

# Preparation of Institution Development Plan (IDP), Sibsagar Girls' College

**Introduction:** Education is the process of learning or acquisition of knowledge, skills, values, morals, beliefs for full human potential. It is considered to be the single greatest tool for social and individual development, which leads towards achieving social justice and equity in society. Education is a mission and its success depends on the involvement of all stakeholders. The mandate of NEP for holistic education is the need of the hour. To value real-world learning is an essence for a good teacher.

Recognizing, identifying and fostering the unique capabilities of each student, by sensitizing teachers as well as parents to promote each student's holistic development in both academic and non-academic spheres are our priorities.

## **Step 1: Analysis of the present scenario in terms of access, quality, and future readiness.**

### **Access:**

- Our college students have access to well furnished and spacious classrooms which makes their learning experiences comfortable.
- There is access and e-access to a diverse, rich and organised library which ensures access to students to any kind of information within and outside their syllabi. Subscription of various journals (State, Regional, National and International) news papers and periodicals are available in the library.
- There is an excellent teaching faculty always present to help and provide guidance to the students and who are always accessible to the students.
- There is access to various sports facilities. ICT enabled classrooms , auditorium for holding cultural festivals, and annual youth festivals for the students.
- Canteen facilities are available in the college.

### **Quality:**

The college aims at generating intellectual capital and property by imparting conventional as well as vocational, innovative programmes and short term applications programmes. The development of intellectual capital and property is meant to be in tune with the social and scientific challenges. To develop their intellectual capital, students are encouraged to participate in various extra-curricular activities organised by the college, at inter-collegiate level as well as regional and national level.



### **Future readiness:**

- The college will continue to impart knowledge, skills and wisdom.
- The college will attempt to inculcate democratic idealism among the learners.
- The college will try to provide students with an opportunity to reflect on the critical social , economic , cultural , moral and spiritual issues facing humanity.
- The college will try to contribute to national development through dissemination of specialized knowledge and skill enrichment for promoting self employability.
- The college will try to develop human values in the students by taking up activities to help the poverty-stricken , respect for women and faith in brotherhood.
- The college will aim at preparing the students for leadership in the professional and public life through training programmes , various workshops, guest lectures . This will help in identifying gifted youths and bring out the fullest potential in the students. Physical fitness, right attitude are other priorities which will be kept in mind.

### **Step 2: (15 years plan of action)**

- Aims at achieving excellence in higher and globalised education .
- Women empowerment through knowledge and value based education .
- Overall growth for socio-economic and sustainable development , particularly at regional level and at national level in general .
- TO achieve innovations and excellence in teaching – learning maxima / pedagogy, training, research and extension activities to realize regional needs from the prospective of national goals.
- To facilitate optimum use of human and natural resources for sustainable development.
- To entangle all the stakeholders of the institution in the development of the college and the region .
- To ensure inclusive growth and ensure the knowledge output for human development
- To create awareness on some radical aspects like women empowerment, human rights, value system, culture, heritage, environment and sustainable development , scientific temper and environment.
- To disseminate knowledge about literacy, technology and other such knowledge to the society through outreach programmes.

### **Step 3: Mission of the institution:**

The mission of our institute is to provide the best of knowledge and skills to the students. Some key areas have been identified so as to achieve our mission.



- Instil in the students a thirst for knowledge, a scientific temper and the appreciation and inculcation of human values.
- Instilling in the students moral and ethical values by arranging popular talk, programmes on moral responsibilities, social responsibilities, showcase of motivational speech and motivational videos, showcase of documentaries of important personalities in Indian history, literature, politics, philosophy, science, business, space etc.
- Alongwith a standard academic environment, setting up and creating a green environment is also a priority and a mission to be achieved.
- Making career counseling programmes a regular feature so that the students can get an opportunity to choose their careers once they complete their graduation.
- Instil a spirit of entrepreneurship amongst the students of the institution by making them familiar with entrepreneurship skills through holding of entrepreneurship counseling sessions by different agencies.
- Take initiatives to introduce skill based courses to acquaint students with various skills and make them fit to survive in the futuristic world of survival of the fittest.
- Above all, assuring mental health and personality development through psychological counselling sessions at least once a month.

### **Strengths of the Institution**

Established in 1964, Sibsagar Girls' College is one of the best girls' institution in the upper part of Assam and our girls students who are the future of tomorrow are our underlying strength.

- Well, efficient and visionary management .
- Facilitates self-employability skills for students after passing out through introduction of a number of skilled and vocational courses. 11 courses are university approved.
- Good academic performance by our students in university examinations a regular basis .
- Young , dynamic academically oriented faculty .
- Encouraging enrolment ratio .
- Well placed alumni .
- Undertaking of community linkage programmes cum social responsibility programmes by active and continuous involvement of students in health, sensitization and awareness of various burning issues, adoption of organic farming practices etc. specially in our adopted villages.
- Eco-friendly campuses.
- Memorandum of undertaking with reputed institutions .
- Vigorous mentoring system .
- Decentralized administration with active participative management .
- Opening of PG courses in the department of Political Science and Assamese .



## Opportunities of Institution

- MoU with Sanskriti Badminton Academy has given us the opportunity to produce a bunch of talents in badminton who have been regularly bagging medals in individual and group events at state regional and national levels.
- Ample opportunities in our 3<sup>rd</sup> campus for resource generation. Built under RUSA fund assistance , a Computer Centre is to be functional soon which will go a long way in promoting computer literacy in the particular rural area
- Provision of free computer education in the centre to our girl students in the proposal centre
- Scope for developing a rich biodiversity
- Provision of fisheries in the campus which help in resource generation
- Promote research activities in the college
- Utilizing and involving our well placed alumni towards development of institutional goals by giving them scope to reconnect with the institution
- To strengthen industry-institute partnership for internship cum job training facilities
- To strength our IT infrastructure and develop the already established Media Centre in the college
- To introduce more vocational courses in order to institutionalize the implementation of NEP

## Step 4: Strengths and Capacity (Human and Financial)

As an organization , the Sibsagar Girls' College identifies the following strengths –

- Academics: UG programme – Arts and Science
  - PG programme
    - MA in Political Science
    - MA in Assamese
  - Vocational Course (Certificate and Diploma) – Approved by Dibrugarh University
    - Montessori Teachers' Training Programme (6 months)
    - Spoken English (6 months)
    - Office Automation (6 months)
    - Food Service Management (1Year)
    - Cutting and stitching (6 months)
    - Satriya Dance (2 years)
    - Geo informatics (3 months and 6 months)
    - Beauty and Wellness Programme (3 months and 6 months)
    - Historical Monuments Awareness (3 months)



- Diploma in Medical Laboratory Technology (DMLT – 18 months)
    - Yoga (3 months)
  - O.D.L.
    - IGNOU (UG, PG, Certificate, Diploma)
    - DODL Dibrugarh University (UG, PG)
- Faculty
  - Teaching
    - Arts Department –8 nos.- 30 Faculties
    - Science Departments – 5 nos. – 15 faculties
    - Centre – 1 no. – 1 faculty
    - Hub – 1 no. – 1 faculty
  - Non-teaching
    - Grade III – 10 nos. of employees
    - Grade IV – 14 nos. of employees
- Students enrolled :
  - At UG level – 1250 (Arts and Science -2021-2022)
  - At PG level – Admission to be started for 2022 session
  - ODL
    - At UG level – 25 (DODL Dibrugarh University – 2022)
    - At PG level – 110 (DODL Dibrugarh University – 2022)
    - At UG level – 34 (IGNOU 2022)
    - At PG level – 124 (IGNOU 2022)
- Sports facility
  - A full fledged indoor stadium
    - Sanskriti Badminton Academy
    - Gymnasium
  - A mini outdoor stadium
    - Athletic
    - Archery
    - Volleyball
    - Cricket
- Associated academics
  - Sanskriti Play School
  - Sanskriti Computer Centre
  - Sanskriti Badminton Academy
- Other affiliation
  - Registered with IIC – MoE, NSDC – Skill India
- Finance



- Source
  - Admission fees
  - Govt. Fund (Central and State Govt.)
  - Scholarship (National , state , post metric )
  - Donations (Civil donor, alumni, staff)
  - Resource generation (from vocational course, internal resource mobilization)

**Existing Weakness:**

- Low enrollment in science stream
- Constraints in opening PG classes due to the current regulation of the affiliating university
- Archaeological Ban on construction of buildings in two campuses for which new buildings cannot be constructed
- Departments with 3 faculties have been facing problems in terms of departmental Academic & Administration
- The affiliating university does not have diverse traditional & professional courses under UG programme , it is therefore a constraint in the introducing of new UG courses
- Low generation of both external and internal resources due to sky rocketing recurring monthly expenditure.
- Financial hindrance in appointing additional staff both teaching and non-teaching.

**Step 5: Institutional Goals (Long term and Short term)**

The mission of our institute is to provide the best of knowledge and skills to the students. Some key areas have been identified so as to achieve our mission.

- Instil in the students a thirst for knowledge, a scientific temper and the appreciation and inculcation of human values.
- Instilling in the students moral and ethical values by arranging popular talk, programmes on moral responsibilities, social responsibilities, showcase of motivational speech and motivational videos, showcase of documentaries of important personalities in Indian history, literature, politics, philosophy, science, business, space etc.
- Alongwith a standard academic environment, setting up and creating a green environment is also a priority and a mission to be achieved.
- Making career counseling programmes a regular feature so that the students can get an opportunity to choose their careers once they complete their graduation.



- Instil a spirit of entrepreneurship amongst the students of the institution by making them familiar with entrepreneurship skills through holding of entrepreneurship counseling sessions by different agencies.
- Take initiatives to introduce skill based courses to acquaint students with various skills and make them fit to survive in the futuristic world of survival of the fittest.
- Above all, assuring mental health and personality development through psychological counselling sessions at least once a month.

#### **Step 6: Institutional Level Challenges**

- Full potential of alumni is yet to be tapped
- Career concerns , peer pressure, parents pressure, socio –economic backwardness of the areas from which students come are some challenges
- Paucity of funds due to which developmental workers in the college suffers to some extent
- Lack of proper communication skills amongst a section of the student community
- Location of the college (due to archaeological handicaps, poor infrastructure facilities in the main campus.

#### **Step 7: How to overcome the challenges**

- Steps are being initiated to involve alumni in the various activities of the college through regular alumni contact by organizing alumni meets frequently (departmental wise and centrally) and motivate them to re-connect with the college not only through donations etc. but also convince them to guide and counsel our students from various perspectives.
- Frequent counselling sessions and organizing of motivational speeches to be held to meet the students concern for their careers, to overcome parental pressure and devising ways and means to overcome financial burdens
- More resource generating measures to be initiated for creating financial means in order to carry on development works.
- More workshops/other programmes to acquaint students and develop their communication skills and build up their confidence building skills.
- Construction activities though not possible or feasible in the main campus, measures to be taken up to take up such activities in the other 2 campuses



## **Step 8: Strategies to promote leadership**

The effective leadership is visible in various institutional practices such as decentralization and participative management.

Ever since the inception of the college, the administration is carried out effectively through a centralized mechanism. This inclusive and participatory approach promotes an environment of solidarity and mutual respect which ensures the smooth function and growth of the institution.

In fact the success of an institution is the result of the combined efforts of all who work towards attaining the vision and mission of the institution. Right from the President of the Governing body to the entire staff and students, all the stakeholders have a role to play in the building of a college. Their involvement and co-operation in devising and implementing decision making policies for academic and administrative affairs through various bodies and committees have contributed to the growth of the college.

The college focuses on decentralization

### **The Governing body :**

The Institution's management comprises of the governing body with specific functions that cater to the needs of the institution for the ongoing process and development of the institution. All strategic plans relating to infrastructural development, enhancement of quality in teaching-learning process, promotion of research and healthy practices are approved by the GB which are so much essential to reach the set goals or bench-marks of the institution. It also extends all the amenities for the teaching faculty and non teaching staff and students. The GB also takes care of the financial management and the implementation of facilities for the institution. It guides and articulates the available resources and authorizes the head of the institution to carry out the activities.

The Principal, HODs (Head of departments) teaching staff, non-teaching staff alongwith student union members, as a community concentrate on fostering the progress of the institution by sharing the responsibilities and participate in the growth of the institution.

### **The Principal:**

He is the member-secretary of the Governing body and chairperson of the IQAC. The/Principal in consultation with the Teachers of the different committees implements different academic, office and student related policies. There are several committees which work hand in hand with the authorities as well as with the IQAC. The different committees are :-

- Internal Quality Assurance Cell;
- Library Management Committee;
- Financial Advisory Committee;





- Discipline Committee;
- Hostel Committee;
- Prospectus Committee;
- Grievance Redressal Committee;
- Website Development Committee;
- Purchase Committee;
- Works Committee/Building Committee
- Academic and Administrative audit committee
- Admission committee
- Examination committee
- Research promotion committee
- Fund Raising and Resource Mobilization Committee
- Career Counselling and Guidance Committee
- Employees Welfare Committee
- Placement Committee

Some committees are constituted in accordance with governmental guidelines such as-Sexual Harassment Prevention Committee, Anti Ragging Committee.

**Teaching Staff:** Faculty members are given representation in various committees/cells nominated by the Principal or according to unanimous decisions in Staff Meetings.

**Non Teaching Staff:** Non teaching staff members are also represented in the Governing body and the IQAC. Suggestions of non-teaching staff are considered while framing policies or in the decision-making process.

**Participative Management:** The college promotes the culture of participative management at all levels. The principal, governing body, faculty members and the IQAC are involved in defining policies and decision taking, framing guidelines and rules and regulations pertaining to admission, examinations, code of conduct, discipline, grievances, finance, construction, renovation etc.

The Principal and the faculty members interact with government and other external agencies. Students, and office staff support and lend a helping hand with the Principal and the faculty for the execution of different academic, administrative, extension related, co-curricular and extra-curricular activities.

### **Step 9: Transparency in governance**

The governance of the institution is reflective of and in tune with the vision and mission of the institution.



## **Nature of governance**

The institution follows a democratic and participatory mode of governance with all the stakeholders participating in the administration. The Governing body delegates authority to the Principal cum Secretary who in turn share it with the different levels of the functionaries in the college. The heads of the departments, the Coordinators / Conveners of various committees and cells along with the staff representatives in the governing body play an important role in determining the institutional policies and implementing the same.

## **Perspective/ Strategic Plan**

The institution has a perspective / strategic plan to help it develop in a systematic and phased manner.

- 1) The extension of possible space in order to accommodate more classrooms, laboratories, departmental rooms etc.
- 2) Renovations to revive the agency infrastructure of the institution
- 3) Improvement of the scope and profile of the Teaching – Learning experience through greater use of ICT
- 4) Filling up of vacant posts in the institution
- 5) Signing of Memorandum of understanding with other institutions
- 6) Means of resource mobilization and Fund Raising
- 7) Re-connect with alumnae for furthering the cause of the institution

## **Participation of Teachers in Decision- Making Bodies**

1. Teachers discharge an important role in implementing the vision and mission of the college. So teachers play a pro- active part in the decision making process. The heads of departments play an important administrative role in the functioning of their respective departments and help the head of the institution in the administrative process.
2. The governance mechanism ensures that the activities of the college are allied with the mission and vision of the college
3. Further, the teachers influence the institutional policy through the Teachers' Staff, through their representatives in the governing body, the Financial Advisory (the Internal Audit Committee), the Building Committee and the Hostel Committee of the College
4. Besides, teachers are members and conveners of the various cells and committees that are formed for day to day functioning of the College. The various committees are
  1. Internal Quality Assurance Cell



2. Library Management Committee
3. Financial Advisory Committee
4. Discipline Committee
5. Hostel Committee
6. Prospectus Committee
7. Grievance Redressal Committee
8. Website Development Committee
9. Purchase Committee
10. Works Committee/Building Committee
11. Academic and Administrative audit committee
12. Admission committee
13. Examination committee
14. Research promotion committee
15. Fund Raising and Resource Mobilization Committee
16. Career Counselling and Guidance Committee
17. Employees Welfare Committee
18. Placement Committee

The teachers as members of these committees are able to contribute in a significant way to the participatory role in the institution. They determine the admission process, examination modalities, library practices, hostel administration, various teaching-learning innovations and other academic priorities.

Additionally, teachers discharge a pervasive role as motivators and spearheads of cultural and socially conscious activities in the institution by steering the NSS Unit, the Women's Cell, the Eco Club, Health Club, Happiness Club and Life and Soft Skills Club.

**Step 10: Action Plan:**

- The college will develop a management information system (MIS) to select, collect, align and integrate data and information on the academic and administrative aspect of the institution.
- Inter departmental mobility of the faculty will be encouraged. The authority will also encourage the faculty to be refreshed by attending some capsule courses and accordingly, the faculties will be granted leave.
- The authority also will inspire and motivate the faculty to take research activities, to participating seminars, conferences and workshops. "The office of the college will record of the same".
- The trend and tendency of using audio-visual aids in teaching learning process will be encouraged. Beside this new innovative/ vocational/ add on courses under various department will be introduced.
- The college will develop certain quality assurance measures within the existing academic and administrative system.



- The college being the only higher educational institution for girls to take up the responsibility of becoming an ideal place of learning for the girl students.
- Apart from the academic development there will be congenial environment for co-curricular and extra-curricular development of the students.
- Community participation of the students will be encouraged. The students will be motivate to take part in various social service/ NSS camp and other activities organized by the college.
- The career counseling cell will organize counseling programs for the out-going students to make themselves employable in different avenues according to their aptitudes. Besides this, the college will conduct short-term program on entry into service and career potential courses.
- Provision for training and development on practical skills and human resource skills through vocational courses leading to global competencies.

**Conclusion:** The IDP of our institution has been prepared as per the criteria laid down with the envisioning of the institutions future in sync core ideals of NEP 2020 and monitoring mechanisms regarding its implementation.

But, the IDP will need to be reviewed, revised and resubmitted according to the evolving needs and emerging challenges of the college. The IDP formulated is just an attempt to create a road map and changes may be permitted as and when required.

Warm Regards ,



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