

## BEST PRACTICES

### 1. a. Title: **ORIENTATION PROGRAM FOR THE NEWLY ADMITTED STUDENTS**

**b. Objectives of the Practice:** The institution organizes orientation program to make the newly admitted students of 1<sup>st</sup> semester familiar with the details regarding

- curriculum,
- course structure,
- system of examination,
- the rules and regulation to be followed and
- the particulars of course and program outcomes.

And to foster the spirit of societal well being and preservation of natural resources leading to a cleaner, greener and more habitable campus environment.

**c. The Context:** This institution gets students mainly from the deprived and the marginalized section of the societies. They usually do not have enough access to network society and do not have adequate family education to make them familiarize with the structure, curriculum and requirements of the newly introduced choice based credit system. Specially the freshers were confronting difficulty in coping up and understanding the system. Moreover newly admitted students also take some time in developing a keen bondage with the institution.

**d. The Practice:** Before the commencement of classes the students are asked to attend a counselling and training session. For better organisation and smooth functionality, the session is split up according to the different streams taught in the institution. This ensures that all students can take part avoiding excessive crowding. The training and discussions are chiefly organized by the teachers. Sometimes other members, including senior students are also called upon to facilitate the understanding process. During 2019-20 this was organized on 29<sup>th</sup> and 30<sup>th</sup> July for the Honours course students and on 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> of August for the Program course students. About a thousand students participated and it greatly helped to meet their demands.

**e. Evidence of success:** Students were more enthusiastic to start on with their courses and were better equipped with the ease and difficulties in their syllabus. A high initial attendance amongst the students proves the success. Students were also keen in trying to adopt various measures, (like tree plantation, discarding plastic packets *etc.*) for a better atmosphere in the institution, which evidently reflected their rapidly growing bondage with the institution.

**f. Problems Encountered and Resources Required:** The preliminary problem was the assembly of a large unmanageable number of newcomers to the institution. The number was reduced and thus made manageable by dividing the students into batches, leading to organisation of the programme multiple times for different groups. Regulating and organising the students was also problematic since the

newcomers were unaware of the location of the venue class rooms in the college building. The problem was overcome by the help of the senior students who came forward to guide and help their brothers.

**g. Notes:** In spite of our best efforts, the attendance in the orientation programmes were not hundred percent. Students missing the programmes were counselled later in their classes. We are trying to improve the standard of our classroom counselling and to maximise the attendance of newly admitted students in the programme.

## 2. a. Title: AWARD CEREMONY

**b. Objectives of the Practice:** The institution organizes Award Ceremony program as an initiative to

- inspire the junior students towards excellence,
- inculcate within them the habit of regular attendance in the institution
- motivate the current students towards engagement in community services,
- stimulate and encourage the outgoing students to flourish further in their studies,
- foster the spirit of equality and team spirit amongst the stake holders,

**c. The Context:** A pulse of inspiration is often absolutely what is needed to thrust a student towards the path of success. This simple idea is what provoked the college authority to organize the programme. Though multiple scholarship schemes for students from the marginalised sections as well as girl students from the government exists yet in most of the cases the recipient must exceed a particular benchmark and is earmarked for certain type of students only. Naturally, the inspiration is bottle necked. Here a token of appreciation is given for excellence in studies. The students awarded this scholarship may not receive any kind of award elsewhere with the percentage of marks they have achieved, which obviously, may not be the best in context of the university or in respect to other institutions. But still, it serves as an inspirational incentive for the current students to thrive better. Students are also awarded for social and community services. Besides a token of appreciation is also given to the ward of one of the stake holders of the institution.

**d. The Practice:** In a not so gorgeous function, every year on the 1<sup>st</sup> of July, the Foundation Day of the institution and the birthday of the legendary personae Dr. Bidhan Chandra Roy, awards are given. Eminent personalities grace the occasion. Awards are given to outgoing final semester students

- Obtaining highest marks in a particular program/ course.
- Obtaining best percentage in a particular stream.
- Having highest percentage of attendance in the institution
- Having exceptional performance in NSS and NCC.

Moreover, for encouragement, an incentive to the stakeholders of the institution, along with a token of humble respect to the first and founder Principal of our institution, Dr. R. R Banerjee, a Memorial Award bearing his name has been initiated. A child of one of the stakeholders of the institution is awarded a memento in recognition of a commendable achievement.

**e. Evidence of success:** Success has been reflected in the increment of average CGPA of final semester students of various disciplines over the previous years. Moreover students have also excelled in co-curricular activities and are now more engaged in community services.

**f. Problems Encountered and Resources Required:** The primary problem was the funding. However with generous contributions from voluntary donations made by the teachers and other stakeholders as well as superannuated teachers and some respectable persons from the society, the institution has generated fund. This fund has been kept in a fixed deposit account and the interest earned from this deposit is utilized to give awards to the students.

**g. Notes:** The institution is trying to extend the practice to students of other semesters as well, though financial crunch remains a colossal obstacle to overcome.

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