

# PERSPECTIVE PLAN

## Anandaram Dhekial Phookan College

### Nagaon, Assam

Anandaram Dhekial Phookan college is a learner centric college where students are the focal point of the institute. With the help of suggestions from all stakeholders, the college has prepared its perspective plan for smooth execution of the teaching learning process as per the recommendation of NAAC Peer team Report, Vision and Mission of the college, Quality policy of the college, Socio-economic background of the students and government policy documents. The perspective plan is prepared taking into consideration the quality indicators of seven criteria determined by NAAC.

#### CRITERION I CURRICULAR ASPECT


- Preparation of Academic Calendar for the upcoming academic session.
- Inclusion of different days for observation/celebration in the Academic Calendar.
- Conduction of Orientation program annually for students both at department level and college level.
- Introduction of new Certificate Courses and Skill based Add-on short term courses for UG Students.
- Better utilization of facilities under Bio-Tech Hub for research, fund mobilization, collaboration etc.
- Promotion of Gender Sensitivity, Environmental Awareness, Human and Professional Values in curriculum transaction.
- Promotion of experiential learning through project works, field works.
- Preparation of Class Routine for entire college by maximum utilization of resources available.
- Preparation of Lesson Plan by departments at the beginning of each semester.
- Maintenance of Daily Class Record by all the departments.
- Preparation of Semester wise Class Allotment report.
- Conduction of Remedial Classes and preparation of Remedial Class record by the Departments.
- Promotion of teachers' exchange, students exchange for better curriculum transaction.
- To develop a well-structured feedback system for students, teachers, alumni, employers and parents.
- To conduct Academic Audit in every three years.
- To strengthen the ongoing curricular programmes of the college.


## CRITERION II TEACHING LEARNING AND EVALUATION

- To increase and retain the number of enrollment in UG & PG programme.
- To develop mechanism for organizing special programmes for advance learners and slow learners.
- To develop Departmental Library in all the departments and to take steps towards to automation of these departmental libraries.
- To organize more Faculty Exchange Programme with different colleges and universities.
- To organize more Inter-departmental and inter-disciplinary activities in the college.
- To organize more capacity building programme and skill development programmes by the departments.
- To encourage students for writing and publishing research papers/ research projects.
- To encourage students for writing and publishing non research papers, books, chapters, articles etc.
- Promotion of experiential learning, participative learning and problem solving methodologies by means of initiating Field Trips, Hands on Training, Group learning, peer learning, engagement in community service, engagement in entrepreneurial work, engagement in extension activities.
- To maximize the use of ICT tools in the Teaching-Learning process.
- To develop digital teaching learning materials including PPT files, YouTube Videos etc.
- To continue and strengthen the mentoring and monitoring process and to cover issues like Constitutional Obligations, Human Values, Professional Ethics in the mentoring process.
- To encourage teachers for joining Ph.D and other such research programmes.
- To purchase new books regularly for the academic support of the students.
- To take steps for filling up of vacant teaching posts and appointment of part-time teachers wherever necessary.

## CRITERION III RESEARCH, INNOVATIONS AND EXTENSION

- To mobilize resources from Government and Non- Government agencies for research.
- To organize State level and National Seminars/conference and Workshops.
- To motivate faculty members for research work. To promote and encourage them to publish papers in UGC recognized journal, write and publish research and other books.
- To encourage students to take research projects and present papers in seminars organized inside and outside the college.

  
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- To initiate Educational & Industrial linkages in terms of more MoU with premier institutions and take up collaborative research projects.
- Promote participation of staff members in FDPs like refreshers and orientation programmes.
- To take up adopted villages of the college as field of research by teachers and students.
- To take up research projects related to the problems the college and the neighboring people facing.
- To conduct and carry out extension activities in the neighboring community and adopted villages of the college.
- To sensitize students on social issues and to encourage students to work for the holistic development of the community.
- To take up extension and outreach programs engaging NSS, NCC, Women Cell and Community Extension Cell etc.
- To sensitize students and locale people on issues related to gender equality, human rights, sanitation, cleanliness, communicable diseases, financial literacy, computer literacy and digital transaction etc.
- To collaborate with local, national and international level institutions, organization, university etc. for research and extension.
- To collaborate and sign Memorandum of Understanding (MoU) with local, national and international level institutions, organization, university etc. for faculty exchange, student exchange, internship, field trip on the job training programmes.
- To promote research work in the institutional bio-tech hub.
- To upgrade the labs and to purchase necessary equipments for research activities in the college.

#### CRITERION- IV INFRASTRUCTURE AND LEARNING RESOURCES

- To upgrade other infrastructures like classrooms, laboratories, library etc.
- To upgrade the facilities of the college for sports and cultural development of the students.
- To have a well-equipped gym and Yoga center for the physical and mental development of the students and the neighboring communities.
- To develop more smart-classroom with state- of- art facilities.
- To construct at least one new seminar halls with ICT facilities.
- To spent a good portion of the fund for maintenance of the academic and physical facilities.
- To collect through purchase and donation, books and journals for the central library.
- To fully digitize the library with e-books, journals, surfing computers, subscription of NLIST etc.

- To replace outdated computers with updated configuration computers.
- To purchase additional printers and necessary accessories.
- Renovation of the old buildings
- To upgrade and renovate the toilets of the college.
- To formulate a systems and procedures for maintaining and utilizing physical, academic and support facilities – laboratory, library, sports complex, computers, classrooms etc.
- To enhance the security system of the college by installing sufficient number of CCTV cameras.
- To develop and maintain other learning infrastructures like Botanical Garden. Museum, Experimental Land etc.

#### CRITERION-V STUDENT SUPPORT AND PROGRESSION


- To take policies and to conduct activities to prepare students since their schooling level.
- To encourage and help students in getting scholarship, financial assistance, fellowship and free-ships from Non-Governmental funds.
- To encourage and help students in getting government scholarship and freeships.
- To organize capability enhancement and development scheme for students such as guidance for competitive examinations, Career Counselling, Soft Skill Development , Life Skill development, Remedial Coaching, Language Lab, Computer Skill, Bridge Courses, Yoga & Meditation, Personal counselling etc.
- To encourage students to step in for new business ventures, start-up and to take initiatives for self-employment.
- To implement the guidelines of statutory and regulatory bodies for redressal of students grievances.
- To ensure zero tolerance towards gender discrimination and harassment in the institute.
- To work for Gender Sensitization and to stand against Sexual Harassment in the institute.
- To introduce online grievance submission mechanism for students along with offline grievance mechanism.
- To encourage students to take part in cultural and sports activities at university, international, national, state and local level.
- To make provision for maximum representation of student- both male and female in various administrative, co-curricular and extra-curricular activities.
- To organize sports weeks, cultural week and training programme regularly and to encourage students to participate in such activities.
- To involve the Alumni Association of the college for the development of the institution through financial and other services.

#### CRITERION-VI GOVERNANCE, LEADERSHIP AND MANAGEMENT

- To adopt policy for more decentralize and participative management governance.
- To adopt e-governance mechanism in Administration, Finance and Accounts, Admission and Support and Examination.
- To ensure proper maintenance of stock entry and verification of records.
- To organize workshops, training programmes, lecture series regularly for the development of the employees.
- To organize administrative training programmes such as Office Software, Computer Hardware etc. for the office and non-teaching staff.
- To motivate the faculty members to attend more faculty development/ teacher training programs for up-grading and up-dating the knowledge base.
- To explore ways for paying remuneration to guest teachers in accordance with UGC regulations.
- To participate in different All India and State level quality assessment mechanism like NIRF, AISHE, ISO certification, NAAC Assessment etc.
- To involve the retired teachers, guardians and alumni in different in-house and outreach activities/ programs of the college through collaborative mode.
- To continue the Annual Performance Appraisal System for all teachers of the college.
- To devise policies to improve the financial health of the college
- To ensure proper utilization of funds and resources for the interest of the college.
- To conduct internal and external financial audit regularly.
- To formulate policies at IQAC level for the academic and co-curricular development of the college.
- To review teaching learning processes, structures, methodologies of operation in regular interval for coping up with the colleges and to grab opportunities.
- To organize IQAC meeting regularly in short intervals and to discuss issues related to quality assurance policies and programmes.

#### CRITERION-VII INSTITUTIONAL VALUES AND BEST PRACTICES


- To promote eco-friendly campus and to maintain greenery in the college and the locality.
- To initiate reducing energy consumption by installing more LED Lights, Solar Panels, and Sensor based machines.
- To take initiatives to ensure clean and hygienic campus.
- To install a Biogas plant in the college for converting waste to energy.
- To accelerate functioning of vermicompost plant and mushroom projects for using the waste for revenue generation.


  
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- To develop policies for solid waste management, liquid waste management, biomedical waste management, e-waste management, waste recycling system, hazardous chemicals and radioactive waste management.
- To take initiatives for conservation of rain water and for recycling of waste water.
- To take policies for gender equality and sensitization in curricular and co-curricular activities.
- To ensure safety and security of the women, to organize counseling programmes and to maintain the girls' common room.
- To encourage use of cycles and Battery powered vehicles among students and staff.
- To mark areas as Pedestrian friendly pathways and to impose speed limit in the approach road.
- To develop a policy to minimize and ban on the use of plastics.
- To go for green audit, energy audit and environment audit periodically.
- To take steps for adopting policies for Persons with Disabilities, to construct ramps and to reserve seats in the first bench for Persons with Disabilities.
- To renovate the washroom and to develop those as disable friendly.
- To take initiatives for providing an inclusive environment i.e. tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities.
- To sensitize students and employees of the college on issues like constitutional obligations, moral values, women rights, human rights, fundamental duties and civic responsibilities etc.
- To inculcate reading habit among students.
- To ensure implementation of Code of Conduct for all the stakeholders of the college and to display it in the website.

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