

## **Best Practice :2019-2020**

Lakhipur College

**Title:1. Paperless and Time-effective Communication Context:** The initiative for paperless and time effective communication was initiated in our college in the year 2019. The context behind this initiative was to facilitate a time effective, smooth flow of communication between the Principal and the teaching faculty, non-teaching staff and the students. This means of communication was more effective during the nation-wide lockdown that was imposed following the Covid -19 outbreak. The idea behind the practice was to emphasize on a greener mode of communication that minimized the usage of reams of paper until absolutely necessary and to reach out to a wider audience in a shorter span of time. The usage of paper as a medium of communication was thus partially replaced by electronic media

**Objectives:** The objective behind such an initiative can be seen as

1. Ensuring effortless communication.
2. Saving on resources.
3. Establishing faster, free and direct communication

**Practice:** To put the concept of paperless and time-effective communication into practice, several WhatsApp groups were created to enable this initiative. WhatsApp is a Smartphone application used for instant messaging. It has been popular in the community in the recent years, but is being also used in education. This means of communication is easy secure and reliable. The simplicity of its use allows it to be preferred by teachers and students alike. Teachers have realized that group chats can foster closer ties between the teacher and the students. It also serves as platform for receiving information quickly, especially in the event of an emergency. To facilitate paperless communication groups were created between teachers and students. Each semester from every department has a WhatsApp group with the respective teachers. Information is shared in these groups and students also submit their assignments through them. During the lockdown period online classes were taken through zoom or google meet but it was through these WhatsApp groups that teachers communicated with the students regarding the class timing and the topic intended for the scheduled class. Principals are essentially leaders who lead faculty and staff and oversee daily operations in the college. For successfully carrying out one's duties it is necessary to have effective communication between all the stakeholders. With the immense responsibilities and hectic schedule, it is essential that communication is effortless and quick. A group was thus created between the Principal and the teaching faculty. Any information to be communicated to the teachers by the Principal is done through this group. The teachers to respond accordingly. Often requests for casual leave, duty leave and such are sent through this group. This means of communication not only saves on time but also on materials such as paper. There is also a group between the Principal and the office staff. Any communication to the office staff is done through this. Along with the WhatsApp groups email is also a means of communication between the stakeholders. It is a more official and formal medium of communication.

**Impact:** The practice of paperless and time-effective communication has had the desired impact. Information is being shared effectively and is reaching a wider audience in a shorter span of time. It is also cost-effective as the use of paper has been reduced to a great extent. In the context of student-teacher communication, there has been a positive impact. This means of communication has extended beyond the classroom. Students are able to reach their respective teachers even beyond college hours. They are able to access study materials which are provided by their teachers, at their own time. WhatsApp has enabled students to send text messages, images, and videos documents. It has provided students and teachers with the ability to create a group that supports Interaction of each member. Students' engagement through this means has also influenced their motivation for social interaction.

**Difficulties faced:** Network connectivity is an issue that is a hindrance to the smooth running of this mode of communication. Although a WhatsApp message can be accessed even after the recovery of connectivity, students may miss out on a scheduled online class due to not receiving the information on time.

## **2. Title: Providing a platform to the alumni for financial independence**

**Context:** Maintaining good relationships with the alumni is crucial to the success of the higher educational institutions. The Alumni association of the college mainly offers networking opportunities and events to help them stay in touch with the management of the college. It is a way for the management to keep track of them they can be identified and reached out to for involving them in different activities and functions of the college. The alumni serve many valuable roles, such as helping to build and grow an institution through word of mouth. Engaging an alumnus in the college is immensely beneficial to the students presently studying in the college. They can play an active role in voluntary programmes such as mentoring students in their areas of expertise. But it is not only a one-way process. It is also the responsibility of the institution to cater to the needs of its alumni and provide them with opportunities. The institution should help them financially and motivate them for higher education. Whenever an opportunity comes by, an alumnus should be given the preference to be involved as a faculty or in any other capacity. This initiative also motivates an alumnus to think about pursuing higher education so as to be suitable for the position.

### **Objectives:**

1. To make them financially independent.
2. To motivate the students to go for higher education.

**Practice:** The alumni relationship with its Alma matter should not be a one-way process. Effective alumni outreach should include offers of professional and personal support. This institution makes an effort to engage the alumni in different ways. Whenever the need arises, be it teaching, vocational skills, sports or cultural activities, eligible alumni are encouraged and given the opportunity to be a part of the institution. Over the years the institution has engaged many alumni as faculty members in different departments as well as supported some in their endeavor to become financially independent through entrepreneurial ventures.

1. Ms. Aminul Islam has been engaged as a contractual teacher in the

Department of Political Science. 2. Miss Nancy Singh has been engaged as a contractual teacher in the department of English. 3. Ms. Pratul DAS has been engaged as a yoga instructor.

**Impact:** By engaging alumni in the college in different capacities, the college is aiding in making them financially independent. The alumni of the college belong to families that are not financially sound. By offering them an engagement in the college, financial support is being extended to the family. Moreover, this helps in establishing a relationship that is beneficial to both the institution and the alumni. They are ever willing to come forward and help the college in times of need and in return they are benefitted by the remuneration that they receive.

Title of the practice: Continuation of Self Defense Training for Women Fraternity of the College.

**Goal:**

To prepare oneself with adequate technical skill to defend and save from assault, injury during adverse situation and boosts them with confidence and growing sense of self trust.

**The context:** Gender Equality is the reverberating slogan in today's time. But the unprecedented spurt or growth of incidents of physical and mental harassment on women and the rise of virtual crime in the society, the demand of self defense class through physical training to save from any assault, injury or death threat is need of the hour.

**The practice:** Considering the importance of the women empowerment and demand of the training the IQAC planned for continuation of the training and a ten days long of the same training has organized from 14th to 24th June, 2019.

**Evidence of success:** The practice has found beneficial for students and received excellent response from student, faculty, parents and alumni. College has decided to

Hold such training every year.