

7.2. Two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the Weblink.

Best Practice-1

Title of the practice: Teacher Manual-Cum-Record Book

The Context that required the initiation of the practice: The need of practice was felt for effective implementation of curriculum and better performance of teaching community with a view to improve all round development of the students and college. As we know that teacher plays vital roles in the enhancement of quality education where their performance of duty without accountability may lead to slackness and negligence. So, this practice is essential to motivate and encourages teachers to perform the duties assigned to them. Teacher Manual-cum-Record Book is also expected to help the teachers to be aware of their progression that enables them to take corrective steps for timely completion of syllabus as per plan.

A part from having fulltime Principal and a Governing Body for the maintaining quality related to academic matter, various sub-committees are also constituted to assist for conducting extra-curricular activities in and outside the College.

Objective of the Practice: The practice for maintaining Teacher Manual-Cum-Record Book containing academic calendar and list of holidays is to make the teachers accountable for the duty they delivered such as keeping record of teaching plan, lesson plan, daily activities which involves maintaining regularity and punctuality of teachers. This manual is also expected to help teachers be aware of the course progression.

The Practice: The respective heads of department and individual teacher is handed over with Teacher Manual-Cum-Record Book at the beginning of every academic session for recording their daily activities such as – teaching, seminar/workshop/departmental works, co-curricular/extension work, library work, recorded of topic/units allotted to individual teacher and also to record classes allotted and taken by the teachers as per time schedules. Further to record all the tests, sessional examinations and assignments conducted by individual teacher.

Teacher Manual-cum-Record Book is regularly checked and verified by the heads of department on daily performance by teachers after which it is submitted to the Principal for approval. The individual teacher records lesson plan, teaching plan, course progression and other activities in the manual. The Principal periodically review the manual and suggests for improvement if needs arise. In the staff and departmental meeting, the principal enquired and discussed about the progression of manual with teachers.

Obstacles faced if any and strategies adopted to overcome them: The common obstacles the college faced while implementing the manual are various circumstances and conditions posing constraints on the way of its effective implementation. The performance of the individual teacher is varied from one department to another as such their duty in implementation of curriculum also different while executing the manual and the same performances were not expected from the individual teacher. The other problems encountered for maintenance of records are: - teachers forget to record his/her daily activities and other information as required in the manual; unexpected holiday due *hartals* and *bandh*; teacher's absence or on leave, etc. were some of the problems faced by the college in maintaining teacher's records and their activities.

To overcome these obstacles, the college has entrusted the heads of department to check and verify the manual on regular basis preferably once in a month during departmental meeting and forwarded to the principal for his approval.

Impact of the Practice: After the introduction of Teacher Manual-Cum-Record Book, there is considerable changes have been found such as improvement in teaching learning process, evaluation process and maintenance of overall academic activities. The outcomes and success of this practice are mentioned below:-

- The practice inspired the involvement of all teachers in academic and non-academic activities both inside and outside the College.
- Before the introduction of Teacher Manual-Cum-Record Book some of the teachers used to confine themselves only in classrooms and their participation in other activities is limited. But after its introduction the perspective of teachers have changed through their activities.
- Teachers working with diligence in his/her capacity as a teacher as well as a member various sub sub-committees. This show a positive side of teachers after its introduction.
- The progression for execution of the curriculum has improved tremendously. The teachers regularly keep their daily activities in records such as topics taught, classes taken and their involvement in other extracurricular activities. The introduction of Teacher Manual-Cum-Record Book has made the teachers more active and sincere in their duties and responsibilities as assigned to them.
- Timely completions of syllabus with smooth conduct of internal tests, sessional examinations, seminars, home assignment, etc are some of the essential outcomes of this practice.
- Keeping of daily records of individual teacher give a crystal clear on the performance or non performance of individual teacher.

Thus this practice helped the college tremendously in delivering its service to the students and successful implementation of the curriculum designed by the affiliating university and also seen conspicuous improvement of overall academic ambience of the College.

Resources required: Before implementation of the manual, the college staff meeting was convene to explain and highlights the importance and needs of this manual. Moreover, this manual is aim to keep all records of teaching staffs and the college activities both academic and non-academic respectively. Staff meeting and other stakeholders agreed upon its implementation in letter and spirit. The manual were issues to all teachers prior to the beginning of a new academic session every year.

Best Practice - 2

Title of the Practice: Career Guidance and Counseling Cell.

Jaintia Eastern College offers career guidance on all aspects of career planning, job opportunities and options of undergraduate studies for students to help them choose the right career path based on their interests and capabilities. The college works towards enhancing the individual and institutional culture to better turn out graduating students with appropriate attitude, capability and temperament to serve the needs of the community.

The Context that required the initiation of the practice:

The newly enrolled students who are admitted into the college education coming from different schools have different levels of school experiences. These range from vernacular medium, urban and rural schools, etc. This is in addition to the universal facet of varying socio-economic, educational backgrounds and gender factors. So, in the current trend, guidance and counselling are very much required for college going students to identify their strength, weakness and at the same time work on their strength and area of interest to do wonder in future. Thus it is very challenging task to develop and guide the students by the time they graduate.

Thus continuous career guidance and counselling in the college is expected to enhance the knowledge of students and make well informed about their career and future prospect. The major challenges need to be addressed is designing and implementations of the practice are:

1. Career guidance and counseling activities had to be planned as a part of academic calendar that put an additional pressure to reliably conform to academic calendar.
2. The college emphasizes the importance of attending the career guidance and counseling programs so that the students are regular in attending the programmes.
3. Making the teachers aware of several career options for the students in general and specifics was also needed.
4. Alumni get together was very much important in delivering the practical aspects of career planning including additional activities to encourage the current students.
5. Identifying appropriate resource persons for providing career counseling consumes much time and effort had to be made with regular curriculum work.
6. The college had to increase awareness programme on diversity, challenges and implications on the important of career guidance activities.

The career guidance offered at college training programs includes the following:

1. Life skills training program are conducted to bring a better personal understanding, so that they are more successful in personal and professional life.
2. Seminar, workshops and training on “Tourism - Scope and its application” was conducted in the college for the benefits of students and youths of the district.

3. Career Guidance activities are not just a routine programme but a highly focused activity. It has desirable feature of continuous improvement, based on regular feedback from the stakeholders such as students and alumni.
4. Teacher In-charge of the Career Guidance and Counseling Cell of the College was supported to attend Seminars, Workshops and Training on Entrepreneurship Development Programme (EDP) conducted by District Administration, affiliating university, other government and non-government agencies.
5. Career guidance and counseling is very dynamic in imparting entrepreneurial awareness, skills and knowledge to the students. Invites professionals and experts from outside the College to conduct and deliver Career Guidance and Counseling training programmes for college students were organized.
6. Organized awareness programmes on various Online Examination, competitive examinations, etc at state and national level were organized to deliver training for college students.
7. Various sessions are conducted to evaluate the students on the basis of their professional as well as interpersonal skills

Objectives of the practice:

Career Guidance and Counseling Cell objective is to guide and direct students to set their career, goals and stimulate them to exercise their consistent endeavours to accomplish their career objectives. Keeping in view the competence, interests and acquired knowledge of the students, it channels the young trainees to fetch lucrative specialize career. To explore new knowledge and train students to inculcate recent company attitude amongst them as per the requirement of the global competitive world. Counselors will be able to provide guidance and counseling to the students for encounters all problems related to career and update them related to current trends and developments, available streams. By guidance and counseling, students will be able to know about themselves and easily encounter the problems that they face in day to day life.

The practices of continuous career guidance and counseling serves to improve and achieve the following objectives are:-

1. To broadly explore various career options to helps the students to think of various forms of careers that can be taken up by them after completing the graduation.
2. To enable students to select appropriate higher education program after completing the undergraduate program.
3. To identify and facilitate the students (with a desire to explore entrepreneurship) in making them aware of the necessary resources (Process, Technology and Enterprises) needed to explore entrepreneurship as a career path.
4. To impart oral and written communication skills and knowledge essential to successfully navigate the placement process.
5. To provide a platform for gaining knowledge on various aspects relating to civil services examinations along with Interaction with some already successful candidates.

The practice:

The practice is achieved through the following activities of training programme:

1. Career Guidance training programs are conducted for students to help them aware and explore about various career opportunities.
2. Alumni are regularly invited to address students and to guide them through the career options, provide industry insights and to impart knowledge on the current trends and latest technologies.
3. Students are trained on Entrepreneurship Development Programme (EDP), life skills programme, tourism, tour and travel, retail management in order to make them confident to face the challenges.
4. Resource persons from affiliating university, government agencies, private agencies and industries are invited to deliver awareness about the job opportunities in various sectors for both government and private.
5. Students are encouraged to participate and attend in career guidance and counseling training programme to enhance their knowledge.
6. Seminars highlighting the importance of higher education and Institution of Higher Learning for admission are conducted
7. Awareness program on civil service is conducted to encourage students to prepare for civil service exams and other national level exams.

With an objective to make every individual student of this college ready for jobs, following training programs are provided at various levels of their study.

1. National Institute of Electronics and Information Technology (NIELIT), Govt. of India conducts Computer literacy programmes in collaboration with college.
2. Rashtriya Uchchatar Shiksha Abhiyan (RUSA), Govt. of India sponsored for conducting short term/add on courses such Certificate course in Computer Application, Certificate Course in Tourism and Travel, Khasi Traditional Music.
3. M/s Avenues and M/s Hundredfold Academy Shillong provides training programmes on - Communication skills and speaking English course; Soft Skills and Personality Development, etc. and Tourism - Scope and its Applications by Education Foundation, Guwahati, Assam

Obstacles faced if any and strategies adopted to overcome them:

The common obstacles faced by the college in conducting career guidance are counseling classes are:-

1. Sometimes frustrating of teachers to do their work because the job requires exceptional communication skills to be able to communicate with the students.
2. Concerns of teachers about students' reactions to an unfamiliar teaching method in career guidance and counseling class. This impact on student course and evaluations.
3. Some students are unsure of what they want to do with their lives after graduating and hesitate to attend career guidance class.

4. Apart from academic practice, teachers concern that career guidance and counseling classes are time consuming which involved learning about new thing. Norms about teaching methods and other expectations.
5. Class size and classrooms facilities.
6. Course scheduling issues.
7. The students in the college are rural in nature; lack of career-related guidance, limited/no information and knowledge about career opportunities at school level;
8. Limited parental support from parents e.g. job leads, specific ideas about where to receive training, and advice about vocational options, especially if the parents were not college education.
9. Unavailability of jobs locally implied rural students possibly consider “career” as an urban phenomenon.

To overcome these obstacles the college put in place the following remedies:-

1. Effective use of ICT classrooms as the solution.
2. It is important to address and guide the rural students the role of rural occupations, innovative practices in rural occupations, strategies regarding community-based management of resources, and modern skills in managing traditional occupations.
3. It is imperative to address rural student’s challenges such as the fear of failure, low self-confidence, difficulties in communicating with new people, and not having a definite goal as their career-related challenges.
4. Self-development impacts career development and it is essential to build career readiness of rural students through self-exploration and self development.
5. Thus, Career-related Challenges of rural students have greater opportunities to participate in developmental programmes like youth camps which aim to build their self-confidence and aspirations.
6. A counselor will give details and information about their individual skills and academic performances.
7. Hire experts from outside the college to deliver trainings, etc.

Impact of the practice:

1. The number of students attending the career guidance and counseling classes has increased over the years.
2. The retention rate of graduates in their employed organizations is better compare than before setting up Career Guidance and Counseling Cell in College.
3. Alumni feedback indicates that the students who have undergone life skills training programs are really helpful in balancing their work and life.
4. Star-up activities are initiated by the college where the students are facilitated in putting ideas into practice.
5. The students have progressively gained confidence in managing the placement interviews better.
6. The success rate of students in getting placed has improved continuously over the years.
7. A few of the students have become successful in selecting and getting through District Selection Committee examinations.
8. The teachers of the college also took keen interest in guidance the students.
9. Some students have become successful entrepreneurs also.

Resources required:

A lot of background work had to be done before, during and after organizing career guidance activities. These included identifying appropriate topics, features or skill needed to be imparted. This led to appropriate resource persons to be identified to handle this, followed by technical, financial and physical resources needed to conduct the activity. Qualitative assessment of feedback from such activities had to be done to scale up, modify or even drop such activities in future.

This demanded space and time in various departments, additional equipment's, dedicated additional time from faculty in related specialization, additional funds and logistics which was met by the college.

Developing industry linkage was essential for developing and delivering the training programs on a customized basis. The experts from the industry having a good network with other organizations were a critical factor in enhancing the placement opportunities for students. This has made a good beginning for college future.