

## **7.2 Best practices**

### **7.2.1 Describe atleast two institutional best practices**

#### **1. Participative Management**

#### **Title of Best Practice – Participative Management**

#### **THE CONTEXT-**

GBC Patiala is a higher education professional institute with strength of about 1200 students and 30 staff members providing education in professional commerce stream of Graduate and Post-graduate programs. The practice of participative management is instrumental in reducing the workload of the head of the institution so that the head can concentrate on the effectiveness of college functioning. Moreover different student related issues need different solutions and they can be best handled in decentralized manner. The Principal must take the leadership role and own responsibility of work done in participative way.

## **OBJECTIVES OF THE PRACTICE-**

Participative management forms the core of college activities and is among the best practices of the institution. The basic purpose is to achieve 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 multifarious college activities with efficiency, to keep the staff and the students motivated to create among them a sense of belongingness with the institution.

## **THE PRACTICE-**

The practice of participative management is to provide a real participation to teachers, non teaching staff and students. The senior teachers along with the Principal form the highest decision making body namely “The college council”. The Principal in the light of the policy guidelines and the vision and mission of the college conducts activities with the active support of the college council.

There is a detailed distribution of work among teachers through different committees. All the college activities, scholarships, discipline, sports, cultural activities, proctorial groups, mentor groups and placements etc are administered efficiently through

these committees. All 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 under the overall guidance of the Principal. The teaching learning activities are conducted in participatory way .The teaching departments are headed by HoD's. The office non teaching staff works in close collaboration with the principal and the teaching staff. The office staff provides necessary consultation to the principal and the college council in official and administrative matters.

There is a good practice of involvement of students through their representatives in different activities. They are actively involved in planning, arrangement, conduct and reporting of the event. They take self initiative in organizing these events.

The participative management is significant in providing opportunities for healthy growth of students and the staff ensuring their connectivity with the institution and achieving quality standards.

## **EVIDENCE OF SUCCESS-**

The Participative management has been effective in administering different college activities in an efficient way. The working in the institution is a collaborative effort. Co-curricular

and extension activities are organized in a planned manner. This practice is the key to make GBC Patiala a premier professional commerce institute in the area.

## **2. BEST PRACTICE - - MENTORSHIP**

### **TITLE- MENTORSHIP**

#### **THE CONTEXT-**

The students in GBC Patiala come from different backgrounds that are suddenly ushered into an unfamiliar territory on many fronts. The students have several problems as they come directly after finishing their schools. The college life is totally new to them. The students at this stage need additional guidance. Our Mentorship program is required here at this stage .

#### **OBJECTIVE OF THE PRACTICE –**

GBC has a unique successful mentorship program .It is aimed at supporting the incoming adolescents to come on good terms with fellow students, course work and helping them navigate any other issues. This program is very useful for the new students who enter a new college atmosphere after attending twelve years of schooling. A group or a section of students is

assigned a tutor/mentor who will be ever ready to help the students who are in his tutorial group.

## **THE PRACTICE-**

The college begins its academic year by assigning mentors to each student .The mentors are steady for that year. Each teacher has approximately 80 students to monitor .The students meet their mentors on the assigned tutorial days but the mentors are available to the students virtually all the time. The mentors commit to a larger extent in the holistic growth and development of the students. The mentors counsel the students about their academic, emotional and other needs .As the primary stakeholder, the students are encouraged to share any learning problems being faced in class. The students interact personally with their mentors and share their problems.

## **EVIDENCE OF SUCCESS-**

Any case of bullying, ragging or harassment is often first brought to the notice of mentor. The students are also free to contact their mentors if they have any problem outside the college hours also. The student issues that may be due to the communication gap with their parents are also resolved by the mentors. This program of mentorship has helped in making the

students of GBC among the best adjusted in the college and then later in the society.

## **PROBLEMS FACED-**

This program hinges on the commitment of teachers to go out of their way to help the new incoming students. Their endeavour is to help students to gain confidence on navigating through the new environment. This is a time intensive activity that often acts as a constraint.

## **OTHER BEST PRACTICES –**

- Formation of Reader's Club in library.
- Book Bank facility for poor and needy students.
- Award to Best Library User.