

# CHILARAI COLLEGE



চিলাবায় মহাবিদ্যালয়  
গোলকগঞ্জ

## INSTITUTIONAL DEVELOPMENT PLAN (IDP)

ACADEMIC YEAR 2022-2023 TO 2036-2037

Designed & Developed by  
IDP COMMITTEE, CHILARAI COLLEGE, GOLAKGANJ

## **Current Status of the College:**

### **General Profile:**

1. Name & Address of the college : Chilarai College  
Ward No 4, Golakganj Town  
P.O-Golakganj, District-Dhubri PIN-783334  
Email [principal.chilaraicollege@gmail.com](mailto:principal.chilaraicollege@gmail.com)  
Website [www.chilaraicollege.co.in](http://www.chilaraicollege.co.in)
2. Year of Establishment : 26<sup>th</sup> January 1973
3. AISHE Code : C-17184
4. Institutional Status : Provincialized (Affiliated to Gauhati University, Guwahati-14, Assam)
5. Award, Recognition, Accreditation: Accredited with “B” Grade in 2004 (73 %) and in 2005 (CGPA 2.18)
6. Number of Programme offered  
UG : B.A & B.B.A  
UG & PG : Study Centre of IDOL, Gauhati University.
7. No. of Sanctioned Post (Teaching) : 19

### **About the college**

Chilarai College is situated in Golakganj adjacent to Indo- Bangladesh international border and Assam- West Bengal interstate border. 26th January 1973, was the first day of the college inside the Jogomohan Vidyapith Campus. The college was named after the 16th Century's greatest warrior scholar Biswa Mahabir Chilarai of Koch Kingdom. The college has been a leading co-educational institution for higher learning for students from diverse communities. The college developed into a full-fledged UG (Arts) college affiliated to Gauhati University, Assam with more than 1700 students including Higher Secondary. The college has also been running Arts Stream under AHSEC. Travel and Tourism (Vocational) and Management Studies have also been introduced. The college has been offering Honours in almost all the subjects in Arts stream at UG level.

The college is situated in its own plot of land adjacent to NH 17 and it covers an area of 21 bighas. The college has offered Three Years Degree course(TDC) since the time of deficit grant-in-aid system, Semester System since 2011; and from 2019, the college has been following CBCS curriculum as per the guidelines/instructions of affiliating university. The college has a gymnasium centre with multi-gym facilities and a research centre named as Centre for Ethnic Studies and Research (CESR).

The college was brought under the deficit grant-in-aid system in the year 1987 and it has been registered under UGC Act of 2(f) and 12(B) in the year 2001. The college has gone for NAAC Assessment and Accreditation 1<sup>st</sup> cycle in 2004 (awarded “B” Grade) and 2<sup>nd</sup> cycle (awarded “B” Grade) in 2015 respectively. Most of the students in the college belong to socio-economically underprivileged sections in society, where more than 70% of students come from OBC/MOBC. The college has been striving hard to provide a congenial academic ambience for holistic development of the students. The college has been committed towards dissemination of knowledge to uplift students from diverse classes and communities. Every year students diversity in enrolment is noticeable. Since inception, the college has been contributing to national development by producing quality human resources.

### **Introduction to IDP**

The IDP Committee of the college has designed the Institutional Development Plan for a period of fifteen years w.e.f. the Academic Session 2020-2021 to 2035-2036 for collective growth of the college in a phased manner. The Quality Indicators of different criteria set by National Assessment and Accreditation Council (NAAC) is taken into account while the IDP is designed and developed. The exercise of IDP is expected to direct the institution towards achieving end results in terms of quality enhancement in future. There are certain short term plans reflected in the IDP and some plans are stated in the IDP that provide a road map for long term efforts of the institution to reach at.

Guiding Principles of the IDP: The IDP committee considers the following objectives in preparation of the IDP. The IDP committee designs and develops the IDP in consultation with and under the guidance of college administration, faculties, others stakeholders & various cells/committees/bodies available in the college.

#### Vision Statement of the College

The vision of the college is to impart quality higher education to the students to empower them in diverse areas.

Core value of NAAC-the observer of quality bench marking in higher education

#### **The core values of NAAC are:**

Contributing to National Development

Fostering global competencies among the students

Inculcating values in students

Promoting optimum use of technology in teaching-learning.

Quest for Excellence

**Quality Profile of the college:** Chilarai College, Golakganj has been striving hard to create a healthy academic ambience through a process of continuous quality improvement in the key areas: teaching-learning, research, student support and extension services. The college is also committed to explore the hidden potentials of the learners engaging them in different extra-curricular activities within and beyond its campus. The college also inspires the teaching and non-teaching staff to upgrade professionally. The quality policy is reviewed from time to time to cope up with the quality parameters of NAAC and its affiliating university.

**National Education Policy-2020:** As envisioned in NEP 2020, the education system is devoted to create skilled human resources with empathy, courage, scientific temper and creativity. The New Education Policy aims at bringing in transformations in educational institutions by collaborative activities. In addition to that, the NEP 2020 is also based on constitutional values for building an inclusive and equitable society.

Aims and Objectives of the Institutional Development Plan:

The primary objective of the Institutional Development Plan is to enable the students to become the quality human resources. As stated in the IDP, the college will take up initiatives and will assess the progress continuously according to the goals set therein. The IDP will be followed by the college for implementation of Govt. fund for infrastructural facilities and creation of other facilities for quality improvement of the students.

As the college has been imparting education in Arts and BBA, the IDP takes into account the following key aspects.

To focus on holistic development of the students.

To enable the students for being better citizens of tomorrow.

To produce skilled manpower through integration of technological tools in teaching learning

To take initiatives for producing employable manpower as per the current needs of diverse sectors.

To make higher education accessible to all sections of people in society.

## ROAD MAP FOR IMPLEMENTATION OF NEP-2020

STEP-I : Current Scenario in terms of “Access”, “Quality” and “Future Readiness” for Implementation of NEP 2020

<b>Access</b>	
Equity including Gender Parity	<p>The college promotes equal opportunity to all</p> <p>Conduct of various programmes/events on gender equality</p> <p>Action plan for gender sensitization</p> <p>The exercise of Gender Audit in the college campus by a team of Internal &amp; External Members.</p> <p>To promote initiatives for security and safeguard of the girls students and others.</p>
Inclusion including Socio-Economic Deprived Groups (SEDGs)	<p>The college is affiliated to Gauhati University and adheres to the reservation policy of Govt.of Assam for admission of the students into available programmes offered.</p> <p>The college follows the Fee Waiver Policy of Govt of Assam</p> <p>Provision of mentoring the students</p> <p>Counselling of the students</p> <p>Keep the students informed for various career opportunities.</p>

Measures for increasing access including online and Open and Distance Learning	Learning Management System for online learning and facilitate students with materials as per their needs
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	<p>Centre for Open &amp; Distance Learning Centre under Gauhati University</p> <p>Free access to N-LIST by faculties &amp; students</p>
Increasing access through Indian Languages	<p>Curriculum delivery is done by use of Assamese (Modern Indian Language) and English as per guidelines of the affiliating university.</p> <p>Courses on the following Indian languages are available in the institution (a) Assamese (b) Bengali (c) Sanskrit</p>
Quality	
Multidisciplinary and Holistic Education	<p>The college is offering B.A and BBA Programme under Gauhati University</p> <p>One year self financing certificate course in Rajbonshi Language</p> <p>Offering Skill Enhancement Course(SEC) &amp; Ability Enhancement Course (AEC) as per requirement of Gauhati University syllabus for Under Graduate level (BA&amp;BBA)</p> <p>Engagement of the students by conducting programmes/events for their holistic development</p> <p>Teachers try to integrate various crosscutting issues value education, gender issues, environmental issues etc in regular classroom teaching.</p>

Flexibility of courses and student mobility- multiple entry and exit	Courses are running as per CBCS syllabus. From the academic session 2023-2024, FYUGP under NEP 20 will be introduced and the institution is going to adopt the guidelines of affiliating university
Indian Knowledge System	The college has a Centre for Ethnic Studies and Research(CESR). There are a number of units/contents in syllabus in Assamese, Bengali, Philosophy, History where Indian Knowledge System find its reflection. Faculties are invited as Resource Persons/Experts for talks relating to Indigenous Knowledge System. The college conducts various events/cultural programmes. There is a good collection of objects in the Folk Museum that are part of everyday life of the community. Faculties designs syllabus for one year certificate in Rajbonshi language.
Research, Innovation and Ranking	<p>The college has a lab run by department of Education. There are the laboratories of Physics, Chemistry, Botany and Zoology ( yet to be functional).</p> <p>Teachers have been engaged in publishing research papers. Research Methodology Workshop is also conducted. Students are engaged in Project writing/ Report writing etc. Eligible faculties are preparing for applying for Research Guides.</p>

Capacity Building for Faculty	<p>Faculty members are encouraged to actively participate in FDP, Workshop, Seminar by sanctioning duty leave. They share their knowledge and skills with their colleagues and the students.</p> <p>The college does not have sufficient technologically enabled classrooms but the available ICT classrooms are used by all departments as per needs.</p> <p>Young faculties have been engaged in pursuing PhD Programmes at various universities.</p>
<b>Future Readiness</b>	
Enhancing employability through internship/ apprenticeship	<p>The college has a career counselling and placement cell. Faculties in various departments train up the students to build up their careers. Students through NCC get their employment after passing "C" Certificate Examinations.</p> <p>Planning to offer skill based courses other than the prescribed courses in affiliating university syllabus.</p>
Transforming education through integration of technology	<p>LMS to procured and participation of teachers and students will be ensured.</p> <p>DELNET, Swayam, e-pathshala, Shodhganga etc will be used. Blended mode in teaching learning will be adopted.</p>
Accreditation for quality education	College is accredited by NAAC in 2015 with CGPA 2-18

Internationalization	Due to geographical location of the college, there is much scope for it to upgrade itself.
Governance	The management of the college is taken care of by the Governing Body constituted by Department of Higher Education,

	<p>Assam. The Principal is the member-Secretary of the GB.</p>
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E-governance is introduced in areas like admission process, finance etc. It shall be fully implemented in a phased manner.

Step-2: Envision transformation of the Institution for the next 15 years in line of NEP-2020 and draw a strategic plan of action

1. Offering programmes in Science Stream, BEd Programme and PG in some subjects.
2. Planning for establishment of a Skill Centre for enhancing employability of the learners.
3. To upgrade the college into an autonomous college of the District.
4. To introduce new subjects those are multidisciplinary in nature
5. To establish a Centre for Women Studies
6. Provide financial assistance and scholarships to students
7. Transparency in faculty recruitment process.
8. To create a health research environment for collaborative research activities
9. Decentralized and transparent internal governance system
10. More focus on functioning the Grievance Redressal mechanism, equal opportunities for all, anti-ragging cell, Women Cell etc
11. Professional development programme for Faculties, non-teaching staff and leadership training for Principal
12. To motivate the faculties to adopt innovative teaching methods
13. Rotation of the faculties and non-teaching staff in assignment of duties & responsibilities for all round development.
14. To take more initiatives for student support system.
15. Establishment of Students Club and involve students in organizing activities under supervision of the faculties. Select activities shall be incorporated into curriculum in due time.
16. To increase more employability of the students
17. To introduce various bridge courses for students with disadvantaged educational backgrounds
18. Engagement of faculties in preparation of quality study materials in local languages.

19. To upgrade existing infrastructural facilities and other facilities like drinking water, clean working toilets, sports facility and classroom facilities
20. To provide hostel facilities
21. Signing MoUs with other Institutions/Industries for carrying out different activities
22. Undertake Gender Sensitization Programmes
23. Mechanism for establishing close contact with other stakeholders of the college.
24. Active Engagement of alumni in institutional activities, teaching-learning, policy making
25. Engagement with local communities
26. To make the college campus disabled friendly
27. Apply for grants to Central & State Govt and other funding agency
28. To carry out regular accreditation of the institution by NAAC and other bodies with the aim to elevate the institution into higher level in coming days.
29. To introduce NCC as an Elective subject along with Sociology and Physical Education

Step : 3 Mission statement of the institution to identify the goals, strengths, opportunities, priorities and commitments.

**Mission Statement of the college:**

Chilarai College, Golakganj strives to reach at its vision by adopting the following missions.

To make quality higher education accessible to the students of underprivileged sections

To introduce innovative techniques to make teaching-learning process more effective.

To sensitize the students towards emerging issues like gender & environment issues, human rights.

To motivate the students to develop sense of mutual respect, cooperation, togetherness along with maintaining the ideals of Unity in Diversity.

To engage the students in community service.

Making continuous efforts to make the students independent and responsible global citizens.

**Step 4:** To Identify the strengths and capacity (human and financial) in regard to organizational gaps and develop the process to mitigate these gaps.

**Current status of the Strength and Capacity**

Students' Diversity: Around 65 to 70% percent students belong to OBC/MOBC Community. This has been a consistent pattern. The enrolment percentage of girls students in comparison to boys is increasing in every

academic session. The girls students percentage hovers around 55-60 percent of the total students of the college. Sc students enrolment is less 10% and the ST students enrolment is below 1%.

Majority students belonging to SC, ST and OBC/MOBC communities avail various Govt. Scholarships. The college has dedicated staffs to look after the scholarship matter of the students.

A very cordial relationship exists among all the stakeholders of the college. The GB, the college staffs, the students, and the alumni actively participate in major college events like Silver Jubilee Celebration, Golden Jubilee Celebration, academic and sports events.

Student Centric teaching-learning

Professional Course (BBA) & TTM(vocational) are available

Statutory Cells/Committees: Anti-Ragging Cell, Students' Grievance Redressal Cell, Minority Welfare Cell, ST/SC Cell, OBC welfare cell, Internal Complaints Committee have been functional.

The college has set up NCC & NSS Unit., which are major platform for empowering rural based students to become responsible citizens of the country.

The college has been receiving Funding from Govt of Assam and Central Govt ( RUSA) as well for various infrastructural development, students orientation programme, and for reimbursement of the fee waiver for BPL students.

### **Steps taken to address the gaps:**

Applied to affiliating university for introduction of (a) One Certificate Course in Rajbanshi Language (b) Certificate course in Rajbanshi Performing Arts (c) PG courses in Assamese.

Applied for adding new Stream ( Science Stream) in the college and it is at final stage. The college has received financial grants for the creation of Science Laboratory.

Demand placed for upgrading the college into Bishwa Mahabir Chilarai University

Steps taken to introduce add on courses

To Introduce e-governance for ensuring transparency and accountability.

To Encourage to participation in training programmes.

To Promote the practice of rewarding the faculties and students for their achievements.

To Approach the local NGOs/Philanthropic persons/groups/ Local Municipal Boards/ Local MLA/ Alumni/Parents etc for new classroom construction, renovation/upgradation and for other support services.

Applied for various grants to Central & State government to augment infrastructure, conduct FDP and provide students service facilities. The college will look for new sources of funding.

## **Step 5: Identify institutional goals (long term & short term)**

### Long Term Strategic Plans

Offering new programmes like B.Com, Social Development Programmes, PG in all subjects and introduce Sociology as a course.

Initiatives for autonomous status

Establishment of Centre for Women Studies to introduce diploma/certificate courses

To offer add on courses on different cross cutting issues.

To introduce bridge courses for students of disadvantaged educational backgrounds.

To organize students' visit to places of importance to acquire knowledge on important historical sites, tourists spots, nearest wild life sanctuaries, sattras etc.

To engage the students to make survey in the adopted villages under UBA.

Signing of MoU with various industries for better industry-academia relationship.

To Open up more opportunities for internship with local artists, industry, craftsmen.

To Provide mentoring system to all students by faculties and the alumnis who are working in HEIs of the district.

To Conduct of Parents-Teachers meet.

Upgradation of campus infrastructure as per emerging needs and frequent maintenance of all facilities in the college.

To Upgrade the existing classrooms into technologically enabled classrooms

To initiate Gender sensitization action plan within campus and in adopted villages.

To provide hostel facilities to the students from chars, borders and outside districts/state

To provide Medical and health insurance facility to students

To Provide Opportunities for participation in competitions like cultural, sports, academic beyond campus.

To promote mental well-being of the students by inviting counsellors.

Providing support to the faculty/ non-teaching staff for professional development

To Introduce Management Information System

Promoting fully decentralized administrative mechanism.

Upgradation of the campus with computerized labs and fully automated library

To make the campus disabled friendly

Promoting research culture in the college campus

To carry out interdisciplinary research

To prepare credible mechanism for evaluation of self-appraisal documents of faculty members; review committees to review contribution to teaching, research, research and publication, contribution to corporate life and extension activity.

Updating the students with campus safety measures and guidelines

Green campus initiatives

Document Management System

Regular accreditation of the institution by **NAAC & other appropriate body.**

### **Short Term Strategic Plans**

#### **I) Curricular Aspects**

##### **TARGET**

Introducing Add on courses by adopting multidisciplinary and holistic approach.

To Conduct of students' visit programme to historical sites, wild life sanctuaries and to make them familiar with indigenous literature and knowledge system.

Engaging students in creative writing, drama, recitations, performing arts etc.

To augment placements under career counselling and placement cells

##### **STRATEGY**

Focus on outcome based education

To Develop study materials for Add on courses.

To Take initiatives under the support of various industries, banks, companies etc

#### **II. TEACHING, LEARNING AND EVALUATION:**

##### **TARGET**

To focus on enrolment of students from other districts/states

To make LMS function more effectively

To make the students aware of socio-economic issues and environmental issues.

To Integrate ICT tools in teaching learning

To take timely feedback from all types of stakeholders

Strengthening mentor-mentee system

To formulate Robust mechanism for internal evaluation of the students' performance

To identify the slow learners immediately after the commencement of classes after admission.

To conduct remedial classes for slow learners

To prepare Diverse modes of evaluation modes

To Engage students in Report writing, Project works, Group discussion etc

Strategy

To enhance quality of the institutions and to project its distinctiveness so that students may be attracted from other areas.

To make it mandatory for the teachers for use of LMS & to collect feedback on teachers' response to students requirement in LMS.

To conduct diagnostic test, make observations and to identify the slow learners in a friendly manner.

To arrange Remedial classes for slow learners.

To arrange Bridge courses for slow learners.

Innovating teaching method of the teachers

To generate team spirit and a participatory learning

To promote Collection and analysis of feedback from all stakeholders.

To improve Digitalization of the central library

Signing of MoUs with other HEIs for student exchange and faculty exchange programmes.

To provide Innovative evaluation modes to examine students' progress.

### **III) RESEARCH, INNOVATION AND EXTENSION:**

#### **TARGET**

To encourage the faculties to undertake Research Projects from sponsoring agencies ( ICSSR, ICPR, ICSSR etc)

To make Centre for Ethnic Studies and Research Centre more functional

To Follow the guidelines for plagiarism prevention by procurement of quality plagiarism checker.

Adopting villages and neighbouring schools

Promoting research culture among students

To Conduct workshops for young faculties on Research Methodology

To initiate Procurement of required software for data analysis for students in Social Sciences

### STRATEGY

To motivate the students to publish the findings of their Project Works in collaboration with their faculty-guide.

To carry out research relevant to society

Engaging students for data collection, survey etc in the adopted villages under the guidance of the teachers, findings/reports can be contributed to reputed journals or the same can be forwarded towards government policy formulation.

To Invite experts from industries, banking sector etc for motivating students

To Conduct extension activities that would contribute to community developments.

### (IV) INFRASTRUCTURE AND LEARNING RESOURCES

Setting up language Laboratory with 100 intake capacity along with a lecture recording studio for teachers(in next five years).

Establishment of Skill Hub to impart multifarious skills

Upgradation of Folk Museum & CESR (Next five years)

Upgradation of the college campus as per emerging needs.

Vertical and horizontal expansion of the college campus

Use of technology in teaching-learning and administration

To make infrastructural facilities available for a disabled friendly environment

To develop a college App that will provide all facilities for students, teachers and other stakeholders.

To undertake beautification project for the pond near college main gate

Establishment of guest house, playground, health care centre, hostels ( preferably for girls) and later for boys.

Technological up gradation of the campus with high speed WiFi, technologically enabled classrooms, computer labs.

Installation of Solar panels, Chemical waste treatment plant and rain water harvesting

To upgrade the drainage system

Up gradation of college canteen facilities.

To upgrade the college garden

Hostel facility especially for girls and later for boys

Parking shed, indoor stadium

## **(V) STUDENT SUPPORT AND PROGRESSION**

### **TARGET**

To Provide more facilities for students

To Ensure poor fund for students

To guide the students in getting proper placements

To make career counselling and placement cell more functional

To create a mechanism for Record keeping of students placement and progression

To analyse the data of student progression annually

Upskilling the students for better employment opportunities

To extend support to the passed out students towards getting better career opportunities

### **STRATEGIES**

To make Provision of fund to poor students

Counselling for slow learners

To Approach NGOs and philanthropic persons/groups for financial assistance to socio-economically deprived students.

Organising capacity building programmes for girl students

To conduct alumni meet

To maintain a close touch with the alumni

To introduce finishing schools for going student

## **VI) GOVERNANCE, LEADERSHIP AND MANAGEMENT**

### **TARGET**

Introducing automated Management Information System

Promoting decentralized administrative mechanism

To Conduct of different types of quality audit along with financial audit

To Ensure transparency in financial transactions

To facilitate Engagement of the faculties in development of e-content under MOOC

To promote Regular accreditation of the institution by appropriate body.

To Apply for various grants under State & Central government

To create Support system for capacity building of the faculties, non-teaching staff

To arrange Leadership Training programme for all the Heads of academic departments

To have greater participation of Representatives of the faculties, parents, alumni in management of the institution.

### **STRATEGY**

- Participation of the faculties in FDP, STC, OP, RC etc
- Capacity building programme for non-teaching staff and the Heads in academic departments
- Conduct Academic & administrative Audit, Green audit, Library audit, Energy audit, Gender audit and to implement the recommendations phase wise.
- Designing detailed project report (DPR) and submission of the same to funding agency
- Organizing faculties and staff development programme ( pedagogical training programme, workshops, seminars, conferences, symposium) to enhance the competence and confidence level.

## **VII) INNOVATIONS AND BEST PRACTICES**

- Proper Waste management system
- Green Campus Policy
- Gender equity
- Introduction of e-governance in all areas of operation

### **STRATEGY**

- To limit use of papers in office administration

- To protect the varieties of trees in the campus
- Prohibition of plastic inside the campus
- **To** activate the Eco-club in the college
- To Conduct of green audit, energy audit, gender audit etc and implement the recommendations
- To arrange Gender sensitization programmes

### **STEP 6**

Identify institutional level Challenges: Long tern & Short Term

1. Dropout of girls students due to early marriage
2. Poor economic conditions of the students
3. Illiteracy among the parents and they are indifferent to taking care of their wards' future
4. Faculties are devoid of passion to write text books in local language
5. Challenges to run the institution due to small number of faculties and non-teaching staff in sanctioned position.
6. Offering multidisciplinary courses is a tremendous challenge for the college
7. Well trained faculties to introduce programmes in Indian knowledge system
8. Faculties are not interested in research and innovation
9. Most of the teachers are not very serious about their academic growth.
10. Inadequate infrastructural facilities
11. Poor academic background of the students when they enter into the institution
12. Mere passing out in the examination is the only expectation of students
13. Quality students in the area enrol in other institutions due to non-availability of science stream.
14. Most of the faculties are not techno-savvy
15. Some of the faculties still adopt traditional teaching method.
16. Maintaining quality to attract students from other states and districts
17. Some of the teaching and non-teaching posts are lying vacant for years

## STEP 7

Developing a workable hypothesis to mitigate and overcome the challenges in a phased manner.

Challenges	Hypothesis	Timeline(ye		
		5	10	15
Dropout girls students due to early marriage	Awakening the parents and the society by conduct of awareness programmes			✓
Poor economic conditions of students	<ul style="list-style-type: none"> <li>➤ Facilitate Govt free ship/scholarship</li> <li>➤ Welfare organizations/NGOs/</li> <li>➤ Philanthropic persons to extend financial</li> <li>➤ help to the students from poor economic conditions</li> </ul>	✓		
Illiteracy among the parents and they are indifferent to taking care of the students.	➤ Conduct of counselling programme parents & / teachers meet			

Faculties are devoid of passion to write books in local language	Conduct of workshops/talks motivating faculties by proper guidance		✓	
Challenges to run the institution due to small number of faculties and non-teaching staff in sanctioned position	Steps will be taken to fill up the vacant posts.	✓		
Offering multidisciplinary courses is a tremendous challenge for the college	Implementation of Science Streams, To apply for Commerce Streams		✓	✓
Faculties are not interested in research and innovation	Creating awareness among the faculties to undertake research		✓	

Most of the teachers are not very serious about their academic growth	Organizing Capacity Building Programmes Support system to their academic growth	✓	✓	
Inadequate infrastructural facilities	Approach to local MLAs and other sources to allocate grants for new construction Apply for Govt grants		✓	
Poor academic background of the students when they enter into the institution	Remedial classes for slow learners Bridge courses will be introduced		✓	
Illiteracy among the parents and they are indifferent to taking care of their wards' future	Conduct of parents-teachers meet, Counselling the parents		✓	
Faculties are devoid of passion to write textbooks in local language	Faculties are motivated to write textbooks and prepare study materials		✓	
Challenges to run the institution due to small number of faculties and non-teaching staff in sanctioned position.	Initiative will be taken to increase the number of incumbents		✓	
Offering multidisciplinary courses is a tremendous challenge for the college	By introduction of Science & Commerce streams		✓	
Well trained faculties to introduce programmes in Indian knowledge system	Orientation of the teachers			
Faculties are not interested in research and innovation	Encourage the teachers to attend Workshop/ Lectures		✓	

Most of the teachers are not very serious about their academic growth	Motivation		✓	
Inadequate infrastructural facilities	Apply for govt grants and generate self fund. Approach philanthropic organizations/persons etc		✓	
Poor academic background of the students when they enter into the institution	Conduct of orientation programmes for teachers and students in feeder schools		✓	
Mere passing out in the examination is the only expectation of students	By conduct of career counselling programmes	✓		
Some of the teaching and non-teaching posts are lying vacant for years	Appeal to Government	✓		

Quality students in the area enrol in other institutions due to non-availability of science stream.	Initiatives are being taken		✓	
Most of the faculties are not techno-savvy	Providing Capacity building programmes for teachers		✓	
Some of the faculties still adopt traditional teaching method	Conducting training programmes		✓	
Maintaining quality to attract students from other states and districts	By quality initiatives of the institution		✓	

## **STEP 8: Develop strategies to promote leadership**

The college is committed to taking up the following initiatives to promote leadership skills among the faculties

- ✓ Identification of faculties who have high academic career and have commitment and dedication. Irrespective of age and service experiences, quality faculties are sorted out and assigned serious roles and responsibilities of the institution. The college believes in the performance of the faculties and top performing faculties are trained up for acquiring leadership skills.
- ✓ Those faculties who excel in teaching, research and in other fields are given management skills
- ✓ Faculties are also made parts in decision making, policy making and they are encouraged to be good leaders
- ✓ Conduct of leadership training programmes for all faculties.
- ✓ Female faculties are trained up to take leadership role
- ✓ Mentoring is provided to the faculties by the academic administrators.

## **STEP 9: Develop mechanism to ensure “transparency” in governance**

- ✓ Governing Body of the college with responsible persons
- ✓ Introducing e-governance in key areas like administration, student admission, support, examination and finance.
- ✓ Keep the college website updating
- ✓ Disclosure under section 4(1) (b) of the RTI Act,2005
- ✓ Grievance Redressal system
- ✓ Internal Complaints committee
- ✓ Conduct CA audit and Govt audit
- ✓ Admission of students as per Govt rules and on merit basis.

## STEP 10

Action plan for phase-wise implementation of the perspective IDP with Specific timelines:

Proposed plan	Action plans	Timeline		
		5	10	15
Adding new programmes B.Sc, B.Com, B.Ed & PG in all subjects	To Apply for the programmes to proper bodies  Approach Govt for recruitment faculties  Focus on learning outcome		✓ ✓	
Plan to achieve autonomy	Work for “A” grade by NAAC  Apply for granting autonomy to UGC		✓	
Estd of Centre for Women studies & Skill Centre	Apply to affiliating university  Apply to Ministry of Skill Development		✓	
Addon/diploma/certificate courses	Preparation of syllabus and study materials	✓		
Introducing Bridge courses for weaker learners	Identification of the gap where bridge course is the need.  Assign faculties  Preparation of teaching & lesson plan		✓	
Introduction to new pedagogy that supports student centric method	Conduct of faculty development programmes  In-house interaction session	✓		

Signing of MoUs with industries industry-academia relationship	<ul style="list-style-type: none"> <li>• Explore industries at local &amp; regional level</li> <li>• Organize workshops by inviting resource persons from industries</li> </ul>			
Internship with local industry, craftsman, artists	<ul style="list-style-type: none"> <li>• Budget allocation for the purpose</li> <li>• Students visit</li> <li>• Conduct of workshop/seminar</li> </ul>			
Counselling & mentoring system	<ul style="list-style-type: none"> <li>• Mentoring as an indispensable part in academic policy of the college</li> <li>• Assigned teachers, Principal mentors to the students</li> </ul>			
Providing facilities ( pure drinking water, library facility, clean toilets to the students, teaching-learning equipment, laboratory apparatus and other facilities	<ul style="list-style-type: none"> <li>• Budget allocation for maintenance the facilities</li> <li>• Engage a team of faculties along with non-teaching staff to collect data by observation from time to time</li> </ul>			
Regular up gradation of the campus infrastructure	<ul style="list-style-type: none"> <li>• Preparation &amp; submission of detailed project proposal to concerned authority for grants</li> </ul>			✓
Increasing number of ICT enabled classrooms	<ul style="list-style-type: none"> <li>• Apply to funding agency</li> <li>• Faculty Empowerment Programmes</li> </ul>			
Provision poor funds to SEDG	<ul style="list-style-type: none"> <li>• Identify the students</li> <li>• Collection of donation from alumni/philanthropic persons</li> </ul>		✓	

Hostel facilities for the students	<ul style="list-style-type: none"> <li>Apply for grants to concerned authorities</li> </ul>	✓		
Medical facilities to students	<ul style="list-style-type: none"> <li>Make the health care unit more functional</li> <li>MoUs with PHE, Golakganj</li> </ul>	✓		
Provision of emergency fund for flood victims, victims of disaster and for emergency medical treatment of poor students	<ul style="list-style-type: none"> <li>College will create a mechanism</li> </ul>	✓		
Providing opportunities to students for participation in sports and cultural activities	<ul style="list-style-type: none"> <li>Fund generation by the college</li> </ul>	✓		
Students' physical and emotional health	<ul style="list-style-type: none"> <li>Mentor-mentee system</li> <li>Counselling for students</li> <li>Inviting counsellors</li> <li>Health camps</li> </ul>	✓		
Alumni engagement	<ul style="list-style-type: none"> <li>Alumni meet( centrally departmentally)</li> <li>Engagement of the alumni for institutional growth</li> <li>Collection of alumni feedback and action taken</li> </ul>	✓		
Develop a fully automated management information system	<ul style="list-style-type: none"> <li>Budget allocation</li> <li>Assign committee to explore various areas of operation</li> </ul>	✓		

Decentralized administrative mechanism with participation, flexibility and accountability	<ul style="list-style-type: none"> <li>Composition of various committees/cells/bodies/forums by including faculty and staff for administrative tasks and responsibilities</li> <li>Every committee is expected to get</li> </ul>			
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	<p>freedom to prepare their action plans and decide implementation strategies</p> <ul style="list-style-type: none"> <li>• The convener/chairman/coordinator of committees will convene meetings as and when required for the implementation and organization of certain activities</li> </ul>			
<ul style="list-style-type: none"> <li>• Setting a mechanism for regular communication with all the stakeholders, collection of feedback on curriculum, Teaching-Learning Process, infrastructures, etc, its scientific analysis and action taken</li> </ul>	<ul style="list-style-type: none"> <li>• Formation of WhatsApp/Telegram groups of parents, alumni, faculties, students and local bodies to bring them in a single accessible platform</li> <li>• Collection of feedback</li> <li>• Analysis of feedback data and their implementation</li> <li>• Uploading the same in college website</li> </ul>	✓		
<ul style="list-style-type: none"> <li>• Technological up gradation of the campus with centralized WiFi, ICT enabled classrooms, modernization of computer labs and fully automated library</li> </ul>	<ul style="list-style-type: none"> <li>• Apply to concerned authorities for grants</li> <li>• Designing a feasible plan</li> <li>• High speed WiFi facility</li> <li>• Technologically enabled classrooms</li> <li>• Setting up computer labs.</li> </ul>		✓	
<ul style="list-style-type: none"> <li>• Providing a disabled-friendly college campus and introduction of disabled-friendly initiatives.</li> </ul>	<ul style="list-style-type: none"> <li>• Ramps and lifts in the college buildings</li> <li>• Submission of project proposal to concerned authorities</li> </ul>		✓	
<ul style="list-style-type: none"> <li>• Fostering research culture in the institution</li> </ul>	<ul style="list-style-type: none"> <li>• Encouraging the faculty members to undertake research work on local problems</li> <li>• Incentivize the faculty members in terms of reward, certificate etc for good quality publication</li> <li>• Provision of sponsorship to faculties under CESR</li> <li>• Promoting research culture among UG level students</li> </ul>		✓	
<ul style="list-style-type: none"> <li>• Fostering greater engagement with the local community</li> </ul>	<ul style="list-style-type: none"> <li>• Problems of malnutrition among children in greater Golakganj area.</li> <li>• Undertake community work on the</li> </ul>		✓	

	<ul style="list-style-type: none"> <li>adopted villages</li> <li>Conduct extension activities in collaboration with the villagers.</li> </ul>			
<ul style="list-style-type: none"> <li>Framing transparent and objective mechanisms for evaluation of Self- Appraisal Documents of faculty members; Peer review Committees to review contribution to teaching, research and publication, projects (research and consultancy), contribution in corporate life and extension activity</li> </ul>	<ul style="list-style-type: none"> <li>Framing of questionnaires' on various aspects like, Teaching-learning and evaluation related activities; co-curricular, extension and professional development related activities; research, publication and academic contribution of the faculty</li> <li>Collection of self-appraisal annually.</li> <li>On the basis of self-appraisal, Annual Confidential Report of each faculty will be prepared by the Principal</li> <li>Provision of incentivize the faculty with excellent work</li> <li>Faculty not delivering on basic norms will be held accountable</li> </ul>	√		
<ul style="list-style-type: none"> <li>Campus Safety guidelines and its circulation among all stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>Integration of appropriate technology</li> <li>Plans to mitigate natural disasters</li> <li>Safety guidelines for female students and faculties</li> </ul>		√	
<ul style="list-style-type: none"> <li>Emphasis on eco-friendly environment</li> </ul>	<ul style="list-style-type: none"> <li>To follow the Green Campus policy in spirit</li> <li>Conduct plantation drive</li> </ul>			√
<ul style="list-style-type: none"> <li>Promote sustainable development through eco-friendly practices and Implementation of the green protocol</li> </ul>	<ul style="list-style-type: none"> <li>Provision of alternate energy sources</li> <li>Focus on use of 100% LED bulbs in the college campus</li> <li>Strengthening vermi composting</li> <li>Strengthening the system of rain water harvesting.</li> <li>Undertake regular Energy audit, Green and Environmental Audit and implementation of the recommendation</li> </ul>	√		
<ul style="list-style-type: none"> <li>Introduction of Document management system</li> </ul>	<ul style="list-style-type: none"> <li>Development of Online Document Management System (ODMS)</li> </ul>	√		
<ul style="list-style-type: none"> <li>Undergo regular accreditation of the institution by the appropriate body</li> </ul>	Accreditation by NAAC in due time.		√	

The college is committed to all round development of the students. The college makes efforts to set and maintain strong internal mechanism for imparting quality higher education to its students. The proposed **IDP** is expected to provide a road map towards quality enhancement of the institution.