7.2.1 Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

(A) Best practices-1

1. **Title of the Practice**: MENTORING

2. **Objective:** The objectives of Mentoring are:
   - To achieve the vision of the college viz., holistic development of the students on progressive lines.
   - To make the teaching-learning a continuous process for both the mentor and the mentee.
   - To establish the mentor as a role model and a facilitator for the mentee.
   - To support the mentee to overcome his/her problems so that he/she can move ahead with courage in his/her personal and academic life.
   - To create a sociable relationship between the teachers and the students which will ensure responsible behaviour and discipline.

3. **The context:** The college is situated in an economically backward and rural area of Lakhimpur district. Most of the parents of our students are educationally backward and illiterate belonging to different socio-cultural and economic background. The area wherein the college is situated lacks proper and institutionalized system of having mentoring, guidance and counselling for students aspiring for higher studies. Most of the students are from remote and flood affected areas of the district and first-generation learners which makes it imperative on the part of the college to provide proper mentoring i.e., guidance, counselling for holistic development of the students on academic, extra-curricular, co-curricular as well as on aesthetic lines. So, students belonging to such diversity necessitates a concrete process for their holistic development. Therefore, the college has opted mentoring as the solution to overcome the problem face by students at the same time it has been opted as one of the best practices of the college. Moreover, it is aimed to align with the mission and vision statement of the college aiming to provide scope for holistic development of the students and to promote the concept of collective unity for social and national interest.

4. **The Practice:**
   - In our college Mentoring is being done at departmental level under the supervision and guidance of IQAC.
   - At the beginning of each session students are divided into groups of 10-20 students on the basis of the departmental enrolment. Accordingly, mentors are assigned to each group of students.

- The mentoring parameters are categorized into five aspects i.e., academic, attendance, extra-curricular, career and general.
- The mentor has to collect all the details of the mentee's performances in terms of academic (class test, sessional examinations and end-semester exam), attendance records, submission of assignments in stipulated time, filling-up of exam forms. The mentor also has to keep track of the mentee's personal life and their progression in co-curricular activities, discipline and career related issues.
- The mentor has to collect phone numbers, e-mail address, home address in detail so as create communication with them at a regular interval.
- The practice of the mentoring system is evaluated by the Principal and the Coordinator of IQAC so as to ensure quality and efficiency in practice.
- It is the duty of the mentor to redress the grievances of the mentees, in case of severe grievances he/she can forward to the principal for necessary remedial actions.

5. **Evidence of Success:** Since the introduction of mentoring system in the college, several improvements on the part of the mentees have been noticed mentees have become disciplined and punctual, their interaction and communication skills have improved to a great extent, improvement in students' attendance in classes as well as in examinations is well perceived. Above all their outlook and attitude for life have been changed. Besides, it has created a sociable relationship between the teachers and the students as a result a congenial atmosphere prevails in the class room as well as in the campus.

6. **Problems encountered and resources required:**
- The diversity in students' background and upbringing. As well as their geographical backwardness.
- Most of the students lack basic art of effective articulation, introversion, indifferent attitude etc.
- Lack of seriousness towards studies and lack of parent's awareness and anticipation about their ward's academic career.
- Lack of proper and adequate materials for general, career and professional related guidance. This is due to the financial constraints faced by the authority as the college is basically dependent on grants.

(A) Best practices-1

1. **Title of the Practice**: DIGITALIZATION OF THE COLLEGE

2. **Objective:** The objectives of Digitalization of the College are:

   - To achieve the mission of the college viz., to provide maximum modern infrastructural and academic opportunities to the students.
   - To make the teaching-learning a new and innovative experience.
   - To make documentation process, admission process, registration process, examination form fill-up of the college easy and convenient process for students.
   - To make the library a user friendly and a treasure of information wherefrom students can learn at their own convenience.
   - To make Students' attendance a transparent process.
   - To make the Students' Election a transparent process.
   - To make student aware of Digi-locker.

3. **The context:** The college is situated in an economically backward and rural area of Lakhimpur district. Most of the parents of our students are educationally backward and illiterate belonging to different socio-cultural and economic background. Most of the students are from remote and flood affected areas of the district and first-generation learners which makes it imperative on the part of the college to make all the processes of the college easy and convenient for student. Besides, in a digitalized world of today it is imperative for any colleges to integrate digitalization. Therefore, the college has opted Digitalization of the College in its various processes as the solution to overcome the problem face by students concerning various processes of the college at the same time it has been opted as one of the best practices of the college. It is hoped that Digitalization of the College will help and assist students in a better way. Basically, digitalization of the college library will help students to learn from anywhere at their own convenience with all the available digital format. It will also encourage them to browse various resources for learning materials. Integration of digital technology in teaching-learning process provides a new and innovative teaching-learning experiences to both students and teachers. At the same time, it has also accelerated the teaching-learning process of the college. Introduction of Digi-locker will certainly help students to preserve their authentic and necessary documents in safety.

4. **The Practice:**

   - In recent time teachers of the college are shifting from traditional to digital mode of teaching, so that students can have a new and innovative teaching-learning experiences.

- Admission process, registration process and examination form fill-up process of the college has been upgraded to online mode.

- The college has a digital library which has been started to make the access to digital resources easy for students and staff. Continuous upgradation of digital materials including question papers of both university end and sessional examination is done at regular intervals including study materials.

- The college use '**Class O Clock'** App for taking attendance of student which students can verify by registering into it.

- A Voting Software was developed to conduct the students' election which is convenient and secure. Besides, less time consuming.

- Students now a days submit all their authentic and necessary documents through Digi-locker, as the college authority has made it mandatory to use Digi-locker.

- The college has signed MoUs with various agencies for maintenance of all the Digitalized Process.

- **Evidence of Success:** Since the Digitalization of the College, several improvements have been noticed. Students are now keen and anxious to attend their classes. Teaching-learning process seems to be becoming productive and result oriented. Students can now take admission, apply for registration and fill-up examination forms with much convenience than earlier. Due to digitalization of the college library, visitors/users of library resources have comparatively increased in recent years since the inception of the digital library. Students' attendance in class and other academic activities have improved since the introduction of Online Attendance App. Since the introduction of Online Election Software grievances regarding Students' election have declined in recent years. Students submitting their authentic and necessary documents through Digi-locker and seems to using it all the purposes.

5. **Problems encountered and resources required:**
   - Students lack basic knowledge of using computers and digitalized facilities available in the college.
   - Lack of fund for the maintenance and upgradation of ICT facilities of the college.
   - Frequent breakdown of electricity.