

Annexure – I (AQAR – 2013-14)

BEST PRACTICEI

TITLE: “DECENTRALISATION (FUNCTIONING THROUGH COMMITTEES)”

GOAL:

1. To tap the creative potential of all staff members to improve operational efficiency of the college
2. To ensure smooth and efficient management of academic program through the Semester
3. To help the students in their pursuit of knowledge and groom their leadership qualities and develop communication skills
4. To promote and arrange extracurricular activities to bring out the hidden talents of the students
5. To make everyone a part of decision making process
6. To provide healthy leisure time for every student and make them physically fit and mentally robust

CONTEXT:

Committees are inevitable in all types of organizations including colleges. They are a fact of organizational life. Committees are useful in harmonizing the efforts of the staff at different levels. They, therefore, have come to occupy an important place in the hierarchy of the college management.

Sometimes there is a need to get opinion of other persons for taking important decisions. The thinking of various persons is pooled together through deliberations and discussions and common decisions are reached. Because of collective information and analysis, committees are more likely to come up with solutions to complex problems. In the present context of communication and information revolution, the need for committees is more.

The challenging issues are - finding the right register, obtaining acceptance from the staff to shoulder additional responsibility, delays occur in designing and defining the roles of the respective committee members.

PRACTICE:

Various committees are formed in the College for the smooth and efficient management of activities. It also gives the opportunity to the faculty to grow and develop in their extracurricular activity/ field and administrative skills. The committees are constituted by the Principal in consultation with the HODs and staff concerned for one academic year. Keeping in view the capabilities and commitment of the members of various committees, academic and administrative work has been distributed. These committees work under the chairmanship of Principal.

The procedure followed for constituting a committee is – A staff meeting is conducted and faculty is invited to give their choice of preference of committee. If the preference made by the faculty is found suitable by the team (Principal and HODs) they approve the same in consultation with the Correspondent. In case of any tie or any mismatch, the team reassigns the staff member. However, for sufficient reasons the Principal along with the HOD may appoint faculty to various committees with the approval of the Correspondent.

The outgoing in-charges of the committees shall hand over all the relevant documents and files to the new in-charges in the presence of the Principal or a representative appointed by her.

For the purpose of efficient and effective functioning of the college, 33 Committee have been relentlessly working, to mention a few of them-Admission Committee, Academic Calendar Committee, Time- Table committee, Examination Committee, UGC Committee, Sports Committee, Magazine Committees Hostel Advisory Committee, Cultural Association, Library Association, etc.

The following constraints/ limitations are identified during the course of working of the committees

The main drawback of committees is **Firstly** delay in taking decisions. A number of persons express their view points in meeting and a lot of time is taken on reaching a decision. **Secondly**, No individual accountability is fixed if these decisions are bad as every member tries to defend themselves saying that the member suggested a different solution. **Thirdly**, some members try to dominate in the committee meetings as they try to thrust their view point on others. The aggressiveness of some members helps them to take majority with them and minority view is ignored.

EVIDENCE OF SUCCESS:

- The pressure administrative and academic work reduced on the principal which enables her to concentrate on the higher and key functions of the college.
 - Various departments in the college are working with better coordination as committees help to bring out an agreed view of the problem by taking into account divergent views expressed in such meetings.
 - The committees consist of senior faculty and junior faculty. The views of the junior faculty are given recognition and importance which gives them encouragement and makes feel as an integral part of decision making process. Thus, committees boost the morale of the Jr. Faculty and motivate them to improve their performance.
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- Committees also provide an opportunity to the faculty to grow and develop in their extracurricular activity/ field and administrative Skills.
 - The success of formation of different committees in respect of administrative and academic matters is evident from the fact that they not only ensure efficient, effective, smooth and successful functioning of the college but also provide a good forum for training the faculty as they learn the value of interaction, group dynamics and human relations. In a democratic country like India, committee form of organizations is more successful as they help to establish participative style of management.

PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED:

During the course of functioning of various committees, the following problems are identified.

- As most of the faculty members working in this institution are ladies, sparing extra time to attend a committee meeting after the teaching hours becomes a problem.
- Sometimes disagreement in committee meetings may be taken at personal level which promotes spirit of competition and hampers the co-operations among members.
- During the course of serious discussions, sometimes criticism may be directed not on the issue on hand but on the person/s.

- In the present scenario, some of the faculty members feel that they are overburdened with roles and responsibilities of various committees.
 - Ensuring perfect team work sometimes becomes an issue as the members of committee are drawn from different departments.
- NO resources are required on working of these committees work

NEWS:

In this institution nearly 33 Committees/ Associations/Cells/ Units/ Clubs have been constituted since its inception with the sole aim of enhancing the ability and style of functioning in order to cater quality educational needs of the community. With the sheer commitment and passion for service of faculty members of the various committees, the college is well succeeded in all its endeavours in realizing the dreams of the great noble couple Rao Bahaddur Sri Kandukuri Veeresalingam Pantulu and Smt. Rajyalashmi who waged a herculean battle and paved the way for Women education.
