

# **INSTITUTIONAL DEVELOPMENT PLAN (IDP)**



**Submitted By**

**LEDO COLLEGE**

**LEDO, P.O. LEDO DISTRICT- TINSUKIA**

**PIN-786182.**

**[www.ledocollege.in](http://www.ledocollege.in)**

## **Profile of the College**

Ledo College was established on 2nd August in the year 1997. It is situated in the centre of Ledo from where the historic Stilwell Road connects the North-East India with China via Myanmar. Since inception the college has been performing a pioneering role in the spread of higher education amongst various ethnic linguistic groups of Assam, particularly from the Dehing Patkai region. The college possesses adequate number of class rooms including six number of audio visual smart class rooms (ICT) with a playground which measures to an area of 25 bighas of land by the side of Ledo Kacha Nalah (Ledo River) and the historic Ledo Air Strip. The college is permanently affiliated to Dibrugarh University. The college has occupied a place among only 76 colleges in Assam and 2270 in India, in NIRF, 2022. It has been included under Section 2(f) and 12(B) of UGC Act.1956. With effect from 14th August 2013 Ledo College is provincialised by the Govt. of Assam under the provincialisation of Services Act. 2011. Utmost importance is given to academic pursuits in the college. A lot of emphasis is given to character formation, moral education and acquiring good values of life. Classes are held regularly and are interspersed with class tests, unit tests and examinations. Overall, Ledo College emphasises on quality education, high social values and inculcating of right kind of attitude towards life that groom students as competent citizens and responsible members of the society.

### **Vision:-**

Ledo College was established with the vision of strengthening the educational, social and cultural pillars of the vast area of Upper Assam adjacent to bordering area of Myanmar and Arunachal Pradesh. Some of its visions include:-

- To educate the upcoming youths according to the updated knowledge of the modern curriculum.
- To make the future generation of Ledo good and responsible citizens of India by the all round development of physical, moral, intellectual and spiritual side.
- To encourage the students of higher education upto degree level
- To train the students for corporate life, leadership, discipline, self-dependence and environment friendly.
- To create a healthy intellectual environment in the surrounding places from Ledo College.
- To promote scholarship, statesmanship, growing manpower.
- To improve the educational, social, economical, cultural and political aspects of the country.

### **➤ Step 1 : Analysis of the Present Scenario**

#### **Access :-**

The college is situated in environment friendly area. The college has a well equipped digital cum automatic library with D-Space server and online reading materials through INFLIBNET. It has quite a good number of text and reference books for the benefits of the students, especially for those who cannot effort to buy expensive books. News Papers, Educational Journals, Magazines are also provided to the students, So that they may keep track with the current affairs.

The college has a separate Computer Complex with sufficient sitting and Internet education facilities. Students can opt for short term and long term diploma courses in computer education. There is also provision of Wi-Fi browsing for the students to enhance their knowledge in different fields.

The college has a canteen inside the college premises located at a very natural spot for the benefit of students, teachers and non-teaching staff. The canteen is well equipped with all the modern facilities and utmost care is taken for health and hygiene.

The college also provides NCC training to its students. The NCC cadets attend different camps and earn pride for themselves and for the college.

Ledo College has an active NSS Wing, Working under the Guidance of Dibrugarh University. The College Unit NSS Wing performs different types of social services within and outside the Ledo area. With active cooperation from NSS Programme officer, 100 volunteers and people of the adopted village camps has been organised since 2013. Cultural Integration Programmes has been organised since 2015.

Scholarship sponsored by Dr. Bhuminathan is provided yearly for students securing highest marks in the examinations. The students belonging to OBC, MOBC, ST, SC also get scholarship from different Govt. and non-Govt. agencies.

There is a provision of educational tour for the students under the guidance of the teachers. Railway fair concession (50%) is made available to all students and full fare concession to selected students under the sponsorship of the Govt. of Assam.

The college has hostel facilities of intake capacity 51 (fifty one) for female students from distant locations. The willing candidates shall have to apply separately for accommodation after getting their admission.

With a view to uplift the physique of students, the college has initiated fitness centre / Gymnasium with sophisticated and digital set of multiple apparatus.

With the aid of a 20KV Generator, 10KV Solar Power Supply and ASEB Current Supply, the College campus has the advantage of 24 x 7 non-stop power supply.

Ledo College has been following cashless transaction systems since 2014. All the Fee Payments and other transactions are made cashless for transparency.

The College campus is under the surveillance of Close Circuit cameras. Every nook and corner of the college is monitored continuously using CC camera footage.

The College has its own website: “[www.ledocollege.in](http://www.ledocollege.in)”

Students can download admission forms, view latest news, events and notices from the website.

To speak on behalf of the students, the college has formed Ledo College Students' Union (LCSU). Many of the college functions and programmes are conducted by the Union members under the supervision of the college staff.

The college possesses adequate number of class rooms including seven numbers of audio visual smart class rooms (ICT)

The College offers State Govt. sponsored Free Admission on the basis of merit to those students whose guardian's Annual Income is less than 2 lac as Ledo College per State Govt. provisions. The College has the authority whether or not to allow Free Admission to the candidates. Only those students who come under merit list will be considered for Free Admission. The college has a well-equipped auditorium, which is used for various academic cultural and

social programs. Apart from this, the college has NSS, NCC unit, a mini gym, one Girls Hostel, Red ribbon club, 24 x 7 power backup system, playground, canteen, open stage and other facilities.

## **Quality:-**

The college has successfully participated in NIRF ranking 2018 and 2019. The college has occupied a place among only 76 colleges in Assam and 2270 in India, in NIRF, 2022. Ledo College was accredited by NAAC with 'C' grade in the year 2019.

The IQAC of Ledo College was established in the year 2016 since its inception it has been working for the promotion of quality with the participation of the stakeholders. The faculty have also been undergoing training programs such as Orientation Programme, Refresher Course, Faculty Development Programme, to scope their knowledge on how to make the teaching learning process a fruitful one. Best efforts have been made to synchronize the knowledge base to be delivered with the current trends that the students are familiar with and that which attracts their attention in making teaching learning activity a smooth one. Apart from organizing seminar, workshop, Lecture Programme and demonstration, the institution encourages its faculty members to involve in Research work. Students are encourage to publish their creative thoughts in the annual college magazine and the Wall Magazine. The different cells and committees and IQAC are actively involved in different student centric activities like – awareness programme, career counseling programme, motivational speech etc. The teachers are involved in several mass awareness programmes on different issues of present –day relevance such as digital trading and training, cleanliness and sanitation, fostering harmony among the colourful ethnic groups inhabiting this locality, safety of women and safeguarding their rights, consciousness about AIDS and preventive measures, fighting child trafficking, discouraging the use of tobacco products and so on.

Various units, committees and cells like Counseling Cell, Gender Sensitization Cell, Anti ragging Committee, Committee to meet sexual grievance, IQAC, the teachers always provide necessary guidance and logical counseling to the students as and when required. Students are encouraged for active participation in the class by their interactions and urged to ask questions and discuss problems related to their course. They are urged to speak on specific topics in the classroom In order to make the learning more student-centric all the departments are equipped with laptops and some of the classrooms are equipped with LCD projectors and the teachers are urged to make maximum use of them The Smart Classroom is used for facilitating the use of ICT for the teachers and students alike. Field study plays an important role in certain disciplines. The students are taught to conduct field surveys and have to prepare the reports accordingly Students participate in outreach and extension programmes, whereby they learn by interacting with the community. Group learning, tutorials, educational tours to academic institutions and historical places are also some of the steps to make learning student centric. Students are encouraged to write articles for publications either outside the college or in the annual magazine, wall magazines etc. They are guided by the departmental teachers.

## **Future Readiness:-**

The college has un-interrupted power supply with the aid of high power solar plant, two generator-sets besides 3 phase electricity connection. This facility is sufficient enough to hold classes, examinations, presentations etc. in a smooth manner.

The college has seven numbers of updated smart classrooms with audio visual and projector facilities. It has free Wi-Fi facility inside the campus with three numbers of Broad Band modems. Moreover, There is a server cum overhead scanner with five numbers of internet connectivity modems located in college library. The overhead scanner has been used to scan and digitize in order to preserve all the important documents, publications, research paper etc.

The institution updates its IT facilities at regular intervals in order to maintain a smooth functioning of the technological advancements adopted by the institution.

To bring about complete financial transparency and to promote students to cashless/digital banking habits for making them up-to-date with the practices with the digital era. All types of payments like Salary, purchases, construction and development activities, bill payments etc. are made through account payee cheques, drafts or bank transfers like NEFT, IMPS, RTGS, Card payment and other e-banking facilities. All sorts of receipts like fees, fines, and other financial liabilities of the students are collected through bank deposits in specific format available at college office. Receipts and Grants from Govt. and other agencies are realized through e-banking system.

### **Step 2** Envision transformation of the institution for next 15 years in lines of NEP-2020

- To open Science and Commerce Stream.
- Construction of Boys hostel and necessary infrastructural development.
- Necessary steps for opening Post–Graduate courses, Vocational courses, Tribal study centre and various Job – oriented courses.
- Enhancement of Research–oriented activities.
- Construction of Language Lab, Museum, Indoor stadium and Botanical garden.
- Self–financing projects like fishery, nursery, horticulture activities etc.
- Separate Central Library with all uptodate equipments.
- Upgradation of existing Physical Fitness Centre to full sophisticated one.
- Construction of Departmental Rooms (subject wise) including IQAC, NCC, NSS, WOMEN CELL, CONFERENCE HALL.
- To construct and modification of the parking system and college gate.
- To maintain fully Eco-friendly campus.
- Developing a strong corporative networking system with different established educational institutions for mutual benefits.

### ➤ **Step 3**

#### **Mission of the Institution**

- To organise and hold meetings, debate competitions, symposium, exhibition and national and International level seminars.
- To organise functions such as sports, music, fine arts, social service camps etc.;
- To manage the students' canteen and other things of a similar nature of common interest;
- To organise and participate in the inter-college and other tournaments
- To organise educational excursion, To visit different places in academic interest
- To enrich and empower the youth through quality education and to transform them into productive human resource.
- To introduce innovative techniques for making teaching-learning process more effective.
- To sensitise students towards ethical and moral values and environment friendliness..

## **Goals**

Ledo College is considered to be one of the finest colleges in the eastern corner of India, highly acclaimed for its excellent Degree Results. Ledo College emphasizes on quality education, high social values and inculcating of right kind of attitude towards life that groom students as competent citizens and responsible members of the society. From the date of establishment of this institution, it has been working actively to promote the feeling of welfare and inter-relationship among the diverse people of this locality. Moreover, as it also been serving students coming from Arunachal Pradesh, the message of unity has also been spread outside the regional boundaries.

## **Strength**

The college is located in the easternmost corner of India that has renowned historical background in the field of coal industry since the British rule in India. The institution has dedicated teaching and non-teaching staff and a good student strength, belonging to diverse ethnic groups. The college has a well-stocked central library, departmental libraries. It provides free internet and Wi-Fi facilities for the faculty members and students within college campus, girls hostel, departmental laptops, LCD projectors smart classrooms, laboratory and other resources, fitness Gym and play ground, drinking water facilities. Effective implementation of the curriculum prescribed by the affiliating university. The sincere and dedicated effort of the college is reflected in the academic performance of the students as well as progression to higher studies and placement. The teachers of the college suggest their feedback to the affiliating university in curricular aspects. Students are encouraged to interact with eminent personalities of different field, students of the other college and community members. Apart from organizing seminar, workshop, Lecture Programme and demonstration, the institution encourages its faculty members to involve in Research work. The IQAC is continuously involved in maintaining the quality environment of the College and it is supported by management and the stakeholders in the formulation and implementation of its policies. Students are encouraged to publish their creative thoughts in the annual college magazine and the wall magazine. The different cells and committees and IQAC are actively involved in different student centric activities. Students having lower percentage in entry level have passed the UG course with higher percentage under sincere and punctual guidance. Consistently higher number of rural and female students- a key to equity and growth of rural and female literacy in Higher Education. Female students are relatively much higher in number in this institution compared to male. Faculty co-operation with administrative decision making and vice-versa. Good co-operation and harmonious relationship with society. Teachers are involved in social service and different programmes in the area. Good teacher-student-administration relationship. Good performance of students in academic as well as extra-curricular activities.

## Opportunity

- The reputation of the college since its inception and the ability to live up to the stated vision and mission has placed it in great demand throughout the region. Therefore, the institution can expand through introduction of Major in the non-major subjects, introduce PG courses in some of the departments and offer skill based courses.
- It can also develop soft skill and inter-personal competency of students.
- Diploma courses such as tourism, entrepreneurship, etc. can be introduced.
- Further up gradation can be done with required equipments and softwares.
- The faculty members may avail of the research facilities offered by various funding agencies.
- Students can be involved in departmental research projects.
- For widening the scope for employment, short term courses or workshops can be organised.
- There is greater possibility of networking among the alumni.
- The institution can strive to remove the infrastructural inadequacies with grants received from RUSA, Govt. of Assam, etc.
- Quality enhancement programmes for the institution at large and students in particular can be organised with the active involvement of the various stakeholders.
- There is no dearth of talent in the area. Students can excel if solid platform is provided to them.

### ➤ Step 4

The Strength and capacity (Human and financial) in regard to organizational gaps and develop the process to mitigate these gaps.

### ➤ HUMAN

There is a shortage of faculty members in different departments. There is also shortage of office staff which at times creates problems in managing office work and creates a heavy work load.

## Existing Employees of the COLLEGE

DEPARTMENT	SANCTIONED	NON- SANCTIONED	VACANT	MAN AT POSITION
Principal	01	-----	-----	01
Assamese	03	-----	1	02
English	03	-----	-----	03
Hindi	01	-----	-----	01
Economics	02	-----	-----	02
Education	01	01	-----	02
Political Science	02	01	-----	03
Sociology	03	-----	-----	03
History	01	-----	-----	01
Philosophy	01	-----	-----	01
Office - staff	02	-----	-----	02
Grade -iv	04	-----	2	02

### ➤ FINANCIAL

There is a short of funds which create lot of problems minimize various developmental related works of the college.

## ➤ **MITIGATE these gaps**

- More Man power needed.
- Need based more training facilities for Teaching and Non-teaching staff required.
- Need base fund resources required.

## ➤ Step 5

### **Long term goals**

- To develop human resource
- Social responsibility and upliftment
- To enlighten society with educational wisdom

### **Short Term Goals**

- To improve academic performance of the institution.
- To get better response from students
- To provide effective learning opportunity in response to individual difference among the students.
- To open vocational courses.
- To assist and guide students for different competitive examinations.
- To help students through field work, project work.
- Quality enhancement and skill development
- Supporting overall academic success of students including enrollment, retention, timely, completion, of the Graduation Course.
- Improving the employment/placement opportunities for students after graduation.
- Promoting self-employment/entrepreneurial skills among aspiring students.
- Creating multiple channels for improving communication with key stakeholder such as parents, alumni, local leaders and industry etc.
- Improving the faculty competency in terms of academic proficiency, communication skills, administrative efficiency and professional skills.
- Monitoring the students and faculty for effective learning outcomes.

## ➤ Step 6

### **Institutional level Challenges**

#### **Long term-**

- Artificial flash flood due to unplanned actions by the nearby coal-mines not only results in the loss of college property, but also hamper academic activities.
- Lack of adequate infrastructure.
- Insufficient working funds to mitigate different challenges of the college.
- Being a single stream college it has limitations to meet the diversified choice based need of the students.



## **Short term-**

- Shortage of manpower.
- To run the non-sanctioned and temporary posts college is facing financial problem.
- Dropout problem also exists as most of the students are economically backward and belongs to remote areas.

### ➤ **Step 7**

#### **Overcome the challenges**

- Sincere restless efforts of the stakeholders can meet the challenges.
- Govt. initiative and support needed to overcome these challenges
- Society and Govt. can help to minimize the economic strain.
- A scientific and planned estimate along with essential actions from CIL can tackle the problem of flood.
- With proper planning and funding, infrastructure can be developed as per requirement.
- New streams can be opened with initiative by Govt. and society.

### ➤ **Step 8**

#### **To promote leadership**

The aim of the college to provide access to education and develop intellectual potential of the region. In congruence with the national policies on higher education, the college aspires to prepare receptive and perspective individuals who can bring about positive changes in the society. Our college gives importance to instill the students pedagogic as well as social values in tern making them employable and eligible for independent and positive role in the society. It also trials to introduce innovative techniques to help make the teaching-learning process more effective. Moreover, it has been trying to develop the potential of students in extra curricular activities. The college works together with all its stakeholders for drafting and implementing of different policies and plans of the college. A no of committees are formed for specific purpose with due approval from the G.B. The college has a very transparent policy for addressing the grievances filled by teacher, non-teaching staff and students. The concerned cells and committees chaired by the head of the institute are always ready to address the stack-holders grievances and when course out. The head of the institute always encourages the teaching and non-teaching staff or being empowered through participation in seminars capacity building programmes, training programmes etc. The college has as crystal clear mechanism for monitoring the use of its financial resources. The college maintained different funds like General Fund, Games Fund, Examination Fund etc. whose accounts are maintained with separate cash book, lesser book, passbook which are used for transaction. The accounts are audited by the certified chartered Accountant as well as govt. auditors. The main sources of funds of the college are students fees, funds received from UGC, State Govt. MP and MLA contribution from local donors, local area, Development Fund, and seminar grants received. The IQAC of Ledo College was established in the year 2016. Since from the inception it has been working form the promotion of quality with the participation of the stakeholders.

### ➤ **Step 9**

#### **Transparency in Governance**

Grievances are placed in meeting with Principal and Teachers Unit and placed before the Governing Body in G.B. meetings through the Principal and Teacher Representatives. The G.B. discusses the matter and takes appropriate actions for proper redressal.

Stakeholders, especially students' feedback placed a significant role in ensuring the performance of the teaching and non-teaching staff. Feedback reports are submitted to the Head of the Institution who in turn place them in the G.B. for discussion and necessary action. This feedback reports also helps in preparing the Annual Confidential Report of the teaching and non-teaching staff. The feedback reports are uploaded in the college website.

The institution conducts internal and external audits regularly. The institutions has conducted internal audit up to the current financial year and external audit upto the last financial year. The institution has conducted internal audit in various heads like general fund, library fund, building fund, welfare fund, student's aid, games, union, common room, fees, development, hostel, UGC and other grants receive from State and Central Government time to time. External audit on construction and other grants, as well as income and expenditure of internally generated funds have also been done through Chartered Accountants from time to time.

To bring about complete financial transparency and to promote students to cashless/digital banking habits for making them up-to-date with the practices with the digital era. All types of payments like Salary, purchases, construction and development activities, bill payments etc. are made through account payee cheques, drafts or bank transfers like NEFT, IMPS, RTGS, Card payment and other e-banking facilities. All sorts of receipts like fees, fines, and other financial liabilities of the students are collected through bank deposits in specific format available at college office. Receipts and Grants from Govt. and other agencies are realized through e-banking system.

The college plans conducts sessional examinations in every semester through the academic committee. All internal examinations are conducted by the internal examination board headed by the Vice-Principal with the approval of the Principal. Besides various departments conduct unit test and class test for continuous evaluation. Marks of sessional tests are displayed on the college Notice Board. The evaluation of the answer scripts for university examinations are conducted in Zones constituted by the Parent University. The project reports and reports of Environmental studies and Skill based courses are done concerned deputed teachers.

The students are engaged in various extension activities ranging from academic service. Students participate in outreach extension programmes, whereby they learn by interacting with the community. Apart from it, extra-curricular activities such as NSS and NCC activities are also undertaken by the college to develop participatory learning. Participatory learning activities such as Quiz Competition, Annual Magazine, Wall magazine, departmental seminars, Project works, Assignments etc. are also encourage. Student representation and participation has been an integral part of academic various other activities of the college. There are representatives of students in various cell's and committees of the college. The College fraternity is committed to develop and implement Best Practices keeping in view two broad objectives i.e., Mobilisation of Students to ensure greater participation in community and social endeavours and to Establish Social Bonding through Community Services. Such a broad vision was envisaged to make the students aware about social responsibility and to imbibe them in democratic norms. The second objective was adopted with an aim of shouldering social responsibility and establishing social bonding so that the institute can develop a close social linkage. The IQAC in its response to social needs has taken imitative to adopt extension programmes in collaborative effort with different Cells,

Departments, PTA of the college and NGO in tea gardens and schools. IQAC proposed a cleanliness drive in different phases like campus cleanliness and beyond campus as a part of the best practice of the college and also to create awareness among students. This drive is to be in support with the "Swachh Bharat Abhiyan" in the national perspective and to endorse the concept of "Think Globally Act Locality". The drive is aimed at achieving a cleanliness programme by enthusiastic students for maintaining a clean campus including departments, laboratories, etc.

## ➤ **Step 10**

### **Action Plan for phase wise implementation of the perspective ID**

#### **5 Years Plan**

- Construction of Departmental Rooms (subject wise) including IQAC, NCC, NSS, WOMEN CELL, and CONFERENCE HALL.
- Reconstruction and modification of College Gate.
- To make arrangement for proper Parking facilities.
- Enhancement of research oriented activities.
- To open Commerce and Science stream.
- To open Vocational Courses, Tribal Study Centre and various Job – Oriented courses.
- Self financing Project like fishery, nursery and horticulture activities.

#### **15 Years Plan**

- Construction of Boys hostel.
- To open P.G. Courses.
- Construction of Language Lab, Museum, Indoor Stadium.
- Up gradation of existing Central Library.
- Up gradation of existing Physical Fitness Centre to a full fledged sophisticated one.
- Construction of Botanical Garden.

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**Thank You**