

Uttaranchal (PG) College of Bio- medical Sciences and Hospitals

ACADEMIC DEVELOPMENT

STATERGIC PLAN

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I. VISION, MISSION, GOALS

I. 1 Management and Organization

Managing Director (MD) is the ultimate authority in the College which approves every action to be implemented. It shall constantly keep in view of the Mission and goals of the college, make and approve all the new policy decisions, necessary action plans and strategy for implementation, apply mid course corrections, amend the policies etc. in achieving the mission and goals.

Managing Director (MD) will take all the necessary decisions in running and managing the college, in every respect. He shall ensure all the policies are implemented in the college by providing directives to Director, Dy. Directors, HODs, faculty and staff as the need may be.

I. 1. A Vision, Mission and Goals

Vision : We envision to be a recognised leader in basic and applied education and shall aim at national excellence by creating competent and socially conscious technical manpower for the current and future requirements and development of the nation.

Mission : - *Undertaking Research & Development in thrust areas*

- *Introducing Innovative practices of teaching learning*

- *Promoting strong set of ethical values*

- *Serving the surrounding region and nation at large*

Goals : The Long term goals of the College are set and approved by the MANAGEMENT, keeping in view of the mission and with an ambition for overall growth.

1. To enable 70% of undergraduates to find immediate employment by imparting necessary skills & knowledge.
2. To motivate at least 30 - 40% of students towards higher education & research.
3. To create entrepreneurial skills in at least 5 - 10% of students.
4. To develop a Management Model worth emulating in corporate governance.
5. To instil in young professionals a code of ethics on par with organizational expectations.
6. To generate awareness on immediate social problems and seek technical solutions to resolve the same by involving a team of academicians and industrialists of this area.

Each department shall focus on goals of the institution and develop itself as a Center for Excellence in some of their fields of specialization.

II. Director/Dy. Director:

He/She is the academic head for day to day functioning of the college and the authority to take decisions in the academic matters. In general he/she is assisted by the HODs and other committees with specific tasks assigned to them. He/She shall be responsible.

- a. To prepare all the agenda items, co-ordinate the conduction of meetings, make the minutes and follow up all actions required.
- b. To provide leadership, guidance, help in implementation and monitoring all the academic activities as prescribed by the Affiliating University.
- c. To conduct periodical and final examinations.
- d. To initiate all the developmental activities, monitor the progress and report to the MD.
- e. To take specific initiatives to achieve goals of the college and monitor the activity.
- f. For student discipline and orderly running of the college, for taking all the necessary decisions in this regard and take help of the disciplinary committee.
- g. For discipline and order among the faculty and staff of the institution.
- h. He is responsible for the general amenities and arrangements for both students and employees

III. HOD :

HOD is the local authority in all aspects to run the department on day to day basis, giving leadership, direction, also monitor and control progress of his department. He/She is responsible for:

- a. Planning for the department operational, maintenance and development budgets for MD approval in consultation with Dy. Directors,
- b. Conducting DAC meetings for academic / laboratory development periodically.
- c. Submitting the performance appraisals of faculty and staff quarterly, Half yearly & Annually.
- d. Preparing and submitting the departmental annual report to the Dy. Director.
- e. Preparation of teaching schedules, work loads for all the faculty members.

- f. Plan from time to time and assign any faculty any work regarding administration, academic development, maintenance and up keep, examinations, interface with outside bodies, inter disciplinary works, consultancy, counseling of students, interaction with industry, participation in community services, research and project works and any other work as and when required by the department.
- g. Utilize the services of any staff member and assign different duties from time to time or interchange the duties of various staff members in the department.
- h. Nominating members for the library committee (expertise; in sub-committee) and make suitable recommendations for journals, textbooks, reference books with the help of other senior faculty.
- i. Recommend to the library, the list of books and periodicals to be purchased.
- j. Conduction of all the course work, laboratory work, project work thesis work, assignments and supervising the faculty to maintain all the records properly.
- k. Preparation of lesson plans, course work schedules for each course and also ensure it is placed in the college website.
- l. Monitoring all the student's related course work and the academic schedules are run in time.
- m. Counseling of students on academic matters, handle all the disciplinary problems and if necessary, refer cases to Disciplinary Committee (DC).
- n. Counseling the faculty in case of any complaint or the need arising from feedback
- o. Over all behavior and discipline of the faculty, staff and students of his/her department.
- p. Appraising all the faculty, staff and students about the college mission and goals and how to achieve them in the department.
- q. All activities related to professional bodies in the department.
- r. Extra and co-curricular activities of the department.
- s. Being in constant touch with the students.
- t. Participation in meetings with the parents periodically and take suggestions for improvement of the department.
- u. Inviting the guests for lecturers, conducting seminars, workshops, symposiums in the department.
- v. Establishing thrust areas for R&D and inter disciplinary activities and to provide encouragement in consultation with Dy. Director.
- w. Up keep of all class rooms, furniture, fixtures and cleanliness with the help of Administrative Officer.

IV. Officer Incharge / Examination Section Incharge :

Holding an independent charge of examination activities in the college. He/She will monitor, resolve matter in the functioning of any activity with the approval of MD/Dy. Director. He is also responsible for implementing all the college policies in regard of the activity under his charge.

1. Conducting examinations as per approved college academic plan.
2. Compiling students performance reports related to examinations, attendance and sending the reports to departments and parents accordingly.
3. Initiating actions for any malpractices cases.
4. Maintenance of Academic records like award lists, answer scripts, attendance registers.
5. Ensuring confidentiality while conducting university examination.

V. Motivation:

Faculty and staff are motivated by exemplary leadership by MD, Dy. Director and HODs, to work with a team spirit for betterment of the college, take active part in developmental activities

- a. The Director/Dy. Director has to conduct meetings of staff of various departments once in a quarter and explain Institution policies and the benefits derived out of it and also inform various incentive schemes available for faculty and counsel them for better performance,
- b. HODs have to constantly counsel the faculty members for better performance, inform them regarding their performance appraisals, encourage the sincere and dedicated faculty/staff and counsel other faculty/staff for improving,
- c. HODs also have to inform the college mission, goals and motivate faculty staff and students to work towards achieving these goals. They should address at least twice in a semester.
- d. HODs have to inform about various incentive schemes available to the faculty and staff and also about various faculties available to them.

VI. Recommendations / Initiatives : Best Teachers in each department are selected based on student feedback, results, percentage marks, HODs recommendation, Research work and attitude.

Appropriate pointed weightage in form of marks will be awarded for all these points and the faculty who scores more than 90 marks will be awarded with best Teacher award + cash prize of Rs. 10,000/-. The faculty who gets more than or equal to 85 marks and less than 90 will be awarded with best Teacher award + cash prize of Rs.5000/-.

Apart from these awards staff contribution towards research will be encouraged by sanctioning Rs. 5000/- for every research article published in International journal, Rs. 3000/- for every research article published in national Journal.

The above awards will be awarded semester wise for II, III & IV year and Yearly for I year.

VII. Skill Up-gradation: Subject to the College rules and regulations and guide lines issued by management these programs can be taken up with prior permission. General guide line are given below.

1. Department should send 15% of staff every year for skill up-gradation training on special equipments and also for short term courses on vacation or free time.
2. Minimum period of one week internal training by the Senior Faculty per semester.

Based on the above factors, HOD shall fill a performance appraisal for each of the subordinates under his control and will be preserved in the personal files.

1) Effectiveness and Follow-up Action : Performance Appraisal is done once in a year and the appraisal sheet is to be counter signed and the same is filed in the individual files maintained. If the performance of the ad hoc, temporary and probationary staff is found poor for two consecutive semesters his appointment will be terminated. For permanent staff if the performance is found to be poor for four consecutive semesters he will be recommended for termination.

Commendation / Initiative : Basing on the performance appraisal report of the both semesters in a year Best Supporting Staff from each department is selected and awarded on the college Day Celebrations.

VIII. Roles and responsibilities of the staff :

a. Laboratory Assistants: the laboratory assistants are responsible for

- (i) Up keep of all equipment/experimental set ups for 100% in working condition
- (ii) Maintaining the inventory of equipment and consumables
- (iii) Stock verification and accountability to stock
- (iv) Issue of consumables to students for experimenting
- (v) Physical cleanliness of the Laboratory
- (vi) Complying with the work assigned by Faculty in charge
- (vii) Helping students while experimenting

- (viii) Collection/Distribution of Laboratory records for faculty
- (ix) Helping the Faculty in preparing the Lab requirements for Budget approval
- (x) Reporting the breakages
- (xi) Setting up and checking the health of each equipment before the session
- (xii) Health of all furniture and fixtures
- (xiii) For getting all the experimental setups, furniture, floor, removing cob webs, with the help of Contract Sweepers, Attenders.

b. Attenders

- a. All activities like opening / locking the rooms, cleaning tables, file racks, Cup boards, furniture and fixtures, filling drinking water, etc.
- b. Serving water, refreshments delivering dak/notices/circulars, carrying files, etc..
- c. Carrying luggage, helping in shifting furniture etc;
- d. Attenders shall also supply consumables, help in setting up equipment or any duty assigned by the Lab in charge/HOD
- e. Attenders must rearrange stacks, stacking books in the respective places, Dusting Books and racks,
- f. Attenders must clean all computer accessories, etc. Computer tables etc.. helping systems maintenance engineer in carrying equipment etc..
- g. Opening class rooms, Laboratories, etc. windows ten minutes before the scheduled time of class work,
- h. Closing class rooms and windows, after getting the floor, tables, black board etc. cleaned by the contract sweepers after the class work is over,
- i. Report to the HOD – first in the morning when they arrive in the college 15 minutes before the class work scheduled time and then report to the place of work,
- j. Open all Faculty rooms and the windows, clean the faculty tables, arrange fresh drinking water, cleaning of computers in the office, faculty rooms, all other relevant work, etc..
- k. Report to the HOD – after completing all the tasks by 5.00 PM and attend to the work assigned by him for central / College works,
- l. Depart from the college with the permission of the HOD
- m. Supervising work and signing the work cards issued to the contract sweepers.
- n. His/or her work place is defined by the HOD from time to time.

IX. Teaching Learning Process

1) Syllabus: Heads of the Departments are to maintain copies of latest syllabus as finalized by respective universities.

2) Structure: College has to follow the scheme of valuation as per the university format.

3) Additional topics beyond the syllabus:

1. Maximum experiments in all the laboratories upto 75% may be conducted and recorded.

2. Prepare the lesson plan in advance.

3. Recommendations of the experts from industry if any forwarded to the university and the copy should be filed. Topics recommended by the experts from the industry after consultation with the Departmental Academic Council are to be included in the lesson plans as extra topics.

4) Electives: At least two different electives for fourth year students from university syllabus must be offered and the signatures of the students to be obtained and record to be filed.

5) Course File: The course file should contain syllabus, date wise lesson plan, lecturer's notes, transparencies, teaching aids used and tutorial sheets pertaining to that subject and attendance register.

Every lecturer should maintain this for each course. Question papers, marks list and assignments papers are to be included in the file.

6) Examination Papers: All the university question papers, internal sessional question papers, assignment question papers including the answer sheets of sessional papers and few assignment papers are to be kept as a part of the course file.

X. Academic Calendar: Academic Calendar is issued by the university/college in the beginning of the semester / academic year. It includes dates of opening of the colleges, examination schedule of internal and university examination, vacation, preparatory holidays and last day of working of the colleges. The college academic council committee will review the university academic calendar and try to improve the working days wherever possible and the college calendar is prepared and distributed to the departments for adherence.

1) Number of Instructional Days: College should have more than 90 working days in each semester excluding the days of examinations. Each day shall have 7-8 periods of 45 minutes.

2) Tutorials: Tutorials should be conducted as per the syllabus and extra tutorials for one subject in each semester should be included.

3) Laboratories: All students should perform experiments based on syllabus as prescribed by respective universities.

Two to three extra/advanced experiments to be conducted.

4) Work Load:

Theory - 12 periods

Tutorials - 6 periods

Lab work - 6 periods

Technical Quizzes / Mock interviews / workshops/Department Associations/Professional bodies, Technical discussions. Colloquia, Guest lectures, Library / Counseling, Language Lab, career Counseling Seminars. Personality development, academically weak student class : - 18 periods

Total - 42 Hours

5) Announcement Schedule: Academic calendar is announced to the student in the first week of each semester and also displayed on the notice boards of each Department, Library and Exam Section.

6) Time Tables: Time tables for each class with all the schedules of class work laboratory work, projects, term papers and seminars, industrial visits and tours, personality and language development and career counseling classes, colloquia, language lab, mock interviews, professional bodies and departmental associations and any other work deemed fit, should be prepared well in advance and displayed in the notice boards right at the beginning of the semester / year. Whenever such time tables are changed for inevitable reasons. The revised time table should be displayed and suitable notices / announcements must be issued.

7) Implementation: Teaching, examinations, vacations are strictly followed as per the academic calendar and no deviation of any sort is allowed.

8) Special Training – Students: In order to enhance the employability of the students the college shall:

a) Procure specialized equipment for different laboratories to provide hands on experience to students.

b) Procure specialized software for simulation, emulation, design or testing etc.,

c) Get faculty trained on the use of such specialized facilities

d) Offer specialized training courses for students during their study on chargeable basis

The departments are allowed to generate revenue by offering training to personal from industry and other organizations. These will run like professional training courses approved.