INSTITUTIONAL DEVELOPMENT PLAN

Lakhimpur Girls' College,

Khelmati, North Lakhimpur

Website: www.lcollege.ac.in

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1. Institutional Basic Information

1.1 Institutional Profile:

Name of the Institution	Lakhimpur Girls' College		
Head of the Institution	Dr Surajit Bhuyan		
Contact Details	Email: lgcollege72@rediffmil.com Cell No. 9435086064		Office 03752-295014
College Website	www.lgcollege.ac.in		AISHE Code: C-8479
Name of the IQAC Coordinator	Dr. Kalidash Brahma	Email kalidashbrahma@gmail.com	Cell No. 7086670293
Name of the NEP Coordinator	Ms. Binita Hazarika	Email hazarikabinita674@gmail.com	Cell No. 9435387309
Name of the RDI Coordinator	Dr. Mridul Buragohain	Email mridulnlp2019@gmail.com	Cell No. 9435389548
Name of the TLET Coordinator	Dr. Hemanta Kr Baruah	Email hemantabaruah1@gmail.com	Cell No. 8486389550
NAAC Accreditation Status	1st Cycle: 16th September 2004	Grade: 'B+' with CGPA of 2.77	2nd Cycle: 21st February 2014	Grade: 'A' with CGPA of 3.01
	3rd Cycle: 14th February 2023	Grade: 'B++' with CGPA of 2.91	4th Cycle	Grade:
NIRF Ranking	2023-24:	2022-23:	2021-22:	2020-21:
UGC Recognition	2(f)	Yes	12 B	Yes
NBA accreditation	No		
Financial Status	Aided: for B.A & BSc		Self-Finance: for M.A/M.Sc. (Home Science)
Under National Education Policy (NEP 2020), would your institute	Part of Higher-educational institution (HEIs) under Dibrugarh University.		

1.2 **Strength, Weakness, Opportunity and Challenges (SWOC)**

Institutional Strength

➢ The enrolment of faculty members and students from diverse socioeconomic and cultural backgrounds is the strength of the college.

➢ Availability of adequate infrastructural facility. Geographical advantage (located in urban area). Prevalence or rich collegiality. Good eco-system.

➢ Alumnae strength and contribution is encouraging.

➢ College organizes several extension activities and outreach programmes on life skills, women's health and community services.

➢ Transparency and efficiency in administrative and academic processes of the college are enabled by e-governance.

➢ Institution is successful in accommodating the beautiful cultural diversity of the state.

➢ The institution preserves the rich cultural heritage of the nation through various cultural programmes and observation of various regional and national festivals.

Institutional Weakness

➢ Vocational courses required to be augmented.

➢ Linkages and collaborations with institutions are in the nascent stage.

➢ Research guideship for eligible faculty is yet to be optimized.

➢ Campus Placement is in the budding stage.

Institutional Opportunity

➢ To implement NEP-2020 and address its ramifications/offshoots.

➢ Scope of introducing integrated B.Ed. course.

➢ Expansion of ICT-enabled Classrooms.

➢ Faculty members be encouraged to get involved with more research projects.

➢ Library services be suitably upgraded.

➢ Introduction of PG courses in departments.

Institutional Challenge

➢ Generation of revenue through self-finance programmes.

➢ Expansion of college campus and procurement of land for the college is a challenge.

➢ Enrolment in few departments is a cause of concern as there are hardly any feeding institutions nearby.

➢ Reaching all the students through online classes during the crisis (e.g., COVID-19 pandemic) as majority of the students cannot afford smart phones and internet connection.

2. Institutional Development Plan

2.1 VISION:

To Impart quality education for building a strong foundation of the nation by preparing the women for a world of quest, ambition and excellence.

2.2 MISSION:

The following mission statements aim at translating the visions of Lakhimpur Girls' College into action plans:

1. To create a healthy academic environment for promotion of quality education.
2. To develop a pool of highly educated women who are not only competent in facing the present but also in shaping the future.
3. To set an ideal standard for achieving excellence in the fields of teaching and research.
4. To build competitive infrastructure to attract students, teachers and researchers seeking to translate dreams into reality.
5. To promote innovations in planning, teaching and evaluation to achieve higher scales of perfection.
6. To make higher education a part of the social environment through community participation and sustainable development.

2.3 OBJECTIVES:

1. To enlighten the female students through higher education - *Vidya Jyotirmaya*.
2. To emancipate women through higher education – *Sa Vidya Ya Vimuktaye*.
3. To make life beautiful – *Sundarar Aaradhana Jibonor Khel*.
4. To enlighten the self for enlightening the world – *Atmo Dipo Bhava*.
5. To promote Unity and Integrity.
6. To pursue academic excellence.
7. To create self-reliance among girl students.
8. To cater to larger group of students by offering various courses through conventional and distance modes.
9. To strive for skilful assimilation of traditional and modern knowledge and technology for fruitful realization of cultural promotion.
10. To pursue sustainable development and realize conservation of environment.
11. To promote communication and soft skills.

2.4 Executive Summary:

Lakhimpur Girls' College, established with Pre-University classes on 16th August, 1972, was the lone and foremost seat of higher education for women on the entire north bank of the mighty Brahmaputra. The higher education loving public of North Lakhimpur town of Assam under the able leadership of the teachers of the North Lakhimpur Govt. Girls' High

School met in a public meeting on 9th July 1972 to discuss the establishment of a women's college.

The inspection for Pre-degree affiliation was made on 28.01.1975 by the Inspector of Colleges, Dibrugarh University. The affiliation for the pre-degree classes was granted on 14th May 1975 by the University. On 17th May,1975, the College was rechristened as Lakhimpur Girls' College to represent higher education for women for the entire district. On 11th August 1975, the College got her own building by buying the old building of North Lakhimpur College and getting the old building of the Settlement Department of the Government of Assam. The first Govt. grant of Rs. 5000/- was received by the college on 15th June 1975.

Prior permission for opening degree classes was received from the Govt. of Assam on 25th August 1975. The Dibrugarh University accorded permission for starting degree classes on 22nd September 1975. In 1976, the College approached the University authority for the grant of affiliation for degree classes. Affiliation for the general courses in the Arts at the degree level was granted by the University on 17.05.1977. On receipt of the degree affiliation, the college applied to the UGC for recognizing it u/s 2 (f). The College was recognized under section 2 (f) on 30.12.1978 and u/s 12 (A) on 05.07.1984. Thus, the College has been eligible for receipt of the UGC grants since the Sixth Plan period. The permanent affiliation for the Arts Stream was accorded on 7th March 1984. The College was brought under the Deficit System of Grant in Aid of Govt. of Assam w.e.f. 01.09.1979 with the Arts stream only. The Science stream introduced w.e.f. 1990-1991 was brought under the Deficit System of GIA w.e.f. March 1998. General degree courses in Science were introduced w.e.f. 1992-93 and the major courses w.e.f. 1998-1999. The N.C.C. & N.S.S. were introduced in the College in 1977. The college shifted to its present and permanent site on 08.12.1984.

During the period of 1992 to 2001, the College was expanded with new buildings of administrative block, new Science Building and UGC Hostel of 8th plan period. The new Library and Study Centre, College gate, boundary wall, College Pond, new Students' Union Office were constructed/arranged during this tenure. The Silver Jubilee of the College was celebrated with a three-year programme concluding on 20-22 November 1997. During that period, the College got a new strength and vigour and marched towards achieving academic excellence.

During the period of 2001 to 2004, the college got four new departments, viz. Anthropology, Geography, Statistics, Computer Science (Self-financing Course). Residential

quarters of Hostel Superintendent, Post Graduate Centre of Distance Education, Dibrugarh University, Preparation of Self-Study Report for NAAC assessment and accreditation, Career oriented Courses, applying to the UGC for the status of College with Potential for Excellence are the achievements of the period.

During 2003 to 2015, the college got the new canteen building, office rooms for ten departments, Parking lot for cars and bikes, flag altar and many other renovations were done. Other construction works done during this tenure include the completion of the new science building and college hostel as well as the construction of student's day care room, conference hall, indoor sports facility, gymnasium and a new arts building. Several UGC sponsored career-oriented courses, major course in Hindi and Major as well as Post Graduate courses in Home Science were introduced during this period. The college was accredited with 'A grade' by NAAC in the year 2014.

Dr. Surajit Bhuyan, the present Principal of the college, joined as the Principal on 19th September, 2015. He has initiated the process for RUSA 2.0 grants. Complete renovation and digitalization of the library has been accomplished. Construction of a new classroom building has been completed and many other infrastructural works are in the pipeline under RUSA 2.0 grant. Other works done so far during his tenure include the construction of a new hostel building, well equipped digital classroom, language lab and a computer lab College admission process and student's attendance system have been digitalised. The college is also planning to introduce 4 years integrated B.Ed. course (ITEP) from the session 2025-2026.

2.5. Developing Motivated and Energized Faculty

Short Term

- Improve faculty competencies in terms of academic proficiency, research skills and administrative capacity by holding FDPs and deputing faculty for seminars, conferences and presentation of research papers.
- Conduct department-wise interactive sessions for sharing knowledge gained by faculty during workshops – particularly when a new course (paper) is introduced.
- Students' feedback for appraising the performance of faculty at the end of each semester.
  Feedback to be communicated to faculty for perusal and improvement.
- Faculty (especially contract and lecture basis) should be given job security, so that they may feel truly invested in, connected to and committed to the institution.

Mid Term

- To make teaching - learning process more effective, to introduce smart classrooms, ICT integrated teaching and trained faculty in innovative teaching methodology.

- Encourage minor research projects to be undertaken by faculty.
- Incentivize the excellence of faculty.
- Provide adequate time to faculty members for interaction with students, conducting research and other activities.
- Promote teacher internship programmes.

Long Term
- Empower the faculty to conduct innovative teaching and research
- Give freedom to faculty members to creatively design their own curricular within the approved framework including textbook and reading material

2.6 Teaching, Learning and Education Technology

Implementation of Outcome Based Education
- Course outcomes and learning outcomes to be clearly specified.
- Question papers for B. A/B.Sc. to follow Bloom's Taxonomy

Enhancement of Students' Progress
- Supporting the overall academic success of students including enrolment, retention and timely graduation
- Ensure more Scholarships for students.
- Conduct remedial classes for weak students/repeaters.
- Conduct bridge courses for students.
- Introduce placement opportunities for students.
- Promote self- employment /entrepreneurial skills among aspiring students.
- Industrial visits to manufacturing units.
- Encourage students to be members of various cells, associations, clubs of the college.
- Create opportunities to gain knowledge, skills, and credentials in high demand fields
- Providing students with opportunities for internships with local industries and businesses.
- Ensure basic medical facilities for all students in the institution.
- Create or upgrade an efficient mechanism for grievance handling/redressal

- ➤ Create systems and processes that are required to ensure students' physical health and emotional wellness.
- ➤ Make available facilities for emotional health support for students.
- ➤ Instill a work culture among students by making internship a part of the curriculum
- ➤ Create awareness of internationally celebrated days like World environment day, International Yoga Day etc.
- ➤ Celebrate India's unity in diversity on campus.

Multidisciplinary teaching

- ➤ Promote interaction and collaboration between the academics of different disciplines to share their thoughts on how to make the students learning process more exciting.
- ➤ Towards the attainment of multidisciplinary education, the curricula shall include credit- based courses and projects in the areas of community engagement and service, environmental education, and value-based education.

MOOCs and ODL

- ➤ Encourage students to register for various online courses of their choice under SWAYAM and other available platforms.

2.7 Research, Development and Innovation

Short term

- ➤ The college has a mission to make the campus an environment embedded in research.
- ➤ Research activities of the college are guided by the Research Council.
- ➤ Locating funding agencies and passing on the information about research projects to faculty members and encourage them to apply for ICSSR, UGC research funded projects, GIPARD schemes, etc.
- ➤ Subscribing to UGC care list of journals and E- Resources in the library.
- ➤ Mathematical, Statistical and language lab software package training for PG students and researchers.
- ➤ Training on research ethics for faculty

- ➤ Distance learning training courses by Swayam / Coursera
- ➤ Research paper presentation for B.A/BSc /M.A/MSc students
- ➤ Publishes a Journal of Humanities and Social Sciences
- ➤ The institution has organized many Faculty exchange, Student exchange, Internship, Field trip, Onthe- job training programmes in collaboration with different government and non-government agencies.
- ➤ Extension and outreach programmes conducted by the institution through NCC, NSS, Eco

Club, Red-Ribbon Club, Women's Cell and various departments in collaboration with different Government and Non-Government bodies.

➢ Adopted villages under Unnat Bharat Abhiyan with an objective of connecting higher education institutions with local communities to address the developmental challenges through appropriate technologies.

➢ In recognition for extension services, the institution receives awards and recognitions from government and non-government bodies.

Mid Term

➢ Developing a research library/resource platform

➢ Developing e-resources by subscribing to e-journals, e-reports from reputed National, International organizations

➢ Developing a competency/capability Centre

➢ Working in association with funding agencies

➢ Training students for undertaking minor research through offering of scholarships

➢ Developing incubation & start –up Centre

➢ Student exchange programme to get wide exposure across universities & countries

Long Term

➢ Developing laboratory.

➢ Developing research Centre in Arts and Science.

➢ Working on major research projects

➢ Research collaborations with international forums

➢ Developing patents.

2.8 Industry-Academic Partnership

Short term

➢ To arrange more guest lectures from industry experts on the latest job requirements and skills needed to enhance employability of graduates in the market.

➢ Plans to sign MOUs with local industry for student internships, training, and placement.

➢ Planning industrial visits to local industry to give practical exposure to the students while learning.

Midterm

➢ Training Faculty to offer consultation service to local industry in taxation, project management etc.

➢ Students to conduct surveys or Case studies on local industries and share survey findings with suggestions with the same industries as part of TY project work.

Long term

➢ Having Guest faculty from industry to design and teach add on courses on entrepreneurship to Economics and Community Science students.

➢ Periodical workshops, special lectures, group discussions to be arranged with the support of local industries.

2.9 Institution's Placement Plan for Students

Short term

➢ Plan to place at list 80-100 students in various industries within State and neighboring states.

➢ Talk on career guidance by experts for students in each semester

➢ On-going Skill-based certificate courses (Add-on courses), and counseling programme conducted by TCS, Microsoft and IBM companies to be continued

➢ To organize One-day state-level workshop on interview techniques.

➢ Training cum placement drive in association with the institution named "Nandi Foundation".

Midterm

➢ Plan to place as much as possible, students in various reputed companies, Industries, Business Offices and Govt. Offices etc.

➢ Organizing Workshops on startups for self-employment and developing entrepreneurship skills.

➢ Coaching classes for various competitive exams like APSC, TET, etc.

➢ Coaching classes for recruitments in Bank, Insurance, Financial Services (CBFI)

➢ To organize a local job fair in campus

Long term

➢ Plan to place students in reputed companies/ institutions across India and abroad.

➢ Students Internship/project to be a regular part of the syllabus and curriculum.

➢ College plans to strengthen industry placements through more MOUs with reputed firms and industries like TCS, AMTRON, etc.

2.10. Achieving the Target for Accreditation

Short term

- ➢ Orientation programme on NAAC documentation and revised accreditation framework.
- ➢ Timely submission of AQAR, AISHE annual report, NIRF report, etc.
- ➢ Conduct state and national seminars, webinars, workshops, conferences on topics such as IPR, Research methodology, entrepreneurship development, soft skills etc.
- ➢ Motivate faculty members for quality research publications in peer referred journals and books.

Midterm

- ➢ Encourage faculty to take up guideship and research projects.
- ➢ Establish college as a recognized research center.
- ➢ Enhance industry academia linkages through MOUs.

Long term

- ➢ Starting more add-on-courses, skill-based courses, etc.
- ➢ Starting more courses such as Integrated BEd, PG courses in different subjects, different Diploma and certificate courses, etc.

2.11. Incubation and Start-up

Short term

- ➢ Training students for undertaking minor research through offering of scholarships
- ➢ Developing incubation & start –up Centre.

Midterm

- ➢ Working on major research projects

Long term

- ➢ Research collaborations with National bodies like ICSSR, DST-DBT, SERB, etc.

2.12. Alumni Engagement/ Activities plan

Short Term

- ➢ Develop alumni engagement strategic plan and provide an action plan
- ➢ To engage the current network of alumni members in two-way communication.
- ➢ Create WhatsApp group and creating google forms for alumni involvement.
- ➢ To reach out to 1000 new contacts of alumni in the next 2 years using new

group and using google forms.

- ➢ Following up with individuals who have shown interest.
- ➢ Personal communication with highly engaged Ex Students.
- ➢ To use alumni emails and phone numbers to increase the membership of alumni association.
- ➢ Have an alumni social media page like Facebook, Twitter, Instagram and YouTube and link it with college website.

Midterm

- ➢ Planning at least 2 alumni events which can be a reunion, fundraiser, Blood Donation Camps, health camps, seminars that benefit current students, career events, etc.

- ➢ Inviting alumnae who are in high positions to deliver talks to students.

- ➢ Planning local job fairs, summer internships, workshops, Certificate courses, field trips through the alumni network.

Long term

- ➢ Adoption of weak students (financially, psychologically, physically) and helping them in the form of Scholarships and Internships by affluent alumina.

- ➢ Planning Mega reunion events for regular connectivity and motivation between alumni and the college.

2.13. Basic Infrastructure Development plan

Required infrastructure under IDP (Institutional development plan) for 2 years.

Sl. no	Name	No./Area	Cost / Rate per Sqmt	Amount (in ₹)
1	N.S.S. Room	01 (100 sqmt)	2200/sqmt	2.20 Lakhs
2	N.C.C. Room	01 (100 sqmt)	2200/sqmt	2.20 Lakhs
3	Additional Computers in lab	10	60,000	6 Lakhs
4	Additional chairs in the lab	10	5000	0.5 Lakh
5	New curtains in the classrooms	100	500	0.5 Lakh
6	Individual tables with drawer for the staff	30	5000	1.50 Lakhs
7	Renovation of Vice-Principal Cabin	46.45 sqmt		1 Lakh
8	Desktop computers in office	10	60,000	6 Lakhs
9	Painting of college building			10 Lakhs
10	Construction of new shop corner in campus	1 (100 sqmt)	1000	1 Lakh
11	New Fans in classroom	25	4000	1 Lakh
12	Projector & Digital Board for classroom	10 pairs	70,000	7 Lakhs
13	Tube light/LED bulbs	5	200	0.1 Lakhs
14	CCTV in campus	25		1.5 Lakhs

15	Institutional Repository (Cloud based)			1.5 Lakhs
16	Photo copier/Scan/Print machine upgradation in office	01		1 Lakh
17	IQAC meeting room	01 (100 sq. mtrs)		2 Lakhs
18	Additional Desk- Bances for student	100 pair		5 Lakhs
19	Waste composing/recycling of canteen waste			1 Lakh
20	Tapping of solar power/energy			40 Lakhs
21	Development of College Playground			10 Lakhs
			Total	**1 .01 Crore**

Required infrastructure under IDP (Institutional development plan) for 5 years.

Sr. No	Name	Quantity	Cost / Rate per Sq/ mtrs	Amount (in ₹)
1	New books supply in library			20 Lakhs
2	Furniture in the library			2 Lakhs
3	Storage: Racks, Cupboards and Computer Tables/Chairs			3 Lakhs
4	Dedicated high speed internet			5 Lakhs
5	Smart Boards in each classroom	20	1 Lakh	20 Lakhs
6	AC Classrooms on top floor	04	1 Lakh	4 lakhs
7	Vitrified tiles in all classrooms			10 Lakhs
8	Photo copier/Scan/Print updated machine in Library	02	2 Lakhs	4 Lakhs
9	Renovation of science block			50 Lakhs
10	Upgradation of language lab			15 Lakhs
11	Upgradation of departmental lab			30 Lakhs
12	Renovation of Hostels Toilets and Sanitation facilities			10 Lakhs
			Total	**1.73 Crore**

Required infrastructure under IDP (Institutional development plan) for 10 years.

Sr. No.	Name	Quantity	Cost / Rate per Sqmt	Amount (in ₹)
1	Construction of basketball court	450 Sq. mtrs		15 Lakhs
2	Upgradation of all computer labs			15 Lakhs
3	Extension of library building			10 Lakhs
4	Fixing of new tiles in the floors			10 Lakhs
5	Renovation of canteen			5 Lakhs
6	Latest connection of high-speed internet			10 Lakhs
7	Construction of multipurpose hall (Building for Skill-hub, Yuga and Performing Arts)	650 Sq. mtrs		4 Crore
8	Replacement of Roof (Tata Sheets)			10 Lakhs
9	Painting of college building			15 Lakhs
10	Desktops for library	10	75000	7.50 Lakhs
11	Construction of new classrooms with smart boards and AC	04	5 Lakhs	20 Lakhs
12	Construction of New Auditorium	1000 sq. mtrs		4 Crore
13	Construction of Science building cum STEM Centre	750 x 2 Sq. mtrs		4 Crore
			Total	**13.175 Crore**

2.14. Skill Development of Non-teaching Staff

- Promote the IT skills of non-teaching staff by conducting periodic sessions on Microsoft Word, Excel, accounting software etc.

- Conducting soft skill training for multitasking staff.
- Regular FDPs on administrative guidelines and relevant procedures related to RTI, exams, fees, admissions etc. by inviting experts in respective fields.

2.15. **Any Other Initiatives for the Student's and Institutional Growth**

➢ Improving communication with stakeholders

➢ Foster greater engagement with the local community

➢ Start student facility Centre to provide stationery and other items to students

➢ Encourage students for 'Start ups' in traditional occupations.

➢ Website upgradation.

➢ Strengthen Office Automation.

➢ Improve social responsibility and civic awareness among students through interaction and programmes with social organizations/NGOs.

➢ Provide a functional first aid box and fire extinguishers.
➢ Implement MIS (Management Information System)

Conclusion:

IDP is a vision plan for an institution. There were many review meetings before the final IDP took shape. If the college receives the budgeted funds from the concerned Central and State Government Bodies, it is assured that the funds will be optimally utilised for the long-term development of the institution so that our institution becomes a well organised and well – equipped institution of Higher Education in Assam in the next decade.

ANNEXURE

Action plan-I

Improving employability of students with budgetary allocation

Sr. no.	Domain	Time required in months	Budget Allocation in lakhs per 100 Students		
			2 years	5 years	10 years
1	Competitive Exams General aptitude	3	100000	250000	500000
	Mathematical skills	3	100000	250000	500000
	Mental ability	3	100000	250000	500000
2	Employability enhancement course related to Semi-conductor industry to be established in Assam	3	200000	400000	800000
	Course on Web designing	3	100000	300000	600000
	Working in Tally software	3	50000	100000	400000
3	Soft skills and personality development	3	100000	200000	500000
		Total	**750000**	**1750000**	**3800000**

Action plan-II

Learning outcome with budget allocation

Sr. No.	Employability Programmes	Budget Allocation in ₹ per 100 students		
		2 years	5 years	10 years
1	Motivational	125000	300000	600000
2	Educational tours	100000	400000	800000
3	ICT education	150000	40000	800000
4	Projects	50000	100000	300000
5	Seminars and workshops	200000	500000	100000
	Total	**625000**	**1340000**	**2600000**

Action plan-III

Training needs for faculty and staff and budgetary allocation

Sl. No	Nature of Training	No of Staff	Time in month	Budget Allocation		
				2 Years	5 years	10 years
1	Pedagogy	57	1week	57000	100000	200000
2	Subject and Domine Knowledge	57	1week	57000	100000	200000
3	Faculty Development Programme, Research ethics etc.	57	1week	57000	100000	200000
4	Research Methodology and Research tools	57	1week	57000	100000	200000
5	Office Automation and Computer (for office staff)	20	1week	20000	50000	75000
6	Govt. service procedures, service rules, RTI Act etc.	77	1week	77000	140000	200000
			Total	**325000**	**590000**	**1075000**

Principal
Lakhimpur Girls' College
North Lakhimpur