STRATEGIC PLANNING AND DEPLOYMENT DOCUMENT

(2018-19 TO 2022-23)

HEMWATI NANDAN BAHUGUNA
GOVERNMENT POST GRADUATE COLLEGE KHATIMA
UDHAM SINGH NAGAR, UTTARAKHAND

MESSAGE

Hemwati Nandan Bahuguna Govt. P.G. College of Science, Commerce, and Arts, a non-profit-making institute has been set up to promote high education standards. With the help of dedicated and experienced faculty members with some of the modern teaching and lab facilities, the institution offers innovative, undergraduate degree, postgraduate, and diploma programs matching the requirements of the industry and society at large.

The institute was established in 1988 and many batches of Science, Commerce, and Art have already passed out successfully and another batch is on the verge of outgoing. This is the right time that the institute should embark on its journey of success in the coming years. The preparation of a **'strategic planning& deployment document'** is the first step toward this direction. The enthusiastic faculty members under the leadership of the Principal, HODs brought out the best possible detailed strategies and deployment plans. I am confident that this team will implement the strategic plan in its total spirit.

Principal 27/09/22

PREFACE

For an organization, strategic planning is very essential to accomplish the Vision and Mission, which it dreams of. Strategic planning is a continuous process with a specific focus on accomplishing institutional goals in this competitive world. Strategic Planning and deployment document (SPDD) is based on an analysis of current obstacles and future opportunities and envisages the direction in which the organization should move to achieve its set goals and objectives.

The first part addresses the vision, and mission which the institute dreams along with core values, and institutional long-term & short-term goals. These are defined and guided by the stakeholders (College administration, leadership, HODs, faculty, staff, industry, students, alumni, and parents) through SWOC analysis. After analyzing the internal and external environment, the institutional goals were set up in all possible growth domains through the continuous thought process and discussion with HODs and faculty members. The strategies with action plans were decided to achieve institutional strategic goals.

While formulating the strategic plan and deployment document, care has been taken to involve all stakeholders to help contribute their part which is vital for the success of every organization. An effort has been taken to identify the While formulating the strategic plan and deployment document, care has been taken to implementation processes and monitoring by identifying measurable targets in line with the desired outcomes. This will emerge to be the guiding force for HNB GOVT. P.G. COLLEGE to achieve its goal to become an institution of Academic Excellence and provide professional skilled young citizens to society.

VISION, MISSION & GOAL

OUR VISION

To emerge as a Centre of Academic Excellence in creating and disseminating knowledge and providing students a unique learning experience in Science, Arts, and Commerce in the light of Hemwati Nandan Bahuguna's vision and providing students an environment for all-round development, nurture them for a successful career as well as to contribute to the betterment of the society.

OUR MISSION

- To transform attitudes, values, and priorities by changing the mindset rejuvenating our learners, and infusing positive energy to take on the challenges of life.
- To empower learners by providing the best education coupled with leadership and professional skills.
- To provide "Education for living and livelihood" as well as "Education for life", by focusing on the inculcation of human and moral values.
- Enable students for deep learning, rational thinking, and flair for entrepreneurship through industry institute interaction.

OUR GOAL

Reach: Recruit and retain a diverse group of students from pre-school to university & postgraduate level.

Values: Continuously evaluate and increase the quality and relevance of academic content and performance standards in the core subjects for pre-school, grades 1 through 12, and university education. Enhance the quality of student life by providing professional development opportunities and promoting a sense of community among students.

Achievement: Ensure that all students are performing at a standard level or higher. Ensure that the assignments are done correctly in the first instance.

Evaluation: Ensure that all students receive the same standards-based evaluation, grades 1 through 12, and university education, also ensure that a small number of exceptional needs for students must be addressed using appropriate alternative means to determine achievement and progress for all.

CORE VALUES

In light of Hemwati Nandan Bahuguna's vision, we believe in imparting Education and disseminating knowledge among youth, which is one of the best ways of nation building.

- Give due respect to all students and staff members

- Gender biases are strictly prohibited.

- Enhance professionalism with good human values.

- Promote team spirit and healthy competition.

- Create a healthy atmosphere for an effective teaching-learning process.

- Promote creativity and innovation in all activities.

- Promote equality, integrity, patriotism, and brotherhood.

- Promote communal harmony and religious tolerance.

- Value individual differences and dignity of labor.

- Sharing of experience, knowledge, and skills.

SWOC ANALYSIS

INSTITUTIONAL STRENGTH

1. Good reputation for high-quality teaching & laboratory-based practical skills & knowledge development.

2. Equal emphasis on co-curricular and value-added programs on Emerging trends.

3. Eco-friendly and amicable ambiance for working.

4. Constant encouragement of faculty for pursuing Ph.D., research, advancement of qualification Etc.

5. Constant mentoring, monitoring, and a strong feedback system for students.

6. Good faculty retention due to a peaceful work environment.

7. Various activity clubs viz. Teacher club, Cultural club, Sports club, etc., for Innovation & all round.

8. Development and extracurricular activities.

9. Academic achievements of students in University examinations and other platforms.

10. The college has its campus with a large playground.

11. Newly built PG block and B.Ed. building.

12. Young and dynamic staff eager to learn newer technologies and knowledge.

13. A high percentage of girl students.

14. The high percentage of reserved category students.

15. Large hall with a stage.

INSTITUTIONAL WEAKNESS

1. A paucity of Teaching staff, Skewed Teacher Student Ratio.

2. Administrative and office staff is very less.

3. Very few internet and broadband connections.

4. The number of classrooms is less.

5. Science labs do have not sufficient equipment.

6. Technical staff and laboratory staff are less to assist the teachers.

7. There is no permanent librarian and sports teacher.

8. Scarcity of common room, rest room, NSS and Rover-Ranger office, lift.

9. Few industries and factories around for local hiring of pass-out students.

10. Shortage of ample opportunity for Research Activities due to funding problem by Govt., Non-Govt. & External agencies.

11. Space limitation for further expansion of facilities.

12. International and National Collaboration activities.

INSTITUTIONAL OPPORTUNITY

1. Students come from a poor and tribal backgrounds so keen to learn the skill and uplift their families.

2. Predominantly young staff, which is keen to learn and deliver frontier knowledge to the students.

3. Industries are coming up around the city which can absorb the student and also help financially through CSR.

4. Alumni help and contribute to the progress of the college

5. Focus on Research activities & collaboration with institutes and industries

6. Involving more faculty members in research-oriented programs.

7. External funding for research, project, and innovative programs.

8. Preparing students in Soft Skills, Aptitude, GD, GATE, MAT, and other competitive examinations.

9. Developing Skill centre for vocational / Advanced Skill / Research Centre / Incubation centre etc.

10. Collaboration with International and National Institutes of repute and other recognitions.

INSTITUTIONAL CHALLENGE

1. Very high student enrollment as compared to the number of teachers.

2. Political and student union pressure especially during the time of admissions.

3. The dropout rate especially in the first year is very high.

4. Inadequate staff to conduct various activities and cope with the semester system.

5. Inadequate funding from agencies like RUSA or CSR.

6. Students come from various vernacular and ethnic backgrounds. English language and developing their communication skills is a challenging job.

7. Keeping pace with continuous modification of technological advancement.

8. Present lack of interest among students for plain education.

9. Stiff competition toward bringing core companies to campus for bulk hiring..

10. Scarcity of funds to update our faculties, and develop our infrastructure and campus.

STRATEGIC GOALS

The passionate team of HNB GOVT. PG College after several discussions and planning and guided by the Mission and Vision of the Institute's Quality Policy, Core Values, Stakeholder's expectations, and SWOC analysis framed the Institution's Strategic Goals.

INSTITUTION STRATEGIC GOALS:

1. Following an effective teaching-learning process

2. Developing and following leadership and participative management

3. Functioning of continuous Internal Quality Assurance System

4. Ensuring good governance

5. Ensuring student's development and participation

6. Ensuring staff development & welfare

7. Developing financial management

8. Emphasize Institute – Industry interaction and partnership

9. Development of entrepreneurship

10. Encouraging research and development work

11. Increasing internal revenue generation

12. Increasing Alumni Interaction and participation and Outreach activities

13. Engagement in Community Services and Activities

14. Developing physical infrastructure

15. Getting memberships of professional bodies, Local chapters, student chapters, etc.

STRATEGIC PLANNING (2018-19 TO 2022-23)

Teaching learning process	- Academic planning and preparation of the Academic Calendar - Development of teaching plan as per OBE - Preparation of Lesson Plan based on CO & PO mapping - Use more teaching aids and adopt more ICT - Development of e-learning resources - Promote research culture & facilities - Provide mentoring and personal support - Follow a transparent and fair feedback system - Conduct training based on need analysis - Evaluation parameters and benchmarking - Continuous assessment to measure outcomes - Implementation of best practices
Leadership and participative management	- To follow reporting structure - Decentralize the academic, administrative, and student-related authorities & responsibilities - Prescribe duties, responsibilities, and accountability - Portfolio assignments - Establishment of functional committees
Internal Quality Assurance System	- Establishment of IQAC done - Framing of Quality Policy & publishing regularly - Formation of Quality Monitoring Committee & functioning - Educating & Training all employees - Periodic check & guidance for quality improvement - Establishment of audit team and process - Audit for remedial measures - Promoting best practices - Annual report preparation & submission
Good governance	Vision, Mission development & their articulation in every key position

	- Evaluation of the Institute's performance and benchmarking - Institutional strategic goals setting - Institutional Strategic development plan - Monitoring and Implementing the Quality Management Systems - Following organization structure - Smooth working of statutory committees - Establishing E-governance - Leadership development through decentralization - Establishing an internal audit committee - Code of conduct and policy formulation, approval, and implementation - Establishing a fair and transparent performance appraisal system
Student's development and participation	- Budget allocation for student development programs and activities - Career counseling programs for students - Formation of the student council - Student's representation in various committees and cell - Participation in competitions - Organizing competitions - Rewards & recognitions of achievers - Participation in extracurricular activities - Participating in social and welfare activities
Staff development & welfare	- Staff performance evaluation system - Staff Training for quality improvement - Best possible work facilities & infrastructure facilities - Code of conduct, service rules & leave rules - Staff welfare policy implementation - Career advancement schemes - Rewards, recognitions, and incentives

	• Deputation for seminars, conferences, workshops, etc. • Sponsorship/ Motivation for qualification improvement • Support for research, consultancy, innovations
Financial management	• Framing & implementation of Purchase and Financial policies according to govt. rules • Department-wise Budget planning and allocation according to the direction of the directorate of higher education • Effective functioning of purchase committee • Plans for Emergency Fund • Periodic Audit by govt.
Institute – Industry Interaction	• Formation of industry institute interaction cell • MoUs with industries • Support for internships, visits, training, guest lectures • Identifications of industry needs and advice on Curriculum for extra courses apart from curriculum • Providing opportunities for Industry based/sponsored projects • Providing career guidance
Research and innovation	• Dedicated R &D facilitation center • Establish and develop Laboratories with more research facility • Fund generation through Project proposals • Apply for Government/Non-Government industry, sponsored funds • Collaborations with Government & Private Institutes, Universities, and Research Organizations • Applying for patent
Alumni Interaction	• Formation of Alumni association, participation, and registration • Database creation, Regular interactions with alumni, and networking • Recognition of successful alumni • Leverage for guest lecturers/internships/placements/training/

	entrepreneurship
	• Exploring Contribution
	• Sponsorships/scholarships/fund generation
Community Services and Outreach Activities	• Budget from institution resources/Faculty/students/other donors
	• Identify community and social development work
	• Identify challenges of society for development work
	• Provide vocational training /job-oriented training as per local needs at the institute
	• Educational support to village people
	• Conducting awareness camps
Physical infrastructure	• Infrastructure building development & modification of Smart Classrooms, Auditorium, Seminar halls
	• Modernization of Laboratory & equipment
	• More ICT-enabled classrooms
	• Library infrastructure upgradation
	• System upgradation
	• Functional facilities for e-learning
	• Safety & Security Management
	• Water facility and sanitary facility
	• Medical Facility
	• Developing sports (indoor/outdoor) facilities
	• Plantations
	• Rainwater harvesting
	• Renewable Energy usage
	• Hygiene, zero plastic & green campus
	• Recycling of water
	• Vehicle parking

STRATEGY IMPLEMENTATION AND MONITORING

After approval of the Strategic development plan, the next step is its implementation. During implementation, the progress of the strategy shall be measured from time to time. Hence the measurable success indicators are spelled out in the implementation document. The Principal along with Departmental Associations Board and another team member will be the custodian for a strategic plan and its deployment.

IMPLEMENTATION AT INSTITUTE LEVEL

Governance & Administration	Principal and College Administration
Branding /Expansion	GB members, Local Management Committee, PRO
Students Admissions	Principal, HODs, Admission team, Students section
Statutory Compliance	Principal, HODs, Coordinators
Infrastructure (physical)	Principal, Purchase Committee, IQAC, HODs, Various Committees related to Infrastructure development, Office Superintendent
Infrastructure (Academics)	Principal, HODs
Teaching- Learning	Principal, HODs, Faculty, and Staff
Research& Development	Principal, HODs
Students Development	Principal, HODs
Departmental Activities	HODs and Faculty
Training &Placement	Principal, Career Counseling Committee & HODs

Quality Assurance	IQAC team

MEASURABLE DURING IMPLEMENTATION

The effective teaching-learning process	• No. of teaching aids • Syllabus completion • Mini projects, Major projects, Seminars • No. of learning resources • No. of student counseling/mentoring/training sessions conducted • Result of examinations (Pass, First classes, Distinctions) • Graduate attribute attainment levels • Student feedback
Leadership and participative management	• Reporting structure in place • Decentralization in various domains - academic, administration, staff welfare, student development, infrastructure management • code of conduct - duties, responsibilities, and accountability • Functional of statutory committees – no. of meetings/ semester, minutes of meetings, • planning & implementation
Internal Quality Assurance System	• Number of IQAS initiatives/ semester • Audits Reports • AQAR submission
Good governance	• No. of meetings of HODs and office members together principal • Vision, Mission, Dissemination & Review • Organization structure in place

	• Degree of decentralization • Degree in E-governance • Resource mobilization • Staff appraisal & career advancement scheme in place • Service rules & benefits
Student's development and participation	• Number of student participation • Number of sports, technical, and cultural events organized • Regional, National & International competitions participated • Regional, National & International recognitions received • Sports infrastructure provided • Funding for sports
Staff development & welfare	• Number of Staff attending training programs • Staff training programs organized • Sponsorships for higher education • Number of staff welfare programs • Staff awards/ recognitions/ incentives
Financial management	• Annual Budget forecasting and demands from the Directorate of Higher Education • Utilization / Allocation of funds • Internal & External Audit
Institute – Industry Interaction	• No. of active MOUs • No. of Initiatives/activities through MOUs
Students Development	• Number of career guidance training • Number of skill development programs • Number of vocational pieces of training • Number of placement drives organized • Number of placement drives participated • Number of placements

Alumni Interaction	• Alumni database • Number of interactions • Support for internships/placements/ projects/ consultancy • Contribution toward students' development
Community Services and Extension Activities	• Number of pieces of training/ awareness camps provided • Number of social projects undertaken • Number of Skill development programs for weaker sections • Number of social welfare or outreach programs done • The number of people who benefited from each program
Infrastructure - Physical	• Number of buildings and classrooms added • Removal of obstacles • New Laboratories added • New equipment added • Annual budget allocated & utilized • Harvesting & Recycling of water • Renewable energy source development • Green initiatives
Infrastructure - Academic	• Number. of Volumes & Titles in the library • Number of National& International journals etc) • Smart Classroom • ICT enabled classrooms

MONITORING OF STRATEGIC PLAN

The implementation of the strategic plan will be monitored from time to time by the Principal, Departmental Associations, and other committees through periodic review. The section heads will prepare the detailed progress report and present it in the review meetings. The benchmarking of quality standards and their monitoring and evaluation of attainment will be carried out by the IQAC independently. The IQAC will report the findings to the Principal. With a thorough analysis of outcomes and based on the IQAC report, the above will recommend corrective actions, the need for further processes, and the deployment of resources. All these reports will be forwarded for further discussions and implementation by the Principal, HODs, and office superintendent.

CONCLUSION

The SPDD is an effort for paving a pathway toward the accomplishment of the goals of HNB GOVT.PG COLLEGE dreams to achieve. Just formulating the strategic plan doesn't ensure success, but it provides a guiding framework which is a collective effort delivered by the process of participative brainstorming of stakeholders. The proper implementation of strategies through teamwork with good spirit leads to success and sustainability over a long time through a dynamic process. It needs continuous evolution to incorporate the lessons learned during the implementation and emphasizes the role of IQAC in ensuring the quality of implementation.