Reg.No.Maha/24101/kop   ESTD−20/08/2009

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Ref.−:   DATE :   /   /20

Strategic Planning and Deployment Document

Preface

Strategic planning plays a crucial role in guiding a higher education institution towards achieving its Vision and Mission of swiftly molding students into valuable human resources and contributing to the advancement of a progressive society. It's an ongoing process aimed at realizing institutional objectives. The initiation of drafting the Strategic Planning and Deployment Document (SPDD) marks the initial stride in this journey. Grounded in an analysis of strengths, past accomplishments, existing challenges, and future prospects, the SPDD sets the course for the organization, outlining the path to realizing its defined goals and objectives.

The SPDD of Shahid Virpatni Laxmi Mahavidyalaya involves all its stakeholders, ensuring their contribution to the institution's ongoing success in providing quality education for women. Clear identification of implementation processes and monitoring, along with setting measurable targets aligned with desired outcomes, has been prioritized.

VISION

To make the institution an esteemed center of higher education and research in the context of The New Education Policy 2020 and global knowledge competition, with particular emphasis on women empowerment.

MISSION

- To develop the college as a high quality education institution with technical academic excellence, innovative research & development programs with core human values.
- To expose latest technologies to students through carefully designed training modules in collaboration with alumni and industries.
- To encourage faculty and students to collate, generate innovative ideas, and preserve the knowledge to the benefit of society
- To groom students with high professional and ethical standard.
- To promote co and extra-curricular activities for over-all personality development of the students.

Quality Policy

We, at SVLM are committed to achieve academic excellence and to impart high quality education and training to students to become competent professional. We are committed to comply with the requirements and continually improve the effectiveness of Educational organization management system.

To meet our commitment we will-

- Take into account relevant educational, scientific and technical developments
- Satisfy organization's social responsibility
- Manage intellectual property
- Strive to meet need and expectations of interested parties.

The essential core values include:

- ### *Integrity*

Integrity means always being truthful and sticking to strong ethical values. We make decisions together and treat each other fairly and respectfully. By dedicating ourselves to our work, we embrace the institution's values. We promise to act ethically in everything we do, treating everyone with fairness, honesty, and respect, whether they're students, teachers, staff, or anyone else in our community.

- ### *Respect*

Respect is vital for teamwork. We appreciate the skills of our teachers and staff and value their contributions to the institution. We're here to help both our employees and students whenever we can. Every year, we celebrate Teacher's Day and Women's Day to thank our teachers and female staff. We respect and value our staff's hard work because they make a positive impact on society.

- ### *Inclusiveness*

We make sure everyone feels welcome and appreciated for who they are in our workplaces. We value people from different backgrounds, cultures, and experiences, and we offer services that respect everyone. Diversity is important to us, so we celebrate various cultural events like Rabindranath Tagore's Birthday, Independence Day, Netaji's Birthday, Republic Day, International Mother Language Day, and Hindi Divas. We want everyone, whether students or staff, to feel respected and included through these activities.
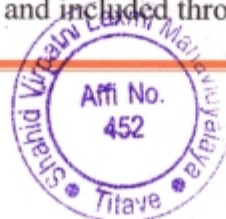
- *Excellence*

We're dedicated to excellence and always aim for the best. Both staff and students are encouraged to work hard and reach their full potential. We believe that practice and dedication are key to surpassing ordinary standards. Teachers use modern teaching techniques like ICT, PowerPoint presentations, and videos, alongside traditional methods like chalk and talk, to help students learn. We have various types of tests, doubt-clearing sessions, group discussions, and presentations to enhance students' knowledge and prepare them for exams. We regularly review and improve our programs, services, systems, and policies. Our add-on courses provide students with extra skills for their careers and personal growth. We have three student clubs to help students showcase their talents and contribute to the community. Through extension activities, we promote good values, a sense of unity, and responsibility. Special events foster patriotism and pride in our country. During College Day, we honor students who excel academically with awards.

- *Quality*

"Education reveals the innate perfection within individuals, while religion uncovers their divine essence. Thus, the teacher's sole responsibility in both cases is to clear away any obstacles that hinder this process."

Ensuring high standards in teaching and learning, offering student-centered support, and fostering the overall development of students and staff signify quality. The institution adapts and grows to meet the evolving needs of society. It demonstrates quality in staffing, facilities, programs, and services by anticipating and addressing student needs promptly. Creating a learning environment that promotes responsible and principled behavior, respecting the dignity of every community member, is prioritized. Efforts are made to promptly and appropriately address inquiries, requests, and concerns related to curriculum, delivery, and support services. Faculty continuously work to enhance the effectiveness of curriculum and instructional delivery. Regular feedback from various stakeholders, including students, parents, teachers, and alumni, is collected to enhance the quality of education and infrastructure.

Institutional Goals

The institutional perspective plan has the components of short term goals, medium term goals and long term goals. The list of goals are provided below:

- *Short Term Goals:*
    a. NEP 2020 Implementation.
    b. Development of professional and Ethical standards.
    c. Technology/ Skill development.
- *Medium Term Goals:*
    a. Overall personality development through academic programs
    b. Higher education and research

- *Long Term Goals:*
  a. Development of advanced and brand base knowledge.
  b. Women empowerment.

OBJECTIVES

- To develop cognitive skills and competencies among the students.
- To promote research for the sustainable development of the society.
- To keep pace with the ever changing educational scientific, social, economic and environmental scenario in the national and global context.
- To establish and promote various kinds of mechanisms, systems for the quality improvement of the higher education imparted in the institution.
- To start need based skill oriented interdisciplinary academic programs and courses in the context of the 'situatedness' of the institution.
- To focus on new teaching learning methods, evaluation of learning outcomes and on the use of Information Communication Technology (ICT) for the quality enhancement of the institution.
- To strive for students placement and self-employment.

Strategic Goals

The Strategic Goals of the institution are set in tune with the vision, mission and core values enunciated. They are grouped in the following manner –

1. Internal Quality Assurance System

- Constitution of IQAC as per NAAC regulations
- Framing of Quality Policy
- Formation of Academic Sub-committee for academic planning
- Professional development of staff
- Periodic check & guidance for quality improvement
- Establishment of audit team and process
- Academic and Administrative Audit (AAA) for remedial measures
- Promoting best practices
- Annual Report preparation & submission

2. Teaching and Learning Process

- Academic planning and preparation of Academic Calendar
- Development of teaching and lesson plan based on CO & PO mapping
- Use of advance teaching aids and adopt enhanced ICT techniques
- Development of e- learning resources

- Provide mentoring and counselling support
- Follow a transparent and fair feedback system
- Conduct training based on need
- Evaluation parameters and benchmarking
- Continuous assessment to measure outcomes
- Implementation of best practices

3. Leadership and participative management

- Decentralize the academic, administration and student related authorities & responsibilities
- Prescribe duties, responsibilities and accountability
- Establishment of functional committees

4. Good Governance

- Vision, Mission and their articulation in every key position
- Academic and Administrative Calendar published
- Evaluation of Institute's performance and benchmarking
- Institutional strategic goals setting
- Institutional Strategic development plan
- Monitoring and Implementing the Quality Management System
- Following organization structure
- Smooth Working of statutory committees
- Establishing E-governance
- Leadership development through decentralization
- Establishing internal audit committee
- Code of conduct and policy formulation, approval and implementation
- Establishing fair and transparent performance appraisal system

5. Student's development and participation

- Budget allocation for student development programmes and activities
- Career Counselling and Placement Activities
- Participation in competitions
- Organizing events activities such as exhibitions, Induction Program, Fresher's Welcome, farewells, cultural performances etc.
- Rewards & recognitions of achievers
- Participation in extracurricular activities through student fora
- Participating in social and welfare activities
- Providing career guidance
- Financial Assistance to the needy and deserving students through College Fund and Fund created by teachers
- Helping students to avail scholarships provided by government and non-government organization

6. Staff development and welfare

- Requisition for staff recruitment in vacant sanctioned positions
- Recruitment Policy for contractual support staff
- Monetary aid as per need
- Staff feedback for better work conditions
- Performance evaluation and appraisal 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, recognition and incentives
- Deputation for seminars, conferences and workshops etc.
- Motivation for qualification improvement

7. Financial management

- Framing & implementation of Purchase and Financial policies
- Budget planning and allocation
- Forecasting income & expenditure
- Effective utilization of funds
- Effective functioning of purchase committee
- Budget formulation & approval through the Finance Committee
- Support for internships, visits, trainings, special guest lectures, resource persons

8. Research and innovation

- Fund generation through Project proposals
- Apply for Government/Non-Government sponsored funds
- Collaborations with Government & Private Institutes, Universities and Research Organizations
- Developing research facility in laboratories

9. Community Services, Social Outreach and Awareness 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
- Conducting social awareness programmes, blood donation camps, gender sensitization and gerontology workshops and such others through College NSS Unit, college committees and student activity clubs.

10. Physical infrastructure

- Infrastructure building development & modification
- Smart Class rooms, Tutorials, Seminar halls
- Modernization of Laboratory & equipment
- More ICT enabled classrooms
- Library infrastructure up gradation
- System upgradation
- Functional facilities for e-learning
- Safety & Security management
- Safe Drinking Water facility
- Development and maintenance of (indoor/outdoor) sports
- Plantations and greenery
- Hygiene, zero plastic & green campus
- Renewable energy usage

Standard Operating Procedure (SOP)

Standard Operating Procedure (SOP) prescribes the institutional flow chart for execution of activities in a step-by-step process, involving all the levels of managerial hierarchy.

1. Discussion and Analysis

The Head of the Institution assesses the institution's needs through the IQAC and the Academic Sub-Committee, comprising Department Heads and various statutory and non-statutory committee members. The IQAC and Academic Sub-Committee jointly review the availability of library books, staff requirements, and other supplementary components such as hostels, sports facilities, and co-curricular and extracurricular activities. These efforts aim to improve the quality of work life and cultivate essential life skills among students.

2. Survey

Data on student admissions, staff needs, library resources, examination processes, and other relevant statistics are gathered. Based on this information, a list of development and improvement programs is compiled, taking into account estimations and requirements. Feedback from stakeholders is collected to prepare a Satisfaction Report aimed at enhancing overall performance.

3. Improvement
- Academic Calendar of each department is drawn up indicating the curriculum delivery plan and the time limit for completion and revision.
- Formative evaluation system followed for assessing students' progress and identifying students at different difficulty levels
- Mentorship undertaken for all students and timely schedules drawn up.
- Psychological counselling undertaken for improvement of students' mental and physical health.
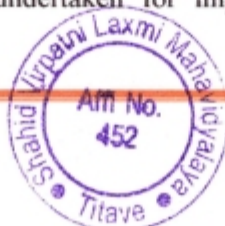
4. Implementation

The Academic Sub-Committee meets periodically to take decisions to approve new activities proposed by departments and evaluates feasibility based on details provided by them. It also makes appraisal of ongoing activities and the activities scheduled to be conducted.

5. Evaluation

The IQAC meets frequently to evaluate the success of the major plans and policies undertaken since the degree to which the target set are being achieved at different stages of the plan must be assessed from time to time.

Holistic Plan Formulation

1. Ensure excellence in curriculum delivery and academic support to promote student success. Improve access to quality education by facilitating the use of innovative teaching methods and providing teachers with ICT tools.

2. Enhance student-centered processes by identifying students in need and offering Free Studentship and Fee Waivers. Disseminate information about available National and State Scholarships, schedule classes to meet student needs, provide easy access to study materials through the College Website, and conduct Library Orientation Programmes to encourage the use of e-resources.

3. Enhance organizational efficiency by assessing and improving all college operations, programs, and activities. Make data-informed decisions to optimize institutional efficiency, integration, and effectiveness. Obtain feedback from students and teachers on curriculum effectiveness and introduce formal mentorship to guide them in curriculum preparedness and future academic pursuits.

4. Increase staff professional development through lectures and workshops.

5. Ensure effective utilization of financial, physical, and technological resources to support student-centric activities and utilize technology that best serves institutional needs.

6. Expand social outreach and community engagement activities.

7. Uphold the institutional value system in line with the vision and mission of the institution's founders, giving due attention to environment-related issues.

Strategy Implementation and Monitoring

After approval of Strategic development plan the next step is its implementation. During implementation the progress of strategy shall be measured from time to time. Hence the measurable success indicators are clearly spelt out in the implementation document. The Principal along with Academic Sub-committee are the custodian for strategic plan and its deployment.

Implementation at Institute Level

Governance & Administration	Governing Body (GB)
Admissions	Principal and Admission Committee
Statutory Compliance	Principal and Staff
Infrastructure (physical)	GB and Principal
Infrastructure (Academics)	GB, Principal, Librarian & Faculty
Teaching-Learning	Principal and Faculty
Research and Development	Principal, Research Cell and Faculty
Student Development	Principal and Faculty
Student Activities	Principal and Faculty
Departmental Activities	Principal and Faculty
Training and Placement	Principal and Placement Cell
Quality Assurance	IQAC

SWOC

The institutional strengths can be stated briefly as follows:

- Providing quality education at affordable cost to the economically backward girl students of the region.
- Good academic results.
- Excellent placements.
- Extensively contributing towards social change in this region.
- Peaceful, eco-friendly and pollution free campus providing a conductive atmosphere for teaching learning.
- Dedicated, supportive and visionary management.
- Speedy academic growth.
- Student supportive facilities.

The SWOC analysis reveals the following weaknesses:

- Less scope for consultancy and funded project.
- Locational limitations.
- Lack of instinct among students to become entrepreneurs due to their socio-economic backwardness.

The SWOC analysis reveals the following opportunities:

- Establishment of university recognized research center.
- Starting need based nursing courses for the girl students.
- To provide legal education to the students in the light of empowering the women.

The SWOC analysis reveals the following challenges:

- Little scope for resource generation.
- The college meant for women's education only. The parents belonging to backward rural area inclined to early marriages of their daughters rather than continue their education.
- Attracting local companies offering higher pay packages for placement.

Monitoring of Strategic Plan

The implementation of strategic plan shall be monitored time to time by Principal, IQAC, and other committees through periodic review. The conveners of committee shall prepare the report and present it in review meetings of the Academic Sub- Committee. The benchmarking of quality standards and its monitoring, evaluation of attainment will be carried out by the IQAC independently and internally. The IQAC will report the findings for each academic session with thorough analysis of outcomes to the Internal Audit Committee with two members from the GB. The Committee will recommend the corrective actions and the need of further processes and deployment of resources. For AAA, the findings shall be reported to the external auditors who will prepare the final report with recommendations on corrections and further action.

Conclusion

The SPDD aims to accomplish SVLM's objectives. While the strategic plan offers a guiding framework, it's the actual implementation that secures long-term success and sustainability. Effective implementation requires diligent teamwork and a positive attitude. The implementation system should adapt over time, incorporating lessons learned, highlighting the IQAC's role in ensuring implementation quality and success.

Principal
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