

Perspective Plan from 2017-2022

# Perspective Plan: 2017-18 to 2021-2022

N. N. Saikia College, Titabar



Jorhat, Assam

PIN: 785630

## Perspective Plan from 2017-2022

1. To ensure that the institution adheres to the Academic Calendars every year.
2. To introduce PG courses for students.
3. To introduce Add-on/Certificate courses for the greater good of the students.
4. To develop and upgrade infrastructure facilities in teaching learning.
5. To encourage using student-centric methods such as experiential learning, participative learning through Project work, field study etc. and thus to enhance learning experience.
6. To ensure the continuation of collecting Feedbacks from students, teachers, alumni and parents.
7. To analyse feedbacks within a fixed period and to take prompt action on the feedback.
8. To upload Feedbacks on the college website time to time.
9. To take measures so that the enrolment of students increases each year.
10. To make sure that the admission procedure strictly follows government regulation.
11. To ensure that the departments prepare and strictly adhere to teaching plans.
12. To ensure that all the faculty members complete syllabus on a stipulated time frame.
13. To assess the learning levels of students and to take special measures for both advanced and slow learners.
14. To increase the number of ICT enabled classrooms and to make sure that these facilities are best utilized in teaching-learning.
15. To continue the Mentorship practice each session and to use it for the benefit of the students.
16. To make the mechanism of internal assessment transparent and vigorous.
17. To take transparent, timely and efficient measures to deal with grievances related to internal assessment.
18. To make all the teachers and students aware of the course outcomes and the same should be evaluated by the college.
19. To conduct online Student Satisfaction Survey regularly and upload the same the AQAR.
20. To collect financial grants from government and non-government sources for the development of the college.
21. To encourage departments to carry on Research Projects for the greater benefits of the students and society.
22. To ensure that the college organizes seminars, workshops and conferences on a regular basis.
23. To encourage teachers to publish Research Papers in UGC notified high impact factor journals and also to publish books and edited volumes of books.
24. To ensure that the college carry out extension and out-reach programs in the neighbouring communities on social issues, gender sensitization, cleanliness etc.
25. To keep the NSS and NCC unit of the college highly active and functional all the time and to execute different events through them.
26. To register MoUs with other institutions, NGOs etc. and to conduct faculty exchange, student exchange, internship program etc.
27. To develop adequate infrastructure and physical facilities for teaching learning viz., classrooms, laboratories, computers etc.
28. To develop the facilities for cultural activities, sports, gymnasium, yoga centre etc.

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29. To speed up the process of making the library fully automated.
30. To increase the number of books in the library and enhance other library resources for the students and teachers.
31. To ensure that the college library has subscription of various e-resources such as e-journals, e-books, N-list journals, Inflibnet etc.
32. To maximize the utilization of library resources by the teachers and students.
33. To ensure that the college regularly updates its IT facilities including Wi-Fi.
34. To increase the number of computers so that more students can have access to them.
35. To ensure that internet connection of the college remains fast and stable.
36. To devise certain rules and regulations in respect of maintenance and utilization of college's physical, academic and support facilities such as classrooms, laboratory, auditorium, computers, sports complex etc.
37. To make sure that the students of the college get the benefits of government scholarships and freeships according to government rules.
38. To take initiatives to hold capacity building and skill enhancement courses such as soft skill development, language and communication skills, Life skills (Yoga, health and hygiene) and ICT/Computing skills.
39. To hold career counselling events frequently and to make sure that students get best benefits from such events.
40. To make definite policies on grievance redressal including sexual harassment, ragging etc. and to follow a transparent and timely mechanism for the same.
41. To arrange online as well as offline modes of grievance intimation.
42. To keep accurate records of students' progression to higher education and the placements.
43. To keep accurate records of students qualifying state, national and international level of examination.
44. To keep precise records of students winning awards/medals in sports/cultural activities on university/state/national and international level.
45. To facilitate students' representation and engagement in various administrative, co-curricular and extracurricular activities through various committees, cells etc.
46. To encourage and sponsor students for participating in different cultural and sports events outside the college.
47. To strengthen the relation between the college and its Alumni.
48. To organize events in collaboration with the Alumni association.
49. To speed up the process of registration of college's Alumni Association.
50. To keep the Alumni in close contact with the college's progress and development.
51. To make the vision and mission of the college reflective of the governance of the institution.
52. To organise events where the decentralization and participative management of the college and effective leadership remain visible.
53. To ensure that the strategic/ perspective plan is effectively deployed in many significant aspects of the college.

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54. To ensure that the functioning of the institutional bodies is effective and efficient and the same in visible in policies, administrative setups, appointment and service rules, procedures etc.
55. To speed up the process of administrative operation from partial to full e-governance.
56. To increase the number of welfare measures for teaching and non-teaching staff of the college.
57. To organise professional development programs/administrative training programs for the teaching and non-teaching staff.
58. To encourage and facilitate for the teachers to participate in FDPs, RCs, OCs, and Short-Term Courses.
59. To follow a sure and accurate system of Performance Appraisal for teaching and non-teaching staff.
60. To conduct internal and external financial audits on a regular basis.
61. To encourage non-government bodies, individuals, philanthropists etc. for making donations to the institution.
62. To devise and follow the policies for resource mobilization and its optimal utilization.
63. To keep the IQAC of the college fully functional and active for the quality assurance strategies and procedures.
64. To review the college's teaching learning process, structures and methodologies of operations and learning outcomes at periodic intervals through IQAC.
65. To take quality assurance initiatives such as regular meetings of IQAC, collection and analysis of feedbacks, signing of MoUs, conducting Academic Audit etc.
66. To ensure that the college takes regular measures for the promotion of gender equity.
67. To create facilities for alternate sources of energy such as solar energy and use of LED bulbs and other power efficient equipment.
68. To create facilities for degradable and non-degradable waste management.
69. To create facilities for water conservation.
70. To take initiative for a green campus such as ban on the use of plastics, landscaping with trees and plants, pedestrian-friendly pathways etc.
71. To conduct quality audits on environmental and energy on a regular basis.
72. To ensure that the college has a disabled friendly, barrier-free environment such as building of ramps, disabled-friendly washrooms etc.
73. To take sufficient initiatives to provide an inclusive environment where cultural, regional, linguistic, communal and socio-economic differences and diversities are respected and harmonised through various activities and events.
74. To sensitize the students and teachers to the constitutional obligations of India: values, rights, duties and responsibilities of citizens.
75. To formulate and follow definite codes of conduct set for teachers, students, administrators and others.
76. To celebrate national and international commemorative days, events and festivals.
77. To continue working on various best practices of the college and to ensure that the students and society are best benefitted by them.
78. To carry on the college's commitment for the building of a better future by performing certain distinctive practices.