

## **Best Practice 1:**

### **Title: Dissemination of Information through IT-enabled Platforms**

Chaiduar College has made consistent efforts to utilize the power and reach of Information Technology in the service of academic and administrative needs and functions. As a part of this objective and mission, the college has taken some significant steps to create e-content for disseminating information regarding the college and other academic-related matters to the students and the general public. The IQAC in collaboration with the Department of Mass Media has produced a short documentary on the college which provides, in a lively and entertaining manner, the history of the college, a broad overview on its courses, administrative, academic and other aspects, its facilities and amenities, faculty members, its achievements and goals. This video content proved to be very popular among the students and it was shown at the beginning of a number of events in the college where general public could see it and learn more about Chaiduar College. Apart from this documentary, the department of Mass Media and the IQAC also created a number of short videos of the Principal where he talks about important and urgent issues regarding upcoming examinations, form fill-up, course requirements, career opportunities, and directives from the parent university etc. The principal also gives advice and motivational lectures meant for the students in some of these short videos from time to time. All these videos are posted in the college website and also in the Facebook page maintained by the college. The College has a very dynamic Facebook page meant for distribution of information to the students and to reach out to them quickly and effectively. All the departments maintain WhatsApp groups comprised of their respective streams of students. These groups are used for sharing study-materials, discuss student queries and for other academic purposes.

## **Best Practice 2:**

### **Title: Annual Book Fair**

The college holds an annual book fair in an attempt to nurture a book culture and cultivate reading habits of the students. Availability of books, both academic and non-academic, is a constraint that the students often encounter. The book fair makes books from diverse fields available for the students, and it helps in widening their intellectual horizons by motivating them to read books from outside their limited curricula. This annual event has generated tremendous interests among the students as well as among the faculty members and everyone in the campus. The success can be measured by the fact that over the last few years, the numbers of books purchased by the students have been going up significantly, and the fund for purchase of books by the departments and library has been increased.