

# **JAGDISH CHANDRA D.A.V. COLLEGE, DASUYA (Distt. Hoshiarpur) Punjab**

The two best practices observed by the college are:

- **Decentralization of administration**
- **Autonomy to the teaching departments**

## **Decentralization of administration**

### **Goal**

Administration has been completely decentralized in the college by the creation of following Secretariat offices:

- Registrar
- Dean Examination and Programming
- Bursar
- Dean EMA
- Dean Building

These offices are created in order to achieve the following objectives:

- i) To make Principal free from his routine paper work and provide him ample time and energy to concentrate on formulating policies and strategies for the development of the institution
- ii) To provide opportunity to the faculty members to have administrative experience and contribute their expertise in the working of the college.

### **Context**

Administration in the college has been decentralized by the creation of above mentioned Secretariat and Non- Secretariat offices.

These posts have been created for a period of two years and any faculty member with at least two years of experience can apply for these posts and the appointment is made on the basis of rules passed by staff council of the college. These posts were created for democratic and transparent functioning of the college since most of the workload of the college administration has been divided into these offices.

These offices help the Principal to engage with various bodies like affiliating university regarding starting of new courses/ addition of new unit in a particular programme/ issues relating to faculty improvement programme/any other issue, DPI colleges (Punjab) regarding fixation of salaries of staff members and timely release of grants and UGC and other related research granting agencies for the submission of applications and release of grant for development of infrastructure, purchase of equipment for Science Labs and development of facilities for co- curricular and extra-curricular activities.

## **Practice**

**As regarding the functioning of this practice, the college undertakes the following action programmes:**

The college registrar discharges the following responsibilities:-

- To organize orientation programme for new faculty members regarding policies of the institution.
- To organize mentoring programme for the students of first year / semester of all programmes
- To conduct college convocation and Prize Distribution Function.
- To address the queries of the students regarding any university work/attestation of documents/fee concession.
- Attestation of university examination form of the students.

The Bursar of the college helps the administration in formation of annual budget of the college and monitoring the outflow of funds.

Dean Building is responsible for construction /maintenance/ upkeep of infrastructure of the college. He is also responsible for providing uninterrupted power supply and safe drinking water in the college.

Dean Examination and Programming helps to frame time table of all the classes and is responsible for holding terminal/internal examination.

Dean EMA of the College organizes talent search programmes to explore co-curriculum potential of the students and conducts various cultural activities of the college. He also prepares the students for participation in youth festival at university / state / national level.

## **Evidence of Success**

This practice has helped the college as follows:-

- It has helped in providing effective and transparent administration
- It has provided faculty members to gain valuable administrative experience
- It has inculcated a sense of responsibility among the faculty members
- It has helped the faculty members to develop leadership quality
- It has helped the students in the redressal of their problems
- It has helped in maintenance of discipline in the college
- It has helped the Principal to devote his energy to more constructive works
- It has provided forum of office bearers to the Principal to hold consultations on policy matters/any emergent issue

## **Problems Encountered Resources Required**

The practice of this policy did not encounter any significant problem, the minor problem encountered in this practice was distribution of duties in various offices and it has been well settled by the staff council.

Office bearers are paid nominal allowance of `400 to `1000 per month. Hence not much of finance is involved in it.

## **Autonomy to the Teaching Departments**

### **Goal**

Complete autonomy is provided to the teaching departments in order to:

- Provide involvement of all the faculty members in the functioning of the college
- Evaluate workload and provide allocation of faculty members of the departments
- Hold departmental meetings to devise strategy to handle new curriculum
- Forward views of the members on any curriculum designing through their representative on the board of studies in their subject at the university
- Brief the HoD about the view of the members of the department on any policy matter to be discussed in staff council meeting
- Guide the new faculty members in improving their teaching learning process
- Appoint co-ordinators for each course/ programme
- Organize co-curricular activities of the departments

### **Context**

In the beginning, the departmental allocation and all issues concerning the teaching departments were discussed with the Principal of the college. Few teachers were always allotted the main classes. This led to misunderstanding among the teachers. It was, therefore, decided that the allocation of the workload of the faculty member be decided by the concerned HoD in consultation with other members of the departments in the departmental meetings. Also the various teaching departments have the liberty of organizing various curricular/co-curricular activities like seminar / conference / workshop.

### **Practices**

The implementation of this practice is observed as follows:

The HoD of each teaching department convenes a meeting of the department before the summer break to finalize allocation of the members of the department for the next academic session.

The various teaching departments assign the responsibility to different members of the department for the preparation of schedule of work for different programmes.

The various teaching departments finalize academic and co-academic calendar of the activities of their departments.

The class coordinators monitor the uniform completion of syllabus as per schedule of work

The departments also organize guest lectures / seminars /workshops for interaction with scholars of their subjects.

### **Evidence of Success**

This practice has helped the college as follows:-

- It provides equal opportunities to all the members of the departments in the allocation of work load since allocation is made on the basis of rules framed by the teaching departments
- It has helped in creative mutual trust among the members of the departments
- It has helped the Principal also to focus his energy more on developmental activities of the college and discuss only policy matters regarding working of the department with the HoDs
- It has inculcated a sense of responsibility among the members of the departments to work as a team to organize departmental activities like quiz contests/ guest lectures/workshops to improve teaching learning process

### **Problems Encountered Resources Required**

Since this practice was introduced to democratize the functioning of the teaching departments, no major problems were observed in the implementation of this practice. But every policy has its own p's and q's. A few minor problems encountered in the implementation of this practice are as follows:-

- Since allocation is made as per the norms laid down by the department so no alternation can be made even if better options are available to teach particular subject
- Since decisions in the departments are made on the basis of majority so sometimes some teachers develop a partial behaviour towards some colleagues.