Best Practice –I: Participative Management

Objectives:

Participative management and decentralization form the core of college activities and are among the best practices of the institution. The basic purpose is to achieve a synergy in the working of the Principal, college administration, faculty, students and non teaching staff and to develop an efficient, transparent and consultative work culture. This practice is emphasized to handle the enormous and multifarious college activities with efficiency, to keep the staff and students self motivated, to get them complete their respective tasks with self responsibility and to create among them a sense of belongingness with the institution.

Context:

Government College, Faridabad is a huge Higher education institution with the strength of about 6200 students and 160 staff members providing education in different streams in undergraduate and post graduate programmes. The practice of participative management is instrumental in lessening the load on the Principal so that he/she can concentrate on the general efficiency and effectiveness of college functioning. Moreover, different students’ related issues need different solutions and they can best be handled in decentralized manner. There is a need of regular and incremental planning to involve different functionaries according to their inclination and aptitude. Another challenge is to communicate the specified objectives of their respective duties to minimize their subjectivity. It is to be ensured that they work without the unnecessary fear of the repercussions of their innocuous and well intentioned decisions. The Principal must take the leadership role and own responsibility of the work done in participative way.

Practice:

* The practice of participative management is to provide a real participation to teachers, non teaching staff and students in decision making. The senior most teachers along with the Principal form the highest decision making body, namely, College Council. The

Principal in the light of the policy guidelines and the vision and mission of the college conducts the activities of the institution with the active support of the empowered College Council. There is a detailed distribution and delegation of work among teachers through the comprehensive system of committees . All the college works including co-curricular/ extra- curricular activities, scholarship, discipline, sports, cultural activities, library, discipline, proctorial groups, mentor groups, college administrative issues, placement etc are administered efficiently through the decentralized system of these committees.

All respectively related aspects such as planning, organization,financial sanction, spending of sanctioned amount, utilization of grants and reporting are done by these committees in accordance with set rules and procedures and under the overall supervision of the Principal. The

teaching learning activities are again conducted in participatory way. The teaching departments are headed by Head of the Department who coordinates the teaching activities in consultation with other teachers. The teachers take self responsibility to oversee the imparting of teaching activities in accordance with decided learning outcomes and they ensure the exhaustive coverage of syllabus according to the predecided lesson plans.

The College Superintendent leads the non teaching staff working in office, library and laboratories. He works in close collaboration with the Principal and teaching staff to provide necessary ancillary

and menial support through the non teaching staff members. He is also the part of staff meetings if any issue related to the office is involved. He provides necessary consultation to the Principal and College Council in official and administrative matters. There is a good practice of the involvement of students through their representatives in different college activities. They are at the helm of the organization of co-curricular/extra-curricular and

extension activities and work under the overall guidance of the related teachers. They are actively involved in planning, arrangement, conduct and reporting of events. They take self initiative in organizing these events and mobilizing students for

them. The participative management is very significant in providing opportunities of healthy growth to students and staff, ensuring connectedness of them with the institution and achieving quality standards in accordance with the progressively altered needs of the society.

Evidence of Success/ Performance:

The practice of participative management has been effective in administering different college activities in successful and efficient way. As mentioned, the institution is very large and all the staff members have to take the responsibility in close

association with students and other stakeholders for fulfilling different tasks. The working in the institution is a collaborative effort and all are mutually benefitted with the healthy working

conditions. The staff gets necessary job satisfaction and feels related with the institution. Similarly, students get the best of educational environment for their overall growth. The teaching-learning activities are conducted in amicable and harmonious ways and for the successful achievement of desired goals. Different college committees and cells remain busy round the year to complete their respective tasks. A large number of co-curricular/extra-curricular and extension activities are organized in planned manner with the active support and participation of the students. They feel deeply connected with the institution and the institution provides all requisite facilities,

guidance and support system for their holistic development. The college office manages necessary official works timely and in

proficient way.

Problems Encountered and Resources Required:

The participative management is a very excellent administrative tool to handle a big institution such as Government College, Faridabad but it needs strategic planning, active involvement and patience on the part of the college administration and staff. All have to hone their managing skills and take active interest in making this practice successful in real terms. However, the inclusion of new staff in this culture, requires aptitude in them needs some extra efforts from the college administration and staff. It is easily managed and the college is able to maintain its legacy of team work in providing quality education to its students.

Best Practice –II: Holistic Development of Students

Objectives:

Pt J.L.N Government PG College, Faridabad is working with the higher aims of the holistic development of students to groom them as socially conscious, professionally oriented, rationally humanistic and vocally expressive citizens of India. The basic aim of all core activities of the college is to provide them facilities and opportunities not only related with academics but also with co-curricular/extra-curricular, extension and other life enhancing activities. They are given such a conducive environment that they imbibe the habit of assessing themselves on the basis of their aptitude, respective forte and career options. Thus, they are able to move forward in productive manner to achieve their set goals.

Context:

The college has a large strength of about 6200 students possessing differing learning levels and aptitudes and belonging to diverse socio-economic strata. They are pursuing different academic programmes with diverse expected outcomes and their future career is dependent on their varying abilities and interests. The challenge before the college faculty and administration is to provide the best of opportunities to students to help them grow in their distinguished manner without compromising the higher aim ofbdeveloping them as full grown asset for the society. To achieve dedicated work culture and encouraging learning environment and to socialize students for their all round development, there is a need of innovative thinking and dedication on the part of staff of the institution. They have to involve students in mutually supportive environment for making the mentioned best practice a reality.

Practice:

The practice of holistic development of students needs keen efforts at multiple levels on the part of staff, students and other stakeholders. It involves not only the core teaching- learning activities but also a plethora of other measures such as co-curricular/ extra-curricular activities, extension initiatives, students’ participative role in college activities, expert lectures, helpful infrastructural and ICT facilities and engaging role of faculty.

The college provides learning to students in a systematic way for developing in them a natural aptitude for it. The teaching-learning activities focus on providing the best possible knowledge to students in the chosen course/subject, developing them for their future career and encouraging a keen sensitivity among them towards the societal issues. Multifarious co-curricular/extra-curricular and extension activities are the forte of college functioning and are finely balanced with regular studies. NSS units, NCC units, Women Cell, Placement Cell, Legal Literacy Cell and different Subject Societies are actively involved in the organization of these activities for instilling a profound sensitivity among students towards their surroundings. The teachers involve students as active partners in these activities and provide them an environment to understand the practical exigencies of different domains. There is effective representation and continuous engagement of students in college activities and they work in tandem with teachers and other college functionaries. It provides students a sense of belongingness and an acumen to work in group for successful mobilization of resource. The college maintains good infrastructural and ICT facilities for providing the best opportunities for the development of students in consonance with the need of the hour

The teachers take keen interest in providing students exhaustive knowledge and making them self reliant in their chosen subjects. They groom students in a way so that they become adept in making use of their learned capabilities in their career and life. The students are so educated that they can see their responsibilities towards the

society and take upon themselves a pious duty to transfer their learned knowledge for the betterment of the society. Thus, an encouraging environment has been created for the overall development of the students so that they will become a resourceful

storehouse of knowledge with a motivation to work for the society and to pass the learned capabilities to the underprivileged sections of the society and the future generations.

Evidence of Success/ Performance:

The practice of holistic development of students has been effective in ensuring the growth of core competence in them and in shaping them as real asset for humanity. The success of the college students in academics, their enthusiastic participation in related activities and their growth as socially conscious and morally humanistic persons will go a long way in providing India a much needed responsible human resource. The college works successfully in making qualitative higher education accessible to all sections of the society and students from modest socio-economic background and rural areas are getting equal chance to stand with their contemporaries. Students of different academic streams have imbibed sensitivity for higher goals and have learnt to work in unison for social good. Extensive co-curricular/extra-curricular and extension activities held round the year and the profound initiation in decision making through the participative management practices of the college have shaped their personality. The gender sensitization, the equitable study environment, the balanced incorporation of different activities in studies and the role of teachers as preceptor and guide have become the part of college functioning to achieve overall development of students.

Problems Encountered and Resources Required:

The teachers can only motivate students for the holistic development and create conditions for the same but the successful implementation

of this practice requires self determination and initiative on the part of students. Initially, students are raw and have various inhibitions and general hesitancy to join diverse activities run in the college. It is for the teachers to help them in negotiating these roadblocks and in ensuring their participation in different college activities. Over a period of time, a rapport has been created between teachers and students where they can work in tandem for their holistic development. The building up of this coordination is a regular feature as every year new students take admission in the first year and they have to be socialized with this practice.

However, it is a very constructive and fruitful mutual learning process benefitting both the teachers and the students.