

Best Practices:

(1) Title of the Practice: Maintaining Teacher's Diary:

Objectives:

- 1) To enhance Teachers' accountability towards institution and self.
- 2) To develop a tool for documentation at the micro level for individual teachers
- 3) To help record all such activities which teachers performed as duties as well as beyond their stipulated workload.
- 4) The diary provides the Head of the Department as well as the Principal a detail picture of the teacher's classroom activity.
- 5) The Diary pages have a remark column, which individual teacher is expected to use for jotting down any suggestions, complaints, and grievances necessary to be brought to the notice of the authorities.

The Context: College maintains various records such as daily attendance of students, musters for teachers, individual timetables at departmental and College level. Since these are separate records, there was no mechanism to get all the details of an individual teacher's contribution at a glance. There was no mechanism, which could help teachers to record their daily work. The additional duties, which they undertook, such as working in various College committees, conducting extra lectures, counseling students, helping weak students and other such activities were not properly documented. Their contribution would go unrecorded and the teachers felt that such involvement should be noticed and recognized. Hence, Teacher's Diary was devised and is in use for the past eleven years.

The Practice: At the beginning of every year, the individual teacher gets a diary from College office. Diary is divided into three parts:

- 1) Annual/Term wise teaching plan, distribution of syllabus, and individual timetable is appended on the back cover page of diary. The Mission, Goals and Objectives are printed on the inside of the front cover page that constantly reminds our teachers of their role in entire working of the College.
- 2) Actual practical, classes taken by teacher, time, venue, number of students present in the classroom, portion taught and a remarks section where teacher is free to note down anything worth mentioning from inconvenience in classroom, exchange of lectures, leave taken, any other significant point.
- 3) Library record, books borrowed, returned from library or elsewhere etc.

The Diary is used in the following manner:

The Principal issues a notice after every three months/a stipulated period for submission of diary. Head/In charge of the department checks diary, signs it and sends it to the Principal on the date mentioned. The Principal checks entries, makes observations where necessary and sends it back to individual members.

Evidence of Success:

The Diary helps Staff members to maintain a true record of the actual work done such as classes engaged, syllabus completed, extra work done, meetings attended. It helps in communicating problems or other significant issues to the Principal and establishing a dialogue. It helps to maintain a record of student counseling, library visits, inter departmental activities, co-curricular and extracurricular activities, record of leaves taken along with purpose etc.

HoD /IC can keep track of the work done by the departmental colleagues; it helps to monitor planning of work, teaching assignments and syllabus completion, solving problems of all kinds faced during the actual working in laboratories and lecture halls etc.

The diary helps the Principal to maintain a free and fair communication both ways between the staff, head, and take an overview of the work accomplished. The daily attendance provides a picture of students' as well as teachers' academic involvement. Problems are sorted out before they escalate and get out of control. The diary is a micro-representation of entire work carried out during the academic year by every individual member and it helps in maintaining fair and prompt records.

Problems Encountered and Resources Required

Reluctance of the Teachers: The most important problem, which we faced initially, was trying to convince the teachers of the relevance and significance of maintaining a diary. They first were a little reluctant to adopt the diary because maintaining the diary meant adopting a transparent attitude towards recording their work. They were also a little apprehensive about filling the diary daily which meant spending some time of their day regularly to write down details about the work done or otherwise in their diary.

Suspicious about use of information: The teachers had to be ensured that the details in the diary would be used strictly for enhancing teacher credibility and accountability. At the outset they had to be explained how to make entries in the given columns and how each of them was interrelated.

The resources required for this Best Practice viz. maintaining a Teacher's Diary is a printed diary and the data of teachers' activities.

(2) Title of the Practice: Khorepada Health checkup Camp

Objectives

- 1) To develop in students, especially NCC cadets the sense of social responsibility
- 2) To develop strong ties with the local community
- 3) To act as facilitators of medical care and develop health related awareness among the villagers and especially primary school students
- 4) To help in developing connections between the local health services and villagers.
- 5) Enabling other people and institutions who are interested in helping the community, participate in this activity
- 6) Helping primary school teachers deal with issues related to health and hygiene of their students

The Context: The College is situated in the remote, tribal belt of the former Thane district that is now changed to Palghar. Majority of our students belong to the tribal communities and come from the economically weak background. Education is the only means of improving their quality of life. It is necessary to impress upon the local community the importance of education at a very young age. Most parents are uneducated or poorly educated. It was necessary to develop a rapport between the local community and the College. It was also important to ensure that students did not quit education at the primary level itself. The health and hygiene concerns had to be addressed. Therefore, we decided to organize an annual health checkup camp in this area.

The Practice: In 2011-12, we chose Khorepada village situated in the interior part of the Jambugaon, Gram panchayat. It is at a distance of about 11 kms. from our College. The population according to the 2011-2012 census was 257 people, all tribal. The student strength of the local school is 114 students in the current year. It is difficult to access this region especially in the rainy season. After consulting the primary school teachers and the Panchayat members, we decided to initiate a free health checkup camp for the benefit of the villagers. We requested local government health authorities. They readily sent a team of doctors from Dahanu Cottage Hospital and Primary Health Centre, Gholvad. Usually, the village market day is chosen so that villagers do not have to sacrifice their daily wages for attending the camp. A small canopy is erected at the venue which attracts the villagers. Team of doctors conducts a general health checkup and supplies free

medicines. In case of complicated cases, they refer patients to district hospitals for free treatment. Our NCC cadets assist them in checking the patients, maintaining discipline, sending each patient systematically in queue, helping patients explain their problems and giving them medicines prescribed by the doctors. They feel completely involved in the whole process.

The College donated five computers to the primary school at Khorepada in 2014-15. The College distributes biscuit packets, fruits etc. to the primary school students.

This practice, which began in 2011-12, has continued for the past eight years and we wish to conduct it in years to come.

However, in March 2020 due to the onset of the pandemic COVID 19 we were not able to arrange the annual visit to Khorepada. Instead of this activity, our NCC cadets undertook to contribute to raising awareness among the public regarding the pandemic. They completed training for COVID19, participated in Quiz competitions, Yoga Day, and pledged to be Vocal for Local. The most important contribution from 52 NCC cadets was their efforts to help as many citizens as possible to download the Arogya Setu App. They explained to the usefulness of the application and helped them to register.

Evidence of Success:

Our NCC cadets are eager to participate in this Camp. It gives them the satisfaction of helping the local community solve their health-related problems. They become aware of the precautions they themselves should take for developing a healthy life style.

The Khorepada people await our camp that is usually arranged in the month of April.

Problems Encountered and Resources Required

The major problem is that even if we would like to, we are not able to conduct the health camp more frequently. The availability of the team of doctors and other medical staff is a problem because they are very busy in their hospitals. There are a few problems in arranging the camp. The activity requires a lot of planning, liaison among medical team, village authorities and the convenience of the College. With the busy academic schedule, it becomes difficult to find enough time for arranging camps frequently.