

## **Best Practice 1-Best Graduate Award**

**The Goal:** The goal of the best Practice is to motivate and to create a sense of healthy competition the students for attaining the heights of academic excellence as a part of translating the college's stated vision of producing responsible, confident and secure citizens by imparting quality higher education.

**The Context:** Kharupetia College is situated in a rural area of Darrang district which has been identified as one of the 'Aspirational Districts' of the country. This district has been lagging behind in many respects including educational, health and other areas. Such a district needs special attention particularly in the area of higher education which is considered as an indispensable tool for social and economic change and development. In view of the changed global scenario it has been imperative to groom our youths with necessary life skills by providing quality higher education. Kharupetia College has been making consistent and sincere efforts to fulfill its vision and mission of imparting quality higher education. As a part of such efforts and to create an environment of competitiveness among the learners Kharupeta College has introduced the 'Best Graduate Award' for the best performing student of Undergraduate Major/Honours Programme.

**The Practice:** As a part of our strategy for striving to ensure academic excellence Kharupeta College has introduced the 'Best Graduate Award' for the best performing student of Undergraduate Major/Honours Programme. The award comprises a cash award of Rs.1000/- which is given formally by the Principal in an annual meeting. According to the decision of the Internal quality Assurance Cell and the Academic Committee, this Award is given annually to the student who performs the best result among all the students of the U.G. Major/Honours programmes offered by the college. The information about this award is clearly stated in the Prospectus of the college. The teachers explain the rules and procedures of selecting the awardee of this award in the beginning of the academic session in order to motivate the students. After declaration of the results of the final semester examinations, the Academic Committee of the college and the IQAC analyse the results of all the subjects in order to find out the best performer. Accordingly the awardee is informed and the award is ceremonially given to him/her in a function organized in the college.

**Evidence of Success:** The Practice of 'Best Graduate Award' introduced by the college has been found to be very effective so far as the quality enhancement strategy in teaching

learning process is concerned. The award has worked as a motivating force for the students to strive for academic excellence. The students feel inspired and encouraged in their academic pursuits. It has also been able to instill a sense of confidence among the students besides creating an environment of healthy competitiveness among them. Over the last few years, the results of the college in the UG Major/Honours programme has witnessed much improvement. Many students of the Major/Honours programmes in different subjects have shown impressive results and many of them have been able to get entry into different universities for higher studies.

## **Best Practice II – Performance Appraisal Reports of Teachers**

**The Goal:** To monitor the career and professional development of teachers as a part of quality enhancement strategy in teaching-learning and research activities.

**The Context:** Teachers play the most vital role in the process of teaching learning in any institution. Teachers are also regarded as the torch bearer of knowledge. In this 21<sup>st</sup> century which has witnessed knowledge revolution, the need of the hour has been to impart quality higher education to groom our youths with appropriate life skills. It is needless to state that unless a teacher is professionally well trained and updated he/ she cannot be successful in imparting quality education. It is with this perspective that the practice of preparation and submission of annual personal reports by the teachers has been introduced in this institution. Through his mechanism efforts are made to monitor the professional developments and other academic and research activities of the teachers.

**The Practice:** As a part of this practice, all the teachers of Kharupetia College are mandated to maintain a file of annual personal profile in their respective departments. A specific format has been designed by the IQAC of the college wherein various information pertaining to every teacher is recorded. The Appraisal Report contains information on the bio data of the teacher including his /her academic qualification, date of joining in service, teaching experience, professional development programmes attended, refresher courses/ orientation programmes attended, seminars, workshops, symposia attended, attending and presenting papers in any seminar/workshop or acting as a Resource Person etc. The Appraisal Report also contains data on any research projects done during the year, books or chapter in books published, any publication in national and international journals etc. Any professional qualifications acquired by the teachers during each academic year including M.Phil and Ph.D are also recorded in the Appraisal Report. The teachers prepare and submit the Annual Appraisal Reports annually and submit the same to the IQAC through the concerned HoDs. The IQAC reviews the Appraisal Reports from time to time and gives necessary advice on them.

**Evidence of Success:** The system of Annual Appraisal Reports by the teachers has proved to be very successful and effective in monitoring the academic, professional progress and development of the faculty members which is of crucial importance so far as the sustenance and enhancement of quality in higher educational institution is concerned. As advised by the IQAC of the college, each and every teacher of this institution prepares his/her Annual Appraisal Reports giving details of the required information as per the

prescribed format. The Report is duly signed by the concerned Head of the Department and forwarded to the IQAC for review and necessary input. Such reports have proved to be very helpful and effective in keeping track of and monitoring the professional activities of the college. This practice has been found to have had immense impact in enhancing the quality of teaching learning process in the institution.