Introduction

The College has prepared a Yearly Plan for the period commencing form academic year 2023 to academic year 2024 by taking into consideration the quality indicators of seven criterions determined by NAAC. In the preparation of the Perspective Plan, the Internal Quality Assurance Cell (IQAC) of the college has taken initiatives. Inputs from all stakeholders, their expectations, management policies and goals and objectives of the college are considered as a base for formulation of the perspective plan.

The IQAC plays a vital role in maintaining and enhancing the quality of the institution and suggests quality measures. Feedback from all the stakeholders and the recommendations of the
IQAC are taken into consideration and innovations are incorporated in yearly plan. Student feedback mechanism, self appraisal by teachers, faculty improvement programmes, encouragement to teachers for research are some of the measures taken for at priority quality sustenance and enhancement as a strategy. The draft of Perspective Plan has been discussed, reviewed and approved by the Governing Body (GB) of the college of Turku Hansda Lapsa Hemram Mahavidyalay, Mallarpur, Birbhum. It is our sincere efforts to prepare the framework for our collective efforts directed towards the attainment of our goals and objectives and keep our self ahead the contemporaries.

Curricular Aspects

Appointment of Qualified Teachers

The college will appoint well qualified and experienced Guest teachers. The teachers will go
through the rigorous interview and demo lectures before the appointment and faculty development programmes, subsequently.

Conduct of Academic Audit

The college will conduct academic audit of the college about the performance in academic,
curricular, co-curricular, extra-curricular, research and extension, augmentation of
academic infrastructure, student progression and innovative practices by inviting peer team
of expert educationalists and action will be initiated on their recommendations.

- **Strengthening of Existing Programmes**
- **Quantitative Strengthening of Existing Programmes**
- *Introduction of Additional Divisions*

Taking into account the students' demand and need of career oriented speciality

programmes, we will strengthen the following programmes.

Undergraduate Degree Programmes

B.Sc. (Hons) in Mathematics

B.A. (Hons) in Geography

B.A. (Hons) in English

- *Introduction of New Programmes*

The institute will introduce following new programmeso

Undergraduate Degree Programmes

B.Sc. (Hons) in Physics

B.Sc. (Hons) in Chemistry

B.Sc. (General) in Botany

B.Sc. (General) in Zoology

B.A.(Hons) in Political Science

B.A.(Hons) in Philosophy

B.A. (General) in Music

B.A (General) in Mass Com

B.Sc .(General) in Defense Studies

o **Postgraduate Degree Programmes**

M.A. (English Literature)

M.A. (Santali)

Other Programmes

NCC

Diploma Program in Tourism Studies

Certificate Program in ELT

Remedial Coaching Program

Coaching for NET/SET

Augmentation of Academic Infrastructure

In commensurate with quantitative expansion of programmes, we will augment our

academic and physical infrastructure such as Central Library, classrooms,

laboratories, Computing Laboratory, Interactive Language Laboratory, Gymkhana, Gymnasium, offices for N.S.S., N.C.C., etc.

Qualitative Strengthening of Existing Programs
 Use of ICT in Teaching Learning System
We will increase the use of innovative teaching and learning resources like OHPs,
LCDs, power point presentations, models, internet connections, smart classrooms,
Interactive Language Laboratory, Computing Laboratory etc.
 Seminars and Workshops
o *Organizations of Seminars and Workshops*
Academicians, industrialists, subject experts from other institutions and universities were invited as resource persons and will make an effort to get
acquainted with the emerging techniques and trends of the industries and
subject matters.
o *Deputation to Seminars and Workshops*
College will depute the faculty to participate in seminars and workshops based on curricula.
o *Development of Linkages*
With a view to execute curricula, we will develop the linkages with academic
institutions and industries.
 Curriculum Design and Development
 Active Participation in Curriculum Design and Development at University Level
Our faculty will participate in curriculum design and development of courses /
programmes, in Board of Studies of respective subjects.
 Active Participation in Curriculum Design and Development at College Level
Faculty will be actively participated in curriculum designing and development of
affiliated and autonomous certificate, diploma, bridge and remedial programmes.
 Effective Communication of Curriculum Design and Development to Faculty The College will effectively communicate the curriculum design and development to faculty
through organization of seminars and workshops and will depute them for participation

in seminars and workshops.

 Sensitization of Curriculum

Our faculty will sensitize, course design and development, to learners systematically and
objectively.

 Academic Flexibility

 We will accept competence enhancing curricular strategies by starting multifaceted,
comprehensive, well designed curriculum which promotes excellence, value addition
and contextual relevance by providing utility, access, relevance, service and
preservation and promotion of heritage.

 We will have additional range of programme options, course options, course
combinations, number of applied component groups, certificate and diploma
programmes, bridge and remedial programmes.

 Thus, college will offer maximum possible flexibility with UG, PG
core options, elective options, UG diplomas,
certificate programmes.

 Feedback on Curriculum

We will have mechanism to obtain the feedback on curriculum, its scientific, systematic
analysis and interpretation and we will enhance this for effective communication to
concerned authorities for revision and restructuring of curriculum.

 Curriculum Update

The college will actively participate in curriculum update process at University level, by
representing on different academic authorities. Faculty will also involve in curriculum
updating at college level. We will evolve an effective system of communication of
curriculum update and aspects of its execution to the concerned stake holders.

Teaching-Learning Process

 Innovations to be Introduced in Admission Process and Student Profile

 Transparent Admission Process

We will strengthen well defined, transparent admission process based on merit coupled

with reservation policy and will continue the same process in future.

  Monitoring of Teaching-learning Process

We will establish and monitor the academic and administrative process having a chain

of command from students-teacher-head of the department-faculty in-charge-Principal

and vice versa which will facilitate two-way effective communications.

  Dual Programme System

We have traditional programmes such as B.A. B.Sc., where basic knowledge

along with desired level of skills are inculcated mainly with in-house faculty. These

programmes will be strengthened by introducing different complimentary systems such

as certificate, diploma programmes facilitate the focused study.

  Introduction of Speciality Programmes

We want to be the pioneer institution to commence innovative unaided speciality

programmes leading to degrees, commensurate with the needs of students in focused

academic areas having employment potential. We will commence the innovative

unaided speciality programmes leading to post graduate degrees also.

  Centre of Institute of Distance and Open Learning, University of Burdwan

We will establish a Centre of Institute of Distance and Open Learning of University of

Burdwan, where the candidates who cannot take admissions in the regular programmes,

can enroll themselves to different programmes in Arts faculties. We will offer learning support including infrastructure facilities to them by providing contact

periods, library facilities, counseling sessions and conducting examinations of the

students.

  Recording of Attendance

Attendance of student for each lecture shall be maintained and reported to the

designated committee. The students having more than 60% absentee shall be identified

and their attendance report shall be communicated to the parents and necessary action

shall be taken against them according to rules.

 Recognition of Merits

Academic performance of students shall be recognized by organizing the felicitation

ceremony. This will result in strengthening of healthy and positive environment

essential for effective teaching-learning process.

 Catering to Diverse Needs

 Supporting Academic Programmes and Policies Proportionate to Needs of Students

The college will conduct remedial courses for educationally disadvantaged

students. The college will support the advanced learners and concentrate on enhancing

aspects like knowledge, attitude and skill.

 Encouragement to Students

Students will be encouraged to participate in co-curricular and extra-curricular activities.

Interactions with students at various levels will help to assess students' knowledge and

skill.

8

 Jyotirgamaya Prabhashana Guest Lecture Series

Elaborative lectures of guest faculty will be organized to broaden the knowledge horizon

of learners.

 Conduct of Revision and Interactive Sessions

At the end of the term revisions and interactive sessions will be

conducted to create confidence among students to prepare for examination.

 Parent Meetings

Meetings of the parents will be conducted regularly, where; we will discuss the

attendance and performance of the students with the parents and will appeal them to

participate in improving the academic performance of their wards.

- **Invitation of Parents' Views**

Valuable suggestions of parents will be invited on curriculum, teaching-learning and

activities of the college and will be taken into account for improvements in the

concerned college policies.

- **Access for Information**

College will continue to provide easy access to daily newspapers, journals, periodicals

and internet in the Library and reading halls which will strengthen the reading habit of

students and teachers and lead to enhance their knowledge. We will subscribe

additional journals, periodicals for enriching the reading resources.

- **Strengthening of Innovations and Discipline in Teaching-Learning Process**

- **Academic Calendar**

The academic, co-curricular and extra-curricular activities for the academic year will be

planned in academic calendar prior to the beginning of every academic year.

- **Faculty Handbook**

- Faculty handbook shall be provided to each faculty containing planning of the

workload, time-table, lectures available and synopsis of every lecture / practical. It

will also include certification of completion of syllabus at the end of term / semester

and academic year.

- The academic work including lectures, practicals, tutorials, etc. shall be allocated as

per the norms and discussion in departmental meetings.

- Faculty handbook shall be checked by the Head of the department and endorsed by

the Principal, periodically.

- **Allocation of Academic Work**

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

- **Student Centric Teaching**

The college will strengthen the student centric teaching system, where academic as well
as other activities will be focused for overall development of students.

- **Strengthening of Academic Programmes**

Career oriented graduate, postgraduate programmes, diploma and certificate courses in
faculties of Arts, Science will be strengthened in respect to its teaching learning
and evaluation aspects.

- **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.

- **Motivation for Research**
- The teachers and students will be motivated to undertake research activities such as
preparation of projects, publication of research papers in reputed journals and
participate and present the research papers in seminars / workshops / conferences.
- Students and teachers will also be encouraged to go for research degrees like, M.
Phil., Ph.D. and Post-Doctoral Programmes. Computers with internet facility will be
made available for students and staff members for the completion of their
projects and research work.

- **Students' Friendly Environment**

As a policy, creation of students' friendly environment within campus will be the priority
for benefit of the students particularly those having rural background to develop their
confidence level.

- **Strengthening of Innovations in Teachers' Quality**

Appointment of Qualified Teachers

The college will make continuous efforts to appoint qualified teachers as per UGC norms

and if such candidates are not available teachers will be appointed on temporary basis

in order to avoid the academic loss of students.

 Seminars / Workshops / Faculty Development Programmes

 Organization of Seminars / Workshops / Faculty Development Programmes

The college will continue the efforts in organizing seminars / workshops / faculty

development programmes collaborating with UGC, DST, NGOs, GOs etc. for

improvement of quality of faculty.

 Deputation to Seminars / Workshops / Faculty Development Programmes

The college will continue the policy to depute faculty for seminars / workshops /

faculty development programmes organized by other institutions at different levels.

 Evaluation of Teachers by Students

 The college will strengthen the system of evaluation of teachers by students by

filling in the questionnaire, which enables teachers to develop a sense of accountability, confidence, readiness to receive criticism, develop 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.

 The teacher-evaluation system will benefit to students for development of listening

and observation skills, analytical ability, understanding the aspects of teaching and

learning, social responsibility, critical approach, consciousness about the process of

teaching and learning, development of confidence and self-esteem.

The informal feedback from students will also be taken about teaching-learning
system of the college.

 Self-Appraisal of Teachers
We will strengthen the self-appraisal system of teachers, which will enable them to
realize their academic standard and engage them in various activities to excel in their
academic performance.

 Periodical Meetings
Meetings of faculty will be conducted periodically for taking feedback about teaching
and evaluation and checking its adherence to the lecture plan.

 Suggestion Box
We have the suggestion boxes, where students deposit their suggestions. These
suggestions will be scrutinized, periodically, and taken into account for further
improvement.

12

 Monitoring Mechanism for Arrival and Departure Time
Separate registers are kept in the Administrative Office to record the time of arrival and
departure of teachers, which will develop a sense of regularity and punctuality. The
college will set biometric system in due course.

 Democratic and Participative Working
We will strengthen democratic and participative working system which facilitates to
take the right decisions for effective implementation of teaching-learning process.

 Recognition of Achievements
The college will continue the policy of felicitating and rewarding the faculty on their
achievements in academics, social as well as personal life.

 Teacher's Council
The teachers council of our college will organize various lectures on different issues and
relevant topics by eminent personalities and staff.

Introduction of Innovations in Evaluation 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, term 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.
 The college will strengthen evolve the system of categorization of students on the
basis of their performance and related aspects into slow, medium and advanced
learners.
 Students with poor performance in terminal / preliminary examinations will be
counselled and special lectures will be arranged to bring them in main stream.
 Meetings of Students' Council and Students' Welfare Committee will be conducted
regularly to discuss the innovation in teaching-learning and evaluation system and
planning of cultural, sports and other activities in decentralized manner.
Along with the regular teaching methods, teachers will also use audio-visual 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.

Research, Consultancy and Extension

As our college is a multi- faculty, undergraduate dominated,

We have a planning of promotive policy to inculcate research element amongst learners and faculty by evolving micro level supporting, incentive based systems.

- **Research**
- The college will conduct regular meetings of the Research Committee to identify the

research potential, to promote the research and to prepare the research proposals.

- The college will make continuous efforts to obtain research grants from funding

agencies such as UGC, ICSSR, ICHR,ICPR,DBT, DST, University etc.

- We will continue to organize the workshops / seminars / training programmes for

preparation of proposals for minor and major research projects.

- Academic infrastructure such as instruments, laboratories, ICT facility, Library,

INFLIBNET and other requirements, as per needs for carrying out research activity will

be provided.

- We will continue to make an effort to promote research association with universities,

industries and institutes.

- Exposure of students to various research areas where they will be guided to handle

research projects independently.

- We will continue to appreciate and to recognize the teachers on successful completion

of research projects, research degree programmes and research publications.

- We will continue to appreciate and to recognize the students who achieve meritorious

places at District, University, State and National level research competitions/research

activities.

- We will continue to depute the teachers for research seminars / workshops and
training.
- We will make an effort to commence Ph.D. degree programmes at our college by
establishing Research Centre in different departments.
- College will promote faculty to submit proposal for research grants from UGC, DBT, DST,
University etc.
- **Consultancy**
- The college will organize of expert lectures to promote consultancy aspect.
- The college will share the fund realized from consultancy with faculty.
- We will continue to appreciate and to recognize the faculty who provide consultancy
services.
- **Extension**
- We will strengthen our NSS units.
- Along with a boys unit NSS, we will offer NSS girls unit.
- Library facility will continue to be extended to alumni as well as needy students of the
nearby areas.
- Sports facilities will be extended to NGOs and other associations.
- Gymnasium will be made available to the people of nearby vicinity.
- Physical training to the alumni and candidates appearing for police examinations will be
made available by the department of NCC.
- The college will provide help in maintaining the law and order during festivals to the
Police department with the help of department of NCC.
- Variety of outreach programmes will be organized by different departments.
- Blood Donors' directory shall be prepared. In time of emergency the blood will be
donated to the needy patients at free of cost.
- College premise will be always made available to conduct the examinations of Railways,
Post and Telegrams, Department of Higher and

Technical Education, Government of West Bengal and for organizations of functions of
NGOs / GOs.

 Play ground will be made available to the sports and training activities of NGOs, GOs,
associations, other neighboring institutions and organizations, etc.

 Training programmes will be organized on communication skills to the teachers of
primary schools through Department of English.

 Programmes shall be organized for leprosy patients, awareness programmes on health
hygiene and personal sanitation, electrical safety, soil testing, environment, cleanliness
campaign, energy and environmental conservation
campaign and tree plantation, at the adopted area Managerpara.

 We will contribute to society by donating financial aids, computers and electrical
appliances to NGO'S and Schools with the help students.

 Computer literacy programmes for disadvantaged School Students, will be organized
with the help of department of Mathematics.

 Career fair will be organized with the help of Centre of Career Guidance, Placement and
Counseling Cell every year.

 Road safety programmes in Mallarpur in collaboration with Police Station, Mayureswar will
be organized with the help of Women Development Cell.

Infrastructure and Learning Resources

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

 Continuous improvement of infrastructure and learning resources.

 Development of additional infrastructure and learning resources.

 Availability of adequate average area of infrastructure per student.

 Optimum utilization of available infrastructure and learning resources.

 Maintenance of infrastructure and learning resources.

 Continuous efforts to obtain grants for infrastructure development.

More specifically, practices of institution in respect to provision of infrastructure and
Learning Resources will be as follows-

 Adequate number of specious and ventilated class rooms.
 Adequate number of specious well equipped laboratories.
 Specious and fully computerized Central Library with ever increasing holdings and user
friendly and comprehensive Library services.
 Seminar hall with audio visual facilities.
 Good quality furniture
 Departmental faculty rooms with departmental libraries, computers and internet
facilities.
 Drinking water facilities with coolers and water purifiers.
 Adequate number of toilet blocks for girl and boy students and staff.
 Well furnished Conference Room.
 Well furnished and fully computerized Administrative Office.
 Spacious, well furnished, well ventilated Cafeteria.
 Boys and Girls Common Rooms.
 Interactive Class Room and
Computing Laboratory
 Science Resource Centre with Central Instrumentation Laboratory, Conference Room
and Smart Class Room.
 Interactive Language Laboratory with 30 learning stations.
 Playground with all possible outdoor sports facilities.
 Well equipped Gymkhana and Gymnasium.
 Spacious N.S.S. and NCC offices.
 Maintenance and cleanliness of infrastructure with in-house as well as outsourced
systems.
 Supply of electricity power with establishment of high power station coupled with
generator facility ensured continuous and uninterrupted flow of electricity.
 Well maintained gardens.
 Well developed Medicinal garden.
 Well secured fire fighting facilities.
 Effective internal communication through intercom facilities.

- Complete automation of Library services.
- Computers at laboratories, offices, Library and departments with LAN.
- Reading rooms facilities to alumni and outsiders.
- Specious vehicle parking facility.
- Efforts to obtain infrastructure development, moderation, up-gradation grants from
UGC, DBT, DST, etc.

Student Support and Progression

- **For Students**
- All the meritorious students from academic, NSS, cultural, sports and research
activities will be felicitated by offering cash prizes, mementos and certificates.
- Additional library cards shall be provided to meritorious students.
- Sport shoes, kits and other essential articles will be provided to the students which will
involve in sports activities.
- Preference will be given in admission to the students who have good performances in
social, sports, cultural, NSS, NCC and research activities.
- Special coaches shall be invited for different games to train the students and promote
the sports.
- Professionals from cultural field like choreographers, directors, musicians and artistes
will be invited to guide the students for promotion of cultural activities.
- The college will organize workshops on dance, music, theatre, fine art and literary, every
year.
- The college will establish Health Centre where first aid and basic medical facilities will be
made available for the students. The services of doctor will be made available in
emergency.
- First aid boxes shall be made available at gymkhana, administrative office and all science
laboratories.
- All the students will be insured under Group Insurance Scheme.

An effort shall be made to start state transport bus and railway concessions to needy
students.

 The college will have a Centre for Career Guidance, Placement and Counseling which will
provide career guidance and placement facilities to the students.

 The college will organize skill based workshops for interior designing and fashion
designing.

 The college will organize welcome ceremony to the fresher's and farewell to the
outgoing graduating students.

19

 Student friendly environment shall be created within the campus to help the students
having rural background to build their confidence.

 for Alumni

 Library and reading room facilities will be extended to the alumni.

 Career guidance and placement services will be provided to the alumni.

 College ground and gymnasium facilities will be provided for physical fitness of alumni.

 Alumni will be invited for social, cultural and academic programmes of the college.

Governance and Leadership

 Institutional Vision and Leadership

 Vision and mission of the institution will be communicated effectively to all stake
holders.

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

 Democratic and transparent organizational structure will be provided to direct access
for free flow of ideas.

 Organizational Arrangement will be made to facilitate

 Decentralized administrative mechanism with accountability.

 Participative functioning of the institution involving all members of the staff.

 Equitable allocation of responsibilities.

Extensive committee structure with clearly defined roles, responsibilities and objectives.
 Efficient Students' Council and Students' Welfare Committee and Women Development
Cells' Council having wide representation of students in decision making, execution of
policies and developmental aspects of the college.
 Minimal interference by the management in the daily functioning of the college.

20

 Strategic Development and Deployment
Perspective plan shall be formulated collectively having thorough review of the academic
programmes and analysis based on feedback and SWOT analysis.

 Human Resource Management
For effective Human Resource Management following steps shall be taken-
 Strategic policy and time bound implementation plans for filling in the vacancies
with qualified faculty and staff.
 Periodical faculty and staff development programmes.
 Comprehensive and effective performance appraisal of faculty and staff.
 Team building, initiatives and good interpersonal relations.
 Conducive work environment.
 Liberty for use of innovative ideas and ICT in teaching-learning system.
 Various staff welfare schemes.

 Financial Management
For effective Financial Management following steps shall be taken-
 Growth oriented budgetary allocation.
 Financial freedom within the allocated budget.
 Effective internal control, monitoring mechanism and timely statutory audit of the
accounts.
 Continuous efforts to obtain development grants from funding agencies such as
UGC, ICSSR, DBT, DST, University etc.