

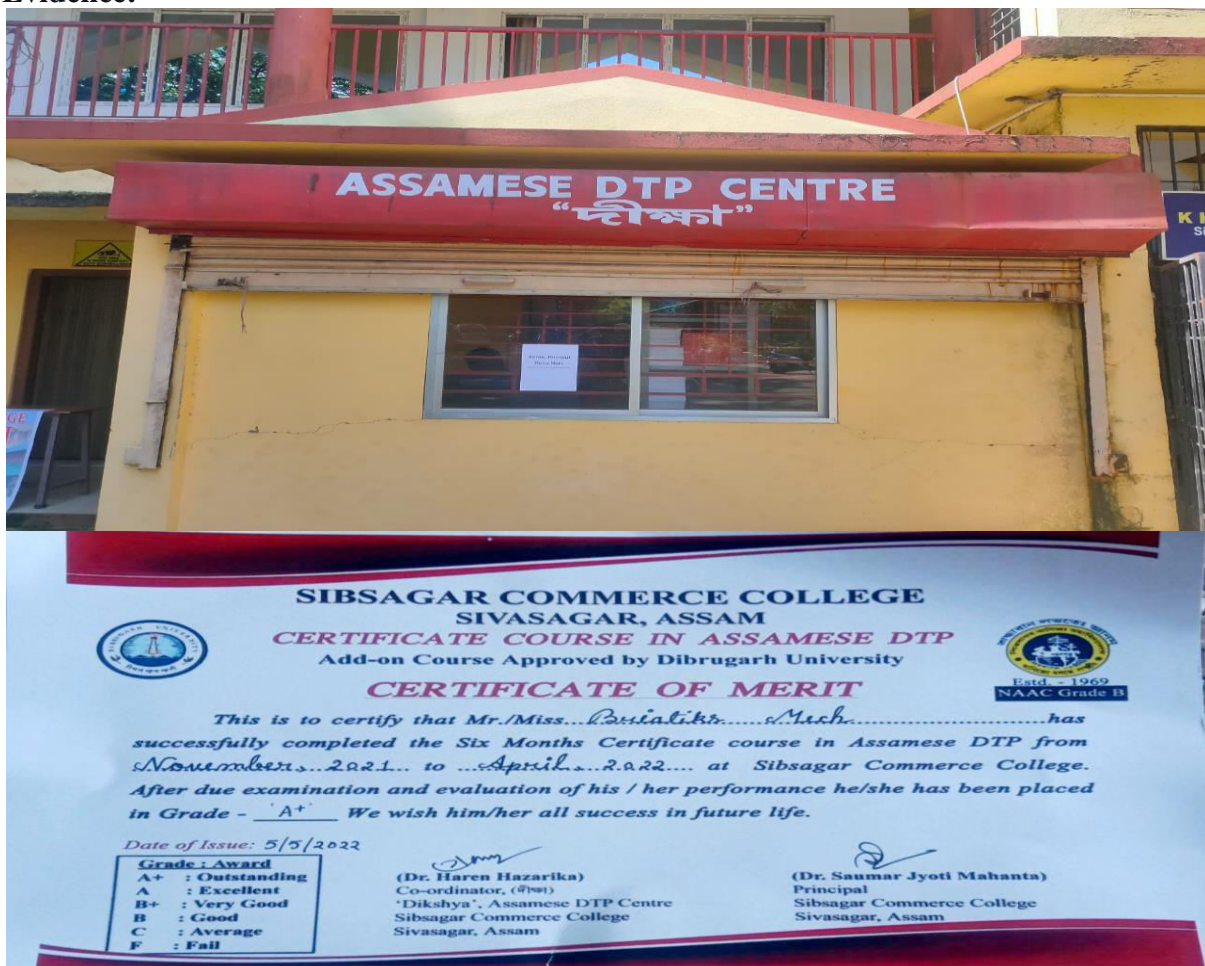
### **Best Practice 1: Training of students in Assamese D.T.P. centre within the college.**

**Goal:** This practice aims to develop typing skills among the students of the college in Assamese (Mother Tongue of the state) Desktop Publishing Software. This practice seeks to serve two-fold purposes of training students and saving the expenses of college incurred on Assamese D.T.P. centers available in the market for typing of magazines, articles, and news related to college by providing the facility on the college campus.

**Context: Desktop Publishing (D.T.P.)** is software that helps create the electronic form of the given information. This information is in the form of letters, reports, documents, presentations, books, brochures, and articles using various computer programs. While students often learn English D.T.P. through the courses available in school or college, they do not get the same scope to learn Assamese D.T.P. software. Students need to rely on D.T.P. training centers available outside the campus bearing heavy fees.

**The Practice:** College has established an Assamese D.T.P. Centre named “Deeksha” in January 2021. It has also started a Certificate Course in Assamese D.T.P. Trained students of Assamese D.T.P. has typed the Annual Magazine of Sibsagar Commerce College, 2019-21 (GYANAM).

### **Evidence:**



**Problems:** Students are accustomed to the use of English D.T.P, so they find Assamese D.T.P. tough and are reluctant to take the course.

## **Best Practice 2: Helping community people to communicate in Government Transactions**

**Goal:** This practice aims at making the community people aware and particularly those in the adopted village find it difficult in written communication in state govt offices, banks and financial institutions due to which they are unable to take benefit of various government schemes.

**Context:** While visiting the adopted village and in dealing with community people it was found that they were unable to write application in the proper way and are unable to express their views and problems in coherent and meaningful way. So the English department thought of arranging orientation programmes/skill development programmes from time to time so that they can write applications and serially arrange documents understanding the need and relevance of each document and why they are needed.

**The Practice:** the English department in 2020-21 arranged three such orientation programmes/skill development programmes which were greatly successful where a large number of villagers particularly women participated.

**Evidence:**



**Problems :** Reluctance and hesitation of villagers at initial stage to participate in such programmes.