

Perspective Plan: 2017-18 to 2022-23

BAHONA COLLEGE



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JORHAT, ASSAM

PIN- 785101

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About Bahona College:

Bahona College is the only institute of Higher Education in the North East corner of Jorhat that offers Higher Secondary and Undergraduate courses both in Arts and Science. Bahona College started its relentless effort of imparting quality higher education on 16th July, 1966 with a handful of students. This college is a crowd funded college. A delegation of academics, educationists and organisers led by visionary Ram Kr. Boruah established the college in a green sprawling location. In 2016, the college celebrated Golden Jubilee of its glorious existence. In the second cycle visit to the college (2015), the NAAC awarded it B Grade (2.71 point, B+ as per new scale).

Set in a sprawling campus, the college building is surrounded by shade trees, ornamental plants, fruit trees and seasonal flowers in a riot of colours. Free from unhealthy campus activities, Bahona College can boast of a healthy and serene environment.

The college is well connected by bus service and tempo/magic service which ply regularly from 7am to 8pm from the Jorhat city to Nimati Ghat.

Vision:

We are committed to the society in building capability, developing personality and inculcating social and national values through quality education to the students, with equity and justice in rural environment.

Mission:

We are committed to the society in building capability, developing personality and inculcating social and national values through quality education to the students, with equity and justice in rural environment.

Objectives of the college:

The overall objective is to achieve holistic development of the students. The specific objectives are -

- * To foster academic activities that supports the mission of the College.
- * To equip the students for higher education, job placement, building capability and develop work culture.
- * To develop national, social and cosmopolitan values for responsible citizenship.
- * To provide opportunities for civic and cultural development in the communities that feed the College.

Strengths, Weaknesses, Opportunities and Challenges:

IQAC of Bahona College has identified its Strengths, Weakness, Opportunities and Challenges. These Strengths, Weakness, Opportunities and Challenges are-

Strengths of the institution:

- **Pre-designed vision and mission**
- **Well-designed master plan**
- **Governing consisting of reputed scientist, renowned academician (Dr. R. C. Baruah, Retired CSIR Outstanding Scientist, Acting Director, CISR, NEIST, Jorhat)**
- **Financial transparency and systematic documentation**
- **Increasing trend of enrolment**
- **Cooperative faculty and office staff**
- **Well-structured and participatory and decentralized governance**
- **Increasing academic flexibility**
- **Well structured IQAC framework**
- **Growing e-learning and research ambience**

Weakness of the institution:

- **Congested setting of class rooms**
- **Infrastructural facilities of games & sports still beyond up to the mark**
- **No institutional hostel facilities for boys**
- **Semester system is yet to be students friendly so far as the revaluation matter is concerned**
- **Under use of College Library due to active role of departmental libraries**
- **Inadequate ICT facilities**
- **Lack of institutionally managed transportation facilities**
- **Consultancy services are not linked with income generation**

Opportunities of the institution:

- **Peaceful environment and cooperative neighbourhood**
- **Enthusiastic research environment**
- **Dynamic work culture**
- **Alumni's cooperation and sense of belongingness**

- Availability of fund under various schemes
- Growing involvement with vision and mission of the college
- Scope of collaboration for research activities as the College neighbours several research institutions.
- Semester programme with fixed academic calendar
- Positive attitude towards students' support

Challenges before the institution:

- To improve input-output quality difference
- To adopt strategy for the use of full intake capacity of the departments
- To build up a self-promoting quality development mechanism
- To upgrade sports facilities and other extracurricular aspects
- To develop and maintain a green campus
- To increase campus facilities with expansion of land area
- To promote ICT amenities
- To strengthen students support mechanism
- To make self learning and development a continuous effort

The Process of the Perspective Plan:

The Perspective Plan of Bahona College is the outcome of the long exercise of the Perspective Plan Preparation Committee form by IQAC. While preparing the plan, the committee consulted with members of the IQAC, HoD's, students and alumni of the college both in formal and informal set up. The Perspective Plan Preparation Committee has considered the following 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. Dibrugarh 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.

Aims and objectives of the Perspective Plan:

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

- 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 ensure maximum utilization of all resources- human, financial and physical 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 by students from a wide range of disciplines.
- To set directions of extension activities of the college.
- To lay the foundation for a quality autonomous-grade institution.
- 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 2017-18 to 2022-23.

- 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 research and extension activities
- To maximize the good practices in different arenas for attaining quality benchmarks in different paradigms.
- 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 2017-18 to 2022-23:

The College perspective plan is prepared for a period of five academic sessions that is from Academic Year 2017-18 to Academic Year 2022-23. This 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. The perspective plan of the college is-

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 department level and college level.**
- 4. Introduction of new course/programmes in the college both at UG and PG level in regular and distance mode.**
- 5. Introduction of five new Certificate Courses for UG Students.**
- 6. Introduction of skill based add-on short term courses to enhance job / Self-employment potential of students.**
- 7. Better utilization of facilities under Bio-Tech Hub for research, fund mobilization, collaboration etc.**
- 8. Identification of cross cutting issues in the syllabus and conducting classes on these issues for students of other students.**
- 9. Promotion of Gender Sensitivity, Environmental Awareness, Human and Professional Values in curriculum transaction.**
- 10. Promotion of experiential learning through project works, field works.**
- 11. Increasing the number of internship programs for students.**
- 12. Introduction of five new Certificate Courses for UG Students.**
- 13. Update of course syllabus of currently running courses.**
- 14. Preparation of Class Routine for entire college by maximum utilization of resources available.**
- 15. Preparation of Lesson Plan by departments before the start of the academic session.**
- 16. Maintenance of Daily Class Record by all the departments.**
- 17. Preparation and Submission of Syllabus Completion Certificate.**
- 18. Preparation of Semester wise Class Allotment report for UG and HS Courses.**
- 19. Conduction of Tutorials and proper recording of the tutorials in register.**
- 20. Conduction of Remedial Classes and preparation of Remedial Class record of the Departments.**
- 21. Promotion of teachers' exchange, students exchange for better curriculum transaction.**
- 22. Introduction of Teachers Diary, Student Diary and HoDs Diary for recording of daily curricular and co- curricular activities.**
- 23. To develop a well structured feedback system for students, teachers, alumni, employers and parents.**
- 24. To conduct Academic Audit in every three years.**
- 25. To strengthen the ongoing curricular programmes of the college.**

Teaching-Learning and Evaluation:

- 1. To increase the number of enrollment in BA and BSc 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 learning, 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 maximise 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 Dibrugarh 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 corpus 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 the 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 programs engaging NSS, NCC, Women Cell and Community Extension Cell 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 promote research work in the institutional bio-tech hub.**
- 19. To upgrade the labs and to purchase necessary equipments for research activities in the college.**
- 20. To optimize the use of facilities available in the college for research and extension work.**
- 21. To work for establishing linkages between villages and market.**
- 22. 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 infrastructures 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 all the classrooms with ICT facilities like LCD Projectors, Smart boards, interactive boards etc.**
- 6. To upgrade the seminar halls with modern facilities.**
- 7. To construct at least two new seminar halls with ICT facilities.**
- 8. To develop a round table conference hall with modern ICT facilities.**
- 9. To renovate the Principal's chamber and to develop a small conference hall with the chamber with LCD projector.**
- 10. To spent a good portion of the fund for infrastructure augmentation.**
- 11. To spent a good portion of the fund for maintenance of the academic and physical facilities.**
- 12. To collect through purchase and donation, books and journals of rupees 1lakh annually for the library.**
- 13. To digitize the library with e-books, journals, surfing computers, subscription of NLIST etc.**
- 14. To take initiative for automation of the library.**
- 15. To upgrade the library with RFID technology.**
- 16. To make internet available for both students and staff.**
- 17. To purchase Computer for computer labs and for students use.**
- 18. To replace outdated computers with updated configuration computers.**
- 19. To purchase additional printers and necessary accessories.**
- 20. To construct a Boys' Hostel.**
- 21. Renovation of the old buildings**
- 22. To upgrade and renovate the toilets of the college.**
- 23. To construct a new building for Arts departments.**
- 24. To formulate a systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.**
- 25. To enhance the security system of the college by installing sufficient number of CCTV cameras.**
- 26. 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 since their schooling level.
2. To encourage and help students in getting scholarship, financial assistance, fellowship and freeships from Non-Governmental funds.
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 in-house 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 students 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 students 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 students to take part in cultural and sports activities at university, international, national, state and local level.
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 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.**

Governance, Leadership and Management:

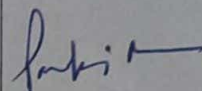

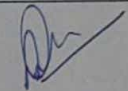
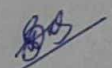
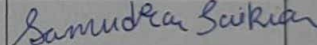
- 1. To reframe the Vision and Mission of the college.**
- 2. To adopt policy for more decentralize and participative management governance.**
- 3. To adopt e-governance mechanism in Administration, Finance and Accounts, Admission and Support and Examination.**
- 4. To make the employees welfare mechanism 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 NIRF, 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.**

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 vermicompost 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 and will also encourage people in neighboring areas to work for the conservation and 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.**

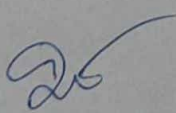
25. To form a committee to monitor and implement the Code of Conduct.
26. To observe or celebrate national and international commemorative days, events and festivals.
27. To identify at least four distinct features of the college and work on these areas.
28. To identify at least two innovative and best practices of the college

Perspective Plan Prepared and Submitted by

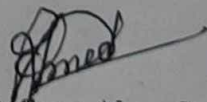
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Samudra Saikia	Student Member, Perspective Plan Preparation Committee	

Perspective Plan Accepted and Implemented

IQAC, Bahona College accepted and adopted the perspective plan on 16/07/2017


(Dr. P. K Dutta)
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Bahona College

Principal
Bahona College


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