

Strategic Planning And Deployment Document

(2018-2022)



Baosi Banikanta Kakati College
Nagaon, Barpeta

Message

Baosi Banikanta Kakati College established in 1971 is the result of the zeal of some visionary leaders of the area to have an institution of higher education with the vision “To uplift knowledge, skill and morals of young generation for an equitable and advanced society”. The selfless devotion & sacrifice of the local people as well as of the dedicated faculty members have graduated this institution into a famous college in Assam and now it is standing with glory as a hub of academic and intellectual pursuits. The opening of the Arts Stream in 1971 followed by introduction of Science Stream in 1988, BCA Stream in 2006 and PG in Assamese in 2020 enabled this institution to emerge as a full-fledged three faculty institution under Gauhati University.

The Strength of this institution lies in its academic achievements and vibrant healthy environment. A rural college, essentially catering to the academic needs of local youth coming from families of cultivators and poverty-stricken backward classes, requires a very soft-careful managerial acumen in its build-up process. To set formidable goals and relentlessly strive to perceive and maintain academic excellence and work towards nurturing creativity, resilience and leadership qualities among students a ‘**Strategic Planning & Deployment Document**’ has been prepared by the IQAC with utmost care in consultation with HoD’s, faculty members and not-teaching staff.

I hope the faculty members, not-teaching staff and other stakeholders will employ their full potential towards successful implementation of strategic plan for fulfilling the vision of the college.

Principal
B. B. K. College, Nagaon
(Barpeta)

Preface

It is necessary for any institution to develop a strategic plan not only to make consistent efforts to accomplish its Vision and Missions but to assess itself while trying to accomplish it. Therefore, the Strategic Planning and Deployment Document has been prepared based on the assessment of the institution's present strength, weakness, potentials and opportunities, and challenges so as to envisage the direction with a set of long term & short-term goals and objectives fulfill its vision and mission.

While formulating the strategic plan and deployment document care has been taken to involve all the stakeholders and as such it is the culmination of inputs and suggestions from them. This document reflects upon the realistic expectations of external environment as much as it is of the internal. The implementation process and assessment of the same shall be done by scrutiny of accomplishment of goals within the timeframe. This shall act as guiding force for realization of the institution's true potential and reach academic excellence.

Vision

To uplift knowledge, skill, and morals of young generation for an equitable and advanced society

Mission

- To achieve excellence in higher education by incorporating new inputs and techniques.
- To impart skill based and career-oriented knowledge and education.
- To promote physical, cultural and moral development of the students.
- To work for inclusive education and especially for participation of women and backward rural communities in higher education.

SWOC Analysis

Strengths

1. Good teaching practices and good track record of academic performances over the years of the institutions' existence.
2. Multi-disciplinary institution with large intake capacity to cater to ever increasing demand for higher education.
3. Qualified and dedicated faculty members.
4. Eco-friendly lush green environment.
5. A campus with 14 acres of land.
6. Land for fishery and agriculture.
7. Income generation from fisheries and agricultural activity.
8. Standard playground and indoor stadium.
9. Separate hostel for boys and girls with modern facilities and homely environment.
10. Separate departmental rooms with departmental library.
11. A large Central Library with a large collection of academic and other books/ magazines/ journals.
12. Facility for separate reading rooms for male and female students, and teacher.
13. Major courses in all the subjects available in the college.
14. Post Graduation courses in Assamese.
15. Wi-Fi and LAN facility in the college.
16. Self –financing UG and PG courses under Gauhati University
17. ODL Centre of KKH State Open University offering UG and PG courses.
18. A robust environment for extension activities.
19. Healthy and disciplined examination and evaluation system.

20. The college has NCC and NSS unit.
21. Cultural Archive.
22. A large pool of alumni well placed in various fields.

Weaknesses

1. Short age of teachers in certain departments, especially considering the teacher-student ratio.
2. Procedural delay in the filling up of the vacant posts.
3. Limited PG courses.
4. Limited harnessing of potential revenue generation avenues.
5. Insufficient nos. of classroom in view increasing enrolment.
6. Limited ICT enabled classrooms.
7. Inadequate research culture.
8. Lack of modern science building and well-equipped laboratory.
9. Lack of auditorium and community hall to hold academic and cultural activities.
10. Lack spacious Girl's Common Room with modern amenities.
11. Lack of residential quarters for teaching and non-teaching staff.
12. Incomplete boundary wall.
13. Lack of digital Central Library.
14. Insufficient drinking water facility.
15. Inadequate research culture.

Opportunities

1. Scope for introducing more PG courses under various departments due to high enrolment in UG courses and demand from them.
2. Scope for introducing income generating skill enhancement and add-on courses for students.
3. To activate Research Cell & Research Activities

4. Undertaking projects by different faculty members /departments under UGC, DST, ICMR and other agencies.
5. Faculty–student exchange program with reputed State and National Colleges/Universities.
6. Scope for rural entrepreneurship development which are dependent on the locally available resources.
7. Scope for enhancement of infrastructural facility like building etc. due to adequate land area.

Challenges

1. College is located in low land and flood prone area.
2. Burden of Higher Secondary classes hampers introduction of PG courses for fear of over burden and creation of more disparity in teacher-student ratio.
3. Students are more comfortable with vernacular languages and hence it is a daunting task to accustom them to Hindi and English languages. More often than not brilliant thoughts are lost in translation.
4. Not able to meet the competency-based education due to non-flexibility of curriculum. There is glaring gap in the industry standards of skills required and in adequacy of the curriculum to fulfill it. Due to the adherence to the curriculum set by the affiliating university we are relegated to an innocent onlooker.
5. Student's inability to afford self-financing courses due poor economic condition.
6. Student's discontinuance of education/irregularity due socio-economic factors.

Strategic Goals

Guided by the Vision and Mission, based on the SWOC analysis, inputs from all the stakeholders the following strategic goals were framed.

Institution Strategic Goals:

- a. Consistent effort to assimilate the use of ICT tools in conventional teaching method for effective and efficient teaching-learning experience.
- b. Enhancement of Smart classroom.
- c. Development online portal in the college website for blended learning.
- d. Renovation & Automation of the Central Library.
- e. Enhancing participative management and grooming newly recruited workforce.
- f. Ensuring a continuous and effective Internal Quality Assurance System
- g. Augment student's development and participation
- h. Enhance staff development measures & welfare
- i. Improving financial management
- j. Introduction of Skill Enhancement courses.
- k. Providing life skill training for student's holistic development.
- l. Facilitating research activities.
- m. Explore more sources of internal revenue generation.
- n. Increasing Alumni Interaction and participation and Outreach activities
- o. Increase the number of Community Services and Activities
- p. Development and proper maintenance of physical infrastructure

Strategic Planning (2018-2023)

Internal Quality Assurance System	• Making IQAC more proactive • Framing of Quality Policy & publishing regularly • Formation of Quality Monitoring Committee & functioning • Training for teaching & non-teaching staff • Periodic check & guidance for quality improvement • Establishment of audit team and process • Promoting best practices • Annual report preparation & submission
Leadership and participative management	• Decentralize the academic, administration and student related authorities & responsibilities • Prescribe duties, responsibilities and accountability • Portfolio assignments • Establishment of functional committee
Teaching learning process	• Academic planning and preparation of Academic Calendar at the beginning of the session. • Development of teaching plan. • Preparation of Lesson Plan based on CO& PO mapping • Use of more teaching aids and adopt more ICT • Development of e-learning portal. • Promote research culture & facilities • Provide mentoring and personal support • Follow a transparent and fair feedback system • Conduct remedial classes/ special classes based on need analysis • Evaluation parameters and benchmarking • Continuous assessment to measure outcomes • Performance development through credit system • Implementation of best practices • Academic Audit

Good governance	• Display of Vision and Mission in every key position • Inclusion of industrialists & academicians in the GB • Evaluation of Institute's performance and benchmarking • Institutional strategic goals setting • Institutional Strategic development plan • Monitoring and Implementing the Quality Management Systems • Following organization structure. • Smooth Working of statutory committees • Establishing E governance • Leadership development through decentralization • Establishing internal audit committee. • Code of conduct and policy formulation, approval and implementation • Establishing fair and transparent performance appraisal system
Student's development and participation	• Formation of student council • Budget allocation for student development programmes and activities • Students Trainings & Placement Activities. • Student's representation in various committee and cell • Participation in competitions • Organizing competitions • Credit transfer & compensation • Rewards & recognitions of achievers • Participation in extracurricular activities • Ensuring participation of students in social and welfare activities • Facilities for Specially Abled Persons.
Staff development & welfare	• Recruitment Policy formation & implementation. • Staff performance evaluation system • Staff Training for quality improvement • Best possible work facilities & infrastructure e facilities • Code of conduct, service rules & leave rules • Staff welfare policy implementation • Career advancement schemes • Rewards, recognitions and incentives • Deputation for seminars, conferences and workshops etc. • Support for research, consultancy, and innovations • Establishment of Daycare Centre for Women faculties

Financial management	• Framing & implementation of Purchase and Financial policies • Component-wise Budget planning and allocation • Effective functioning of purchase committee • Plans for Emergency Fund • Budget formulation & approval through Finance Committee • Periodic Audit
Institute–Industry Interaction	• Formation of industry institute interaction cell • MoUs with industries • Support for internships, visits, trainings, guest lectures • Identifications of industry needs and advice on Curriculum for extra courses apart from curriculum. • Providing opportunities for Industry based/sponsored projects • Providing career guidance and counselling • Strengthen training & placement • Establishing innovation centers
Research and innovation	• Dedicated Research Cell • Publication of books with research articles. • Organization of seminars /workshops • Establish and develop Laboratories with more research facility • Fund generation through Project proposals • Apply for Government/ Non-Government industry, sponsored funds • Collaborations with Government & Private Institutes, Universities and Research Organizations
Internal revenue generation	• Establishing infrastructure for revenue generation • Identification and strengthening of IRG activities • Successful implementation of Internal revenue generation plans

Alumni Interaction	• Registration of Alumni Association • Data base creation, Regular interactions with alumni and networking • Recognition of successful alumni • Leverage for guest lecturers/internships/placements/training/entrepreneurship • Exploring Contributions • Brand ambassadors • Sponsorships/scholarships/fund generation
Community Services and Outreach Activities	• Budget from institutional resources/Faculty/students/other donors • Identify community and social development work • Identify challenges of society for development work • Provide vocational training/ job-oriented training as per local needs at the institute • Educational support to village people • Conducting awareness camps
Physical infrastructure	• Infrastructure building development & renovation • Smart Classrooms, Seminar halls • Modernization of Laboratory & equipment • More ICT enabled classrooms • Library infrastructure upgradation • System upgradation • Functional facilities for e-learning • Safety & Security management • Water facility • Medical facility • Developing sports(indoor/outdoor) facilities • Enhancement of Drinking Water Facility
Green Initiative	• Plantations • Rain water harvesting • Renewable Energy usage • Hygiene, zero plastic & green campus • Recycling of water • Green Audit • Preventive measures for curbing pollution.

Strategy Implementation and Monitoring

The implementation of the plans is the most important step as this puts the plan into motions and tests the cogs & wheels of the administrative machine. To assess the implementation, process some measurable indicators are outlined in the implementation document. The Governing Body and Principal are responsible for the implementation of the strategic plan.

Implementation at Institute Level

Governance & Administration	Chairman & Members of GB, Administration Office
Branding/Expansion	GB members, Local Management Committee, Alumni Association
Students Admissions	Principal, HODs, Admission team, Students section
Statutory Compliance	Principal, HODs, Coordinators
Infrastructure(physical)	GB, Principal, Purchase Committee, Construction Committee
Infrastructure (Academics)	Principal, HODs
Teaching-Learning	Principal, HODs, Faculty and Staff
Research & Development	Principal, HODs, Research Cell
Students Development	Principal, HODs and Students' Union
Departmental Activities	HODs and Faculty
Training & Placement	Principal, TPO & HODs
Quality Assurance	IQAC team

Measurable during Implementation

Effective teaching learning process	• No. of teaching aids including ICT tools procured • Syllabus completion • Mini projects, Major projects, Seminars • No. of learning resources • No. of student counseling /mentoring/training sessions conducted • Result of examinations (Pass, First classes, Distinctions) • Graduate attribute attainment levels • Student feedback
Leadership and participative management	• Reporting structure in place • Decentralization in various domains - academic, administration, staff welfare, student development, infrastructure management – appointments • Code of conduct-duties, responsibilities and accountability • Functional of statutory committees –no. of meetings/ semester, minutes of meetings, • Planning & implementation
Internal Quality Assurance System	• Number of IQAC initiatives/meeting • Audit Reports • AQAR submission

Good governance	• GB selection (Inclusion of Academicians & Industrialist) • No. of GB meetings • Vision Mission, Dissemination & Review • Organizational structure in place • Degree of decentralization • Degree of E governance • Resource mobilization • Staff appraisal & career advancement scheme in place • Service rules & benefits
Student's development and participation	• Number of student participation • Number of sports, technical, cultural events organized • Regional, National & International competitions participated • Regional, National & International recognitions received • Sports infrastructure provided • Funding for sports
Staff development & welfare	• Number of Staff attending training programs • Staff training programs organized • Sponsorships for higher education • Number of staff welfare programs • Staff awards / recognitions/incentives • Teacher's feedback

Financial management	• Annual Budget forecasting income & expenditure • Utilization/Allocation of funds • Internal & External Audit
Institute–Industry Interaction	• No. of active MOUs • No. of Initiatives / activities through MOUs
Students Development	• Number of career guidance trainings • Number of skill development programmes • Number of life skill trainings conducted • Number of placement drives organized • Number of placement drives participated • Number of placements
Entrepreneurship	• No. of entrepreneurship trainings organized/participated • No. of graduates becoming entrepreneurs • No. of incubation center
Internal revenue generation	• Funds raised through harnessing of potential resource generation source available. • Consultancy/Testing Services • Alumni Contribution • Philanthropy-Donations

Alumni Interaction	• Alumni database • Number of interactions • Support for internships/placements/projects/consultancy • Support to students' development • Contribution to the development of the college
Community Services and Extension Activities	• Number of trainings / awareness camps held • Number of social projects undertaken • Number of Skill development programs for weaker sections
	• Number of social welfare or outreach programmes done
	• Number of people benefited in each program
Infrastructure-physical	• Number of buildings, classrooms added • Removal of obstacles • New Laboratories added • New equipment added • Annual budget allocation & utilization
Green initiatives	• Harvesting & Recycling of water • Renewable energy source development • No. of plantation drives • Waste management • Upgradation of Botanical Garden • Student's initiative in maintenance of gardens

Monitoring of strategic plan

The Principal, Academic Council, Governing Body and other committees will monitor the implementation of strategic plan through periodic review. The Heads of the concerned committee/body will prepare progress report and place it in the review meetings to assess the progress. will be monitored time to time by Principal, Academic Council and other committees through periodic review. The section heads will prepare the detailed progress report and present it in the review meetings. The benchmarking of quality standards and its monitoring, evaluation of attainment will be carried out by the IQAC independently. The IQAC will report the findings to the Academic Council and GB. With thorough analysis of outcomes and based on IQAC report, the above will recommend the corrective actions, need of further processes and deployment of resources.

Conclusion

The Strategic Plan and Deployment Document is the guiding star for **B. B. K.** College to the realization of the targeted goals, vision and mission. Just formulating the strategic plan doesn't ensure success, but it does provide a guiding framework which is a collective effort delivered by the process of participative brainstorming of stakeholders. Although mere outlining of plans will not yield success, it is but a first step towards intimation of responsibilities and expectations to the stakeholders. The proper implementation of strategies through teamwork with good spirit leads to success and sustainability over a longer time through a dynamic process. It needs continuous evolution to incorporate the lessons learnt during the implementation and emphasizes the role of IQAC in ensuring the quality of implementation of Strategic Plan and Development Document is very crucial for the quality development of the college.