

### BEST PRACTICES OF THE INSTITUTION

- i. **Logo and Motto of the Student - Teachers:** During the orientation programme the students unanimously came up with a motto and logo which help them to strive according to the goal during their study in the College. This Logo is hung up at the entrance which reminds them every day when they enter the College.
  - ⇒ Annual Course 2015 Logo : *“Together Towards Tomorrow”*
  - ⇒ Semester System 2015 - 17 Logo : *“Together we Explore, Enhance and Excel”*
- ii. **Morning Assembly :** the students were divided into groups to conduct the morning assemblies every day through Power Point Presentation. Attendance is compulsory.
- iii. **Special Prayers on Birthdays :** During the morning assemblies special prayers and wishes were also offered for the birthdays of the particular students.
- 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 through the Notice Board.
- 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 at the IQAC before it is implemented for the Academic Year.
- ix. **Free Medical Check-up:** The health camp was organized with the objective of providing free medical examination and physical check-up for the student - teachers and all the staff

- x. **Community Engagement :**
- a. **Voluntary Blood Donation :** As one of the good practice of the College and after the awareness programme, every year the Student - teachers donate blood. The practice to promote Voluntary Blood Donation encourages healthy individuals to **“Donate blood and Save life.** The Project Director, Meghalaya AIDS Control Society, Shillong and Member Secretary State Blood Transfusion Council, Shillong awarded the institution for dedication and support towards Blood Donation.
  - b. **Extension Programme:** The College adheres to its goals and objectives to provide quality education for the students. For many decades it has created teachers with potentials and now it is spreading its wings beyond its boundaries to help the teachers at their specific zones to learn and value the importance of teacher-training programme. It is with this objective that the student-teachers, faculty members and the Principal of the College visited Little Flower Higher Secondary School, Jaintia Hills District, Meghalaya, which is in the remote area to conduct a training programme to the teachers of the school, and the student-teachers to teach the students in the real classrooms with the skills acquired.
- xi. **Students’ Feedback:**
- a. A feedback questionnaire taken according to the format of the NAAC was distributed to the students in order to gather information that were required from them viz. the teachers’ ability to impart knowledge to the students, the accessibility of the teacher and many others. Evaluation was done accordingly and necessary actions were taken after the evaluation.
  - b. **One – to – One Meeting with Student-Teachers:** It was conducted on a friendly atmosphere in meeting with the Principal. It 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.
- xii. **Grievance Redressal Mechanism :** The College encourages the students to inform their grievances by dropping their complaints in the suggestion-box. This has helped alot for students who cannot express their problems.
- xiii. **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 problem they may have in their lives that is affecting their study. Thus they are being counselled.