

Strategic Planning And Deployment Document

(2019- 2024)



Estd. : 1992

WEST GUWAHATI COLLEGE OF EDUCATION

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Message

West Guwahati College of Education is a non-profit making trust has been set up to promote teacher training among the pre-service student trainees of high standards. With the help of dedicated and experienced faculty members with the modern teaching facilities, one institution offers innovative B.Ed., D.El.Ed. Courses as the requirement of the country.

The institution has set up on 1st April 1992 with a successful journey at a stretch. This is the right time that the institute should embark its journey of success in future taking “Strategic training and Deployment Document” in its right direction. The visionary principal Dr. Gitanjali Choudhary along with the enthusiastic faculty members leads the college with strategies and deployment plan. I am confident that this team will implement all the strategic plans with the spirit.

I am congratulate the principal, faculty members, staff, students for their journey towards placing the college to a new height.

President

Preface

Strategic planning and deployment document (SPDD) is an important document for an institution with its vision and mission. To survive in the era of globalization SPDP is a right document for the institution to achieve its goals and objectives.

The first part includes the vision, mission, values and goals. Along with its SWOC analysis which are defined by the stakeholders of the institution. With the continuous survey and discussions among the stakeholders, the strategies with action plans were decided to achieve the predetermined goals of the institution.

All the stakeholders of the institution has contributed to formulate the strategic plans and development document for the success of the institution. All the members help to identify the target of the plans for achieving the desired outcomes, their monitoring and implementing process of the strategic plans guide the institution to produce skillful, effective, active, energetic teachers for the future.

VISION

To inculcate holistic and quality-oriented teacher education programme through different modern, innovative techniques in teaching learning process among the student trainees.

MISSION

To meet the holistic quality education through the “SHOWER THE AMRIT OF KNOWLEDGE”, prepare the student teacher for acquiring new knowledge, skills for shaping and promoting the upcoming generation.

CORE VALUES

- Prepare student trainees for nation builders as teachers.
- Train the students for their all round development.
- Enhance professionalism with dignity 7 values.
- Give due respect all students with regards to gender.
- Promote team spirit & healthy competition.
- Inculcate healthy environment inside the students.
- Enrich the students with creativity and innovation institution.
- Enables the students for grow with tolerance, equality, integrity.
- Aware the students for 21st century skills.

SWOC Analysis

Strength:-

- High Quality teaching faculty.
- Constant monitoring, mentoring & feedback from the students.
- Prepare the students for the present global scenario.
- Free TET coaching by alumni & teacher educators.
- Academic achievement in university exam.
- Focus on training & grooming of students through different outreach, extension, and hand on activities.
- The trust and the Governing Body of the College have a positive approach with full commitment for providing all aspects to maintain and utilize resources.
- The institution has spacious classrooms which are equipped with whiteboards and CCTV cameras. The classrooms are equipped with LCD Projectors to facilitated audio-visual presentation.
- The institution has well furnished laboratories for science, psychology, English, geography, ICT. the institute has Learning Management System
- The institution has ISO 9001:2015 Quality Management Systems, ISO 14001:2015. Environment Management System and ISO 50001:2018 Energy Management System.
- The college campus has Wi-Fi enabled with 100 Mbps having accessibility for both students and faculties.
- MoUs with Universities, Colleges, Industries, fire station, fashion technologies, rehab centers, NGOs and with other non-profit organizations, MoA with schools and institute has adopted a village.
- Introduction of Add-on courses for empowering students
- The institute organized International Symposium, National Seminar, National Workshops, Panel discussion, FDP, national level puppet festival; inter Bed collage debate competition, short play competition.
- The institution has solar panels, rainwater harvesting, vermicompost, mushroom cultivation, and greenhouse.
- The accounts department works with the help of Tally and ERP module.

- Institute has two life membership with CEAM (Council for Educational Administration and Management) and CTE (Centre for Teacher Education).
- The institute has registration under Viksit Bharat, NPTEL(SWATAM), MOOC
- The college has its own educational blog named as WGCE blog in which students and teachers can upload their e-content.
- The college has an alumni Association.
- Strong alumni association for helping the current students.
- College has taken unique steps such medical health camp, door to door campaign to aware the community about save energy, save girl child, save water.
- The college has donated for natural calamities, destitute children, and needy people via Robinhood Army (NGO)
- The students are provided Bed. Deled and BA degrees through highly experienced teachers.
- The collage has canteen, pure drinking water and parking facilities and well-equipped multipurpose hall with LCD facility, specialized Art and Drama room is also provided for all-round development of the students along with academics, the students are also provided with sports and cultural facilities

Weakness:-

- There is scarcity of faculty members with NCTE norms even after continuous advertisement.
- Space limitation for further expansion of faculties.
- The institute is self-financed, so we have limited financial resources to meet the needs of the institution.
- The institution lacks in foreign collaboration.
- The tuition fee of the students are the only sources of income for the college

Opportunities:-

- Collaboration with other institutes through MoU student-faculty exchange program with other reputed.
- External funding for projects, research organizations.
- Exploring possibilities of interdisciplinary and multidisciplinary research work along with the students and faculty exchange program with other institutions and universities
- Can develop more certificate programs, skill upgradation programs for students' improvement and exposure.
- Can collaborate with foreign universities to exchange program.

Challenges:-

- Keeping pace with modification of NEP 2020.
- To motivate faculty for project/research etc.
- Since the institution is affiliated by Gauhati University and recognized by NCTE it must follow the rules and regulations set by them time to time. So, with limited resources it sometimes becomes difficult to meet the needs of the regulatory bodies.
- The tenure of the Bed course started with one year degree followed by two degrees as per regulations but the instruction for making the institute composite which become difficult due to limited resources. The multidisciplinary approach as per NEP2020 has stood as a challenge for the institution especially in urban areas.
- The institution lacks facilities for research work due to available resources

Strategic Goals

The management of West Guwahati College of Education has framed the following strategic goals after the constant discussions with the stakeholders to meet up the vision and mission of the institution.

Institution strategic goals:-

1. Continuous effective teaching learning process.
2. Maintaining participative management.
3. Following continuous internal quality assurance system.
4. Maintaining good governance.
5. Ensuring students development and participation.
6. Ensuring staff development and welfare.
7. Developing financial management.
8. Increasing outreach and extension activities.
9. Increasing alumni involvement.
10. Interacting with industry through education
11. Developing physical structure
12. Getting membership of professional bodies.

Strategic Planning (2019-2023)

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| <p>Teaching Learning Process</p> | <ul style="list-style-type: none"> • Prepare and upload academic calendar. • Prepare annual institutional plan. • Prepare curriculum with CLO and PLO. • Developing e-learning resources. • Developing ICT in classroom transaction. • Supporting mentees by mentors. • Continuous assessment system. • Inviting experts in different areas. • Introducing new method, PBL and flipped classroom instruction. • Developing students with micro teaching skills for practice teaching session and internship period. • Using feedback system. • Following the best practices. |
| <p>Leadership and Participative Management</p> | <ul style="list-style-type: none"> • Follow the decentralization among the stakeholders in academic administration and management. • Formation of different committees to run the activities smoothly. • Sharing the responsibilities among the stakeholders with accountability in relation to their duties. |

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| | <ul style="list-style-type: none"> • Following reporting to the structure head of the committee. |
| IQAC | <ul style="list-style-type: none"> • Conducting meeting quarterly in a year. • Discussing quality related policies and regulation. • Promoting best practices. • Preparing the institution for the best in any area. |
| Good Governance | <ul style="list-style-type: none"> • Inviting meetings quarterly in a year. • Discussing the works of participatory management in mission of the institution. • Formation of policy with approval for implementation. • Maintaining organizational structure. • Setting the goals for the institution. • Evaluating the performance of the institution. • Sanctioned budget for the activities of the college |
| Students Development and Participation | <ul style="list-style-type: none"> • Formation of house with leaders and mentors. • Organizing orientation programs. • Participating in extracurricular activities. • Participating in different competitions conducted by |

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| | <p>other institutions.</p> <ul style="list-style-type: none"> • Formation of student council. |
| Staff Development and welfare | <ul style="list-style-type: none"> • Offering training programme conducted by other institution. • Conducting webinars, seminars, conference and field trips. • Support for research. • Career advancement policy. • Providing best work facility and infrastructure facility. • Staff performance evaluation system. • Providing code of conduct and leave rule. |
| Financial management | <ul style="list-style-type: none"> • Forming budget for the year. • Forecasting income and expenditure. • Plans for emergency fund. • Budget formulation and approval through governing body. • Internal and external audit timely. |
| Community services and outreach activities | <ul style="list-style-type: none"> • Formation of different committees to uplift the programs. • Identify the needs of the society. • Provide support to the adopted village 'chendra'. • Organise summer camp with destitute children. |

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| | <ul style="list-style-type: none"> • Organize awareness camp and street play on vital issues of the local area. • Provide support in 'join-hands school' through different activities. • Identify the challenges of the society and take remedial steps for abolition from the society. • Support Rehab center 'Ashadeep' through various activities. • Provide training to the local community in digitalization and self-help work. • Support NGO 'Robin Hood Army' during natural calamities. |
| <p style="text-align: center;">Alumni Involvement</p> | <ul style="list-style-type: none"> • Formation of alumni association. • Interaction with alumni through 'Alumni Meet'. • Recognizing successful alumni. • Fund generation. • Guiding the current students through 'Guidance Cell'. • Arranging guest lecturer and training lecture. |
| <p style="text-align: center;">Interaction with industry</p> | <ul style="list-style-type: none"> • Sign MOU with industry. • Work collaboratively with industry. • Arranging training in different areas to know the industry related education. • Identify the industry needs areas in curriculum. |

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| | <ul style="list-style-type: none"> • Taking sponsored projects/research/ internship with support of industry. • Find out the future scope in industry apart from curriculum. |
| Physical structure | <ul style="list-style-type: none"> • Developing sport facilities. • Auditorium and library should be multi stored for getting the space. • More ICT enabled classroom. • Sick room needed. • Block should be modified as per the needs of the institution. |
| Membership of professional bodies | <ul style="list-style-type: none"> • More membership is needed to grow the institution collaboratively. • Organize seminar, FDP, workshop for professional development of teaching and non- teaching staff. |

Strategy Implementation and Monitoring

The step of implementation starts after the thorough scrutiny by the Governing Body of the college. The Budget for allocating the heads under the various strategic plans is sanctioned by the Governing Body time to time. The Principal has been authorized to carry the plans and its deployment with the consultation and supervision of different cells/committees of the college. All the members of the committees along with the Principal are the custodians for implementing the strategic plans efficiently within the time frame.

Implementation Team

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| 1. | Governance & Administration | President, Members of Governing Body & Administrative Office |
| 2. | Students' Admission | Principal, Admission Committee |
| 3. | Statutory Compliance | Principal, Coordinators |
| 4. | Infrastructure (Physical) | Trust, Governing Body, Construction Committee |
| 5. | Infrastructure (Academic) | Principal & Faculty |
| 6. | Teaching-learning | Principal, Faculty & Staff |
| 7. | Students Development | Principal & Faculty |
| 8. | Departmental Activities | Faculty of the department |
| 9. | Quality Assurance | IQAC & Team |

Measurable during Implementation

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| Effective teaching learning | <ul style="list-style-type: none"> • Scrutinize the learning materials. • Student feedback on time. • Syllabus completion within the time frame. • Observation the demo classes by trainees participation. • Orientation/mentoring/counseling sessions. |
| Leadership & Participative management | <ul style="list-style-type: none"> • Structure wise reporting. • Planning & implementation. • Functional of committees with meetings and actions. • Decentralizations among the different dimensions of the institution- academic, administrative, financial development. |
| IQAC | <ul style="list-style-type: none"> • Increase the activities of IQAC. • Audit report IIQA submission. • Supervision of implementation of activities by different committees. |
| Good Governance | <ul style="list-style-type: none"> • GB selection as per the rules stated by Gauhati University. • No of GB meeting. • Review of vision, mission, and goal. • Activities with decentralization. • Service rules & benefits. |
| Students Development participation | <ul style="list-style-type: none"> • Funding for sports. • Participations in competitions at regional, national, international level. • Cultural, Literature, sports events organized. • Number of student participation. |
| Staff Development & Welfare | <ul style="list-style-type: none"> • Staff Orientation/Training program organized • Welfare measures are enhanced |

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| Financial Management | <ul style="list-style-type: none"> • Annual Budget on Income & Expenditure • Utilization & Allocation of Funds • Internal & External Audit |
| Interaction between Institute & Industry | <ul style="list-style-type: none"> • Number of Active MoU • Activities through MoU |
| Students' Development | <ul style="list-style-type: none"> • Number of Skill Development • Number of Awareness Programs • Number of Community Based Programs |
| Alumni Interaction | <ul style="list-style-type: none"> • Contribution towards the Development of institution • Number of Interaction • Alumni Database 'Alumni Directory' |
| Community Services & Extension Activities | <ul style="list-style-type: none"> • Number of Camp awareness, training, skill development programs are undertaken • Social need based activities are done through committees formed by the institution • Social projects are done • Create awareness programs on social issues through door-to-door Campaigns. |
| Infrastructure (Physical) | <ul style="list-style-type: none"> • New Block D is constructed with 12 Number of Rooms • Solar Energy is installed/ Vermicompost/Rain Water Harvesting/Green House are constructed • Department wise Laboratories are done • Language Lab is running |
| Infrastructure (Academic) | <ul style="list-style-type: none"> • Library is enriched with DEL NET, SOL-3 package • Digitally connected with K.C.Das Commerce College Library |

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| | <ul style="list-style-type: none">• More than 5700 books along with National & International Journals are stocked in library which remains open on Sundays for Community• LCD Projectors, Green Boards, Smart Boards are installed in the classrooms• 24x7Wi-Fi is working in the Campus |
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Monitoring Strategic Plan

Principal cum Secretary of the College, Governing Body and other committees monitor the institution externally and internally periodically. If reviews are necessary in deployment of the strategies and meetings of the concerned committee are organized and discussed the matter with data wise analysis and reported to the IQAC Cell for taking the proper action. Now and then, the IQAC cell is unable to solve the problems related to deployment strategy, and then it is forwarded to the Trust Board for further discussion.

Conclusion

To ensure the quality in West Guwahati College of Education, IQAC cell has taken a decisive role for implementation all the strategic plans. The Strategic Plan Deployment Document is a mirror of institution for achieving the goals as a Teachers' Training College in the Nation. The team of the College is incessantly working for implementing strategic plans with their deployment strategy. The Strategic Plan Deployment Document is a handbook of the stakeholders for bringing the success and glory to the institution.