

7.2 Best Practices:

7.2.1 Describe at least two institutional best practices (as per NAAC Format)

Response:

A) HABITS OF MAINTAINING DIARY OF DAILY ACADEMIC ACTIVITIES:

1. Title of the Practice: ‘Diary Maintaining Habits’

2. Objectives of the Practice:

- Encouraging the students and teachers to develop the habit of maintaining diary of daily academic activities in the college.
- Encouraging the students for more attendance and increasing the concentration level in the classroom.
- Encouraging the students to develop the reading and writing practices at home which are taught at the classroom on daily basis.

3. The Context:

Most of the students of higher educational institutions are hardly review the contents/lectures at home which were taught in the classroom unless otherwise home assignment or home work has been given out by the class teachers at the classroom. With an idea to encourage the students to develop the reading and writing practices of the topics taught in the classes, the principal and the academic committee of the college came up and issue ‘Students Diary’ to each and every students at the time of admission to record all the contents which will be taught at the classroom and ask them to submit the same to the college on regular basis for review. Similarly, for timely coverage of all the contents of the syllabus the teachers of the college have also been given Teachers’ Diary to record the daily academic activities of the college.

4. The Practice

- The Students Diary is to be submitted by each and every student at the end of every two months before the academic committee. Similarly the teachers are also doing so.
- The Diaries have reviewed by the academic committee and a report have been prepared and submitted to the Principal for further action.
- Submission of the diary is mandatory by every student. Non submission of the same by any student will have to be present before the Principal and the academic committee for explanation.
- The Teachers Diary is to be maintained by every teacher of the college so that no topics have been left out to teach among the students. It also helps in all coverage of the contents of the syllabus in the classroom.

5. Evidence of Success

- Help the teachers to timely coverage of all the contents of the syllabus in the classroom.
- Helps in increasing the daily attendance of the students in the college.
- Helps the students in improving the conceptual background of the subjects taught in the classroom.

- Helps the students to attempt and timely coverage of all the answers of the questions at the examination hall.
- Gradually the practice has been increased and the students are more active and improve the habits of maintaining daily record of academic activities of the college.
- It also helps in improving the writing skills of the students.

6. Problems Encountered and Resources Required

- The practice requires a reasonable amount of fund for publication of ‘Student’s Diary’ for each and every students of the college.
- There is a possibility of copying the text by some students from the other student’s diary.
- There is a problem of involving marginal amount of time for reviewing all the Students’ Diary at a time. It involves 3 to 5 days for every subject by the teacher concerned.

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B) AVAILING MINIMUM BANKING AND POSTAL SERVICES TO COLLEGE STUDENTS:

1. Title of the Practice: ‘Banking and Postal Service Knowledge’

2. Objectives of the Practice:

- To help the students in availing minimum practical knowledge of banking and postal service operations.
- Encouraging the students for increasing their attendance in the classroom.
- To help the students in enhancing personality and the level of confidence.
- Encouraging the students in developing more career consciousness in the field of banking and postal sectors.

3. The Context:

- To support the students by providing at least the minimum transaction knowledge of banking and postal services.
- The practice includes a visit to any commercial bank and the post offices of North Lakhimpur town on a regular basis.
- The students are guided through orientation and awareness classes. Sometimes resource personal from banks and post offices are invited.
- The scope of career prospects in the field of banking and postal sectors are also discussed in the orientation classes.
- Interaction with the banking and postal personals helps the students in gathering more knowledge about these sectors and the job prospects.
- The biggest challenge is the number of students visiting the commercial banks and the post offices.

4. The Practice


- Theoretical knowledge on banking sectors and their transactions is provided to the students by engaging the faculties from the commerce background.
- Some faculties from arts background are also engaged for delivering the theoretical knowledge on postal transactions.
- Delivering of practical knowledge on banking and postal services, sometimes resource persons from these sectors are invited.
- A group of students are selected for visiting any commercial banks and post offices in the town for providing the minimum practical knowledge on banking and postal transactions.
- The groups are giving the tasks like filling of pay-in-slip, preparation of bearer and crossed cheque, depositing and withdrawal of cash from bank, dropping of cheque to drop box, filling of KYC form, method of speed and registered post, ways to purchase NSC, KVP etc., filling of IPO, money orders, telegrams and many other commonly used banking and postal services.
- After the visit the students are asked to submit a report individually to the IQAC. The best report presenters are awarded.

5. Evidence of Success

- Help the students in developing the personality and the level of confidence.
- Daily attendance of the students in the classroom has increased.
- Helps the students in more career consciousness.
- Helps the students in aware about the competitive examinations.
- The practice has improved the practical knowledge of the students in regards to minimum banking and postal transactions.
- The practice is also helps in improving the writing skills of the students.

6. Problems Encountered and Resources Required

- The practice has no financial involvement but a reasonable remuneration to the invited resource persons from the bank and post offices.
- Selection of students and formation of groups of students is a difficult task.
- Sessional examinations and periodical tests in many times effect in smooth functioning of the practice.
- Involvement of all the students sometimes not possible due to limited time frame of the semester system.


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