ৰিমেনজ় কলেজ, তিনিচুকীয়া
Women's College, Tinsukia
Affiliated to Dibrugarh University

Institutional Development Plan

2023-2028

CONTENTS

1.   Institutional Profile:

Introduction:

The Women's College, Tinsukia came into being on 9 July, 1966. A handful of visionaries with unstinted support of academicians of the township were behind the genesis of the College. Eminent educationist the Late Uma Prasanna Dey was the founder principal of the College with 78 students on roll as the first batch. The auspicious occasion was blessed by the Late Dr. Indira Miri the revered educationist and pioneer of women empowerment in entire N-E region. At present with the 2(f) and the 12(B) status of the UGC, the College has flourished into a multi faculty institution offering Arts, Commerce and B.B.A. programs with more than 1200 students and a consortium of very talented and dedicated faculties. A full-fledged study centre of the IGNOU and one Distance Education centre of the Dibrugarh University housed in the institution offer various courses at distance mode to aspiring students. Of late a new plot of land has been acquired by the College, where a New Campus is being developed utilizing grants received from the RUSA.

Location:

The College is located at Durgabari (27.4920° N, 95.3537° E), in the heart of Tinsukia – the industrial and commercial hub of Assam and is well connected by Road, Rail and Airways with all the cities of India.

 Location link of the college: https://goo.gl/maps/CYmeyAxeF4yQ2dX18

2.   Mission and Vision:

Mission: To spread the cause of women's education in this remote, academically and economically disadvantaged part of the country and to produce students who are self-sufficient in the real sense of the term and socially conscious human beings who understand the worth of human values.

Vision: To become a Centre of Excellence of the highest order in Women's education and to contribute towards the nation and human civilization enlightening the fairer half of mankind.

3.   Academic & Infrastructure:

The Brilliant results of the College both in the H. S. and the Degree examinations and its ideal location, mixed with its academic ambiance attract students from not only from the entire State, but from other states like Arunachal Pradesh, Nagaland etc. The College is a veritable melting point of diverse cultures and different people – creating a confluence of ideas and attitudes among the students, which makes for its unique character among the Colleges of the region.

4.   Institutional Identity

Name of the Institution	Women's College, Tinsukia
Year of establishment	**1966**
Address of the Institution	**Durgabari, Rongagora Road, Tinsukia**
Name of the Affiliating University	**Dibrugarh University**
Status of Affiliation	**Affiliated under Dibrugarh University**
Nature of the Institution	**Provincialized under Govt. of Assam**
Type of the Institution	**Affiliated College**
UGC Approval status	**Registered under Section 2(f) and 12(B) of UGC Act 1956**
NAAC Accreditation status	**B++ (2nd Cycle up to 29th October 2022)**
Autonomous Status	**Non Autonomous**

5.   Governance:

The governance of the college is based on the principles of participation and transparency. The administrative set up of the college is such that, it ensures full decentralization of power. In order to ensure participation of every stake holders in its governance and decision making, the administration includes representatives from the Students, Teachers, Office Staff and parents in every decision making bodies and encourages them to actively participate and contribute to the growth of the institution.

The institutional leadership goes about the governance in accordance with its Vision and Mission. The fact that the college authority gives due respect to the vision and mission of its founders is quite evident in various practices adopted by the administration. The *Governing Body* is the top administrative body, statutory and autonomous in nature. It has decision making power on matters related to administrative and academic affairs of the college.

A well balanced system is in place for good governance, such as the Governing Body, IQAC, Academic Committee, Academic Performance Monitoring and Counselling Cell, Building Committee, Purchase Committee, Disciplinary Action Committee, Sexual Harassment prevention Cell, Anti Ragging Cell, Medical and Healthcare cell, Students' Union, Alumnae association, Parent-Teacher Association etc. The Principal is the administrative head of the college and enjoys the *drawing and disbursing* power. He is answerable to the Governing Body. To run and oversee the academic affairs, there is a Vice Principal, who with active support from the departmental heads ensures smooth functioning of academic activities in the college. Each department has its own Management Committee (DMC), which plans and executes the departmental affairs for an academic year/ session and enjoys a good deal of autonomy.

6. Task Force Committee (for implementation of NEP):

Sl.No	Name	Designation	Email	Phone
1	Dr. Rajib Bordoloi	Chairperson	wcttsk@gmail.com	9395433471
2	Mr. Dulal Baruah	Coordinator	dulal16@gmail.com	9954224266
3	Mr. Pulak Bhattacharyya	Member	bhattacharyyapulak294@gmail.com	7002737487

7. Self-Assessment for Need Analysis:

7-1. Curriculum Excellence:

Sl. No.	Description	
1	When the curriculum was updated last?	Year: 2020
2	How frequently (time duration) the updating is done?	The College is affiliated to Dibrugarh University. Updating the curriculum is done by the University at definite time intervals.
3	Does the curriculum include Skill development, Enhancing Employability, Generating interest among students for learning higher courses Any other, Please Specify.	. Yes
4	Placement & Progression (2017-22): Percentage of placement of outgoing students and Students progressing to Higher education	51.43%
5	Mention the top five programmes opted by the students	BA in Assamese BA in English BA in Education BA in Political Science BA in Hindi

7-2. Pedagogical Excellence:

Sl.No.	Description	
1	What are the teaching-learning systems currently followed in the institution? (for example, IT enabled learning, traditional method, Experiential method, Team Problem solving, etc)	Lecture, Group discussion, use of ICT, tools, Participatory learning, Experiential method, Experimental learning, Problem solving, etc.
2	Whether practical orientation in relation to Teaching- learning system is given to students?	Yes, Participatory learning, Field visits & Experimental Learning
3	What are the pedagogical tools (Presentation, Demonstration, Field study, Survey, Role Play, Case Study, and Simulations etc.) used for teaching students?	Presentation, Demonstration, Field study, Survey, Role Play, Case Study, Peer Learning, Simulations etc. are used for teaching students.
4	Does the institution conduct regular industry-academia interface? If yes, Mention the number during 2017-22	No
5	What are the innovative teaching practices (like- smart classroom, conferencing, etc) are adopted in the institutes?	Smart classroom, Conferencing, Participative Learning, ICT enabled learning.
6	Does the Institute have the practice of collecting feedback from students? Does the institute implement the suggestions from students' feedback for improving pedagogy?	Yes Yes

7-3. Academic Administration:

Sl.No.	Description	
1	Does the institute have academic calendar for the year?	Yes
2	Does it follow academic calendar strictly?	Yes
3	Does the institute have following systems: a. Mentoring system, b. Proctorial system c. Tutorial system d. Counseling system	a. Yes b. No c. Yes d. Yes
4	Whether detailed lesson plans are given to students?	Yes
5	If yes, is the lesson plan followed strictly?	Yes

6	What type of monitoring system is followed for completing course within set timeframe?	Attendance register, Teacher's Diary, Students' Diary.
7	What type (monthly, quarterly, biannually, annually) of attendance management system is followed in the institute?	Biannually.
8	What type of feedback system is used for appraising the performance of faculty members? 360 degree Students' feedback Self-appraisal CCR	. Student Feedback . Self Appraisal
9	Is the rating communicated to teachers for improvement?	Yes

7-4. Examination Reforms

Sl.No.	Description	
1	What type of examination pattern followed in the institution? Annual, Semester Any other, Please specify	Semester from 2011
2	What is the question patterns followed for examinations? Objective Subjective Any other, Please specify	Objective, Subjective, CCE
3	Whether practical examinations are integrated with the examination system?	Yes
4	Whether Case study/ presentation are part of the examination system?	Yes
5	What types of reforms are required in the present examination system?	It is dependent upon University to which the college is affiliated i.e. Dibrugarh University.
6.	Is the examination system a continuous one? If yes, Please mention in detail	Yes
7.	Is the evaluation system computerized?	Yes
8.	What is the days' gap between completion of examination and publication of result?	As per University rules.
9.	Should the gap be reduced?	Yes

Sl.No.		
10.	If Yes, Please suggest how?	In a semester system the result should be declared within a month from commencement of the examination.

7-5. Infrastructural Development & Maintenance:

Sl.No.	Description	
1	What type of expansion work is required for existing infrastructure?	Expansion of class rooms, staff rooms, sports arena.
2	What type of modernization/renovation works are needed for existing infrastructure? (viz. Laboratories, Library, Networking, Smart classrooms)	High Speed Networking Equipment in Language Lab.
3	Whether creation of a laboratory / Centralized computing / instrumentation facility is required?	Instrumentation facility is required.
4	What type of sophisticated equipment's relevant to growth of different specializations are required by the Institution?	Photo copy machines, refrigerators, speakers, scanners, collar mikes, CCD Cameras, etc.
5	What type of infrastructural development work required for non-academic area for the institution (hostels, parks, residence, sports complex, gym, dispensaries, toilets, cycle stand, girls' common room, etc.)	Garden, parking stand and well equipped sick room are required for infrastructural development.
6	What type of infrastructural development work is needed for making them accessible for differently-abled students?	Lift in every multi storied building, Special toilets for differently able persons.
7	Does the institute maintain the academic and non-academic infrastructure areas?	Yes
8	What are the monitoring mechanisms followed for maintenances?	There is a Disciplinary Committee and Academic Performance Monitoring and Counseling (APMC) Cell for the Monitoring mechanisms and maintenance.

7-6. Stakeholders Involvement

Sl. No.	Description	
1	Does the institute have any mechanism of participatory management in academic, administrative and financial affairs by involving teachers and staff?	Yes
2	Does the institute have any mechanism for enhancing participatory management in academic, administrative and financial affairs by involving Parents?	Yes
3	Does the institute have any mechanism for enhancing participatory management in academic, administrative and financial affairs by involving Alumni?	Yes
4	Does the institute have any mechanism for enhancing participatory management in academic, administrative and financial affairs by involving Students?	Yes
5	Does the institute have any plan for enhancing participatory management in Academic, Administrative and Financial affairs by involving local authorities?	Yes

7-7. Creating Institutional Brand Image

Sl.No.	Description	
1	What steps taken by the institute for building brand image?	Through NSS, NCC, Angshumala, Weaving Centre, Extracurricular activities.
2	Has the institute adopted any innovative practices to build the institutional brand Image?	Yes, through Weaving Centre
3	Does the institute have any centre of excellence?	NA
4	What steps are adopted for promoting the institute as Centre of Excellence?	Through counselling of students
5	Whether multi-disciplinary approach is followed to build and nurture effective brand image?	Yes

7-8.   **Research & Development:**

Sl.No.	Description	
1	What are the research initiatives taken by the institute?	Faculties are involved in research individually.
2	Have the institute identified the thrust areas forresearch work in the institutes? If yes, Please mention the areas	NA
3	How does the institute facilitate the project funding, from sources like: (UGC/AICTE/ICSSR/CSIR/DBT/DST etc.)	
4	Has the institute handled Inter disciplinary project?	NA
5	Has the institute worked on student research project?	NA
6	Has the institute measured the growth in research and development through participationand contributions in International/ National Conferences, Seminars, Symposiums, Workshops, and initiation of academic exchange programs? If yes, give details.	Yes the institute has participated and contributed in National Seminar,Workshop
7	What type of facilities and incentives are provided to faculty members to manage the research work after getting the funding?	Basic infrastructure, equipment and a healthy working environment.

7-9.   **Social Outreach Programmes**

Sl.No.	Description	
1	What are social outreach activities the institute is involved with? Provide details.	The institute has its own NSS and NCC units. Two units of NSS that the college has, have their own annual agenda of various social outreach activities (viz. Cleanliness drives, Special camps at villages, Health and Legal awareness camps, Blood donations etc.), which they undertake utilizing funds received from the NSS Unit of the Dibrugarh University. NCC unit of the college also undertakes similar social outreach activities apart from their normal duties like participation in parades in Republic Day and Independence Day celebration etc.

		There is a dedicated Extension Activity program in the college in the name of "Xahari". It has two wings, the first wing deals with a program viz. "Computer Education at your Doorstep", under which free computer education is provided to needy institutions/ people. The 2nd wing is a Mobile Library, which extends its library services at the doorsteps of various schools/ institutions of the region.
2	Is there any community/peripheral development programme organised by the institute? If yes, mention details.	NSS Camp, Old Age Home visit, Adopted Village visit etc.
3	Does the students participate in sports activities (State/National/International)? Provide details.	Yes
4	Does the students involve with organisations like NSS/NCC/Red Cross?	Yes
5	Are the students given training on self-defence, Yoga & Meditation to augment their physical and mental fitness?	Yes

7-10.   **Monitoring and Evaluation:**

Sl.No.	Description	
1	Does the present administration, academic and financial system need monitoring and development for flawless implementation?	
2	Does the institute have IQAC cell? If yes, State the major functions of the cell.	Yes, IQAC Cell monitors the overall activities regarding the performance of the committees and the students and teachers feedback.
3	Give details of number of meetings held by IQAC for last 3 years.	

4	Does the institute conduct the followings: Academic Audit Energy Audit Green Audit Financial Audit Administrative Audit	Yes Academic Audit Energy Audit Green Audit Financial Audit
5	Mention the audits last done:	
6	What type of decision mechanism adopted by the institute(Centralized/ Decentralized)	Decentralized
7	Does the present system have clarity of control mechanism of the system?	Yes

7-11. **Employment:**

Sl.No.	Description	
1	What are the most important industries in the geographical area of the institute?	
2	Which industries employ the most college graduates?	
3	Which industries provide the best jobs?	
4	Please give similar details with respect to self-employment (agriculture/manufacturing/services sectors) Currently, what jobs are most available in the area? What skills do these jobs require? Please give similar details with respect to self-employment (agriculture/manufacturing/services sectors)	Communication skills & customer handling.
5	What jobs are seeing growth in the area? What will be the jobs of the future? Please give similar details with respect to self-employment (agriculture/manufacturing/services sectors)	
6	What specific skills or attributes are local employers seeking in their employees? What skills do they need, but do not get in local hire? For self-employment, besides skills, what are the other constraints that youth may face? What kind of support do they need?	Subject knowledge and good manners. Spoken English Language. Financial problem. Financial support.

Were conducted to arrive at these needs? (Only mark 'Yes' if the minutes of the findings /proceedingsare on record)

- Surveys of students   : Yes
- Surveys of local industry   : Yes
- Consultation with industry   : Yes
- Consultation with students   : Yes
- Consultation with other stakeholders (specify): Staff
- Workshop on IDP   : No

7-12.   **Supporting Students from Disadvantaged Backgrounds**

Sl. No.	Describe the particular needs of your female, and Scheduled Caste/ Tribe/ Other Backward Caste students by answering the following questions:	
1	What academic programs are female students currently enrollingin? What academic programs are seeing growth in femaleenrolment?	B.A and B.Com
2	What are the employment outcomes for female students after passing out of the institution?	Employability has enhanced, which is evident in number of students getting employed.
3	What is the academic/skill training support that female students may need forimproving employability?	Creative writing, Communicative language, Computer and technical skills
4	What academic programs are Scheduled Caste/Tribe students currently enrolling in? What academic programs are seeing growth in ScheduledCaste/Tribe enrolment?	B.A and B.Com
5	What are the employment outcomes for Scheduled Caste/Tribe after passing out of the institution?	Employability has enhanced, which is evident in number of students getting employed.
6	What is the academic/skill training supportthat SC/ST students may need for improving employability?	Creative writing, Communicative language, Computer and technical skills.
7	What academic programs are differently-abled students currently enrolling in? What academic programs are differently-abled students seeing	No record of differently able students in any stream at present.

	growth in enrolment?	
8	What are the employment outcomes for differently-abled students after passing out of the institution?	N/A
9	What is the academic/skill training support that differently-abled students may need for improving employability?	Creative writing, Communicative language, Computer and technical skills

8.   SWOC Analysis

Strength	• We are a Premier Institution of higher education for Women in this region. • Location at the heart of the town; well connected through Road, Rail and Air. Easier and cheaper mode of conveyance available for students. • Consistently Good Academic Results & Satisfactory Progression record. • Skilled and dedicated faculty members. • Good infrastructure &ICT facilities. • Innovative teaching-learning. • Adequate Computer facilities and satisfactory "student-computer ratio". • Good numbers of Career oriented (Skill Based/ vocational) Courses. • Active *Career Counselling& Placement Cell* and other support services. • Exemplary Extension Services.
Weakness	• Scattered old Campus with insufficient space. • Location at the heart of the town has its own disadvantages viz. noisy and at times hazardous environment (due to heavy and unruly traffic). • Decades old buildings (old academic block), with wear and tear necessitates renovation/ replacement. • Inadequate number of sanctioned posts (both teaching & non-teaching), resulting in huge outflow of fund in recruiting contractual staffs.
Opportunity	• To become a P.G. college under the NEP framework. NEP has provided us with ample opportunities to achieve a great deal of flexibility by introducing local need based courses (vocational) and PG programmes of our choice and capability. • Opportunity for expansion in the newly developed Second Campus. The college is looking forward to creating a comprehensive sports infrastructure with track and field, football, hockey, swimming pool and an indoor stadium. • The newly constructed RUSA sponsored academic building in the new campus has opened new opportunities for us to introduce Science Stream or any other futuristic programs. • Opportunity is there for resource generation utilizing strong Computer facilities at the college. The college has a very strong computer department with three computer laboratories having 164 computers. These computer infrastructures can be utilized for resource generation for making it available to outside parties/ institutions. • Scope for resource generation from its new Start-ups. The college has initiated two new start-ups in the name of "TRIPTI" and "Composite Weaving Centre". TRIPTI is an indigenous snacks production and marketing unit, to which the college itself acts as a self-sufficient market. The "Composite Weaving Centre" is a start-up engage in production and

	sale of traditional "Gamocha" and other ethnic wears. Here also the college is a self-sufficient market. The two start-ups have shown promising growth and it is believed that opportunities are there to expand them further to cover the market outside the college.
Challenges	• To attract students to the *Conventional Courses* offered by the college in the midst of stiff competition from other institutions/ professional colleges. • To achieve optimum level of progression for our graduates to different universities and institutions of higher educations. • To enhance employability of our students by providing them with more relevant skill based/ vocational courses to study along with their regular programmes. • To achieve industry-institution co-operation by introducing programmes that can produce graduates that are attractive to the industries for employment.

9. <mark>**STRATEGIC INSTITUTIONAL GOALS WITH ACTION PLAN**</mark>

The College has long term and short term goals for overall development of the College and has three pivotal aspects in it viz. Academic, Infrastructural & Administrative.

ACADEMIC GOALS		
Sl. No	**Short Term Goals**	**ACTION PLAN**
1	To enhance Employability	-Generate awareness among the students to prepare regarding various avenues of employability beyond stereotyped Government or Private sector Jobs -Provide Skill based education through Add on Courses to all students in a well-planned manner. -Conduct programmes to train students with relevant employability skills under the initiative of Career Counseling and Placement Cell (CCPC). -Prepare students to crack various Competitive exams. -Introduce B.Voc Courses.
2	To prepare all stakeholders of the college for NEP 2020	-Prepare teaching and non-teaching staff for NEP through workshops, symposiums etc. -Sensitize students with different dimensions of NEP related to higher education. -Entrust the responsibility of infrastructural and manpower augmentation to "Infrastructure Development Committee" through proper administrative procedure for proper and smooth implementation of NEP.
3	To develop the college as Multi Faculty One	-Introduce Science Stream in the college. - Approach concerned authority to regularize the existing Commerce stream.
4	To promote Research Activity	-Develop research atmosphere at the college. -Engage students in institutional funded research projects. - to encourage the faculties to pursue research of need based type.
	Long Term Goals	**ACTION PLAN**
1	To achieve the status of a PG College.	-Inspire faculties to engage in research and publications. Introduce Post Graduate Programs in each department.
2	To Developing it into a Multi Faculty Institution.	-follow the guidelines of NEP and plan accordingly. -Introduce futuristic courses on **Science and Technology.**

	INFRASTRUCTURAL GOALS	
Sl No.	**Short Term Goals**	**ACTION PLAN**
1	To develop a green and environment friendly campus.	-Plant trees in the new campus with name plates.
2	To create a comprehensive Disaster Management System and to make the College Disaster Ready Assam.	-To allot separate funds in the budget for disaster management & Rescue Toolkits. -Provide formal training to more volunteers of the college on Disaster Management and rescue with the help from the Civil Defence department.
3	To create new infrastructure in connection with implementation of NEP in the college.	-To apply for financial assistance from the State Govt./ RUSA/ Corporate sectors with specific project proposals. - New classrooms, laboratories, Hostels are to be created.
	Long Term Goals	**ACTION PLAN**
1	To shift the college to the newly created sprawling second campus in a phase-wise manner.	-develop the new campus with a view to introducing science stream.
2	To create a comprehensive Sports facility.	- strengthen the outdoor sports facility of the college. -build an indoor stadium with well-equipped facilities.
3	Income Generation	-develop the old campus located at the heart of the town, into a Business Centre. -increase the production of Handloom and sale in national and international markets. -train students for fish farming in the new campus,

	ADMINISTRATIVE GOALS	
Sl. No	**Short Term Goal**	**ACTION PLAN**
1	To give emphasis on the physical and mental health of teaching, non-teaching staff and students.	-Mental Health Counsellor will conduct regular sensitization programmes to build a stress free environment. -Introduce regular Meditation sessions for the teaching, non-teaching staff and students under Yoga Centre.
2	To Sensitize all Administrative staff/ office staff towards issues viz. Gender biasness, Sexual harassment at work place etc.	To organize regular sensitization/ counselling program especially for Non-teaching staff.
	Long Term Goal	**ACTION PLAN**
1	• To make the administration totally computerised. • Implement e-governance in a comprehensive way.	- To provide regular training to Non-teaching staff to make them comfortable with all IT related programs/ Apps. - Maintain all databases and information in digital form/ cloud.

10. Financial Strategy and Management:

Financial Strategy of Women's College, Tinsukia is strongly committed to fulfilling its mission-related strategic objectives. The College generates revenue mainly from the course fees and other sources such as Rents from ATM (SBI), Jio Net infrastructures, IGNOU Hall Rent, House Rent of Grade-IV Employee, Hall rent from conduction of CA Exam etc.

For smooth financial management, the various Committees of the College associated with financial management works collaboratively and cooperatively. After completion of one financial year, the expenditure statement is prepared for ready reference of government and internal auditors. This expenditure statement also helps us prepare the budget for the next year.

Date: 27-01-2023

Place: Tinsukia

PRINCIPAL

WOMEN'S COLLEGE, TINSUKIA

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