

BEST PRACTICE-I

I Manuscript Magazine

1. **Title of the practice:** Manuscript Magazine
2. **Context:** Hand writing is one of the most neglected aspects of teaching and learning process. Prior to the development of the printing technology, all communications were conveyed through manuscript letters, messages, proclamations etc. But due to the advancement of modern technology, the students orientation to handwriting, completely disappeared. Practically all writing works are replaced by type writing and computerized printing. The result is deterioration in the art of writing. Earlier people had beautiful handwriting because of regular practise. A beautiful branch of fine arts known as calligraphy flourished all over the world. But today it is a form of art on the verge of extinction. So the college initiated the task of reviving the art of handwriting and encouraging creativity.
3. **Objectives:**
 - The manuscript magazine is an attempt to highlight the importance of hand writing.
 - To develop the personality of students through the art of legible and beautiful writing.
 - To encourage and boost confidence level through good handwriting.
 - To make the students realize that hand writing improves qualities like concentration, flexibility of the wrist, fingers, brain power, learning and retention power.
 - To create awareness among students that handwriting practice has an added advantage in the examination.
 - To inculcate creative talents among the students and provide an opportunity to express creativity.

4. **The Practise:**

1. To prepare the manuscript magazine articles were invited from students and staff in their own handwriting.
2. Students with good handwriting was selected through a common writing test and evaluation of quality of writing.
3. A few students were selected as scribes.
4. The articles of students who submitted write-ups with good hand writing were incorporated in the original writing for people with bad writing, students scribes are engaged.
5. Each students was asked to rewrite 2-3 articles which are collected.
6. They where provided with margined paper and pen.
7. It is given a magazine style with messages, index and some photographs of college activities.
8. Students whose writing is not legible and attractive are given special guidance by teachers and are allowed to observe the writings of the scribes.
9. Calligraphy is also encouraged.
10. Different styles of writing in Hindi , English, and Urdu encouraged and adopted.
11. All hard written creative materials are bound and is kept in the library for the students and visitors to persue and a record of the visitors is maintained.

5. **Obstacles:** A major obstacle was in fact the identification of students with handwriting so that can be guided and trained. All the samples of writing were collected to identify the drawbacks in writing. The second obstacle was the difficulty in convincing everybody about the rationale of this manuscript magazine. The difficulties were overcome by regular interaction and consistent counselling. However, finally there was very good response from all.

6. Impact of the practice

- Created an awareness among the students about the importance of own hand writing and creative expression.
- The interest for improvement of handwriting aroused.
- Queries about styles, beauty and techniques of writing from students have increased.
- Though there was no seriousness about this art in the beginning, there was a sudden boost in the level of interest and curiosity.
- Above all, the students realized the added advantage of good hand writing in personality development, mental concentration, exercise and flexibility of the hand.

7. The recourse required :

- A-4 size papers
- Pen ordinary, calligraphy pens, sparkle pens of different colours.
- Photo copy machine to make a second copy of the manuscript magazine.
- However the most important resources is not material, but creative.

It require the resource of time, temper and technique.

BEST PRACTICE-II

II News letter

1. **Title of the practice:** Publication of 'New letter' bi annually.
2. **Context:** The students are endowed with extra ordinary creative abilities which often go unnoticed, and remain hidden. Many a time they do not get a suitable forum to express their ideas and expose their talents. Moreover, many activities of the staff go unrecorded and also the academic projects do not get effective publicity and dissemination. The infrastructural and intra-structural development initiatives of the management also do not get proper exposition.

The newsletter was considered as the best and effective means to marshal and document the manifold activities of the college. As a post NAAC innovative practice we adopted the newsletter 'ASTRA' to be published biannually. We plan to continue the project uninterruptedly twice in a year. The newsletter will therefore be our biannual mirror, reflecting the holistic performances of the college.

3. **Objectives:** The newsletter 'ASTRA' has the following objectives.
 - i. To document the multifarious activities of the college in a systematic manner.
 - ii. To inculcate the active interests in the students by highlighting their performances.
 - iii. To be a forum for the students to introduce their achievements, research activities awards etc.
 - iv. To familiarize the public with the activities of the college and to publish the latest development in the college.

4. **The Practice:** The publication of a newsletter is a long process, involving human and material resources, participation of the management, staff, students, various stake holders and the alumni.

Step-I

The IQAC in this meeting decided to publish a biannual Newsletter and the deliberation of the IQAC is communicated to all concerned.

Step-II

An editorial board is constituted, ensuring participation and involvement of the staff and students and other stake holders. A senior professor is deputed as the chief editor.

Step-III

All are informed about the proposal to publish a newsletter. The notification for the same was published adequately among the staff and students.

Step-IV

The chief editor convened a meeting of the editorial board and acquainted the members with the modes and modalities of the newsletter, its shape and format etc.

Step-V

Collection of publication material was initiated. Various categories of the content was collected materials comprised of news related to college, activities of the N.S.S, Red cross, Cultural group, extension activities, student's achievements, staff achievements etc. It was ensured that the material must be short and related to the college.

Step-VI

Publication. The first issue was proposed for a period from December 2017 to May 2018. Five hundred copies were printed in the first issue and the subsequent issues will be more so as to be distributed among the public

Step-VII

Release of the newsletter by the official of the education society and inauguration of the distribution.

5. **Obstacles:** The publication of the newsletter had many obstacles to overcome.

- The first obstacle was the difficulty in convincing all concerned about the, rationale of the publication, the need of bringing out such a literature.
- The second major difficulty was collection of data and write up materials. The time frame was not followed by many, as it is normally a slow motion attitude.
- Thirdly financial obstacle was there. Since the college does not have a separate fund for such a publication, the education department and the U.G.C. do not give any type of financial assistance. So finally we had to finish it as a low cost project.

6. **Impact:** The staff and students and management finally appreciated the project, since it had come out successfully. The students got an opportunity to display their talents. The newsletter is first of its kind in the district college and a few college in the adjoining districts.

It had an overall impact on the academic ambience of the college. Everybody got an idea as to how to work on project like this. The newsletter carries significance especially in the light of the NAAC accreditation. This newsletter will be a regular practice of the college.