ACHARYA GIRISH CHANDRA BOSE COLLEGE

(Formerly Bangabasi College of Commerce)

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ESTD. 1964

A. G. C. BOSE COLLEGE

प्राणिप्रतिते परिप्रश्मेन सेवया

Acharya Girish Chandra

1853-1939

6.2.1: The Institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, and procedures etc.

Institutional Perspective Plan and Deployment

Meticulous planning and effective deployment of strategies are key to the realisation of the institutional goals. With an aim to render relentless quality service in the field of knowledge dissemination, the College has prepared an elaborate perspective plan for the next five years. The perspective plan sets out the institutional roadmap and strategies deployed for realisation of the avowed goals.

Criterion	Planned Programme Aspects and Components	Perspective Plan: Programme Goals
I	• Curricular Planning and Implementation • Academic Flexibility • Curriculum Enrichment • Feedback System	• New courses under Skill development. • To start PG courses in Commerce • To apply for introduction of new subjects • To introduce online feedback system for all stakeholders.
II	• Student enrolment and profile • Catering to Student diversity • Teaching-Learning Process • Teacher profile and quality • Evaluation process and reforms • Student performance and learning outcome • Student Satisfaction Survey	• Focus on increasing student enrolment • Emphasis on ICT learning • Conduct of online class test/Internal exam/ assignment submission • MoUs for Student Exchange Programmes • To conduct Student Satisfaction Survey on a regular basis

III	- Promotion of Research and Facilities - Resource mobilization for research - Innovation Ecosystem - Research Publication and Awards - Extension Activities and Collaboration	- Research Project by the faculty members to boost research activities - Collaboration with Research Centre - Emphasis on research publications among teachers - Extension activities by various cells/club
IV	- Physical facilities - Library as a learning Resource - IT Infrastructure - Maintenance of Campus Infrastructure	- Infrastructure to be augmented as per need based - To increase no. of ICT enabled classrooms - To increase no. of computers - To provide specious faculty rooms - Time for Gymnasium facilities of both Boys' and Girls' be increased - Construction of New Building for classrooms and administrative block - Construction of dilapidated boundary walls in College campus - Renovation of College staff room, office room and class rooms - Renovation of Boys' toilet - Renovation of Boys' common room - Renovation of Gymnasium - Installation of solar panel
V	- Student Support - Student Progression - Student Participation and Activities - Alumni Engagement	- Different programmes by Personal counselling - Different guidance programmes by Career and Guidance cell - To take initiatives to fill up vacant faculty positions - To start online admission and other facilities be increased - Digitization of College library - MoU with other Institutes
VI	- Institutional Vision and Leadership - Strategy Development and Deployment - Faculty Empowerment Strategies - Financial Management and resource Mobilization - Internal Quality Assurance System	- Automation of College office - To apply for Autonomous status - Decentralization of activities - Automation of College Accounts Section - Digital Attendance system of staff - Wifi campus
VII	Institutional Values and Social Responsibilities	- Diamond jubilee celebration - To organize Book fair on a regular

	• Best Practices • Institutional Distinctiveness	basis • To organize International Mother language and women's day on a regular basis • To organize more cultural activities to inculcate artistic mind of students • To have tie ups with NGOs

I-Curricular Aspects:

►**Curriculum design and development:**

Curriculum evolved by the college comprises POs, PSOs and COs in every discipline. The college also focus on the syllabus related to employability, entrepreneurship, skill development, environmental sustainability, human values and ethics.

►**Curricular planning and implementation:**

1. Appointment of Qualified teachers

●Qualified teachers are appointed by the college authority against all sanctioned posts as per recommendation of the WB College service commission and through the process of interview, few teaching staff are also recruited.

●The work culture and professional environment of the college to be familiarized to new entrants through orientation meeting with faculty & Principal.

2. Academic flexibility

●The college will continue competence enhancing curricular strategies by starting comprehensive, well designed curriculum which promotes the excellence, value addition and contextual relevance.

●The college will continue to offer few certificate and diploma programmes.

3. Feedback system on curriculum

The college will continue a mechanism to obtain the feedback on curriculum, its systematic analysis and interpretation and in particular will enhance this for effective communication to concerned authorities for improvement and restructuring of curriculum.

II. Teaching Learning and evaluation process

1. Transparent Admission Process

The college has a well-defined, transparent admission process based on merit by considering the reservation policy and will continue the same process in future too.

2. **Monitoring of Teaching-learning Process**

●Immediately after the admission, the Students will be evaluated on the basis of their basic learning styles and the faculty will prepare strategies to meet different needs of the learners through orientation programme. Such orientation programme will help the faculty in forming an effective team and achieving the overall goals.

3. Introduction of job oriented Programmes

In collaboration with industrial partners, the college wants to introduce innovative job oriented courses leading to certificate and diploma Programmes. Proposed to be introduced honours courses in more Arts subjects

4. Attendance regularity of students
●Attendance of student for each class room lecture shall be maintained by Individual attendance register. In order minimize attendance default; technology is to be used to inform students and parents in time.

●Special counselling of defaulter students with their parents will be undertaken well in advance to avoid the possibility of drop out.

5. Recognition of Merits
Academic performance of students and achievements of faculty shall be recognized by organizing felicitation ceremony. Endowment prizes will be introduced to motivate & recognize the students to a greater extent to be continued in future also.

6. Guest Lecture Series
Expert lectures of guest faculty from various institutes will be organized to broaden the knowledge horizon of learners.

7. Discipline in Teaching-Learning Process
Academic Calendar, Annual prospectus of every year will contain calendar for academic, co-curricular and extra-curricular activities during the academic year.

8. Allocation of Academic Work
● The academic work including lectures, practical, tutorials, etc. shall be allocated as per the norms and discussion in departmental meetings.

●Individual Time table of the faculty for the forth coming year is to be pre-planned on the last working day to enable the faculty to prepare for new topics and lecture plans during vacation.

●Academic and co-curricular and other related work will be allocated among the staff by constituting different committees.

9. Extensive Use of ICT in Teaching
The faculty will be promoted to use various teaching techniques and aids. Special efforts will be made to improve the learning and communication skill of learners.

Use of ICT in Teaching Learning System: The college will continue to ensure intensive use of innovative teaching and learning resources like LCD projectors for power point presentations, models, internet connections, Interactive Language Laboratory, Computer Laboratory, etc for ICT enabled teaching-Learning

Feedback system for Evaluation of Teachers by Students
●The college will have the system of 100% evaluation of teachers by students by filling in the questionnaire to develop a mindset among faculty towards accountability, confidence, readiness to receive criticism, openness, sense of introspection and accept the situations to improve their performance in teaching. Review of feedback of students' evaluation of teachers will be considered and suggestions will be given to the teachers for their improvement.

●Informal feedback from students will also be taken about teaching learning system of the college.

●The feedback will be collected so that the expectations of the students and their experience can be compared and required actions can be initiated.

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

Democratic and Participative Working

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

● The college will continue to strengthen the evaluation process where student's academic performance will be evaluated continuously by conducting tests, assignments, presentations, projects, viva- voce in semester examinations etc.

●Discipline Committee of the college will monitor students' movements and behavior to maintain conducive environment within the campus.

●Examination results will be analyzed subject-wise in the meetings and discussions shall be made for future improvement.

●Students with poor performance in terminal / preliminary examinations will be counselled and special lectures will be arranged to bring them in main stream.

●Along with the regular teaching methods, teachers will also use audiovisual aids and encourage students to participate in various workshops, seminars, campaigns, group discussions and various competitions like quiz, elocution, essay, debate, poster, etc. Opportunities will be given to the students to organize these programmes and competitions to improve their organizational skills and leadership quality with values like hard work, equity, co-operation and co-ordination through assigning responsibilities like reception, registration of delegates, compeering, stage decoration, board writing, hall arrangement, etc. The aim of this innovation will not simply impart an isolated and marketable skill but will be a total training to extend a skill oriented value based on holistic approach.

III. Research Consultancy and Extension

Research

●The college will continue to motivate the teachers to participate in the workshops / seminars / training programmes for preparation of research works.

●Academic infrastructure such as computers, ICT facility, Library, INFLIBNET and other requirements are strengthened for sustenance of quality.

●The college will continue to make an effort to promote research association with universities, industries and institutes.

●The college will continue to appreciate and to recognize the teachers on successful completion of research degree programmes and research publications etc.

●College will promote faculty to submit proposal for research grants from UGC, University etc.

Consultancy

The college will motivate and appreciate the faculty in case they provide consultancy services.

Extension

The college will continue to strengthen NSS units. Library facility will continue to be extended to alumni as well as needy students of the nearby areas. Constantly innovative outreach programmes organized by different departments will continue in future with involvement of students.

●Awareness programmes on health hygiene and personal sanitation, environment, cleanliness campaign, energy and environmental conservation campaign and tree plantation, at the adopted area will be continued.

Motivation for Research

To keep reference books, subject related books in the library, computers with internet access for the completion of projects and research work etc. The atmosphere is to motivate teachers to undertake research activities such as preparation of projects, publication of research papers in reputed journals and to participate in seminars/workshops/conferences. At present, seed money from the college are not allotted for the teachers to attend seminars/workshops/conferences for paper presentations; but the proposal under consideration for the faculty to provide the same by the college in future.

IV. Infrastructure and Learning Resources:

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

● Continuous effort for development and improvement of infrastructure and learning resources and optimum utilization of available infrastructure and learning resources. Maintenance of infrastructure and learning resources.

● Main Library with ever increasing holdings and user friendly and comprehensive Library services.

● Good quality furniture in class rooms

● Departmental libraries, computers and internet facilities.

● Safe drinking water facility in every floor with coolers and water purifiers.

● Adequate number of toilet blocks for students.

● Well-furnished Seminar hall.

● Well-furnished and fully computerized Administrative Office.

● Interactive Language Laboratory

● Maintenance and cleanliness of infrastructure

● Supply of electricity power with separate panels in every floor coupled with generator facility to ensured continuous and uninterrupted flow of electricity.

● Reduction in electricity bills by use of LED bulbs

● Well secured fire Extinguisher

● Effective internal communication through intercom facilities.

● Complete automation of Library services.

● Computers at laboratories, offices, Library and departments with LAN.

VI. Governance Leadership and Management

1. Institutional Vision and Leadership

● Vision and mission of the institution is communicated effectively to all stake holders by printing and electronic media and by printing in academic calendar.

● The management and employees work together in progress of the institution.

● Democratic and participatory management is the main feature of the college.

2. Strategy Development and Deployment

Perspective plan is to be designed collectively having thorough review of the academic programmes and analysis based on feedback from stack holders. The college is maintaining the following organizational arrangements for effective functioning.

- Decentralized administrative mechanism with accountability.
- Participatory functioning of the institution involving all staff members.
- Distribution of responsibilities equitably according to capabilities.
- Committees with clearly defined roles, responsibilities and objectives.
- Efficient Students' Council and Students' Grievance Cell, Students' Welfare Committee, Women Cell, Anti Ragging Committee etc having wide representation of staff and students in decision making, execution of policies and in growth prospects of the college.

3. Faculty and Staff Empowerment strategy

For effective Human Resource Management following steps will be continued
- Strategic policy and time bound implementation plans for filling in the vacancies with qualified faculty and staff as and when vacancy arises.
- Encouraging Teachers to present papers in seminar, conference and to attend on time orientation/refresher courses for their career advancement/promotion.
- Encouraging faculty to avail FDP facility of UGC to complete PhD thesis.
- IQAC to record the performance appraisal of faculty as per API and staff through confidential reports.
- Maintaining official communication with University and Joint Director Public Instruction (JDPI) of Higher Education Department (HED).
- Liberty for use of innovative ideas and ICT in teaching-learning system.
- Promoting an integrated framework of academic and administrative activities.

Self-Appraisal of Teachers

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

4. Financial Management and resource mobilization

For effective Financial Management and to augment resources following steps are continuing.
- Growth oriented Annual budgetary allocation.
- Financial freedom in utilization of funds for the purpose for which they are allocated within the allocated budget.
- Effective internal control, compliance monitoring mechanism, periodic internal audit and timely statutory audit of the accounts.
- Continuous efforts to obtain development grants from funding agencies such as State Government, UGC, RUSA
- Reserve Fund/ Corpus to be maintained sufficiently as per norms.

VII. Innovations and Best Practices

1) Environment Consciousness

- Each day college to ensure that it has a clean campus.
- Energy conservation by reducing Electricity consumption through installation of LED lights.
- The College will undertake regularly green audit.

●The College will promote eco-friendly campus and will continue to achieve paper less administration.

● No plastic zone and intensifying rain water harvesting plan is to be continued.

●The college will continue the policy of recycling of paper

2) Innovations

●The college will encourage innovative practices in the field of teaching-learning strategies.

●A comprehensive index of institutional performance to be developed.

●The college will encourage innovative practices in various extra and co-curricular activities by way of reshuffling committees and Associations in a span of every 3 years.

3) Best Practices:

The college will continue the Best practices of-

●Salary to be deposited on the first week of every month for un-aided staff.

●Mutual helping tendency of Teaching and non teaching staff to cope up with work pressure during peak periods of admissions and examinations.

●Friendly office for availing Free ship and scholarship.

●Continuing social responsible activity such as Blood donation, No-tobacco day observation, cloth distribution to the poor children.

The college will continue constantly monitoring the best practices to achieve vision mission and objectives of the college.

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