BEST PRACTICE Best Practices

1.Title of the practice:

With the dream of Education to all: "Earn While Learn Scheme"

2. Goals:

1. To follow the our nation's dream of "Education to all"

2. To offer an opportunity of education to poor and deprived students

3. To bring the educationally deprived students in the stream of education

4. To develop self-dependence among the student

3. The Context:

Our college is in rural and hilly area. The students come from rural, hilly and inaccessible background. Numbers of students come from economically poor family background. The students with poor economic condition do not afford the expenses for higher education. They require financial help for their education. They are in need of educational expenditure which includes admission fees, travelling expenditure & college stationary expenses etc. For continuing the further education of economically backward students, our college has initiated very important step. Through this background the college has started the scheme which

is *known* as **"Earn While Learn Scheme"**. The scheme is specially to offer an opportunity to the students who desire to learn but do not afford to take education on their own. It is an humble attempt to bring the deprived students in the stream of education.

4. The Practice:

A library committee has been decided to run this scheme. The management and the principal took initiative and supported the scheme. At the time of admission in the beginning of academic year the notice was announced for the admission of the students in this scheme. After receiving applications the committee scrutinized the application and selected the required number of students from the applicants.

The committee:

1. Ic/-Principal, Dr. P.B.Lad	Principal
2. Shri.K.N.Desai	Secretary
3. Dr.J.A.Patil	Member
4. Shri.M.S.Chavan	Member
5. Dr.B.D.Waghmare	Member
6. Shri.P.N.Gaikwad	Member
7. Shri.N.K.Gund	Member

5. Functioning:

Work was allotted by committee member to the college students according to rules & regulations prepared by the committee. The committee displayed notice for admission & then selected the students on the basis of financial background.

The duty for the selected students was assigned in library and office work. To maintain office records in record room, to maintain clean books in library, to register books in library, bar-coding of books & book keeping in library, Xeroxing, Tree plantation and maintenance of the planted trees, such like duties were assigned to the students in the scheme.

The work was allotted conveniently by considering their lecture timetable. The duty for the students of science was allotted in morning session while for the students of Arts and Commerce faculty duty was assigned in afternoon hours.

Payment was given after completion of work so that the students could use for their expenses regarding bus pass and other requirement for education. For this academic year 03 student were participated in the scheme. The students responded well and devoted to their duties. All students were worked 2 hours per day for a month in the academic year.

6. Evidence of Success:

The facility of "Earn While Learn Scheme "provided by college was proved helpful to 03 students. The students got benefit in terms of financial assistance for educational purpose and successfully received the benefit of the education. The remained regular in the campus and attended the lectures and took benefit of the scheme for completing their education.

7. Problems Encountered and Resources required:

College provides financial support to the needy students for their education. As the college has been established in rural and hilly region there are number of students who need financial assistance through this scheme for their education. For effective and efficient functioning of the scheme, the available financial resources are inadequate which indirectly limits the number of students in the scheme.

8. Contact Details:

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Best Practice:2

1. Title of the Practice:

Term-wise Teaching Plan and Syllabus Completion Report

2. Aims and Objectives:

➢ The aim of preparing term-wise teaching plan and to write Dairy every day

➢ To take care and ensure that the prescribed syllabus is spread uniformly over the session

➢ Attempt to complete the syllabus 10days before the Examination commencement.

➢ To provide sufficient time for co-curricular activity

3. The Context and Practice:

As per Shivaji University rule the academic session starts in the month of June every year. Due to the semester system academic year is divided into two parts-first term and second term, consequently, there are two examination, one exam for each semester. Semester system compels us to complete the syllabus timely and effectively, so there is need to have concrete plan to cover the syllabus before the semester examination. In general, in the month of June admission process completes and from the 1st July actual teaching starts. Each teacher divides his/her subject-wise syllabus into months: for the first term-July, August, September and October half

and for the second term-half December, January, February, and March. The heads of the various departments are directed to keep check on the adherence the plan. Each teacher has to be submitted detailed syllabus completion report: covered topics and uncovered topics, with reason if, there are uncovered topics. The Principal, IQAC Coordinator and Heads of the departments discuss on the syllabus completion report and if required rectification steps are being taken. Evidence of Success: Each teacher has to be taught various subject papers within same subject for different years classes-I, II, III. To track self-teaching progress, it is helpful to follow the teaching plan. Syllabus completed smoothly and in time by following the teaching plan. It also helped to give extra time to the students to participate in extra co-curricular activities.

4. Its result is amazing: academically bright students are also successive in various activities viz. sport, dancing, acting and social service through NSS. Teaching plan helped teacher to complete their syllabus before the commencement of the examination. Unit test and revision of syllabus is become possible by the adherence of teaching plan. The syllabus completion report at the end of the semester helped IQAC to evaluate the teaching-learning process and take necessary action towards it improvement and development.

5. Problem Encountered and Resources available: There were no notable challenging issues encountered while designing and implanting the teaching plan and syllabus completion report. However, little resistance in implementation was itself removed by discussion and open talk with the teaching staff and, also by explaining its advantage. Initially teaching staff was not so enthusiastic with this plan, but as time goes on, they came to know its advantage, as a result the followed it in spirit.

6. Contact Details:

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Best Practice: 3

1. Title of the Practice:

   Students mentoring PROGRAMME

2. Aims and Objectives:

The objectives of Mentoring are:

- ➤ To achieve the vision of the institution viz., to develop all round personality of the students on progressive lines.
- ➤ To provide a continuous learning process for both the mentor and the mentee.
- ➤ To establish the mentor as a role model and to support the mentee for personal and academic development.

3. The Context and Practice:

The nature of students' backgrounds i.e. catering to different socio-cultural and economic diversity necessitates mentoring being opted as one of the best practices by the institution. The absence of institutionalized system of having proper system of mentoring, guidance and counselling in the region along with the obvious fact that most of the students are from remote areas and first-generation learners makes it imperative on the part of the institution to provide mentoring i.e., guidance for all-round development of the students on academic as well as aesthetic lines. Moreover, it is aimed to align with the institutional mission and vision statement aiming

to develop students on progressive lines, i.e., to imbibe in the students a rational positive outlook towards life thereby making them responsible citizens. Mentoring session is conducted on a regular basis. The session is compulsory for every student to attend without fail. The mentoring parameters are based on four aspects i.e., academic, attendance, career and general. The mentors are provided with details of mentee's performances in terms of academic (weekly test, class test, and mid-term and end-semester exam) and attendance records. The mentor also keeps track of the mentee's personal development such as co-curricular activities, discipline and career related issues. The practice of the mentoring system is evaluated by the Principal and Coordinator of IQAC so as to ensure quality and efficiency in practice. The grievances of the mentees are taken up by the mentor and if necessary, it is forwarded to the Principal for necessary remedial actions.

4. Evidence of Success: Improvement in mentees discipline, interaction and communication skills, Improvement in students' attendance, Establishment of a vibrant relationship between teachers and students which has provided a congenial atmosphere in the class room as well as in the campus.

5. Problems encountered and resources required: The diversity in students' background and upbringing i.e. lack in the art of effective articulation,

introversion, indifferent attitude etc. There is an inadequacy in general guidance, career and professional related materials. This is due to the financial constraints faced by the management because the institution is dependent on grants.

6. Contact Details:

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