

Best Practices - I

1. Title of the practice.

Transparent Admission Mechanism

2. Objectives of the Practice:

Every year the college receives a lot of applications to seek admission to BA programme that the college run.

It is impossible for the college to cover each and every candidate seeking admission in the college. Since, demand for seats is always higher than available seats, so there comes the need of selections of candidates. It is done on the basis of merit and the college has always been trying to maintain a clear and transparent admission mechanism. In this regard, the main objective is to avoid any dispute regarding admission process. Again we observe and trying to understand the situation so that there can be no complain regarding the admission process from the end of the students, guardians, and the community as a whole.

3 The context

The college has to keep in mind the following issues in adopting a proper admission mechanism. The college is centrally located at the heart of the Rangia town where diverse communities and groups of people reside. Generally in the institution, demand for seats is much higher than available seats.

Since the institution is basically rural based, a large number of candidates represent economically backward classes. To run the admission process smoothly the head of the Institution constitutes an admission committee constituting of senior and experienced faculty members as well as office staff. The admission committee prepares rules and regulations demanding on the situation. The head of the Institution being the Chairman of the Committee directs the other members to maintain the entire mechanism smoothly. The Convenor of the Committee arranges meetings among the group members where various decisions are taken. To encourage quality education, the college has been following a very clear and transparent admission policy on merit basis

4. The practice.

The prospectus clearly states the admission procedure of the college such as Registration Process, payment process, number of seats available per department, fees structure and so on. Students are enrolled purely on merit basis. As per the Government rule, seats are reserved for SC, ST, OBC, and Differently able students. The admission committee is bestowed upon the responsibility of completing and maintaining entire admission process. After short listing the applications, the admission committee declares and displays in the notice board as well as college website the list of selected candidates in order of merit showing the marks they secure in HSSLC examination along with a waiting list. Apart from these, the head of the Institution decides to enrol a few more students on the basis of some outstanding performances shown in the field of sports, music etc. In this way the whole mechanism of admission process runs clear and transparent.

5. Obstacles faced and strategies adopted to overcome them.

The problem faced by the institution in adopting a clear cut admission process in the college - limited seat capacity compared to the demand of the students is our major problem in connection with admission process. To overcome the problem, the institution has been

trying to enhance the number of classroom and to introduce vocational courses, add-on courses in near future.

6. The impact of practice:

The clarity and transparency maintained in the admission process has brought about some successes in respect of achieving the desired goal. The college has succeeded in avoiding all kinds of controversies and disputes in the admission process. Secondly, the admission committee members of the college are hardly pressurized by individuals regarding the admission of the college. After the smooth completion of admission process the classes for the new session begins.

7. Resource Required

Due to large number of students enrolled every year, there comes the need for more classroom and more teachers. Situations are managed to some extent as far as possible. Classes are conducted inviting the guest faculties during the peak time.

8 Contact Details:

Name of the Institution: Manabendra Sarma Girls' College, Rangia

Address: PO: Rangia, District: Kamrup, Assam, Pin: 781354

Year of accreditation: Yet to be accredited

Grade Awarded by NAAC: NA

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Best Practices - II

1. Title of the practice

Social Harmony

2. Objectives of the Practice

To celebrate various festivals and functions where the students get the opportunity to work united for the greater interest of the college community as a whole.

3 The context

The college is located at the heart of the Rangia town. One of the positive parts of the institution is the inclusion of students having various religious and ethnic groups. That is why to establish social harmony amongst the students is of utmost importance.

4. The practice

Every year various functions and festivals are organized such as Induction Programme, Bathou Puja, Saraswati Puja, Id - e - Miladun Nobi, and College Week Festival, Social drive and cleanliness programme etc. where there is no discrimination among the students. Every year a huge cultural rally is organised among the students where multicultural and multi ethnic customs are exposed. The rally is performed covering the greater part of

Rangia town that obviously spread a message to the society regarding social harmony. Again, various committees are constituted covering the students of different religious and ethnic groups. It will encourage the students to work for the greater interest for the college fraternity.

5. Obstacles faced and strategies adopted to overcome them.

We have huge number of students but there is lack of sufficient number of teaching & non-teaching staff to make proper guidance to them. Again, lack of government assistance is one of the major obstacles in this regard. Since the practice requires spending a bearable amount of funds. In this respect, we are trying to minimize manpower problem deploying the guest faculties and always trying to do our level best engaging mentor teachers to establish social harmony.

6. The impact of practice:

The practice of social harmony has brought about some successes in the locality. The parents appear happy at the engagement of their daughters in social activities at large.

7. Resource Required.

For establishing social harmony in true sense, both manpower and monetary resources are required.