

INSTITUTIONAL DEVELOPMENT PLAN
K. C. DAS COMMERCE COLLEGE
2024-2029

(Updated from Institutional perspective Plan for the period 2019-2029)

Introduction:

Established on 7th November, 1983, K. C. Das Commerce College is a premier institute of higher education imparting mainly commerce, management and computer education to more than three thousand (3000) students not only from Assam but North East and few other States of India as well. The College is affiliated to Gauhati University and was brought under the deficit system of Grants in Aid w.e.f. 25th March, 1998 and also included under 12(B) and 2(f) of the UGC Act, 1956. The College has been offering UG Courses in Commerce, Arts, Science, BBA, BCA, and PG Courses in Commerce and Computer Science (PGDCA) with thirteen academic departments. In addition to this, the College has distance learning centres affiliated to Indira Gandhi National Open University (IGNOU) and Gauhati University (IDOL).

Category wise goals and enabling strategies under the Institutional Development Plan 2024-2029 (Modified from Institutional Perspective Plan 2019-29):

A. Governance Enablers

1. Governance Structure:

- Decentralization and participative management is the core essence of academic as well as administrative framework in the College.
- The Apex body of the College (Governing Body) has representatives nominated by the Government of Assam, affiliate University, teaching staff, non-teaching staff, guardians and donor members.
- Thirty seven (37) numbers of in-house Committees are in operation to facilitate smooth functioning of the Institution in a coordinated manner. Some of the Committees have students' representatives, including IQAC, and strategies are developed collectively.

2. Quality Assurance:

- IQAC acts as a catalyst between Management and other stakeholders of the College. It provides inputs for sustenance of quality in each sphere of college activity. As such, IQAC has representatives from the Governing Body, teaching and non-teaching staff, alumni, students, retired teachers, neighboring community, industrialists, etc.

3. Financial Autonomy

The College is aided by the Government of Assam and included under Section 2 (f) and Section 12B of the UGC Act, 1956. As such, the College is eligible to receive the grants under various schemes of Government of Assam and the Government of India.

The College however desires to attain self-sustainability to a large extent within the given time period. Targeted sources would be:

- Self-sustaining programs;
- Surplus fund from different university and other job related examinations;
- Centre fees of different Government and Non-government examinations;
- Interest accrued from fixed deposits at banks;
- Sale of I.T. R&D Cell products and Value Added Education Department courses;
- Cooperative Society operations.

4. Leadership

- Guided by in-vogue rules and regulations the leadership believes in the policy of decentralization and participative or collective management in drafting quality polices and executing plans to achieve institutional vision, mission and goals.
- Various in-house Committees have been constituted by the Principal in consultation with the Vice-Principal and the IQAC. These committees are represented by the teaching staff and non-teaching staff. GB members are also part of some committees.
- The College had prepared its **objectives and targets** in the form of a modified and updated Perspective Plan for ten years, i.e. 2019 to 2029. Main goals under the 2019-2029 Perspective Plan have been classified into five categories; viz. *Education, Administration, Infrastructure, Collaboration, and Social Responsibility.*

Category wise goals and strategies under the Perspective Plan 2019-2029 are as follows:

(A) Education

1. To provide Quality and Value Based Education to the Students.

- The College will encourage the faculty members to pursue capacity building and teaching methodology courses to educate the students. FDPs and STCs will be organized by the College authority to facilitate and encourage the faculty members
- Value added Certificate courses like say, Machine learning and Green Banking and other Soft Skill certificate courses will be introduced to enhance the quality and employability of the students by establishing a Value Added Education

Department using in-house intellectual capital. The proposed Value Added Department will offer tutorials for professional courses like CA and CS too.

- Yoga, Meditation and Acupressure classes will be introduced for overall holistic development of the students.
- The College will organize educational exchange programmes among different Colleges of the State.
- The College will encourage the students to participate in co-curricular and extracurricular activities at state, regional, national and international levels.
- Seminars, workshops, lectures, etc. will be organized by various departments.
- The College will strengthen its Distance Education Centres in future to facilitate enhanced enrolment.
- Feedback mechanism will be more strengthened to increase the quality of delivery of teaching.
- The College will develop MOOC on its own in future. Seminars and discussions will be organized for popularizing MOOC.

2. To increase Employability and Placement of Students:

- Placement and Career Counseling Cell in association with the academic departments will hold different programmes for providing proper counseling and to encourage students for competitive examinations and higher education.
- The Placement and Career Counseling Cell will provide skill based training to the students to increase employability and self employment through collaboration with reputed agencies.
- Innovation Cell will be developed to inspire students to script and record their ideas, and discuss the same on a platform. Students will be encouraged to translate their ideas into a 'start-up'.
- The Placement cell will share information relating to vacancy in different departments, organizations, etc. in the notice boards through social media and will organize 'Job Melas' and facilitate industry-academia meets.

3. To increase Digital Literacy among Students:

- To enable the students to face the modern digital world, the College will offer IT courses and provide computer laboratory facilities to the students.
- The College will strengthen the ICT component and try to develop mobile app, learning management software (LMS), digital library, etc. to make the students familiar with the online education as well as generate revenue.
- The College will develop online examination system for internal assessment of the students to reduce the time span of evaluation.

- The College will setup Audio Laboratory to produce audio teaching – learning materials (TLM) for benefit of prospective students.

4. To provide Facility of Research for both Students and Teachers:

- The College will try to provide some facilities of research for both students and teachers. The College would desire to lay stress on both academic and community research.
- The College will provide e resource facility with free internet connectivity for the benefit of the students and teachers.
- The College will organize workshops on research methodology for students and teachers.

(B) Administration

1. Introduction of New Academic Programmes:

- The College will take steps to introduce BA in Economics (Hons) and B.Sc. with subject combination of Economics, Statistics and Mathematics from the session 2019-20.
- The College will take steps to open up MBA courses and MCA courses in near future.
- The College will take steps to open up UG Courses on various subjects in Arts and Science keeping in mind future prospects.
- The College will take steps to formulate and offer relevant certificate courses.

2. Academic and Administrative Audit:

- The College will invite Academic and Administrative Auditors team to evaluate the performance of the College in the academic and administrative field. These tests will be repeated to analyse institutional performance.

3. Energy and Environment Audit:

- The College will invite experts for the purpose of conducting Energy and Environmental Audit. Considering the location and other associated attributes, the College will strive to fulfill all projected expectations with time.

4. Gender Equity in Higher Education:

- The Women's Cell of the College will organize seminars, workshops, popular talks to sensitize the girl students about the need of higher education along with other relevant issues.

5. Digitalize the Governance System of the College:

- The College will fully digitalize its governance system.

- The College will develop e-office and transact online.
- The College will start digitalization of the admission process.
- The College authority will conduct trainings for the office staff from time to time.

6. To generate resources for self reliance:

- The College will develop an ICT Research and Development Cell to generate resource through ICT products and promote institutional consultancy services as well.
- The College will earn through various courses and tutorials of the Department of Value Added Education.
- The College will earn through rental of its infrastructure at its disposal at convenient time and holidays.
- The College will utilize its intellectual capital and social service wings for community related research works. The College will try to attract projects and grants for community research works in due course of time.

7. To Mobilize Funds for Infrastructural Development:

- The College will prepare proposals for specific fund from Government of Assam, NEC, and Non Govt. Organizations, to construct a G+4 multistoried academic building in the present campus.
- The College will prepare a proposal for specific fund from the donors and alumni family of the College to build a well equipped auditorium at the top of the proposed G+4 multistoried academic building.

(C) Infrastructure

1. Establishment of Second Campus:

- The College will make every effort to establish a second campus to house an extended academic unit and student hostels.

2. Construction of a New Academic Building with Auditorium:

- The College will build one G+4 multistoried academic building to meet the increasing demand for classrooms and some allied facilities.
- The College will build one well equipped auditorium at the top of the G+4 multistoried academic building.

3. Establishment of ICT and Research and Development Cell:

- The College will strengthen the ICT infrastructure to facilitate better governance, research work and revenue generation. Outsourcing will be minimized.

4. To facilitate ICT enabled teaching learning:

- The ICT RnD Cell will try to develop the College's main website, website for value added education, mobile app, learning management software (LMS) and library related software for easier library transactions.
- The College will provide computers and printers to all the academic departments.
- The College will take steps to convert general classrooms into ICT enabled classrooms phase wise.
- The College will develop a digital library platform with adequate e-resources.
- The College will install Wi-Fi connectivity in the campus for the students and faculty members.

5. To upgrade the Central Library of the College:

- The College library will be fully digitalized.
- One e-resource centre will be installed in the College library for the students and faculty.
- E-resources like e-journals and e-books will be made available at the library.
- The library will collect and preserve old manuscripts.
- The library will also preserve Ph.D. thesis of the faculty members.
- Efforts will be made to establish a Community Library.

6. To develop sports infrastructure:

- The College will try to provide facilities for indoor games in the campus. Outdoor sports facilities may be provided only when more space is allotted to the College.

7. Green campus initiative:

The College will try to make the campus green and formulate necessary policies to sustain the greenery environment in the College. Campaigns will be organized from time to time on clean and green campus among the students.

- The College will take necessary steps for rain water harvesting in the campus.
- The College will not endorse use of 'Single Use Plastics'.
- No. of Incinerator will be increased in the campus for garbage management.

8. Green Energy initiative:

- The College is planning to install solar energy system in the College campus.
- The College will initiate awareness among the students about the need of saving energy.

(D) Collaborations

1. To Collaborate with other Institutes for academic works:

Collaborations with national/international institutes of repute will be attempted for up-gradation of teaching, learning, research, and evaluation process.

Collaborations will also be made with interested Colleges of the State for faculty and student exchange and research works.

2. To Collaborate with Government Departments, NGOs for Joint Activities:

The College will perform different academic and extension activities in collaboration with the different Government departments and NGOs.

The College will organize seminars, workshops, awareness programmes collaborating with them.

(E) Social responsibility

1. To Undertake Outreach Activities as a Part of Institute's Social responsibility:

The College will maintain a very close relationship with the local communities.

The Community Research and Development Cell of the College will carry out research works on different communities across the state with an objective to develop a repository of information and facilitate sharing of the output with the communities for their socio-economic development.

The College will undertake different community activities like environment awareness rally, tree plantation, health camps, etc.

The College will create a Student Aid Fund to provide financial help to the students from economically weak families.

5. Vision, Mission and Roadmap:

Vision of the College

K. C. Das Commerce College ***was established*** with the vision of catering to the need of Commerce education at the tertiary level to tap the intrinsic potential of aspiring youths of the State. ***The College aspires to uphold the ethos of national policies of education, stay relevant across time and contribute towards nation building and development.***

The College seeks to make the students courageous enough to appreciate creativity, inclusiveness, innovation, integrity and quality as well as hardworking enough to acquire these traits, be skillful, employable and adapt to the contemporary challenges. The College desires to promote excellence in teaching, research, interdisciplinary education,

leadership and outreach. Our cooperation of instinct and intellect founded upon human values strolls perfectly with our motto: **'To Strive, To Seek, To Learn and not to Yield.'**

Mission of the College:

Since its inception, our College has been committed to foster individuals realize the ethics reflected in the College's vision. In the new millennium, missions of our College are:

- To enrich students through quality education and thereby empower them.
- To be a model learning institution with a working environment in which the quality of life, mutual support and teamwork on campus are rich and participatory.
- To make higher education accessible to the underprivileged section of the society.
- To encourage students develop and realize their innate potential in co-curricular fields through participation in cultural, extension, literary, sports activities etc.
- To emphasize on sustaining interdisciplinary research and education not only within and across academic fields, but also across institutional, national and cultural boundaries.
- To work hard and stay relevant under any education regime and achieve scholastic brilliance to meet the needs and expectations of the society.
- To sensitize students play a constructive role and contribute towards nation building with honesty, integrity, civilized discourse and good behaviour.
- To enable the guardians to assess their own children and help them to reach their full potential.
- To help teachers improve themselves through self-assessment and professional development.

KCIAN Goals and Objectives:

In order to realise our **Vision and Mission**, certain goals and objectives have been outlined:

- Encourage students carry out self assessment and share the needs if any, with teachers and Principal.
- Provide extra academic support to students to better their previous results.
- Provide opportunities of education, skills enhancement and employability through regular and value added courses and tutorials.
- Enhance learning of the students through innovative educational environment.
- To enable students to develop a sense of culture, patriotism and morality through human values.

- Encourage students develop and realize their innate potential in co-curricular fields through participation in cultural, extension, literary, sports activities etc.
- To encourage and develop research culture among the faculty members.

In order to succeed in its mission and attain the goals and objectives, the Institution will focus on various enablers:

6. Close Monitoring by IT/ Web Based Management Information System:

Our **self developed online infrastructure** caters to administration, teaching, learning, and evaluation as well. The College will focus on development of customized ERP and all other ICT related softwares. The products will include institutional website, value added education portal, e-learn (LMS), digital library etc. Marketing of these software have been initiated and a few institutions have procured our software.

7. Risk Management Analysis:

- Quality audits like Academic Audit, Administrative Audit, Environmental Audit and Energy Audit are conducted.
- Financial Audits: The institution has a mechanism for audit of all financial activities both internal and external. Finance Advisory committee with experts is there to propose various ways to handle different situations, if required.
- NCC, Civil Defense, and NSS Units of the College conduct various programmes to address issues of vulnerabilities.
- Community outreach events will be expanded in due course of time to address various need based issues to utilize the in-house intellectual capital.
- For development of larger physical infrastructure, the College will desire to get the things done through Government agencies.

8. External Advisory Boards: Not applicable as per in vogue regulations. However, output of Audit Reports are utilised to plug the gaps and enhance institutional operational efficiencies. Industry academia meets also help a lot in this regard.

9. Student Feedback:

- Regular feedback on curriculum is obtained from students and other stakeholders. The structured feedback, collected from students, teachers, parents, and alumni, is very useful for the overall development of the College and students in particular. The IQAC collects feedbacks on curricula from all the stakeholders which are analyzed for further appropriate reforms and actions by the administration.

- As per feedback received from students, output of internal academic and administrative audit of the College, steps are/ will be taken for quality enrichment of the Institution.

B. Financial Enablers and Funding Models (Resource Generation):

- The College is aided by the Government of Assam and included under Section 2 (f) and Section 12B of the UGC Act, 1956. As such, the College is eligible to receive the grants under various schemes of Government of Assam and the Government of India.
- The College will apply for and secure funds from available funding schemes.
- With regard to resource generation, the College will take various steps as stated under 'Financial Autonomy' heading.

C. Academic Enablers:

- K.C. Das Commerce College is affiliated to the Gauhati University. Curricula formulation and syllabi publication of affiliated courses is within the purview of the parent university.
- Currently, the College offers five UG Courses (B.Com, B.B.A., B.C.A., B.A. and B.Sc. in Economics, Statistics and Mathematics) and two PG Courses (M.Com. and P.G.D.C.A.).
- In spite of being a Government Aided College affiliated to Gauhati University, the College has self developed various skill enhancement value added courses. Faculty members have collectively contributed towards design and development of curriculum (peer reviewed) for the Department of Value Added Education initiated by the College.
- The College has a plan to increase the intake capacity of BBA and BCA courses and to introduce integrated B.Com. B.Ed. Course, MBA and MCA Courses in the future as soon as the physical infrastructure is enhanced. Steps will be taken to secure AICTE approval.

D. Research and Intellectual Property Enablers:

- The College continuously aims at emphasizing sustainable interdisciplinary research and education not only within but also across institutional, national and cultural boundaries.
- Steps will be taken to explore and execute developmental works through the Community Research and Development Cell of the College.

E. Human Resources and Supportive- Facilitative Enablers:

- College aims to enrich students through quality education and thereby empower them. Students are supported to pursue in their creativity.
- Models will be given shape through the proposed AI Laboratory.
- The College is registered under MSME, Government of India.
- The College is approved under PMKVY 4.0. The College will take steps to utilize various skill related opportunities provided by the Government for the students.

F. Networking and Collaborations Enablers:

- To provide quality education the College has signed 12 MoUs with different Institutions and Organisations. The College further aims to increase the number of functional MoUs in the future.
- The College desires to take education beyond the four walls of the classrooms through the initiatives of the Community Research and Development cell.
- The College desires to enhance the industry academia network.

G. Physical Enablers:

- The total built-up ground area of the College is 1803.60 square meters.
- Enhancement of the physical infrastructure will be done through various grants which the College will attempt to secure.
- College is connected with 50 Mbps dedicated internet leased line sourced from Reliance Jio. Free Wi-Fi connectivity is available in the College campus.
- The College will take steps to be part of the NKN. Steps have been already initiated.
- Management of the College has taken/ will take effective steps for curriculum delivery and transaction through establishment of ICT enabled classrooms and by strengthening of infrastructure. The College has 28 classrooms out of which 10 classrooms are with ICT facilities, and two digital conference halls, computer laboratories, e-resource centre, a commerce and audio laboratory. The College will take steps to increase the number of smart classrooms.
- The College has a well furnished library with a spacious reading room and e-resource centre with 30 computers. The library has a total of 27,430 text and reference books. It has access to INFLIBNET, NLIST for e-books and e-journals. It also has a book bank facility to help the needy students. The College will take steps to increase the number of computers and create online learning and examination centers with an aim of resource generation.
- The Examination Branch is well equipped with a strong room, required computers and Xerox facility. Facilities will be expanded in future. There are distance learning centres of IGNOU and IDOL, Gauhati University. The College will

take steps to strengthen the levels of distance learning so that the physical infrastructure is utilized for required operations to the maximum.

- The College has pure drinking water facilities (Aquaguard), water coolers, and a canteen that provides hygienic food and refreshment at a nominal cost. Quality enhancement will be done in all these provisions.
- Gymnasium and indoor game facilities are available.
- The College has separate common rooms and toilets for both girls and boys. There is also a Students' Union room. Sanitation facilities in all girls' and ladies' toilets will be enhanced.
- Uninterrupted electricity supply is ensured in the college campus with help of a 100 KW generator set. A 30 KW solar roof-top plant is installed to meet the partial energy requirement of the College with assistance from Government of India. The College desires to increase the capacity of solar roof-top plant.
- Parking facilities are also available in the college campus.
- Day-Care and Healthcare Centers and a quarter for security personnel are also available in the College. The College desires to strengthen the facilities of health care center.

Future Plan:

1. Establishment of Second Campus: The College will make sustained efforts to establish a second campus to house an extended academic unit and student hostels.

2. Construction of a New Academic Building with Auditorium: The College will build one G+4 multistoried academic building to meet the increasing demand for classrooms and some allied facilities. The College will build one well equipped auditorium at the top of the G+4 multi-storied academic building along with digital seminar halls,

3. Strengthening of ICT and Research and Development Cell: The College will strengthen the ICT infrastructure to facilitate better governance, research work and revenue generation. Outsourcing will be minimized.

4. To strengthen ICT enabled teaching learning:

- The ICT RnD Cell will try to develop and continuously update the College's main website, website for value added education, mobile app, learning management software (LMS) and library related software for easier library transactions.
- The College will provide computers and printers to all the academic departments.
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- One E-resource centre established in the College library for the students and faculty will be further developed.
- More E-resources like e-journals and e-books will be made available at the library.
- The library will collect and preserve old manuscripts.
- The library will also preserve Ph.D. thesis of the faculty members.
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7. Green campus initiative:

- The College will try to make the campus green and formulate necessary policies to sustain the greenery environment in the College. Campaigns will be organized from time to time on clean and green campus among the students.
- The College will take necessary steps for rain water harvesting in the campus.
- The College will not endorse use of 'Single Use Plastics'.
- Incinerator will be constructed in the campus for waste management.

7. Green Energy initiative:

- The College will enhance the solar energy infrastructure in the College campus.
- The College will initiate awareness among the students about the need of saving energy.

H. Digital Enablers:

The College has a plan to:

- Ensure a strong ICT infrastructure across the campus for high-speed internet, communication, and digital information access.
- Deploy a dedicated campus area network with multiple internet connectivity options and a central ICT centre.

- Host in-house as well as cloud-based data servers with real-time monitoring, security, and structured Wi-Fi networks.
- Create a digital content repository, encompassing coursework, multimedia content, learning games, AR, and VR modules.
- Convert all traditional classrooms into smart classrooms with advanced tools for monitoring student progress.
- Transition to a paperless system, incorporating digital processing for all educational activities, and providing stakeholders with online access.
- Elevate its digital presence through dynamic websites, online teaching systems, computerized examination processes, and digital credentialing.
- Achieve digital transformation in a phased manner, through in-house efforts and also by collaborations with experienced IT organizations or Ed-Tech companies.
- Take steps to get connected with NKN.