

Sapatgram College

সাপটগ্রাম মহাবিদ্যালয়

Affiliated to Gauhati University

Supporting Documents for
NAAC Self Study Report (SSR) (3rd Cycle)
Period: 2019-2024

Criterion 6		Key Indicator: 6.2
Governance, Leadership and Management		Strategy Development and Deployment
Metric 6.2.1	Number:	The institutional Strategic / perspective plan is effectively deployed

Prepared and submitted by
Sapatgram College



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Metric No:	Heading
6.2.1	The institutional Strategic/ Perspective plan is effectively deployed.
Perspective Plan 2019-20 to 2023-24	
Plans and Policies	
Student Grievance Policy IQAC, Sapatgram College	
TEACHING, LEARNING AND EVALUATION POLICY IQAC, Sapatgram College	
Policy for Persons with Disabilities IQAC, Sapatgram College	
Policy and Guidelines for Sapatgram College Scholarship and Financial Assistance IQAC, Sapatgram College	
Reasearch, Extension and Consultancy Policy IQAC, Sapatgram College	
Policy for Maintaining and Utilizing Physical, Academic and Support Facilities IQAC, Sapatgram College	
Single use Plastic Ban Policy IQAC, Sapatgram College	
EMPLOYEES WELFARE POLICY IQAC, Sapatgram College	
Policy for Gender Equity and Sensitivity IQAC, Sapatgram College	

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PERSPECTIVE PLAN :2019-20 TO 2023-24
Sapatgram College



Sapatgram College
Dhubri, Assam
PIN- 783337

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Our Vision

The vision of Sapatgram College is to transform this institution into a centre of excellence of higher learning by continuous working towards making education socially relevant and meaningful.

Our Mission

- Sapatgram College believes in imparting life-oriented and value-based education- an education aimed at strengthening the body, purifying the mind and sharpening the intellect.
- The college seeks to present itself as a major centre of learning for advancement, preservation, dissemination and use of knowledge in this rural and economically backward region of the state and thereby cater to the needs of the society and the nation.
- It encourages enrollment of students from different cross-sections of society by providing them with the best of infrastructure and learning resources, so as to make teaching and learning a pleasurable and profitable experience.
- Creating a congenial atmosphere to create and disseminate knowledge of human experience, thought and creativity to advance human welfare in all its dimensions.

Goals & Objectives

The chief goals and objectives of the institution are as follows:

- Imparting higher education in the field of Arts to the youths of this locality.
- Imparting job- oriented education through vocational / computer courses of studies.
- Promoting, highlighting and preserving local culture and cultural stuff
- Inculcating moral and ethical values in the students.
- Preparing young people who can transform knowledge/ideas into action and social reality.
- Imparting highly professional and effective academic exposure to the student community of the locality.
- Establishing a centre of excellence to incorporates students, scholars, academicians and general community to translate institutional academic experience into a mass of social empowerment.

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SWOC ANALYSIS

Strengths:

- A green eco-friendly campus is a noticeable feature of 'the college.
- Dedicated and qualified teacher maintaining healthy academic standards of the college.
- The relationship between the teacher and the taught is cordial.
- The college offers Hostel Facilities for outstation female students at a nominal rate.
- Better infrastructure and technology.
- Members of Governing Body are easily accessible and they can be contacted for discussion regarding the development of 'the college.

Weakness:

- Most students are from weak academic and socio-economic background.
- Limited number of courses offered.
- Lack of residential facility for teaching and non-teaching staff.
- Unavailability of boy's hostel.
- Inadequate faculty members and research facility.
- Inadequate library staff.
- Inadequate space in library reading room.

Opportunities:

- Scope for introducing new courses.
- Scope for initiating income generating activities in the campus owing to its sufficient plot of land.
- ICT facilities will enable students to develop further.
- More Value-added courses may be introduced with additional funding from UGC/Statutory Bodies.
- Scope for introducing vocational job-oriented courses.
- Scope for introducing new stream/ new courses in the college.

Challenges:

- The college is situated in a rural area with poor transport connectivity
- Scope for yoga classes/ technology based courses.
- Low admission in a few subjects.
- Most students are from BPL category.
- Inadequate research facilities.
- Poor road connectivity.
- Most students are not proficient in English.
- Poor student strength as 2 more colleges have come up within a radius of 12 kilometers.
- Absenteeism of students during peak agriculture periods & dropouts due to humble family background of students.

The Process of the Perspective Plan:

The Perspective Plan of Sapatgram College is the outcome of the long exercise of the Perspective Plan Preparation Committee formed by IQAC. While preparing the plan, the committee consults the members of the IQAC, HoDs, students and alumni of the college both in formal and informal set up.

The Perspective Plan Preparation Committee is constituted with the following members:

1. President, GB
2. Principal
3. IQAC Coordinator
4. Two Associate Professors
5. Librarian, Central Library, Sapatgram College
6. GS, SCSUC
7. President of Alumni Association & P.T.A

The Perspective Plan Preparation Committee consider the following points in preparing the Perspective plan.

1. Recommendation of the NAAC Peer Team members of Cycle II.
2. Vision and Mission of the college.
3. Quality Policy of the College.
4. Inputs from stakeholders.
5. Societal expectations from the college
6. Education policies of the Government of India and Government of Assam
7. Gauhati University vision and mission
8. Core values reflected in the constitution of India
9. Socio-economic background of the students
10. Possible changes that the college, society and nation may witness in next 5 years.

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Aims and objectives of the Perspective Plan:

The Perspective Plan Preparation Committee of Sapatgram College prepared this plan with the following aims:

- To reflect vision and mission of the college.
- To ensure efficient & optimum utilization of all resources- human, financial, physical & technological for the holistic development of the institution.
- To ensure a continuous quality assurance system in place for making the college one of the most sought-after institutions of higher learning for students of humble background.
- To set directions of extension activities of the college in order to enhance gender sensitization, moral & ethical values, environmental & social responsibility.
- To act as a model guideline for all institutional stakeholders in improving upon the gaps that are inherently present in different developmental sectors of the institution.
- To lay the foundation for enhancing quality for becoming a healthy centre of learning.
- To improve the performance of the college before different quality assessors including NAAC.

To achieve the above set of broad aims, the following set of objectives have been identified, which are planned to be executed over the period from 2019-20 to 2023-24.

- To promote good governance practices with a view towards introducing greater efficiency and transparency in all institutional procedures and practices, by enhancing coordination amongst the different institutional units/ wings.
- To augment paradigm changes in curricular aspects, aided through qualitative as well as quantitative up-gradation of learning resources, institutional infrastructure, student support and progression as well as extension activities
- To maximize the good practices in different domains for attaining quality benchmarks through technological advancements.
- To maximize the benefits of strength and opportunities of the college.
- To minimize the impact of the challenges and weakness of the college.

Perspective Plan 2019-20 to 2023-24:

The College Perspective plan is prepared for a period of five academic sessions that is from the year 2019-20 to Academic Year 2023-24. The plan is prepared in 7 sections- Curriculum Planning, Teaching-Learning and Evaluation, Research, Consultancy and Extension, Infrastructure and Learning Resources, Student Support and Progression, Governance, Leadership and Management and Innovations and Best Practices.

Curriculum Planning:

1. Preparation of Academic Calendar for the upcoming academic session.
2. Inclusion of different days for observation/celebration in the Academic Calendar.
3. Conduction of Orientation program annually for students both at departmental level and college level.
4. Introduction of new courses/programmes in the college both at UG and PG level in regular and distance mode.
5. Introduction of new Certificate Courses for UG Students.

6. Introduction of skill-based, add-on short term courses to enhance job / Self-employment Potential among students.
7. Identification of cross cutting issues in the syllabus and conducting classes on these issues for students of other institutions.
8. Promotion of Gender Sensitivity, Environmental Awareness, Human and Professional Values in curriculum transaction.
9. Promotion of experiential learning through project works, field works.
10. Increasing the number of internship programs for students.
11. Upgradation of course syllabus of currently running courses.
12. Preparation of Class Routine for entire college by efficient utilization of resources available.
13. Preparation of Lesson Plan by departments before the commencement of the academic session.
14. Maintenance of Daily Class Record by all the departments.
15. Preparation of Semester wise Class Allotment report for UG and HS Courses.
16. Conduction of Remedial Classes and preparation of Remedial Class record of the Departments.
17. Promotion of teachers' exchange, students exchange for better curriculum transaction. Introduction of Teachers' Diary, Students' Diary and HoD's Diary for recording of daily curricular and co-curricular activities.
19. To develop a well-structured feedback system for students, teachers, alumni and parents.
20. To conduct Academic Audit in every three years.
21. To strengthen the ongoing curricular programmes of the college

Teaching and Learning

1. To increase the number of enrollment in BA programme.
2. To develop mechanism for organizing special programmes for advance learners and slow learners.
3. To develop Departmental Library in all the departments and to take steps towards to automation of these departmental libraries.
4. To develop a Museum in the college.
5. To organize more Faculty Exchange Programme with different colleges and universities.
6. To organize more Inter-departmental and inter-disciplinary activities in the college.
7. To digitize the assignment submission and assessment system.
8. To encourage students to prepare project reports on issues covered in the syllabus.
9. To organize more capacity building programme and skill development programmes by the departments.
10. To organize more and more Science base and Literary competitions among students for their academic enrichment.
11. To encourage students for writing and publishing research papers/ research projects
12. To encourage students for writing and publishing non-research papers, books, chapters, articles etc.
13. To take initiative for promoting experiential learning, participative learning and problem solving methodologies. To take initiative for Field Trips, Hands on Training, Group learning. peer earning, engagement in community service, engagement in entrepreneurial work, engagement in extension activities as part of experiential learning. participative learning and problem-solving methodologies.
14. To maximize the use of ICT tools in the Teaching-Learning process.
15. To develop app or such mechanism for digital education.

16. To develop digital teaching learning materials including PPT files, YouTube Videos etc.
17. To continue and strengthen the mentoring and monitoring process and to covers issues like Constitutional Obligations, Human Values, Professional Ethics in the mentoring process.
18. To encourage teachers for joining Ph.D and other such research programmes.
19. To develop a better internal assessment system within the guideline of Gauhati University to foster all round development of students.
20. To adopt a mechanism for ICT based evaluation system for internal assessment of students' performance.
21. To improve the result of the students both vertically and horizontally.
22. To purchase new books regularly for the academic support of the students.
23. To develop an e-repository with books, journals and other TLMs.
24. To take steps for appointment of teachers for Higher Secondary classes.

Research, Consultancy and Extension:

1. To mobilize resources from Government and Non- Government agencies for research.
2. To built a campus fund in the college for supporting research projects.
3. To organize at-least three National Seminars/conference and one International Seminar in next five years.
4. To organize at-least three Workshops related to research in next five years.
5. To promote and encourage faculties to publish papers in UGC recognized journal.
6. To promote and encourage faculties to write and publish research and other books.
7. To publish seminar proceedings.
8. To encourage students to take research projects and present papers in seminars organized inside and outside the college.
9. To take up adopted villages of the college as field of research by teachers and students.
10. To take up research projects related to the problems he college and the neighboring people facing.
11. To prepare a comprehensive research, extension and consultancy policy for next five years.
12. To conduct and carry out extension activities in the neighboring community and adopted villages of the college.
13. To sensitize students on social issues and to encourage students to work for the holistic Development of the community.
14. To take up extension and outreach programmes engaging NSS, Women Cell and Community Extension Cell, Scout & Guide etc.
15. 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.
16. To collaborate with local, national and international level institutions, organization, university etc. for research and extension.
17. 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.
18. To upgrade the labs and to purchase necessary equipments for research activities in the college.
19. To optimize the use of facilities available in the college for research and extension work.
20. To work for establishing linkages between villages and market.
21. To link research and extension activities with livelihood security of the people living in the adopted villages.

Infrastructure and Learning Resources:

1. To upgrade the college infrastructure like classrooms, laboratories, library etc.
2. To enhance the condition of physical facilities of the college for smooth academic transactions.
3. To upgrade the facilities of the college for sports and cultural development of the students.
4. To have a well-equipped gym and Yoga center for the physical and mental development of the students and the neighboring communities.
5. To equip the classrooms with ICT facilities like LCD Projectors, Smart boards, interactive smart panels etc.
6. To upgrade the seminar/ conference halls with modern gadgets.
7. To develop a round table conference hall with modern ICT facilities.
8. To renovate the Principal's chamber and to develop a small conference hall with the chamber with LCD projector.
9. To spend a good portion of the fund for infrastructure augmentation.
10. To spend a good portion of the fund for maintenance of the academic and physical facilities.
11. To collect books and journals of rupees 1 lakh annually for the library through purchase and donation.
12. To digitize the library with e-books, journals, surfing computers, subscription of NLIST etc.
13. To take initiative for automation of the library.
14. To upgrade the library with RFID technology.
15. To make internet available for both students and staff.
16. To purchase Computer for computer labs and for students & office use.
17. To replace outdated computers with updated configuration.
18. To purchase additional printers and necessary accessories.
19. To construct a Boys' Hostel.
20. Renovation of the old buildings
21. To upgrade and renovate the toilets of the college.
22. To construct a new RCC block building for classrooms.
23. To formulate a systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.
24. To enhance the security system of the college by installing sufficient number of CCTV cameras.
25. To develop and maintain other learning infrastructures like Botanical Garden, Museum, Experimental Land etc.

Student Support and Progression:

1. To take policies and to conduct activities to prepare students for their bright future.
2. To encourage students to take part in cultural and sports activities at university, international, national, state and local level.
3. To encourage and help students in getting government scholarship and freeships.
4. To continue ongoing in-house scholarship and financial assistance schemes and to start new inhouse scholarship and financial assistance schemes for students and ex-students pursuing Post Graduation.
5. To organize programmes for the development of soft skills and life skills of the students.
6. To organize programmes for developing communication skills of the students.
7. To organize programmes and introduce courses for developing the ICT and Computer Skills of the students.
8. To organize training sessions, workshops, guidance programmes for competitive examination for students.
9. To organize Career Counseling and motivation programme for students.
10. To support students financially and academically even after completion graduation.
11. To encourage students to step in for new business ventures, start-up and to take initiatives for self-employment.
12. To implement the guidelines of statutory and regulatory bodies for redressal of student's grievances.
13. To ensure zero tolerance towards gender discrimination and harassment in the institute.
14. To continue the offline grievance submission mechanism and to introduce online grievance submission mechanism for students.
15. To redress students' grievances both academic and non-academic on time.
16. To work for Gender Sensitization and to stand against Sexual Harassment in the institute.
17. To work for improving student's progression in academic and co-curricular fields.
18. To take measures for better placement of students both in government and private sectors.
19. To help students in clearing competitive exams including TET, Civil Service, SSC etc.
20. To encourage and help students in getting scholarship, financial assistance, fellowship and freeships from Non-Governmental funds.
21. To make provision for maximum representation of student- both male and female in various administrative, co-curricular and extra-curricular activities.
22. To organize sports weeks, cultural week and training Programme regularly and to encourage students to participate in such activities.
23. To register/renew the Alumni Association of the college.
24. To involve the Alumni Association of the college for the development of the institution through financial and other services.
25. To encourage alumni to donate cash and kind including books to the college.
26. To works for the mental and physical health of the students.
27. To organize camps, training programmes for physical development of the students.
28. To organize self-training programme for girls.
29. To organize programmes for the entrepreneurial skill development of the students.
30. To explore ways for better public transport mechanism for the students.
31. To include all students under social security plan and to cover them under group insurance scheme.

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Governance, Leadership and Management:

1. To reframe the Vision and Mission of the college.
2. To adopt policy for more decentralize and participative management governance.
3. To adopt e-governance mechanism in Administration, Finance and Accounts, Admission and Support and Examination.
4. To make the employees welfare mechanism more effective.
5. To increase the credit limit of the thrift and credit cooperative society of the college.
6. To motivate the faculty members to attend more faculty development/ teacher training programs for up-grading and up-dating the knowledge base.
7. To provide financial assistance for attending faculty development teacher training programs.
8. To explore ways for paying remuneration to guest teachers in accordance with UGC regulations.
9. To regularly organize workshops, training programmes, lecture series for the development of the employees.
10. To take initiatives for quality audit and certification at regular interval.
11. To participate in different All India and State level quality assessment mechanism like NIRE, ISO certification, NAAC Assessment etc.
12. To apply for DBT Star college recognition and grant.
13. To involve the retired teachers guardians and alumni in different in-house and outreach activities/ programs of the college through collaborative mode.
14. To continue the Annual Performance Appraisal System for all teachers of the college.
15. To devise policies to improve the financial health of the college
16. To ensure proper utilization of funds and resources for the interest of the college.
17. To conduct internal and external financial audit regularly.
18. To formulate policies at IQAC level for the academic and co-curricular development of the college.
19. To review teaching learning processes, structures, methodologies of operation in regular interval for coping up with the colleges and to grab opportunities.
20. To organize IQAC meeting regularly in short intervals and to discuss issues related to quality assurance policies and programmes.

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Innovations and Best Practices:

1. College will promote eco-friendly campus and will maintain greenery in the college and the locality.
2. College will take initiatives for reducing energy consumption.
3. College will install LED Lights, Solar Panels, and Sensor based machines for energy conservation.
4. College will take initiatives to ensure clean and hygienic campus.
5. College will install a Biogas plant in the college for converting waste to energy.
6. College will start vermin compost plant and mushroom projects for using the waste for revenue generation.
7. 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.
8. College will take initiatives for conservation of rain water.
9. College will take initiatives for recycling used and waste water.
10. College will take policies for conservation and maintenance of the tank in the campus neighboring areas to work for the conservation and will also encourage people maintenance of water tank
11. To take policies for gender equality and sensitization in curricular and co-curricular activities.
12. College will ensure safety and security of the women, will organize counseling programmes and maintain the girls' common room.
13. College will take policies for restricted entry of automobiles.
14. To encourage use of Battery powered vehicles, cycles among students and staff.
15. To mark areas as Pedestrian friendly pathways and to impose speed limit in the approach road.
16. To develop a policy to minimize and ban on the use of plastics.
17. To go for green audit, energy audit and environment audit periodically.
18. To take steps for adopting policies for Persons with Disabilities.
19. To construct ramps and to reserve seats in the first bench for Persons with Disabilities.
20. To renovate the washroom and to develop those as disable friendly.
21. To work for developing technologies or adopting technologies for helping Persons with Disabilities.
22. To take initiatives for providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities.
23. 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.
24. To prepare a Code of Conduct for all the stakeholders of the college and to display it in the website.
25. To form a committee to monitor and implement the Code of Conduct.
26. To observe or celebrate national and international commemorative days, events and festivals.
27. To identify at least four distinct features of the college and work on these areas.
28. To identify at least two innovative and best practices of the college.

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Perspective Plan Prepared and Submitted by

Names	Position	Signature
Dr. R.P Singh	Convener, Perspective Plan Preparation Committee	
Dr. G.K Saha	Member, Perspective Plan Preparation Committee	
Mr. M.H Chowdhury	Member, Perspective Plan Preparation Committee	
Dr. E. Ali Ahmed	Member, Perspective Plan Preparation Committee	
Mr. Joynal Abdin	Student Member, Perspective Plan Preparation Committee	

Perspective Plan Accepted and Implemented

IQAC, Sapatgram College accepted and adopted the perspective plan on 27.07.2018


Principal
Sapatgram College

Dr. R.P Singh
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