



Veena Memorial PG College

(Affiliated to University of Kota, Kota & Recognized by DCE Rajasthan, NCTE New Delhi)

6.2: Strategy Development and Deployment

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1.	Institutional Strategic & Perspective Plan

Principal
Dr. Laxman Dhaked



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Strategic Plan

1. Administrative Setup

The institute's administrative setup is organized into a pyramid structure. At the top of the pyramid is a management society responsible for establishing the institute, arranging physical facilities, and providing full support for the institute's smooth operation. In the middle, the head of the institute, the Principal, is tasked with understanding management policies and developing plans to implement them. The Principal is also responsible for decentralizing the entire process into departments, different cells, teaching and non-teaching setups, and the development of "Codes of Conduct" for staff and students. Ultimately, the overall functioning of the institute depends on the Principal's vision. Thus, the Principal is the key person who runs the institute according to management policies and government guidelines. At the bottom, the workforce, consisting of teaching and non-teaching staff, students, and other bodies, stands. The human resources at this level are the actual implementers of the policies and guidelines. They provide quality education, organize academic and co-curricular activities, conduct examinations, and manage other tasks.

2. Dealing with affiliation & approval bodies

Affiliation and approval are essential aspects of an organization. Approval from the NCTE and affiliation from the University of Kota assure students that their degrees or diplomas are awarded by a recognized institute. A special committee is set up to handle the affiliation and approval process. Every year, the committee applies to the council, university, and state government to obtain affiliation and approval for the upcoming session. The committee is also responsible for addressing and rectifying any deficiencies raised by these bodies.

3. Appointment of workforce

The appointment of qualified personnel to the institute is a challenging task. The institute management has a fair policy for recruiting teaching and non-teaching staff members. The appointment of the college workforce follows the norms laid down by the UGC, NCTE, and the State Government. The requirement for human resources is published in national newspapers, and applications are invited online. The scrutiny committee shortlists the qualified candidates and calls them for an online or offline interview. After a successful interview, an offer letter is issued to the selected candidates, asking them to join at the earliest. The salary and other perks are provided as per norms and through bank accounts only.

4. Student Support System

There is a well-managed system to support students from admission to graduation. A committee oversees direct admissions and the allotment of students shortlisted through a centralized process,



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namely the common admission test PTET organized by a state university. The committee assists the allotted students in understanding the counseling process and the document requirements for admission. The college receives fees directly through bank transfers and other e-payment options. The fee for BA-BSc/BEd courses is received by the central body responsible for admissions. At the college, the committee members help the students fill out the admission forms and complete other formalities.

5. Curriculum delivery & Examinations

The in-house curriculum committee is responsible for developing an academic calendar and delivering the curriculum through conventional methods as well as with ICT. The committee monitors the syllabus breakdown on a weekly or fortnightly basis and ensures the content is delivered to the students. Internal assessment is key to evaluating the students' learning levels. As per university norms, internal assessments are conducted, and remedial classes are arranged for students in need. Examinations are conducted by the affiliating university, so the institute is only responsible for informing the students about the process.

6. Co-curricular activities and Community Responsibilities

Academic activities alone are insufficient for total personality development. The institute integrates co-curricular activities with the teaching and learning process. A special cell is set up to arrange sports and cultural activities, organizing various events and competitions from time to time. The institute also participates in community responsibilities like sanitation programs, environmental protection, Swachchh Bharat Abhiyan, girl child protection, and education in rural areas.

7. Employee welfare

Staff welfare schemes are important to assure employees of their future safety and security. Currently, the institute covers its employees under the EPFO and ESIC schemes. While the EPFO is an investment and savings scheme for old age, the ESIC provides medical coverage for employees and their dependents. As per government rules, the employee-employer contributions are deposited with the respective agencies. Besides economic and medical coverage, the institute also offers other schemes to enhance employees' knowledge and professional skills through refresher programs for teaching staff and training programs for non-teaching staff. Since the institute is located 2 kilometers from Karauli city, employees are provided with free transportation. Several other facilities are also available for the staff's welfare.

8. Student welfare & scholarships

Scholarship facilities for eligible students are provided by the Social Justice & Empowerment Department, Government of Rajasthan. The institute assists students in applying on the



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department's online portal and in addressing any objections. The institute's scrutiny committee verifies the students' applications and forwards them to the government body for scholarship disbursement. The institute is committed to providing quality and value education to its society and is prepared to adjust its planning as needed.


Principal
Dr. Laxman Dhaked

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Perspective Plan 2023-24

- Workshop on “Communication & Skill Development”
- A Lecture Under Faculty Development Program On “Quality Education”
- Workshop on “Microsoft Office”
- Workshop On “Gardening & Cleaning”
- Workshop on “Examination Training”
- To organize a workshop on Research Methodology
- To Installing a CCTV system for complete surveillance
- Workshop on NET/SET Examination
- Workshop on Research Methodology for PG Students
- Uploading of MCQs Bank on the Institutional Website
- One Day Workshop on Communication Skills & Personality Development
- To Start Scholarship for the Meritorious Students Admitted in the Institution
- Developing a Language Laboratory
- Celebration of World Animal Welfare Day by Organizing Poster Competition on Awareness about Animal Protection
- Workshop on Synopsis and Project Writing Short Term Course Use of ICT Enabled Devices for Teaching and Non-Teaching staff


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प्राचार्य
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करौली (राज०)