

# SHAH NARITTAMDAS HARJIVANDAS COMMERCE COLLEGE VALSAD.

શાહ નરોત્તમદાસ હરજીવનદાસ કોમર્સ કોલેજ, વલસાડ

(Accredited "B" by NAAC )

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## BEST PRACTICE – II

### 1. Title of the Practice

### “Making Most of Time: No Free Lectures”

### 2. Goal

The volume of content in the syllabus are huge and the available time is very less, taking into account public holidays, examination days, assignment days, celebration of important days like teacher's day, etc. the only means left to complete the curriculum is the optimum utilization of the available teaching time. Therefore, the aim of the said practice is to make maximum use of the working hours of the college.

### 3. Context

Keeping in mind the ground reality of insufficient time available for the institution to undertake its curricular and co-curricular activities the institution adopted this practice to utilize each lecture of the working hours of the college. The college understands its responsibility towards its students and stakeholders. So, to groom the students during the three years of their degree program not a single lecture is given free. This practice is in tune with the objectives of the college and care is taken that it is implemented strictly and appropriately.

### 4. The Practice

To put in practice the above idea the institution has framed a policy in this regards and makes arrangement in advance of adhoc teachers to conduct teaching work during free lectures. Firstly, when this practice was introduced all the regular teachers were informed that whenever they take leave (Causal as well as On Duty Leave) they are supposed to inform the respective incharge of this practice on prior day so that arrangement of adhoc teachers to conduct free lectures can be done well in advance. However, sometimes in urgency teachers inform about their leave on the very day in such cases lectures are laddered up and arrangements are done on the spot. Also, when it is not possible to make on the spot arrangement, especially for the first lecture, the Principal himself conducts the lecture and makes sure that no class is left unattended. Adhoc teachers for Accounting and Statistics are called on pay basis. Accounting and Statistics are such subjects in which maximum number of examples can be done and thus the mechanism of no free lectures runs smoothly.

### 5. Evidence of Success

The evidence of success can be observed from the fact that if this mechanism is not framed then it is possible that free students may disturb other classes or sent home. However, now students are well aware about this practice hence they do not leave the classrooms and wait for the proxy teachers to come and engage their lecture. This practice is adopted at school level but quiet difficult at college level. However, the Principal have tactfully adopted this practice and is running successfully.

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## 6. Problems encountered

Problem do arise when the teacher is on leave in emergency and informs the in-charge of this practice on phone on the very day. In less period of time the local adhoc teachers are to be immediately called upon. Besides, if the college is informed on the prior day the question of on the spot arrangement does not arise. The vice-principal and one clerk are given the responsibility of arranging lectures therefore there is no confusion, overlapping and any misunderstanding in communication about proxy lectures. We are proud to state that not a single class is left unattended during the whole academic year due to any reason. There is no problem from students' side because they have welcomed this practice positively. After all, the efforts are to fulfil the ultimate objectives of the college which states that we strictly maintain a teaching learning conducive environment on the campus.

***Students' mind sets are totally transformed from enjoying free lectures to utilizing all lectures***

## 7. Note

For the productive use of free lectures every college can implement this practice. Besides, if the responsibility of managing proxy lectures is handed over to a clerk or a faculty and all faculties co-operate to inform the in-charge well in advance this mechanism can be implemented smoothly.