

Metric No.	Best Practices
7.2.1 Q _i M	<p>Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.</p> <p>Provide web link to:</p> <ul style="list-style-type: none"> • Best practices in the Institutional web site • Any other relevant information <p>Best Practices: (1) <u>Title of the Practice: Maintaining Teacher’s Diary:</u></p> <p>Objectives:</p> <ol style="list-style-type: none"> 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 the individual teacher is expected to use for jotting down any suggestions, complaints, and grievances necessary to be brought to the notice of the authorities. <p>The Context: The College maintains various records such as daily attendance of students, musters for teachers, individual timetables at the departmental level as well as the 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, counselling students, helping weak students and other such activities were not properly documented. Hence, the Teacher’s Diary was devised and is in use for the past eleven years.</p> <p>The Practice: At the beginning of every year, the individual teacher gets a diary from the College office. The Diary is divided into three parts:</p> <ol style="list-style-type: none"> 1) Annual/Term wise individual teaching plan, distribution of syllabus, and the individual timetable is appended on the back cover page of the 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 the entire working of the College. 2) Actual practical, classes taken by the teacher, time, venue, number of students present in the classroom, portion taught and a remarks section where the teacher is free to note down anything worth mentioning from inconvenience in the classroom, exchange of lectures, leave taken, any other significant point... 3) Library record, books borrowed, returned from the 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 duly completed. The Head/In charge of the department checks the diary, signs it and sends it to the Principal on the date mentioned. The Principal checks the entries, makes observations where necessary and sends it back to the 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 counselling, 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.

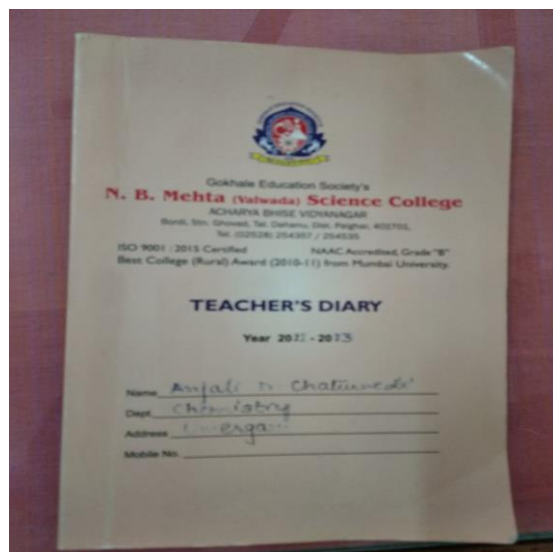
The diary helps the Principal to maintain a free and fair communication both ways between the staff, head, and take an overview of the work accomplished. The daily attendance provides a picture of the students' as well as the teachers' academic involvement. Problems are sorted out before they escalate and get out of control.

The diary is a micro-representation of the entire work carried out during the academic year by every individual member and it helps in maintaining fair and prompt records.

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




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TEACHING ASSIGNMENT FOR TERM I / II & PLANNING

Class	Units	When Planned			Signature of H.O.D.
		Month	Day	Date	
F.Y. B.Sc (P-C)	Title of the Paper Topics				Remarks
	Unit I Overview of Indian Society	July			
	Unit II Concept of disparity I	Aug			
	Unit III Concept of disparity II	Aug & Sept			
	Unit IV The Indian Constitution	Sept & Oct			
	Unit V Significant Aspects of Political Processes				

18/10/23
 [Signature]

Best Practices: (2)

Title of the Practice: Medical Camp at Khorepada (Adopted Village)

Every year our College NCC unit organizes Health Checkup Camp at our adopted village Khorepada. This year it was held on 29/04/2023. Nearly 40 NCC CADETS, Dr. Yogesh Pawar, Dr. Nirbhay Singh, Dr. Fulpagare and PHC team from Gholvad were present for the program for Health check-up. About 100 students and 100 peoples from Khorepada and nearby villages had taken benefit of the camp. Medicines were distributed by the Gholvad PHC team.



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