BEST PRACTICES OF THE COLLEGE

Best Practice 1: ICT in Teaching-learning-management

Goal

Capacity building through strengthening the system management.

Underlying Principles

The underlying principles of use of ICT as best practice are:

Principles 1: **Use ICT to enhance student knowledge and skills**.

Principle 2: Integrate monitoring and evaluation of students' performance.

Principle 3: Focus on teacher development and training.

Principle 4: Explore technology alternatives to find appropriate solutions to college management.

Principle 5: Explore and coordinate involvement of many different stakeholders.

Concepts

Use of ICT provides viable alternatives to the traditional mode of teaching, learning and institution management. Appropriate synchronization of traditional mode with modern technological mode of teaching, learning and management yields better performance from all the stakeholders. Sharing of information and acquiring ability to transmitting and communicating knowledge content thereof enables one individual and an institution a true partner of the global knowledge community.

The Context

The college has only few number of govt. appointed permanent Office Assistants to assist the college authority in executing govt works as well as other allied academic works within a defined time frame through manual mode. To fine-tune with pace of work of MHRD, UGC, RUSA, NAAC and state government agenda and for compulsion of the institution to respond to and carry forward the instructions of such institutions, urgent means were required to be adopted to build capacity, so that enormous works could be done in less time with minimum number of support staff.

The bright students of the area preferred to get themselves enrolled in the institutions of Guwahati metropolis for better exposure, while the average students of this College pitied their luck. It was therefore an urgent call to introduce our students to the modern teaching-learning methodologies for learning enhancement, simultaneously improving soft skills as well as giving them exposure to the e-resources and accessing knowledge outside the classroom.

Only a skilled teacher could produce skilled students. The modern teacher is a facilitator, and he should redeem himself of all time-chalk & talk method of classroom delivery. The teachers of the institution needed to be oriented with the most modern means of teaching & learning, besides encouraging them to be a partner of the global knowledge community through research and communication.

The Practice

1. The Administrative Office has been digitised in accounting and record keeping.
2. Wi-Fi facility with firewall protection for all entering the college campus.
3. The Library is run on Soul mode for record keeping and searching.
4. E-Resources (books and journals) have been installed and activated for online/offline subscription.
5. Bar coded Id-card for students for all transactions, both academic and administrative purposes.
6. Bulk messaging software system for information to the students
7. Online enrolment/Registration/ examination form fill-up.
8. Swipe Machine facility for payment.
9. Installation of software system for issuing of provisional certificates.
10. Creation of student Data base for students.
11. Publication of information (notice/tender/brochure/prospectus, etc.) through the College website.
12. All faculty departments equipped with Desktop computers for record keeping and communication.
13. Provision of classes in the Smart classroom.
14. CCTV surveillance of examinations.

Limitations

1. Students are doubtful of using swipe machine for financial transactions.
2. All teachers are not fully confident of using advanced computer works.
3. Financial constrains for maintenance and sustenance of introduced systems.
4. High PTR (Pupil Teacher Ratio) obstructs in implementation of institution agenda.
5. Additional attention on H.S. Classes reduces effectiveness of the institution's agenda.

Evidence of success

1. Ease of doing administrative jobs.
2. Cost & time effectiveness on academic and administrative matters.
3. Class Attendance % of students has considerably increased.
4. Students' Feedback % has increased.
5. Teachers' are inclined to online supply of materials & conduct online project works.
6. % of Library user students have increased.
7. Minimal amount spent on papers on administrative jobs.
8. The College gaining reputation, as evidenced by news of the College covered by newspaper dailies.

Problems Encountered and Resources Required

1. Students coming from poor economic background has only onetime opportunity (at college only) to access to resources of the college. Government funding required introducing free boarding facility for the marginalised and the minority group of students, especially girl students.
2. Increasing number of vacant teaching positions constraints in carrying forward the college agenda. In addition to filling the existing vacant posts, rationalised number of teachers and support staff required.
3. Insufficient number of Office Staff and Grade-IV employees to take care of the college activities as well as to support more broad based programmes.
4. Financial constraints to appoint support staff on contractual basis, to properly implement AMS(Annual Maintenance System) for machinery and electronic gadgets, etc.
5. Lack of motivation among most of the students. Need based, skill based and vocation based courses may be sponsored by govt. as the College has financial constraints.

Best Practice 2:Eco- Friendly Green Campus

Goal

Imparting environment-friendly education through Green campus.

Underlying Principles

The underlying principles to make the college campus green or eco -friendly are:

1. Organisation of environment awareness programme in the college as well as in the nearby primary and secondary schools to maintain the environment green and clean.
2. Plantation of perennial, seasonal as well as medicinal plants in the college campus.
3. Focus on making the college campus a tobacco and plastic free zone and proper disposal of laboratory wastes.
4. Use of bio-fertilizers (vermin com post etc.) in the college campus.
5. Digital library and e-learning centre.
6. Use more of LED bulbs

Concepts

A Green Campus is a place where eco-friendly practices and education combine to promote sustainability in the campus. The green campus concept offers an institution the opportunity to take a leading role in redefining its environmental culture and developing new paradigms by creating sustainable solutions to environmental, social and economic needs of the mankind. Now a day,it becomes very essential to create environment consciousness amongst the students. Hence, every educational institution has to work with its students, faculty and other staff to foster a culture of self-sustainability and make the entire campus environment-friendly. The Green Campus Initiatives (GCI) will enable the institutions to develop their campuses as a living laboratory for innovation.

The Context

Suren Das College is a premier educational institute in the field of higher education in the greater Hajo area. This institution has been adopting various steps to protect its own environment and keeps the campus pollution free through its green campus initiatives.Amongthe educational policies implemented in the institute, education for environment and development is worth mentioning. The college administration along with its teaching and non-teaching staff and students look after its environment very carefully. Every year we undertake plantation drive in and around the college campus. It is to be noted that eminent scientist as well as Education Chief Advisor of Assam, Prof. M.K Choudury took part in a tree plantation programme in the college premises in the month of August,20019. The college has a very beautiful butterfly garden along with lots of perennial and seasonal plant species (with scientific name plates) on the college campus.

To maintain eco-friendlycampus, the college has strictly prohibited chewing of tobacco and pan-masala among the students and uses of plastic in the college campus. As per the rules and regulations of the Cigarettes and Other Tobacco Products Act, (COTPA), 2003, signboards like "Tobacco Free Campus, "Plastic Free Campus" are displayed at various places in the campus. The college Green Campus Cell already resolved to abide by the COTPA, 2003 effectively to create awareness on the evil effects of Tobacco and plastic among the college fraternity as well as surrounding community. In addition to this, the college also maintains proper disposal of various canteen and laboratory wastes. The use of WET and DRY dustbins has already been implemented in the college.

The Practice

1. Various perennial and seasonal plant species has already planted and maintained in the college campus.
2. Posturing and hoardingdisplaying **Tobacco free/ Plastic free** are already placed at different places in the campus.
3. Arrangement of proper disposal of wastes.
4. A large number of rooms in different blocks are provided with LED lights.
5. Seminars, workshops etc. relating to eco-friendly campus have been organised.
6. Regular cleaning of the campus.

Limitations

1. The dream of Tobacco free society seems ideal.
2. The need to install solar panels and energy storage device which involves substantial financial expenditure cannot be afforded at present.
3. Lack of space for more plantations in the college campus.
4. Financial constrains for installation of renewable energy sources.

Evidence of success

1. Awareness on sustainable environment among the students has increased.
2. Chewing of tobacco and pan-masala among the students has considerably decreased.
3. Some of the conventional light source such as bulbs and tube lights are replaced by the LED bulbs.

Problems Encountered and Resource Required

1. Financial resource required for implementation of the projects.
2. Lack of expert-faculty or ecologist/environmentalist in the college.
3. The campus is not immune to Trespassing.
4. Financial constraints to appoint regular caretaker to maintain plantations & gardens.
5. Lack of motivation among most of the students.

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