



BUDGE BUDGE INSTITUTE OF TECHNOLOGY (BBIT)

(A unit of Jagannath Gupta Family Trust)

(Approved by AICTE, Govt. of India and Affiliated to MAKAUT & WBSCTVESD)

Nischintapur, Budge Budge, Kolkata-700137 Phone : 033-2482 0676/70 Telefax : 033-2482 0641

Email : contact@bbit.edu.in Website : www.bbit.edu.in

6.2.1 THE INSTITUTIONAL STRATEGIC/PERSPECTIVE PLAN ISEFFECTIVELY DEPLOYED

Institutional Strategic Goals

1. Efficient Teaching intellect procedure
2. Effective project management requires a participative and consultative leadership
3. Internal Quality Assurance System
4. Ensuring operational governance
5. Learning and Development of Students through Participation
6. Employees Development Methods
7. Intensifying Placements
8. Upright Discipline
9. Women/Student/Faculty Grievance
10. Financial Planning & Management
11. Institute – Industry Interaction
12. Encouragement of Potential Entrepreneurs
13. Progression in Research and Development
14. Enhancing of Internal Revenue Generation
15. Alumni Interaction and Outreach activities
16. State-of-art Infrastructure




Prof. (Dr) Bhabes Bhattacharya
Director General Academics
Budge Budge Institute of Technology

"Committed to provide Quality Professionals to the world"

Courses Offered : Management (MBA), M.Tech (CSE, Power System), Engineering : B. Tech in CE, ME, EE, ECE, CSE; Polytechnic : CE, ME, EE, ETCH, CST
Member of International Societies : 1) IUCEE, USA 2) IFEEES, USA.

Strategic Planning

<p>Efficient Teaching intellect procedure</p>	<ul style="list-style-type: none"> • Academic development and preparation of Academic Calendar • Preparation of teaching plan as per Outcome-based education • Preparation of Lesson Plan based on CO & PO mapping • Conduct training based on present demand analysis • Conduction of assessment to measure outcomes • Use of more practical teaching methodologies • Use of e- learning resources • Promote research culture & facilities • Provide mentoring and individual support • Follow a transparent feedback system • Performance enhancement through workshops and seminars. • Implementation of best practices for students • Evaluation parameters and benchmarking
<p>Effective project management requires a participative and consultative leadership</p>	<ul style="list-style-type: none"> • Ensuing reporting structure of faculty members • Decentralization of the academic, administration and student related authorities & responsibilities • Conduction of Faculty meeting by the respective Heads of the Departments. • Portfolio assignments • The minutes of the meetings are communicated to the Director General Academics who in turn consolidates all the suggestions and submits them to the Management for approval & reference.
<p>Internal Quality Assurance System</p>	<ul style="list-style-type: none"> • Formation of IQAC is completed • Develop, maintain and regularly updation of the documents as the document of all the processes involved in the academic and administrative activities and the forms are implemented the processes. • All the departments, with the teaching and non-teaching faculty carry out the activities as per the Processes and forms. • Customer satisfaction by collecting feedbacks from students, parents, alumni and industry and actions are taken to ensure that the college satisfies all its stakeholders. • Internal Audit - Regular internal audits are conducted at planned intervals to checks the effectiveness of the implementation, maintenance and improvement of the QMS. • Monitoring and measurement of processes and products Continuous measurement and monitoring of the processes are done to identify appropriate corrective action to ensure conformity of service. • Control of non-conformity to prevent and get prepared for deviations and the actions to be Taken Data analysis and continuous improvement. • External Audit. • Framing of Quality Policy



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	<ul style="list-style-type: none"> • Educating & Training of all employees • Periodic check & guidance for quality improvement • Establishment of audit team and process • Audit for remedial measures • Release of Annual report preparation & submission
<p>Ensuring operational governance</p>	<ul style="list-style-type: none"> • To review the smooth running of the administrative activities of the college, discussing approval of new programs. • To review the examination results (Internal as well as External) of all programs; result analysis and their improvement strategies. • To approve the up gradation & maintenance of the Infrastructure of the Institute. • To review the budget allocated for different purposes and their expenditure etc. • Promotion of various faculty career advancement programs, Approval for posts, Study leaves etc. • To review the Placement activities, Collaborations with Industry and R&D programs. • Reviewing the Performance appraisal of faculty backed with the discussion. & suggestions given by Faculty for improvements in the college. • To provide support for conducting all kinds of activities: - Co- curricular and Extra-curricular. • To review the awards and scholarships for students based on the performance in co-curricular and Extra-curricular activities etc • Evaluation of Institute's performance and benchmarking • Institutional strategic goals setting • Institutional Strategic Planning • Monitoring and Implementing the Quality Management Systems • Establishing E-Governance • Leadership development through decentralization • Establishing internal audit committee • Code of conduct and policy formulation, approval and implementation • Establishing fair and effective performance appraisal system
<p>Learning and Development of Students through Participation</p>	<ul style="list-style-type: none"> • The Student Representatives have the responsibility towards students to be available to listen to student views and concerns and actively represent them in an objective and accurate manner. • Budget framing and allotment for student development programs and activities • Students Trainings & Placement Activities • Formation of student council • Student's representation in various committee and cell • Participation in competitions



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	<ul style="list-style-type: none"> • Organizing competitions • Rewards & recognitions of achievers • Participation in extracurricular activities • Participating in social and welfare activities
Employees Development Methods	<ul style="list-style-type: none"> • Recruitment Policy development & implementation • Employees performance evaluation system • Regular Training for quality improvement • Healthy and supportive working environment & infrastructure. • Proper established Code of conduct, service rules & leave rules to be followed by all. • Staff welfare policy implementation • Career advancement schemes • Rewards, recognitions and incentives • Deputation for seminars, conferences and workshops etc. • Motivation for qualification enhancement • Support for research, consultancy, innovations
Intensifying Placements	<ul style="list-style-type: none"> • The Central T & P Committee plays a very important and key role in getting students their dream placement through counseling and guiding the students for their successful Career Placement. • It is a crucial interface between the stages of completion of academic program of the students and their entry into avenues of suitable employment through campus placement drives.
Upright Discipline	<ul style="list-style-type: none"> • Recommends Installation of CCTV Cameras at desired places and other measures to maintain the discipline. Responsible for the entry of the students only with I-cards and proper uniforms.
Women/Student/ Faculty Grievance	<ul style="list-style-type: none"> • The grievance committee functions with the following purposes; • To make women, students, faculties & staff members aware about their rights. • To help them in knowing the importance of good health and nutrition and facilities available for them. • To help them in developing decision making abilities and be self-dependent. • To help them in raising voice against all kinds of discrimination in a proper manner. • To help them in changing their mind setup. • To assist them in overall development of their personality. • To help them (community women) in knowing about reproductive health care and child care. • The Student Representatives have the responsibility towards students to: be available and listen to student's views and concerns, and actively • represent them in an objective and accurate manner.




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Financial Planning & Management	<ul style="list-style-type: none"> • Framing of financial budget according to multiple areas. • Department wise Budgeting • Forecasting of Revenue & Expenditure • Effective purchasing through this committee • Contingency Fund allocation every year • Budget formulation & approval through Budget Committee • Periodic Audit
Institute - Industry Interaction	<ul style="list-style-type: none"> • Industrial Research & Consultancy. • Research guidance from industry. • Short-Term Training Programmes. • Collaborative Educational Programmes. • Industry-Institute Human Resources Exchange. • Faculty and student exchange for knowledge sharing. • Training programmes / Short term assignments to the faculty members in industries. • Participation of industrial experts in curriculum design. • Student internships and industrial visits. • Formation of industry institute interaction cell • Support for internships, visits, trainings, guest lectures • Identifications of industry needs and advice on Curriculum for extra courses apart from curriculum. • Providing career guidance
Encouragement of Potential Entrepreneurs	<ul style="list-style-type: none"> • Establishment of Entrepreneurship & Development Cell • Industrialists visit for seminar, lecture, workshop for entrepreneurship development • Promoting, sponsoring and facilitating entrepreneurship development • Providing training & guidance for entrepreneurship development.
Progression in Research and Development	<ul style="list-style-type: none"> • Dedicated R & D facilitation center. • Establish and develop Laboratories with more research facility • Fund generation through Project proposals • Apply for Government/Non-Government industry, sponsored funds • Collaborations with Government & Private Institutes, Universities and Research Organizations.
Enhancing of Internal Revenue Generation	<ul style="list-style-type: none"> • Formation of the committee to look after the financial needs of the various Departments, of the finances involved during functions and celebrations, for other administrative and infrastructure purposes. • Infrastructure creation for revenue generation • Policy for Incentives for Revenue generation plans • Successful implementation of Internal revenue generation plans • Advertising & marketing




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Alumni Interaction and Outreach activities	<ul style="list-style-type: none"> • Configuration of Alumni association to increase their participation • Invitation for guest lecturers/internship/placement/training/entrepreneurship • Exploring Contributions • Sponsorships/scholarships/fund generation • Data base creation, Regular interactions with alumni and networking • Recognition of successful alumni for appreciation and felicitation
State-of-art Infrastructure	<ul style="list-style-type: none"> • Infrastructure building development & modification • Functional facilities for e-learning • Safety & Security management • Water facility • Hygiene, zero plastic & green campus • Recycling of water • Smart Class rooms, Tutorials, Seminar halls • Modernization of Laboratory & equipment • Library infrastructure up gradation • System up gradation • Medical facility • Development of sports (indoor/outdoor) facilities • Plantations



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Strategy Implementation and Monitoring

Once the planning part has been done the next step is its implementation. This stage is among the most imperative part and has to be implemented with proper supervision and cooperation.

Implementation at Institute Level

Particulars/Functions	Deployment Authorities
Governance & Administration	BOG & Administration Office
Branding /Expansion	BOG Members
Infrastructure (Academics)	Director General Academics, HODs
Teaching- Learning	Director General Academics, HODs, Faculty and Staff
Infrastructure (physical)	BOG, Director General Academics
Departmental Activities	HODs and Faculty
Training & Placements	Director General Academics, TPO & HODs
Research & Development	Director General Academics, Dean – R & D, HODs
Students Development	Director General Academics, HODs
Quality Assurance	IQAC Team
Students Admissions	Director General Academics, HODs, Admission team, Students Section
Statutory Compliance	Director General Academics, HODs, Coordinators

Deployment

The plans articulated by the management and Director General Academics are communicated to the target groups like faculty, students, staff and other stakeholders through meetings, mails and other forms of communication.

The organizational procedure follows all the activities through well-defined policies and procedures for each of the activities.




Prof. (Dr.) Shabees Bhattacharya
Director General Academics
Budge Budge Institute of Technology