

Government Science College, Jabalpur

First Best Practice

1. Title of the practice: Decentralized administration

2. Objectives of the Practice:

The progress and development of any institution depends on proper management and administration. Accordingly, the college has taken appropriate measures to efficiently manage all administrative and academic matters in a decentralized manner. The basic objective to adopt this practice is:

- To gather different opinions and ideas for the betterment of the institution.
- Implementation of the ideas, plans etc. which are optimum for effective functioning of the institution
- To develop team work amongst faculties, employees & students so that they are able to undertake their responsibilities in a judicious manner.
- To create congenial & stress free working environment for everyone.

3. Context

The College has various statutory bodies like Academic council, Board of studies, IQAC and many non statutory committees. Decentralized administration offers an opportunity to work in a democratic and efficacious manner. The best practice in administration can be done through participative management. Decentralization leads to a transformation in work culture with improvement in transparency and accountability. Earlier this process was less effective but, with the growing urge and visionary attitude of the Principal, the college has formulated many useful directives & features for everyday working of the institute. All the functional units of the college viz. departments, office, library, store, various committees etc. are delegated vital powers to perform their duties under the supervision of the Principal.

4. The Practice-

The institute functions in a decentralized manner to improve the standard & quality of the institute in the following manner:-

- **At Principal level**

The Principal of the college monitors the administrative as well as academic activities and implements the suggestions given by HOD's and faculty accordingly. Regular meetings with HOD's faculty, employees and student marks a strong communication

and responsibility which is required for the progress of the institution. Congenial and safe work environment is provided by the college administration

- **At Faculty Level**

- The institute encourages participative management and delineates equal work distribution to faculties in the form of committees. The convener of the committee are given free hand to carry out different curricular & co-curricular activities which helps in proper functioning of the institution.
- Active staff council is functional. Faculties are encouraged to express their views in staff council meeting and thereafter suggestions and recommendation are taken into consideration.
- The capabilities and leadership qualities of the faculty members are recognized by giving them important responsibilities to organize seminar/workshop/industrial tours. They are encouraged for good quality research work and amplify academic achievements, For, this guidance & motivation is given by Principal of the college.

- **At Employees Level**

- The employees of the college are provided with adequate facilities for a stress-free work culture.
- There is specific allotment of duties to each employee. As a result, they work enthusiastically hand-in-hand with the college administration.
- They are motivated to participate in various training programmes and courses which could improve their technical and other administrative skills.

- **At Students Level**

- Induction programme for freshly admitted students of UG & PG was conducted to introduce them with the history of the college, various govt. policies, traditions of the college, committees and faculty.
- Grievance redressal cell is operating in the college, which addresses the grievance of the students in a stipulated time.
- Student's participation in committees like sports, annual gathering, students council, discipline, and many other activities of the college is highly appreciated. Their active participation develops leadership, adaptability and confidence in students.

5. Evidence of success

- All the departments of the college, various committees, under the guidance of the head of the institution work solemnly and collaboratively to complete the tasks in specified time.



- Due to adoption of decentralized process, faculty members, employees & students are able to showcase their capabilities as per their interest in particular field, resulting in enhancement of work efficiency & compatible, pleasant work atmosphere.
- The college has successfully submitted IDP to the World Bank and implementation is likewise done.
- Decentralized process with united efforts have led the college to achieve "A" grade in 3rd cycle online format, accredited by NAAC. This is the only college in M.P. to achieve "A" Grade in online format.


6. Problems Encountered and Resource Required:

The Faculties of this college are very highly qualified, so there are differences in opinion & expectations to perform their duties as per the interest also matters.

It has been observed that due to wide variety of ideas and opinions of faculty & employees, sometimes it becomes quite cumbersome to handle and arrive at a common decision. This results in delay of the task, which hinders the further work performance.

However, the Principal of the college manages to handle the situation very promptly and proper attention is given to delegate the duties with the consent and interest shown by the faculty & employees. Certainly this practice will help to develop and rectify indigenously all the problems encountered, for the welfare of the institution.

For decentralization Administrative Practices, as such no resource are required, but however, for the committee working for various developmental activities, resources are available through different schemes and funds from State Govt.



Dr. S. Tignath
IQAC Co-ordinator



Dr. A.L. Mahobia
Principal