

**INSTITUTIONAL DEVELOPMENT PLAN (IDP)**  
**DAKSHIN KAMRUP GIRLS' COLLEGE, MIRZA**



Prepared by

**Internal Quality Assurance Cell (IQAC)**

Dakshin Kamrup Girls' College, Mirza

PIN 781125 Kamrup: Assam

<https://dkgirlscollege.in/>



## PREFACE

The Dakshin Kamrup Girls' College of Assam is one of the premier institutions for women higher education of entire South Kamrup Region. The Comprehensive Roadmap for Implementation of NEP 2020 by the Task Force involved series of discussions with all the departments of the institution and in receipt of suggestions from the affiliating University. The IQAC and the NEP 2020 Task Force prepare "Strategic Action Plan and Goals for Implementation of NEP 2020" with short-term and long-term goals to achieve the targets in a phased manner. The institution believes that the strong goals of the institution that projected under NEP 2020 plan shall pave the way for excellence in academic, research and innovative initiatives of the College.

### **Institutional Development Proposal (IDP)**

*Give the Executive Summary of the IDP.* The vision of the institution is to enlighten, empower and ennoble the women and ensure that the students are properly facilitated for qualitative improvement. The institution is keen to see that the students studying in the institution have sufficient facilities to learn, read and play. So the first priority is to build sufficient infrastructure like well-equipped ICT class rooms, Computer Centre, playground, an auditorium, spacious library and state of the art laboratories, hostels for girls, college canteen, differently-abled friendly campus, proper sanitation and drinking water facility. In our college innovative teaching methodologies are practised in every stage to empower students. An assortment of committees and cells are functioning to empower the students like Women Empowerment and Harassment prevention cell, NSS, Red Cross, Sports committee, Eco-Club and Cultural committee. All these cells community oriented and provide opportunities for students to serve the society at large. Another important initiative of the institution is to set up e-library facilities so that both students and teachers are provided with e-books and e-journals. The library also wishes to increase the number of journals and renew subscriptions of previously subscribed journals. The institution has plans to create functional subject-wise forums in each of its departments, wherein every department is asked to conduct outreach programs like seminars, workshops, conferences at all levels and use the resources of both students and its faculty to benefit society at large.

Since the learning outcome/ success ratio of the students is average, the institution has plans to improve their examination results through Remedial classes. Coaching classes for Competitive exams will be conducted to increase their employability. To increase their self-employment, Certificate courses on Computer Applications, Secretarial practises, Apparel designing and Beautician course will be introduced. The institution also has plans to impart computer skills to its faculty, administrative staff and students and make them techno-savvy so that they can learn more and they can be reachable. The goal is to see that all the teaching faculty get registered for PhD and all of them publish articles in peer-reviewed journals.

### **NEP 2020 Task Force:**

1. Dr. Nara Kanta Adhikary, Principal, Dakshin Kamrup Girls' College
2. Dr. Ripun Doley, HoD History, Coordinator, IQAC
3. Dr. Ranjan Bhuyan, Vice-Principal, NEP Coordinator
4. Dr. Manashree Das, Assistant Professor, Dept. of Economics, Member
5. Dr. Prosanta Bora, Assistant Professor, Dept. of Assamese, Member



### *About the college*

As a premier institution of higher education for women, Dakshin Kamrup Girls' College has celebrated 25 years of its glorious service in 2013. The college was accredited by NAAC with 'B' grade in 2016 (2<sup>nd</sup> cycle). Dakshin Kamrup Girls' College is located in Kmarup District of Assam and on the South Bank of the mighty river Brahmaputra and it came into existence on 20<sup>th</sup> November, 1988. The college is affiliated to Gauhati University; it primarily imparts undergraduate level of education with facilities for major courses in all the existing subjects (Arts) except Home Science and Bachelor of Mass Communication and Journalism (BMCJ) in conformity with the curriculum prescribed by the Gauhati University. The College has introduced PG course in Assamese from since 2015. The college is privileged to be the only institution of higher education for women in the greater area from Goalpara in West to Guwahati in the East. The institution follows the guidelines of UGC and adopted the UGC prescribed CBCS method (Choice Based Credit System) from 2019-2020, providing more academic flexibility to the students. Apart from regular courses, the college has initiated 17 numbers of certificate courses. The institution has provided 4 ICT-enable classrooms, 2 well-equipped laboratories, 1 Indoor Sports Complex, 1 Girls' Hostel, and 1 computer lab with 25 computers exclusively for the use of the students. The college library has provided more than 18906 books including 941 reference books along with various E-Resources. The institution has a rich Museum which established in 1995. Since the time of its inception it has been spreading the light of knowledge among the economically backward girl students of this area. The institution has also provided fully Wi-Fi enable green campus to administrative and Departmental rooms.

**Vision:**-The College has the noble vision of occupying a prestigious position in the field of higher education of women to transform itself into the centre of excellence. It always remains an earnest endeavour on the part of the college to

- Empower the girls' student economically, politically and socially.
- Help them to become responsible and worthy citizens.

The college provides need based opportunities to the students to develop their potentialities in arts, sports, culture and literature through competition and participation in various events throughout the year.

**MISSION:** - The famous from Keno quote of Upanishada "Bidyaya Bindattmritam" which is engraved in the emblem of the college denotes the mission of the college. The line signifies that education leads to enlightenment. The mission of the college is to impart to the students the knowledge of the self and the knowledge that can prepare them to lead a happy and meaningful life through the process of teaching and learning. Being an institution of higher education for women the college aims at a sustainable development of the women community of Dakshin Kamrup area and to help them to contribute to the process of national progress.



## SWOC ANALYSIS OF THE COLLEGE

### STRENGTH-

1. Experience of long 35 years of undergraduate education.
2. Active participation of the stakeholders in institutional development activities.
3. Transparent disciplined and healthy examination and evaluation system.
4. Dedicated teaching and non-teaching staff.
5. Well ventilated ICT enabled classrooms, seminar halls, conference hall and sports Complex.
6. Free Hostel facilities for poor students of the remote area.
7. G+2 RCC central Library with 18906 books including 941 reference books along with various E-Resources and Academic Discussion Hall.
8. Active NSS Unit and Career Guidance Cell in the college.
9. There is rich Historical Museum in the college.
10. CC TV camera surveillance to monitor student-teacher activities in the campus.
11. Canteen, Bookshop and Xerox facilities within the college campus.
12. The college has a good reputation as one of the leading college for Women Higher Education in the State.
13. Well maintained Garden with varieties of plants, ornamental plants and orchids provides aesthetic satisfaction.
14. The G.B. includes eminent and experienced academicians and administrator's who always try for the quality improvement of the Institution.
15. Competent faculties are appointed strictly on the merit basis according to the guidelines from higher authority.
16. The college maintains an atmosphere of discipline.
17. The college is free from Party Politics, Election to the Students' Union are conducted without any expenditure of money of the students.
18. Eco-friendly living and socially responsible citizenship is inculcated in students through the routine activities of the NSS and the Social Service Unit of the college.
19. Strong and continuing networking with Alumnae, Parents and retired faculties through their respective Organizations who help the college to receive Feedback for quality improvement.
20. Being adjacent to the National Highway the college enjoys good connectivity with the nearby area. Police Station is adjacent to the college which provides security round the clock and 30 bedded Hospital is in the next door.

### WEAKNESS

1. Shortage of permanent faculty members. Student-teacher ratio is not up to the mark.
2. Insufficient number of classrooms.
3. Insufficient recreation facilities for the faculty members.



4. Lack of residential facilities for the Principal, Teaching and Non-teaching Staff.
5. Irregularity of Power Supply.
6. Poor financial background of the students.
7. Non-availability of post graduate courses except Department of Assamese.
8. Lack of scope for institutional resource mobilization to generate income.
9. Over dependent to Parent affiliating university in designing curriculum.
10. Non-availability of placement cell to create employment opportunities.
11. Insufficient funds to meet the growing necessities of the Stakeholders.

## **OPPORTUNITIES**

1. Scope to upgrade the college to a rural Model Girls' College as it is the first and only Women College in the greater area from Goalpara in West to Guwahati in the East.
2. Scope to open up PG classes in all departments.
3. Scope to open more vocational/career oriented courses.
4. Scope to open handloom and horticulture courses as the entire South Kamrup is famous sericulture and fertile land.
5. An increasing number of teachers have acquired research degrees and under taken research projects, so there is improved scope for upgrading more departments to the status of research centres.
6. Scope to inspire the students to set up Self Help groups.
7. The college being affiliated to the Gauhati University and registered by UGC, it is eligible to apply for development grants from PM-USHA and UGC sponsored programmes.
8. Scope for rural entrepreneurship development depending on local resources.
9. The good public perception and image of the college which can contribute to the growing interactions between the institution and the industry/corporate sector/business firms/social organizations.
10. Research and extension activities in the field of local cultural heritage viz. Satriya, Jatra (Mobile Theatre) and Dhulia.

## **CHALLENGES -**

1. Due to the poor economic background of the locality it is difficult to open self- financed job oriented courses.
2. As the college is situated in an area which is well connected with Guwahati City, so it is somewhat difficult to check the meritorious students from migrating to the city to pursue higher education.
3. Growing tendency of the affluent section of the society to prefer the private educational institutions.
4. Lack of proportionate number of faculties.
5. The Govt. takes the time to grant concurrence for the appointment of teaching and non-teaching staff which delayed the appointments in substantive vacancies.



6. Being an affiliated college and functioning in accordance with Govt. Policy the college has limited autonomy.
7. Our college is a rural college. The infrastructure and resources of the college are limited.
8. Unable to generate Employment opportunities for the students.

### **ROAD MAP FOR IMPLEMENTATION OF NEP-2020**

**Step 1:** Analysis of the present scenario in terms of 'Access', 'Quality' and 'Future Readiness

<b><u>Access</u></b>	
Equity including Gender Parity	<ul style="list-style-type: none"> <li>• As a women college, the prime aims of the institution is fosters equal opportunity to all.</li> <li>• Organised various programmes and activities on gender equity</li> <li>• Preparation of gender sensitization action plan</li> <li>• Undertake Gender audit in the college campus.</li> </ul>
Inclusion including Socio-economic Deprived Groups (SEDGs)	<ul style="list-style-type: none"> <li>• Dakshin Kamrup Girls' College is a provincialized college of Assam and affiliated to Gauhati University, adheres to the reservation policy of the Govt. of Assam, with respect to the admission of students to various programme offered in the college.</li> <li>• College sticks to the Fee waiver Policy of the Govt of Assam.</li> <li>• Financial assistance for the students from economically weaker section from the college fund.</li> <li>• Provision of regular mentoring of the students</li> <li>• Face-to face Counseling of the students</li> </ul>
Measures for increasing access including online and Open and Distance Learning (ODL) education	<ul style="list-style-type: none"> <li>• Use of online platform for teaching-learning process</li> <li>• Online access of N-LIST and E-book Library for students/faculties</li> </ul>
Increasing access through Indian languages	<ul style="list-style-type: none"> <li>• Teaching-learning process is done through Assamese language along with English as per guidelines of affiliating University.</li> </ul>



<b><u>Quality</u></b>	
Multidisciplinary and holistic education	<ul style="list-style-type: none"> <li>• Dakshin Kamrup Girls' College offers Higher Secondary, B.A. and PG in Assamese under Gauhati University.</li> <li>• Offering various Add on Courses in addition to regular programmes offered by affiliating university.</li> <li>• Offers various certificate and Add-on course in the institutional level.</li> <li>• Offering Skill Enhancement courses as per Gauhati University CBCS syllabus</li> <li>• Establishment of various student clubs to nurture the creativity of the students</li> </ul>
Flexibility of courses and student mobility-multiple entry and exit	<ul style="list-style-type: none"> <li>• Both the UG and PG course are running as per new CBCS under GU, however, the multiple entry and exit system is yet to be implemented by the affiliating university</li> <li>• Offering various value added and skill based Add on Courses</li> </ul>
Indian Knowledge System	<ul style="list-style-type: none"> <li>• Teaching-learning process is done through Assamese language along with English.</li> <li>• Students can enroll themselves in various Add on Courses of Indian Knowledge System, for e.g, Value Education, Human rights etc.</li> </ul>
Research, Innovation and Ranking	<ul style="list-style-type: none"> <li>• Teachers regularly publish papers in reputed journals.</li> <li>• The institution regularly publish research book.</li> <li>• There is recognized Research Guides in the college under various Departments of Assamese, Gauhati University.</li> </ul>
Capacity building of faculty	<ul style="list-style-type: none"> <li>• Providing drinking water facilities, toilets, teaching aids, libraries, laboratories, sports facilities and Free Girls' Hostel in the campus.</li> <li>• ICT equipped classroom</li> <li>• Encourages faculty members to participate in FDP, Workshop, Seminar by sanctioning duty leave.</li> </ul>



<b><u>Future Readiness</u></b>	
Enhancing employability through internship /apprenticeship	<ul style="list-style-type: none"> <li>• The College has Career Counselling and Skill and Resource Development Cell under which various career counseling programme and coaching for competitive examinations are organized.</li> <li>• Department offers various certificate and skill based Add on courses.</li> </ul>
Transforming education through integration of technology	<ul style="list-style-type: none"> <li>• College has developed its own Learning Management System for online mode of teaching-learning.</li> <li>• The central library of the college facilitates the access of NLIST and other online e-resource facilities for readers.</li> <li>• Use of various online platforms for teaching-learning process</li> </ul>
Accreditation for quality education	<ul style="list-style-type: none"> <li>• College is accredited by NAAC (2nd cycle, 2016) with the CGPA 2.34.</li> </ul>
Internationalization	<ul style="list-style-type: none"> <li>• No step has yet been taken</li> </ul>
Governance	<ul style="list-style-type: none"> <li>• The governance is taken care of by Governing Body constituted by Department of Higher Education, Assam with Principal as the member–Secretary</li> <li>• Implementation of e-governance in various areas of operation, namely, administration, finance, students admission and examination</li> </ul>

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

Institutional Development Plan is the basis on which the college will frame the initiatives, assess the progress and reach the goals set therein. In keeping with the vision to convert into an autonomous college that will empower to drive excellence, Dakshin Kamrup Girls' College envisages the following initiatives,

- Offering new programmes like Certificate/Career Oriented, BVOC and PG in all the subjects.
- Convert the college into a self-governing degree granting autonomous institute of higher education.





- Provide more financial assistance and scholarships to socio-economically disadvantaged students
- A transparent and stated process of faculty recruitment
- Retention of faculty members and motivating them towards advancing the students, institution, and profession
- Autonomous, more accountable, decentralized and transparent internal governance.
- Strong Grievance Redressal system
- Strictly administer all no-discrimination and anti-harassment rules
- Continuous Professional Development (CPD) for faculty and staff, and leadership training for Principal and others
- Encouraging and empowering the faculty to conduct innovative teaching and pedagogy, research and service which will motivate them to do outstanding creative work.
- Excellent performance of the faculty in teaching, research and other services will be incentivized through appropriate rewards, recognitions, and movement into institutional leadership. Meanwhile, faculty not delivering on basic norms will be held accountable.
- Strengthening the student support system
- Allocation of budget for establishment of Student clubs and organise activities by students under the supervision of faculty. Such activities will be incorporated into the curriculum as and when the student fee the necessity
- Develop and use supportive technology tools for better participation and learning outcomes.
- Emphasis to increase the employability potential of the students.
- Develop bridge courses for students of disadvantaged educational backgrounds
- Provide regular counselling and mentoring programmes for social, emotional and academic support
- Develop more quality study material in local languages
- Encourage research work among faculty and students
- Augmentation of basic infrastructure facilities, viz, cleans drinking water, clean working toilets, sports facilities, and pleasant classroom spaces and campuses.
- Increasing hostel facilities as per need.
- Providing medical facilities for all students
- Establishment of MoUs with institutions of national and international importance to undertake



collaborative work in research and teaching and to facilitate faculty/student exchanges.

- Conduct outreach programmes on higher education opportunities, scholarships, skills and entrepreneurship among SEDGs
- Undertake programme/add on course/activities to sensitise faculty, staff and students on issues of gender-identity
- Framing a mechanism for regular communication with all the stakeholders, so that they can be aware of new information in teaching-learning, research and community service; collection of feedback on various aspects of the college, its scientific analysis and action taken on that
- Fostering greater engagement with the local community
- Allocation of budget for environmentally sustainable campus by upholding the natural landscape and biodiversity using renewable sources of energy and giving importance in resilience (to mitigate natural disasters and accidents), sustainability, utilities and services, safety
- Apply for various grants to Central and State Govt and to identify new source of funding
- Undergo regular accreditation of the institution by the appropriate body with the aim to attain the highest level of accreditation over the next 15 years.

### **Step 3: Define the mission statement of the institution to identify the goals, strengths, opportunities, priorities and commitments**

#### **Mission statement of the college:**

Dakshin Kamrup Girls' College strives to achieve its vision by..

- As a Girls' College, the main objectives of the institution are to empower the women and to lift the women from stagnation to development.
- Nurturing emerging disciplines and the creation of new knowledge and artistic expression in response to a rapidly changing world.
- Inculcating deep historical knowledge of diverse cultures at home and abroad.
- Making effective use of the emerging technological tools to create skilled manpower and to bridge the gap between social needs and higher education.
- Creating a congenial atmosphere to create and disseminate knowledge of human experience, thought and creativity to advance human welfare in all its dimensions.
- Actively cultivating efforts aimed at developing students into independent-minded, responsible global citizens.



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

**Present Strength and Capacity**

- Cordial relationship among all the stakeholders
- Driven by the mission statement of imparting knowledge to all
- Student-centric teaching-learning process
- Availability of professional courses like Certificate/ Career oriented and BCA
- Internal complain committee, Anti-ragging committee, anti-sexual harassment committee are in place.
- Funding from Govt of Assam and Central Govt (under Govt UGC, RUSA)

**Few steps to mitigate the gaps**

- Apply to university, Govt of Assam and other agencies to start new programme ( BVOC, & PG)
- Preparation of syllabus to start some contemporary subjects by faculty members or by hiring resource persons
- Appeal to NGOs and philanthropic persons/groups for sponsoring the socio-economically disadvantaged groups
- Organise regular professional development programme for faculty and staff
- Facilitates to participate in online and Face-to-face training programme organised by UGC/IGNOU on leadership training
- Organise industry-academia meet to improve the placement rate
- Allocation of budget for rewarding faculty for excellence in teaching, research and other services
- Allocation of budget to construct more classrooms, laboratories, ICT assessors, drinking water facilities, toilets, gymnasium, sports facilities, hostels, well equipped health center, and other support services including disabled-friendly facilities



## Step 5: Identify institutional goals -Long term and short term

### LONG TERM STRATEGIC PLANS

- Offering new programmes like BVOC, Certificate career oriented courses and PG in all the subjects.
- Convert into a self-governing degree granting autonomous institute of higher education.
- Undertake courses (diploma/certificate) on gender related issues.
- Offering more Add On Courses on various cross-cutting issues, like, Value Education, Human Rights, Web Designing, Bee Keeping, Mushroom Cultivation, Folk and Performing Arts, Knowledge of Self, Vedic Mathematics, etc to encourage multidisciplinary and holistic education.
- Provision of bridge courses for students of disadvantaged educationally backgrounds.
- Regularly organising students' visit to places of importance to know the history, scientific contributions, traditions, indigenous literature and knowledge as a part of holistic education.
- Introduction of new pedagogy that supports student-centric learning.
- Creating online educational resources which students can use for independent learning.
- Establishment of MoUs with industries for better industry-academia relationship.
- Providing counselling and mentoring system to all students.
- Establishment of more Students Clubs to nurture the creativity and skills of the students and organise various activities under these clubs.
- Providing with sufficient basic infrastructure and facilities, including clean drinking water, clean working toilets, blackboards, offices, teaching supplies, libraries, labs, and pleasant classroom spaces and campuses.
- Regular upgradation of the campus infrastructure according to the changing needs and frequent maintenance of the same.
- Providing 100% ICT enabled classrooms for teaching-learning.
- Provision of financial assistance and scholarships for the students of socio-economically deprived group.
- Encourage start-up and entrepreneurship.
- Framing of Gender sensitisation action plan and its implementation.
- Hostel facilities for the desired students.
- Providing medical facilities for students.
- Providing opportunities for participation in sports and cultural activities.



- Endeavour to create systems and processes that are required to ensure students' physical health and emotional wellness.
- Improving alumnae engagement.
- Apply for various grants to Central and State Govt.
- Empowering the faculty to conduct innovative teaching, research and service.
- Providing support to the faculty/staff for capacity building and promote leadership.
- Develop a fully automated Management Information System.
- Promote decentralized administrative mechanism with participation, flexibility and accountability.
- Framing 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 on that.
- Technological upgradation of the campus with centralized WiFi, ICT enabled classrooms, modernisation of computer labs and fully automated library.
- Providing a disabled-friendly college campus and introduction of disabled-friendly initiatives like introducing mobile apps and QR codes to facilitate easy movement.
- Fostering research culture in the institution, establishment of research centres and encourage 'Citizen research'.
- Fostering greater engagement with the local community.
- Establishment of Central Instrumentation Facility to encourage inter-departmental research by faculties and students.
- 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.
- Preparation of detailed Campus Safety guidelines and its circulation among all stakeholders.
- Emphasis on environmentally sustainable campus by upholding the natural landscape and biodiversity.
- Promote sustainable development through eco-friendly practices and implementation of the green protocol.



## SHORT TERM STRATEGIC PLANS

### Curricular Aspects

- To prepare academic calendar for teaching learning process.
- To introduce certificate/Add-on/Career oriented course.
- To introduce PG Programs.
- To introduce CBCS curriculum as envisaged by UGC.
- To organize Seminar and Faculty Development Programmes.
- To review admission process and examination results.
- Promoting the use of ICT and e-resources by students and teachers, facilities.

### Teaching- Learning Process

- To encourage students and teachers in extension activities.
- To introduce online mechanism to collect feedback from all stakeholders.
- To encourage teachers to use ICT based teaching methods.
- To conduct remedial classes and special coaching for slow learners and advance learner.
- To introduce effective student mentoring mechanism.
- To introduce Continuous Internal Evaluation (CIE)

### Research, Consultancy and Extension

- To encourage teachers for availing research projects and publication under various schemes.
- To encourage and motivate teachers to publish their research articles in various UGC Care List, Scopus and other Peer Reviewed Research Journal.
- To conduct workshops/Seminars such as Intellectual Property Rights (IPR), various socio-economic, cultural and current issues
- Adopt villages to engage and sensitize students to community service.
- To encourage NSS and other cells/ departments to engage in extension activities.
- To organize blood donation and free health check-up camps on regular basis.
- To organise of awareness programs on health, hygiene, environment, cleanliness and other social issues
- To encourage to sign MoU's with other institutions for collaborative activities.

### Infrastructure and Learning Resources

- Build Central Library.
- To renovate the college canteen.



- To introduce Campus Wi-fi.
- To increase number of ICT enabled classrooms.
- Build Community Hall and open stage.
- Number of computers for student use to be increased.
- Purchase of text books, reference book.

### **Student Support and Progression**

- To introduce Certificate/Add-on/ Career Oriented Course.
- To provide financial support and Scholarship to the BPL as well as meritorious through Institution and Govt agencies
- To provide career counseling to students.
- To provide grievances redressal mechanism.
- To organize sports and cultural events at college level regularly.
- To have a registered Alumni Association of the College.
- To organize study tours, industrial visits, field visits.

### **Governance, Leadership & Management**

- To encourage the teachers to attend in the programme like FDP, Orientation Course, Refresher Course and Teachers Training Programme.
- To organize FDP/Teachers training programme for faculty members.
- To conduct internal/ external quality audits at regular intervals
- To institute a formal annual performance appraisal system for all teaching and nonteaching staff
- To submit proposals to agencies like UGC, DST, RUSA for funding.
- To ensure clean, green and Eco-friendly campus.
- To introduce e-governance in administration and finance & accounts.

### **Innovative and Best Practices**

- To conduct Academic and Administrative Audit, Green Audit, Energy Audit etc.
- To identify and execute innovative best practices of the college.
- To organize programme for the promotion of gender equity.

### **Step 6: Identify institutional level challenges – Long term and Short term**

- Drop out of girl students from college due to early marriage.
- Poor per capita income of the guardians leads to drop out of students from SEDGs.
- Lack of motivation of the faculty members to write textbooks in local language which is very important for increasing access through Indian language.



- Lack of trained personal within the college to introduce programme on Indian Knowledge system.
- Lack of orientation about research (academic and community based) and innovation formajority of the faculty members.
- Stagnant mindset of some faculty members creates hindrance to attend/participate in various capacity building programme.
- Lack of awareness about the use of IT facilities in teaching-learning reduces the potential capability of the teachers.
- Maintenance of quality to attract the international learners.
- Inadequate funding for implementation of full flagged e-governance

### **Step 6: Develop strategies to promote leadership**

Effective governance and leadership empower the creation of a culture of innovation and excellence in higher education institutions.

Keeping these in view, the following initiatives will be undertaken to promote leadership skill among the faculty members,

- Identification of excellent faculty with high academic and service credentials as well as demonstrated leadership and management skills
- Excellence in teaching, research and services will be incentivized through appropriate rewards and recognitions and will be encouraged and motivated to be an institutional leader
- Engaging faculty at all levels with strategic direction and decision-making capacity which will help to encourage them to pursue leadership roles
- Organise leadership training for all faculty, particularly women

### **Step 7: Develop mechanism to ensure ‘transparency’ in governance**

The following initiatives will be helpful to ensure ‘transparency’ in governance

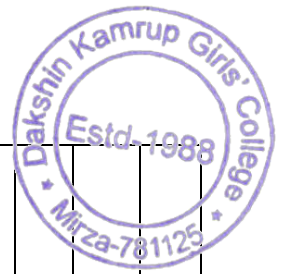
- Constituting Governing body of the college with highly qualified and responsible persons
- Implementation of full-flagged e-governance in various areas of operation, like, administration, student admission and support, examination and finance
- Availability of information about college in the college website
- Disclosure under section 4(1) (b) of The RTI ACT, 2005
- Active Grievance redressal system
- Undertake regular Financial Audit by CA and Govt. Auditor
- Admission of students by following the Govt rule, strictly merit.



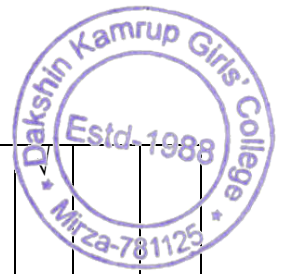


**Step 8: Action plan for phase-wise implementation of the perspective IDP with specific timelines**

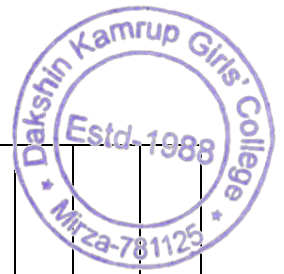
Proposed plans	Action plans	Timeline (years)		
		5	10	15
<ul style="list-style-type: none"> <li>Offering new programmes like BVOC, Certificate/Career oriented Course and PG in all the subjects.</li> </ul>	<ul style="list-style-type: none"> <li>Apply to proper bodies for permission to introduce the programme</li> <li>Apply to Govt. for recruitment of faculties for the programmes</li> <li>Framing a track record to know the learning outcome</li> </ul>		√	
<ul style="list-style-type: none"> <li>Convert into a self-governing degree granting autonomous institute of higher education.</li> </ul>	<ul style="list-style-type: none"> <li>Work towards for getting at least 'A' grade by NAAC</li> <li>Apply to UGC for granting autonomy</li> </ul>		√	
<ul style="list-style-type: none"> <li>Undertake courses (diploma/certificate) on gender related issues</li> </ul>	<ul style="list-style-type: none"> <li>Preparation of syllabus of the courses</li> <li>Procurement of study materials</li> </ul>	√		
<ul style="list-style-type: none"> <li>Offering more Add On Courses on various cross-cutting issues, like, Value Education, Human Rights, Web Designing, Bee Keeping, Mushroom Cultivation, Folk and Performing Arts, Knowledge of Self, Vedic Mathematics, etc to encourage multidisciplinary and holistic education</li> </ul>	<ul style="list-style-type: none"> <li>Preparation of syllabus of the courses</li> <li>Procurement of study materials</li> <li>Augmentation of laboratory infrastructure as required</li> </ul>	√		
<ul style="list-style-type: none"> <li>Provision of bridge courses for students of disadvantaged educationally backgrounds.</li> </ul>	<ul style="list-style-type: none"> <li>Identification of the students</li> <li>Identification of the gap where bridge courses will be required</li> </ul>	√		



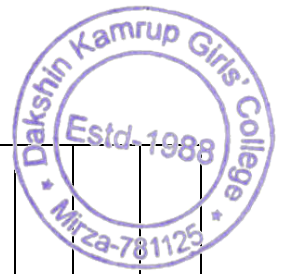
	<ul style="list-style-type: none"> <li>Assigned teachers</li> <li>Preparation of Teaching plan and Lesson</li> </ul>			
	plans of the courses by the assigned teachers			
<ul style="list-style-type: none"> <li>Regularly organising students' visit to places of importance to know the history, scientific contributions, traditions, indigenous literature and knowledge as a part of holistic education.</li> </ul>	<ul style="list-style-type: none"> <li>Budget allocation for the students' visit.</li> <li>Application for Financial grant from competent authority</li> <li>Seeking permission from respective competent authorities</li> <li>Establishment of MoUs /linkages with the competent authorities as and when possible</li> <li>Incorporating the visit schedule in the academic calendar</li> </ul>	√		
<ul style="list-style-type: none"> <li>Introduction of new pedagogy that supports student-centric learning.</li> </ul>	<ul style="list-style-type: none"> <li>Organise faculty development programme</li> <li>Organise in-house interaction session to discuss and share the idea and knowledge of the faculties</li> </ul>	√		
<ul style="list-style-type: none"> <li>Creating online educational resources which students can use for independent learning</li> </ul>	<ul style="list-style-type: none"> <li>Strengthening own Learning Management System</li> <li>Continuation of subscription of n-list</li> </ul>	√		
<ul style="list-style-type: none"> <li>Establishment of MoUs with industries for better industry- academia relationship</li> </ul>	<ul style="list-style-type: none"> <li>Explore the industries available in local, regional and national level</li> <li>Communicate them for information</li> <li>Organise seminar/workshop and invite the resource persons from industry</li> </ul>	√		



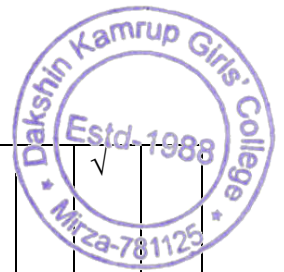
<ul style="list-style-type: none"> <li>• Providing opportunities for internship with local industry, artists, craftspersons etc., and research internship with other higher education institutions or research institutions.</li> </ul>	<ul style="list-style-type: none"> <li>• Explore the industries, artists and craftspersons available in local level</li> <li>• Establish MoU with other HIE/research center and communicate them for information</li> <li>• Organise seminar/workshop and invite the resource persons</li> <li>• Organise students' visit</li> <li>• Budget allocation to organise the programme</li> </ul>			
	<ul style="list-style-type: none"> <li>• Application for Financial grant from competent authority</li> </ul>			
<ul style="list-style-type: none"> <li>• Refine quality based education and student exchange programmes</li> </ul>	<ul style="list-style-type: none"> <li>• Organised FDP as a part of Continuous Professional Development of faculty so that they can experience the present education scenario of the national and international level</li> <li>• Establish linkages with HEIs of repute for student exchange</li> </ul>	√		
<ul style="list-style-type: none"> <li>• Providing counselling and mentoring system to all students</li> </ul>	<ul style="list-style-type: none"> <li>• Incorporated Mentoring as an integral part of Academic Policy of the college</li> <li>• Assigned teacher-mentor to each student</li> <li>• Organise regular session with mentors- mentees</li> <li>• Organise FDP on mentoring</li> <li>• Establish MoUs with counsellor for mental health of the students</li> </ul>	√		



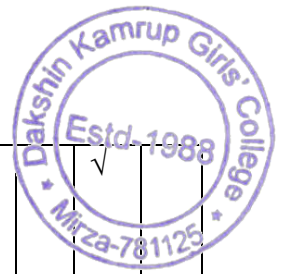
	<ul style="list-style-type: none"> <li>Organising face-to-face counseling session</li> </ul>			
<ul style="list-style-type: none"> <li>Establishment of more Students Clubs to nurture the creativity and skills of the students and organise various activities under these clubs.</li> </ul>	<ul style="list-style-type: none"> <li>Explore the possibility and opportunity to establish the students clubs</li> <li>Assign in-charges from staff to look after the activities of each club</li> <li>Assign student leader of each club which may help to develop leadership quality in them</li> </ul>	√		
<ul style="list-style-type: none"> <li>Providing with sufficient basic infrastructure and facilities, including clean drinking water, clean working toilets, blackboards, offices, teaching supplies, libraries, labs, and pleasant classroom spaces and campuses.</li> </ul>	<ul style="list-style-type: none"> <li>Apply to concerned authorities for infrastructure grant</li> <li>Preparation and submission of proper plan and estimate along with DPR to the concerned authority</li> </ul>			√
<ul style="list-style-type: none"> <li>Regular upgradation of the campus infrastructure according to the changing needs and frequent maintenance of the same</li> </ul>	<ul style="list-style-type: none"> <li>Infrastructure augmentation is related to the introduction of new programme/student support service</li> <li>Apply to concerned authorities for infrastructure grant</li> <li>Preparation and submission of proper plan and estimate along with DPR to the concerned authority</li> </ul>			√
<ul style="list-style-type: none"> <li>Providing 100% ICT enabled classrooms for teaching-learning.</li> </ul>	<ul style="list-style-type: none"> <li>Apply to concerned authorities for infrastructure grant</li> <li>Budget allocation for augmentation of the same</li> </ul>		√	



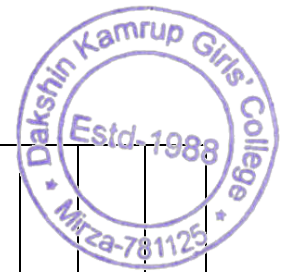
	<ul style="list-style-type: none"> <li>Organizing orientation programme for faculty on use of various tools of ICT in teaching-learning</li> </ul>			
<ul style="list-style-type: none"> <li>Provision of financial assistance and scholarships for the students of socio-economically deprived group.</li> </ul>	<ul style="list-style-type: none"> <li>Identify the students of socio-economically deprived group</li> <li>Apply to concerned authorities for grants</li> <li>Appeal to philanthropic person/groups for donation</li> </ul>			
<ul style="list-style-type: none"> <li>Encourage start-up and entrepreneurship</li> </ul>	<ul style="list-style-type: none"> <li>Establish MoU with Govt / NGOs to undertake related activities</li> <li>Strengthening Institutional Innovation Council</li> <li>Explore the possibilities of local start-up avenues</li> <li>Apply to concerned authorities for funding</li> </ul>	√		
<ul style="list-style-type: none"> <li>Framing of Gender sensitisation action plan and its implementation</li> </ul>	<ul style="list-style-type: none"> <li>Assign a committee to study the gap and prepare the gender sensitisation action plan</li> <li>Organise related workshops/ activities to aware the staff and students</li> </ul>	√		
<ul style="list-style-type: none"> <li>Hostel facilities for the desired student</li> </ul>	<ul style="list-style-type: none"> <li>Assign a committee for need based study</li> <li>Apply to concerned authorities for grants</li> </ul>	√		
<ul style="list-style-type: none"> <li>Providing medical facilities for students</li> </ul>	<ul style="list-style-type: none"> <li>Strengthening the health unit of the college</li> <li>Establishing MoUs with Civil hospitals by providing registered medical practitioners</li> </ul>	√		



<ul style="list-style-type: none"> <li>• Providing opportunities for participation in sports and cultural activities</li> </ul>	<ul style="list-style-type: none"> <li>• Strengthening the sports and cultural committee</li> <li>• Establishment of Student clubs related to sports and culture</li> <li>• Procurement of callisthenics and construction of track field, flood light/light tower and gallery with shed</li> <li>• Strengthening cricket coaching center</li> <li>• Apply to concerned authorities for grants</li> </ul>	<p>√</p>		
<ul style="list-style-type: none"> <li>• Endeavour to create systems and processes that are required to ensure students' physical health and emotional wellness</li> </ul>	<ul style="list-style-type: none"> <li>• Incorporated Mentoring as an integral part of Academic Policy of the college</li> <li>• Assigned teacher-mentor to each student</li> <li>• Organised regular session with mentors-mentees</li> <li>• Organised FDP on mentoring</li> <li>• Establish MoUs with counsellor for taking care of the mental health of the students</li> <li>• Organising face-to-face counseling session</li> <li>• Augmentation of new equipments in gymnasium</li> <li>• Construction of separate gymnasium for girl students</li> </ul>	<p>√</p>		

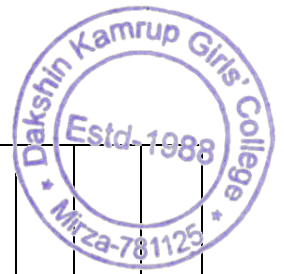


<ul style="list-style-type: none"> <li>Improving alumni engagement</li> </ul>	<ul style="list-style-type: none"> <li>Organise regular alumni meet (both centrally and department wise)</li> <li>Involvement of alumni in various activities of the college</li> <li>Collection of feedback and implementation in the overall development of the college</li> </ul>	<p>√</p>		
<ul style="list-style-type: none"> <li>Apply for various grants to Central and State Govt</li> </ul>	<ul style="list-style-type: none"> <li>Assign committee to explore</li> <li>Preparation of proposal along with Concept paper /DPR</li> </ul>		<p>√</p>	
<ul style="list-style-type: none"> <li>Empowering the faculty to conduct innovative teaching, research and service</li> </ul>	<ul style="list-style-type: none"> <li>Depute faculty to attend workshops, STCs, RCs</li> <li>Organise training</li> <li>Allocation of budget</li> </ul>		<p>√</p>	
<ul style="list-style-type: none"> <li>Providing support to the faculty/staff for capacity building and promote leadership</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Establishing MoUs with institutions of national importance to organise capacity building programme</li> <li><input type="checkbox"/> Encourage and depute faculty members to attend induction programme/ orientation programme/ refresher course/short term course and other training programme</li> <li><input type="checkbox"/> Excellence of teaching, research and services of faculty members</li> </ul>		<p>√</p>	

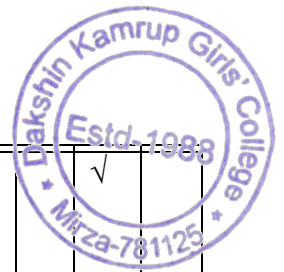


	<p>will be incentivized through appropriate rewards and recognitions and will be encouraged and motivated to be an institutional leader</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Engaging faculty at all levels with strategic direction and decision-making which will help to encourage them to pursue leadership roles.</li> <li><input type="checkbox"/> Organise leadership training for all faculty, particularly women</li> <li><input type="checkbox"/> Provide mentoring to the faculty members</li> </ul> <p>by present academic administrators of the college</p>			
<ul style="list-style-type: none"> <li>• Develop a fully automated Management Information System</li> </ul>	<ul style="list-style-type: none"> <li>• Assign committee to explore the areas of operation</li> <li>• Allocation of budget</li> </ul>		√	
<p>administrative mechanism with participation, flexibility and accountability</p>	<ul style="list-style-type: none"> <li>• faculty and staff to assign definite administrative tasks and responsibilities</li> <li>• Every committee will have freedom to prepare their plan and decide implementation strategies</li> <li>• The convenor/chairman/coordinator of the committees will convey meetings as and when required for the implementation and organization of certain activities</li> </ul>			
<ul style="list-style-type: none"> <li>• Framing a mechanism for regular communication with all the stakeholders,</li> </ul>	<ul style="list-style-type: none"> <li>• Formation of WhatsApp/Telegram groups of</li> </ul>		√	

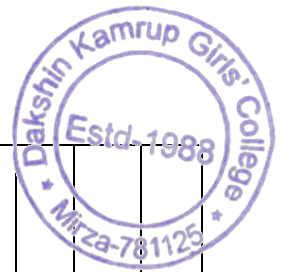




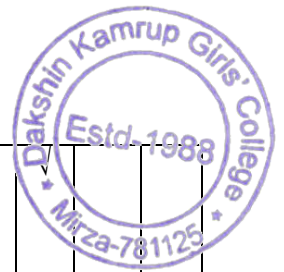
<p>collection of feedback on curriculum, Teaching-Learning Process, infrastructures, etc, its scientific analysis and action taken on that</p>	<p>parents, alumni, faculties, students and local bodies to bring them in a single accessible platform</p> <ul style="list-style-type: none"> <li>• Provision of online feedback collection system</li> <li>• Analysis of feedback data and their implementation</li> <li>• Hosting the same in college website</li> </ul>			
<ul style="list-style-type: none"> <li>• Technological upgradation of the campus with centralized WiFi, ICT enabled classrooms, modernisation of computer labs and fully automated library</li> </ul>	<ul style="list-style-type: none"> <li>• Apply to concerned authorities for grants</li> <li>• Make a plan for implementation in a phase manner</li> <li>• Strengthening the wifi coverage area including hostels</li> <li>• Upgradation and inclusion of ICT gadgets in the classrooms</li> <li>• Procurement of updated PCs for computer lab</li> </ul>			√
<ul style="list-style-type: none"> <li>• Providing a disabled-friendly college campus and introduction of disabled-friendly initiatives like introducing mobile apps and QR codes to facilitate easy movement</li> </ul>	<ul style="list-style-type: none"> <li>• Provision of ramps in all the buildings and lift to multi-storied buildings</li> <li>• Signage including tactile path, displayboards and signposts</li> <li>• Inclusion of aforesaid mentioned facilities in the project proposal, send to concerned authorities</li> </ul>		√	



<ul style="list-style-type: none"> <li>Fostering research culture in the institution and encourage 'Citizen research'</li> </ul>	<ul style="list-style-type: none"> <li>Encouraging the faculty members to undertake research work (subject specific and problems related to local issues)</li> <li>Incentivise the faculty members in terms of reward, certificate etc for good quality publication</li> </ul>	√		
	<ul style="list-style-type: none"> <li>Establishment of UG research centre</li> <li>Training in Citizen Research for UG students will be initiated</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>Undertake community work on 'problems of malnutrition in the children of Dhubri district'- survey, analysis of data, report preparation, awareness and communicate the report to the concerned authority</li> </ul>	√		
<ul style="list-style-type: none"> <li>Establishment of Central Instrumentation Facility to encourage inter-departmental research by faculties and students</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Selection of list of instruments as per the research expertise of the faculty members and possible research areas</li> <li><input type="checkbox"/> Apply to concerned authorities for grants</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</li> </ul>	√		



	<p>faculty</p> <p>Collection of self appraisal annually (online) with proper documentation evidences</p> <ul style="list-style-type: none"> <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>• Preparation of detailed Campus Safety guidelines and its circulation among all stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>• Planning for disposition of various uses access, distribution of activity patterns, a network of movement</li> <li>• Integration of appropriate technology</li> <li>• Mitigation plan of natural disasters</li> <li>• Inclusion of fire safety, safety during construction and expansion, surveillance in campus, or crime, etc</li> </ul>	√		
<ul style="list-style-type: none"> <li>• Emphasis on environmentally sustainable campus by upholding the natural landscape and biodiversity</li> </ul>	<ul style="list-style-type: none"> <li>• Preservation and conservation of already occupied green area, waterbodies of the campus</li> <li>• Preparation of master plan of the college highlighting various zones to retain the green cover in the campus</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>Use of 100% LED bulbs in the college campus</li> <li>Use of bio degradable wastes of the campus by converting them in to bio fertilizer ('Waste into Wealth')</li> <li>Strengthening the system of rain water harvesting and open well recharge to promote water conservation</li> <li>Undertake regular Energy audit, Green and</li> <li>Environmental Audit and implementation of the recommendation</li> </ul>			
<ul style="list-style-type: none"> <li>Set up of an International Students Office</li> </ul>	<ul style="list-style-type: none"> <li>To appointone faculty member as coordinator for International Student</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 D Management System (ODMS)</li> </ul>	√		
<ul style="list-style-type: none"> <li>Undergo regular accreditation of the institution by the appropriate body</li> </ul>	<ul style="list-style-type: none"> <li>Preparation and uploading information to concerned authorities like NAAC/NAC</li> </ul>	√		

**Concluding:**

Dakshin Kamrup Girls' College is strived to the holistic development of the students. The college aims to empower the women section through quality education and self-reliance career oriented courses. The Institutional Development Plan will help to guide and plan to achieve this goal.

  
 Adhikary  
 Principal  
 Dakshin Kamrup Girls' College  
 Mirza-781125