

# Strategic Planning Document

## Science College (Autonomous) Hinjilicut

### Ganjam

#### **Vision**

To provide quality education to the community, to meet economic, social and environmental challenges for becoming one of the active participants in shaping the future world.

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#### **Mission**

- To cater to the educational needs of the under-privileged so as to promote equity and inclusive growth and ensure excellence in academics at par with national and international standards.
  - To promote and implement innovative teaching-learning processes to realize the goals of higher education in consonance with National Education Policy-2020.
  - To equip the students with relevant knowledge, competence and creativity to meet the future challenges.
  - To inculcate amongst the students the necessary academic inputs to make them realize their full potential and create socially responsible citizens.
  - To create a conducive teaching environment by providing necessary infrastructure for the students and faculty.
  - To create adequate awareness on human rights and values, environment and cultural heritage.
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#### **Core Values**

We are committed to fostering and upholding the fundamental values that guide our institution's endeavours. These values include:

- **Pursuit of Excellence:** Striving for high standards in all academic and institutional activities.
- **Dedication and Commitment:** Fostering a culture of responsibility and commitment to our mission and goals.
- **Responsiveness to Societal Needs:** Being proactive and responsive to the changing needs of society.
- **Promotion of Creativity:** Encouraging innovation and out-of-the-box thinking among students and staff.
- **Ensuring Fairness:** Promoting equality, transparency, and fairness in all institutional practices.
- **Catering to Diversity while Encouraging Synergy:** Celebrating diversity while fostering collaborative efforts across various groups.
- **Emphasis on Values:** Upholding strong ethical and moral values in all academic and institutional endeavours.

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### **Institutional Governance and Policy Implementation**

Science College (Autonomous) Hinjilicut is a non-government-aided institution that adheres to a dual framework of policy decision-making: one set of decisions is directed by the **Department of Higher Education, Government of Odisha**, while another set is taken at the **institutional level** by the **Governing Body (GB)**. Additionally, as an autonomous college affiliated to **Berhampur University**, the institution also follows the guidelines and directives set by the university. Below is a summary of how policy decisions are implemented at various levels and the role of committees in ensuring smooth operations.

#### **Policy Decision Framework**

##### **1. Government of Odisha Policies**

- The **Department of Higher Education, Government of Odisha** is responsible for policy decisions related to **infrastructure development** and **academic growth**.

- **e-Admission via SAMS (Student Academic Management System):** Introduced in 2009 by the Department of Higher Education, SAMS allows for online admissions, streamlining the process. The college has been implementing this system since its inception. The **SAMS Officer**, assisted by the **Data Entry Operator (DEO)** and other functionaries, manages the process.
- **Choice Based Credit System (CBCS):** Implemented by **Berhampur University** starting from the academic session 2015-16, CBCS is a flexible academic structure that offers student choices in their course selection. The **Controller of Examinations**, along with the **Deputy Controllers** and Officers-in-charge of **Examination Section**, ensures the proper execution of CBCS.

## 2. Berhampur University Policies

- As an autonomous institution affiliated to **Berhampur University**, the college follows university directives for academic structure, examinations, and curriculum implementation.
- The university's policies are aligned with **CBCS** and other academic frameworks for the continuous improvement of the educational system.

## 3. Institutional Level Policies

- The **Governing Body (GB)** is the highest decision-making body at the institutional level and takes key decisions regarding the overall development of the college.
- **Implementation of Government, University, and GB Policies:** Several committees and cells are established in the college to implement and monitor these policies, ensuring quality content and institutional growth.

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## Committees and Cells for Policy Implementation

### 1. Examination Committee

- Ensures a robust and transparent examination process that supports the academic integrity and performance of students at Science College (Autonomous) Hinjilicut. The following are the key responsibilities:

- ◆ **Conducting Internal Examinations:** The committee organizes and supervises **internal examinations**, which are held periodically throughout the academic year. These exams help assess students' progress and identify areas where additional support may be required.
- ◆ **Conducting End-Semester Examinations:** The committee is responsible for planning and conducting **end-semester examinations**, which are essential for assessing students' performance at the end of each academic term. These examinations are aligned with the **Choice-Based Credit System (CBCS)** introduced by Berhampur University and the institution's academic framework.
- ◆ **Result Publication:** After the internal and end-semester examinations are conducted, the Examination Committee oversees the **evaluation process** and ensures the timely **publication of results**. The results are made available to students in accordance with the academic calendar.
- ◆ **Monitoring Fairness and Transparency:** The committee ensures that the examination process is **fair, transparent**, and in compliance with the academic regulations. This includes monitoring the examination halls, ensuring the proper conduct of exams, and implementing measures to prevent malpractice.
- ◆ **Reviewing and Suggesting Improvements:** The committee regularly reviews the results of examinations and identifies trends that may require attention. Suggestions are put forward to improve student performance, such as revising assessment methods, enhancing teaching approaches, or providing additional support where needed.
- ◆ **Coordinating with Academic Bodies:** The Examination Committee works closely with the **Internal Quality Assurance Cell (IQAC)**, the **Academic Council**, and the **Board of Studies** to ensure that examinations are conducted in alignment with the academic objectives and standards set by the institution.
- ◆ **Implementation of Academic Policies:** As an autonomous college, the committee ensures that examination policies are in line with the **Berhampur University** guidelines, and other institutional regulations.

## 2. **Internal Quality Assurance Cell (IQAC)**

- Monitors and promotes academic quality, ensuring that the college's teaching and learning processes meet high standards.

## 3. **Building Committee (Development Committee)**

- Focuses on the **maintenance** of existing infrastructure and **development** of new facilities within the college.

## 4. **Students' Union Advisory Board (SUAB)**

- Manages student elections for the Union and various student associations. It also organizes annual functions, cultural events, and competitions.

## 5. **Athletic Association**

- Organizes annual sports events and promotes physical activities among students.

## 6. **Dramatic Society**

- Coordinates cultural programs, including debates, essay writing competitions, and dance events.

## 7. **Equal Opportunity Cell**

- Ensures the welfare of **persons with disabilities (PWD), OBC, SC/ST, girl students** and addresses their grievances.

## 8. **Career Counselling Cell**

- Provides career guidance and information about job opportunities, internships, and further studies to students.

## 9. **Students Grievance Redressal Cell**

- Addresses matters related to **students' grievances** and ensures a safe and respectful environment for all students.

## 10. **Anti-Ragging Cell**

- Prevents and addresses instances of ragging within the institution, ensuring a safe and secure environment for students.

## 11. Sexual Harassment Redressal Cell:

- Prevents and addresses instances of sexual-harassment within the institution, ensuring a safe and secure environment for students and staff.
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## Appointment Policies and Procedures

### 1. Teaching Staff Appointments

- **Government of Odisha** determines the **appointment policies** and **service codes** for teaching staff.
- Vacancies for teaching positions are advertised by the **State Selection Board (SSB)** based on the recommendation of the **Department of Higher Education**.
- The **SSB** conducts the selection process, and the final list of selected candidates is submitted to the **Government of Odisha** for official appointment.

### 2. Non-Teaching Staff Appointments

- Similar to teaching staff, the **Government of Odisha** sets policies and rules for the appointment of **non-teaching staff**.
- The process follows established procedures based on the state's recruitment regulations.

### 3. Appointment of Guest Lecturers

- The college is responsible for engaging **guest lecturers** for specific academic needs.
- Guest lecturers are appointed through an open advertisement in leading newspapers of the state. The **selection committee**, led by the **GB President, Principal, and HoD**, conducts interviews and makes recommendations for the appointment.
- Guest lecturer contracts are typically for one academic year.

## **Strategic Goals and Objectives**

### **1. Facilitating an Effective Teaching-Learning Process**

- Continuously improve teaching methodologies, curriculum design, and student engagement.

### **2. Cultivating Leadership and Participatory Management**

- Foster leadership skills across all levels and involve faculty, staff, and students in institutional governance.

### **3. Establishing a Continuous Internal Quality Assurance System (IQAS)**

- IQAC implements regular quality audits to ensure academic excellence and administrative efficiency.

### **4. Upholding Principles of Good Governance**

- Promote transparency, accountability, and ethical practices in decision-making processes.

### **5. Fostering Student Development and Engagement**

- Provide holistic development through extracurricular activities, leadership training, and career counselling.

### **6. Supporting Staff Development and Welfare Initiatives**

- Provide professional development opportunities and improve staff welfare.

### **7. Enhancing Financial Management Practices**

- Optimize resource allocation, ensuring sustainable growth and development of the institution.

### **8. Promoting Industry-Academic Interaction**

- Strengthen collaborations with industries to enhance curriculum relevance and provide real-world exposure to students.

### **9. Encouraging Research and Development**

- Support faculty and students in research endeavours, ensuring alignment with academic and industry needs.

#### **10. Enhancing Internal Revenue Generation**

- Identify opportunities for internal revenue generation to supplement funding for development initiatives.

#### **11. Strengthening Alumni Interaction**

- Foster a strong alumni network through events, mentoring, and professional opportunities for students.

#### **12. Engaging in Community Services**

- Develop initiatives aimed at addressing local community needs and encouraging social responsibility among students.

#### **13. Enhancing Employability Skills**

- Focus on improving employability outcomes through internships, career counselling, and skill development programs.

### **Conclusion**

Science College (Autonomous) Hinjilicut adheres to a well-structured governance model that integrates policies from the **Department of Higher Education, Berhampur University**, and the **Governing Body (GB)**. The successful implementation of policies is ensured through a range of dedicated committees and cells that oversee academic quality, infrastructure development, student welfare, and other key areas. By adhering to these policies and maintaining a collaborative approach, the college continues to foster a supportive, inclusive, and high-quality educational environment.