

## **Best practice – I**

**1) Title of the Practice:**

**Free Coaching to school student**

- 2) Goal:**
- a) To extend services to society as part of Corporate social responsibility.
  - b) To provide help to the nearby schools having shortage of staff.
  - c) To fruitfully utilize the expertise of the faculty and meet the needs of the school students.
  - d) To teach the school students the basics of subject and prepare them for the higher classes.

**3) The Context:**

Performance of students in the college is resultant not only of the teaching learning activity in the college but also of their basic knowledge of the concerned subjects. Intensive coaching on the various subjects of school level may significantly develop the knowledge level of the students. Quality school education may lead to quality higher education.

**4) The Practice:**

Nearby feeder schools and newly established schools are contacted for arranging the coaching by college teachers. College administration with the support of the College Teachers' Unit prepares the schedule for the coaching in consultation with the concerned school(s). The schedule is circulated among the concerned teachers and the Head Master of the concerned school. The school Head Master informs the beneficiary students. Classes are conducted as per favourable timings of the students and the school. Best possible efforts are taken to cater to needs of the students as regards their subject. Two MoUs have already been signed in this respect with Vivekananda Vidyalaya, Digboi and Rajani Kanta Baruah High School, Tingrai.

**5) Evidence of Success:**

The practice has brought about a good understanding between the college and beneficiary schools and students, and that way the society of the locality. The college has come to understand the strengths and weaknesses of the students of the feeder school/newly created students.

**6) Problems Encountered and Resources Required:**

There is no major financial involvement in implementing this practice as the teachers provide the service free of cost. The notable problems encountered are timings of the schools, i. e., arrangement of class outside the class timings of the schools. Resources required are faculty, school textbooks and time.

**7) Notes:**

School students are noticed to be enthusiastic to attend the extra coaching classes. The teachers of beneficiary schools request for more classes of this nature. The school authority is greatly pleased to have the academic support of the college staff. On the whole, the practice has been an enjoyable one to the college teachers and greatly supportive to the school students.

## **Best practice – II**

### **1. Title of the practice:**

**Decentralization of administrative works.**

### **2. Goal:**

The reputation and reliability of an institution is the transparency of Financial Management. In view of this, college authority constitutes several sub-committees to look after the specified functions of these committees independently.

### **3. The context:**

The sub-committees are formally approved by the Governing Body (Management Committee) of the college and hence fully authorized and supported. As a result, no interference is to be faced from any corner.

### **4. The Practice:**

The Principal constitutes the sub-committees in consultation with teaching and non-teaching staff. Each sub-committee is comprised of a few members of the staff including a convener. The Governing Body approves these committees subsequently for a period of two years. The Principal is the ex-officio chairman. The convener convenes the meetings and discusses the related issues in detail and executes the decisions.

### **5. Evidence of success:**

Due to performance of the sub-committees like Building Construction, general purchases, the college has saved a handsome amount than estimated or targeted for the purpose.

### **6. Problems encountered and Resources required:**

The sub-committees are principle making bodies and utilize the allocated fund of the college and hence problems are not encountered. However, the concerned committees prepare budgets, plan and estimates and make ready for placement in UGC or Govt. schemes.

### **7. Notes:**

Decentralization of the administrative works to the efficient and collective body results in clean and transparent administrative system with much reliability. The stake holder specially the staff members get the opportunity for direct involvement in all round development of the college.