Pandu College, Guwahati, Assam



STRATEGIC PLAN

2019-2024

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Introduction

The Strategic Plans are based on the mission and the vision of the institute. It provides directions and helps in decision making to achieve the pre-determined goals of the institute. The short term goals and the long term goals are included in the strategic plan which mainly focuses on academic excellence, quality of work, research, infrastructural development etc.
This strategic plan provides a framework that will allow of our college to develop and use its resources more effectively. We first provide our mission and vision statements and core values, followed by our Areas of Focus.

Vision:

To transform the college to a centre of excellence by imparting quality and value based education for all round development of the students

Mission

- To enrich and empower the students through quality education
- To ensure a learner centric environment equipped with the latest techniques and technologies
- To ensure the availability of efficient academic, student support and career guidance services
- To develop the skills of the students in diverse fields through participation in literary, cultural, sports and extension activities
- To inculcate social, moral, and spiritual integrity among students

Core Values

- Excellence in Teaching and Learning
- Involvement of all Stakeholders of the Institution in Decision-making
- Community Engagement
- Respect and Commitment
- Holistic Development of Students

Strength and Baseline

The institute is having the following Strength and baseline on the basis of which it strives toattain the goals and objectives of the institute.

★ **Situational Advantage**

Pandu College is situated at the periphery of Nilachal Hills where the famous Hindu Temple of Goddess Kamakhya is situated. In the midst of Guwahati Metropolitan City, it has greenery all around and away from the city crowd.

★ **Diversity**

Students of different ethnic groups coming from different states of NE India stay together in the same campus assimilating different cultures and thereby promoting a cosmopolitan character;

★ **Human Resource**

The Human resource is the core strength of the institution. We have 100+ staff members which include teaching and non teaching members. We have 74 permanent teaching staff out of which 55 have doctorates degrees 3 are in verge of completion. All the faculty members are well qualified and experienced.

★ **Teaching Learning Process**

Academic is our focus. We build it as our competitive advantage. We have threefold system by which we monitor the academic activities. The Principal, the Head of the department and the Academic Council monitor the smooth functioning of day to day academic activities. HODs monitor whether the classes are conducted on time, status of syllabus completion, conduction of tests, assignments etc. They report to the Principal about this.

★ **Active Internal Quality Assurance Cell**

The college has a functional Internal Quality Assurance Cell, which closely monitors the academic advancement. The college also gives recognitions to the best department annually on the basis of its performance and the criteria set up for the purpose;

★ **NSS and NCC**

NSS and NCC wings are involved in leadership development and motivating the students for social work. This has become evident by participation of its NCC cadets in Republic Day Parade and recognition of the Programme Officer of NSS National level;

★ **Hostel Facilities**

The college has three hostels, two for girls and one for boys with all modern facilities. The hostel can accommodate more than 150 students. These have been attracting a large number of outstation students from all over the North Eastern states.

Objectives of the Strategic Plan

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

- NAAC-to ensure quality standards in higher education
- Contributing to Nation building
- Developing competencies among the students
- Inculcating a Value System among the Students
- ICT-based teaching and learning.

Area of focus

The goals of the college have been driven from its Mission, Vision, and Core Values. These goals are based on an analysis of our strengths and weaknesses as well as input solicited from our key constituents. They are constructed with resource limitations in mind. The goals of our college are categorized into the following areas of focus:

- Teaching Learning Process
- Value added and add-on Courses
- Masters Programme
- Faculty and staff development
- Governance and Management
- Research
- Industry Institute Interaction
- Establishing Standards for overall Development
- Financial Strategy

Institutional Strategic Goals

1. To develop and execute effective Teaching Learning procedure
2. To make students more employable by introducing value added & add-on courses
3. To empower faculty about emerging trends in their profession for academic advancement
4. Student's overall development through participation
5. To encourage research culture in faculty and students
6. Ensuring Effective Governance and Participative management
7. Mounting Physical Infrastructure
8. Institute-Industry Interaction
9. Financial Planning & Management
10. Continuous Internal Quality Assurance System
11. Outreach activities
12. Students and Employees Grievances

Strategic Planning

1. To develop and execute effective Teaching learning procedure

- Academic planning and preparation of Academic Calendar
- Preparation of teaching plan
- Conduct training based on current demand analysis
- Continuous assessment to measure outcomes
- Use of more practical methods of teaching
- Use of e- learning resources
- Promote research culture & facilities
- Provide mentoring and individual support
- Follow a transparent feedback system
- Performance enhancement through workshops and seminars
- Implementation of best practices for students

2. To make students more employable by introducing value added & add-on courses

- Introducing Add on and Certificate Courses which will help in increasing their practical knowledge
- Conducting training programs for various competitive examinations
- Motivating students by periodic interaction with distinguished guests who have excelled in their fields
- Industrial visits

3. **To empower faculty about emerging trends in their profession for academic advancement**
   - Employees' performance evaluation system
   - Regular training for quality improvement
   - Healthy and supportive working environment & infrastructure
   - Proper established Code of conduct, service rules & leave rules to be followed by all.
   - Staff welfare policy implementation
   - Career Advancement Schemes
   - Rewards, recognitions and incentives
   - Deputation for seminars, conferences and workshops etc
   - Support for research, consultancy, innovations

4. **Student's overall development through participation**
   - Students Trainings & Placement Activities
   - Student's representation in various committees and cells
   - Participation in competitions
   - Organizing competitions
   - Rewards & recognitions of achievers
   - Participation in extracurricular activities
   - Participating in social and welfare activities

5. **To encourage research culture in faculty and students**
   - Establish and develop Laboratories with more research facility
   - Fund generation through Project proposals
   - Apply for Government/Non-Government Organizations sponsored funds
   - Collaborations with Government, Private Institutes, Universities and Research Organizations
   - Recognition for outstanding research works

6. **Ensuring Effective Governance and Participative management**
   - Decentralization of the academic, administration and student related activities & responsibilities
   - Organization of Departmental meeting frequently
   - Portfolio assignments
   - To review the examination results (Internal as well as External) of all programs; result analysis and their improvement strategies
   - To review the budget allocated for different purposes and their expenditure etc
   - Promotion of various faculty career advancement programs
   - To provide support for conducting all kinds of activities: Co-curricular and Extra-curricular.

- To review the awards and scholarships for students based on the performance in co-curricular and Extra-curricular activities etc
- Evaluation of Institute's performance and benchmarking
- Institutional strategic Planning and goals setting
- Establishing E-Governance
- Establishing internal audit committee
- Code of conduct and policy formulation, approval and implementation
- Establishing fair and effective performance appraisal system

7. Mounting Physical Infrastructure

- Infrastructure building development & modification
- Functional facilities for e-learning
- Safety & Security management
- Hygiene, zero plastic & green campus
- Energy Conservation
- Recycling of water
- Smart Class rooms, Tutorials, Seminar halls
- Modernization of Laboratory & equipment
- Library infrastructure up-gradation
- Medical facility
- Development of sports (indoor/outdoor) facilities

8. Institute-Industry Interaction

- Industrial Research & Consultancy
- Short-Term Training Programmes
- Collaborative Educational Programmes
- Faculty and student exchange for knowledge sharing
- Student internships and industrial visits
- Support for internships, visits, trainings, guest lectures
- Providing career guidance

9. Financial Planning & Management

- Framing of financial budget according to multiple areas
- Department wise Budgeting
- Effective purchasing through committee
- Contingency Fund allocation
- Budget formulation & approval
- Periodic Audit

10. Continuous Internal Quality Assurance System

- Development and application of quality benchmarks
- Parameters for various academic and administrative activities of the institution;
- Facilitating the creation of a learner-centric environment conducive to quality education
- Collection and analysis of feedback from all stakeholders on quality-related institutional processes;
- Dissemination of information on various quality parameters to all stakeholders;
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- Documentation of the various programmes/activities leading to quality improvement;
- Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- Periodical conduct of Academic and Administrative Audit and its follow-up
- Preparation and submission of the Annual Quality Assurance Report

11. Outreach activities

- MOUs with Industries and other Institutions for bilateral practical training and research works
- Adoption of nearby villages, areas for its overall development

12. Students and Employees Grievances

The Grievance Redressal Cells function with the following purposes:

- To make students, faculties & staff members aware about their rights
- To help them in developing decision making abilities and be self-dependent
- To help them in raising voice against all kinds of discrimination in a proper manner
- To help them in changing their mind setup
- To assist them in overall development of their personality
- The Student Representatives have the responsibility towards students to be available and listen to student's views and concerns, and actively represent them in an objective and accurate manner

Strategy Implementation and Monitoring

Once the planning has been done, the next important step is its implementation. This stage is the most vital part and is to be implemented with proper supervision and cooperation.

Implementation

The different deployment authorities for various functions are as follows

Particulars/Functions	Deployment Authorities
Governance & Administration	Governing Body, Principal
Infrastructure (Academics)	Principal, HODs
Teaching- Learning	Principal, HODs, Faculty and Staff
Infrastructure (Physical)	Governing Body, Principal
Departmental Activities	HODs, Faculty Members
Training, & Career Guidance	Principal, HODs,
Research & Development	Principal, HODs
Students Development	Principal, HODs
Quality Assurance	IQAC Team
Students Admissions	Principal, HODs, Admission Team
Statutory Compliance	Principal, HODs, Coordinators

Deployment

The plans formulated by the Management and Principal are communicated to the target groups like faculty, students, staff and other stakeholders through meetings, mails and other forms of communication.

The guidelines from Regulatory Authorities like State Government, UGC, RUSA, and the affiliating University are followed at the institutional level to undertake these activities. The organizational procedure manual guides all the activities through well-defined policies and procedures for each of the activities.

Develop, Driven, Deploy and Review of Quality Policy

