

# Best Practices

## Best Practice No. 1

1. TITLE OF THE PRACTICE: Publication of the annual R.G.Baruah College Newsletter.
2. OBJECTIVES OF THE PRACTICE: The prime objective of the practice is to publish the annual newsletter as the mirror of the institution. The underlying principle is to document the endeavour of teaching and non teaching staff of the institution in a regular and methodical way. The intended outcomes include :
  - I. The newsletter will act as a perennial source of inspiration and encouragement for the teachers as well as the students.
  - II. The distribution of newsletter can act as a medium of information about the college.
  - III. The newsletter will show the current status of the college on the basis of which plans for future excellence can be envisioned.
3. THE CONTEXT: An institutional newsletter reflects the overall achievement of the institution periodically. The contents of the newsletter are the documentary evidences of activities done by teaching staff, non-teaching staff and students. It provides records of various programmes held at the college. It was in this context that the college decided to start the publication of an annual newsletter. IQAC maintained records are used in the publication of the News Letter.
4. THE PRACTICE: The R.G.Baruah College Newsletter has now been in practice for more than a decade. Every year an editorial board is appointed to take the responsibility of publishing the newsletter. The editorial board collects reports of activities held in the college from the period of January to December every year. Reports are collected from teachers, departments, various cells and committees as well as the office administration including the Principal. These reports include records of papers published/presented, seminars and workshops attended by teachers as well as roll of honours like Ph.Ds awarded. Achievements of students are highlighted. It also contains accounts of events held in the college and various extension activities undertaken by the college. Once the authenticity of the records are verified and scrutinised, the editors set about the task of editing the content. Finally, the newsletter is printed at a press selected by the editorial committee and the Principal, the cost of which is met from the college fund. The newsletter is then distributed among the faculty and staff. Visitors to the college are also presented copies of the newsletter.
5. EVIDENCE OF SUCCESS: As what has been achieved by the college and the faculty is published through the newsletter, it always remains to be a source of inspiration for the teachers, office staff and the students. Increase in the number of news-items published in the newsletter is clearly a reflection of this. As the newsletter is distributed among different individuals including the eminent personalities visiting the college on different occasions, this practice definitely helps in wide dissemination of information regarding the college. It is said earlier that the newsletter is the mirror of the institution. Moreover, it has always been a reliable source of information for the IQAC of the college. The newsletter has also helped in detecting those activities in which the college is deficient, and accordingly required plans and programmes can be made. For example, the college lacked programmes like seminars and workshops in

the year 2017-2018 as was evident from the newsletter. Necessary steps were taken and as a result the college was able to organise two National Workshops in recent times (one in 2018 and the other in 2019).

6. PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED: Mainly two resources are required for the publication of the newsletter. They are-
  - I. Inputs/documentary evidences of the activities done.
  - II. Financial resources to cover the printing related expenses.

No major problems have been encountered so far while implementing the practice of publishing the newsletter as only a minimum amount of fund is required for the purpose. However, considering the constraint of time brought about by the semester system, the timely publication of the newsletter is a challenge.

### Best Practice No. 2

1. TITLE OF THE PRACTICE : Extension activities
2. OBJECTIVE OF THE PRACTICE: The objective of the practice is to follow the institutional social responsibility and to inculcate the sense of social responsibility among students. The underlying principle is to extend the activities of the college towards the benefit of the society. Socially beneficial activities are done in a locality which lies outside the college campus. The intended outcomes are as follows:
  - I. students understand the meaning of social responsibility
  - II. A section of society gets benefitted from the institutional extension activities.
3. THE CONTEXT: One objective of higher education is to create responsible citizens. A higher education institution must take into consideration this aspect and help students take social responsibilities. Extension activities is a medium of doing socially beneficial work. While doing extension activities in a particular locality the students also get a chance to understand the problems of the local people.
4. THE PRACTICE: Extension Activities in R.G.Baruah College are performed primarily through its NSS unit and Extension Education Cell. NSS wing performed activities like Swacchata Shramdaan, Cleanliness campaign, tree plantation programmes, blood donation camps, disaster management programmes, etc. A seven-day camp in Patgaon village in Rani area of Kamrup district was a major highlight of the period. The Extension Education Cell has also been rendering social service within its limited resources. The college has had a long period of association with Sishugriha, a Government of Assam Children's Home. The cell takes initiatives in arranging motivational classes for the destitute inmates of the organization. Teachers from the college regularly visit the organization to talk with the inmates. On the occasion of Children's Day several programmes are held and sweets distributed among the less privileged children. The Extension Education Cell also organised an awareness programme on financial literacy for the housewives of the greater Fatashil Ambari area of Guwahati.
5. EVIDENCE OF SUCCESS: In a practice like this, it is somewhat difficult to quantify the level of success. More often than not, the success will be reflected after a long time. Still, the college is of the opinion that the kind of extension activities undertaken has been able to reach out to the local community. The eagerness with which the students participate in the NSS activities is a mark of its success. The efforts of the college in extending a supporting hand towards the orphan or destitute children are also appreciated by the authorities of Sishugriha.

6. PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED: Two most glaring problems faced while undertaking extension activities are the lack of funds and the paucity of time. While NSS camps are organised by utilizing the funds received for the purpose, the Extension Education Cell had to work with the limited resources of college fund. Moreover, in the semester system teachers and students are so hard pressed for time that it becomes very difficult for managing time for extension activities.