

Best Practice No. 1

1. Title of the Practice: *Building Internal Relational Ties with Support Staff and Admin Department*

2. Goal:

To build internal ties of understanding and rapport with the support and admin staff

To consolidate the atmosphere of harmony creating an environment of support and positive work culture

To create the feeling of psychological well being within the non teaching staff

3. The Context:

The non teaching staff consisting of the support and admin staff is very crucial to the overall administration of any educational institution. But very often the focus on the teaching –learning process takes centre stage and the contribution of the support and admin staff is not taken into account. Knowing that their contribution plays a very important role in the sustenance of a positive teaching learning atmosphere we wanted to appreciate their efforts, instill in them a sense of the importance of their role and work towards enhancing their technical skills and areas of interest and work.

4. The Practice:

Appreciating the staff :

Mann se Mann ki baat: IQAC Cell organized an event “Mann Se Mann Ki Baat” for class – IV administrative staff employees on 4th September, 2018.

Provision for building internal camaraderie through socializing:

Admin Staff Picnic: The College Management organized an overnight Picnic for Administrative Staff at Shanti Sagar Resort, Ambarnath, on 1st December, 2018 & 2nd December, 2018. 33 Admin staff participated in the same.

Honing their managerial skills:

Adminotsav 2k19: Our College Administrative Staff organized an Intercollegiate Sports and Cultural Event for administrative staff (Dalmia Lions Adminotsav – 2k19”) on 18th January, 2019. 228 administrative staff from 23 colleges participated in the 7 events. (Cricket, Chess, Carrom, Rangoli, Candle Lightning, One Minute Game & Musical Chair). J. M. Patel College, Goregaon (W), won the final Trophy in Cricket. This intercollegiate event not only strengthened the ties within the institution but it was also successful in building bridges with other institutions and their staff.

Shri Satyanarayan Mahapuja: Shri Satyanarayan Mahapuja was organized by the Administrative Staff. This helped the entire staff to bond culturally.

Vetting the technical skills:

Workshop on Paperless Office: The Administrative Staff organized a workshop on Paperless Office on 12th July, 2018. Ms. Keya Mukherjee, Office Superintendent of Nanavati College, Vile Parle was the Speaker. All the staff were benefitted with the workshop.

Workshop on “7th Pay Commission Accounts & Audit”: Our College Administrative Staff Mr. J. V. Gomes – Registrar, Ms. Rasika Patkar – Head Clerk, Mr. Vijay Chavan – Sr. Clerk & Ms. Ashwini Sutar – Jr. Clerk participated in the one day Workshop “7th Pay Commission Accounts & Audit” organised by Shailendra Education Society’s Arts, Commerce & Science College.

Workshop on “7th Pay Commission Calculation”: Our College Administrative Staff Ms. Punam Patwardhan – Jr. Clerk, Mr. Rajesh Dubey – Jr. Clerk participated in the one day Workshop “7th Pay Commission Calculation” organized by H. R. College, Churchgate Arts, Commerce & Science College.

Giving a platform to nurture their prowess in sports and cultural activities:

Vaze Utsav (Intercollegiate Cricket Tournament): College Administrative Staff participated in the Vaze Utsav Intercollegiate Cricket Tournament organized by Vaze & Kelkar College, Mulund Mumbai on 8th December, 2018. The participants were Mr. Pandurang Vaidkar, Mr. Ashok Sarpe, Mr. Barat Likhar, Mr. J. P. Yadav, Mr. Satapa Kamble, Mr. Radheshyam Yadav, Mr. Digambar Panchal, Mr. Santosh Jadhav, Mr. Hemant Patil, Mr. Shrinivas Jadhav.

Intercollegiate Sports and Cultural event by M. D. Shah Mahila College: Our College Administrative Staff participated in the Intercollegiate Sports and Cultural Events organized by Shri M. D. Shah Mahila College Malad (W), Mumbai on 18th December, 2018. The cricket team consisted of Mr. Ashok Sarpe, Mr. Digambar Panchal, Mr. Santosh Jadhav, Mr. Mahesh Gosavi, Mr. Aniket Bhandari, Mr. Radheshyam Yadav, Mr. Hemant Patil and Mr. Chandrakant Kamble. Mr. Dilip Malpuria took part in the singing competition. The participants in the Cookery competition were Ms. Sonali Kadam, Ms. Ashalata Patel, Mr. Mahesh Gosavi who won the 3rd Prize. Ms. Rasika Patkar, Ms. Medha Sawant and Mr. Hemant Patil also took part in the Cookery competition.

Intercollegiate Sports and Cultural event by Nagindas Khandwala College: Our College Administrative Staff participated in the Intercollegiate Sports and Cultural Events organized by Nagindas Khandwala College Malad (W), Mumbai from 26th December, 2018 to 28th December, 2019. The participants were Mr. Ashok Sarpe,

Mr. Digambar Panchal, Mr. Santosh Jadhav, Mr. Mahesh Gosavi, Mr. Aniket Bhandari, Mr. RadheshyamYadav, Mr. Hemant Patil, Mr. Chandrakant Kamble, Mr. Prasad Pawar. Our team reached the Semi Final Round. Ms. Urmila Lele& Ms. Ashwini Sutar took part in the Memory game. Ms. Urmila Lele won the 3rd prize.

Intercollegiate Sports and Cultural event by Ghanshyamdas Saraf College:

Our College Administrative Staff participated in the Intercollegiate Sports and Cultural Events organized by Ghanshaymdas Saraf College Malad (W), Mumbai on 8th February, 2019. The participants in cricket were Mr. Ashok Sarpe, Mr. Digambar Panchal, Mr. Santosh Jadhav, Mr. Mahesh Gosavi, Mr. Aniket Bhandari, Mr. Radheshyam Yadav, Mr. Hemant Patil, Mr. ChandrakantKamble and Mr. Prasad Pawar.

5. Evidence of Success:

An atmosphere of fellowship and greater rapport is now emerged amongst the members of the support staff with the teachers and students.

6. Problems Encountered and Resources Required:

The admin staff were earlier a little apprehension

7. Contact Details:

Name of the Principal:	Dr. N.N.Pandey .
Name of the Institution:	Prahladrai Dalmia Lions College of Commerce & Economics.
City:	Malad, Mumbai
Pin Code:	400064
Accredited Status:	B
Work Phone:	912228725792
Fax:	28732270
Website:	http://dalmialionscollege.ac.in
E-mail:	dalmialionscollege@gmail.com
Mobile:	919820518042



