INSTITUTIONAL PERSPECTIVE PLAN

1. To put efforts for creation of new substantive teaching posts in view of implementation of NEP 20 in Semester system

2. To take necessary steps for filling up substantive vacant Non-teaching posts

3. To introduce job oriented courses such as BBA, BCA etc.

4. To Enhance opportunity of Skill Development Programmes

5. To develop new and applied curriculum for Add-on Courses and to impart them among the students.

6. To introduce vocational courses for fulfilling requirement of NEP 20

7. To introduce Master Degree level teaching in disciplines besides Bengali.

8. To broaden the scope of e-resources and e-learning

9. To enhance library resources & their optimal utilization

10. To ensure proper use of fully automated library resources and other physical infrastructure.

11. To take measures for reducing dropout & increase students' progression

12. To give emphasis on increasing roll strength in Science Subjects.

13. To make the campus cleaner, more green and environment friendly.

14. To popularize yoga education among the students and other stakeholders of the college.

15. To create more facilities of ICT based teaching & smart class rooms

16. To establish skill enhancement and job training collaboration

17. To encourage the teachers for research through the research cell

18. To create a larger scope for extra-curriculum & sport activities.

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DEPLOYMENT OF PLAN

The College takes steps for deployment of plans across all possible areas of development and for improvement in its academic standard. Following mechanisms are adopted to implement the above-mentioned plans.

I. **Curricular Aspects:**

1. Curriculum delivered by the college comprises POs, PSOs and COs in every discipline for constant evaluation.

2. The college offers courses related to employability, entrepreneurship, skill development, environmental studies and human values and ethics.

3. Instituting qualified and experienced teachers/scholars for a vibrant academic and professional environment within the college.

4. Strengthening the bond between students and teachers and mentoring them for being good Samaritans through induction meeting with Principal, regular meeting with the principal and teachers, regular mentoring activities etc.

5. Conducting Academic and Administrative audits for betterment Strengthening existing Programmes and introduction of Additional ones (degree / certificate/ add-on/ value added)

6. Collaborations and linkages academic institutions for effective execution of curriculum to promote excellence, value addition and contextual relevance

7. Introducing interdisciplinary and multidisciplinary study system for more academic flexibility

8. Preservation and promotion of heritage through college museum and archives and through knowledge transmission by organizing seminars/webinars etc.

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9. To continue to offer alternative career options, combinations, certificate and Add-on/value added courses, remedial classes and classes for advanced learners for effective curriculum delivery

10. To obtain the feedback on curriculum, its scientific, systematic analysis for effective communication to Academic subcommittee / IQAC / Board of Studies for taking positive move for revision and restructuring of curriculum.

II. Teaching Learning and Evaluation

Academic Quality Enhancement

1. Transparent Admission Process and a well-defined mechanism based on merit; reservation policy is compiled as per rule.

2. Proposed introduction in other Honours /Major courses in Arts & Science and Post graduation courses in more subjects.

3. Attendance regularity of students is ensured by maintaining individual attendance register and e-attendance mechanism.

4. Induction meeting with the Principal to avoid the possibility of drop out and to ensure good academic performance.

5. Parent-teacher meetings are regularly organized for academic monitoring.

6. Regular departmental meetings, All-teachers' meeting, Teachers' Council meetings are the mechanisms to assure quality, to analyses the results and cherish achievements.

7. Regular seminars / webinars, workshops, extension lectures, internships, experiential learning and educational tour etc. help enhancing the quality of teaching.

8. Recognition of merits for academic and extracurricular performance of the students and achievements of faculty through felicitation ceremony are our unique efforts.

9. With the help of our positively tuned alumni and our retired teachers and staff the college offers prizes, like Smt Krishna Chakraborty Award. This award is given to one

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student of Bengali Hons who scores highest marks in the final year University Examination every year and the student shows excellence in the field of discus throwing.

10. College continues to provide easy access to daily newspapers, journals, periodicals and internet in the library, enabling OPAC, NPTEL, INFLIBNET-NLIST services for the students and the teachers and reading halls. The college subscribes additional journals, e-journals, periodicals and Web Portals for enriching the reading resources.

11. Academic discipline in Teaching-Learning process is assured by preparing prospectus, Academic Calendar and time-table.

12. Use of ICT and innovative teaching and learning resources like LCD projectors for power point presentations, internet etc. in Teaching-learning has changed the dimension of teaching and has made learning more interesting for the students. The faculty members use various teaching techniques and aids. Special efforts are devoted to improve the learning and communication skill of learners.

13. The college will continue to ensure intensive use of innovative teaching and learning resources like LCD projectors for power point presentations, models, smart classrooms, Interactive Language Laboratory, Computing Laboratory, etc. for ICT enabled teaching-learning.

14. Continuous evaluation of the students on the basis of their basic learning and prepare strategies to cater to the needs of the learners and to bring them on common platform of career aspirations.

15. Class tests are taken regularly

16. Tutorials are parts of the regular teaching-learning and continuous evaluation

17. Parameters are set by the teachers to identify advanced learners and slow learners; remedial classes and classes for advanced learners are arranged to bridge the gaps and/or to enrich further.

18. Mentoring by the teachers help the students to achieve the overall goals.

19. Students' centric teaching system is to be emphasized.

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20. Faculty exchange programmes also help to provide support to the students.

21. Introduction of job oriented Programmes

22. Introduction of job oriented Programmes by Career Counselling and Placement Cell and by IQAC with the help of the departments and in collaboration with industrial partners

23. Introducing more innovative job oriented courses through certificate and diploma courses has taken a steep upward move specially after re-opening of college in offline mode in the post pandemic period.

24. Continuous improvement of infrastructure and learning resources.

25. Optimum utilization and maintenance of available infrastructure and learning resources

26. Concerted efforts to obtain grants for infrastructure development

27. To activate these plans certain practices of institution in respect to provision of infrastructure and Learning Resources need to be highlighted to explain deployment of plans

28. Well-equipped Computer laboratories

29. Main Library with increasing holdings and user friendly, automated and comprehensive Library services.

30. Fully equipped auditorium with audio visual facilities

31. Good quality furniture in class rooms

32. Departmental rooms for faculty with departmental libraries, computers and internet facilities in teachers' staff room, some departmental rooms, library, and IQAC room.

33. Safe, pure and cold drinking water facility in every floor

34. Adequate number of toilets in all blocks for students.

35. Well-furnished Seminar Hall

36. Well-furnished and fully computerized Administrative Office

37. Spacious, well-furnished, well-ventilated canteen.

38. Maintenance and cleanliness of infrastructure

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39. Supply of electricity power with separate panels in every floor coupled with solar power, generator facility to ensured continuous and uninterrupted flow of electricity. Reduction in electricity bills by use of LED bulbs

40. Well secured fire extinguisher with gas and water facilities in strategic places.

41. Complete automation of Library services

42. Efforts to obtain infrastructure development, moderation, upgradation out of grants from UGC, state government, and other external CSR providing companies.

43. Within limited scope college library keeps sufficient reference books, subject related good quality text books, sufficient PCs with internet access for the completion of projects and research work etc.

44. The college maintains the system of 360-degree evaluation of teachers by students and other stakeholders to develop a mindset among faculty towards accountability, confidence, readiness to receive criticism, openness, sense of introspection to improve their performance in teaching and learning.

III. **Student Progression and Support**

1. The College has set up a grievance box, where students drop in their suggestions / grievances. These are scrutinized, periodically and taken into account for further improvement.

2. Awareness Programmes on health, hygiene and personal sanitation, electrical safety, soil testing, environment, cleanliness campaign, energy and environmental conservation campaign and tree plantation, at the adopted tea garden area are done by involving students to create a sense of social responsibility among them.

3. Right to Information Cell, Internal Complaints Committee, Anti Ragging Committee help generating awareness. Students are encouraged to undertake socially responsible activities to make an impact on the society as a whole.

4. The college has a strong NSS unit, which trains the students to be sensitive towards their neighborhood.

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5. Constantly innovative outreach programmes are organized by different departments with involvement of students for grooming them as responsible citizens.

6. Library facility continues to be extended to alumni as well as needy students of the nearby areas.

7. Internships, field visits, frequent counseling sessions provide information about career options, organization of CSR based trainings for employment, preparation for Govt. jobs etc.

III. **Governance, Leadership and Management**

1. Institutional Vision and Leadership Vision and Mission of the institution are communicated effectively to all stake holders through website and prospectus.

2. The Governing Body and employees work together for the development of the institution.

3. Democratic and participatory governance is the special feature of the college administration.

4. Strategy Development and Deployment Perspective plan is designed collectively based on feedback from stakeholders.

5. The college is maintaining its organizational arrangements for effective functioning.

6. Decentralized administrative mechanism with accountability.

7. Participatory functioning of the institution involving all staff members.

8. Distribution of responsibilities equitably according to capabilities.

9. Constituting annually statutory and non-statutory committees with clearly specified roles, responsibilities and objectives.

10. Efficient Students' Body and Students' Grievance Cell, Students' Welfare Committee, Gender Equity Cell, Anti Ragging Committee etc.

11. Extensive representation of staff and students in decision making, execution of policies of the college.

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12. Faculty and Staff empowerment by organizing Faculty Development Programmes and Staff Development Programmes regularly.

13. Strategic policy implementation efforts for filling up the vacancies with qualified faculty and staff as and when vacancy arises.

14. Encouraging faculty to avail FDP facility of UGC to complete PhD thesis.

15. IQAC taking effort to record comprehensive and effective performance appraisal of faculty as per API and staff through self-appraisal reports on annual basis.

16. Maintaining good rapport with University and Higher Education Department of West Bengal and good interpersonal relations.

17. Maintaining conducive work environment.

18. Use of ICT in teaching-learning system and governance.

19. An integrated framework of financial management and resource mobilization

20. Growth oriented annual budgetary allocation.

21. Effective financial administrative control through Bursar, Accountant and Cashier.

22. Coordinator, IQAC and Secretary, Teachers' Council.

23. Regular internal and external academic and administrative audit and timely audit of the accounts

24. Consistent effort for grants from external government and non-government agencies

25. The college IQAC will strengthen the self-appraisal system of teachers which will enable them to realize their academic standard and engage them in various activities to excel in their academic performance.

26. Academic Audit: Monitoring of Teaching-learning process by the norm of multiple layers of Academic audit:

27. PBAS / Individual performance report and Academic Monitor and other academic documents, verified by the Departmental Head, IQAC, Principal, Govt. nominee and University Nominee (s) and finally presented in the Governing Body.

28. Verification of data and documents related to teaching-learning by the IQAC and by the Principal and then by the Academic and Administrative Committee.

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29. Analysis of feedback given by the stakeholders for taking necessary remedial action

IV. **Innovations and Best Practices**

1. Green Audit including Rain Water Harvesting, conducting the Energy Audit and Environment awareness programmes, through the Eco Club.

2. Energy conservation by reducing Electricity consumption through installation of solar energy and LED/CFL lights

3. Promoting eco-friendly campus and making efforts to achieve paper less governance.

4. Efforts taken to ensure no- plastic zone and intensifying the same.

5. Rain water harvesting plan

6. Effective implementation of the policy of recycling of paper.

7. Encouraging innovative practices in the field of teaching/learning strategies and community centric programmes.

8. Encouraging innovative practices in various extra and cocurricular activities by the committees and cells

9. Best Practices of the college include Student Profiling, 360- degree appraisal of the teachers and Extension activities. 360-degree appraisal is a process through which the employer evaluates employee's performance

10. Performance of faculty members engaged in research activities and also act as research guides.