the facilities in the library, f) presentation by Head clerk on how to accomplish their necessary official task in the office, and g) finally HoD's presentation about the course, syllabus and question pattern. At the end of the programme verification is done. Students come to know about the academic programme, syllabus, get acquainted with their departmental teachers and their classmates. On the other hand college performs its vital duty of informing the students on same day about many things.

**Problems encountered:**

No such problem encountered. Sometimes it is experienced that very few students fail to reach on time. For new students it is little bit difficult to find their room out where the orientation is to be held. Institution takes proper care so that all the students of respective departments reach and get oriented.

## Best Practice: 02

**Title:** Departmental and Individual Activities Appraisal

**Context:** Department and individual faculty members are doing innovative and encouraging activities apart from their regular academic assignments. That needs to be recognized and to be placarded so that other departments get encouraged and an exchange of opinion be held so that a healthy and positive vibes can be spread among the faculties. This appraisal is to be duly documented and presented in PPT mode. Purpose is also to make them IT oriented.

**Practice:** Each department has to present their activities done in the last academic session. Before the beginning of the session, each department has to declare their academic plan and programme to be accomplished in the coming session and to submit the same to the Principal. At the end of the session, departmental presentation is organized where every department prepared their activities with document and present before other faculties ,IQAC and the Principal. Each faculty is also asked to present their individual activities during the last academic session. Each claim (department and individual) must be documented. All presentation are being made through PPT. Teachers, who found difficulty to prepare PPT, are made to attend PPT workshop organized by IQAC. It proves to be successful one on the part of the department because the activities are recognized and also verified and gets opportunity to know each other's innovative activities. Overall the institution and the main stakeholders-the students- are benefitted. This presentation is made when the classes are suspended due to the university examination.

**Problems encountered**

Initially teachers were reluctant to present their activities due to work pressure. But they were taken into confidence and convinced that this type of practice would eventually benefit all of us.