



OFFICE OF THE PRINCIPAL

MOIRABARI COLLEGE

MOIRABARI :: MORIGAON :: ASSAM

PIN-782126

NAAC Grade B++

Phone: 94356-50674 (M)

Memo No.MC/

Date: 11-11-2020

From:- Dr. Samsuddin Ahmed, M.Com,LL.B,Ph.D
Principal & Secretary
Moirabari College, Moirabari
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Two Institutional Best Practices

1. **Maintaining daily performance sheet by each and every faculty member:** Each Faculty members is entitled to maintain a daily performance sheet which is a duty of his daily activities performed in the college. It included both teaching works performed by him. This is crosschecked by the respective Head of the departments. This sheet is collected and thereby documented by the Co-Ordinator of IQAC
2. **Proposal for formation of guardian's forum:** A proposal has been put forth for constitution of a guardian forum. This would ensure accountability among the percents of the teachers towards the students. It is proposed that regular cyclical meetings for each and every class would be conducted where guardians' views/proposals would be taken for larger benefit of the student community in general.

Encl:

1. Daily Performance Sheet

Principal
Moirabari College
Moirabari, Morigaon, Assam
Principal
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Moirabari, Morigaon, Assam