



**GOVT. COLLEGE FOR WOMEN
GANDHINAGAR, JAMMU
(A CONSTITUENT COLLEGE OF CLUSTER
UNIVERSITY OF JAMMU)**



BEST PRACTICES

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Best Practice I

1. Title of the Practice **Happy Employee**

2. Objectives of the Practice

At GCW, Gandhinagar, we aspire holistic development of staff and students, ultimately contributing to a thriving and harmonious educational ecosystem. It's about fostering an environment where staff, both teaching as well as non-teaching is happy which ultimately leads to improved performance, creativity, and innovation.

- To develop positive outlook towards work.
- To make the routine work of teaching, conducting examinations and evaluation less monotonous and more enjoyable.
- To enhance levels of employee engagement and job satisfaction.
- To create a conducive working environment.

3. The Context

At GCW, Gandhinagar, we believe that Happiness at work place is closely related with higher performance and productivity. We understand that in an Academician's career, his/her happiness is related to job satisfaction, students' results, feedback etc. Their low happiness level influences their knowledge sharing in the classrooms and may hamper the teaching learning process. The College administration takes all possible measures to keep the staff members happy and motivated. It focuses on mental as well as physical well-being of its staff members. All necessary steps are taken to provide the staff healthier options of food in a relaxed environment. Ample sports amenities are also available in the College campus so that the staff doesn't miss out their regular fitness regime. Here, at GCW, we follow the motto of "Vasudeva Kutumbakam" in both paper and spirit and celebrate the cultural diversity of the employees. Thus a conducive environment is created for the staff so that they can maintain a balance between life and work.

4. The Practice

- Staff picnics are organized regularly to rejuvenate the staff members. These picnics offer a perfect opportunity for employees to step outside the campus environment, and recharge themselves.
- A well-furnished Day Care Centre is the pride of our college. It has all the necessary amenities like toys zone, study area, play zone along with a caretaker. The kids can play and enjoy while their parents can perform their duties with a relaxed mind without being concerned about the safety of their kids.
- There is a dedicated medical room which caters to the needs of not only the students but also the employees. The College also organizes frequent medical camps to take

care of the health of its employees. Vaccination camps were also organized in the College during Covid 19.

- Regular Yoga classes in the serenity of green campus offers a means to de- stress and unwind, promoting better mental health.
- At the College Buffet Station, employees can choose from diverse range of healthy, nutritious, and freshly prepared snacks and meals at affordable rates. Also, the College canteen offers a variety of healthy food options like fresh fruits, coconut water etc.
- The college further emphasizes health and well-being through its extension activities like "EAT RIGHT MILLET MELA."
- Friendly matches of Cricket and Badminton are organized regularly to instill qualities of sportsmanship and for general happiness among the faculty members. A well-equipped gymnasium is also open during the College hours for the employees.
- Farewells and warm send offs are accorded to retiring employees. Their contribution to the institution is always cherished.
- We believe in celebrating unity in diversity of India. So, all the cultural, religious, and National festivals are celebrated with equal fervour. These celebrations help to spread happiness and develop a bond with the institution. Lohri, Eid, Janamashtami, Baisakhi, to name a few, are celebrated along with Independence Day, Republic Day, Gandhi Jayanti, and other festivals of National importance.
- Exhibiting an empathetic approach, a 'Talking screen reader' software has been installed in the Library for the assistance of a lone visually impaired faculty member of the College.
- Counselling cell of the College provides Counselling to the employees as and when required.
- The College employees are provided adequate space and optimum working conditions: A Common Staffroom, Well-furnished Separate Department rooms, Committee rooms and Club rooms with Air Conditioners, pantry, and attendant.

5. Evidence of Success

Though happiness is a subjective term, it can be observed in the day to day working of the employees.

- All the staff members voluntarily participate in all the activities of the College.
- An atmosphere of community and solidarity is created whereby employees provide financial and emotional support to colleagues during challenging times.
- The enthusiasm with which faculty matches are played exemplify the overall happiness of the employees.
- Participation of faculty members in Karvachauth mela, Diwali mela, Teacher's day celebration and in other events is a testimony of the success of happy employee policy of the College.
- Regularity and punctuality of employees is also an outcome of the conducive environment of the College.
- When the staff members neglect their health due to the busy classwork routine, the Buffet station offers them a freshly prepared wholesome meal to take care of their nutritional requirements. The staff members can be often seen relishing this balanced and tasty food served at the Buffet Station.
- Most of the retired staff members keep coming to college for the love that they receive from the staff.

6. Problems Encountered and Resources Required

- For organizing activities and events require resources, which at times becomes a little limiting factor.
- Initiating a new idea always faces apprehensive responses in its inception phase.

Best Practice II

1. Title of the Practice

Inclusive Governance: Creating Socially Responsible Youth

2. Objectives of the Practice

At GCW Gandhinagar, we believe in creating an environment of inclusive, transparent, and fair governance. We aim to create a student- friendly administration through an active participation of students, teachers, parents, and alumni of the College.

- To enhance interaction with all stakeholders.
- To make administration responsive, transparent and efficient.
- To foster a sense of responsibility and belonging towards the College and society at large among its stakeholders which includes students, parents, alumni and staff members.
- To ensure good governance.
- To create a paperless environment in the college.

3. The Context

GCW Gandhinagar follows an organogram where Higher Education Department has all the administrative powers followed by the Cluster University of Jammu and Principal of the College supported by staff council and College committees. Of all these, **Student Council** is the strongest pillar of the College administration. We believe that by empowering students through the Students' Council, we can foster essential skills like teamwork, effective communication, and problem-solving in students. By engaging in the decision-making processes, students can contribute their unique perspectives and ideas, fostering a sense of ownership and shared responsibility within the college community. We aspire to nurture our students in a democratic set up so that they imbibe values of compassion and kindness and develop a sense of gratitude towards the society. As one of the most reputed colleges of Jammu and Kashmir, we also understand our responsibility towards our environment and thus have opted for paperless communication.

4. The Practice

▪ **Student Council**

GCW, Gandhinagar facilitates students' representation and engagement in various administrative, and cocurricular activities through a formal student council body that is elected annually by active participation of all students. The council members are members of all the committees and clubs of the College. They act as a bridge between students and administration.

▪ **Governance System**

We have a transparent and multi layered governance system. The Governing Body of the college meets on regular basis to discuss issues related to the overall development of the institution. Student Council meetings are also held at regular intervals to address student related issues. Alumni meet and Parents meet are also held frequently to take their suggestions pertaining to administration.

- **Paperless Communication:**

The College has developed an e-administration system in the College. All the Heads of the Departments, administrative officials have an official e-mail id which is accessible to the students . The students can mail their grievances and suggestions to Heads or Convenors of the Committees.

- **Wi-fi Campus:**

The entire campus is wi-fi enabled and students as well as staff has an open access to it. It helps in the smooth functioning of the administration as there can be a smooth flow of information between administration, students and staff.

- **NCC and NSS volunteers:**

NCC and NSS units of the College organize awareness programmes for the students of the College and society at large . They are always prepared to extend a helping hand to the civil society in the hours of need. The NCC and NSS units organise rallies, cleanliness drives, awareness camps inside the College as well as in places in and around the City.

- **Activity Clubs :**

The College provides an opportunity to students to give back to the community or stand up for a cause that they believe in through various clubs like Red Cross club which regularly organises blood donation camps and spread awareness among the civil society, Red Ribbon club, which strives to create awareness about important issues HIV AIDS, Electoral Literacy Club of the College which aims to equip student with the skills, knowledge, and motivation to actively participate in the electoral process and contribute to the betterment of our democratic society and Rainbow Club which works to promote inclusivity, equality, and support for the LGBTQ+ community.

5. Evidence of Success

- The Student Council work with the Principal, faculty members, convenors, and students for organizing events and also building a bridge between the faculty members, administrative staff, and students.
- Feedbacks from students, teachers, alumni, employers, parents, and the non-teaching staff are incorporated into all aspects of the College functioning and a great change in the overall administration has been observed over the last five years.
- Investiture Ceremony of the College, which is an annual event in which the torch, which symbolises pride, dedication and discipline is handed over by the outgoing President to the newly elected President, is a marker of the success of the democratic policy of the College administration.
- The wholehearted participation of the students in the outreach programmes of the clubs of the College where they voluntarily serve the society is an evident marker of the success of the inclusive policy of the College.

6. Problems Encountered and Resources Required

- Holding fair and peaceful election of the Students' Council is a daunting task. Potential issues related to the election process such as, ensuring transparency, preventing undue influence, and maintaining order during campaigning and voting needs to be addressed.
- To create a paperless environment in the College, technical support, an uninterrupted Wi- fi connectivity, and ICT tools are required.
- Organising camps to create public awareness requires efforts and resources.

Buffet Station:



Retirement Party



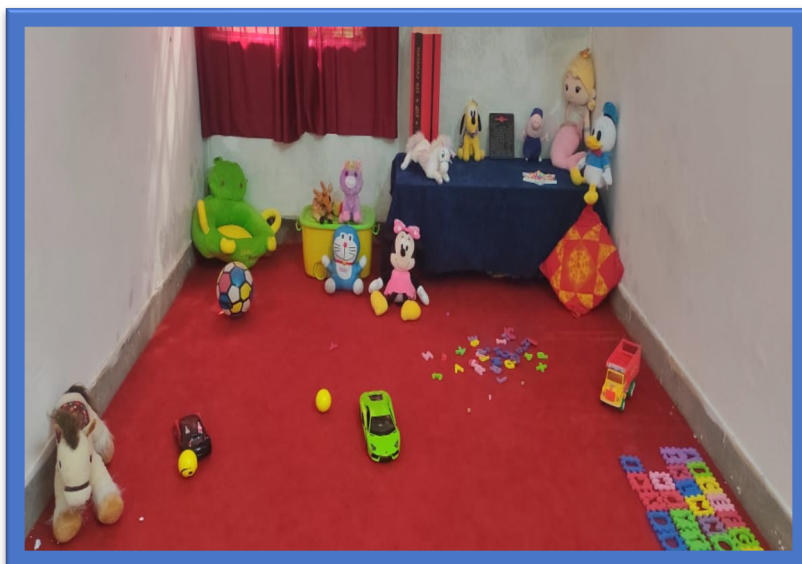
Staff Picnic



Investiture Ceremony



Day Care Centre



Department of English



Mathematics Department



'Talking screen reader' software

KARISHMA ENTERPRISES
 30 Maker Arcade, Ground Floor,
 Cuffe Parade, Mumbai - 400005. Maharashtra. INDIA
 Phone: (022)-22181853 or 22153291
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Quote

Date: 26 Nov 2022
 Quote No.: KE297Q-4809

Bill To:
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 Gandhi Nagar, Jammu - 180004
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1	JAWS TALKING SCREEN READER FOR THE BLIND (Karishma India Literacy Project) - Home Edition Latest Version 2023 - Not for Commercial Use Suitable for Windows 10 and 11 - for both 32 Bit and 64 Bit OS JAWS converts a normal PC into a Talking PC to enable a blind person to operate the computer independently. Besides English, it also speaks Hindi, Marathi, Tamil, Telegu, Kannada, Bengali and Bhojpuri. Speaks Indian English with Rishi and Sangeeta Voices	₹36,000.00	₹36,000.00

Lib. Committee

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Red Ribbon Club




Red Cross Club




Electoral Literacy Club




Rainbow Club



Padma Shri Padma Sachdev
Govt. College For Women Gandhi Nagar Jammu
 (A Constituent College of Cluster University of Jammu)





Patron
Prof. Minu Mahajan
 (Principal)

Electoral Literacy Club and Rainbow Club
Department of Social Work
In collaboration with
IQAC
is Organizing a
One-Day Program cum Interactive Session
On The Topic

Resource Persons

Ms. Jyoti Sharma
 (Advocate, Jammu and Kashmir and Ladakh High court, at Jammu)

Mr. Jaspreet Singh
 (Research Scholar, Central University of Jammu)

TRANSGENDER: REPRESENTATIONS AND REALITIES

14th of May, 2023
Venue: College Auditorium
Time: 1:30 PM

Organizing Team

Members of The Electoral Literacy Club:

1. Dr. Pooja Charak
2. Prof. Paramjeet Singh
3. Dr. Harmeet Singh
4. Dr. Varun Sharma
5. Prof. Sunita
6. Dr. Vandana Sharma

Members of The Rainbow Club:

1. Prof. Eisha Gohil
2. Dr. Ujjwal Sharma
3. Dr. Syed Shehina
4. Dr. Suraj Mohani Jamwal
5. Prof. Sunita

NCC Cadets



PSPS GCW Gandhinagar



LiFE
Lifestyle for Environment



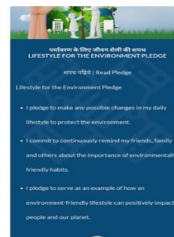
2 J&K GIRLS BN



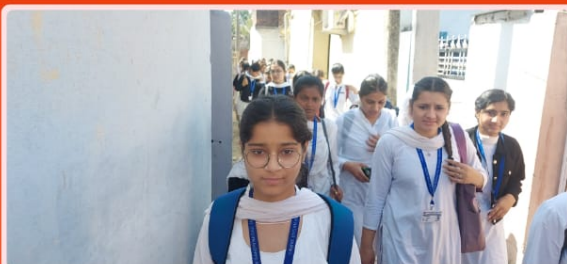
PLEDGE



TIME FOR NATURE



NSS Cadets



Millet Mela

