

Best Practice 1

Title of the Practice: Academic Decentralization in Decision Making

Objective of the Practice:

- To involve teaching staff in decision making in academic matter
- To reduce decision making load on the head of the institution on academic matter
- To make teachers committed to the institutional activities

The Context: Our's being a Teacher Education College lot of practicum oriented activities and programmes needs to be conducted for both the baches of students in consonance with the academic activities of the schools. This cannot be done by one person or two persons. Advance planning in consultation with various stake holders is needed. Execution of the plan also requires constant monitoring and re planning if required. So, the college has adopted delegation of responsibilities on all academic matters to teachers based on their expertise and experience.

The Practice: The Staff collectively decide the responsibilities to be given to different staff in a given year. Then this is communicated officially to all and kept the record. This is also put in the staff Notice Board. The Individual staff in charge any programme/activity initiate the planning of it and is then it is discussed in the staff for suggestions. Once it is finalized, it is again notified and acted upon.

Evidence of Success: The practice is so beautifully followed that, even if the head of the College is not present for some time, the teachers in charge of various responsibilities manage the assigned work and the college run smoothly.

Problem Encountered and Resource required: No problem is seen in this practice. However. The head of the College should give right work to right person. No resource in terms of fiancé is required to implement it.

Note: Delegation of responsibility to staff has been the culture of this college and it has worked beautifully. Rotation of responsibility is also required so that new person get a chance to do different things.

Best Practice 2

Title of the Best Practice: Celebration of Birth Day of All teaching and Non-teaching staff

Objectives of the Practice:

- To acknowledge each person (employee of the college)
- To make the employee feel important amongst all.
- To generate an environment of oneness and acceptance.

The Context: Everyone in the institution is working hard and with commitment and sometimes may feel ignored and less important. This celebration provides a right atmosphere wherein all come together and make each person feel important and acknowledged.

The Practice: The institution has collected the list of all its employee with their Birth Day. Every year we collect fund from each (only from Teaching staff) for this purpose. From this fund, we buy

asmall bouquet and cake on birth day of the employee. On the day of celebration, a notice iscirculated among all to assemble at a particular place and time for celebration. Cake is cut, B'daysong is sung in different languages. The Head of the College/the head clerk say few good wordsabout the person and his/her contributions. Celebration ends with a cup of tea and snacks.

Evidence of Success: It has been an established good practice in this college. The staff come togetherand celebrate the Birth day of each person and this gives a feeling of oneness and acceptance. Thefew words praising the person on that day make a difference in his/her attitude toward other andcollege.

Problem Encountered and resources required: No problem in having it. Fund to be collected fromthe staff. No need to expect the institution to provide it.

Note: A beautiful practice. Now the college has decided to celebrate the Birth day of its retired employee also if s/he is willing to come to the college on that day.