



LANKA MAHAVIDYALAYA

LANKA : HOJAI (NAGAON): ASSAM

BEST PRACTICE -I

1. Title of the Practice: Lanka Mahavidyalaya Staff Co-operative Society Ltd.

The Lanka Mahavidyalaya Staff Co-operative Society Limited has been controlling the spendthrift habit of members by savings in the co-operative society and also has made a significant contribution in improving the socio-economic conditions of its members and the students.

2. Objectives of the Practice: Following are the main objectives of Lanka Mahavidyalaya Staff Co-operative society:

- To promote social and economic betterment of members through self-help and mutual aid in accordance with cooperative principles.
- To raise fund for the business of society and development of the students who are economically weak.
- To grant loans and advances to the members associated.
- To accept loans, grants, subsidies, assistance and concessions from internal sources subject to any law from the time being in force.
- To constitute various funds for the welfare of the members and the society.
- To provide facilities for the exercise of Thrift and savings.
- To utilize the proceeds of the income for the welfare of the students.
- And generally, to do all such other things as are incidental or conducive to the attainment of its objectives.

3. Context:

Lanka Mahavidyalaya staff co-operative society limited has been serving the members since 1995. The society was formed to promote saving practices and welfare of the students. It was registered in the office of the Assistant Registrar of Cooperative societies, Hojai (Nagaon) under Assam cooperative societies Act, 2002 (Assam Act IV of 2017) on 1995 and is functioning till now. It is a voluntary non-profit organisation that renders its services to the teaching and non-teaching staff of the college. The

executive body of the society is governed by the general body of the society by voting. To keep an update the executive meetings are conducted before AGM and the annual general meetings is conducted within three months after financial year. The strength of the society as on 1st January 2023 is 36 Members that comprise of both teaching and non-teaching staff. The transactions are conducted accordingly by generally accepted principles. The internal audits are done by the appointed auditors in the Annual General meeting of the society and also the accounts are externally audited by the auditors by cooperative society, Govt. of Assam and C.A.

4. The Practice:

- **By- Laws:** The society doesn't have its own By Law, but it follows the rules and regulation of Assam Cooperative Societies Act 1949 which is amended by the Assam Legislative time to time. Although the society follow this rule, the Board of Director taken policy regarding sanction of Loans, which is approved by the Annual General Meetings and Registrar of the co-operative society for the interest of the society as a whole.
- **Membership:** Both teaching and non-teaching staff who are working in the college fraternity can become the member of society.
- **Administration/ Governance:** By following the rules and regulations or By-Laws (Assam Cooperative society Act, 1949) the society have a Board of directors that consist of 15 members, out of which two members are reserved for Female. Out of these 15 members they select a chairman who is more experience with the society. The Board of Directors constituted democratically by conducting election under the supervision of Registrar of Co-operative societies. The monetary transaction is operated by Cheque which is signed by Chairman and secretary, whereas it is the prior responsible of the secretary for any kind of discrepancy of the society. At the end of the year Final account is prepared by the secretary and sent to internal Auditor which is approved by Board of Directors meeting. In the meetings they should approve the final account, secretarial report, internal auditors report and declare dividend, date of AGM (Annual General meetings), proposed expenditure for AGM etc. the entire Proceedings of the meeting need to be approved from Register of Co-operative Society before AGM. After, fifteen days of Executive meetings the date of Annual General meeting is fixed.
- **Pattern of Loan/ utilization of fund:** The secretary is responsible for Sanctioning loan to its member. There are two types of loan, that is general loan and the other one is special loan. The rate of interest for general loan is 1% per month and for special loan is 1.25% per month. The interest is calculated at diminishing balance method. Maximum number of EMI for general loan is 60 and for special loan is 40 up to session 2022-23, the society sanction General loan to a member total amount of subscription plus 6 times of his/her net salary and special loan to any member up to Rs. 5,00,000. At present, the general loan is sanctioned 4 times of his/her net salary instead of 6 times and the special loan is reduced from Rs. 5,00,000 to Rs. 3,00,000. It is the duty of the secretary to check on the net salary of the member to sanction loan and it is also **seen from the beginning of the society that the society awards a one-time scholarship for meritorious students of the college, where four meritorious students get the**

scholarship every year, each one from H.S. Arts, H.S. Commerce, and TDC- Arts & Commerce. The amount of said scholarship are Rs. 3000/- for HS students and Rs. 5000/- for TDC students.

- **Cease/ Withdrawal:** if any member fails to pay his instalment's regularly than society has the power to cease his membership. Any member can withdraw his membership at any time if he has no any liability to the society and also if an employee retires from his service than the employee must withdraw his membership whereas, the dividend will be in hand only in AGM.

- **Records Maintain:** The society prepare ledger accounts as per their needs. Few things like Cash book, pass book, monthly deduction Book, General loan ledger, special loan ledger is maintained regularly. At the end of the year, "A Summary of Cash Book" from cash book and "A summary of Bank Pass Book" from pass book is prepared. Before preparing final account, every ledger from different ledger accounts is summarized.

- **Fund Generation:** The capital of the society is generated in the following manner:
 - By sale of shares to its members.
 - Each member of the society is required to contribute up to maximum of Rs 5000 per month @ Rs.500/- per share.
 - Fund is also generated from interest received on loan disbursed.

Table 1. Yearly contribution by members

Years	Contributions in Rs
2017-18	1,19,98975.51
2018-19	1,13,39716.93
2019-20	1,18,24183.00
2020-21	1,22,64975.00
2021-22	1,02,58049.00
2022-2023	1,02,88,199.00

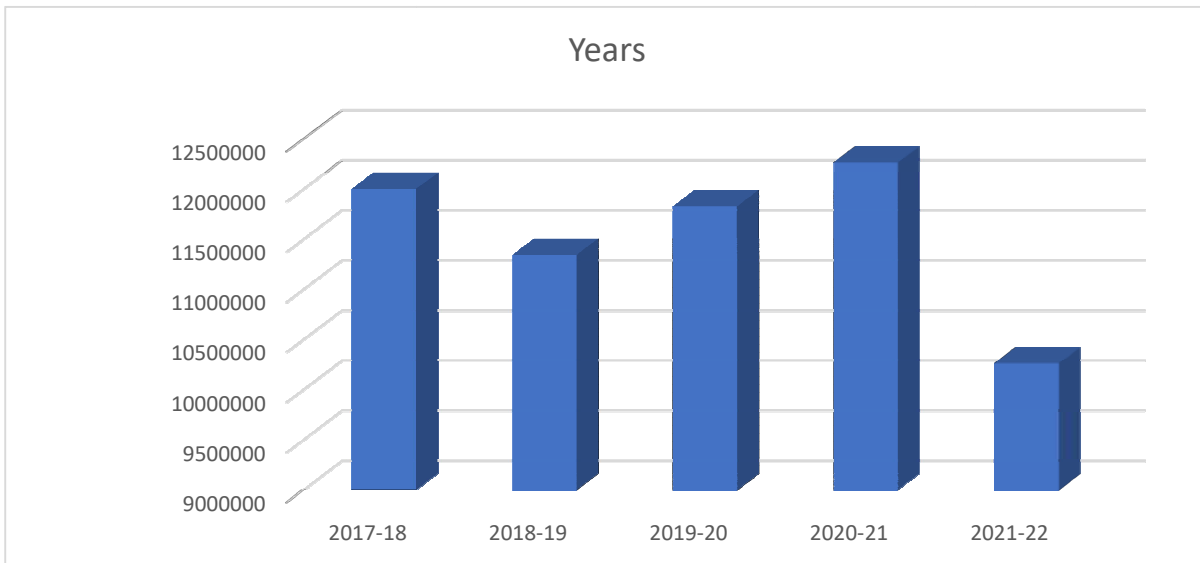


Fig 1: Annual Contribution by members.

5. Evidence of success:

- An initiative of providing scholarship to meritorious students is an encouragement and benefit to the students every year.
- A regular saving habits for the members of the society has been increased.
- Apart from benefits received from government, the society has been able to meet the credit needs of the people.
- During financial emergency such as medical, the society has been providing financial assistance to its members.
- All the loans are sanctioned on time and therefore members could utilize the amount when they needed the most.
- A steady secondary income in the form of interest and dividend has been provided to the members of the society.
- All the members are now having a sense of economic security and higher personal agency.

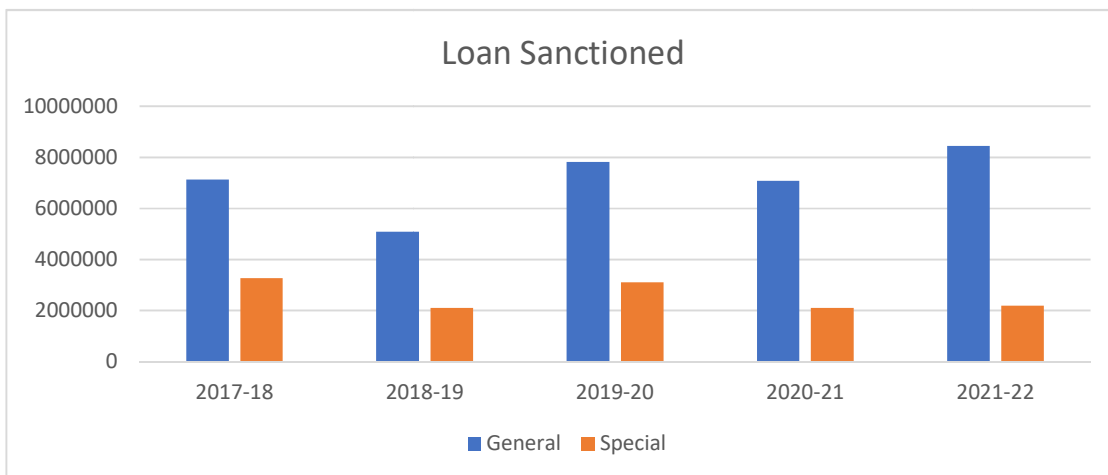


Fig 2: Yearly amount of Loan sanctioned

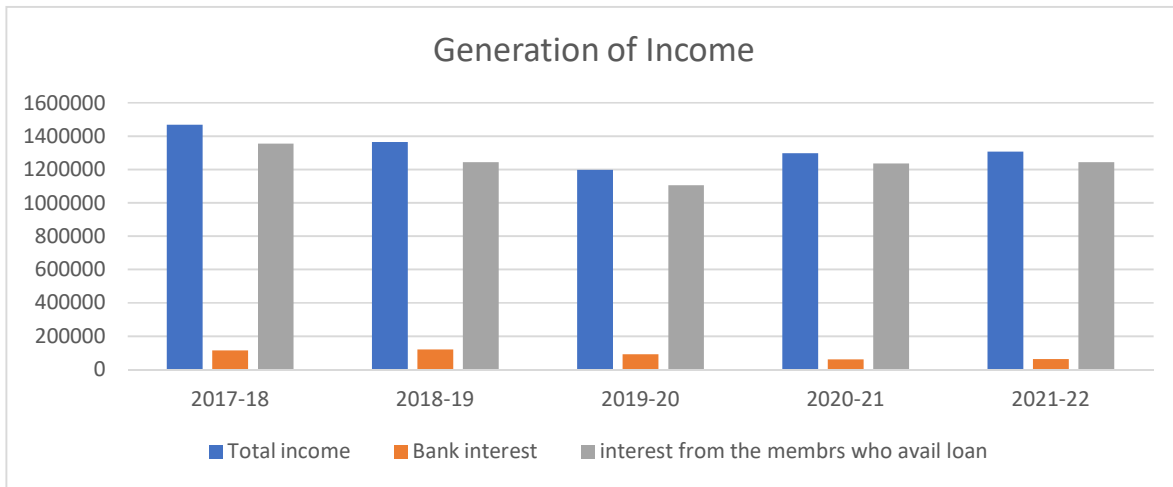


Fig 3. Generation of total Income

Problems encountered:

- Due to high demands for loan, it becomes challenging to meet the needs of the members.
- Since sometime members close the loan, it affects the income from interest.

Conclusions:

Lanka Mahavidyalaya staff co-operative society is a thrift and credit society. with the motive of developing the welfare of the community and students the society is registered under the Assam Co-operative society Act with its registration number H.87/95-96. A member of the society can withdraw their membership at any time if he has no liability to the society. If any members fails to pay his/her loan regularly then his membership can be ceased. The annual audit of the accounts is conducted regularly and every year the meritorious student gets their scholarship. Different funds, i.e. Welfare fund, Reserved fund and Co-operative Development fund also maintained as per guidelines of the Co-operative Society Act.

Best Practices II

1. Title of the Practice: WOMEN SECURITY ALONG WITH AN INNOVATIVE ECOSYSTEM CLEAN ENVIRONMENT

2. Objectives of the Practice:

i.

- To provide an environment by organizing awareness programmes, workshops, seminars to enable the Working Women and Girls students of the Institution to realize their full potential to Work, for learning and solving their problems independently and feel secured within the Campus.
- To empower the Working Women and Girls Students to defend and protect themselves independently and to provide assurance of security
- To make awareness on Mental & Physical Health Care of the Working Women and Girls Students.
- To provide security to the Working Women and Girls Students in different aspects associated with their lives by means of different vigilances.
- To provide basic/foundational knowledge on legal and constitutional rights to the Working Women and Girls Students

ii.

- To make the College Campus an Eco-Friendly with a comfortable beautiful Green environment.
- To develop Pisciculture in College Pond on commercial basis.
- To Make the College Campus suitable for study.
- To make the college campus free from Dust and Noises.
- To make the College Campus a leisure friendly.
- To keep the College Campus always neat & clean.

3. The Context

i.

- Since, the girl's students of the college constitute more than 60%, all efforts are being taken for their upliftment. Moreover, majority of them come from rural areas, where miserable conditions of utter poverty, illiteracy, ill-health and superstition take hold of their lives. Thus they are doubly affected by the backwardness and discrimination. So, the college has resolved to take up the cause of Girl Students as well as for the women staff of the college too. Also, about 50% employee of the college are Women, so the college is trying its level best to give assurance of security both mental and physical so that both the Girls Students as well as working Women may get a comfortable environment for their study as well as day to day work.

- Illiteracy of parents led College to take them as target group for their empowerment.
- Economic backwardness of parents led the college to take initiatives for economic sustainability of girl students.
- Existence of social evil practices has led the College to take special initiatives to liberate them.

4. **The Practice:**

- The IQAC of the college has reserved permanent provision for Women Cell, which is constituted by all the Teaching and Non-Teaching Women Staff of the college with the elected Girls Common Room Secretary as an Ex-Officio member, with Head of the Institution as its chairman and one senior most Woman Faculty member as its convener.

Under the supervision of the Cell regular monitoring and reporting are being carried out concerning the issues related to security, personal inconveniences of the girl students as well as women staff. The cell organizes Workshops/Seminars/Webinars for women community of the college regarding Gender Sensitization, Legal provisions for protection of Women, Health and Sanitization of women and also other issues relating to overall development of the women community.

- The college has a NSS unit, where Girls student are encouraged to take active role in all the programs and activities of the Unit. In many times, the NSS Team is commanded by Girls NSS Volunteers during March-Past in Republic Day and Independence Day Parade, organized by District Civil Administration.
- The college has an Anti-Ragging Squad headed by the Head of the Institution and teaching and non-teaching staff including female members. The Squad pays special attention so that no any girls student may victimized from ragging.
- The college has a Grievance Redressal Cell to receive complaints from working Staff and students relating to any kind of discrepancies.

6. **Measures initiated for total women security:**

Women safety in the college campus is a serious concern and to make it more fruitfulla Women Cell has been constituted in the college with the following members-

1. Dr. Anuradha Chaudhuri	Convener
2. Dr. Nibedita Nath	Asstt. Convener
3. Dr. Sabnam Hazarika	Executive Member
4. Dr. Mousumi Nath	Executive Member
5. Mrs. Rupmala Hojai	Executive Member
6. Mrs Swapna Dey	Executive Member
7. Secretary of Girls Common Room	Ex- Officio Member

- | | |
|---|--------|
| 8. Mrs. N.A.Mazumder | Member |
| 9. Mrs. Suparna Nandi Kar | Member |
| 10. Mrs. Kakali Chakravarty | Member |
| 11. Mrs. Anjumani Sarma | Member |
| 12. Mrs. Basana Paul | Member |
| 13. Miss. Binata Paul | Member |
| 14. Mrs. Dipika Som | Member |
| 15. Mrs. Bhadreswari Bordoloi | Member |
| 16. All Ad-hock women employees appointed by the Authority from time to time. | |

Moreover few steps have been taken to make the campus safe and secure for the Girls-

1. CCTV Cameras have been installed in the Central Library, office, class rooms and in the different corners of the college to make campus secure for everyone.
2. The College has a Grievance Redressal Cell to receive complains from students and employees relating to their rights and justice in the college campus. The Cell maintains a drop box to receive and redress any kind of complains. Members of the Cell are as follows
 - i. Prof. Dimbeswar Kalita Convener
 - ii. Mr. Mukul Barthakur Asstt. Convener
 - iii. Mr. Amal Bhowmick Member
 - iv. Mrs. Nahim A. Maumder Member
 - v. Dr. S.N. Kar Member
 - vi. Mr. P. Sarkar Member

In partial modification of earlier notification Memo. No.LMG/3Q/2016/171/3937 dated 13-05-2016, the Grievance Redressal Cell of IQAC , Lanka Mahavidyalaya is hereby reconstituted with the following members –

- | | |
|--------------------------|----------|
| 1) Prof. Mukul Barthakur | Convener |
| 2) Prof. Amal Bhowmick | Member |
| 3) Prof. N. Mazumder | Member |
| 4) Dr. S. N. Kar | Member |
| 5) Prof. Paritos Sarkar | Member |
| 6) Dr. Nibedita Nath | Member |
| 7) Ms. Binata Paul | Member |

3. A Discipline Maintenance Committee has also been constituted to maintain the discipline in the

college campus. The committee makes aware the students about the duties and responsibilities of the students. It has been constituted with the following members.

- | | | |
|------|-------------------------|-----------------|
| i. | Dr. Anil Kumar Saikia | Convener |
| ii. | Dr. Iftikar Hussain | Asstt. Convener |
| iii. | Mrs. Nahim Mazumdar | Member |
| iv. | Mrs. Kakali Chakraborty | Member |
| v. | Mrs. Paritosh Sarkar | Member |
| vi. | Mrs. Moloy Das | Member |
| vii. | Miss. Binata Paul | Member |

4. Women Cell had organized an awareness program on Gender Sensitization on 6th March 2019 in the college campus.
5. Women Cell had organized Regional Level Webinar on Gender Sensitization and Legal Provisions for Women Security in Work Place and Educational Institutions on 8/11/2020.
6. The Department of Political Science and IQAC, Lanka Mahavidyalaya organized a Workshop on Gender Equality and Girls Empowerment on 21-01-2021, to make awareness about Gender Sensitization and Rights of Girls, where 78 nos. of Students and Teachers participated on that workshop.
7. An Institutional Level Workshop was organized by Women Cell, Lanka Mahavidyalaya on the topic, "Health and Hygiene for Girls Students of Lanka Mahavidyalaya" on 08-03-2021 to make the Girls students healthy and physically fit. About 95 students and Teachers attended the program, where two Lady Doctors participated as Resource person and a Lady entrepreneur in the field of Education sector participated as invited speaker.
8. A Webinar was organized by Women Cell, IQAC, Lanka Mahavidyalaya, on the topic, "Gender Equality for a Sustainable Tomorrow", to make awareness in society for women empowerment and Gender Equality on 8/3/2022.
9. An Awareness Program on Health & Hygiene for Women was organized by Students Association, Lanka Mahavidyalaya on 8/3/2022, to make awareness among the community regarding importance of taking care of Women Health & Hygiene.
10. The Research & Community Development Cell, IQAC, Lanka Mahavidyalaya, organized a Webinar on the topic, Gender Equality: Reality versus Theory on 02/12/2022, to make awareness about the extent of enforcement of Gender Equality in reality, though there are enormous provisions against Gender Discrimination.
11. Webinar on the topic, "Women in 21st Century : Challenges and Prospect", was organized by Women's Cell, IQAC, Lanka Mahavidyalaya to make awareness in society about the necessary measures need to be adopted for making a Gender Parity Society and to make Women equally powerful and strong as Men.

12. Awareness Program on the topic, “ FEMAL HEALTH & HYGIENE” in Adopted Village “ Natun Forest Village”, under Lumding PS , Nagaon, Assam on 10th March, 2023, was organized by Women Cell, IQAC, Lanka Mahavidyalaya in Collaboration and association with Women’s Cells, Assam College Teachers Association, Hojai-Dima –Hazao- Karbi Anglong Zone and Lanka Mahavidyalaya Teachers Unit. In this workshop, necessary measures were adopted for awareness among villagers regarding Women Health, Menstrual Hygiene and necessity of Sanitary Napkins.

13. Ragging as we all know is social interaction between seniors and juniors in schools and colleges. An interaction which can take very brutal, inhuman and anti- social form at time. To prevent ragging in the college campus an Anti- Ragging Squad is formed as per the Verdict of Supreme Court and UGC Regulation for curbing ragging menace within college Campus with the following members.

- | | | |
|-------|--|----------|
| i. | Dr. Sirajul Islam | Chairman |
| ii. | Dr. Anil Kumar Saikia | Convener |
| iii. | Mrs. Suparna Nath | Member |
| iv. | Dr. Iftikhar Hussain | Member |
| v. | Mr. K.T.Meteei | Member |
| vi. | Mr. Moloy Das | Member |
| vii. | Mr. Ashok Roy | Member |
| viii. | Miss. Binata Paul | Member |
| ix. | President, Students’ Association | Member |
| x. | Vice-President, Students’ Association | Member |
| xi. | General Secretary, Students’ Association | Member |
| xii. | Secretary, Girls Common Room, Students’ Association, | Member |



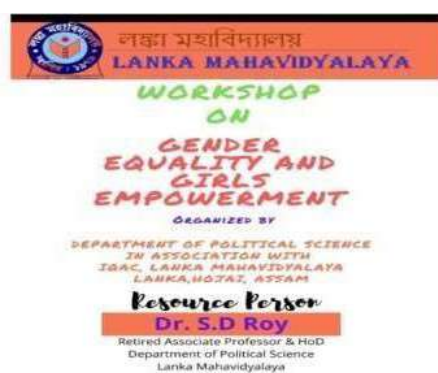
Further, In pursuance of UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Education Institutions) Regulations, 2015 the College constituted an Internal Complaints Committee (ICC) to deal with complaints relating to Sexual harassment within the Institution.

The Present Members of the ICC :

1. Prof. Indra Mohan Hazarika (Associate Professor & HoD, Department of Assamese)-
Presiding Office & Chairperson
2. Prof. Nahim A Mazumder, Associate Professor & HoD, Department of Bengali- Lady Faculty
Member
3. Dr. Anuradha Choudhuri, Associate Professor & HoD, Deptt. of English- Lady faculty
Member
4. Mrs. Swapna Dey -Lady Non-Teaching Member
5. Mrs. Tulasa Devi-Local Society & Guardian Lady Member

Student nominees (if the matter involves students)

1. Girls' Common Room Secretary, Lanka Mahavidyalaya Students' Association-Ex-Officio
Member
2. President, Lanka Mahavidyalaya Students' Association-Ex-Officio Member
3. Prefect, Lanka Mahavidyalaya Girls' Hostel-Ex-Officio Member

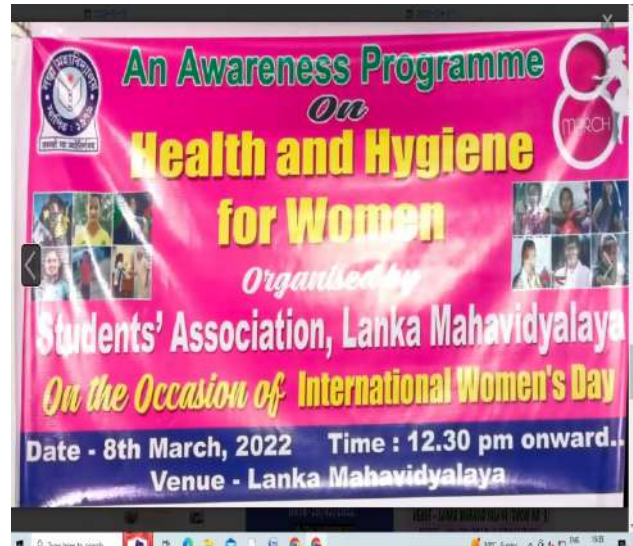


Date & Time: 21/01/2021, At- 12.30 PM
Onwards





Gender Equality for a Sustainable Tomorrow on 8/3/2022
Organized by Women Cell, IQAC, Lanka Mahavidyalaya



Awareness Program on Health & Hygiene for Women, Organised by Students Association, 8/3/2022



Webinar on : Gender Equality : Reality versus Theory
Students
On 02/12/2022

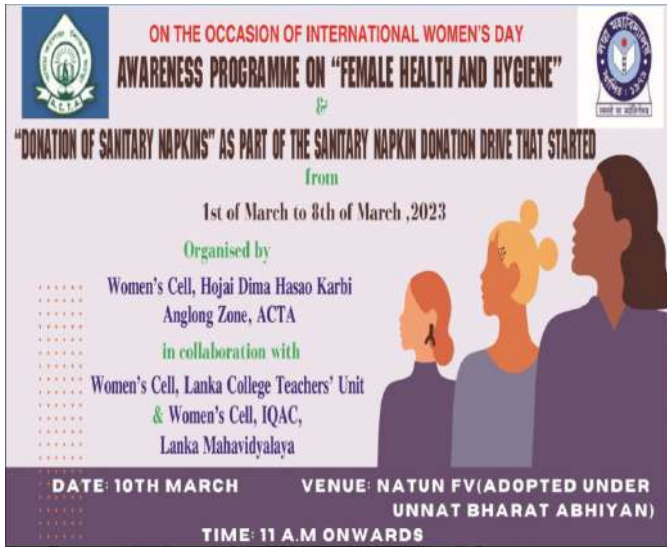


Program on Health & Hygiene for Women , organized by
Association, Lanka Mahavidyalaya, Lanka, Assam on 8-3-2022



Webinar on "Women in 21st Century : Challenges and Prospect "





Awareness Program on “FEMALE HEALTH & HYGIENE” in Adopted on 02/12/2022 Village “ Natun Forest Village”, under Lumding PS , Nagaon, Assam on 10th March, 2023.



Innovative Ecosystem in the College Campus: (Pisciculture and Coconut plant Plantation & Clean Campus)



LankaMahavidyalaya Campus , Lanka, Nagaon (Hojai), Assam



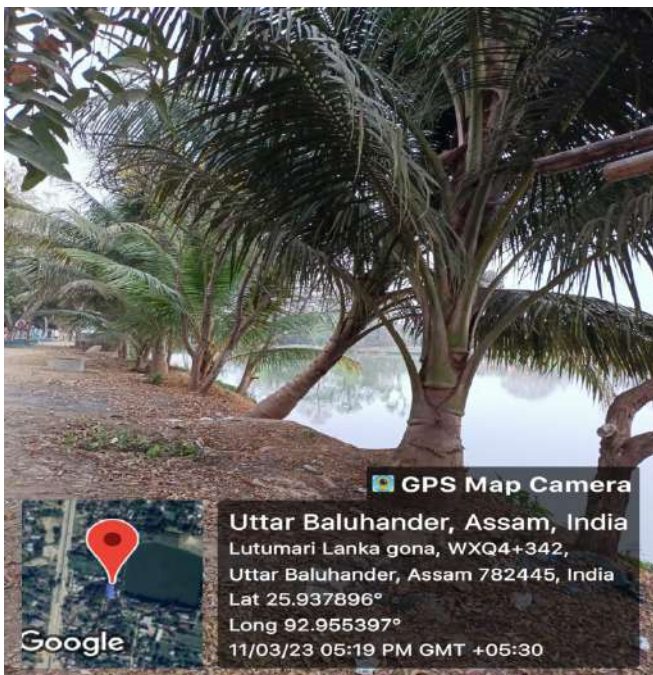
2011



2014



Plantation of Coconut Plant in 2015 in the empty Bank of the Large College Pond, about 8 Acres of Land to Start innovation Ecosystem.



Coconut Trees in 2023 in the Bank of the Lanka Mahavidyalaya Pond that were planted in 2015

The College has a large Pond of area about 8 Acres of Land and the College Authority formed a Pond Development Committee on 17/08/2009 to develop fish cultivation in commercial basis. The Committee is comprised of eight members headed by Principal, Lanka Mahavidyalaya. From the beginning, the committee took initiatives for scientific fish farming and selling the same for earning profit on commercial basis.

The committee in its meeting on 20-08-2009, 24-05-2010, 29-06-2013, 07-11-2014, 03-11-2016, 04-08-2018, and 13-06-2019 adopted special measures for profitable farming of fish in the college pond.

Later, due to some inconveniences on maintaining normal curriculum by the faculty members parallel to Pisciculture, the pond management committee in its meeting on 13.06.2019, took resolution to give the pond on Lease to private parties on auction basis. As per resolution of the meeting of 13.06.2019, the college Pond management Committee gave the pond on lease for an amount of money Rs. 13,55000/- for five years on open tender auction system.

The income of the College from Fish Farming from the College Pond on last five years as follows:

SL. No	Year	Amount of Income in rupees
<u>1</u>	<u>2017</u>	<u>1,24,432/-</u>
<u>2</u>	<u>2018</u>	<u>33,810/-</u>
<u>3</u>	<u>2019</u>	<u>6,77,500/-</u>
<u>4</u>	<u>2020-21</u>	<u>1,50,000/-</u>
<u>5</u>	<u>2022-23</u>	<u>5,27,500/-</u>
	<i>Total Amount</i>	<i>15,13,247/-</i>


The college planted coconut tree on 2015 in the empty Bank of the Large College Pond, covering about 8 Acres of Land to add on the ongoing innovation Ecosystem. At present, both the bank of the college pond is flourished with beautiful coconut trees as given the above GPS photo. For comparative analysis, the scenery of the bank of the pond in 2011, 2014, 2015 and 2023 are included here. Due to coconut trees, the environment of the college is enriched and also it helps in growth of the fish farming. Further, there is probability of growth of income from the coconuts and it may encourage our students for coconut cultivation.

*Further, the college is maintaining a clean campus since long, and the Deputy Commissioner of Hojai District, Assam , awarded the College with **Certificate of Appreciation** on the occasion of Republic Day for maintaining clean campus in response to SWACHA BHARAT ABHIJYAN , launched by Prime Minister of India.*

At last, it is to be summarized that, the Lanka Mahavidyalaya in its Green and Clean campus, along with plantation of Coconut Trees on Two Banks of the large Pond, Fish Farming is in practice since long in the Large College Pond, surrounded by Green & Healthy Environment, which signifies an Innovative Ecosystem clean Environment.

OUTCOMES:

- 1) Due to proper initiatives from the college community, the Women of the college, both Working Women and Girls' Students feel secured within the college campus and no cases of harassment against women have been noticed.
- 2) The student fraternity got enlightened about gender issues like gender biasness, sexual abuse, exploitation and violence against women, and how to overcome these social evils.
- 3) The idea that women are strong individuals and at the same time they can be successful in various fields got imbibed in female students as they interacted with the some of the notable female figures of our society through these initiatives.
- 4) The outcomes of these practices are not only confined to the student fraternity but it also reached the society at large through its extension activity in the adopted villages of the college.
- 5) In innovative ecosystem , the college campus maintain a Green Campus with Coconut Trees on two sides of its large Pond of area 8 Acres of Land, where Fish Farming is in practice and the college is generating revenue, which may encourage our students for coconut plantation and Fish Farming.
- 6) Though the college is near the National Highway, yet the college maintain a Calm and Clean campus, for which the District Administration is pleased to awarded Clean Campus Certificate under Swacha Bharat Abhiyan.



(Dr. Lukendra Kakati)
Coordinator
IQAC, Lanka Mahavidyalaya
Lanka : Nagaon (Hojai) : Assam



(Dr. Phatik Tamuli)
Principal
Lanka Mahavidyalaya
Lanka : Nagaon (Hojai) : Assam

Principal
Lanka Mahavidyalaya
Lanka, Hojai, Assam