

BLDE Association's
Shri Sanganabasava Mahaswamiji
College of Pharmacy and Research Centre,
Vijayapur

**Affiliated to Rajiv Gandhi University of Health Sciences,
Bangalore, Karnataka**



Perspective Plan

Academic Year 2015-16 to Academic Year 2025-26

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Current Status of the college

1. General Profile

i. Name and address of the college:

BLDEA's Shri Sanganasava Mahaswamiji College of Pharmacy, Vijayapur
586103, Karnataka, India.

ii. Year of Establishment of College:1982

iii. College website www.bldeapharmacy.ac.in

iv. Institutional Status:

Self financed Private Institute.

About the College

BLDEA's Shri Sanganasava Mahaswamiji College of Pharmacy and Research Centre was established in 1982 to cater the needs of Pharmacy education in the country. Today it is imparting quality pharmaceutical education. For more than two decades, the college has remained an icon among similar institutions in the region.

The uncompromising quality of education, supported by well planned infrastructure such as an accomplished faculty, spacious class rooms, well equipped labs has attracted the students from all over the country.

2. Number of Academic Programmes offered in academic Year 2017-18

| | | |
|---------------------|---|--|
| UG | : | <ol style="list-style-type: none">1. B.Pharm2. Pharm D |
| PG | : | <ol style="list-style-type: none">1. M.Pharm (Pharmaceutical Chemistry)2. M.Pharm (Pharmaceutics)3. M.Pharm (Pharmacology)4. M.Pharm (Pharmacognosy)5. M.Pharm (Pharmaceutical Technology)6. M.Pharm (Pharmacy Practice)7. M.Pharm (Quality Assurance) |
| Research Center | : | <ol style="list-style-type: none">1. PhD Programme in Pharmaceutical Chemistry2. PhD Programme in Pharmaceutics |
| Other Courses | : | Diploma in Pharmacy |
| Add-on Courses | : | <ol style="list-style-type: none">1. Certificate Course in Proficiency in English |
| Value Added Courses | : | <ol style="list-style-type: none">1. Industry Orientation and Skill Development2. Personality Grooming Program3. Sales and Marketing Course Structure |

AN INTRODUCTION TO THE PERSPECTIVE PLAN 2015-16 TO 2025-26

A proactive role by the IQAC of an institution is crucial in maintaining the momentum of quality consciousness. NAAC and UGC assign the responsibility on the IQAC for planning, guiding and monitoring Quality Assurance (QA) and Quality Enhancement (QE) activities of the institution. With this background, the College IQAC has undertaken the task of designing a Perspective Plan for the period of ten years commencing from academic year 2015-16 to academic year 2025-26 for a balanced growth. The quality indicators of different criteria determined by NAAC have been taken into consideration as the base to create Quality Radars and to make out milestones for the future.

In the preparation of the Perspective Plan, the Internal Quality Assurance Cell (IQAC) of the college has taken initiatives to obtain Inputs from all stakeholders viz, the management, Principal, the faculty, the administrative staff, students of the college, the Alumni Association of the college, the parents and the peer colleagues. Stakeholders' expectations, management policies, goals and objectives and the vision and the mission statement of our college and quality policy of the college are also considered as a base for formulation of the perspective plan.

The present Perspective Plan principally based on-

1. The NAAC guidelines for ensuring quality aspects in the higher education;
2. Vision and Mission statement of the College;
3. Quality Policy of the College;
4. Inputs from stakeholders;
5. Societal expectations from the college;

The prime role of IQAC is to suggest quality measures for the betterment of an institution. While preparing a road map for future growth, the members of the IQAC have considered Feedback from all the stakeholders and the recommendations specified in the meetings of the IQAC. Besides, innovative ideas as suggested by all the stakeholders are also carefully incorporated in perspective plan. Student feedback mechanism, self appraisal and job satisfaction record of teachers, faculty training programmes arranged by the college as well as attended by teachers, faculty improvement programmes, introduction of Research committee to play a proactive role in encouraging teachers for research are some of the measures initiated with priority. The draft of Perspective Plan has to be discussed, reviewed and approved in the local managing committee of the college and Governing Body of BLDEA SSM College of Pharmacy and Research Centre, Vijayapur before implementation.

A midterm review is proposed to be conducted by the end of the 3rd and 6th years like in 2020-21 and in 2023-24 respectively to appraise the extent to which goals have been achieved. This will enable the college to take stock of the accomplishments and to relook into the action plans and untouched/ newer areas to lay stress upon. We hope this will facilitate the college to realign the road map to reach the expectations of stake holders harmoniously.

**Perspective Plan Proposed by IQAC for the period
2015-16 to 2025-26**

Think-tank behind Perspective Plan

| | | |
|--|--|---|
| BLDEA Management Hon. President Dr. M. B. Patil Hon. Gen. Secretary Shri. G. K. Patil | Principal Dr. N. V. Kalyane Vice Principal Dr. R. V. Kulkarni ADVISORS Dr. B. G. Mulimani Dr. S. H. Lagali Dr. B. R. Yelikar Dr. Shridhar Pujari Dr. R. H. Bidari Dr. A. G. Giraddi | College Staff as Members of IQAC Committee NAAC Co-Ordinator Mr. C. C. Simpi IQAC Co-Ordinator Dr. S. R. Karajgi |
|--|--|---|

Guiding principles of perspective plan 2015-16 to 2025-26

While preparing the present perspective plan, the IQAC has considered following main objectives:

- 1) NAAC-the observer of quality bench marking in higher education
- 2) The vision of our parent body- BLDE Association
- 3) Vision and Mission Statement of Our College.
- 4) Quality Policy of the College

This has helped us to formulate our future goals.

Core Values of NAAC:

1. Contributing to National Development
2. Fostering Global Competencies among Students
3. Inculcating a Value System in Students
4. Promoting the Use of Technology
5. Quest for Excellence

Our College Vision and Mission Statement

Vision:

To Provide quality pharmaceutical education, practice and research with global standards and to meet health care needs of backward region of North Karnataka.

Mission:

To empower graduates in application based knowledge with high degree of professional integrity and ethics.

Aims and Objectives of Perspective Plan

Writing a vision document envisages a concerted team effort. Considering the background of our college as an institution imparting quality education in Pharmacy field, the College IQAC has identified the broad aim of perspective plan as follows:

- i. To institute a sustained quality system embedded with a conscious, consistent and programmed action;
- ii. To create an enabling academic environment for students embedded with sincerity, discipline and commitment;
- iii. To mould humane citizens of the nation;
- iv. To establish globally the brand image of the college;
- v. To emerge as a model college for Pharmacy education.

To achieve these broad aims, a set of following objectives are identified to be achieved through this perspective plan over the next 10 years:

1. To uphold continuously good academic performance;
2. To inculcate learner centric and effective teaching learning process;
3. To ensure transparency and credibility in the process of students evaluation;
4. To develop a comprehensive system of student mentoring and student support;
5. To take care of horizontal and vertical up gradation of students considering the limits of time and expectations;
6. To create a research culture in faculty and students.
7. To launch value added and skills development programmes improving the employability of students;
8. To motivate students for self-employment and to enable them to emerge as entrepreneurs;
9. To involve a friendly, efficient and flawless administrative set up ensuring a smooth day to day functioning;
10. To empower faculty about emerging trend in their profession for academic advancement.

Perspective plan 2015-16 to 2025-26

1. Curricular Aspects

1. Overall perspective of Curricular Planning and Implementation

| Area of Concentration | Action Plan |
|---|--|
| i. Appointment of Qualified Teachers: | <ul style="list-style-type: none">• Well qualified and experienced teachers to be appointed against all sanctioned posts through rigorous process of interview and demo lectures as per norms and faculty improvement programmes conducted subsequently.• Appointment procedure to be fulfilled before the start of academic term so that faculty will be available for all subjects to conduct all lectures right from beginning of the academic year.• The work culture and professional environment of the college to be familiarized to new entrants through induction meeting with Principal. |
| ii. Conduct of Periodic Audits and NAAC accreditation | <ul style="list-style-type: none">• The college to conduct periodic audits of the college (in addition to Regular Financial Audit of every year) by inviting team of academic peer experts and action to be initiated on their recommendations.• The proposed audits to be undertaken in the next 5 years are : |

| | |
|-------------------|--|
| | <ol style="list-style-type: none"> 1. Academic audit (every year) 2. Green Audit including Rain Water Harvesting (from 2017-18 every alternate year) 3. Energy Audit (2017-18 & 2022-23) 4. Structural Audit (2020-21) <p>All Audit Reports to be uploaded on the college website for the knowledge of all the stake holders.</p> |
| iii.Deemed status | <ul style="list-style-type: none"> • Academic autonomy will enable the college to design enriched curricula in its desired manner. By the end of 2020-21, with enough experienced teachers in all departments, the college can apply to UGC for autonomy. Hence the college proposes to undertake intensive Department wise Audit after 2020-21. This will help to ensure an effective college management in the environment of autonomy. |

2. Strengthening of Existing Programmes:

I) Quantitative strength:

a) Increase in intake:

Taking into account the growing demand of our institution, the college will strengthen the B.Pharm degree course by applying for increase in existing intake from 60 to 100 seats.

b) Introduction of New Programmes:

Considering the employer's expectations and employability of students, the college can introduce career oriented specialty programmes periodically.

The college will introduce following new programmes in the next five years before applying for autonomy:

1. PG :

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|---|--|
| 2018-19 to 2019-20 | 2020-21 to 2022-23 |
| <i>i.</i> PG program in Pharmaceutical Analysis | <i>ii)</i> PG program in Pharmaceutical Regulatory affairs |

| | |
|--------------------------------------|---|
| 2023-24 to 2025-26 | 2025-26 to 2027-28 |
| <i>i.</i> PG program in Cosmeceutics | <i>ii)</i> PG program in Pharmaceutical Biotechnology |

2. PhD :

| | |
|---|---|
| 2017-18 to 2018-19 | 2019-20 to 2021-22 |
| <i>ii.</i> PhD program in Pharmacognosy | <i>ii)</i> PhD program in Quality Assurance |

3. Other Programmes:

| | |
|--|---|
| 2018-19 to 2020-21 | 2022-23 to 2024-25 |
| 1. Certificate Course in Chems sketch drawing software (planned) | 2. Certificate Course in IR Sampling and Handling (planned) |
| 3. Advanced Certificate in Drug Information Centre Management | |

II) **Qualitative strength:** (2015 to 2026)

| | |
|--|---|
| <p>a) Active Participation in Curriculum Design and update at University Level</p> | <ul style="list-style-type: none"> • Faculty will be actively participating in curriculum designing and development process at University level of affiliated courses by becoming BOS members and members of sub committees of respective subjects. • Teachers will also gain experience in designing syllabi for autonomous certificate, diploma, bridge and remedial programmes with academic partners. |
| <p>b) Effective Communication of Curriculum Design and faculty Development</p> | <ul style="list-style-type: none"> ▪ The College will effectively communicate the curriculum design and faculty development by organizing subject / syllabus workshops in which academicians, industrialists, subject |
| | <p>experts from other institutions and universities will be invited as resource persons.</p> <ul style="list-style-type: none"> ▪ For effective implementation and to get acquainted with the emerging techniques and trends of the industries and subject matter, faculty will also be deputed to attend curricular workshops in other centers. |
| <p>c) Development of Linkages</p> | <ul style="list-style-type: none"> ▪ With a view to execute curriculum effectively, the college will develop the linkages with national and international academic institutions and national and global industries. |

| | |
|--|--|
| d) Sensitization of course content & Curriculum Update | <ul style="list-style-type: none"> ▪ Our faculty will sensitize, course design and development by evolving an effective system of communication of curriculum update and aspects of its execution to learners systematically and objectively at the entry point itself by organizing orientation programmes for fresher and consistently at the point of lecture delivery too. |
| e) Academic Flexibility | <ul style="list-style-type: none"> ▪ The college will accept competence enhancing curricular strategies by starting multifaceted, comprehensive, well designed curriculum which promotes the excellence, value addition and contextual relevance by providing utility, access, relevance, service and preservation and promotion of heritage. ▪ The college will offer additional range of |
| | <p>programme options, course options, course combinations, number of applied component groups, certificate and diploma programmes, bridge and remedial programmes. Thus, college will offer maximum possible flexibility with UG, PG and research programmes, core options, elective options, postgraduate diplomas, UG diplomas, certificate, and bridge programmes.</p> |
| f) Feedback system on Curriculum | <ul style="list-style-type: none"> ▪ The college will introduce a mechanism to obtain the feedback on curriculum, its scientific, systematic analysis and interpretation and will enhance this for effective communication to concerned authorities / board of studies for revision and restructuring of curriculum. |

The college proposes a time frame for the active involvement in Curriculum Design and Development:

| No. | Year | Action Plan |
|-----|--------------------|---|
| 1 | 2018-19 to 2019-20 | a) Faculty involving themselves in curriculum designing of affiliated courses and autonomous certificate courses. b) Obtaining regular feedback from students, parents and communicating to University/ board of studies of various subjects |
| 2 | 2019-20 to 2021-22 | a) Continuing to obtain regular feedback from students, parents and communicating to University/ board of studies of various subjects. |
| | | b) organizing faculty workshops and seminars for the faculty of all over the university and communicating the deliberations of such workshops and seminars to University/ Board Of Studies of various subjects specially on curriculum design. |

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| 3 | 2023-24 to 2025-26 | <p>a) By 2028, the college is expected to get academic autonomy from UGC to frame our own syllabi for various courses and programmes. During academic year 2020 -21, curriculum blueprint in every subject to be designed with the involvement of academicians, industrialists, subject experts from other institutions and universities by inviting them as Board members and/or as resource persons.</p> <p>b) Regular feedback continuously obtained from students, parents.</p> <p>c) Organizing faculty workshops for the faculty and arranging state /national level conferences of Subject departments of various Universities and communicating the deliberations' of such Conferences to the subject committees of the college which will be enjoying functional autonomy.</p> |
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II. Teaching-Learning and evaluation process

1. Transparent Admission Process

- 1) The college has in place a well-defined, transparent admission process based on merit coupled with reservation policy and will continue the same process in future too.
- 2) In order to prevent corruption, wide publicity will be made about purely merit based admission process in the college web site, in prospectus and also by placing prominent sign Boards in strategic places of college main entrance.
- 3) Digital display of category wise merit list of selected candidates for admission in the entrance.
- 4) After obtaining autonomy, The College will also initiate an **entrance exam** in the month of May/ summer break for all courses and Programmes where demand ratio is high and both, the merit of entrance exam and marks in board exam will be taken into consideration while deciding the admission process.

2. Monitoring of Teaching-learning Process

- Immediately after the admission, the Students will be evaluated on the basis of their basic learning styles and the faculty will prepare strategies to meet different needs of the learners and to bring them on common platform. Such **Bridge Course** will help the faculty in forming an effective team and achieving the overall goals.
- Student centric teaching system is to be emphasized.

3. Introduction of job oriented Programmes

In collaboration with industrial partners, the college wants to introduce innovative job oriented unaided courses leading to certificate, advanced certificate and diploma Programmes. IQAC of the college is to decide the focused academic area where employment potential lies. The college will apply to UGC to start the Skill Development courses for variety of subjects.

4. Attendance regularity of students

- a) Attendance of student for each lecture shall be maintained by obtaining signature in the prescribed format and University norms will be strictly followed. Defaulters' list is to be declared during first week of every instructional month. The students remaining absent for more than 25% of lectures shall be identified, their parents to be intimated about the irregularity and necessary action shall be taken against them according to rules. In order minimize attendance default; technology is to be used to inform periodically students and parents in time.

- b) Special counseling of defaulter students with their parents will be undertaken well in advance to avoid the possibility of drop out.

5. Recognition of Merits

Academic performance of students and achievements of faculty shall be recognized by organizing felicitation ceremony. With our strong alumni base the existing no. of Endowment prizes will be increased to motivate & recognize the students to a greater extent.

6. Policies to cater to diverse academic needs of students

- The college has developed a system of remedial courses for educationally disadvantaged students. The same is to be fine-tuned effectively to have wider coverage of drop outs by timely dissemination of information.
- The college will support the advanced learners and concentrate on enhancing aspects like knowledge, attitude and skill.
- Interactions with students at various levels will help to assess students' knowledge and skill at entry point. Selected SFC programmes are arranging **one day orientation programme** before commencement of sessions for fresher. Same is to be extended as bridge courses in all classes.

Guest Lecture Series

Expert lectures of guest faculty from various Industry linkages will be organized to broaden the knowledge horizon of learners.

Conduct of Revision and Interactive Sessions

With a view to instill confidence in approaching the exam, at the end of the semester, revisions and interactive sessions will be conducted.

Encouragement to Students

- All the departments will be encouraged to conduct the activities in line with their subject expertise.
- Students will be encouraged to undertake socially responsible activities to make an impact on the students as well as to the society.
- Academic committee of the college will motivate and explore various possibilities for the students to inculcate the Entrepreneurial Ability.

7. Access to Information

- Dissemination of right information at right time will be taken care of by using digitalize knowledge Dissemination Boards at prominent places.
- Students will be encouraged for wider use of learning resources in the library. College will continue to provide easy access to daily newspapers, journals, periodicals and internet in the Library and reading halls. The college will subscribe additional journals, e-journals, periodicals and Web Portals for enriching the reading resources.

8. Discipline in Teaching-Learning

Process Academic Calendar

Annual prospectus printed in April every year will contain calendar for academic, co-curricular and extra-curricular activities during the academic year.

Allocation of Academic Work

- The academic work including lectures, practicals, tutorials, etc. shall be allocated as per the norms and discussion in departmental meetings.
- Individual Time table of the faculty for the forth coming year is to be preplanned on the last working day to enable the faculty to prepare for new topics and lecture plans during vacation.
- Academic and co-curricular and other related work will be allocated among the staff by constituting different committees and associations.

9. Extensive Use of ICT in Teaching

The faculty will be promoted to use various teaching techniques and aids. Special efforts will be made to improve the learning and communication skill of learners.

| | |
|--|---|
| Use of ICT in Teaching Learning System | <ul style="list-style-type: none">• The college will ensure intensive use of innovative teaching and learning resources like LCD Projectors for power point presentations, models, internet connections, Interactive Language Laboratory, Computing Laboratory, etc for ICT enabled teaching-Learning |
|--|---|

Following is the proposed time frame for the plan:

| Year | Plan |
|--------------------|---|
| 2017-18 to 2018-19 | <ul style="list-style-type: none">• LCD Projector in all class rooms• Computer to each Department• WIFI Connectivity• E-Learning Initiatives |

| | |
|--------------------|---|
| 2020-21 to 2023-24 | <ul style="list-style-type: none"> • Individual Electronic Gadgets to every staff member • Paperless functioning of all Departments including Office. • Effective Implementation of E-Learning |
| 2025-26 to 2027-28 | <ul style="list-style-type: none"> • Laptop / Tablets to every student through various govt schemes and a vigorous IT based teaching-Learning. |

10. Motivation for Research

Research center in the college is to have an enabling environment wide space to keep reference books, subject related good quality reference books so placed as to have easy reach, sufficient PCs with internet access for the completion of projects and research work etc. The center atmosphere is to motivate teachers and students to undertake research activities such as preparation of projects, publication of research papers in reputed journals and participate and present the research papers in seminars / workshops / conferences.

Seed money and sponsorship to attend international conferences for paper presentations to all faculties will be provided by the college

11. Strengthening of Innovations in Teachers' Quality

Appointment of Qualified Teachers: The College will make continuous efforts to appoint qualified teachers as per UGC norms and if such candidates are not available teachers will be appointed on temporary basis in order to avoid the academic loss of students.

Seminars / Workshops / Faculty Development Programmes

- Organization of Seminars / Workshops / Faculty Development Programmes
- Deputation of faculty to Seminars / Workshops / Faculty Development Programmes

Feedback system for Evaluation of Teachers by Students

- The college will have the system of 100% evaluation of teachers by students by filling in the questionnaire, to develop a mindset among

faculty towards accountability, confidence, readiness to receive criticism, openness, sense of introspection and accept the situations to

improve their performance in teaching. Review of feedback of students evaluation of teachers will be considered and suggestions will be given to the teachers for their improvement.

- Informal feedback from students will also be taken about teaching-learning system of the college.
- The feedback will be collected in two stages so that the expectations of the students and their experience can be compared and required actions can be initiated.

Self-Appraisal of Teachers

The college IQAC will strengthen the self-appraisal system of teachers by regularly recording the API score of each teacher by the end of the academic year, which will enable them to realize their academic standard and engage them in various activities to excel in their academic performance.

Suggestion Box: The College has set suggestion box at strategic place, where students drop in their suggestions. These suggestions will be scrutinized, periodically, and taken into account for further improvement.

Monitoring Mechanism for punctuality of staff

The college has set biometric system of attendance for recording the arrival and departure time of the staff. This has helped to develop a sense of regularity and punctuality.

Democratic and Participative Working

The college has strengthened democratic and participative working system which facilitates to take the right decisions for effective implementation of teaching-learning process.

Introduction of Innovations in Evaluation Process

- The college will continue to strengthen the evaluation process, where student's academic performance will be evaluated continuously by conducting tests, assignments, presentations, projects, viva- voce, term / semester examinations, etc.
- Discipline Committee of the college will monitor students' movements and behavior to maintain conducive environment within the campus.
- Examination results will be analyzed subject-wise in the meetings and discussions shall be made for future improvement.
- The college will strengthen evolve the system of categorization of students on the basis of their performance and related aspects into slow, medium and advanced learners.
- Students with poor performance in terminal / preliminary examinations will be counseled and special lectures will be arranged to bring them in main stream.
- Along with the regular teaching methods, teachers will also use audio- visual aids and encourage students to participate in various workshops, seminars, campaigns, group discussions and various competitions like quiz, elocution, essay, debate, poster, etc. Opportunities will be given to the students to organize these programmes and competitions to improve their organizational skills and leadership quality with values like hard work, equity, co-operation and co-ordination through assigning responsibilities like reception, registration of delegates, compeering, stage decoration, board writing, hall arrangement, etc. The aim of this innovation will not simply impart an isolated and marketable skill but will be a total training to extend a skill oriented value based on holistic approach.

III. Research, Innovations and Extension

As this college is a Pharmacy faculty dominated college with undergraduate postgraduate programmes, the college has a planning of ancient policy to inculcate research element amongst learners and faculty by evolving micro level supporting, incentive based systems.

Research

- 1) The college will conduct regular meetings of the Research Committee to identify the research potential, to promote the research and to prepare the research proposals.
- 2) The college will make continuous efforts to obtain research grants from funding agencies such as UGC, ICMR, AICTE, RGUHS University of Health Sciences, etc.
- 3) The college will continue to organize the workshops / seminars / training programmes for preparation of proposals for minor and major research projects.
- 4) Academic infrastructure such as instruments, laboratories, ICT facility, Library, INFLIBNET, HELINET and other requirements, as per needs for carrying out research activity will be provided.
- 5) The college will continue to make an effort to promote research association with universities, industries and institutes.
- 6) Exposure of students to various research areas where they will be guided to handle research projects independently.
- 7) The college will continue to appreciate and to recognize the teachers on successful completion of research projects, research degree programmes and research publications.
- 8) The college will continue to appreciate and to recognize the students who achieve meritorious places at District, University, State and National level research competitions/research activities.
- 9) The college will continue to depute the teachers for research seminars / workshops and training.
- 10) College will promote faculty to submit proposal for research grants from UGC, University etc.

- 11) The college will offer concessions in fees to staff who register for research degrees at college Research Centre.

Consultancy

- The college will explore options to provide consultancy services to Corporate & Research scholars.
- The college will motivate and appreciate the faculty in case they provide consultancy services.

○ **Extension**

- 1) The college will strengthen community services through NSS unit and through APTI state branch headquarter of our institute.
- 2) Library facility will continue to be extended to alumni as well as needy students of the nearby areas.
- 3) Constantly innovative outreach programmes will be organized by different department with involvement of students.
- 4) NSS unit will maintain Blood Donors' directory. In time of emergency the blood will be donated to the needy patients at free of cost.
- 5) College premise will be made available to conduct the examinations of Railways, Post and Telegrams, Institute of Chartered Accountants, and for organizations of functions of GOs.
- 6) 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 area will be organized.

IV. Infrastructure and Learning Resources:

Perspective Plan as regards to Infrastructure and Learning Resources will be based on following strategic policies-

- 1) Continuous improvement of infrastructure and learning resources.
- 2) Development of additional infrastructure and learning resources.
- 3) Availability of adequate average area of infrastructure per student.
- 4) Optimum utilization of available infrastructure and learning resources.
- 5) Maintenance of infrastructure and learning resources.
- 6) Concerted efforts to obtain grants for infrastructure development.

More specifically, practices of institution in respect to provision of infrastru

1. Adequate number of computers in well-equipped Computer laboratory.
2. Main Library with ever increasing holdings and user friendly and comprehensive Library services.
3. Fully equipped auditorium hall with audio visual facilities.
4. Good quality furniture in class rooms
5. Departmental rooms for faculty with departmental libraries, computers and internet facilities.
6. Safe drinking water facility in every floor with coolers and water purifiers.
7. Adequate number of toilet blocks for girl and boy students and staff.
8. Well-furnished Conference Room.
9. Well-furnished and fully computerized Administrative Office.
10. Spacious, well furnished, well ventilated Cafeteria.

11. Boys and Girls Common Rooms.
12. Interactive Language Laboratory with 30 learning stations.
13. Maintenance and cleanliness of infrastructure
14. Supply of electricity power with separate panels in every floor coupled with generator facility to ensured continuous and uninterrupted flow of electricity.

15. Reduction in electricity bills by use of LED bulbs and solar panels
16. Well secured firefighting facilities in strategic places.
17. Effective internal communication through intercom facilities.
18. Complete automation of Library services.
19. Computers at laboratories, offices, Library, research centre and departments with LAN.
20. Developing suitable system of Reading rooms facilities also to alumni and outsiders.
21. Efforts to obtain infrastructure development, moderation, up- gradation grants from UGC and other external agencies
22. Enhancement of Electronics laboratories.
23. Set up a private cloud in the college for computing facilities and ease of management.
24. Develop and install complete ERP in the college.
25. Setting up well-equipped Resource Augmentation Cell for the faculty to prepare teaching material and carry out research in their subject by enhancing facilities in the existing research Centre.

| Year | Plan |
|--------------------|---|
| 2020-21 to 2022-23 | <ul style="list-style-type: none"> • LCD Projector in all class rooms • Computer to each Department • WIFI Connectivity |
| 2024-25 to 2027-28 | <ul style="list-style-type: none"> • Construction of Third floor • Floor-wise Lift facility specially for differently able students and staff |

VI. Governance Leadership and Management

1. Institutional Vision and Leadership

- 1) Vision and mission of the institution will be communicated effectively to all stake holders by printing in Prospectus and by placing it in prominent places in the college premises.
- 2) The management and employees work together in progress of the institution.
- 3) Democratic and transparent organizational structure will be maintained embedded with features of direct access and free flow of ideas.

2. Strategy Development and Deployment

Perspective plan is to be designed collectively having thorough review of the academic programmes and analysis based on feedback from stack holders. The college will maintain throughout the period the following organizational arrangement for effective functioning:

- 1) Decentralized administrative mechanism with accountability.
- 2) Participatory functioning of the institution involving all staff members.
- 3) Distribution of responsibilities equitably according to capabilities.
- 4) Formulating annually on the day of reopening, statutory and non-statutory committees with clearly defined roles, responsibilities and objectives.
- 5) Staff Grievance cell and staff welfare activities
- 6) Efficient Students Council and Students Grievance Cell, Students Welfare Committee, Women Development Cell , Anti Ragging Committee etc having wide representation of staff and students in decision making, execution of policies and in growth prospects of the college.

3. Faculty and Staff Empowerment strategy

For effective Human Resource Management following steps shall be taken-

- 1) Strategic policy and time bound implementation plans (normally within a year) for filling in the vacancies with qualified faculty and staff as and when vacancy arises.
- 2) Arranging periodically Faculty and Staff Development Programmes, encouraging them to present papers in seminar, conference and to attend on time orientation/refresher courses for promotions.
- 3) Encouraging faculty to use Plagiarism check software to complete PhD/PG thesis.
- 4) IQAC to record every year Comprehensive and effective performance appraisal of faculty as per API and staff through confidential reports.
- 5) Constant follow up with Government office for timely implementation of PF, Pension and Gratuity Scheme.
- 6) Developing Team building initiatives and good interpersonal relations.
- 7) Upholding Conducive work environment.
- 8) Liberty for use of innovative ideas and ICT in teaching-learning system.
- 10) Promoting an integrated framework of academic and administrative activities.

4. Financial Management and resource mobilization

For effective Financial Management and to augment resources following steps will be taken-

- 1) Growth oriented Annual budgetary allocation.
- 2) Financial freedom in utilization of funds for the purpose for which they are allocated within the allocated budget.
- 3) Effective internal control, compliance monitoring mechanism, periodic internal audit and timely statutory audit of the accounts.
- 4) Continuous efforts to obtain development grants from funding agencies such as UGC, State Government, University etc.
- 5) Corpus fund to be maintained sufficiently as per norms.

VII. Institutional values and Best Practices

1) Environment Consciousness

- 1) Each day college to ensure that it has a clean campus.
- 2) Energy conservation by reducing Electricity consumption through installation of LED lights.
- 3) The College will undertake regularly green audit.
- 4) The college will promote eco-friendly campus and will achieve paper less administration.
- 5) In 2017-18, awareness campaign for no plastic zone and intensifying rain water harvesting plan to be introduced.
- 6) The college will plan the policy of recycling of e-waste.

2) Innovations

- 1) The college will encourage innovative practices in the field of teaching-learning strategies.
- 2) A comprehensive index of institutional performance to be developed by 2020-21.

3) Best Practices:

The college will adopt the Best practices of-

- a) Salary to be deposited on the first day of every month
- b) Mutual helping tendency of Teaching and non teaching staff to cope up with work pressure during peak periods of admissions and examinations.
- c) Dissemination Boards in strategic places.
- d) Tea corner for faculty and students
- e) Introducing by 2018-19 contributory Health Insurance to class all employees
- f) Friendly office for availing Freeship and scholarship.
- g) Seed money for research.

- h) Reimbursement of registration fee for all faculties to present research papers in conferences and Publication incentives.
- i) Continuing social responsible activity of Joy of giving.
- j) Inculcating research value among UG students through mini research projects
- k) Community Services to border villages.

The college will constantly monitor the best practices of other institutions and will try to pursue these practices.

| Year | Plan |
|--------------------|---|
| 2017-18 to 2022-23 | <ul style="list-style-type: none"> • Student Projects for UG |
| 2017-18 to 2022-23 | <ul style="list-style-type: none"> • Community Service |
