SHAH SATNAM JI BOYS' COLLEGE, SIRSA

Shah Mastana Ji Dham, Begu Road, Sirsa, Haryana

Affiliated to Ch. Devi Lal University, Approved by NCTE, AICTE, DGHE

INSTITUTIONAL
DEVELOPMENT
PLAN

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INSTITUTIONAL DEVELOPMENT PLAN (IDP)

SHAH SATNAM JI BOYS' COLLEGE
SIRSA, HARYANA - 125055

VISION AND MISSION

VISION

The vision of the college is to make the best use of education with sublimity and sincerity. A touch of honesty and integrity is the hallmark of the college. The overall development focuses on a vision of a bright future.

MISSION

The mission of the college is to nourish and empower the budding spirits from educationally backward, and rural areas within the sketch of social values and intellectual development. The emphasis is on making a complete man with the blend of MODERNITY & SPIRITUALITY. The college is committed to creating a youth equipped with complete ethics. The students are free to enhance their intellect through constructive thinking and effective communication.

Our mission is to march forward in the race of high-tech society. We also aim to set powerful footprints on the sand of time.

Students from diverse backgrounds in the college are motivated to put signatures on the waves of progress. Since its inception, the college has been spreading colors of austerity, sincerity, sublimity and rich spirits by imparting quality education.

INSTITUTIONAL BASIC INFORMATION

Name of the Institution **:** Shah Satnam Ji Boys College, Sirsa

Type of Institution **:** Self-Finance

Category **:** Boys College

Location **:** Semi Urban

Website Address of the College: www.ssjbc.in

Name of Head of Institution and Project Nodal Officers

Head and Nodal Officer	Name & Department	MobileNumber
Principal	Dr. Dilawar Singh	9817371075
IQAC - Coordinator	Dr. Anil Kumar	01666-238506

Establishment Details:

S. No	Establishment Details (attach all required documents)	
1	Year of establishment	2000
2	Name of University to which Affiliated	Ch. Devi Lal University, Sirsa
3	Year of Provisional Affiliation	2000

FACULTY DETAILS

Teaching Staff:

Subject	No. of Teachers
Mass. Communication	06
Punjabi	01
Pub. Adm.	02
Commerce	04
Math	04
History	01
Physical Edu.	07
Management	02
Physics	01
Geography	04
Chemistry	02
English	03
Computer Science	07
Hindi	02
Total	**46**

Non-Teaching Staff Details:

Designation	No. of Non-Teaching Staff
Librarian	01
Lab. Att.	03
Electrician	01
Gen. Operator	01
Clerk	03
Peon	05
Mali	01
Security Guard	01
Total	**16**

STUDENTS' PROFILE

Academic Information for 2022-23:

Sl. No.	Level (UG, Diploma, PG)	Course name (Hons / pass wise)	Duration(Years)	Year of starting
1	UG	B.A.	3 Year	2000
2	UG	B.Com.	3 Year	2000
3	UG	B.Sc. NM	3 Year	2012
4	UG	BBA	3 Year	2009
5	UG	BAJMC	3 Year	2006
6	UG	BCA	3 Year	2001
7	UG	D.P.Ed.	2 Year	2007
8	UG	B.P.Ed.	2 Year	2006
9	PG	M.Sc. Geo	2 Year	2008
10	PG	M.Sc. Math	2 Year	2003
11	PG	MAJMC	2 Year	2009
12	PG	MA- Eng.	2 Year	2003
13	PG	M.Com	2 Year	2007

SWOC Analysis

Strength:

- Sufficient area with 5 acres of land for future growth an extension of the institution.
- Four Park in the College Campus and Eco-friendly environment
- The institution has dedicated teaching and non-teaching staffs
- Wide variety of students from multi-ethnic domain
- Achievement in sports on national & international level
- Facility provided for cultural activities.
- A vibrant NSS Wing and NCC Army & Air Wing.
- Accessibility and connectivity-The institution has a location advantage as the college is situated on Begu Road, Sirsa(Haryana).
- The IQAC is continuously involved in enhancing the quality education and it is well-supported by Management and stakeholders in the formation and implementation of its policy.
- The teachers are involved in social service and various programme in the area.
- Healthy relationship between teachers and students.
- Availability of Computer Lab, Media Lab & Science Lab
- High speed internet connection & free wifi facility.
- Well-equipped library with online resources.
- Effective implementation of the curriculum prescribed by the affiliating university.

Weakness:

- Financial limitation
- As per requirement, the institution has a smaller number of staff.
- Industrial support is inadequate since there are few local industries.
- Since our college is affiliated under CDLU, we follow the curriculum of the university, not our own curriculum.

Opportunity:

- To provide higher education to rural students.
- It is one of the important institutions for rural students.
- We have sufficient land for UG and can introduce PG in different subjects.
- By the proper facilities we can provide higher education to rural people and develop their spirits to nation-building.
- Can be the guiding force towards bringing positive change in the society.
- Suitable ambience for creating a harmonious environment.
- Potential for extending local medicine and herbal gardens and research to usefulness in the path of human welfare and development.
- Potential to provide the knowledge of organic cultivation in rural area.
- Potential for extending the program "No Use of Plastics" in rural areas.
- Library- reading habit to be generated among a wider public.
- For widening the scope of employment, short term courses or workshop can be organized.
- There is greater possibility of networking among the alumni.
- Potential for extending facilities of competitive examination preparation for rural areas students.
- Potential to provide computer education to rural students of the area.

Challenges:

- Economically backward rural area, so students are not sound in online path i.e. android mobile are not sufficient as required in online process, but we try to compensate the gap.
- As the college was established by the local public, it has to withstand pressure during admission to enroll a large number of students.
- Parents-teachers Meet – all departments try to make it much fruitful.
- Campus recruitment
- College for only boys.
- If the College does not get proper infrastructure and hostel facilities the students are likely move to Sirsa City.
- Meeting the challenges of highly competitive job market and higher education avenues.

NEP implementation, sustained institutional growth:

The institutional governing body, Principal, Head of the Departments, convenors/co-ordinators of different cells and different committees have been working in accordance with the vision and mission of the Institution. As per their directions the college has been implementing the National Education Policy 2020. Institutional practices such Skill Development programmes to improve the Skill set of the students, Academic Bank of Credits have been implemented.

Decentralization and Participation in the Institutional Governance:

The Governing Body is the highest body of the college. It is headed by President. The secretary and correspondent are responsible for regular management practices. The Principal is appointed by the secretary and correspondent. The regular academic, research, administrative activities are being run by the Heads of the Departments, convenors/co-ordinators of different cells and different committees under the leadership of the Principal.

Different Cells and Committees of the college are-

- Internal Quality Assurance Cell (IQAC)
- Anti-Ragging and Discipline Committee (ADRC)
- Students Grievance Redressal Committee (SGRC)
- SC/ ST /OBC Committee
- College Development Committee
- College Academic Committee
- Examination Cell
- Training and Placements Cell
- Research and Development Cell
- Entrepreneurship Innovation and Startup Cell (Incubation Centre)
- Literary and Cultural Activities Committee
- Sports Committee
- Library Committee
- Alumni Committee
- NSS Committee
- Green Campus and Waste Management Committee
- Maintenance Committee

NEED ASSESSMENT

Academic Administration:

1	Whether detailed lesson plans are given to Teachers?	Yes
2	If yes, Is the lesson plan followed strictly?	Yes
3	What type of monitoring system is followed for completing course within setTime frame?	Monthly Supervision
4	What type (monthly, quarterly, biannually, annually) of attendance management system is followed in the institute? What is the method of intimation to Faculty/students?	Biannually Manual
5	What type of feedback system is used for appraising the performance of facultymembers? 360 degree Students' feedback Self-appraisal CCR	BC
6	Is the rating communicated to teachers for improvement?	Yes

Infrastructural Development & Maintenance:

S No	Describe	
1	What type of expansion work is required for existing Infrastructure? Is own land available for this?	Hostels for boys, Additional Class room, Auditorium,Library expansion, Boundary wall, Indoor Stadium Yes
1(a)	Are men hostel adequate as per demand? If expansion required, is own land available?	No Yes
1(b)	Are men toilet blocks adequate as per demand? If expansion required, is adequate space available?	No Yes
2	What type of modernization / renovation works are needed for existing infrastructure? (Laboratories, Library, hostels etc)	To be well furnished withdrinking water facility equipment's, CBCS books etc.
3	What type of infrastructural development work required for non- academic area for the institution (toilets, girls common room etc.)	Toilets & new boys commonroom are required
4	Does the institute maintain the academic and non-academic infrastructure areas?	Yes
5	What are the monitoring mechanisms followed for maintenance?	Staff are engaged for maintenance.

Effective Institutional Governance:

1	Does the institution have duly constituted governing body? If yes, has it been approved? How frequently the Governing body meets? Yearly Biannually More times, as and when require	Yes approved As and when required
2	Does the institution have E-Governance project (ERP & MIS) implemented?	Yes
3	How record keeping and data management is done in the institute?	Manually, Online
4	What type of library management system is there in the institute?	E-developer Zone Software & Manual
5	What type of financial management and accounting system is followed in the institute?	Software and Manually
6	Does the institute have its own active website? If yes, mention webaddress	https://ssjbc.in

Stake holders Involvement:

Sl. No.		
1	Does the institute have any mechanism of participatory management in academic, administrative and financial affairsby involving teachers and staff?	Yes
2	Does the institute have any mechanism for enhancing participatory management in academic, administrative and financial affairs by involving Parents?	Yes
3	Does the institute have any mechanism for enhancing Participatory management in academic, administrative and financial affairs by involving Alumni?	Yes
4	Does the institute have any mechanism for enhancing participatory management in academic, administrative and financial affairs by involving Students?	Yes
5	Does the institute have any plan for enhancing participatory management in academic, administrative and financial affairs by involving local authorities?	Yes
6	Does the Institute have a functional Career Counseling Cell for students?	Yes

Manpower Management:

1	Does the institute have adequate and skilled manpower (bothteaching and non- teaching)	Yes
2	Does the institute have a grievance redressal mechanism? Do they represent all the stakeholders? Specify. For Staff For Students	Yes Both
3	What type of staff engagement practices (academic, behavioral & organizational) are followed in the institute? Regular training Counseling on Performance Any other. Please specify	Regular Training Counseling on Performance

Legal Compliances:

1	How the institute deals with legal issues?	No
2	Does the institute have any designated officer to deal with legalIssues?	No
3	Whether the institution is having the following: Equal Opportunity Cell Anti sexual Harassment Cell Anti-ragging Cell Disciplinary Committee Any other, Please specify	Yes Yes Yes Yes
4	Does the institute manage RTI and Intellectual Property Right?	Yes
5	Has the institute made mandatory disclosures? If yes, how does it display? In website At college notice board Any other	Website At college notice board

Monitoring and Evaluation:

1	Does the present administration, academic and financial System needs monitoring and development for flawless? implementation?	Yes
2	Does the institute have IQAC cell? If yes, State the major functions of the cell.	Yes Working on quality improvements
3	Give details of number of meetings held by IQAC for last 1 years.	6
4	Does the institute conduct the followings:? Academic Audit Energy Audit Green Audit Financial Audit Administrative Audit	 Yes Yes Yes Yes
5	Mention the audits last done:	Academic Audit

Supporting Students from Disadvantaged Backgrounds:

	Describe the particular needs of your female, and Scheduled Caste/Tribe/Other Backward Caste students by answering the following questions:	
1	What is the academic/skill training support that students may need for improving employability?	Spoken English Course, Computer courses, Designing work
2	Do all students wanting hostel accommodation get it on priority from the 1st year onwards?	NA
3	What is the academic/skill training support that SC/ST students may need for improving employability?	For giving extra class and training through DIC
4	Do all SC/ST students wanting hostel accommodation get it on priority from 1st year onwards?	NA
5	What is the academic/skill training support that differently-abled students may need for improving employability?	Skill training support by govt. agency.
6	Do all differently-abled students wanting hostel Accommodation gets it on priority from 1st year onwards?	NA

PLANNING AND EXECUTION STRATEGY

Strategic Goals are to be prepared after consulting stakeholders such as students, parents, Governing Body, alumni, well wishers etc., A SWOC analysis be done based on which the Strategic Goals be prepared for the Institution. Some suggestive goals are given below.

Strategies Plan for institutional development based on SWOT analysis:

- Building up on our strengths, introduce new courses to make education accessible to students from rural areas and less privileged sections of the society.
- To enhance the quality of courses currently offered but making them more relevant, skill focused and responsive to the demands of the employment industry and to introduce Add on courses to Improve employability of the students.
- Establish new infrastructure & improve the current poor infrastructure.
- To make teaching learning process more effective by Adding more smart classrooms, ICT integrated teaching and trained faculty in innovative teaching methodology.
- Improve social responsibility and awareness in the students by pushing for more collaborative interaction between agencies working with a social concern.
- Plan for increasing revenue sources, maintenance of assets, pro-environmental initiatives, social / community engagement etc.,
- Improving communication with key stakeholders such as parents, alumni, local leaders, industries etc.,
- Improving the faculty competency in terms of academic proficiency, communication skills, administrative capacity etc.,

Execution Plan Goal:

Activity 1: Timely conduct of classes to complete syllabus.
Improvement Plan: Classrooms are proposed under the project. Guest Faculty/Contractual Facultywill be engaged under the project.

Activity 2: Monitor weak students and provide additional academic support presently no special support undertaken.
Improvement Plan: Faculty will be motivated to engage with weak students. This will be factored inthe timetable.

Activity 3: Ensuring access to library books and computers
Improvement Plan: Computer labs and computers are proposed under the project. Lab will be kept open during college hours and students motivated to use them. Under the project, important / text bookswill be purchased in high numbers and lent to students for use during entire semester.

Activity 4: Ensuring access to hostels for SC /ST / students from distant places
Improvement Plan: SC/ ST hostels are proposed under the project.

Activity 5: To provide placement opportunities for promoting employment.
Improvement Plan:-opening of placement cell in the college.
-Liasoning with local Industries.
-Providing training to the students through different types of Agencies like Banking guide, DIC, MSME

Activity 6: Improving communication with key stake holders such as parents, alumni, industries and localLeaders.
Improvement Plan- Periodic meeting parents, students and teachers.
-Periodic meetings by inviting carrier guide for guiding the students for different carrier opportunities

Activity 7: Improving faculty competency items of ascendancy proficiency communicative skills andadministrative capacity.
Improvement Plan:-
-Complete visit to library by faculty members at least for one hour a day
-Holding faculty improvement programmes on monthly basic.
-Brain storming sessions, Language training and interpersonal communication skills training to be organized.

Activity 8: Monitoring the students and faculty for effective Learning out comes.
Improvement Plan:-Introduction of daily performance report.

Activity 9: -Plan for increasing revenue sources
Improvement Plan:- Enhancement of student fees, Donation from public, Fishery development, Agri- practicing **etc .**