PERSPECTIVE PLAN: 2019-20 TO 2023-24

DULIAJAN COLLEGE

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DULIAJAN-786602

About Duliajan College:

Duliajan College is located at a beautiful site with its glory and radiance in the heart of the oil township of Duliajan amidst oil and gas fields, sprawling greenery of the surrounding tea gardens and cultivation lands. The uniquely picturesque and clean environment of the college provides the students a conducive atmosphere for pursuit of knowledge. This premier institution of higher education was started on the 1st August 1969 to cater the needs of quality education in the locality. However the college received the necessary affiliation of UGC in the year 1974 only. Since its inception, the college has been blossoming to be the foremost institution of higher education in the easternmost region of the country. At present there are over one thousand and six hundred students on rolls and the college has been maintaining a modest record of performance at different University and Council examinations, thereby reflecting the status of the college.

The College is permanently affiliated to Dibrugarh University and approved under sections 2 (f) and 12 (B) of the UGC Act, 1956, in the years 1986. The college boasts of a vibrant environment through participative and decentralized involvement of students, teachers, alumni, guardians, retired teachers and local community in various perspectives and activities. It has already been assessed and accredited by NAAC twice during 2005 and 2010, obtaining scores of 76 and 2.81 respectively, and being placed in the B+ and B grade in the 1st and 2nd cycle respectively. Most of the suggestions advocated by NAAC peer team during the two visits have been fulfilled and the college is trying to elevate itself to new height as per requirements of present day higher education context. A wide range programmes and courses have been introduced in the college through 16 departments, including a few self sustaining ones. The college has adopted CBCS programmes as per the recommendation of the affiliating university (Dibrugarh University) from the year 2019.

Vision:

The college has a vision of imparting value based quality education to the learners. Being situated in a semiurban locality, about 80% of the students hail from rural areas with very weak financial and academic background as well as poor academic base. So, the college undertakes all possible measures to uplift academic as well as extra academic performance of such students.

The college also has the vision to be a regional leader in imparting value-based quality education and empower individuals to become self reliant, caring and responsible global citizens with a lifelong zest for learning and self employment.

Mission:

- To promote a college community, society and nation where spiritual, moral and genuine human values are lived and witnessed to.
- To contribute to the transformation of society through openness to reality and living the challenges of being socially conscious and socially responsible.
- To promote gender equality and empower women to have equal rights, conditions and opportunities, and the power to shape their own lives and contribute to the development of society.
- To promote inter-cultural and inter-religious harmony and communion through promoting genuine dialogue in an atmosphere of respect and openness.
- To facilitate leadership among the students enabling them to be genuinely compassionate, pro-actively enthusiastic, spiritually and socially responsible towards the society and the nation.
- To promote extra-curricular and co-curricular activities simultaneously with curricular activities for all round development of the students.
- To develop a transparent and responsive administration in order to develop a hassle free and friendly environment in the college.

SWOC Analysis

Institutional Strength

- Duliajan College is the oldest HEI in Duliajan with an experience of five and a half decade of imparting quality learning in the field of higher education.
- 16 departments are offering a number of UG, Diploma, Certificate and Higher Secondary programmes.
- Provision of computers, printers, LCD and internet facility for academic departments.
- Two open and distance learning (ODL) study centres in the college is catering the need of higher education of the employed people as well as poor aspirants of the locality.
- Academic collaboration with a number of institutions for student and faculty exchange programmes.
- Fully online admission process.
- Partially automated library having SOUL 2.0 ILMS software with wi-fi provision, internet browsing centre, E-corner, adequate collection of books, journals and other e-resources Departmental libraries are maintained in majority of the departments.
- Large campus with an area of 14.87 acres.
- Sufficient number of classrooms and laboratories.
- Dynamic institutional website with separate web portal for admission process.
- Well-equipped Computer Science Department providing free computer literacy programs for teaching and non-teaching staff and IT back-up to IQAC.
- Well-equipped Gymnasium, Indoor Stadium, Play Ground and Auditorium catering to the needs of both institutional as well as neighbourhood community.
- One botanical garden, one herbal garden and one virgin micro-forest area catering the need of germplasm conservation of economically important as well as medicinal plants and herbs.
- Ragging-free, plastic-free, tobacco-free, eco-friendly, safe and secured gender-friendly campus with CCTV surveillance all over the built up areas.
- Almost zero incidences of ragging, gender-based violence and other forms of student unrest or protests.
- Adequate and safe drinking water facility for the students, staff and faculty.
- Active NSS unit involving the students in different in-house and outdoor community services.
- Involvement of retired faculties, alumni and guardians in institutional development and governance process.
- Decentralization and participative management through large number of in-house bodies; representation of students in in-house committees and cells.

Institutional Weakness

- Acute shortage of non-teaching staff due to the lack of approval from the Govt. of Assam to fill up the vacant posts.
- Inadequate sanctioned posts for teaching staff in certain departments due to government policies.
- Requirement for pursuing honours programmes in English medium only as per affiliating university guideline despite large segment of students hailing from vernacular mediums schools.
- Absence of infrastructural facilities like Principal's residence and residential quarters for teaching and non-teaching staff.

Institutional Opportunity

- To establish a formal linkage with Oil India Limited, a premiere oil and gas exploration company located at Duliajan as a part of the Industry – Academia linkage in order to avail the financial and HR support to run various vocational courses relevant to the Oil industry and infrastructural facilities to support the academic activities of the students.
- To activate the 'Incubation Centre' to support the local entrepreneurs in establishing novel startups.

- To introduce P.G. programs in all academic departments; self-sustaining U.G. programs in the Computer Science Department; vocational and value-added courses; entrepreneurship development programs through the recently setup 'Incubation Centre'.
- To develop more numbers of synergetic collaborations with the various higher educational institutions located nearby Duliajan for student and faculty exchange programs.
- To establish linkages with various Companies out sourced by Oil India Limited for various oil field activities in order to provide employment opportunity to the outgoing students of the college.
- To conduct field works and projects (extra-curricular) for students.
- To improve and upgrade the existing sports and games facilities.
- To introduce various administrative and academic e-governance modes.
- To procure CSR funds from industry giants of the State, viz. tea companies, oil companies, etc.
- To upgrade the College Library to a fully digital one.
- To upgrade all class rooms with ICT facilities.

Institutional Challenges

- To meet the deficit of adequate academic staff in a number of departments for smooth running of various programs from limited internal resources of the college.
- To run the Higher Secondary (10+2) level classes despite having shortage of faculty members in various departments as well as limited infrastructural and financial resources.
- To provide institutional scholarships to needy students and financial support to faculty members for participation in various academic meets from limited internal resources.
- To keep proper records of students progressing to higher education.
- To keep proper records of students obtaining various Govt. scholarships due to Govt. policy.
- To keep the record of placement of the outgoing students.
- To upgrade infrastructural facilities in different academic departments to PG level with up to date research facilities.
- To mobilize alumni for generating resources.
- To become an autonomous institution in the future.
- To generate revenue through proper utilization of existing resources.

Perspective Plan and Road Map (2019-2020 to 2023-24)

Meticulous planning and effective deployment of strategies are key to the realisation of the institutional goals. With an aim to render relentless quality service in the field of knowledge dissemination, Duliajan College has prepared an elaborate perspective plan for the next five years. The perspective plan sets out the institutional road map and strategies deployed for realisation of the avowed goals.

CRITERION	PLANNED PROGRAMME ASPECTS AND COMPONENTS	PROGRAMME GOALS
1 **CURRICULAR ASPECTS**	Curricular Planning and Implementation	Being an affiliated college, Duliajan College is essentially a teaching unit and is accountable for proper planning and implementation of the curriculum offered by the affiliating university. To ensure this, the following measures are planned: • To encourage faculty members in curriculum designing and development process of affiliating University by becoming BOS members of respective subjects. • Formation of Academic Committee for curricular aspects. • To prepare institutional academic calendar based on the affiliating university academic calendar. • To prepare detail teaching plan by faculty members before the start of the semester.. • To introduce PG courses. • To organize regular guardian meet to share the academic progress of the students.
	Academic Flexibility	• To streamline the newly inducted CBCS programmes
	Curriculum Enrichment	• Offering additional add-on courses (Enrichment course) to enrich the students in various domains. • Initiating skill based vocational courses. • To encourage students to undertake projects & field study. • To provide financial assistance for selected field studies.
	Feedback System	• To introduce online feedback system for all stakeholders. • To analyse the feedbacks scientifically and initiate actions.
2 **TEACHING-LEARNING AND EVALUATION**	Student enrolment and profile	• To develop an Online Admission Management System • To focus on increasing student enrolment
	Catering to Student diversity	• To introduce special measures for slow learners.
	Teaching-Learning Process	• To introduce LMS software • Emphasis on ICT learning • MoUs for Academic Exchange Programmes • To generate awareness on the use of E-resources • To strengthen the mentorship programme.
	Teacher profile and quality	• To encourage the teachers to attend FDP/ RC/ OC/STC • To organize workshops/ seminars related to teaching-learning process.
	Evaluation process and reforms	• To strengthen CIE system. • To bring transparency in internal evaluation process (internal assessment). • To upgrade the student grievance redressal mechanism w.r.t. internal assessment • To encourage the teachers to participate in End Semester evaluation process.
	Student performance and learning outcome	• To ensure proper communication of POs and COs to the students • To take initiatives to improve the result of the students. • To develop an e-repository with books, journals and other TLMs.

3 RESEARCH, INNOVATION AND EXTENSION	Resource mobilization for research	• To take initiatives to obtain research grants from different Govt. agencies. • To activate the research cell. • Encourage faculty to take up inter-disciplinary, collaborative and participatory research.
	Innovation Ecosystem	• To provide wi fi throughout the academic blocks of the campus. • To improve the ICT facilities. • To introduce LMS software
	Research Publication and Awards	• Emphasis on research publications among teachers. • Promote publication of faculties in indexed research journals • Encourage faculty to conduct research based community development programmes. • Motivate faculty to apply for Patents. • Promote participation in national/international conferences/ seminars/workshops/symposium. • Depute the faculty members for attending research seminars / workshops and training. • Promote participation of staff members in FDP/ OC/ RC/ STC. • Appreciate and recognize the teachers on successful completion of research projects, research degree programmes and research publications.
	Extension Activities	• To optimize the use of facilities available in the college for extension work. • To adopt and establish linkages with nearby villages to provide support for socio-economic upliftment of villagers. • To link research and extension activities with livelihood security of the people living in the adopted villages. • Organise awareness programmes on health, hygiene and sanitation, environment, cleanliness campaign and other social issues.
	Collaboration	• To initiate formal linkage with Oil India Ltd. • To increase linkages with nearby colleges for academic exchange programmes. • To establish linkages with socio-cultural organizations for student oriented skill development programmes.
4 INFRASTRUCTURE & LEARNING RESOURCES	Physical facilities	• To increase no. of ICT enabled classrooms. • To increase no. of computers. • To increase the total no. of class rooms. • To improve the toilet facilities. • Construction of an ICT enabled Conference / Seminar Room. • To set up a Children Day Care Centre. • To complete the construction of the IT building. • To improve the facilities of the Gymnasium. • To complete the construction of the Warden Quarter. • To set up new offices for Principal, Vice Principal & I.Q.A.C. • Construction of additional car & motorbike shade.
	Library as a learning Resource	• To augment the Internet Browsing Centre. • Procure more books, journals, e-journals, periodicals, reference books in the library. • To set up well furnished air-conditioned reading rooms. • To set up E-repository.
	IT Infrastructure	• To establish IT-enabled Accounts/ Administrative and Admission sections. • To improve the computer laboratories. • To increase the Computer – Student ratio.

			• To provide wi fi to the whole built up area of the campus.
		Maintenance of Campus Infrastructure	• Renovation of College Auditorium. • Renovation of toilet facilities. • Renovation of Boys & Girls common room. • Renovation of Gymnasium Hall. • Renovation of the Play Ground. • Renovation of the Canteen. • Renovation of the Science laboratories.
5 **STUDENT SUPPORT AND PROGRESSION**		Student Support	• To increase the financial assistance under Poor Fund provided to students with poor financial background. • To update the students about the Govt. schemes of freeships and scholarships • Strengthen the Career Counseling and Placement cell. • Special infrastructural facilities for specially challenged (Divyangjan) students. • Organize workshops on various co-curricular activities. • Strengthen the student mentoring system. • To include all students under social security plan and to cover them under group insurance scheme.
		Student Progression	• To engage all the departments in keeping proper records of progression of the outgoing students. • To activate the Placement Cell to organize placement drives and keep record of placement of outgoing students.
		Student Participation and Activities	• To recruit a fulltime contractual Physical Instructor for training of the students participating in different games and sports. • To augment the facilities of Indoor Stadium and Gymnasium. • To ensure full participation in all Inter college competitions and tournaments. • To encourage and involve students to participate in extension activities. • Special felicitation for medal winners in Inter-College, State and National level competitions. • To establish linkages with socio-cultural organizations and professional sports centres for availing trainings and counseling on cultural and sports activities for the students.
		Alumni Engagement	• Engage the Alumni Association in different participatory activities of the college. • Tap the potential of the alumni for mentoring and career counseling. • To provide an online portal for Alumni registration linked to the college website.
6 **GOVERNANCE, LEADERSHIP AND MANAGEMENT**		Institutional Vision and Leadership	• To undertake all possible measures to uplift academic as well as extra academic performance of such students. • To promote decentralized administrative mechanism with accountability. • To promote participatory functioning in the institution involving all staff members. • Uphold efficient Students' Union, Grievance Redressal Cell, Anti Ragging Committee, Internal Complaint Committee etc having wide representation of staff and students in decision making.
		Strategy Development and Deployment	• To prepare a perspective plan with the help of I.Q.A.C. • Academic plans and their deployment are to be carried out through Academic Committee, I.Q.A.C., Examination Committees and Faculty Members.

		• To prepare Infrastructure augmentation plans as per the guideline of UGC, RUSA and DHE, Govt. of Assam followed by their implementation through Building & Development Committee in consultation with I.Q.A.C. • To participate in different All India and State level quality assessment mechanism like NIRF, ISO certification, NAAC Assessment etc. • To implement ERP for administrative and academic tasks.	
	Faculty Empowerment Strategies	• To continue and improve the Annual Performance Appraisal System for all teachers of the college. • To ensure timely submission of Teaching Plan and Teacher's Diary by the faculty members. • Arrangement of FDP, Seminars and Workshops. • To motivate the faculty members to attend more faculty development/ teacher training programs for up-grading and up-dating the knowledge base. • To provide financial assistance for attending faculty development/ teacher training programs. • To provide a Children Day Care Centre for the Teaching & Non-teaching staff. • To explore ways for paying remuneration to guest teachers in accordance with UGC regulations.	
	Financial Management and resource Mobilization	• To adopt e-governance mechanism in Finance and Accounts. • To ensure proper utilization of funds and resources for the interest of the college. • To conduct internal and external financial audit regularly.	
	Internal Quality Assurance System	• To organize IQAC meeting regularly in short intervals and to discuss issues related to quality assurance policies and programmes. • To entrust all activities related to data preparation and submission in AISHE, NIRF, NAAC and Govt. Portals. • To allot substantial fund for smooth functioning. • To entrust the responsibility of monitoring the activities and collecting the reports of all the sub-committees.	
7 **INSTITUTIONAL VALUES AND BEST PRACTICES**	Institutional Values and Social Responsibilities	• To ensure safety and security of the staff and the students. • To take policies for gender equality and sensitization in curricular and co-curricular activities. • To promote eco-friendly campus and maintain greenery in the college. • To take initiatives for reducing energy consumption by replacing incandescent light bulbs and tubes with LED bulbs and tubes, using higher energy rating electrical appliances like air-conditioners, refrigerators, etc. • To take initiatives to ensure clean and hygienic campus. • To develop facilities for solid waste management and conservation of rain water. • To develop a herbal and fruit garden to augment the germplasm conservation initiatives of the college. • To conduct green and energy audit. • To take steps for augmenting the facilities for Divyangjan students. • To take initiatives for providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities. • 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. • To ensure the presence and participation of the faculty members, office staff and students in different national events like Independence Day, Republic Day, different awareness programmes organized by the local District Govt. Authority.
	Best Practices	• To make the campus completely plastic garbage free. • To establish more linkages with other academic institutions as well as non-academic institutions. • Setting up of separate toilet facility for Divyangjan students. • Starting a drama school (Natya Vidyalaya) as a joint venture with 'Pathar', a local socio-cultural organization. • To inculcate reading habit among the students.