

INSTITUTIONAL BEST PRACTICES FOR THE YEAR 2015-16

Best Practice I

1. **Title of the Practice** : Preparation of Lab Manuals for all semesters
2. **Objectives of the Practice** : It helps the students to know about the experiments before coming to lab. So it saves time. The manuals provide them the necessary tabulation and graph papers. All the records are saved in one booklet only. This helps them to study for the examination in a better manner.
3. **The Context** : Every Semester has 10 Experiments. So the Lab Manuals should be prepared individually for each semester. They need to be constantly updated.
4. **The Practice** : At the beginning of each semester Lab manuals are given to the students. A nominal fee is taken for this. Which generates a fund for the department. The students get an idea of a particular experiment before performing it. This will built a confidence in them and they can handle the apparatus easily. This saves their time in the lab because of which they can make the records, do all the calculations, plot graphs and find the results.

The unique features of this practice are there is uniformity in the conduction and demonstration of the experiments.

Even the faculties from other Colleges refer to these manuals. This provides the easy reference to everyone.
5. **Evidence of Success**: Students can perform and learn better in the Labs. Prior knowledge of the Experiments developers curiosity and eagerness. The scores in practical exams are found to better.
6. **Problems Encountered and Resources Required** : Printing and publication is required. Drawing diagrams may be challenging
7. **Notes (Optional)** : Lab manuals are given free of cost for students who cannot afford to buy.

Best Practice II

1. **Title of the Practice** : “Welcome to Juniors by Seniors and Farewell to Seniors by Juniors”

2. **Objectives of the Practice** : Welcome to freshers by seniors (2nd and 3rd year students) and Farewell to Seniors by Juniors (1st and 2nd year students). These activities are purely organized by the students.

At the beginning of the academic year the senior students plan a friendly gesture to welcome the juniors and at the end of the academic year the Junior students organize the farewell to Senior students.

This activity is an event very much helpful for students to create the friendly environment amongst all of them, as a result their exist a better communication and sharing of knowledge and information among them.

3. **The Context** : The Senior students initially welcome the freshers' during the first term. Whereas, the juniors (first year and second year) students give farewell to the final year students.

4. **The Practice** : This activity is organized by the senior students (B Sc II & III) who plan the welcome gesture. Where in, they introduce the Department and College activities to the fresher's as they are new to the campus and department. On this occasion a guest and the Principal are invited too. The guest is drawn from the Geology fraternity and generally alumni. The senior students gift a memento (for ex., a color pencil box, which is used for the entire course) to each fresher student by the seniors as a token of welcome.

The students of BSc I & II organize this event at the end of the academic year. Here too, a guest and the Principal are invited. The guest is again drawn from the Geology fraternity, who provide guidance and the outgoing students role in the society, to build their career, personality etc., which helps them to shape their career and confidence to enter into the new world after graduation. Both Junior and senior students give their feedback about their feelings about the department, teachers and the activities. Finally the programme ends with some cultural programme and refreshment with a memento gifted to seniors by all the juniors.

5. **Evidence of Success**:

The Fresher's get familiar with the students, staff, department and College. The various activities conducted in the department and college.

This event creates strong bonding between junior and senior students so that they communicate effectively among themselves without any hesitation.

The guidance given by the Guests help students to shape their personality and choose the career.

The bonding between the students lead to better success of any future departmental and college activities with confidence.

6. Problems Encountered and Resources Required : Participation of all students is not possible. The expenses for the tea and mementos have to be borne by students.

7. Notes (Optional) : Nil