

Best Practices

Best Practice No. 1: Guidance to the both advanced and slow learners:

The Nazira College, Nazira, is an affiliated college, does not have the freedom to develop its own curriculum. It follows the same curriculum design and prepared by the Dibrugarh University, Dibrugarh, Assam. At the beginning of each new academic session, college prepares its proposed academic calendar, which is uploaded in the college website. The proposed academic calendar is prepared according to the notices and circulars received from the affiliating university. Students are informed about the academic calendar of the college notifying the probable teaching days, dates of internal examinations, Sessional examination, Seminar, Group discussion, curricular, extension related and co-curricular activities. An Orientation program is organized every year for newly admitted students to make them aware of the mechanism for curriculum delivery and implementation. For effective implementation of the curriculum, prepared by the affiliated University, the Head of the Departments of the college conduct their departmental meetings with the faculty members of the department and develop an Academic Teaching Plans for the coming academic session. Routine Committee of the college prepares the master routine and circulates it to different departments and also display in the college notice board. Routine is prepared strictly in accordance to the prescribed syllabus of each course offered by the affiliated University. Routine is prepared by the Routine Committee for all Major and Non-major Courses, according to the Semester system of the Dibrugarh University, for all classes of all departments. Based on the departmental routine, departments conduct meetings for allotment of classes and syllabus distribution among the teachers. Students are given details of teaching assignment, syllabus of each teacher at the beginning of a session by the department. Based on the teaching assignments allotted in the syllabus distribution, teachers prepare their "teaching plans" according to the number of lectures allotted in the university syllabus for each topic of the syllabus. Syllabus of each subject for the academic session is provided to the students. Some Professors maintain a personal diary for effective academic planning, implementation and review of the curriculum. Along with the traditional chalk Board and talk method, teachers often use Power-Point Presentation during the lectures to demonstrate topics. Sessional examinations, student seminars and group discussions are held after completion of a section of the syllabus and periodic review of performance of students is undertaken. Tutorial classes are taken in some departments within class routine hours for which separate attendance registers are also maintained. Field tours are organized specially by the Department of Geography to ensure effective implementation of the prescribed curriculum. Interactive sessions with students and, sometimes with guardians are held to identify problem of the students. Special care is taken to address the problems of slow learners. Student satisfaction survey is conducted by IQAC to improve the teaching-learning process of each department. The college collected the feedback from students and in periodic meetings of the committee comprising Principal, IQAC

coordinator and a few senior teachers is organized. After collection of feedback from the students, a feedback report is prepared and same is submitted to the Principal. Teachers are called by the Principal if necessary to inform about his feedback collected from students of different classes.

The teacher first introduces and discusses the topic and encourages students to share their understanding of the topic. Slow learners are thus identified during the first fortnight of theory classes. After completion of their practical, extra coaching is provided and topics taught in the class are revised. Difficult problems are initially set only for advanced learners who are encouraged to visit the library to read up journals and papers. Home assignments and class tests help to evaluate overall performance and understanding levels. Attendance is monitored regularly. Feedback is reviewed regularly and every teacher is motivated to do their best.

The mentor assigned to every batch of 10 to 20 students strives to understand students' academic and personal problems and also identifies those in need of extra academic coaching or personal counseling. Regular counseling right from entry level helps our students to cope with the culture changes. The mentor encourages students to explore co and extracurricular opportunities on the campus to ensure all round holistic development. Attendance is strictly monitored, reasons for low attendance discussed and parents contacted. College conducts regular career counseling sessions, workshops for students on personality development, communication skills, placement opportunities, career development and professional practices. Every student is encouraged to participate in co and extra-curricular activities and sports matching with his hobbies and interests.

Best Practice No. 2. Voluntary Services:

College conducts cleanliness drives, Blood Donation awareness drives through NCC and NSS Volunteers. NCC and NSS activities are integral part of the Holistic Development of the students. Contribution is collected towards payment of fee, books and other needs for needy students of the college and outsiders.

The college fraternity emphasized on optimum use of electricity. Six Solar Plates are installed to decrease the use of electricity. The students are inspired to keep the college campus clean and green. The students are strictly ordered not to use tobacco in the college campus. Plantation is the most essential things for the maintaining of healthy pollution free environment. The College has taken up many innovative steps to improve its potentiality with creative learning during the last five years which are as follows.

The NCC Unit of the college is running under the leadership of Sub. Lt. Gojendra Sarma, Associate Professor, Department of Geography. During these periods the Cadets both boys and girls of the college NCC Unit have been participating in various PRDC(Pre Republic Day Camp) and NIC(National Integrated Camp) programmes time to time. During these years a total of nine cadets participated in different National Integration Camps and it is to be noted that five Cadets of our college have successfully participated in the Republic Day Camps. With the help of various units and cells of the college we have implemented a lot of extracurricular and co-curricular activities like Exhibitions, Debating, Seminars of regional, state and National repute. The college has been taking some special measures to promote football games among the students. The interested students are trained regularly under football coaching club, Gargaon and as a result of which our college is able to win the D.U. Champion Trophy for three consecutive years. This year the college football team also has the privilege to be a champion of Bir Charkra Captain Jintu Gogoi Memorial Trophy held in Dibrugarh, Assam. A few foot ball players of our college are the members of some of the reputed football Clubs of India. The college provides equal opportunity to male & female in order to sensitize gender equity among students, faculty members and office staff. The college has CCTV surveillance and other safety measures. Faculty Members from nearest higher education institutions and other reputed scholars are invited specially for counseling the students. Institute has anti-ragging committee, grievance redress cell to prevent undue incidences. Color coded dustbins are used for solid liquid wastes, disposed. Rain water harvesting system is already been installed. The college discourages the use of plastics and promotes paperless environment in the college campus. Initiatives like use of alternative systems of medicines, women's education, proper nutrition to infants etc. are taken to create awareness among local community. The college has defined code of conduct and core values. The college organizes activities to increase consciousness about national identity and integrity by observing various national days. Our Institution maintains transparency in all aspects.