

BEST PRACTICE: I

Title of the Practice:

“DECENTRALIZATION AND PARTICIPATIVE MANAGEMENT”

Objectives of the practice:

- Institution to promote the culture of participative management through constitution of various cells and committees at strategic, functional and operational level.
- To involve the Principal, Governing Body, Teachers and IQAC in defining policies & procedures, forming guidelines & rules & regulations pertaining to various cells/committees.
- Faculty members to share knowledge among themselves, students & staff members while working in cells/committees.
- The cells/committees along with Principal must interact with Government & external agencies for execution of extra-curricular activities.
- Administrative decentralization through various Cells/Committees leading to delegation & transfer of responsibility to conduct development practices among students.

The Context (Challenging Features):

Though constitution of Cells/Committees & distributed team have advantages of increase participation of talent , increased loyalty and happier environment in our college but challenges are to make teachers adjust to different process of management, their willingness to try new processes and responsibilities.

The Practice:

- *Following Cells/Committees were constituted:*
 1. Anti Ragging Cell
 2. Women Empowerment Cell
 3. Career Counseling & Placement Cell
 4. Equal Opportunity Cell
 5. Library Committee
 6. Committee for Time-Table
 7. Committee for Campus Upkeep & Green Initiatives
 8. Literary Society
 9. Committee for Promoting Research and Seminar Activities
 10. Committee for Social Extension & Cultural Activities
 11. Sports Committee

12. Budget Committee
13. Website Committee

- These bodies have been constituted by IQAC on yearly basis.
- Most cells/committees are headed by senior faculty members.
- Meetings of Cells/Committees are held as per the requirements of the functions/events/activities.
- The meeting requires the presence of more than 50% of cells/committees members for quorum.
- Student representatives are co-opted whenever/wherever required.
- Financial decisions are taken by the Principal and Budget Committee.

Evidence of Success:

The newly constituted Cells/Committees has shown success like there is sense of motivation among teachers and students, there has been quick decision making, efficient communication, better supervision and control, increase in creativity and relief to the top management.

The Cells/Committees in the year 2020-21 has conducted events and activities involving good number of participation. Few initiatives taken are as follows:

- Preparation of Time-Table for Online-classes by Committee for Time-Table.
- Celebration of Birth Anniversaries of Sardar Patel as National Unity Day, Subhas C. Bose as Prakram Diwas, celebration of Women's Day by Committee for Social Extension & Cultural Activities.
- Budget Proposal formation by Budget Committee.
- Seminar on "Role of Education" conducted by Women Empowerment Cell.
- Webinar by Equal Opportunity Cell.

Problems Encountered and Resource Required:

Problems were encountered on the basis of diversity of our institution's mission, goals and location, availability of other remarkable institutions and availability of resource person. COVID 19 Pandemic posed great difficulty in timely and effective execution of various proposed programmes by Cells/Committees.

BEST PRACTICE: II

Title of the Practice:

“FACULTY DEVELOPMENT PROGRAMME”

Objectives of the practice:

- To develop equipped faculty for carrying ICT based learning.
- To make faculty members carry out their routine works digitally.
- To enhance their skills towards research activity in addition to regular academic activity.
- To keep them acquainted with the latest technology involved in teaching and learning process.
- To make ICT user friendly in teaching and to develop their self-learning.

The Context (Challenging Features):

It is evident that all of us are resistance to change. The institution faced few difficulties in motivating the participants to join the program. But it was done with reasonable success.

The Practice:

21 days of successful Faculty Development Program related to fundamentals of computers and Ms. Office was organized in our well-equipped computer laboratory in our institution. The program was carried by the resource persons basically from University Department of Computer Applications.

Evidence of Success:

Our faculty members became techno-friendly, they have moved from hand written generation to MS Word application, data sharing in MS Excel, information sharing through electronic mails etc.

Problems Encountered and Resource Required:

COVID 19 Pandemic and Durga Puja vacation posed great difficulty in timely and effective execution of FDP program organized by IQAC and department of computer application (BCA) our institution.