



Shri. Dadapatil Rajale Shikshan Sanstha's

**Dadapatil Rajale Arts, Science and Commerce College, Adinathnagar.**

Tal : Pathardi, Dist : Ahmednagar



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Practice no. 1.

## BEST PRACTICES

Title of the Practice: - **Use of G-Suite for Academic and Administrative Works**

**Goal:** - Make use of the available tools for the effective functioning of academic and administrative works

**Objectives:** -

1. To undertake collaborative works
2. To work effectively from any place
3. To synchronize the academic and administrative works
4. To increase the use of technology for the effective and speedy works.

**The Context-** Technology is a great benefit to expedite our day to day works in an effective way and in stipulated time. With the available tools of ICT, every institution can make its functioning effective and productive. It is quite essential to expedite a work in a team so that multiple people can do the work as a team and can have better output. The collaborative work system can definitely save the time and energy and be more productive. G-Suite for education is free service to educational Institutes. The use of that service for educational purpose can save the time and energy.

**The Practice:** - Dadapatil Rajale Arts, Science and Commerce College is located in a rural area. However, College is adamant in making the extensive use of ICT for the educational purpose. As a part of that, College has taken several initiatives. One such initiative under the ICT is the use of G-suite for all kinds of academic and administrative works. The Institute is making extensive and effective use of various G-Suite applications such as Gmail, Google Drive, Google Meet, Google Classrooms, Google Forms, Google Sheets, Google Docs etc. These tools have proved very useful and effective for the educational purpose. The teaching and non-teaching staff is trained towards the



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use of these tools. The workshops arranged to train the whole staff and the experts in the respective fields trained the teachers to make use of all these tools effectively for the academic and administrative purpose.

### **Evidence of Success:**

Students could access learning from anywhere and everywhere. During the COVID period the use of G-Suite proved very useful for all the teachers and the students. Teachers could conduct the online classes through Google Meet and interact with the students. The teachers could store their teaching material on Google Classroom and give access to the students all the time. The teachers could make use of Google Drive, Google Forms, Google Docs etc for the purpose of administrative works which resulted in increasing the efficiency of the staff.

### **Resources Required: -**

The resources required for the use of G-Suite were Computers, Laptops, INTERNET connectivity which was provided by the college in the campus. The use of mobile also proved very useful for purpose specially the students were able to access the online lectures through mobile.

### **Problems Encountered:**

Due to digital illiteracy of few staff members, they had to provide special training. In the initial stage students were unknown to the use of the tools like Google Classroom. The teachers had to take extra efforts to train them in that regard. Lack of high-speed data connectivity and non-availability of computers/laptops were few problems.

CONSCIOUS, CONSISTENT, & CATALYTIC IMPROVEMENT



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Practice no. 2.

## BEST PRACTICES

1. Title of the practice: **Health check-up of the female students and dietary guidance**

2. Objectives of the practice:

- To ensure the better health of the female students
- To develop the overall personality of the female students
- To create awareness towards health and hygiene among the female students

3. The context:

Women's health is the priority of every nation. Women in rural areas are unaware of the importance of health and hygiene. The female students are shy to share their health-related problems with their parents. It is a common phenomenon especially in rural areas that women always neglect their health issues. It is observed that women in India remain disadvantaged regarding their health or they try to avoid their health-related issues giving priorities to their household responsibilities. In this context every educational Institute should take steps to ensure the good health of the female students.

4. The Practice (250 – 300 words):

Health check-up camp is organized annually for the female students with the help of Sub-district Hospital Pathardi. The Medical Officer and the assistant staff are invited for the Health Check Camp and Consultation. The Medical Officer communicates the female students regarding their health issues. It gives an opportunity to the female students to share their health-related issues with the Medical Officer. After communicating with these students, an appropriate counselling regarding the diet and exercise to maintain good health is given. The valuable guidance regarding the balanced diet



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to be taken and the maintenance of hygiene is being discussed with these female students. Some tips regarding healthy hair and skin are given to the girls.

After discussion with the girls regarding their health issues the medical check-up is done by the Doctor. The hemoglobin, blood Pressure, weight and height are being checked and appropriate consultation along with the medicine is given to the students. Number of female students have taken part in this activity which is being organized by the Health Committee of the college.

#### 5. Evidence of Success:

- Awareness towards health and hygiene among the female students has increased
- Female students shared their health problems and got it solved
- The female students have got benefitted by the activity
- It has helped in gaining mental and physical strength
- It has helped the female students to concentrate on their studies

**6. Problems Encountered:** Initially, the girls are reluctant to share their health issues but after proper orientation they come up with all their problems. Most of the female students have been found with less Hemoglobin. It is found that the majority of them had been ignorant of their health-related issues.

**7. Resources required:** Medical Personnel, Medical Equipment, Medical check-up facilities, separate hospital bed, tables, chairs and other essential things.

8. Notes (Optional): ----

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