



St. Edmund's College

(Affiliated to North Eastern Hill University, Shillong)
Recognized by the University Grant Commission under 2 (f) and 12 (B) of UGC act 1956
Laitumkrah, Shillong – 793003, Meghalaya, India

E-mail: stedmundscollege@gmail.com

Website: <http://sec.edu.in>

BEST PRACTICES IN ST. EDMUND'S COLLEGE, SHILLONG

1..

Title of the practice:

Financial Empowerment of Individual Departments: a Decentralised Exercise/Practice.

The context that required the initiation of the practice

An institution thrives when all the stake holders work diligently and with full commitment towards one common goal of attaining the vision of the institution. As far as St. Edmund's College is concerned it is noteworthy that right from the President of the Governing Body to the staff and students, all the stakeholders have played their role well in building of the college. The academic programmes, other than classroom activities, undertaken by various departments, often require financial support by the Management. If the departments are allowed to organize programmes with the knowledge that there is a very supportive Management behind them taking care of the financial implications, it becomes very easy for them to plan and organise any such activity.

Objectives of the practice

Financial Empowerment of individual departments: The Departments feel confident that the Management is behind them in support.

Flexibility in organizing student oriented programmes: To ensure this happens, the Management of the College allows the individual departments take initiative to organise programmes that benefit the students at departmental/inter departmental level.

Minimum interference from the Management: Certain amount of autonomy at the departmental level

The Practice

The Management gives sufficient freedom to the Principal, who is the academic head of the institution to function in order to fulfil the vision and mission of the institution. Academic responsibilities are fairly divided among all the Heads of Departments, who in turn, delegate responsibilities to their departmental colleagues. Committees are appointed for the various academic and co-curricular

Contact Details: Office Phone: (0364) 2224533 (M) +91-9862432280. Fax: (0364) 2223234



St. Edmund's College

(Affiliated to North Eastern Hill University, Shillong)
Recognized by the University Grant Commission under 2 (f) and 12 (B) of UGC act 1956
Laitumkrah, Shillong – 793003, Meghalaya, India

E-mail: stedmundscollege@gmail.com

Website: <http://sec.edu.in>

activities to be conducted in the course of the academic year. The list of committees is displayed at the beginning of the year on the staff notice-board. This ensures transparency in policy execution. The responsibilities are communicated to the faculty members through staff meetings. Various co-curricular and extra-curricular activities are conducted through student committees having a teacher(s)-in-charge. The Principal of the College holds regular meetings with the teaching and nonteaching staff. In these meetings, various issues are taken up for discussion before arriving at a final decision. The Heads of Departments monitor the functioning of the various activities' committees. The students are given enough freedom to work without any pressure and they enjoy their freedom with restraint and responsibility. The departments are given the financial freedom to spend the small-time expenses through simple requisition or through elaborate budgeting. The participative decision-making ensures total participation of all the people concerned. The office administration of the College is headed by the Secretary of the Governing Body under whom there are Office Administrator, Head Assistant, Senior Office Assistants, Assistants and a host of other Support Staffs and Associates. Besides, the IQAC Coordinator is responsible for the overall quality sustenance of the initiatives taken by the Management in consultation with the Principal who coordinates the day-to-day activities along with the Vice Principal. For the Self-Financed Courses, the designated Academic Dean along with the Vice Principal takes care of the academic part. Thus, the decentralization of department activities and identifying the engagement of personnel of the institution for carrying out all such activities, in addition to financial empowerment, helps in improving the quality of its educational provisions.

Obstacles faced, if any and strategies adopted to overcome them

Notable among the obstacles was the initial confusion over the individual responsibilities assigned to different administrators. Students had been unsure for some time about the fresh administrative arrangement. However, right kind of information dissemination system (through Website, Notice Boards, Class Representatives, department Meetings et al) had ensured that such difficulties never created any alarms.



St. Edmund's College

(Affiliated to North Eastern Hill University, Shillong)
Recognized by the University Grant Commission under 2 (f) and 12 (B) of UGC act 1956
Laitumkrah, Shillong – 793003, Meghalaya, India

E-mail: stedmundscollege@gmail.com

Website: <http://sec.edu.in>

With the introduction of GST, procuring small time bills/vouchers with GST registration number had been difficult for the departments engaged in various activities. This, however, was a temporary phenomenon and got sorted out in quick time.

There had been no other obstacles faced worth mentioning.

Impact of the practice

The practice has impacted the day to day functioning of the college in a very positive way. It has made planning and execution of extracurricular and co-curricular activities hassle free, with hassle-free financial support and support provided by the Management.

The practice has also allowed the departments to organise research activities involving students without being unduly constrained by financial requirements to set the ball rolling. Further, financial empowerment has also added a newfound zeal to the faculty and students to plan/organise programmes involving students/faculty of other institutions as well.

The biggest impact, however, has been the mutual trust and respect shared between the Management and the staff.

Resources required

- Dedicated office assistant to assist the departments
- Requisition slips for small time financial requirements

2...

Title of the practice:

Student Empowerment: A Holistic Approach

The context that required the initiation of the practice:

St Edmund's College is well known for transforming and empowering students who come from diverse ethnic, socio cultural and linguistic backgrounds representing the under-privileged as well as the affluent section of the society. We feel, as educators, it is our responsibility to nurture the untapped potential lurking inside the students. One of the best practices is of our college is thus the



St. Edmund's College

(Affiliated to North Eastern Hill University, Shillong)
Recognized by the University Grant Commission under 2 (f) and 12 (B) of UGC act 1956
Laitumkrah, Shillong – 793003, Meghalaya, India

E-mail: stedmundscollege@gmail.com

Website: <http://sec.edu.in>

empowerment of students and their all-round growth. This practice helps to facilitate self-growth, self-esteem and actualization of potential of the students through various ways of empowerment and competence building. Further, it's also recognized by the Management that a significant contribution is made through this practice to the national cause in the form of good human capital.

Objectives of the practice

- To create individuals rather than dishing out directionless graduates
- To equip students with a sense of responsibility, accountability
- To create creative minds
- Encourage independence of thought and action
- Facilitate decision making process
- Contribute to National cause of building a significant and performing human capital
- Flexibility in organising student oriented programmes: To ensure this happens, the Management of the College allows the individual departments take initiative to organise programmes that benefit the students at departmental/inter departmental level.
- Minimum interference from the Management: Certain amount of autonomy at the departmental level

The Practice

The students are given the right kind of opportunity to provide feedback on teaching-learning and evaluation process. Influence of Social Media in our lives in recent times has made it almost mandatory that every institution is open to address the grievances of all the stake holders, the students being the most important ones. The College allows space for students to imbibe in them decision-making power in various aspects of functioning of College affairs, particularly in extra and co-curricular areas.

This might seem like an unrealistic idea in an age of common core standards and high-stakes tests - what if students veer drastically off the roadmap chosen by the College? However, this is actually entirely possible in an atmosphere of trust and openness and a



St. Edmund's College

(Affiliated to North Eastern Hill University, Shillong)
Recognized by the University Grant Commission under 2 (f) and 12 (B) of UGC act 1956
Laitumkrah, Shillong – 793003, Meghalaya, India

E-mail: stedmundscollege@gmail.com

Website: <http://sec.edu.in>

healthy teacher-student bonding. The teachers in St. Edmund's are always ready to Jump in to work with students. In the process, the students get the required impetus to express their individual ideas in a more casual environment often outside the confines of a rather formal looking classroom. Some of the areas that the students are allowed to work on independently are the Annual College Magazine (THE EDMUNDIAN), departmental journals/magazines/newsletters, formation and management of various clubs, staging of annual plays/musicals, organization of college Fests and other significant calendar events of the College. The practice ensures that the idea of all-round development of a student, as enshrined in the vision and mission of the College, is given a concrete shape.

Obstacles faced, if any

No real obstacle was noticed or detected with the students showing great enthusiasm in absorbing the idea of independent work. Some students, however, had been slow in responding to the invitations made by various clubs or even departments. Also, some ethnic groups seemed to be comfortable only in their chosen company. But, as the college encouraged a cultural blending in organising various programmes, the students understood the value of participation cutting across ethnic, linguistic and cultural backgrounds, thus ensuring the success of the various projects/programmes.

Impact of the practice

- Instant impact on the students' participation: almost 100% change
- Increased motivational level of the students
- Emergence of student clubs
- Renewed interest shown by students in identifying areas of action
- Tutor-ward relationship has hit an all-time high with the students taking lead roles
- Academic performance of the students showed signs of all-round improvement
- The entire practice was aimed at reinforcement of quality practices already in place in St. Edmund's College, and the all-round impact has been extremely positive

Contact Details: Office Phone: (0364) 2224533 (M) +91-9862432280. Fax: (0364) 2223234



St. Edmund's College

(Affiliated to North Eastern Hill University, Shillong)
Recognized by the University Grant Commission under 2 (f) and 12 (B) of UGC act 1956
Laitumkrah, Shillong - 793003, Meghalaya, India

E-mail: stedmundscollege@gmail.com

Website: <http://sec.edu.in>

Resources required

- Infra structure support: rooms with audio visual facility
- Budgetary provision
- Refreshment for participants
- Resource persons



Dr Sylvanus Lamare
Principal