

1. Title of the Practice: **Academic Doubt Clearing Day (ADCD)**

Objectives of the Practice: Mainly designed for the benefit of the students, the prime objective of Academic Doubt Clearing Day is to help students perform better academically wherein they can get a first-hand solution to any course-related doubts. The initiative seeks to remove pre-examination jitters of the students to perform better.

Intended Outcomes of the Practice: 1. The practice will surely benefit the students to gain maximum knowledge on the concepts in which they are facing problems or have any doubts. 2. With clear concepts, the students will notice a marked improvement in their academics. 3. The level of confidence will boost up in each student the reason being that they will be able to solve problems that they otherwise considered to be difficult. 4. ADCD will make the learning process interesting for the students.

The Context: Because of the sheer paucity of time and the intensity of the syllabus to be completed, a teacher is unable to invest much time in solving students' doubts. However, a classroom situation too does not allow students to get personalized attention to match their speed of comprehension or clear individual doubts. This results in uncertainty and low confidence among the students. Through the practice of Academic Doubt Clearing Day, the institution seeks to increase the problem tackling capability of the students and also build up their confidence to face the exam. Thus, in this context, the practice came into being.

The Practice: Academic Doubt Clearing Day, an IQAC initiative, has been in practice for the last two years. Every year, on a decided date, students of undergraduate programme are encouraged to bring any query/doubt they have regarding a course/paper and teachers work with them to eliminate their doubts. The students are also given a choice to send their queries/doubts beforehand using email/whatsapp so that the teacher can provide them with additional materials, if necessary. It was first practiced on 20th April, 2019. Different rooms are allotted for different subjects where students can approach the teacher concerned, individually or in small groups, to discuss their problems. A proper schedule of ADCD is also circulated among the students before a day or two for its smooth functioning. Each department maintains a record of students participating in the programme and also records their valuable feedbacks. The practice is also quite effective in analyzing the modes of instruction and the areas of improvement in classroom delivery. Owing to the Covid19 surge in 2020, the doubt clearing session was conducted online using platforms like Google Classroom, WhatsApp and Google Meet. The students were asked to send their doubts to the teacher by uploading them in Google Classroom or through whatsapp. For the 6interested ones, a Google Meet link was shared by each department for the students to interact with teachers.

Evidences of Success: Students approaching their teachers for resolving doubts, no matter how small the quantity maybe, itself counts as a success. It shows how students are interested in learning, in moving towards academic excellence. Moreover, it is to note that students indulging themselves in self-questioning and counterquestioning in regards to their doubts indicate their rigorous engagement in what they are learning and understanding. The valuable feedback of the students, especially specifying their feeling of contentment and knowledge enrichment, alongside

their frequent requests to organize more doubt clearing sessions, surely, warrants the success of this practice.

Problems Encountered and Resources Required: One major problem faced while undertaking the practice was less participation of students. Many students failed to turn up for the doubt clearing sessions which stands as a clear indication of less motivation among them. The non-availability of required reading materials also posed a problem for both teachers and students.

2. TITLE OF THE PRACTICE: Publication of the annual R.G.Baruah College Newsletter

OBJECTIVES OF THE PRACTICE: The prime objective of the practice is to publish the annual newsletter as the mirror of the institution. The underlying principle is to document the endeavour of teaching and non teaching staff of the institution in a regular and methodical way. The intended outcomes include : I. The newsletter will act as a perennial source of inspiration and encouragement for the teachers as well as the students. II. The distribution of newsletter can act as a medium of information about the college. III. The newsletter will show the current status of the college on the basis of which plans for future excellence can be envisioned.

THE CONTEXT: An institutional newsletter reflects the overall achievement of the institution periodically. The contents of the newsletter are the documentary evidences of activities done by teaching staff, nonteaching staff and students. It provides records of various programmes held at the college. It was in this context that the college decided to start the publication of an annual newsletter. IQAC maintained records are used in the publication of the News Letter.

THE PRACTICE: The R.G.Baruah College Newsletter has now been in practice for more than a decade. Every year an editorial board is appointed to take the responsibility of publishing the newsletter. The editorial board collects reports of activities held in the college from the period of January to December every year. Reports are collected from teachers, departments, various cells and committees as well as the office administration including the Principal. These reports include records of papers published/presented, seminars and workshops attended by teachers as well as roll of honours like Ph.Ds awarded. Achievements of students are highlighted. It also contains accounts of events held in the college and various extension activities undertaken by the college. Once the authenticity of the records are verified and scrutinised, the editors set about the task of editing the content. Finally, the newsletter is printed at a press selected by the editorial committee and the Principal, the cost of which is met from the college fund. The newsletter is then distributed among the faculty and staff. Visitors to the college are also presented copies of the newsletter.

EVIDENCE OF SUCCESS: As what has been achieved by the college and the faculty is published through the newsletter, it always remains to be a source of inspiration for the teachers, office staff and the students. Increase in the number of newsitems published in the newsletter is clearly a reflection of this. As the newsletter is distributed among different individuals including the eminent personalities visiting the college on different occasions, this practice definitely helps in wide dissemination of information regarding the college. It is said earlier that the newsletter is the mirror of the institution. Moreover, it has always been a reliable source of information for the IQAC of the college. The newsletter has also helped in detecting those activities in which the

college is deficient, and accordingly required plans and programmes can be made. For example, the college lacked programmes like seminars and workshops in the year 2017/2018 as was evident from the newsletter. Necessary steps were taken and as a result the college was able to organise two National Workshops in recent times (one in 2018 and the other in 2019).

PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED: Mainly two resources are required for the publication of the newsletter. They are I. Inputs/documentary evidences of the activities done. II. Financial resources to cover the printing related expenses. No major problems have been encountered so far while implementing the practice of publishing the newsletter as only a minimum amount of fund is required for the purpose. However, considering the constraint of time brought about by the semester system, the timely publication of the newsletter is a challenge.