<div align="center">**For 2017-18**
BEST Practice I</div>

1) **Title:** Office Automation and Computer Literacy of Duliajan College Office Staff

2) **The Goal**:   a) A Step towards Digitization.

b) To disseminate the knowledge of Computers amongst Office Staff.

3) **The Context**: In the present times, it is necessary for the College staff to be equipped with the knowledge of computers. This will not only make the official work less tedious but also will make it more accessible and upgraded at the same time. Keeping in mind that Computer literacy will pace up the status of work, this programme has been launched to bring in a shift from manual work to digital.

4) **The Practice**: As a part of this practice, College organises free computer classes for the office staff (both third and fourth grade). This was done for the first time in the year 2017, during summer vacation, that is, in the month of July. The programme was conducted by Computer Science Department of the college. The College staffs have been given rigorous training regarding the use of computers and its applications. The College staff took active participation in the cause with an optimistic aim in mind that alongside this being the need of the hour, it will also enable them to maintain records in one place and various objectives can be fulfilled at one go.

5) **Evidence of Success**: This practice has definitely brought in positive results. Firstly, manual work has been replaced by machine learning. As a result, data entry regarding all students of various classes and semesters and maintenance of files-of the College faculties and staff has become effortless. This has been a major step towards automation. Computer literacy has definitely boosted up storing of data and its manipulation as and when necessary.

6) **Problems Encountered and Resources Required**: There are no significant problems encountered while implementing this practice. Resources required are office staffs, computer laboratory with Desktop PCs.

7) **Notes**: The Office staffs have been enthusiastic enough to adopt this noble step of integrating technology in their every day work. This has led to access, preservation and search ability of data in much faster pace.

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BEST PRACTICE II

1) **Title:** Swachh Bharat Abhiyan – A Campaign with College Environment.

2) **Goal:** a) To make each member of the college understand the importance of sanitation.

   b) To promote waste management techniques.

   c) To contribute towards a healthy, clean and green environment.

3) **The Context:** Our environment is a reflection of our being. It creates a large impact on our existence. The surrounding environment creates an impact not only on our physical status but also influences our mental state. A clean environment can contribute towards a positive outlook to life and work. It becomes almost mandatory therefore that the College takes necessary steps to take proper care of the environment.

4) **The Practice:** Students, who are the torchbearers of the nation and the world in the long run, are taken to be the chief target for the implementation of this practice. As a part of this decent practice, necessary instructions have been provided to the students regarding a clean and green environment. On the other hand, the students have participated in the Swachh Bharat Abhiyan Mission understanding the need of the practice and its implication using low cost and user friendly technologies. The students therefore understood the necessity of sanitation and waste management procedures.

5) **Evidence of Success:** This practice has undoubtedly brought in positive changes not only inside the college campus but also the area surrounding it. Once the members have understood the necessity of a clean environment and the impact it can create in the long run, a greater engagement is observed.

6) **Problems Encountered and Resources Required:** There are no significant problems encountered while implementing this practice. Resources required are students along with some user friendly technologies for the promotion of a healthy environment.

7) **Notes:** From time to time members of the College as well as Duliajan Science society (Duliajan College Unit) take necessary steps to promote cleanliness within the campus and in the nearby areas as well.

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