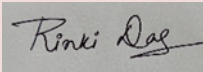


## **BEST PRACTICE OF THE DEPARTMENT IN CURRICULUM AND TEACHING**

- 1. Departmental Mentoring and Counselling Session:** The department of HRM also has the facility of mentoring the students. Every year the major and group students of the department are divided among its faculties as mentees. The faculties of the department mentor the students regarding various issues that they come up with. Various mentoring sessions are organised by the department from time to time to know the problems and issues faced by the students in their academic life or any aspect of their life. The mentors guide the students in every way, whether it is about their studies, their career, their personal problems or any other matter. It has been noticed that the mentoring sessions organised by the department have benefitted the students tremendously. The mentoring sessions have also enabled the students to have a free and friendly relationship with their teachers, where students can share any issue with their mentors and ask for guidance and help.
- 2. Departmental Library:** The department of HRM has a library of books which are related to the syllabus as per Dibrugarh University. The departmental library has books on different subjects related to Human Resource Management by various authors and published at different time period. The library also stores various journals published by various organisations. The students are issued books from the departmental library as and when required by them. A register is also maintained with the names of all the books along with their publishers stocked in the departmental library of HRM. Also a book issue register is maintained by the department with the name of the book, name of the student to whom the book is issued, date of issue and date of return of the book. In the past years it has been noticed that the departmental library has been of immense help for the students to prepare notes and refer to lessons. The books of the departmental library include books issued by various publishers to the department, some books which were bought by the faculties of the department at various time period and also published journals.
- 3. Assignments and Projects:** The department of HRM also maintains records of assignments and projects submitted by the students. The projects and assignments are allotted to the students by the teachers in consideration with their course curriculum to enhance their practical and inferential learning. Every semester the department assigns the work of preparing an assignment for each subject to the students and the marks allotted to these assignments are considered while calculating the internal assessment marks of the students. These minor assignments usually carry 10 or 20

marks. The topics for the assignments are at times allotted by the teachers and sometimes chosen by the students themselves. A stipulated time period is allotted to the students for submission of the assignments and projects within which they need to make submission of their assignments.

4. **Maintenance of answer sheets of each paper of each semester:** The department maintains records of all the internal and final exams along with the answer scripts of the internal exams conducted by the department. Semester wise arrangement of answer sheets for each subject is maintained in the wooden almirah of the department. Also, separate registers are maintained with the internal marks and internal assessment marks of the students for each subject and each semester.
5. **One to one contact of students and teachers:** The department of HRM believes in maintaining one to one contact with the students. The faculties of the department try to give individual attention to each and every student and therefore, the students also approach the faculties of the department whenever the need arise. The faculties try maintaining regular contact with the students in class and if it is observed any student is absent for a certain time period, the faculties try to contact the student to know the reason of absence. The students also approach the faculties whenever they find any difficulty in their course curriculum and their issues are heard and sorted by the faculties of the department. For preparing projects and assignments the students seek advice from the faculties and also as mentors the faculties try to guide the students in every way possible. The students are provided assistance by the teachers over phone and messages whenever the need arise and the teachers try to be available to students at all times. By organising parents teachers meet the department also attempts to establish contact with the guardians of the students to discuss any issue relating to their wards. Thus, maintaining a close one to one contact with the students by the faculties of the department is one of the best practices of the department.
6. **Inferential Learning:** The department of HRM provides opportunities to the students of gaining experiential learning through activities like preparing assignments discussion sessions conducted by the department faculties from time to time. The and projects, group discussions, seminar presentations and various other assignment topics are given in such a way that students get practical knowledge of the concepts while preparing the assignment. Group discussions are organised for the major students of the department with relevant topics and topics related to syllabus to enhance their speaking and communication skills. For each semester, seminar presentations are organised by the department where the students need to present on a topic chosen by them or given by the faculties. All these activities provide the students a flat form to express their thoughts and knowledge and also to enhance their own personality by improving their communication skills. These kinds of activities help the students to get hands in experience on the knowledge that they are getting from their classroom teaching and learning.

A rectangular box containing a handwritten signature in black ink that reads "Rinki Das".

Dr. Rinki Das  
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