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Title of the Practice: Maintaining Teacher's Diary:

Objectives:

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

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

Practice: At beginning of every year, teachers get a diary from College office. The Diary is divided into three parts:

1) Annual/Term-wise teaching plan, distribution of syllabus, and timetable is appended on back cover page of diary. The Mission, Goals and Objectives are printed on inside of the front cover page that constantly reminds our teachers of their role in entire working of the College.

2) Actual practicals, classes taken by teacher, time/venue, number of students present in classroom, portion taught and 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.

The Diary is used in following manner:

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

Evidence of Success:

The Diary helps Staff members to maintain true record of 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 record of student counseling, library visits, inter departmental activities, co-curricular and extra-curricular activities, record of leaves taken along with purpose etc.

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

Diary helps the Principal to maintain 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 the 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 teachers of relevance and significance of maintaining a diary. They first were a little reluctant to adopt diary because maintaining 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 details in 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 were interrelated.

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

Notes (optional)

Best Practices :(2)

Title of the Practice: Khorepada Village Adoption

Objectives:

- 1) To develop in students, especially NCC cadets sense of social responsibility
- 2) To develop strong ties with 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 community, participate in this activity
- 6) Helping primary school teachers deal with issues related to health and hygiene of their students

Context: College is situated in remote, tribal belt of Palghar District. 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 local community the importance of education at very young age. Most parents are uneducated or poorly educated. It was necessary to develop rapport between local community and the College. It was also important to ensure that students did not quit education at the primary level itself. Health and hygiene concerns had to be addressed. Therefore, we decided to organize an annual health checkup camp in this area.

Practice: In 2011-12, we chose Khorepada village situated in interior part of Jambugaon Gram-panchayat area. It is situated about 11 kms. from our College. The population was 257 people, all of which are tribal. The student strength of local school is 114 students in the current year. It is difficult to access this region especially in rainy season. After consulting primary school teachers and Panchayat members, we decided to initiate free health checkup camp for the benefit of all villagers. We requested local government health authorities. They readily sent team of doctors from Dahanu Cottage Hospital and Primary Health Centre, Gholwad. Usually village market day is chosen so that villagers do not have to sacrifice their daily wages for attending camp. A small canopy is erected at the venue which attracts villagers. Team of doctors conducts general health check up and supplies free medicines. In-case of complicated cases they refer patients to district hospitals where they are treated free of cost. Our NCC cadets assist them in 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 primary school at Khorepada in 2014-15. The College distributes biscuit packets, fruits etc. to primary school students.

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

This year, 2018-19, we had taken medical Health checkup camp on 20/04/2019. Dr. Zadate Saheb from Talasari, Dr.Sonal From Gholvad PHC and Docter's and team from Gholvad and Dahanu Cottage Hospital Vice-Principal Dr.T.N.Ghorude ,Dr.N.T.Nirgude, Prof.S.B.Pagar,Mr. Ninad Save,

Mrs.Pooja Patel and supporting Staff with myself Capt.Dr.M.A.Gaikwad , 52 NCC Students and 120 primary School students and 75 Khorepada GRAMASTH were present for the Camp and benefited by the same camp.

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. They learn how it is necessary to avoid habits, which are hazardous to health.

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

In the first year 2011-12, the Commanding Officer of NCC donated school uniforms to the students. In the year, 2016-17 another group conducting philanthropic activities joined us and distributed notebooks, and stationery material among the primary school students.

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.

The resources required are especially the team of doctors and their free medicine supplies. Good planning and interaction between villagers and college staff is very important. Students have to be transported to the venue. We need to arrange for the food packs and other material that is donated to the schoolchildren. This requires funding which we partly manage through some donations and some financial help from College.

Khorepada

