

BEST PRACTICE-1

1. Title of the practice: Total women security in the Institutional Campus

2. Goal: Security of girls is a top priority in our Institution. Now a days, safe and supportive campus is both an obligation and a challenge for college administrators and as well as for students. College has been providing comprehensive range of security amenities especially for girls within college premises, through dedicated Teachers, Non-Teaching Staff and Security personnel. Most of the Local & Outstation students enrolling for Degree courses come out of their home for the first time in their life. It is therefore of utmost importance for the college to provide them a comfortable and safe ambience of 'Feel at Home' within the campus.

3. Measures initiated for total women security:

Women safety in the college campus is a serious concern and to make it more effective, a Women Cell has been constituted in the college with the following members, representing from all section of women of the Institution.

1. Dr. A.S. Bhui, Principal	Chairman
1. Dr. Anuradha Chaudhuri (Associate Prof.)	Convener
2. Mrs. Suparna Nath (Associate Prof)	Asstt. Convener
3. Mrs. M. Boro (Associate Prof)	Executive Member
4. Mrs. Sathi Dey (Asstt. Prof.)	Executive Member
5. Mrs Swapna Dey (Office Assistant)	Executive Member
6. Mrs. Susmita Chakraborty(Associate Prof.)	Member
7. Mrs. N.A.Mazumder (Associate Prof)	Member
8. Mrs. Suparna Nandi Kar (Assistant Prof.)	Member
9. Mrs. Anjumani Sarma (Office Assistant)	Member
10. Mrs. Basana Paul (Library Assistant)	Member
11. Miss. Binata Paul (Office Assistant)	Member

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| 12. Mrs. Dipika Some (Office bearer) | Member |
| 13. Mrs. Bhadreswari Bordoloi (Library Bearer) | Member |
| 14. All ad-hock women employees appointed by the Authority from time to time. | |
| 15. Secretary of Girls Common Room, Student Association (Ex- Officio Member) | |

The Duties and Responsibilities of women Cell are as follows:

1. To create awareness among women community of the institution about their Rights, Security and Duties.
2. To take necessary steps to uplift the quality of women community of the Institution as well as of the region.
3. To organize workshop/seminar for quality development/ security measures of women community of the Institution and Society.
4. To take necessary steps to make women community of the institution self-dependent.
5. To make a bridge between Girls Students/ Women Employees with Authority, Grievance Redressal Cell , Anti-Ragging Squared and Discipline Maintenance to assure complete security of women community of the Institution.

Moreover few steps have been taken to make the campus safe and secure for the Girls-

1. CCTV Cameras have been installed in the Central Library, office, class rooms and in the different corners of the college to make campus secure for everyone.
2. The College has a Grievance Redressal Cell to receive complains from students and employees relating to their rights and justice in the college campus. The Cell maintains a drop box to receive and redress any kind of complains.

Members of the Cell are as follows

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| i. | Dr. A.S. Bhui, Principal | Chairman |
| ii. | Dr. Guneshwar Saikia (Associate Prof.) | Convener |
| iii. | Mr. Mukul Barthakur (Asstt. Prof.) | Asstt. Convener |
| iv. | Mrs. Kakali Chakraborty, (Associate Prof.) | Member |
| v. | Mrs. Nahim A. Maumder (Associate Prof.) | Member |
| vi. | Mr. P.S. Kar (Associate Prof.) | Member |

- vii. Mr. P. Sarkar (Asstt. Prof.) Member
3. A Discipline Maintenance Committee has also been constituted to maintain the discipline in the college campus. The committee makes aware the students about the duties and responsibilities of the students. It has been constituted with the following members.
- i. Dr. A.S.Bhui, Principal Chairman
 - ii. Vice Principal Vice – Chairman (Ex. Officio)
 - iii. Dr.G. Saikia (Associate Prof.) Convener
 - iv. Dr. I. Hussain (Associate Prof.) Joint Convener
 - viii. Mr. A.K.Nandy (Associate Prof.) Member
 - ix. Mrs. Kakali Chakraborty (Associate Prof.) Member
 - x. Dr. Anuradha Chaudhuri (Associate Prof.) Member
 - xi. Mr. Anil Kumar Saikia (Asstt. Prof.) Member
 - xii. Mr. Paritosh Sarkar (Asstt. Prof.) Member
 - xiii. Mr. Moloy Das (Asstt. Prof.) Member
 - xiv. Mrs. Avinita Sikidar (Asstt. Prof.) Member
 - xv. Miss. Binata Paul (Office Assistant) Member
4. Ragging as we all know is social interaction between seniors and juniors in Educational Institutions. An interaction which can take very brutal, inhuman and anti-social form at time. To prevent ragging in the college campus an Anti- Ragging Squad is formed as per the Verdict of Supreme Court and UGC Regulation on curbing the menace of ragging in Higher Educational Institution, 2009 with the following members.
- i. Dr. Sirajul Islam Chairman
 - ii. Dr. Anil Kumar Saikia Convener
 - iii. Mrs. Suparna Nath Member
 - iv. Dr. Iftikhar Hussain Member
 - v. Mr. K.T.Metei Member
 - vi. Mr. Moloy Das Member
 - vii. Mr. Ashok Roy Member

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| viii. | Miss. Binata Paul | Member |
| ix. | President, Students' Association, Lanka Mahavidyalaya, | Member |
| x. | Vice-President, Students' Association, Lanka Mahavidyalaya, | Member |
| xi. | General Secretary, Students' Association, Lanka Mahavidyalaya, | Member |
| xii. | Secretary, Girls Common Room,
Students' Association, Lanka Mahavidyalaya | Member |
5. Regular monitoring in College campus by members of women cell regarding security and any kinds of inconveniences faced by Girls Students.
 6. Regular counseling of Girls Students relating to Security, mental and physical health.
 7. Strict observation for security of Girls during Festive Session in association with Discipline Maintenance Cell and NSS Unit, where many NSS cadres are from Girls Students.
 8. Women Cell had organized an awareness program on "Gender Sensitization with Special Reference to Prevention of Sexual Harassment at Workplace / Educational Institutions" on 6th March 2019 in the college campus to make awareness on gender issues and probable sexual harassment in workplace and educational Institutions.
 9. Further, the Cell has Plan for regular training for self defense and preventive measures for sexual harassment.

BEST PRACTICE-2

1. Title of the practice: Mentorship

2. Goal:

In recent years, Mentoring System has emerged as a strong response to the plight of students at-risk. Lanka Mahavidyalaya has been practicing mentorship since long from the formation of IQAC, on 2007. It offers a highly-efficient Mentoring system through which a group of students consisting of 25-35 students are assigned to a faculty member at the commencement of the program. Mentors meet their students and guide them with their studies and extra-curricular activities. They also provide

advice relating to selection of major, career guidance and personal problems. The mentors act as guides to the students during their summer and final projects. The mentoring system ensures that the students adapt to the dynamic learning environment and lead their ways into highly successful careers. Mentoring relationships involve the provision of career, social, and emotional support in a safe setting for self-exploration that results in positive academic and personal outcomes for students.

3. Functions performed by the Mentors:

- a. Mentors are assigned to monitor and guide students all through the three years.
- b. Mentors coordinate with the parents regarding the progress of the students.
- c. Mentors communicate with fellow faculty and promote mentees at the time of difficulty / opportunity to help them develop further in their areas of interest.
- d. Initiate administrative help to students (when necessary).
- e. Gives a detailed report of the mentoring system to the Head of the Institute from time to time.

A Mentorship and Feedback Monitoring Cell had been formed in the college with the following members to look after the matters related to the progress and success of mentorship system in the college after the accreditation of the college for 2nd Cycle.

• Dr. Anuradha Choudhari	Coordinator
• Dr. Iftikhar Hussain	Jt. Coordinator
• Mr. Amal Bhowmick	Member
• Mrs.S.N.Kar	Member
• Mr. Moley Das	Member
• Mr. Mukul Borthakur	Member
• Mr. Paritosh Sarkar	Member
• Mr. Gobinda Dey	Member
• Ms. Susmita Singh	Member
• Ms.Binata Paul	Member

The Mentorship and Feedback Monitoring Cell of the Institute discusses the mentoring related issues at least twice in a semester and revises or upgrade the system if necessary. By introducing such a system it is seen that a close relation has grown among the students. Now students feel very much comfort to discuss in various issues with the teachers as well as

principal. It has brought very closer to the teacher student relationship. Many of our teacher helps the student by providing monetary assistance during their admission/ exam form fill up.. At the same time the society provides incentives to the meritorious students during the fresher's festivals.

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