

# Criteria VII: Institutional Values & Best Practices

## Best practice 1

### **1. Title of the Practice**

**‘Maintenance of Harmonious Workplace Relationships’.**

### **2. Objectives of the Practice**

#### **Objectives/underlying principles of the above practice**

We spend 40 hours a week in the work place for the students, resulting in the need to learn how to work with and manage inter-personal relationships. Inside the institution we manage to be kind and gentle with each other and also with our students. We avoid using harmful words and try to use supportive and helping words which are necessary for the work culture. We support, inspire and instil confidence to each other, and we are ready to apologise for the mistakes and a willingness to recognise the areas for improvements.

### **3. The Context**

We believe that for the quality sustenance and quality enhancement in our workplace there is a definite need for the individuals to know how to work with harmony and cooperation.

- This understanding helps us to work for curriculum delivery without losing our spirit. By our conscious efforts, we try to avoid frictions and if at all any misunderstanding between the faculties occurs, we find a way to solve it by open discussions and mutual communication.
- This conscious practice helped our professional growth and maintaining good academic atmosphere in the college.

### **4. The Practice**

The quality of human relationship can affect individual performance and professional growth, as well as collective performance which impact the college though, we get focused on tasks. Teaching and meeting the deadlines we cannot forget the human side of things. Our college has 25 faculties and 3 administrative staff and 740 students and to realise the vision, we have to work

together as people and cannot isolate our personalities. We live like family in the work place. While we teach human values to the students we also internalise it and as far as possible we try to maintain patience and avoid ill mannered behaviour and rudeness towards each other. Management and the principal always cheer us with an encouraging work when they find our good work. IQAC also appreciate when one among us contributed an innovative idea. The most common trend is to compete but we try to avoid competing with each other. Our work place provides an opportunity for a variety of meaningful relationships. None of the teachers are exposed to wrong kind of influences and we also take care about our students falling into negative influences. That is the reason why we have avoided elections to the student council.

## **5. Evidence of Success**

- Since the work environment is friendly and supportive we are happy to be in the college beyond the working hours.
- We maintain the team spirit.
- We honour our management and principal as we place them on the seat of responsibility, in turn they also respect their ideas and suggestions to strengthen the democratic environment inside the campus.
- We also pay attention to the performance appraisals by the management and principal. They are experienced and a walk with wisdom. We are ready to listen, learn and change for the better.
- Our friendly and compassionate approach towards the students instilled their confidence in us and they do not hesitate to share their problems with the faculties. These interpersonal relationships helped us to manage classroom discipline and good atmosphere in the college.

## **6. Problems Encountered and Resources Required**

In any human setup problems like conflicts, misunderstandings and frictions do occur. Narrow and parochial behaviour in certain situations creates misunderstandings and differences among the staff and students. When we personalise these negative factors we cannot do justice for the better curriculum delivery in the classroom. Enmity, hatred, conceit behaviour are the great obstacles to keep the positive mood in the workplace. The mood of the faculty and the behaviour influences the emotions of the students in the classroom.

Positive mood is one of the important pre-requisite for teaching. Therefore there is a need to develop a balanced approach to avoid mood swings. Patience, acceptance and understanding the life and situations help us to ease the tension. Therefore positive attitude is a great emotional resource but we are aware that it has to be constantly watched and practiced.

## **Best practice 2**

### **1. Title of practice**

**‘Generous Fee Concession’.**

### **2. Objectives of the Practice**

Another important area of our best practice is fee concession to the students who are not able to meet the institutional fee expectations. As per our vision, we are compassionate towards those students who are economically weak and desired to pursue their graduate programme in our college. Our objective is to provide higher education to as many students as possible and nobody should be deprived of education due to financial constraints.

### **3. The Context/Challenging issues**

This institution is not getting any external financial support like UGC funds and grant-in-aid. It is managed mainly on the resources based on fee collection from the students. In the local area, people generally lack the attitude of encouraging and supporting the educational institutions and sponsoring the education of poor students. Providing education is the main priority for us and giving fees concession takes away very large amount which otherwise could be utilised for developmental purposes and campus improvements. This is the biggest challenge the institution is facing today.

### **4. The practice**

It is expected that higher education in India aimed for intellectual development and integrated personality of the students, and our institution is not an exception. Even though we face financial constraints, opportunities are given to economically weaker students to study in our college according to their choice. Fee concession is given to the students in all the three streams - B.Com, BBA and BCA. It requires sincere efforts and firm action by all the right thinking management members to mobilise funds for the cause of education. The fee concession also prevented discontinuation of education for many students. We considered fee concession is the best investment and hoping that our students will indeed serve the society in the future. We also aim that student should be economically self sufficient so that they should be able to contribute for the nation building.

### **5. Evidence of Success**

We are presenting the details of fee concession given to our students from past three years. During 2015-16 Rs. 2,66,000; 2016-17 Rs. 7,29,500 and 2017-18 Rs.11,26,000. Our admission has increased from 2015 onwards. We have not done any personal canvassing and advertisement through the media about the college by visiting other PU colleges for manipulating the minds of

the students for admission. In support of this statement we present the statistical data of admission from 2015 onwards: 2015-16 - 411, 2016-17 - 676 and 2017-18 - 716. Total amount of fee concession given for past three years is Rs. 21,21,500. The liberal admission policy helped many students to enter the portals of the college without the discrimination of caste, community and religion. While providing fee concession equanimity is maintained.

## **6. Problems Encountered and Resources Required**

For the overall development of the institution and its infrastructural facilities, the approximate amount required is around 1.5 crores. Sometimes faculties contribute money for fee concession and most often it is kept confidential. We formed Alumni association in 2017 and their contribution for the students' welfare is yet to be framed. The cost of living of the local area is quite high and most of the parents are not able to contribute extra finance other than the prescribed fees. This area is predominantly an agrarian area and most often susceptible to the vagaries of nature and therefore people are economically weak. This is the biggest problem to generate funds for fee concession. Since the college is established in the semirural area, industrial collaborations and linkages with the concerned organisations is also a constraint. We are yet to plan activities within the campus which generates funds.

**Principal**