

2019-20

Best Practice 1

Title of the Practice: ‘Maintenance of Harmonious Workplace Relationships’

Objectives of the 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 instill confidence to each other, and we are ready to apologize for the mistakes and a willingness to recognize the areas for improvements.

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.

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 30 faculties and 3 administrative staff and 3310 students and to realize 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 internalize it and as far as possible we try to maintain patience and avoid ill mannered behavior 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.

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 honor 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.

Problems Encountered and Resources Required:

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

Positive mood is one of the important pre-requisites 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

Title of the Practice: Connectivity of student-teacher through WhatsApp for easy accessibility.

Objective:

To update various events, progress of the students in their academic and other important information.

Context:

The reason for forming a WhatsApp group of parents and teachers for each class was to communicate the academic progress of the students and various other information to the students in timely manner as proposed by the students in a student-teachers meeting.

The Practice:

All the important information's including internal marks, attendance reports, semester end results etc. will be posted in the concerned student-teachers WhatsApp group and the feedback from the parents are taken.

Evidence of Success:

The students appreciated this initiative. Screenshot of the WhatsApp groups are attached

Problems Encountered and Resources Required:

So far we haven't encountered any problems.