



NIMA GIRLS ARTS COLLEGE

Best Practices- I

1. **Title of the Practice:** Daily Diary System: For the employees
2. **Duration (year of inception-year of discontinuation):** 2017-18 (June – 2017 to March – 2018) Yes
3. **Objectives of the Practice:** To increase the accountability and responsibilities towards the task assigned. It could be used as an effective tool for monitoring the way of working as well as workload of our employees.
4. **The Context:** Regular entries needed to be done every day. This practice will be maintained regularly, and to push oneself to go further. It will boost the performance level naturally. Regular practice will show their faithfulness towards the duties and practices. If this practice is not maintained properly it will become the main cause of negligence and latter lead to data discrepancy.
5. **The Practice:** As stated above there is a good chance that employees himself assess his abilities and performances and can review and improve it whenever he feels free. This positive practice will always support them for future planning in the long run. Daily diary may support this institution and other agencies to collect authentic recorded data for research and planning as well as to develop the teaching learning process and to achieve higher goals. This personal data will always support the concerned faculty to develop and improve in all his activities. It will be easy for the higher authorities to check the employee's activity. Diary will help user to teach and complete his syllabus according to curriculum development for him to find out also easy. The first areas of study and practices daily diary involve the user in his best practice.
6. **Evidence of Success:** Use of the above practice is now showing results as a feeling of confidence and faith in themselves and also saves their precious time and effort. Management of various resources has now become very easy. Discipline and attentiveness among students and administration has increased. This practice has increased time management for particular task.

(1)




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(2)

7. Problems Encountered and Resources Required: This daily diary practice we adopted from the beginning, hope that by maintaining this fruitful practice regularly we can overcome problems and challenges easily.

8. Notes: (Optional) Always willing to utilize our previous experiences and provide any level of assistance required by other organizations to implement these best practices in their respective organizations.




Principal
Nima Girls Arts College
GOZARIA-382825.