

K. K. Das College

**GRH – 17, Baishnabghata – Patuli
Kolkata – 700084
West Bengal
India**



CRITERION VI

Governance, Leadership and Management

Key Indicator

6.2. Strategy Development and Deployment

6.2.1

Additional Information

The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, deployment of institutional Strategic/ perspective/development plan etc.

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Perspective Plan




**K. K. DAS
COLLEGE**

GRH - 17,
BAISHNABGHATA-PATULI,
GARIA, KOLKATA - 84



**PERSPECTIVE PLAN
2018-2028
AND
STRATEGIES FOR
DEPLOYMENT**


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Introduction

Perspective Plan is a detailed futuristic map drawn by K. K. Das College to enhance institutional quality, keeping in mind the requirements of the various stakeholders. The principal of the college along with the Internal Quality Assurance Cell chalked out in much details the long-term plan for providing quality education and moving towards excellence.

The Perspective Plan, 2018-2028 of the K. K. Das College hence prepared carefully took into consideration the following:

- Vision and Mission of the College
- Core Value of the College
- Quality Policy of the College
- Recommendation of NAAC peer Team (First Cycle)

Vision

Building sensitive and self-reliant citizens - confident and competent and help them to develop as complete human beings.

Mission

1. To create an academic environment in the college and to ensure quality in teaching and learning.
2. To impart the kind of education which promotes knowledge as well as skill.
3. To promote holistic development of students with special emphasis on girl students.
4. To provide cultural enrichment and lifelong learning.
5. To develop their inherent qualities.




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Core Value

"Tamaso Maa Jyotir Gamaya" – From Darkness (Ignorance) to Light
(Knowledge)

Quality Policy

Small is Beautiful

Goals of the Perspective Plan

Keeping in mind the core value ("Tamaso Maa Jyotir Gamaya" – From Ignorance to Knowledge), the Perspective Plan has been drafted emphasizing upon the improvement of the Teaching-Learning process. After several discussion and planning with all the members of the cell, HOD's, Librarian and sub-committee conveners, IQAC has framed the Strategic Goals for next ten years in the following manner:

I. Strengthening Internal Quality Assurance System

- Maintain the academic excellence through periodic review by IQAC & yearly Academic & Administrative Audit
- Establish linkages with Industries (Recommendation of NAAC peer team(First Cycle))
- Establish academic linkages with other Institutions for collaborative quality initiatives
- Organise Seminars for the benefit of both faculty and students
- Participation in NIRF
- Arranging other quality audits like Gender Audit and Green Audit etc.
- Encouraging water conservation through Rain Water Harvesting
- Strengthening alumni activities




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2. Creating an Optimal and Positive Academic Environment

- Introduction of CBCS as and when implemented by the Affiliating University (NAAC recommendation – First Cycle)
- Introduction of new courses
- Introduction of more Add-On and Value-Added Courses (Recommendation of NAAC peer team (First Cycle))
- Conducting Skill Development Programmes
- Organizing Workshops and FDPs for teachers on use of advance teaching aids and adopt enhanced ICT techniques
- Updating the library with appropriate books as suggested by the faculty time to time.
- Following a transparent and fair feedback system
- Reformation of Continuous assessment process to measure outcomes

3. Enhancing Research Culture

- Encouraging teachers to join Ph. D programme
- Motivating teachers to apply for Research Projects (Recommendation of NAAC peer team (First Cycle))
- Publishing QUEST – An ISBN book consisting of original research contributions of teachers, at regular intervals.
- Organizing various seminars / symposiums on different research topics, workshops on Research Methodology and Intellectual Property Rights (IPR)
- Collaborations with Institution for conducting research activity




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4. Improving Student Support services & participation

- Budget allocation for students' development programmes and activities
- Providing career guidance, arranging Trainings & Placement Activities
- Modification and enhancement of ICT infrastructure (Recommendation of NAAC peer team (First Cycle))
- Full Automation in college library with ILMS (Recommendation of NAAC peer team (First Cycle))
- Organize Sports and Cultural competitions and programmes
- Motivating students to participate in Sports and Cultural Programmes at competitive levels
- To take incentives for students Internship programme and placement.

5. Ensuring Good Governance

- Vision, Mission and their articulation in every key position
- Leadership development through decentralization
- Smooth Working of sub-committees & cells
- Code of conduct and policy formulation, approval and implementation
- Establishing fair and transparent performance appraisal system
- Staff welfare policy implementation
- Empowerment of teaching and non-teaching staff through workshops and training programmes for better governance
- Introduction of Consultancy Activities (Recommendation of NAAC peer team (First Cycle))
- Consideration of space for construction (Recommendation of NAAC peer team (First Cycle)) and infrastructural development work
- Consideration of a second campus.




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6. Engagement in Community Activities, Volunteering and Civic Responsibility

- Expansion of community services programmes through Students' Council and NSS
- Encouraging students for serving the society
- Organise gender sensitization programmes, health related awareness programmes and health camps, commemorative days observation programmes
- Environment awareness programme.
- Clean and Green campus initiative programmes
- Green initiative beyond the Campus

Strategy for Implementation and Monitoring

IQAC prepares a yearly action plan on the basis of the Perspective plan. Principal along with the other members of IQAC review the plan and its deployment. The Departmental heads & sub-committee convenors prepare the detailed reports and submit to IQAC. On the basis of these reports IQAC prepares an annual report. AQAR reflects the outcome of all these reports. Finally, the AQAR is forwarded to Governing Body for further discussions and approval.

Conclusion

Strategic planning is a tool in the hands of the college to choose in advance the possible policies and paths to achieve its goal of development. Planning for long term, taking into consideration so many premises including the dynamic environmental factors and its own strengths and weaknesses, is a daunting task. IQAC pondered about the wellbeing of the college and chalked out its perspective plan – the roadmap for the future of the institution.



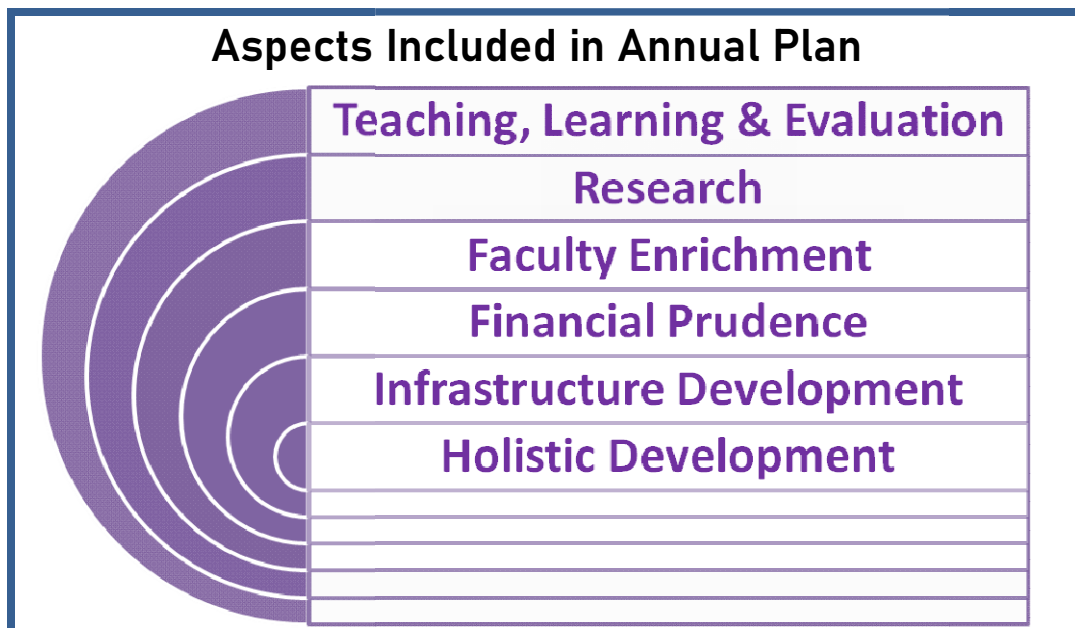
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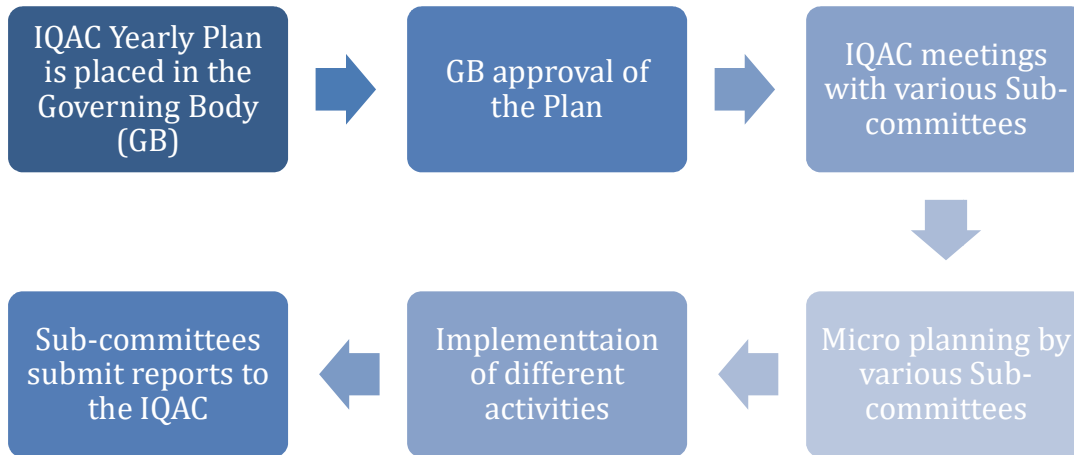
Aspects Included in Annual Plan



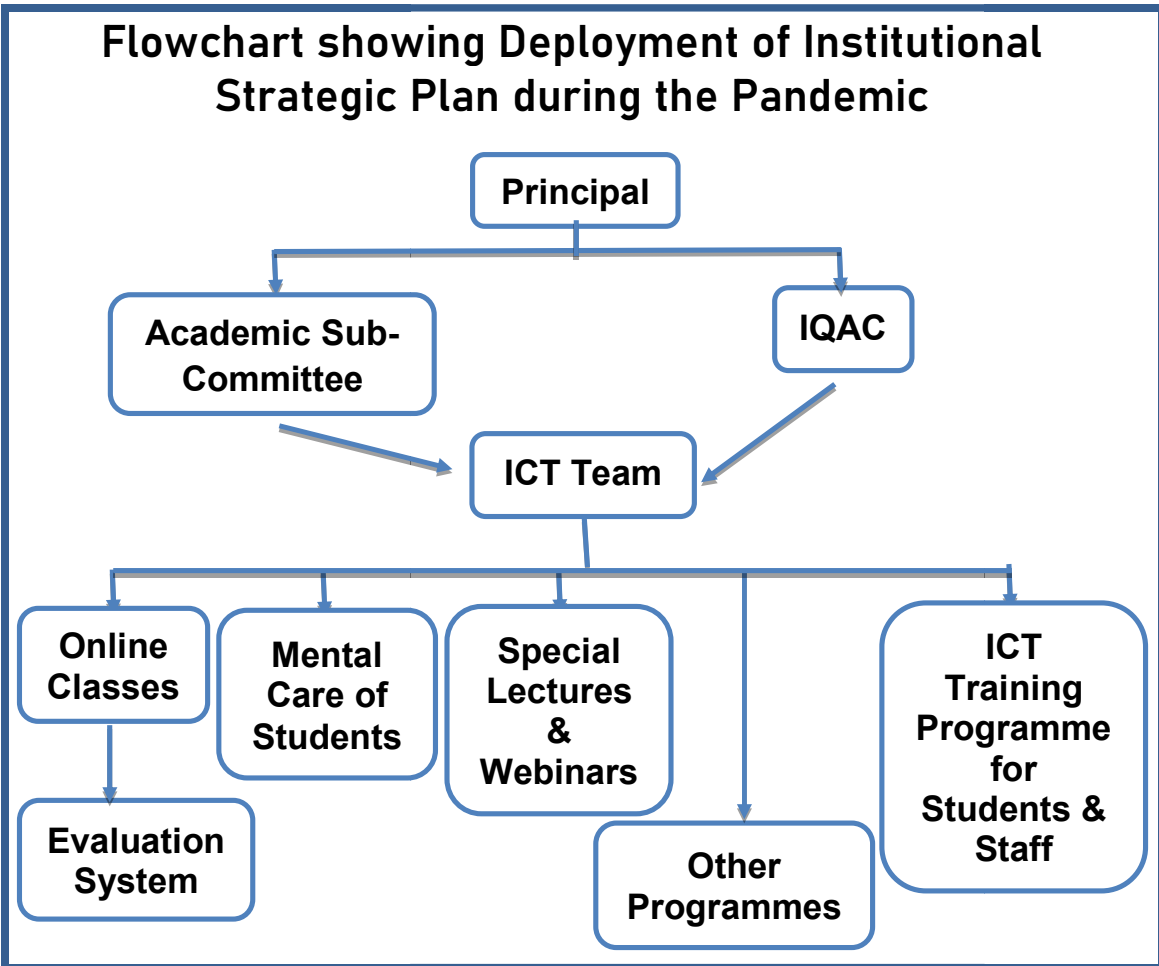

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Flowchart showing Deployment of Institutional Strategic Plan



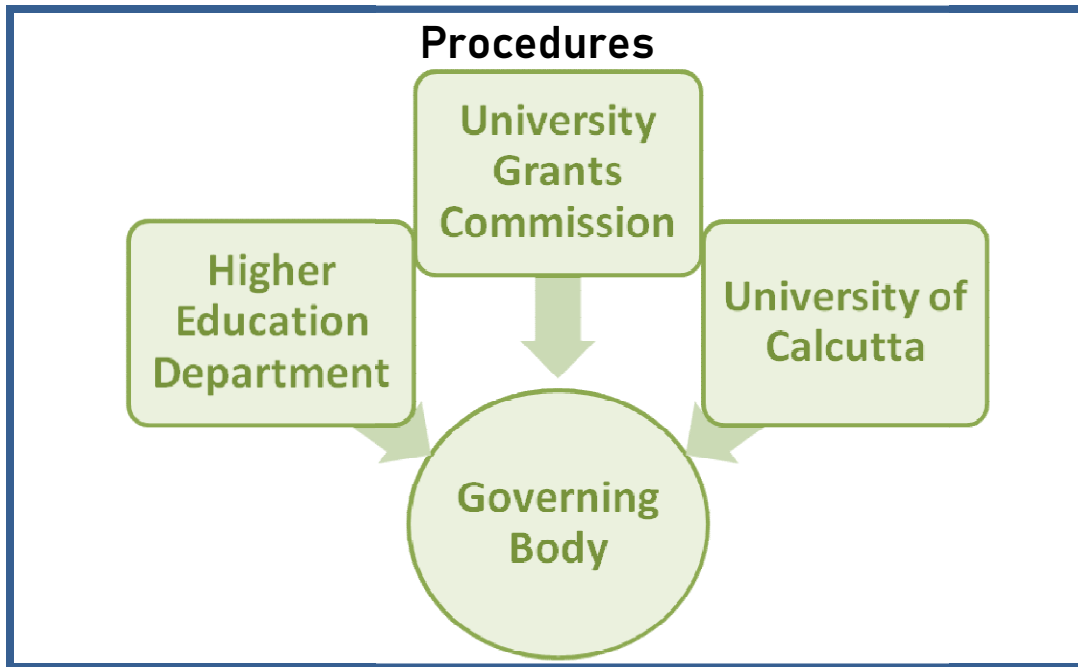

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College functions as per statute of the affiliating university and follows academic guidelines issued by it. Order from Higher Education Department of Government of West Bengal is also adhered to. The Governing Body formulates policy for the development of infrastructure and academic affairs. All major financial and administrative decisions are taken by Governing Body in compliance with recommendations of IQAC and other statutory and non-statutory sub-committees which ensure decentralization and participatory management.




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West Bengal Universities & Colleges (Administration & Regulations) Act, 2017 & Service Rules

Registered No. WB/SC-247

No. WB(Part-III)/2017/SAR-16



Extraordinary
Published by Authority

CHAITRA 1]

WEDNESDAY, MARCH 22, 2017

[SAKA 1939

PART III—Acts of the West Bengal Legislature.

GOVERNMENT OF WEST BENGAL

LAW DEPARTMENT

Legislative

NOTIFICATION

No. 325-L.—22nd March, 2017.—The following Act of the West Bengal Legislature, having been assented to by the Governor, is hereby published for general information:—

West Bengal Act VII of 2017

THE WEST BENGAL UNIVERSITIES AND COLLEGES
(ADMINISTRATION AND REGULATION) ACT, 2017.

[Passed by the West Bengal Legislature.]

[Assent of the Governor was first published in the *Kolkata Gazette, Extraordinary*, of the 22nd March, 2017.]

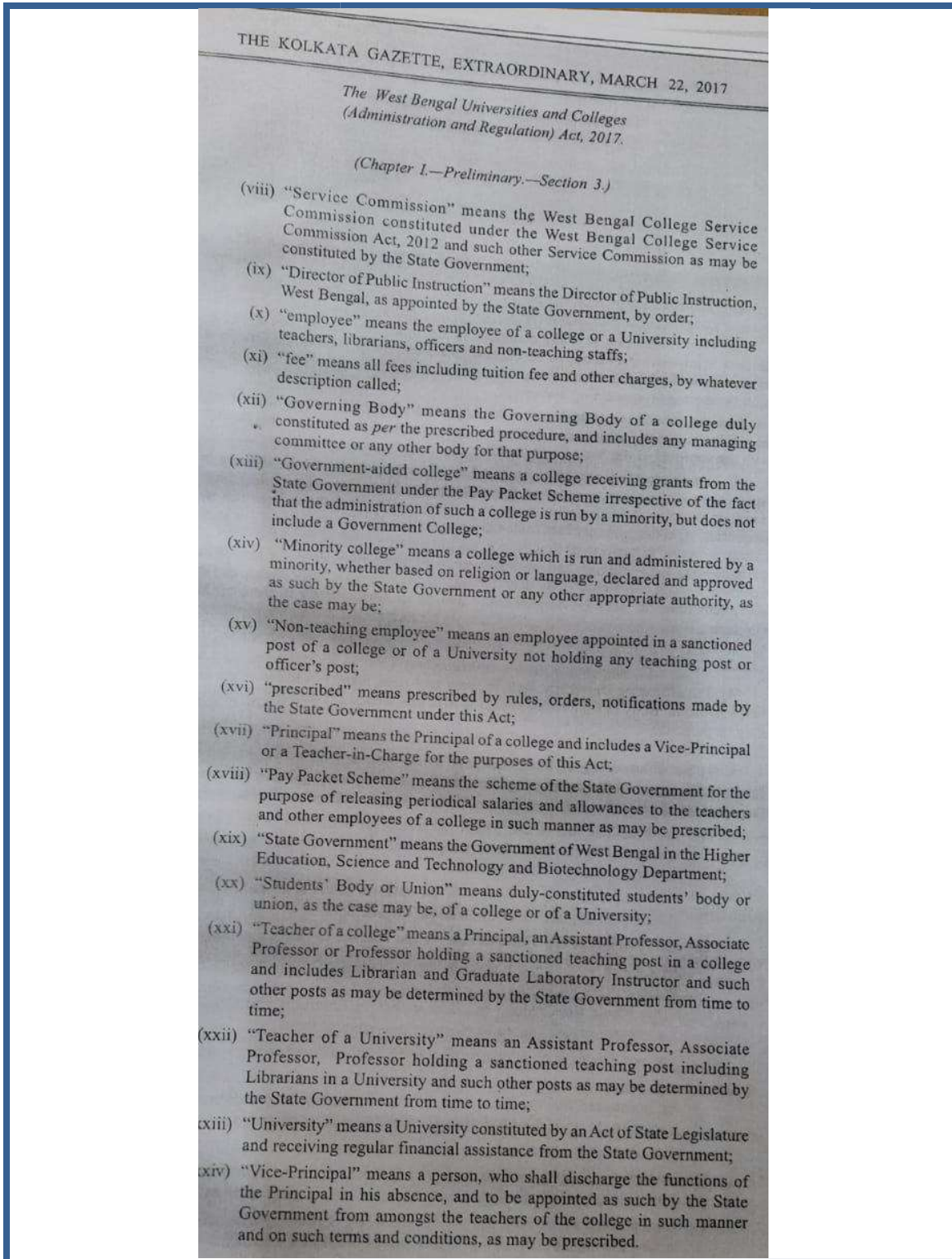
An Act to provide better administration and to improve the quality of education in the State-aided higher education institutions in West Bengal and for such other matters connected therewith and incidental thereto.

WHEREAS, it is considered necessary and expedient to improve the functioning of the State-aided Universities and Government-aided colleges of West Bengal, and to bring about a certain uniformity and standardisation in the rules, practices and procedures of these educational institutions, and to ensure efficient and optimum utilisation of the resources at their disposal, and to clearly define the rights and duties of the various stakeholders as well as address their service and welfare-related issues, and to bring in greater responsibility, transparency and accountability among the


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	2	THE KOLKATA GAZETTE, EXTRAORDINARY, MARCH 22, 2017
		<i>The West Bengal Universities and Colleges (Administration and Regulation) Act, 2017.</i>
		<i>(Chapter I.—Preliminary.—Sections 1-3.)</i>
		managements and employees of the said Publicly-funded higher education institutions while respecting their need for institutional autonomy, and to effect a synergistic functioning among the State Government, the State-aided Universities and Government-aided colleges so as to achieve an efficient and vibrant higher education system, and for such other matters connected therewith and incidental thereto;
		It is hereby enacted in the Sixty-eighth Year of the Republic of India, by the Legislature of West Bengal, as follows :—
		CHAPTER I Preliminary
Short title, extent and commencement.	1.	(1) This Act may be called the West Bengal Universities and Colleges (Administration and Regulation) Act, 2017. (2) It shall extend to the whole of West Bengal. (3) It shall come into force on such date or dates as the State Government may, by notification in the <i>Official Gazette</i> , appoint.
Application of the Act.	2.	This Act shall apply;— (i) to all Universities established by or under any Act of the State Legislature and are receiving financial assistance from the State Government in any form; and (ii) to all colleges including Colleges run by minorities, subject to specific provisions and exceptions made under this Act, and the provisions of the Constitution of India and which are receiving financial assistance on a regular basis from the State Government through the Pay Packet Scheme.
Definitions.	3.	In this Act, unless the context otherwise requires;— (i) “academic year” comprises of a period throughout which academic instruction is being given to a student in a particular Calendar year; (ii) “actual income” in relation to a college, means the income actually realized by a college by way of tuition fees, fines and other charges from the students, by whatever name called; (iii) “affiliated” in relation to a college, means affiliated to a University; (iv) “Administrator” means an administrator of a college appointed by the State Government or by the affiliating University; (v) “appointing authority” shall, for the purpose of this Act mean, the authority empowered to make appointment of any person in any post in any college or in any University in a prescribed manner; (vi) “college” means a Government-aided college but shall not include a private or self-financing college; (vii) “college authority” means the Governing Body or the Managing Committee or any other body, by whatever name called, charged with the management of the affairs of the college and shall include an Administrator for the purpose of this Act;

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*The West Bengal Universities and Colleges
(Administration and Regulation) Act, 2017.*

(Chapter II.—Administration of Colleges.—Sections 4, 5.)

CHAPTER- II

Administration of Colleges

Governing Body
of Colleges.

4. (1) There shall be a Governing Body in every college to be constituted in the manner and procedure provided under the provisions of this Act.

(2) Notwithstanding anything contained in any other law for the time being in force or in any custom or usage to the contrary, the constitution, powers and functions of the Governing Bodies for all colleges shall be uniform irrespective of the nature of their promoting or sponsoring bodies:

Provided that the Government-aided colleges run by minorities may adopt their own rules regarding constitution, powers and functions of their Governing Bodies with the approval of the State Government.

(3) Notwithstanding anything contained in any other law for the time being in force, or in any custom or usage to the contrary, the State Government shall have power to, dissolve the Governing Body of a college, other than the college run by minorities, if, in the opinion of the State Government that the Governing Body of such college is unable to perform its functions as per provisions of this Act or the statutes of the affiliating University, or the continuance of the Governing Body or any of its members in such Governing Body is detrimental to the interest of the college, and in every such case, the State Government may appoint an Administrator in place of the Governing Body who shall discharge all functions for such period as may be determined by the State Government or until constitution of a new Governing Body, whichever is earlier.

(4) The affiliating University shall, in every such case, take steps to constitute the new Governing Body of such college referred to in sub-section (3) within such time as may be prescribed.

Constitution of
the Governing
Body.

5. (1) Notwithstanding anything contained in any other law for the time being in force or in any custom or usage to the contrary, the Governing Body of every Government-aided College shall consist of the following members, namely:—

(i) the President shall be a person interested in education, and shall be nominated by the State Government from amongst the members of the Governing Body or from outside:

Provided that the employees or the students of the concerned college shall not be eligible for nomination as President;

(ii) the Principal or the Vice-Principal or the Teacher-in-Charge, as the case may be, of the concerned college, who shall act as the *ex officio* Secretary to the Governing Body;

(iii) three whole time regular teachers including librarians and Graduate Laboratory Instructors, to be elected from amongst them;

(iv) one non-teaching employee to be elected from amongst them;

(v) two persons to be nominated by the State Government and one person to be nominated by the West Bengal State Council of Higher Education constituted under the West Bengal State Council of Higher Education Act, 2015 respectively;

West Ben. Act
X of 2015.

(vi) one representative from amongst the donor of the college or from the sponsoring body promoting the establishment of the concerned college;

(vii) two persons to be nominated by the affiliating University from amongst eminent educationists, of whom at least one shall be a woman;

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*The West Bengal Universities and Colleges
(Administration and Regulation) Act, 2017.*

(Chapter II.—Administration of Colleges.—Sections 6, 7.)

(viii) one student representative, who shall be the General Secretary of the duly-constituted Students' Body or Union, as the case may be, of the college.

(2) All existing members of the Governing Bodies which were constituted immediately preceding the date of coming into effect of this Act shall continue to be the member of such Governing Body until the normal tenure of the Governing Body expires by efflux of time or unless it is dissolved by the State Government, whichever is earlier.

(3) The tenure of the Governing Body shall be such as may be determined by the State Government from time to time.

(4) Every meeting of the Governing Body shall be convened in the name of the President:

Provided that the President's absence in any meeting of the Governing Body shall not invalidate the proceedings of the Governing Body if any one of the nominees of the State Government is present in such meeting and the quorum has been duly formed:

Provided further that one third of the members shall form a quorum in every meeting of the Governing Body.

(5) Powers and functions of the Governing Body shall be such as may be provided in the statutes of the affiliating University.

Duties of the
Principal.

6. (1) To improve the functioning of the colleges, the college management shall introduce different measures for ensuring attendance, punctuality and work output, as may be prescribed by the State Government from time to time.

(2) For all employees of the college there shall be prepared Annual Confidential Report and Performance Appraisal Report for every year in such manner and to be maintained in such form as may be prescribed by the State Government, from time to time.

(3) Every employee of the college, including the Principal, shall submit in a sealed envelope before the Governing Body, with a copy to the State Government, an annual declaration of his assets of movable and immovable properties in such manner as may be prescribed in this behalf.

Funds and
accounts of
college.

7. (1) There shall be a fund in every college which shall be credited with all money received from tuition fees and other fees and charges as may be determined by the State Government from time to time.

(2) Every college shall maintain proper records of accounts which shall be duly audited internally by a qualified State Government-empowered Chartered Accountant as defined under section 2 (b) of the Chartered Accountants Act, 1949, in the manner as may be prescribed and shall submit such accounts before the State Government annually within six months of the following Financial Year.

38 of 1949.

(3) Subject to the provisions of sub-section (2), the State Government shall cause periodic audit of the fund and accounts of every college in such manner as may be prescribed.

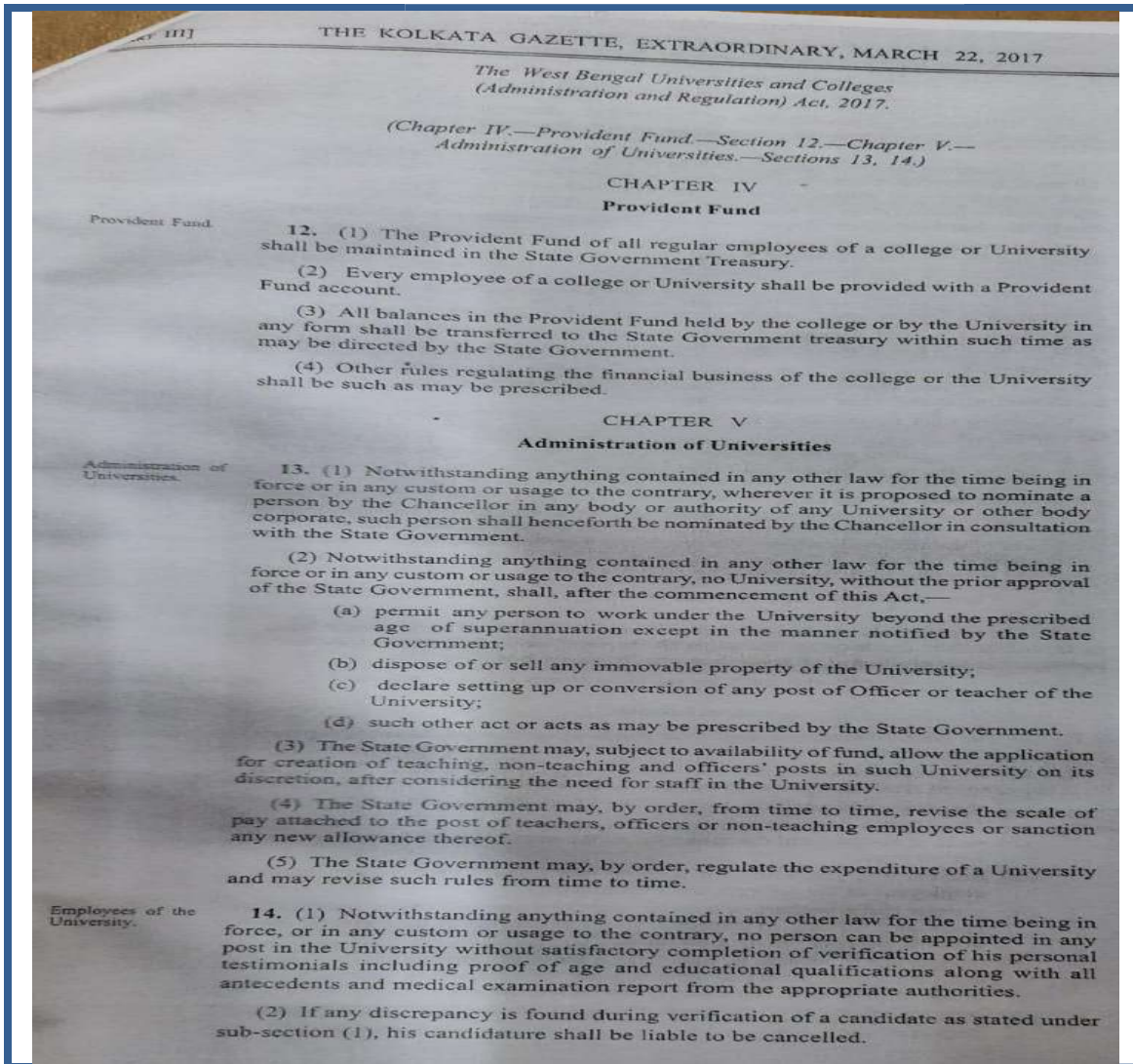
(4) If any college fails to comply with any of the provisions of this Act, the State Government may take such action as it may deem necessary and lawful.

(5) If any college, other than the college run by minorities, fails to comply any of the provisions of this Act, the State Government may, by order, supersede the college authority for a certain period and appoint an Administrator to discharge the functions of the college for such time as may be determined by the State Government.

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THE KOLKATA GAZETTE, EXTRAORDINARY, MARCH 22, 2017 [P	
<p><i>The West Bengal Universities and Colleges (Administration and Regulation) Act, 2017.</i></p> <p><i>(Chapter II.—Administration of Colleges.—Sections 8, 9.—Chapter III.— Employees of Colleges—Sections 10, 11.)</i></p>	
Inspection.	<p>8. (1) The State Government may, from time to time, cause inspection of the affairs of the college, other than the college run by minorities, including its administrative and financial activities as and when the State Government considers it necessary.</p> <p>(2) Such inspection shall ordinarily be made upon prior notice to the college authority.</p>
Students' Body or Union of Colleges.	<p>9. (1) There shall be a Students' Body or Union, as the case may be, in every college and the General Secretary of such body or union shall be a member of the Governing Body for a period of one year from the date of his election.</p> <p>(2) The composition, functions, duties and responsibilities of the Students' Body or the Union, as the case may be, including the manner, procedure and eligibility to participate in the election shall be such as may be prescribed.</p>
<p>CHAPTER III</p> <p>Employees of Colleges</p>	
Appointment of teachers, librarians and non-teaching employees.	<p>10. (1) Notwithstanding anything contained in any other law for the time being in force or in any custom or usage to the contrary, appointment of all teachers, librarians and other employees of every college, except the colleges run by minorities, shall be made by the Governing Body, on the recommendation of the Service Commission.</p> <p>(2) A recommendation of the Service Commission shall not automatically confer any right upon the candidates for appointment and shall be subject to satisfactory completion of verification of his personal testimonials including proof of age and educational qualifications along with all antecedents and medical examination report from the appropriate authorities.</p> <p>(3) If any discrepancy is found during verification of a candidate as stated under sub-section (2), his candidature shall be liable to be cancelled.</p> <p>(4) The terms and conditions of service including the manner and procedure of holding disciplinary proceedings and punishment thereof, of all the employees of the colleges shall be such as may be prescribed.</p>
Transfer of employees of the college.	<p>11. (1) Every teacher, librarian and non-teaching employee of a college, other than colleges run by minorities, may, once in a life time of his service apply for mutual transfer or transfer of his own seeking in any other college within the State in such manner as may be prescribed.</p> <p>(2) The State Government may, in the interest of public service, place the service of any teacher, librarian or non-teaching employees to another college on transfer.</p>

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Important Links in the Official Website of K. K. Das College

Topics

Links

WB Universities & Colleges Act and WB Service Rules <https://www.kkdascollege.ac.in/service-rule>

Code of Conduct – Handbook <https://www.kkdascollege.ac.in/code-of-conducts>


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Policy Document (Sample)




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ADMISSION POLICY

- Admission sub-committee is formed accomplished of HoDs of all departments, Librarian, Technical Support Persons from the ICT Cell and Non-teaching Staff, which is approved by the Governing Body of College.
- Admission Process has been conducted through Online System, no physical presence of applicants are being entertained.
- Admission Process has been conducted on purely transparent way and strictly made on the basis of Merit Marks and obeying Category Wise Reservation Policy.
- The Admission Process through online Portal starts as per the Instruction/Order of Government of West Bengal and the University of Calcutta.
- Merit List of all valid applicants are published according to their merit.
- Afterwards Admission Lists are being published accordingly as per availability of seats.
- Each and every applicant (name published in the current Admission List) are informed through e-mail & Mobile message for confirming their admission through online portal paying requisite Admission Fees through online Payment Gateway.
- After confirming their Admission through online Admission Portal, the Newly Admitted Students has to verify their original documents (uploaded on the portal during the application) on the day of Orientation or afterwards before University Registration Process starts.




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