

# POLICY DOCUMENT

ON

## **‘Institutional Strategic Plans and its Implementation, Monitoring and Deployment’**



**RKSD (PG) COLLEGE, KAITHAL**

NAAC 'A' Grade accredited, Affiliated to Kurukshetra University, Kurukshetra  
**Ambala Road, Kaithal -136027 (Haryana)**



# RKSD (PG) COLLEGE, KAITHAL

## Institutional Strategic Goals

1. Efficient Teaching-Learning process
2. Effective Leadership and Participative management
3. Constant Internal Quality Assurance System
4. Ensuring effective governance
5. Student's Overall Development through Participation
6. Employees Advancement & Welfare
7. Maintaining Proper Discipline
8. Proper Grievance redressal system
9. Financial Planning & Management
10. Institute-Industry interaction
11. Constant Growth in Research and Development
12. Boosting Internal Revenue Generation
13. Alumni Interaction and Outreach activities
14. Need-base augmentation in Physical Infrastructure



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<p><b>Efficient Teaching-Learning process</b></p>	<ul style="list-style-type: none"> <li>• Academic planning and preparation of Academic Calendar</li> <li>• Preparation of teaching and lesson plans.</li> <li>• Conduct training based on current demand analysis</li> <li>• Constant assessment to measure outcomes</li> <li>• Use of more practical methods of teaching</li> <li>• Shifting to Blended mode of teaching keeping in mind the requirements during the pandemic.</li> <li>• Use of e- learning resources</li> <li>• Promote research culture &amp; create the research facilities</li> <li>• Follow a transparent feedback system</li> <li>• Performance enhancement through workshops and seminars.</li> <li>• Implementation of best practices for staff and students.</li> <li>• Evaluation parameters and benchmarking</li> </ul>
<p><b>Effective Leadership and Participative management</b></p>	<ul style="list-style-type: none"> <li>• Decentralization of the academic, administrative and student related authorities &amp; responsibilities.</li> <li>• Creation of various committees.</li> <li>• Regular meetings of Heads of the Departments with faculty.</li> <li>• The minutes of the meetings are communicated to the Principal who in turn consolidates all the suggestions and after discussing with the Advisory Council and IQAC, submits them to the Management for approval &amp; reference/information.</li> </ul>
<p><b>Constant Internal Quality Assurance System</b></p>	<ul style="list-style-type: none"> <li>• IQAC working actively since 2005</li> <li>• Developing, maintaining and regularly updating the QMS as the document of all the processes involved in the academic and administrative activities and the forms to implement the processes.</li> <li>• All the departments carry out the activities as per the Processes and forms.</li> <li>• Feedbacks from students, parents, alumni and employer is taken through a well-developed mechanism and actions are taken to ensure that the college satisfies all its stakeholders.</li> <li>• Internal Audit - Regular internal audits are conducted at planned intervals to checks the effectiveness of the implementation, maintenance and improvement of the QMS.</li> <li>• External Audit</li> <li>• Framing of Quality Policy</li> <li>• Educating &amp; Training of all employees</li> <li>• Periodic check &amp; guidance for quality improvement</li> <li>• Release of Annual report preparation &amp; submission</li> </ul>
<p><b>Ensuring effective governance</b></p>	<ul style="list-style-type: none"> <li>• To review the smooth running of the administrative activities of the college, discussing approval of new programs.</li> <li>• To review the examination results (Internal as well as External) of all programs, result analysis and their improvement strategies.</li> </ul>



# RKSD (PG) COLLEGE, KAITHAL

	<ul style="list-style-type: none"> <li>• To approve the up gradation &amp; maintenance of the Infrastructure of the Institute.</li> <li>• To review the budget allocated for different purposes and their expenditure etc.</li> <li>• Promotion of various faculty career advancement programs, Approval for posts, Study leaves etc.</li> <li>• Reviewing the Performance appraisal of faculty backed with the discussion &amp; suggestions given by Faculty for improvements in the college.</li> <li>• To provide support for conducting all kinds of activities: - Co-curricular and Extra-curricular.</li> <li>• To review the awards and scholarships for students based on the performance in co-curricular and Extra-curricular activities etc</li> <li>• Evaluation of Institute's performance and benchmarking</li> <li>• Institutional strategic goals setting</li> <li>• Institutional Strategic Planning</li> <li>• Monitoring and Implementing the Quality Management Systems</li> <li>• Establishing E-Governance</li> <li>• Leadership development through decentralization</li> <li>• Establishing internal audit committee</li> <li>• Code of conduct and policy formulation, approval and implementation</li> <li>• Establishing fair and effective performance appraisal system</li> </ul>
<p><b>Student's Overall Development through Participation</b></p>	<ul style="list-style-type: none"> <li>• Budget provision for student development</li> <li>• Students Trainings &amp; Placement Activities</li> <li>• Student's representation in various committees and cells</li> <li>• Organizing and participating in competitions</li> <li>• Participation in extracurricular activities</li> <li>• Participating in social and welfare activities</li> <li>• Rewards &amp; recognitions of achievers</li> </ul>
<p><b>Employees Advancement &amp; Welfare</b></p>	<ul style="list-style-type: none"> <li>• Recruitment Policy development &amp; implementation</li> <li>• Employee's performance evaluation system</li> <li>• Regular Training for quality improvement</li> <li>• Healthy and supportive working environment &amp; infrastructure.</li> <li>• Proper established Code of conduct, service rules &amp; leave rules to be followed by all.</li> <li>• Staff welfare policy implementation</li> <li>• Career advancement schemes</li> <li>• Rewards, recognitions, and incentives</li> <li>• Deputation for seminars, conferences, and workshops etc.</li> <li>• Motivation for qualification enhancement</li> </ul>



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	<ul style="list-style-type: none"> <li>• Support for research, consultancy, innovations</li> </ul>
<b>Maintaining Proper Discipline</b>	<ul style="list-style-type: none"> <li>• Recommends Installation of CCTV Cameras at desired places and other measures to maintain the discipline.</li> <li>• Responsible for the entry of the students only with I-cards.</li> <li>• Wing-wise and floor wise proctorial duties</li> </ul>
<b>Proper Grievance redressal system</b>	<ul style="list-style-type: none"> <li>• The grievance committee for women, staff and students is constituted which function with the following purposes.</li> <li>• To make women, students, faculties &amp; staff members aware about their rights.</li> <li>• To help them in knowing the importance of good health and nutrition and facilities available for them.</li> <li>• To help them in developing decision making abilities and be self-dependent.</li> <li>• To help them in raising voice against all kinds of discrimination in a proper manner.</li> <li>• To help them in changing their mind setup.</li> <li>• To assist them in overall development of their personality.</li> <li>• To help them (community women) in knowing about reproductive health care and child care.</li> <li>• The Student Representatives have the responsibility towards students to: be available and listen to student's views and concerns, and actively represent them in an objective and accurate manner.</li> </ul>
<b>Financial Planning &amp; Management</b>	<ul style="list-style-type: none"> <li>• Framing of financial budget according to multiple areas.</li> <li>• Department wise Budgeting</li> <li>• Forecasting of Revenue &amp; Expenditure</li> <li>• Effective purchasing through purchase committee</li> <li>• Contingency Fund allocation every year</li> <li>• Budget formulation &amp; approval through financial Committee</li> <li>• Periodic audit (Internal and external)</li> </ul>
<b>Institute-Industry interaction</b>	<ul style="list-style-type: none"> <li>• Industrial Consultancy.</li> <li>• Short-Term Training Programmes.</li> <li>• Collaborative Educational Programmes.</li> <li>• Industry-Institute Human Resources Exchange.</li> <li>• Faculty and student exchange for knowledge sharing.</li> <li>• Training programmes / Short term assignments to the faculty members in industries.</li> <li>• Student internships and industrial visits.</li> <li>• Support for internships, visits, trainings, guest lectures</li> <li>• Providing career guidance</li> </ul>
<b>Constant Growth in Research and Development</b>	<ul style="list-style-type: none"> <li>• Establish and develop Laboratories with more research facility</li> <li>• Fund generation through Project proposals</li> <li>• Apply for Government/Non-Government industry, sponsored funds</li> </ul>



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	<ul style="list-style-type: none"><li>• Collaborations with Government &amp; Private Institutes, Universities and Research Organizations</li></ul>
<b>Boosting Internal Revenue Generation</b>	<ul style="list-style-type: none"><li>• Formation of the committee to look after the financial needs of the various Departments, of the finances involved during functions and celebrations, for other administrative and infrastructure purposes.</li><li>• Infrastructure creation for revenue generation</li><li>• Policy for Incentives for Revenue generation plans</li><li>• Successful implementation of Internal revenue generation plans</li></ul>
<b>Alumni Interaction and Outreach activities</b>	<ul style="list-style-type: none"><li>• Configuration of Alumni association to increase their participation</li><li>• lecturers/internship/placement/training/entrepreneurship</li><li>• Exploring Contributions</li><li>• Sponsorships/scholarships/fund generation</li><li>• Data base creation, Regular interactions with alumni and networking</li></ul>
<b>Need-base augmentation in Physical Infrastructure</b>	<ul style="list-style-type: none"><li>• Infrastructure building development &amp; modification</li><li>• Functional facilities for e-learning</li><li>• Safety &amp; Security management</li><li>• Water facility</li><li>• Hygiene, zero plastic &amp; green campus</li><li>• Recycling of water</li><li>• Smart Classrooms, Tutorial rooms, Seminar halls</li><li>• Modernization of Laboratory &amp; equipment</li><li>• Library infrastructure up gradation</li><li>• System up gradation</li><li>• Development of sports (indoor/outdoor) facilities</li><li>• Plantations and landscaping</li></ul>



# RKSD (PG) COLLEGE, KAITHAL

## Strategy Implementation and Monitoring

Once the planning part has been done the next step is its implementation. This stage is among the most imperative part and must be implemented with proper supervision and cooperation.

### **Implementation at Institute Level**

<b>Particulars/Functions</b>	<b>Deployment Authorities</b>
Governance & Administration	Governing Body, Principal, Staff council and Administration Office
Infrastructure (physical)	Governing Body, Principal, Construction committee and purchase committee
Infrastructure (Academics)	Principal, HODs, Staff Committees
Teaching- Learning	Principal, HODs, Faculty and Staff
Departmental Activities	HODs and Faculty
Training & Placements	Principal, HODs, Career and Placement cell
Research & Development	Principal, HODs , Research board
Students Development	Principal, HODs
Quality Assurance	IQAC and NAAC Coordination Committee
Students Admissions	Principal, HODs, Admission committee
Statutory Compliance	Principal, HODs, Coordinators



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## Deployment

The plans articulated by the management and principal are communicated to the target groups like faculty, students, staff and other stakeholders through meetings, mails and other forms of communication.

The Principal's handbook serves as guideline at the institutional level to undertake these activities. The organizational procedure manual guides all the activities through well-defined policies and procedures for each of the activities.

**Link for the Document on College Website: <https://rksdcollege.ac.in/wp-content/uploads/2022/01/Strategic-Planning.pdf>**