

## **Best practice 1**

### **1. Title of the Practice: ‘Maintenance of Harmonious Workplace Relationships’.**

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

Inside the institution we manage to be kind and gentle with each other and also with our students. We use supportive and helping words which are necessary for the work culture. We support, inspire and instil confidence to each other. We are ready to apologise for the mistakes and show willingness to bring about for improvements. 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 helps in our professional growth and maintaining good academic atmosphere in the college.

### **3. 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 different subject faculties, administrative staff and 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 encouraging words when they find our good work. IQAC also appreciates when one among us contributes an innovative idea. 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.

- 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 play a positive 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 walk with wisdom. We are ready to listen, learn and change for the better.
- Our friendly and compassionate approach towards the students instills confidence in them 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.

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

In any human set up 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 of 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 desire 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. It is managed mainly on the resources based on fee collection from the students. Providing education is the main priority for us and giving fee 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. 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 streams. 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 prevents 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.

### **3. Problems Encountered and Resources Required:**

For the overall development of the institution and its infrastructural facilities, the college requires huge funds. Sometimes faculties contribute money for fee concession and most often it is kept confidential. We also have Alumni association and network of old management members who also contribute some part for the students' welfare. 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 semi-rural 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.