



# SIR GURUDAS MAHAVIDYALAYA

(Affiliated to University of Calcutta) [Registered under 2(F) & 12(B) of UGC Act]

Accredited by NAAC

33/6/1, Biplabi Barin Ghosh Sarani, Muraripukur, Ultadanga, Kolkata – 700 067

Website [www.sirgurudasmahavidyalaya.com](http://www.sirgurudasmahavidyalaya.com)

Email [principal.gurudas@gmail.com](mailto:principal.gurudas@gmail.com) Phone 2356 0404 Mobile 94335 60404

## Policy Document for the Institutional perspective Plan and its deployment


Effective strategy development and deployment are pivotal for the growth and success of any higher educational institution. Our college emphasizes the importance of well-defined strategic planning processes and their systematic implementation to achieve institutional goals.

- 1. Effectiveness of Institutional bodies and Stakeholder Engagement:** Regular consultations with faculty, students, staff, and industry partners to ensure the plan reflects diverse perspectives.
  - **Organizational Structure, Decision-Making Processes:** Our institution's organizational structure supports efficient decision-making and effective implementation of strategies. Academic and Administrative Councils: Facilitate academic planning, policy formulation, and administrative functions. Specialized committees and departments focus on specific areas such as curriculum development, student services etc.
  - **Goal Setting and Action Plans:** Establishing clear, measurable goals aligned with our vision and mission and developing specific action plans for each goal, detailed timelines, responsible parties, and resource requirements.
  - **Monitoring and Evaluation:** Continuous monitoring of progress and periodic evaluation to ensure alignment with strategic objectives.
  - **Environmental Scanning:** Analysis of internal and external environments to identify opportunities and threats.

### **2. Decentralization and Participative Management:**

We believe in decentralization and participative management to foster a sense of ownership and accountability among all stakeholders. This is achieved through:

- **Departmental Autonomy:** Departments have the autonomy to design and implement academic programs and initiatives.
- **Inclusive Committees:** Representation of faculty, staff, and students in various committees to ensure diverse input and collaborative decision-making.

  
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- **Feedback Mechanisms:** Regular feedback from stakeholders is solicited and incorporated into planning and decision-making processes.

### 3. Appointment and Service Rule: The institute follows –

- Prescribed rules regarding recruitment
- Service conditions as per Govt. rules and regulations
- Promotions under Career Advancement Scheme
- Retirement and pension benefits.

### 4. Perspective/Strategic Plan and Deployment

Our institution has developed a comprehensive Strategic Plan that outlines our vision, mission, and long-term objectives. This plan serves as a roadmap, guiding our efforts to enhance academic excellence, research capabilities, and community engagement. The strategic planning process involves:

- **Collaborative Effort for Academic Development Plan:** MoU (Memorandum of Understanding) was signed between our institution, various schools and colleges to enrich and get enriched academically.
- **Collaborative Effort for Administrative Development Plan:** MoU (Memorandum of Understanding) was signed between our institution and corporate bodies to incorporate various initiatives.

### 5. Institution implementation of e-governance in its operations:

- **Online Students' Admissions and Registrations:** Streamlining the admission process, including application form submissions, document verification, and fee payments etc.
- **Examination:** Digital Student Records: Maintaining and accessing student records, such as academic performance, attendance, and personal details, in a secure digital format.
- **Learning Management Systems (LMS):** Platforms that facilitate online learning, providing resources like lectures, assignments, and forums for student-faculty interaction.
- **Fee Management Systems:** Automating the collection and management of fees, including generating receipts and tracking payments.
- **Faculty and Staff Management:** Systems for managing faculty records, payroll, leave, and other HR-related functions.

  
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- **Communication Tools:** Platforms for effective communication between students, faculty, and administration, including announcements, notifications, and feedback mechanisms.
- **Library Management:** Digital cataloging and management of library resources, allowing students and staff to search for and access materials online.

Through a well-defined strategy development and deployment process, our institution strives to achieve its mission of providing quality education and fostering holistic development. Continuous evaluation and stakeholder engagement ensure that our strategic initiatives remain relevant and impactful, driving the institution towards excellence.

Principal

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