



## **INSTITUTIONAL DEVELOPMENT PLAN (IDP)**

# **DEMOW COLLEGE**

**Demow, Sivasagar, Assam PIN: 785662**

**College Website: [www.demowcollege.com](http://www.demowcollege.com)**

**E-mail: [demowcollege@gmail.com](mailto:demowcollege@gmail.com)**

**SUBMITTED TO  
THE DIRECTOR OF HIGHER EDUCATION, ASSAM**

### **INSTITUTIONAL BASIC INFORMATION:**

Name of the College:	Demow College, Demow
Address:	P.O.-Demow P.S.-Demow, Dist.-Sivasagar, Assam- 785662
Type:	Co-education
Stream:	Arts
Date of Establishment:	26 - 07- 1970
Name of the Principal:	Dr. Krishna Jyoti Handique
College Email:	<a href="mailto:demowcollege@gmail.com">demowcollege@gmail.com</a>
Website:	<a href="http://www.demowcollege.com">www.demowcollege.com</a>
Affiliated to :	Dibrugarh University
UGC Recognition:	2 (f) and 12 (B) of UGC Act 1956
Area of Campus:	22 Bigha
Accreditation Status:	C++ Grade by NAAC in 2003 in Cycle 1 and re-accredited with B Grade in 2017 in cycle 2 (CGPA 2.36)
RUSA Grant:	Received RUSA grants 2.0

**MEMBERS OF THE INSTITUTIONAL DEVELOPMENT PLAN (IDP) PREPARATION  
COMMITTEE:**

1. Dr. Krishna Jyoti Handique  
Principal & Chairman, NEP Task Force
2. Dr. Lengdon Chetia  
Coordinator
3. Mr. Pabitra Gogoi  
Member
4. Dr. Wakidur Rohman  
Member
5. Mr. Palash Sarma  
Member
6. Dr. Hemanta Konch  
Member
7. Mr. Salman Hussain  
Member

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## MESSAGE OF THE PRINCIPAL

The National Education Policy-2020 is a landmark document and a revolutionary step of the Government of India to bring transformational changes in the entire education system through advancements in pedagogies, knowledge creation, innovative delivery mechanism and integrated management of education system. It envisions greater access, equity, excellence, inclusion and affordability to help India emerge as the knowledge super power.

The Institutional Development Plan (IDP) of Demow College, Demow is the first step forward to chart out the modalities for phased implementation of the NEP-2020 at various levels, and broadly earmarks the short-term and long-term goals which may be assessed and reviewed periodically.

We feel that the Institutional Development Plan as the Comprehensive Roadmap for Implementation prepared by the Task Force shall facilitate the college fraternity in putting the vital components of the Policy in place in a time bound manner. The IDP primarily focuses on all the important aspects of NEP-2020 under eight major heads, with the provision of incorporating the left out components of NEP in future in a phased-manner.

We are hopeful that reforms envisaged through the Policy shall see the light of the day with the active engagement and cohesive efforts of all the stakeholders.

Dr. Krishna Jyoti Handique  
Principal & Chairperson  
NEP Taskforce

## DECLARATION

The Institutional Development Plan (2024-2033) of Demow College, Demow is prepared as per the 'UGC Guidelines for Institutional Development Plan for Higher Education Institutions (HEIs)', released in 2022. The IDP has been formulated after extensive discussions with the stockholders of the college and the views and suggestions are incorporated. The IDP is formulated with the vision to make the College a Centre of Academic Excellence within the time period of the IDP. So, the objectives of the IDP are framed in line with the vision and accordingly, missions are prepared with targeted goals to achieve within stipulated time frame. The institution has its prioritized goals to achieve excellence in quality education. Through multidisciplinary approach and value-based education, the College strives to create a knowledge based vibrant environment for holistic development. The college accommodates maximum students from socio-economically disadvantaged groups to enlighten with modern education thereby inculcating critical thinking and scientific temperament. The national GER in higher education being low, the IDP focuses on infrastructure development to enhance enrolment which will finally contribute to achieve the target of 50% GER in HEIs by 2035. Sports, Yoga and Meditation are other important subjects for human wellbeing and priority has been given to promote S

ports and Yoga by building infrastructure to the maximum extent possible. With the introduction of Four Year UG Programmes, optimal level of flexibility to the learners will be provided through multidisciplinary provisions with lateral entry and exit provision. Departments will be strengthened with modern equipment to open up new avenues for research degree. Provision of Lifelong learning opportunities to learners will be made available through ODL like KKHSOU, NPTEL-SWAYAM, etc. A degree-granting autonomous college with multidisciplinary provision with special emphasis on holistic and skill development for employability of learners is the ultimate aim of the institute, thereby making it an institution of people's choice.

Dr. Krishna Jyoti Handique  
Principal & Chairperson  
NEP Taskforce

## **1. BASIC INFORMATION ABOUT THE INSTITUTE**

### **1.1 About the College**

Demow College was established on 26<sup>th</sup> July, 1970 at the initiative of enlightened public and a few distinguished educationists and social activists of the locality. It was brought under Deficit Grants-In-Aid system in the year of 1985 and was provincialised in the year of 2005. Currently, the college stands for quality and excellence in higher education. Demow college is affiliated to Dibrugarh University. For the Higher Secondary courses, the college strictly follows the course structure designed by the Assam Higher Secondary Education Council. With strength of more than thirteen hundred students and 19 teaching faculty members, Demow College is one of the premier institutions of higher education of Sivasagar district in Upper Assam. For the last 54 years, the college has been offering yeoman's service to the cause of higher education. The healthy academic atmosphere of the college, its quality education, good results as well as the personal care and guidance by the teaching faculty attract the students from far and wide and even from remote places. The first cycle of assessment & accreditation of the college by National Assessment and Accreditation Council (NAAC) was done in 2003. The college fraternity has been striving hard to translate the dream of the institution into reality. The second cycle of assessment & accreditation by NAAC was done in 2017 and the college was awarded 'B' Grade by the same.

### **1.2 Mission and Vision**

#### **Mission**

The mission of Demow College is simple yet profound: to provide accessible, quality education to the youth of rural communities. Through a commitment to excellence in teaching and learning, the college aims to equip students with the knowledge, skills, and confidence they need to thrive in an ever-evolving world. By fostering a supportive and inclusive environment, Demow College strives to nurture the talents and aspirations of every student, regardless of their background or circumstances.

At the core of its mission is a dedication to community development. Demow college recognizes the transformative power of education in uplifting entire communities, and it actively engages in initiatives that promote social welfare, environmental sustainability and economic growth in the rural areas it serves. The institution empowers its students to become agents of change and contribute to the overall development of the nation.

#### **VISION**

Demow College envisions a future where every young person has the opportunity to fulfill their potential and contribute meaningfully to society. It envisions a world where education is not just a privilege but a fundamental right, accessible to all, regardless of geographical location or socio-economic status. Central to its vision is the idea of holistic development in keeping with the objectives of the National Education Policy (NEP) 2020. Demow College aims to cultivate the values of empathy, integrity and resilience among its students. It envisions graduates who are not only well-equipped for the demands of the professional world but also committed to making a positive difference in their communities.

Furthermore, Demow College aspires to be a hub of innovation and research, driving progress and prosperity in rural areas. It has taken steps to collaborate with local industries, government agencies, and non-profit organizations to harness the potential of rural talent and address their unique challenges. By fostering a culture of entrepreneurship and creativity, the college aims to spur economic growth and create sustainable livelihoods for the rural communities. Demow College remains a shining example of the transformative power of education in unlocking human potential and building a more equitable and prosperous society.

### **1.3 College Profile**

#### **1.3.1. Name and Address of the College:**

Name: Demow College  
Address: Demow  
P.O. Demow  
P.S. Demow  
PIN: 785662  
District: Sivasagar  
State: Assam  
Website: <http://demowcollege.com>

#### **1.3.2 Head of the Institution:**

Name: Dr. Krishna Jyoti Handique  
Designation: Principal  
Telephone: 03772226080  
Mobile: 9435055228  
Email: [demowcollege@gmail.com](mailto:demowcollege@gmail.com)

#### **1.3.3. Institutional Status:**

Year of Establishment: 1970  
Affiliation: Affiliated College  
Name of Affiliating University: Dibrugarh University  
Type of Institution: Co-education  
Financial Status: Provincialised

#### **1.3.4. Accreditation Details:**



#### NAAC Accreditation

	Year of Accreditation	Grade	CGPA
1 <sup>st</sup> Cycle	2004	C++	---
2 <sup>nd</sup> Cycle	2017	B	2.36

#### 1.3.5. Campus Location and Area:

Location: Semi-urban

Campus Area: 22 Bigha

## **Step 1:**

### **Analysis of Present Scenario in terms of Access, Quality and Future Readiness:**

#### **ACCESS:**

- Policy of Education for all by enrolling above 90 percent of students from socio-economically weaker section of the society and strictly adhering to the government reservation policy in the admission procedure.
- Sound student support mechanism with the provisions of close Students Mentoring, Career Counseling and Placement, different Cells for Grievance Redressal, Prohibition of Ragging, Communal Harmony, Internal Complaint, Sexual Harassment, etc.
- Add-on courses for skill acquisition and enhancement of employment opportunities
- Faculty empowerment policy such as Lecture programme, Workshop, Research Cell, grants for participation in Seminar and Workshop
- Extension service through community outreach programme, village adoption and school adoption
- Excursion, Study Tour and Field Trip for students
- National Cadet Corps (NCC) and National Service Scheme (NSS)
- Women Cell in compliance with the UGC guidelines for Gender Sensitization
- ICT Access through digital classroom and online platform such as Institutional/ individual YouTube channel, Face book page, Twitter, Whatsapp and Google classroom.
- A well-equipped Central Library open for all with more than 27000 books, journals, periodicals, newspapers and bulletin
- Infrastructural access (Common Room, Girls Hostel, Canteen, Cycle and Bicycle Stand)
- Access to Sports facilities (Playground, Gymnasium Hall, Table tennis, Badminton Court)
- Alumni Association for involving the outgoing students

#### **QUALITY:**

- Infrastructure (enriched with updated facility, ICT enabled, well-equipped, and accessible to all)
- Curriculum (value-based, skill-based, updated and of global standard)
- Faculty (energetic, experienced, dedicated, well-trained and research oriented)
- Student (holistic development, progression & placement)
- Administration (decentralized, transparent, good governance and dynamic)
- Social contribution (community service, school adoption, village survey and adoption)
- Quality assurance mechanism (regular feedback from internal and external stakeholders)

#### **FUTURE READINESS:**

- Growing infrastructure with increasing ICT facility and digital resource.
- Dynamic and visionary leadership & administrative setup
- Updated and ready-to-be upgraded Faculty
- Value based education to instill Indian traditional and cultural values.
- Innovative pedagogy and skill based/vocational education for self-employment and realization of the ideals of *Atmanirbhar Bharat*.
- Introduction of multi disciplinary courses
- Student enrolment from diverse background
- Initiative for innovative measures like incubation centre, e-depository and Credit bank

- Exploration of team spirit: Building effective teams, exploring individual skills and total teamwork

## **Step 2:**

### **Strategic Plan of Action of the Institution in lines with NEP-2020**

#### **2.1 Administrative Plan:**

##### **Targets:**

- Effective coordination among all domain
- e-governance,
- Continuation of Transparency
- Decentralization

##### **Strategies:**

- Devising an over arching plan to oversee functioning of all domains
- Institutional Plan with specific targets for the desired outcomes
- Annual Budget Preparation
- Online Admission, online transaction, digital record keeping for paperless administration
- Democratic decision making through participation of all
- Computer literacy for all
- Introducing Management Information System (MIS)

#### **2.2 Infrastructural Plan:**

##### **Targets:**

- State of the art infrastructure
- To cope up with NEP-2020 requirement

##### **Strategies:**

The priority initiatives under the college Master Plan

- Construction of New Academic Building,
- Construction of New Library Building and Automation & Enrichment
- Construction of Hostel for Boys and renovation and increase of seat capacity in Girls Hostel.
- To equip every Class Room with ICT facility, wi –fi campus, installation of Digital and Smart classroom
- To augment the present premises into a Green and Eco Friendly Campus, (adoption of trees by every student and teacher, MoU with Forest Dept. and organization involving with environment))
- Renovation of Toilet and Water Supply Facility
- Development of College Playground and construction of Sports Complex
- Utilization of College Land
- Cafeteria with Photostat, printer and other stationeries in all building premises
- Access to all buildings and facilities for *Divyang Jan*
- Solar energy for alternative power supply
- Rain water harvesting

#### **2.3 Curriculum and Pedagogy:**

##### **Targets:**

- Achievement of distinction in and recognition for innovative pedagogy
- Students' extensive success in National level entrance tests, Public Service Commission examinations etc.

- To produce skilled, employable and responsible professionals
- To ensure students' holistic development
- To contribute to the increase of Gross Enrolment Ratio (GER) of Higher education

**Strategies:**

- To evolve an innovative and dynamic learner-centered pedagogy which is research-based and ICT enabled.
- Integrating Skill-based/Vocational Courses with General Education. (Graphic Design, Animation, Photo and Video editing, Creative Art and Design, Desktop Publishing, Digital Marketing, Academic and Business Writing, Public Speaking, Soft Skill Development)
- Mapping of students' skills for better employability.
- Integrating ancient and modern knowledge system in the curriculum with special thrust on Indianised knowledge through value-added courses on ancient traditions, philosophy, value system, Yoga, and Life Skills
- To foster the spirit of inquisition, and promote independent and critical thinking
- To encourage students to relate the curricula and domain knowledge to contemporary real life situation.
- To take initiative for increasing enrollment by introducing P.G. Courses, Science Stream, Introduction of Integrated B.Ed. Course, enhancing awareness for Research-based Activities, Academic Exchange through MoU/Linkage with other institution
- Special Cell for Regular Coaching for different level Competitive Examination and Placement.
- Optimum use of technology-based education platforms, such as DIKSHA/SWAYAM and other MOOCs platforms.
- Installation and Up gradation of New Laboratories. ( Psychological and Language Labs, Science Labs. etc)

**2.4 Multidisciplinary and Holistic Quality Education:**

**Target:**

- Holistic Development of the students (intellectual, aesthetic, social, physical, emotional, and moral development in an integrated manner)

**Strategies:**

- Preparing the Roadmap for curricular reforms in a phased manner, focusing on multidisciplinary and holistic approach.
- Encouraging the students to participate in Co-curricular activities.
- Introducing community-based vocational/skill-based courses;
- Enhancement of sports/recreation facilities;
- Developing creative and critical thinking through club activities.
- Integrating Sports, Yoga and Performing arts.
- Introduction of Centre for Cultural and Gender Studies

**2.5. Optimum Learning Environment and Support for Student:**

- A robust mentor-mentee system for constant guidance, counseling and grievance redressal.
- Strict enforcement of all no-discrimination and anti-harassment rules.
- Active participation of students in co-curricular, community based extension activities and other committees/ cells/ clubs relating to students' welfare.

- Wi-Fi Campus.
- Online learning and assessment system.
- Medical Support Facilities.
- Health Insurance for all the students.
- Industry linkage for employment generation
- Exploring the possibility to introduce Earn While You Learn Scheme to support deserving students.
- Focus on sensitivity towards diverse gender, social, cultural and religious identities
- Mechanism for students' wellness such as physical and mental health, psycho-social well-being and sound ethical grooming.

## **2.6. Motivated, Energized and Capable Faculty & Faculty Empowerment:**

- Faculty Induction Programme for newly recruited faculty.
- Institutional effort to ensure incremental progress of the faculty.
- Encouraging the faculty for research projects and collaborative research.
- Institutionalization of research promotion policy.
- Empowering the faculty to adopt innovative pedagogical approaches to enable them to perform creatively.
- Faculty Development workshops/seminars.
- Developing the library as the centre of attraction for the learning community
- Mechanism to incentivize the outstanding teachers through appropriate rewards, recognitions, and by assigning important administrative responsibilities.

## **2.7 Research Plan:**

### **Targets:**

- To enhance research engagements to contribute to the creation of new knowledge.
- To increase number of research programmes by identifying potential and relevant areas of research.
- To increase number and quality of Research contribution.
- To integrate research into pedagogic exercises.
- To disseminate the research outcomes and to find ways for its application.

### **Strategies:**

- To galvanize the functioning of Research and Development Council by organizing motivational and orientation programmes on research at regular intervals
- Action groups/task forces to oversee various concerns/ domains of research
- Publication of Research works in reputed, recognized and High impact factor journals
- To undertake research programmes from leading National and Global funding agencies
- To motivate and help Students for undertaking Research Project
- Seek Grants for Faculty to undertake Research Project
- To Convene National/International Seminar/Workshop

## **2.8 Community Social Responsibility Plan (CSR):**

- CSR by establishing Research Centre
- Village adoption and School adoption
- Community projects and outreach Programme (Tree Plantation, Cleanliness drives, blood donation, Medical Camps, Survey on Literacy, Health, Socio-economic Status and Drinking water)

- Financial assistance to economically backward students.
- Support during Natural Disaster through Disaster Management Cell.

### **Step 3:**

#### **Mission of the Institution to identify goals, Strengths, Opportunities, Priorities and Commitments:**

##### **Mission to identify goals:**

Through three-phased manner namely, close monitoring of the changing scenario, changing of the existing goals as per requirement and then setting new goals so as to meet the rising demands, the college seeks to identify goals. The college engages different bodies ranging from the Governing Body to the Students' Union for realizing the mission of identifying its goal.

##### **Mission to identify Strengths, Opportunities:**

Regular rigorous and objective SWOC analysis of the College in general and other constituent Units/Bodies.

##### **Mission to identify Priorities:**

Requirements of the students are exclusively taken care of as it is a matter of identifying the priorities of the institution. The rising demands and the feedback from the stakeholders are the key to the execution of the mission for identifying priorities.

##### **Mission to identify commitments:**

Emphasis is exclusively laid on the matters of social as well as local and national relevance for identifying the institutional commitments. The institution tries to realize its commitments through holistic development of the students.



#### Step 4:

**Identify the Strengths and Capacity of the Institution (human and financial) in regard to organizational gaps and develop the process to mitigate these gaps.**

<b>Strengths and Capacity of the Institution (human and financial) in regard to organizational gaps</b>	<b>Process to mitigate the organizational gaps</b>
❖ Facilitation of an ambience of work culture conducive to the qualified, dedicated, energetic and experienced faculty members of the college in a systematic way for achieving better outcomes.	❖ Teamwork will be formed at micro level with different areas of interest to develop work culture. ❖ Rewards will be granted to the dedicated faculty and other members of the college for their outstanding works to motivate them.
❖ Undertaking more community engagement programmes to facilitate collaborative venture with neighboring society of rural background.	❖ Villages lagging behind in education, health and sanitation, gender sensitization, culture, sports, environment etc. will be identified and adopted. ❖ Outreach programmes covering those areas will be undertaken in adopted villages.
❖ Augmenting proactive leadership role involving schools and other educational institutions of the greater Demow area to enhance quality education since the college is the only HEI within 10 km radius.	❖ Schools of Demow area with special needs will be identified and adopted. ❖ Adopted schools will be mentored.
❖ Proper utilization of 22 Bighas of land belonging to the college to generate own source of income.	❖ Horticultural farming will be done in some parts of land. ❖ A Handball playground, Netball playground and Badminton Court to be set up.
❖ Proper utilization of sport facilities of the college such as well-equipped multipurpose gym, Indoor Stadium, table tennis, Handball ground etc. to produce more sport personalities of national and international repute.	❖ Talent hunt programmes in different areas of sports will be conducted in the college. ❖ Relation with sports authority of different levels will be maintained to impart better training to the talented students. ❖ Different sports competition at district level will be organized in the college to motivate talented students.
❖ Collective and joint venture with Tea – garden industry and Silk industry of the region to facilitate entrepreneurship.	❖ Skill development and entrepreneurship programmes will be organized in the college in collaboration with Attabarrie Tea Estate

	and Rudrasagar Silk Industry, Demow.
❖ Undertaking more linkage and collaborative study programmes with nearby HEIs to enable productive learning.	❖ MoUs will be signed with nearby HEIs situated in Sivasagar district. ❖ Students and faculty exchange programmes will be conducted with nearby HEIs.
❖ Proper utilization of well-equipped computer lab will augment computer knowledge among the students.	❖ Diploma courses in computer education such as PGDCA, C and C++ etc. will be conducted. ❖ To execute this, MoU will be signed with Dibrugarh University.

### **Step 5:**

#### **Identify institutional goals- Long term and Short term.**

##### **Long Term Goals:**

- To develop the College into a Centre of excellence, which shall provide desired scope and opportunity for the young learners in an inclusive way to pursue their dreams of acquiring in depth knowledge and essential skill of global standard?
- To convert human resources into a cognitively empowered, holistically developed and committed manpower offering significant contribution towards nation and world at large.
- To continue to serve with dedication in the field of higher education to meet the changing needs of society and develop responsible individuals.
- To continue to pursue ethical conduct and a high order of integrity in all spheres of institutional functions.
- To continually assess the institutional risk and provide a safe and secured environment to the stakeholders.
- To develop and maintain significant networks between Institution, alumni and industry.
- To upgrade the college to a multi disciplinary centre of learning.
- Knowledge creation and innovation
- To increase access, equity and inclusion

##### **Short Term Goals:**

Under Short Term Goal, the college keeps in its list of priority some urgent needs which are to be fulfilled at the earliest possible. These can be shortlisted as-

- Readiness to implement NEP-2020.
- Curriculum up gradation as per requirement so as to make the students ready to fulfill global demand.
- Initiative for changing the institutional status from a traditional degree college into a Centre of Excellence enriched by diversity and multiplicity of course and programme.
- Drive for increasing enrolment to contribute to GER increase.
- Initiative for establishing research culture among the students

### **Step 6:**

#### **Institutional Level Challenges: Long Term and Short Term**

##### **Challenges:**

- Implementation of NEP-2020 and its ramification is a major challenge
- To create more faculty position
- To increase the number of students
- To meet the requirement of Language Lab.
- To convert the unused land area into a productive asset.
- To negotiate the problems arising from delayed appointment
- To attain adequate diversity and flexibility in the curriculum and evaluation
- To make internet facility exclusively available to all.

### **Step 7:**

#### **Workable Hypothesis to mitigate and overcome the challenges in a phased manner:**

- Infrastructure up gradation with financial assistance from Govt. of Assam, RUSA etc.
- Reimagining and adopting pedagogical changes
- Orientation towards multidisciplinary education for increasing enrolment
- To urge the Competent authority for sanctioning more Teaching Positions
- Raising the qualitative parameter for teachers
- Changing the mindset
- To explore new source of Funding
- To create new avenue of imparting education through ODL, Online learning etc.
- Starting more Vocational Courses/ Skill based courses to increase the employability skills of the students and to meet Industry requirements.

### **Step 8:**

#### **Strategies to Develop Leadership**

##### **Target:**

To produce world class leaders capable of leading the society, the nation and humanity at large in diverse spheres

##### **Strategies:**

- Developing and inculcating leadership skills with proper orientation and formal coaching programmes
- Inculcating the values of honesty, accountability, social responsibility and enhancing emotional intelligence
- Encouraging the employees to create their own vision
- Creating an ambience and culture of team work and team spirit
  - Appreciating, recognizing and rewarding good leadership.
  - Identifying the skills and abilities of students and employees
- Categorizing the employees on the basis of experience, proficiency, confidence level etc. and assigning tasks and autonomy accordingly and in a graded manner
- Confidence building: Newly appointed/inexperienced faculty/students will be assigned tasks, giving clear guidelines/instructions and making them work under close supervision
- Capacity building: Giving tasks with clear instruction giving autonomy to carryout
- Building Self Reliance; assigning tasks with no instruction for execution.
- Total Empowerment/Autonomy: Giving autonomy to make own decisions for setting agenda, devise plan and strategy and execute them.

**Step 9:**  
**Mechanism to Ensure Transparency in Governance:**

**Target:**

Transparency is widely recognized as core principles of Good Governance. It implies openness, communication and accountability.

**Strategies:**

- ❖ Development of E-Office (E-Governance) Model:
  - Digitization and accessibility of all records.
  - Digital financial management system (Public Finance Management System-PFMS).
  - E-filing and tracking system.
  - Biometric attendance system.
  - Online admission system.
  - Digital monitoring system.
  - Digital transaction of information.
- ❖ Decentralized and Democratic, Decision and Policy Making System:
  - Discussion and inputs system from all stakeholders before taking decision.
  - Representational system from all stakeholders at apex decision making body.
- ❖ Robust Audit System:
  - Financial audit
  - Social audit
  - Green audit
  - Energy audit at regular interval
  - Gender audit
  - Academic and Administrative Audit (AAA).
- ❖ Open Assessment System of Students' Performance:
  - Distribution of evaluated answer scripts to the concerned students.
  - Notification of their performance in class tests, group discussion, seminars and attendance.
- ❖ Publication of annual report of the college.
- ❖ Parent-Teachers and Alumni meet at regular interval and open discussion on academic and administrative matters.
- ❖ Implementation of Right to Information Cell.

**Step 10:**  
**Phase wise Action Plan of the Institution:**

Target	Strategies	Time Frame
<b>Effective Governance in Administration</b>	<ul style="list-style-type: none"> <li>➤ Institutional Plan with specific targets for the desired outcomes</li> <li>➤ Annual Budget Preparation</li> <li>➤ Online Admission, online transaction, digital record keeping for paperless administration</li> <li>➤ Democratic decision making through participation of all</li> <li>➤ Computer literacy for all</li> <li>➤ Introducing Management Information System (MIS)</li> </ul>	<p>Already started</p> <p>Already started</p> <p>Already started</p> <p>Already started</p> <p>Already started</p> <p>Already started</p>
<b>Infrastructural Plan</b>	<ul style="list-style-type: none"> <li>➤ Construction of New Academic Building</li> <li>➤ Construction of New Library Building and Automation &amp; Enrichment</li> <li>➤ Construction of Hostel for Boys and increase of seat capacity in Girls Hostel</li> <li>➤ To equip every Class Room with ICT facility,</li> <li>➤ Installation of Digital and Smart classroom</li> </ul>	<p>-Within five years</p> <p>-Within two years</p> <p>-Within two years</p> <p>Already started</p> <p>Already started</p>
<b>Effective Governance in Administration</b>	<ul style="list-style-type: none"> <li>➤ To augment the present premises into a Green and Eco-Friendly Campus (adoption of trees by every student and teacher, MoU with Forest Deptt. and organization involved with environment)</li> <li>➤ Renovation of Toilet and Drinking Water Facility</li> <li>➤ Harnessing clean energy through installation of Solar Panels.</li> <li>➤ Development of College Playground and construction of Sports Complex</li> <li>➤ Utilization of College Land</li> <li>➤ Cafeteria with Photostat, printer and other stationeries in all building premises</li> </ul>	<p>Already started</p> <p>-Within two years</p> <p>-Within two years</p> <p>-Within five year</p> <p>-Within five year</p> <p>-Within five years</p>

	➤ Access to all buildings and facilities for <i>Divyang Jan</i>	-within two years
<b>Curriculum and Pedagogy</b>	➤ To evolve an innovative and dynamic learner- centered pedagogy which is research-based and ICT enabled.	Within two Years
	➤ Integrating Skill-based/Vocational Courses with General Education. (Graphic Design, Animation, Photo and Video editing, Creative Art and Design, Desktop Publishing, Digital Marketing, Academic and Business Writing, Public Speaking, Soft Skill Development)	Within two years
	➤ Mapping of students' skills for better employability.	-Within two years
	➤ To take initiative for increasing enrollment of Students by introducing P.G. Courses, Science Stream, Introduction of Integrated B.Ed. Course etc.	-Within five years
	➤ Special Cell for Regular Coaching for different level Competitive Examination and Placement.	-Within two years
	➤ Optimum use of technology-based education platforms, such as DIKSHA/SWAYAM	-within two years
<b>Multidisciplinary and Holistic Quality Education</b>	➤ Installation and Up gradation of Language Lab	-within two years
	➤ Preparing the Roadmap for curricular reforms as stipulated by Dibrugarh University in a phased manner, focusing on multidisciplinary and holistic approach.	-Already started
	➤ Encouraging the students to participate in Co- curricular activities.	Already started
	➤ Introducing community-based vocational/ skill- based courses;	Already started
	➤ Enhancement of sports/recreation facilities;	Already started



	<ul style="list-style-type: none"> <li>➤ Developing creative and critical thinking through club activities.</li> <li>➤ Integrating Sports, Yoga and Performing arts.</li> <li>➤ Introduction of Centre for Cultural and Gender Studies</li> </ul>	<p>Already started</p> <p>Already started</p> <p>Within two years</p>
<b>Optimum Learning Environment and Support for Student</b>	<ul style="list-style-type: none"> <li>➤ A robust mentor-mentee system for constant guidance, counseling and grievance redressal</li> <li>➤ Strict enforcement of all no-discrimination and anti-harassment rules;</li> <li>➤ Active participation of students in co-curricular, community based extension activities, and other committees/ cells/ clubs relating to students' welfare;</li> <li>➤ Wi-Fi Campus</li> <li>➤ Online learning and assessment with offline</li> <li>➤ Medical Support Facilities.</li> <li>➤ Health Insurance for all the students</li> <li>➤ Industry linkage for employment generation</li> <li>➤ Exploring the possibility to introduce Earn While You Learn Scheme to support deserving students.</li> <li>➤ Focus on sensitivity towards diverse gender, social, cultural and religious identities;</li> <li>➤ Mechanism for students' wellness such as physical and mental health, psycho-social well-being and sound ethical grooming.</li> </ul>	<p>Already started</p> <p>Already started</p> <p>Already started</p> <p>Within two years</p> <p>Already started</p> <p>Already started</p> <p>Within two years</p> <p>Within two years</p> <p>Already started</p> <p>Already started</p> <p>Already started</p>
<b>Motivated, Energized and Capable Faculty</b>	<ul style="list-style-type: none"> <li>➤ Faculty Induction Programme for newly recruited faculty.</li> <li>➤ Institutional effort to ensure Incremental progress of the faculty.</li> <li>➤ Encouraging the faculty for research projects and collaborative research.</li> </ul>	<p>Already started</p> <p>Already started</p> <p>Already started</p>

	<ul style="list-style-type: none"> <li>➤ Empowering the faculty to adopt innovative pedagogical approaches to enable them to perform creatively.</li> <li>➤ Faculty Development workshops/seminars.</li> <li>➤ Developing the library as the centre of attraction for the learning community</li> <li>➤ Mechanism to incentivize the outstanding teachers through appropriate rewards, recognitions, and by assigning important Administrative responsibilities.</li> </ul>	<p>Already started</p> <p>Already started</p> <p>Already started</p> <p>Within two years</p>
<b>Research Plan</b>	<ul style="list-style-type: none"> <li>➤ To galvanize the functioning of Research and Development Council by organizing motivational and orientation programmes on research at regular intervals.</li> <li>➤ Action groups/taskforces to oversee various concerns/ domains of research.</li> <li>➤ Publication of Research works in reputed, recognized and High impact Factor journals</li> <li>➤ To undertake research programmes from leading National and Global funding agencies</li> <li>➤ To motivate and help Students for undertaking Research Project.</li> <li>➤ Seek Grants for Faculty to undertake Research Project.</li> </ul>	<p>Within next year</p> <p>Within next year</p> <p>Already started</p> <p>Already started</p> <p>Already started</p> <p>Within next year</p>
<b>Developing Leadership</b>	<ul style="list-style-type: none"> <li>➤ Developing and inculcating leadership skills with proper orientation and formal coaching programmes</li> <li>➤ Inculcating the values of honesty, accountability, social responsibility and enhancing emotional intelligence</li> <li>➤ Encouraging the employees to create their own vision</li> <li>➤ Creating an ambience and culture of teamwork and team spirit</li> <li>➤ Appreciating, recognizing and</li> </ul>	<p>Already started</p> <p>Already started</p> <p>Already started</p> <p>Already started</p> <p>Already started</p>

rewarding good leadership.

- Identifying the skills and abilities of students and employees

- Categorizing the employees on the basis of experience, proficiency, confidence level etc. and assigning tasks and autonomy accordingly and in a graded manner.

Already started

Already started

**ANNUAL BUDGET OF DEMOW COLLEGE**  
**BUDGET PERIOD FROM ( 1st April, 2024 TO 31st MARCH 2025)**

**Closing balance on 31-03-2024: INR 3499169.88**

**Estimated Income: INR 300000**

**Estimated total Revenue: INR 3799169.88**

**Estimated Expenditure: 3950000**

**Deficit: -150830.12**

**BUDGET EXPENDITURE**

Sl no.	Head of account	Expenditure item	Proposed amount	Remarks
1	Salary (Non-Sanctioned Contractual posts)	i. Salary for Non-Sanctioned Posts (Teaching) ii. Salary for Non-Sanctioned Posts (Non-Teaching) iii. Salary for Contractual Posts (Teaching) iv. Salary for Contractual Posts (Non-Teaching)	800000	
<b>TOTAL</b>			<b>800000</b>	
2	College Infrastructure Development	i. Annual repairing and maintenance of Building ii. Furniture acquisition and repairing iii. Refilling of extinguisher / Fuel for generator iv. Stationary v. Earth Filling of College Campus vi. Running water vii. Campus Maintenance and Beautification (including paint) viii. Electrification and maintenance	100000 50000 10000 100000 20000 15000 150000 100000	
<b>TOTAL</b>			<b>545000</b>	
3	Recurring Expenses	i. Telephone, Mobile, Internet Broadband ii. Electricity Bill Payment ii. T.A. and D.A. iii. G.B. Sitting v. Postal Charges vi. Expenditure for interviews vii. Prospectus preparation and distribution	100000 240000 200000 150000 15000 200000 50000	
			<b>955000</b>	

TOTAL				
4	Student Programmes	i. D.C.S.U General Election	30000	
		ii. Participation in University Programme	20000	
TOTAL			50000	
5	Health Services	i. Procurement of Medicine first aid	10000	
TOTAL			10000	
6	Extension Programmes	i. Expenses for Adopted village	10000	
		ii. Organisation popular talks	100000	
TOTAL			110000	
9	Personal Research Grant/ Library, Books, Journal.	i. Publication of research and Books	50000	
		ii. Library Books, Journals, Magazine, Almirah, E-Books etc.	120000	
TOTAL			170000	
10	ICT and Digital Appliances	i. Acquisition and repairing of Computers	100000	
		ii. Computer consumables and equipment	50000	
		iv. Software and Website maintenance and development	100000	
TOTAL			250000	
11	IQAC and NAAC peer team visit	i. Total travel expense of the peer team	200000	
		ii. Total food and lodging expenses	70000	
		iii. Others/Sight seeing	40000	
		iv. Assessment and Accreditation Fees	350000	
		v. Videography/Felicitation/Stationary	20000	
		ix. Banner and felicitation essentials	20000	
TOTAL			700000	
12	Classroom essentials	i. White board	20000	
TOTAL			20000	
13	Gym and Yoga Centre	i. Item Acquisition	30000	
		ii. Sports event organisation	10000	
			40000	

<b>TOTAL</b>				
14	Contingency		300000	

Total Estimated Expenditure	<b>3950000</b>
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**BUDGET RECEIPTS**

Sl no.	Head of account	RECEIPTS	Total	Remarks
1	General Fund		<b>3499169.88</b>	
2	Admission	Degree Admission	<b>300000</b>	
		<b>Total Revenue</b>	3799169.88	