

# KHAGARIJAN COLLEGE

Chotahaibar, Nagaon, Assam



## *Strategic Planning and Deployment Document*

# ***Strategic Planning and Deployment Policy***

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## **Preface**

Strategic Planning is most essential component to accomplish Vision and Mission for tracking progress of any organisation that directly impacts an institutions success, creating top-down approach to tracking key performance indicators. In the like way, for HEIs, strategic Planning is very essential for achieving its vision and mission and to transform its human potentials human resources within a specific timeframe. It's a continuous effort with specific focus on accomplishing the institutional goals. Hence, the preparation of Strategic Planning and Deployment Policy is the most essential part of success. SPDP is based on analysis, obstacles and opportunities and leads the direction through which the institution can achieve its goals and objectives.

The SPDP of the Khagarijan College, focus on the involvement of its all stakeholders in its continued success as a co-education institution located in the urban areas of Nagaon Town. Focus has been given to identify the policy deployment in line with the achievement of desired outcomes and objectives.

## **VISION**

The vision of the Khagarijan College is to spread and promote higher education for the sustainable development of the nation.

## **MISSION**

To set a high standard of excellence in the preservation and creation of knowledge through Teaching-Learning and experiment and to serve as an effective instrument of development in the path of education, progress and total awakening. Besides, we shall go always a little with "BETTER EVERY DAY" spirit.

### **The Khagarijan College endeavor to achieve its vision by:**

- High standard of excellence in the preservation and creation of knowledge through teaching-learning and experiment and to serve as an effective instrument of development in the path of educational, progress and total awakening.
- The college tries to impart education of the higher-standard through value based and holistic approach and integrity of traditional and innovative practices.
- To create a platform for exploring creative potential and nurturing the spirit of entrepreneurship and critical thinking.
- Try to inculcate a strong belief in hard work and motivating for gender equality, human rights and ecology in order to make the student's socially responsible citizens.
- To achieve the potentiality for integration of multidisciplinary and trans-disciplinary approach for fulfillment of Mission Statement.

### **QUALITY POLICY**

- To facilitate the quality in Teaching-Learning system for a divergent group of learners this will provide support base for lifelong learning and skill strategy.
- To inculcate value, support and Excellency in teaching learning.
- To fulfil the needs & Expectations of the stakeholders.
- To provide opportunity for progress of higher education for securing employment with the qualifications acquired at the college.
- To provide academic support infrastructure and environment that is conducive for high standard of teaching learning process.
- To obtain the commitment of all the stakeholders to channelize a collective responsibility.

### **CORE VALUES**

- **Integrity**

The college follows a policy of shared decision making strategy and imbibe values of the institution through dedication of works. The institution conducts all its activities in ethical manner in fair, honest and truthful manner.

- **Inclusiveness**

The college create an atmosphere where all stakeholders are valued for their respective cultures, experiences knowledge levels and capabilities. It has a student strength which comprises different cultural values and norms. Hence, the college try to provide an environment that is culturally inclusiveness and responsive to all its stakeholders. Keeping aside the categorisation, the college provide an atmosphere to all its stakeholders of different culture, social background and gender. The college organises various co-curricular activities and observes days and Events of renowned personality and festivals for inclusiveness all strata of society.

- **Objectives:**

We shall go always a little with “BETTER EVERY DAY” spirit. In conscientious to this quote, the college lays down the following prime objectives:

- The college try to provide quality education and support to its stakeholders.
- Try to generate leadership quality among the students
- Try to provide skill and values through mentoring the students.
- Try to train the students with decision making ability
- To empower them for employability through proper guidance and training
- Promote holistic development by participating in cultural, sports, extension and community based NSS activities.

### **Strategic Goal**

For proper implementation of the vision and Mission and core values of the college, the strategic goals are as follows:

# Dissemination of Vision & Mission of the Institution

## Publication

## Dissemination

### Internal Stakeholders

1. Management
2. Principal
3. IQAC
4. Academic Committee
5. Faculty
6. Support Staff
7. Students

### External Stakeholders

1. Industry Expert
2. MoU Partners
3. Professional Bodies
4. Academicians
5. Alumni
6. Parents

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1. College Website
2. Departmental Webpage
3. Central Notice Board
4. Hoardings
5. Proceedings
6. Course File
7. Students Record Register
8. Wall magazine
9. College Magazine
10. Logbooks
11. E-Notice

1. College Website
2. Departmental Web Page
3. Broachers
4. E-Notice
5. Communication Letters

1. Student Induction
2. IQAC Meeting
3. Staff meeting
4. Departmental Meeting
5. HoD Meeting
6. Faculty Orientation
7. Support Staff Training
8. Examination Committee meeting
9. Mentor-Mentee
10. Grievance Redressal

1. Induction Programme
2. Career Counselling
3. Alumni Meetings
4. Parents Meetings
5. Student Support & Progression Cell Meeting

### **a. Internal Quality Assurance Cell**

- In every Academic year, the Internal Quality Assurance Cell is reconstituted as per the latest guidelines of NAAC.
- Planning of Action Plan
- Formation of Academic Committees
- Formation of Statutory and Legal Cells
- Plan for professional development of Teaching and Non-Teaching Staffs
- Periodic Quality Check
- Organising Internal & External Audit
- Conduction of Academic and Administrative Audit.
- Channelizing the Best Practices
- Preparation of Annual Reports and Submission to NAAC and AISHE
- Preparation for Implementation of NEP 2020.

### **b. Teaching Learning Parameters:**

- IQAC and Academic Committee Meetings
- Preparation of Academic calendar
- Central Class Routine preparation
- Induction programme on PO PSO & CO
- Categorisation of Advance & Slow Learners.
- Departmental Meetings
- Collection & Analysis of Feedback
- Continuous Internal Evaluation
- Mentor-Mentee system
- Development of learning materials.

### **c. Leadership**

- Decentralised responsibility for academic, Administrative and Student related matters.
- Define duties and accountability
- Responsibilities of Functional Bodies.
- Student Association

### **d. Good Governance**

- Articulation of vision & mission in key positions of the college

- Publication of Academic calendar
- Setting of institutional Action Plan & strategic goals
- Leadership development through decentralization and participative management.
- Proper functioning of the Committees and Cells
- Monitoring of the Quality management System.
- Assessment of Faculty Performance Appraisal
- Conduction of fair Admission procedure
- Conduction of Internal/External/Green/Gender Audits.
- Implementation of E-Governance in Administration, Admission, Payment, Communication and Finance.

#### **e. Students Participation**

- Induction to the first year students
- Career counselling
- Budget allocation for student development programmes and activities.
- Organization of Establishment day, Cultural Events, Sports, Teachers' day etc.
- Organization of Student Associations' Election properly
- Financial assistance to the needy students.
- Participation in curricular/extra-curricular activities.
- Participation in extension activities through NSS and departmental initiatives.
- Support for applying scholarship through NSP and other avenues.
- Participation in Institutional, Inter-college and university level, state level competitions.

#### **f. Faculty Development & Welfare strategy**

- Recruitment of Full Time/ Contractual faculty & Support Staffs
- Performance Appraisal System
- Teaching and Non-Teaching training programme
- Code of conduct, service rules & leave rules
- Welfare policy
- Leave for attending seminar/workshop/conferences for career advancement
- Support Policy for research and consultancy.

#### **g. Financial management**

- Budget allocation and maintenance of expenditure
- Conducting audits'
- Approval of Finance Committee on expenditure
- Financial supports for visits/training/faculty exchange etc.

## **Research & Innovation**

- Encouraging the students for research oriented activity.
- Fund generation for research projects.
- Strategy for applying Government/Non-Government sponsored funds
- Collaboration with different stakeholders and Academic Institution
- Established a Publication Cell for publishing an ISSN Serial

## **Physical Support facilities:**

- Focus on building development and infrastructure renovation.
- Focus on enhancing Smart Class/ICT enable classroom
- Laboratory up gradation
- ICT Updates
- Safety and Security Measures
- Plantation for Green campus initiatives
- Library up gradation.

## **STANDARD OPERATING SYSTEM**

The standard Operating System for Executive component has a institutional flowchart for execution of Powers and functions step by step involving all the stakeholders:

- **Meetings and Discussion:**

Before the beginning of each academic session, the Head of the Institution and the Internal Quality Assurance Cell, discussed in detail about the needs and requirement of the institution. The IQAC along with the Academic Committee members and other Academic Sub-Committees checks the completion of the Academic calendar, Central Class Routines whether it is adequate or not. In the meeting organised by the HoI, the HoDs or respective departments place their needs and their planning for the academic session.

- **Overview:**

The HoI and the IQAC conducts statistical survey regarding the new admission, Faculty Position to meet up the students' requirements, availability of books in Central and Departmental Library and lists are prepared for follow up action.

- **Improvement Strategy:**



IQAC and the Academic Committee Members ensure the preparation of the academic calendar, fixing of the dates for co-curricular activities, CIE and revision of the courses.

Mentor-Mentees undertake counselling programme and accordingly the learning strategies are adopted for inclusiveness all categories of students.

- **Implementation:**

The meetings of IQAC and other Academic Sub-Committees are held and review periodically the progress of the works planned in the beginning of the academic session. Besides, new agenda and programmes are fixed for implementation to fulfil the vision and mission of the college.

### **STRATEGY IMPLEMENTATION AND MONITORING**

After formulation of the strategic development plan is followed by its implementation and monitoring. The prepared plan, at the time of implementation is measured and accordingly mid-time policy is formulated. The Head of the Institution along with Internal Quality assurance cell and other Academic Sub-Committees are the main pillar for the implementation of the Strategic Plan and its deployment.

### **Institutional Level:**

| <b>Sl.No.</b> | <b>Departments</b>          | <b>Implementing Authority</b>                       |
|---------------|-----------------------------|---|
| 1             | Governance & Administration | Governing Body of the College                       |
| 2             | Academic Planning           | IQAC & Academic Committee                           |
| 3             | Admission                   | Admission Committee (Supervised by Principal & IQAC |
| 4             | Infrastructure              | GB, Principal & Construction Committee              |
| 5             | Student Progression         | IQAC, Mentoring Cell, Head of the Department        |
| 6             | Statutory Complains         | Principal & Internal Complain Committee             |
| 7             | Student Activities          | Teacher In-Charges                                  |
| 8             | Departmental Activities     | Principal & IQAC                                    |
| 9             | Placement                   | Faculty members                                     |
| 10            | Quality Policy              | Internal Quality Assurance cell                     |
| 11            | Training                    | Principal & the IQAC                                |
| 12            | Library Development         | Library Maintenance Committee                       |

|    |                   |   |
|----|-------------------|---|
| 13 | Campus Management | Campus management Committee                   |
| 14 | Website           | Website Development and Maintenance Committee |
| 15 | Appointment       | Governing Body and Principal                  |
| 16 | Finance           | GB, Principal & Finance Committee             |

## SWOC ANALYSIS

### Strength

- Congenial atmosphere for Teaching-learning.
- Good-natured relationship among its stakeholders.
- Congenial atmosphere for plural and multicultural community.
- Student friendly Teaching-Learning system.
- Accessibility of open and distance education through KKHOSU for UG and PG aspiring students.
- Accessibility of skill base professional courses viz., Beautician cum Hairstylist, Web Developer, Diploma in Computer Application, Creative Writing, Functional English, Personality Development and e-Commerce and Banking Practice etc.
- Transparent admission process for all communities and areas.
- Facilities to cope up with *Divyanjan*.
- Facilities for ICT enable teaching-learning process.
- Eco-friendly and Gender friendly atmosphere.
- Collection and analysis of students and other stakeholder's feedback and action taken provisions for improvement of services.
- Wi-Fi enable campus.
- CCTV surveillance in the college campus.
- Memorandum of Understanding with various stakeholders for achieving multidisciplinary approach.
- NSS unit with very active & dynamic role.
- The College has a ragging free campus with less number of student grievances.
- A well furnished Central & Departmental Library.
- Digital Library Portal for Electronic Learning materials.
- Blended mode of Teaching-Learning System
- Variety of Subject combination for UG programme.
- Scope for Remedial and Bridge Course for slow learning students.
- Automated Library with Text Books, Reference Books, Journals, rare Books, sufficient reading space for Students and Faculty & N-List Subscription.
- Participative management by incorporating its stakeholders.

### **Weakness**

- Less number of Teaching and Non-Teaching staff & absence of permanent Librarian.
- Most of the students are coming from socially and economically poor background hence sometime increased drop-out rates.
- Insufficient boarding facilities for boys' and girls' students
- Less number of externally funded research project undertaken by the faculty members.
- Poor performance of students in competitive examination conducted by Central and State Government.
- Less number of external funding for infrastructural development.
- Financial problem to open self-finance courses as the students coming from BPL & EWS of the society & insufficient permanent faculty position.
- Poor enrollment of the students from outside the state.
- Limited academic adaptability as the College has to strictly follow the syllabus prepared by the affiliating University

### **Opportunity**

- A total of 3.25 acres of huge land area may be used for starting new programmes.
- To establish boys' hostel.
- To promote ICT enable Teaching-Learning.
- To start new programmes such as Science, B.Ed etc.
- To mobilize its vast Alumni for institutional development.
- To undertake extension activity in its neighborhood area.
- Scope for opening shops, ATM and other related avenues for the need of the students.
- Scope for conducting national and international seminar/conferences.
- Scope for opening new skill-based and industry based courses.
- Scope for opening more specific add on/certificate course
- Scope for opening commercial avenues for resource generation.
- Scope for opening more PG Programmes
- Scope for setting up of Tribal Study Centre and Cultural Museum.
- Exposure to industrial training and internship for its stakeholders
- Obstacle in generation research grant by the institution.
- Enhancement of skill development courses
- To create more residential facilities for staff & students.
- To open new courses such as BSc., B.Ed etc.
- Enough open space for new construction

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- Scope for opening more PG Programmes
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### **Challenges**

- The College cannot restrict entry-level marks for admission in UG Programmes and hence unable to fulfill the reservation criteria.
- To get proper placement of the pass out students.
- To reduce the drop-out level due to poor economic condition of the stakeholders.
- Challenge to catering the needs of the students with poor learning level.
- Catering the student diversity due to less number of Faculty position.
- To have proper tie-up with international academia.
- To spend the huge amount of money for payment of full timer and part time faculty members.
- Maintaining proper records for student progression and placement data.
- To record the data of student scholarship due Government policy of direct credit transfer to the students account and non-intimation to the college authority.
- To provide fund for research oriented activities.

### **Monitoring Strategy**

The Strategic Plan and its Deployment progress are monitored by the Principal, Internal Quality Assurance cell and the other Academic Sub-Committees from time to time. The Departmental Convenors and the Coordinators of the Committees and Cells are met in the Staff and HoD meetings organised by the Principal of the college. The Quality aspects of the college are solely monitor by the IQAC internally by collecting feedback on curriculum delivery and enrichment. The findings of the review are documented and the same are informed to the Principal and from the principal to the GB of the college and accordingly actions are taken.