

BEST PRACTICES OF THE INSTITUTION

- i. **Logo and Motto of the Student - Teachers :** Every batch students have a Motto for the year and along with the Motto they prepare a Logo. This Logo is hung at the entrance of the College to remind them every day when they enter the College
- ii. **Morning Assembly :** the students were divided into groups to conduct the morning assemblies every day, attendance is compulsory. ICT is encouraged even for conducting of prayers.
- iii. **Special Prayers on Birthdays :** In the morning assemblies special prayers are made for persons having birthdays on the particular day.
- iv. **Bulletin Board :** Students are given turns to prepare the bulletin board weekly, thus giving them an opportunity to express their views with regards to education and other related matters.
- v. **Self – Study :** The College Library gives opportunity for the students to cultivate the habit of reading, whereby, students have to present papers through the use of power point presentation.
- vi. **Environmental Awareness :** The environmental Education group created an awareness regarding the ill – effects of plastics and encouraged the use of eco – friendly products.
- vii. **Use of ICT (Information Communication Technology) :** Both Students and Teachers are encouraged to use ICT in doing their work. Students put this into practice right from the Morning Assembly onwards.
- viii. **Internal Quality Assurance Cell (IQAC) :** Various activities that are conducted in the College like: Seminars, Workshops, Awareness Programmes are being proposed in the IQAC before it is implemented for the Academic Year.
- ix. **Community Engagement :**
 - a. Voluntary Blood Donation Camp was organised by the College in collaboration with Nazareth Hospital, Shillong. This is done to encourage the student – teachers to donate blood to help others.
 - b. The College gives Extension Programme once in a year to a selected Rural School in the state.

- x. **Students' Feedback:**
 - a. A questionnaire for feedback was prepared on the basis of the different information that were required from the students viz. the teachers' ability to impart knowledge to the students, the accessibility of the teacher and many others. Students' gives their feedback and it was evaluated. Necessary actions were taken after the evaluation.
 - b. **One – to – One Meeting with Student-Teachers:** This meeting was between the Principal and the Students. This was done in order to help students feel free to express themselves with regards to College matters or even personal in confidence to the Principal of the College.
- (xi) **Grievance Redressal Mechanism :** In this mechanism (suggestion-box) student-teachers could drop - in their suggestions, grievances and clarifications with regards to issues of the College. Actions were taken accordingly.
- (xii) **Counselling :** Apart from the Professional Counsellor, the student-teachers also meet the Principal or the Teachers of the College whenever they want to share any problems they may have in their lives that is affecting their study. Thus they are being counselled.