SADHAN CHANDRA MAHAVIDYALAYA

Affiliated to the University of Calcutta and included under section 2(f) & 12(B) of the UGC Act, 1956

Vill.-Harindanga, ❖ P.O.-Chaberia, ❖ P.S.-Falta ❖ Dist.-South 24 Parganas,

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Ref. No. :   Date ....

Policy on Governance, Leadership, and Management

1. Introduction

This instruction document outlines the implementation of policies on Governance, Leadership, and Management of our institution. The following policies will be implemented at Sadhan Chandra Mahavidyalaya effective from the signing date of this document.

2. Institutional Vision and Leadership

Policy Implementation:

1. Vision and Mission Statement: Review and update the vision and mission statements regularly.
2. Leadership: Promote participative management through the involvement of the Governing Body, Principal, and Heads of Departments (HODs).
3. Decision-making: Ensure decisions are made collaboratively, transparently, and inclusively.

3. Strategy Development and Deployment

Policy Implementation:

1. Strategic Planning: Formulate and implement strategic plans aligning with the institution's vision and mission.
2. Operational Plan: Develop annual plans with specific goals, actions, and responsibilities.
3. Monitoring and Review: Establish regular monitoring and review mechanisms for strategic and operational plans.

4. Faculty Empowerment Strategies

Policy Implementation:

1. Professional Development: Organize workshops, seminars, and training programs for faculty skill enhancement.
2. Research Support: Provide support and resources for faculty research activities, including grants and leave.
3. Performance Appraisal: Implement a transparent performance appraisal system to evaluate and recognize faculty contributions.

5. Financial Management and Resource Mobilization

Policy Implementation:

1. Budgeting: Prepare an annual budget that aligns with the institution's strategic objectives.
2. Financial Audits: Conduct regular internal and external audits for financial transparency and accountability.
3. Resource Mobilization: Mobilize resources through government grants, donations, alumni contributions, and other means.

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6. Internal Quality Assurance System (IQAS)

Policy Implementation:

1. IQAC: Establish and maintain an Internal Quality Assurance Cell (IQAC) to develop, monitor, and review quality benchmarks.
2. Quality Audits: Conduct regular academic and administrative audits to assess and enhance quality standards.
3. Feedback Mechanism: Collect and analyze feedback from students, faculty, and other stakeholders to inform quality improvement initiatives.

7. Monitoring and Evaluation

Policy Implementation:

1. Monitoring Systems: Constitute various committees and bodies to monitor academic and administrative activities.
2. Evaluation: Conduct regular evaluations to assess the effectiveness of policies, plans, and programs.
3. Reporting: Prepare and share comprehensive reports with relevant stakeholders to ensure accountability and transparency.

8. Implementation and Signing

The policies outlined in this document will be implemented at Sadhan Chandra Mahavidyalaya from the signing date below. All relevant stakeholders are instructed to follow these policies to maintain high standards of governance, leadership, and management.

Policy approved by Governing Body on: 05/12/2022 (Item No.: 18)

(Dr. Sk. Fazlul Haque)
Principal

Principal
Sadhan Chandra Mahavidyalaya
Harindanga, Falta, South 24 Parganas