

7.2.1

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 cooperation in the working of the Principal, college administration, faculty, students and non-teaching staff and to develop an efficient, transparent work culture. This practice is emphasized to handle the enormous and different college activities with efficiency, to keep the staff and student's 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 Bikram College of Commerce, Patiala is a Higher education institution with the strength of about 1300 students and 50 staff members providing education in undergraduate and post graduate programs. The practice of participative management is helpful in lessening the load on the Principal so that he/she can concentrate on the general efficiency and effectiveness of college functioning. There is a need of regular planning to involve different employees according to their inclination and aptitude. Another challenge is to communicate the specified objectives of their respective duties. It is to be ensured that they work without pressure. The Principal takes the leadership role and owns the responsibility of the work being done in participative way.

Practice:

- The Principal is the head of the college, assigns duties to the staff members by making different working committees such as Anti Sexual Harrasment Committee, Anti-Ragging Committee, Admission Committee, Grievance Redressal Committee, Library Advisory Committee, Legal Cell etc.. Each committee is headed by a convener and has three members.
- Each Department is assigned an H.O.D, who leads, manages and develops the department to ensure its proper working.
- The Mentor and Mentee allotment done according to the staff-student ratio provides confidentiality and space for the students to reveal their problems, academic, personal, physical, mental, financial or social, which help students to grow and develop as professionals.
- The college student strength is divided into five houses- Akash, Dhruv, Himalaya, Prithvi and Triveni.
- There is Library Advisory Committee that meets every month to discuss issues related to library.
- There is an active PTA (Parent Teacher Association) of the college. There is an active participation of the parents. The PTA president is elected from among the parent members.
- GBC has a registered Alumni Association(GABA). The college organizes an annual Alumni meet 'Home Coming'. The Alumni members settled in the country and outside the country get together to share their life experiences. The Alumni has always been a helping hand in development of the college.

- GBC has an IQAC (Internal Quality Assurance Cell) that meets on first Saturday of every month discussing about the present developments and the future plans.
- GBC has formed buddy groups to make students aware about ill effects of Drug Abuse. These buddy groups are headed by a senior buddy who work under the directions of the Nodal Officer assigned by the college.
- There is a provision of Dastak hour, when any student of the college can meet the college Principal regarding any problem.
- The teachers perform Cluster duties as assigned by the Government of Punjab.
- The teachers are assigned proctorial duties.
- The College Superintendent leads the non -teaching staff. He works in close collaboration with the Principal and teaching staff to provide necessary support .He is also the part of staff meetings if any issue related to the office is involved.
- There is a good practice of involvement of students through their representatives in different college committees and activities.

Evidence of Success:

- The Principal as a head assigns duties to the teaching and non teaching staff.
- Each department works successfully under an HOD who guides the tutors .
- The mentor- mentee meets have proved helpful in creating a friendly environment.
- An E- Resource Centre was set up in the Amrita Pritam Library on the proposal of library advisory committee.
- The General House Meetings of PTA have helped in taking decisions about the welfare of students.
- The Alumni Members have donated open heartedly to help making this institute rise to heights.
- The monthly IQAC meetings helped in planning, guiding and monitoring quality assurance and quality enhancement. It has helped channelize and systematize the efforts of the institutions towards academic excellence.
- There is an increase in the cut- off % and the number of applications received for admissions.
- Three skill oriented Certificate Courses affiliated by Jagat Guru Nanak Dev Open University, Patiala have been started.
- The Computer Labs were upgraded to meet the latest technological needs.
- The Placement Cell signed 09 MOU's with different firms to guide students choosing their career options and campus placements.

Problems encountered and resources required

The participative management is an excellent administrative tool to handle an institution. It needs strategic planning, active involvement on the part of the college administration and staff. The Principal should ensure equal work distribution, encouragement and work environment. GBC, Patiala has a heritage of long healthy work environment and has not faced any problem in having effective participative management. It is easily managed and the college is able to maintain its legacy of team work in providing quality education to its students.

The development of the practice of participative management is slow and continuous process. Any institution who wants to adopt this practice must work for the development of healthy work environment. One should understand that various persons have different inclinations and aptitudes. Thus, creating positive and encouraging work environment is the key to adopt this practice in any higher education institution.

Best Practice –II: Holistic Development

Objective

Government Bikram College of Commerce, Patiala is working with the vision " EDUCATION FOR TOTAL FORMATION" that aims to orient the young minds towards academic excellence , holistic personality development and social orientation of students to groom them as socially conscious, professionally oriented citizens. 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, activities. The college makes sincere efforts in devising ways and means to develop confidence in them to enable them to cope with the contemporary global scenario. Thus, they are able to move forward in productive manner to achieve their set goals.

Context:

Today's contemporary competitive world demands the total formation of learner's personality. The job markets these days' demand not only students with academic scores but also focus on the soft skills as well as their organizational abilities. 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. 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. The college strives hard to provide an environment in which the personality of the students can blossom to its fullest.

Practice:

The various activities are organized by GBC are contributing in strengthening the holistic development of the students. The aim of the college is to inculcate ethics, social and environmental consciousness among staff and students. The practice involves making the maximum number of students participate in various activities.

- The three NSS units of GBC led by three program officers organize one day and seven days (day and night) camp every year, inculcating among students a basic

understanding about their role toward society. These camps teach the students the life skills and bring forth their leadership potentials.

- The Red Ribbon Club of GBC is entrusted with the responsibility of sensitizing the students and the society regarding the prevention of AIDS and Drug de-addiction. It generates awareness about the importance of first aid and blood donation.
- Aid for suffering Club of GBC infuse social responsibility among students by donating required things to the needy.
- The Divine Club of GBC teaches its members gratitude towards nature and humanity.
- Trips, Fresher's and Farewell parties help the student to encourage creative impulse in them to boost their confidence.
- BIKRAM the college Magazine published every year provides an opportunity to the students to express their views and opinions.
- Eco-Club of GBC contributes to the clean and green environment in the college.
- Legal Literacy Cell of GBC guides students about various contemporary legal laws.
- The career counseling and placement cell guides and helps students in choosing their career options and their placements.
- The voter's club aims to encourage students to become active participants in the political process.
- A Talent hunt program is organized every year to sort out students who have the potential to perform well in cultural activities.
- The sports club inculcates the spirit of sportsmanship and physical fitness among students.
- A three days' orientation program is organized at beginning of the session to motivate students to make best use of the resources available in the college.
- The students are helped in plying for different scholarships provided by the Government so that the maximum number of deserving students are benefitted.
- Various competitions like elocution, poetry recitation, essay writing, poster making and slogan writing are held by different clubs to infuse the feeling of competition in them

Evidence of Success:

- Every year students from this institution perform excellently in University examinations. The students make place in the merit list and almost all students score above 80% marks. Diksha Bansal achieved the Chancellor's medal by standing first in University Merit list.
- The students participate in different cultural activities in youth festivals and win different positions. The winners of Zonal Youth Festival compete in Inter Zonal Youth Festivals.
- The students become a part of the cultural team that participates in the state level Republic Day and Independence day functions.
- The students voluntarily donate blood in Blood Donation Camps.
- The NSS volunteers participates in one day and seven days NSS camp. They also become a part of youth convention.

- The students received 02 Gold Medals in Inter College in Judo and Kick boxing competitions, 02 Bronze medals in Inter College Judo (boys and girl) The students also participate in boxing, Chess , Table tennis, Softball and Taekwondo competitions at District , State and National Level
- The students achieved 07 Roll of Honors, 14 College Colors, 65 Merit Certificates and more than 70 Appreciation Certificates for various activities.

Problems Encountered and Resources Required:

- A tightly packed academic schedule makes it difficult to pursue this practice.
- It is difficult to maintain a perfect balance between academic pursuit on one hand and pursuit of cultural, sports and community oriented programs on the other hand.
- The shortage of support staff such as sports coaches and musical instructors are major impediments.
- 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.
- It is for the teachers to help them in overcoming the problems faced by the students and to ensure 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 cooperation for their holistic development.

Notes -

The work for the holistic development of students is an engaging process and it needs a commitment on the part of teachers and administration to get involved with students. It needs a participatory work culture and encouraging traditions. It needs regular planning and monitoring of different activities run in the college. It also requires delegation of duties to students. Different institutions run these activities but the need is to relate them with studies and plan them to achieve the desired outcomes. The whole system has to be geared up in a way that the conditions for the holistic development will become the part of the routine process.