

7.2 Best Practices

Title of the Practice: SWOC analysis of the Institution and Departments

Objectives of the Practice:

To assess the status of the institution for strategic planning.

The Context:

It is an imperative need for the institution and its various departments to ascertain the status and then make planning for various academic and administrative activities. It follows the age old and simple SWOC matrix to list the strengths, weaknesses, opportunities and challenges.

The Practice:

The heads of the academic Departments and administrative units are advised to conduct brainstorming sessions with this specific agenda to elicit the inputs. They are listed and later they are skimmed to bring clarity and relevance. This tool and practice have its significance because it helps us to self-evaluate our strengths, weaknesses, opportunities and challenges

Evidence of Success:

The Institution and the Departments were able to identify gaps that exist in the practices and systems, that can help the institution to implement its academic and administrative practices better. The institution after the analysis has found itself that it is functioning more as a teaching-learning institution, but it needs to do much in the fields of research, consultancy, industry interaction besides improving the standard of curriculum

Problems Encountered and Resources Required:

Normally SWOC analysis is not practiced in academic institutions and hence making aware of the process and its significance was tedious. All the heads of the departments and administrative unit heads were mentored in this process by an external expert. The institution kept all its archival data of past performance and did this activity

Notes:

The proper exercise of SWOC analysis may offer opportunities towards identifying the proper growth direction for the Institution.

Best practice#2:

Title of the Practice: Strategic Planning

Objectives of the Practice:

To implement strategy and prepare a roadmap for accomplishing the institution's strategic goals.

The Context:

The strategic plan for the institution is prepared with the following elements for effective and efficient implementation

- Scope and duration of the plan

- Institution's profile and achievements
- Vision statement
- Core values
- Mission statement
- Objectives and goals
- Growth verticals envisioned
- SWOC analysis
- Implementation plan
- Resourcing
- Monitoring and evaluation

The Practice:

Governance and management of a higher educational institution especially a technical institution is a complex process. Starting from regulatory compliances to the statutory bodies to student learning outcomes to stakeholder satisfaction everything has to be planned and implemented. Hence a comprehensive plan is essential to guide the institution towards quality and success.

The institution is implementing the strategic plan as follows:

- Governing Body of the Institution empowering the core team for implementation
- Allocating adequate resources
- Establishing benchmarks and standards
- Conducting periodic reviews to assess the progress of implementation

Evidence of Success:

The strategic plan provided both qualitative and quantitative targets that are reviewed at the end of each semester. The reviews provided the status of implementation and sometimes some of them unattained were rescheduled to the next quarter for implementation. The plan has helped the institution in streamlining its activities besides establishing targets for growth.

Problems Encountered and Resources Required

- It is time-consuming, nevertheless an important activity.
- Establishing a policy for audit and benchmark values for assessing the quality of attainment was made.

Notes:

A strategic plan is essential for every organization and it tells the organization where it is going and how to further it.