

BEST PRACTICE –I

College Refresher Course (CRC)

Goals:

- To make aware about new or changing rules, regulations, provisions about administration & academic activities.
- To give information of exams & changes in office management.
- To promote research, extension & consultancy activities among teachers.
- To impart innovative teaching techniques in teachers.
- To introduce teachers with current trends & latest information in their subjects.
- To give information about peer reviewed journals, e-journals, seminars & workshops.
- To acquaint non-teaching staff with new software & its usages.
- To update the knowledge of teaching & non-teaching staff.

The Context:

The college believes that the teachers are primary and basic source of information for students especially in our region. Students rely on them completely for knowledge. A teacher has to be updated for overall development of students. Therefore, the college organizes Refresher Course at the beginning of every academic year.

The college also gives utmost importance to maintain the records of students carefully. So the non-teaching staff is also provided an opportunity to enhance their knowledge. Non teaching staff needs to know how to deal with students therefore they are given a training of soft skills. They are instructed how to keep the records, how to interact with the university personnel.

Practice / mechanism of organization and implementation:

This is a unique practice run exclusively in our college to enrich the knowledge of teaching and non teaching staff. The college is organizing refresher course since June 1997. A committee has been formed under the chairmanship of Principal to organize and implement the course.

The course runs approximately for a week. A coordinator has been appointed by the Principal. He/she decides the timetable and schedule, invites the speakers, fixes the subjects etc. It starts at 10 a.m. in the morning and ends 5 p.m. in the evening. It is divided into two sessions morning and afternoon. One session includes two resource persons, allotting each speaker 90 minutes. Coordinator also keeps record of attendance and distributes certificates.

The committee invites eminent and expert resource persons from various fields such as teaching, research, health, media, audit, computer, etc. the resource person delivers his/her speech on the given topic that helps increase the knowledge of the audience.; the teachers acquire new ideas and their doubts get cleared as a result they encounter students with confidence and transfer their knowledge effectively.

Evidence of success/ beneficiaries

Refresher course provides an opportunity to develop the personality and update knowledge. It is mandatory for all our staff as it is run exclusively for our staff, in addition, staff from other colleges can also enroll if they want to.

It is observed that due to this course, our teaching staff is enabled and encouraged to deliver guest lectures on various new ideas in other colleges. It helps teachers to publish their articles in journals; present their papers in conferences and publish chapters and books.

The college refresher course has enhanced the efficiency of non teaching staff. They are capable to operate new software and techniques introduced by the university to run smoothly the process of administration. They are able to complete online procedures of administration without any error.

Problems encountered & resources required:

- The college refresher course does not have any financial assistance from UGC, Parent University, and State Government or from any other organization.
- It is difficult to get resource person available from nearby region.

Parbhani city is not metropolitan or cosmopolitan; therefore, resource persons are not eager to come here.

Contact Details:

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BEST PRACTICE –II

Bridge of Friendship (BOF)

Goals:

- To maintain equity among employees.
- To provide an opportunity to express the opinion of his\her colleagues about him/her.
- To encourage other employees to seek inspiration from her\his work.
- To preserve memories and establish friendship bond with the employee forever.
- To glorify the contribution of the employee.
- To give a platform to the employee to reveal his thoughts about the institution, colleague, work experience, challenges faced & opportunities received.
- To register suggestion given by the employee for the future
- To appreciate the contribution of the employee by the management.

Context:

Memories are the moments that last forever with us. The college takes initiatives to preserve the memories of the employee in the institution. The college intends to share sweet memories of the employee with others. The college encourages employees to share emotions, feelings, thoughts and happiness of one another. Therefore the college collects the information and keeps the record of the individual employee who is going to retire. *Bridge of Friendship* is one of the media for the employees to discuss social issues through personal events and incidents. *Bridge of Friendship* is also useful to promote educational activities. Events and achievements even though at small scale on the part of the employee.

Practice / mechanism of organization and implementation:

This is also a unique practice run exclusively in our college to enrich the knowledge of teaching and non teaching staff. The college has been publishing *Bridge of Friendship* magazine for a long time. A committee has been formed under the chairmanship of Principal to organize and implement the process. A coordinator has been appointed. The coordinator is assisted by another teacher. They are given the responsibility to gather necessary data of the employee who is going to retire. Both of them together search photos, information of family background, experience, achievements, and awards of the employee.

They ask other employees to write article and maintain the record. The other employees get a chance to express personal opinion; they disclose the special moments they have spent together; they analyze the nature of the employee through poem or article; they throw light on the relationship between the employee and students. Thus, vivid traits & secrets of the character of the employee are opened.

Thus, the college cherishes the memories and the moments spent with the person who is going away in coming days and will take send off from us. This is our soft way to offer our best wishes for his/her future life.

Evidence of success/ beneficiaries:

Due to the *Bridge of Friendship*, the college has maintained a sound and healthy relationship with employees even after their retirement. Employee from the institution visit now and then to the college after retirement. They spare quality time for the welfare of the college. The employee has expressed their gratitude in seven issue of *Bridge of Friendship* is published by the college. Following are the employees in whose names have been published:

- Mr.Langar
- Principal Dr. A.D.Sarnaik
- Dr. K.K.Patil
- Prof. KhaledaKhatib
- Mr. Latpate B.V
- Mr. Kurdukar
- Dr. H. M. Singare

The employees have expressed and analyzed the above individual from their point of view. Whenever they strike of mind we go through magazine we have prepared in their memory.

Problems encountered & resources required:

We do not have financial aid therefore we cannot publish it in printed form

- We cannot publish it every year as we have limited staff.
- It cannot be popularized beyond the college campus.
- Reader does not have interest in one's personal life. So there is no readership

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