

Lead College

One of the most significant measures of Total Quality Management in Higher Education is the concept of ‘Lead College’. The concept is based on the belief, “Efforts of each and welfare of all”.

1. The Objectives and Functions of Lead College

Following are the main objectives and functions of a ‘Lead College’.

A) Sharing of the Information:

- A Lead College is expected ‘to lead’ the entire process of the Total Quality Management of the cluster. Therefore, the primary function of a ‘Lead College’ is to collect and update all sorts of information regarding Higher Education (HE).
- The speedy changes in the field of science and technology, ICT, Research in the field of knowledge.
- Information regarding various schemes of various authorities/ organizations in the field of HE.
- Recent policies of HE.
- Distribution of such information to the other colleges in the cluster through the electronic media like WAN or LAN and Internet.
- The information regarding the various grants offered by the UGC and such other funding agencies.
- The information regarding the activities of ‘NAAC’ and the re-accreditation process.
- The information of the world-wide/country-wide classrooms, e-content and e- learning should be imparted by the ‘Lead College’ to the other colleges in its cluster.

B) Sharing of the Infrastructure, Library, Laboratories, Sports Facilities (Grounds), Big Halls/Stadium /LCD etc.:

- This is the process of mutual co-operation.
- The ‘Lead College’ should provide its own infrastructure and other facilities to the neighboring colleges in the cluster and the neighboring colleges can also do the same if they have such facilities with them.

- The idea is to make better use of the resources available in the constituent colleges for those who need them. (Within the cluster).

C) Sharing of Human Resources:

- ‘Human resources’ refers to the knowledge, skills, abilities and competencies of the persons in HE. For example, eminent/experienced teachers, academicians, good administrators, researchers etc.
- The proper use of such ‘human resources’ can be made for the development of the colleges in the cluster. For that purpose, schemes like guest lectures, teachers exchange programmes, conferences, seminars, workshops can be arranged by the colleges in the cluster, under the guidance of the ‘Lead College’.

D) Collective Organization of Academic Activities:

- Academic activities like Seminar, Workshop, Conference requires hard-work and support from many persons and organizations. It also requires funds or financial support. Therefore, an individual college/ Institution of HE is unable to organize such academic activities on the State/ National or International level. Such programmes can be organized under the leadership of the ‘Lead College’ and through collective efforts.

E) Helping Faculty Development:

- A ‘Lead College’ can encourage the Faculty (teachers in the colleges in the cluster) to undertake research and also to work for Faculty Development Programme. It can also encourage colleges to develop their departments by different ways and means.

F) Helping Administrative Development:

- Total Quality Management (TQM) in Administration must be strengthened with recent technology and innovations.
- The success of any institution depends on the efficiency and quality of its administration.
- The administrative staff should be trained and be oriented to the new global developments in the field of HE.
- The office work right from the admissions to the final University Examinations including accounts, audit and NAAC Annual Report, should be well-planned and it should be made prompt with the help of computers and Internet.

- The Lead College with the co-operation of the other colleges in the cluster should organize such activities leading to TQM and excellence in college administration.

G) Sharing of Extension Activities:

- For social change and overall development a Lead College can arrange activities that are useful in this regard with the help of the other colleges in the cluster.
- Such activities may include Yoga Studies, Farmers' Training or Orientations, The Study of the Historical Places and Cultural Peculiarities of the Region, Adult Education and other extension activities.

H) Utilization of Retired Expertise:

- Involvement of the retired persons, senior citizens, experts in their respective subjects/ areas for the quality enhancement of institutions of HE.
- The concept is beneficial to both the sides. These experts enjoy the sense of social service and colleges get the benefit of their expertise. The Lead College can innovate and initiate such activities with the help of other colleges in the cluster.

2) The Role of a Lead College:

- Avoiding course duplication within the cluster.
- A Lead College should have all the necessary information about the HE system and the changes that take place in this regard. A Lead College should collect and update such information and provide it to the other colleges in the cluster.
- Designing Research Projects/ Educational activities with mutual co-operation with other colleges. The joint efforts make such programmes successful and thus the aim of quality assurance is achieved.
- Collective actions/ programmes with respect to NSS, NCC and sports activities.
- Encouragement to Vocational Courses.
- Organization of students' cultural activities.
- Organizing international collaboration. Here national / international Seminars, workshops / Conferences can be arranged with

collaborative efforts.

- A Lead College can strengthen its Placement Cell with a placement officer and render a valuable service to our students. Other colleges can obtain proper guidance and relevant information from the Lead College in this regard.
- Minimizing unfair competition :Unhealthy/ unfair competition is one of the major obstacles in our system of HE. It results in the wastage of our resources of all kinds, and failures.
- A Lead College can play a very significant role to avoid such unfair competition.
- A Lead College can make available the University resources when necessary.
- The planning of the budget (total and item-wise) and the planning of the action plan/programmes under the six heads identified by the University Apex body of the Lead Colleges is an essential part of a Lead College.

3. Role of Working Committee At The Lead College Level:

There shall be a working committee at the lead college level. The working committee shall meet at least three / four times in a year. The major role of the Working Committee is to look after the administration of the Lead College cluster-budgets / accounts / programmes / the proper records of the meetings, proceedings etc. It should facilitate the smooth functioning of the Lead College programme.

4. Composition of the Working Committee at the Lead College Level

| Sr. No. | Name | Designation |
|----------------|--|---|
| 1. | The Principal of the Lead College | Chairman |
| 2. | Three Principals from different faculty / college from | Members Nominated by the Vice-Chancellor. |
| 3. | Secretary , College Student Council | Member |
| 4. | Member Secretary and co- | Nominated by the |

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| | ordinator | Principal of the Lead College. |
| The above members of the Working Committee shall co-opt the following members (If necessary): | | |
| 5. | One NSS Programme Officer | Member |
| 6. | One NCC Officer | Member |
| 7. | One Physical Director | Member |
| 8. | One Performing Artist (May not be necessarily a Teacher) | Member |
| 9. | One Member (From Industry/Trade/Banking /& Agriculture) | Member |

5. Composition of the Working Committee at the College Level

| Sr. No. | Name | Designation |
|----------------|---|---|
| 1. | The Principal of the Lead College | Chairman |
| 2. | One Faculty member (Nominated by the Principal/Director) Co-Ordinator | Co-Ordinator |
| 3. | Two Faculty members (one women) (preferably faculty wise) (Nominated by the Principal/Director) | Member |
| | | Member |
| 4. | NSS Programme officer | Nominated by the Principal of the Lead College. |
| 5. | Director of Physical Education | |
| 6. | One Member of NGO/Banking/ Industry --''-- (Nominated by the Principal/Director) | |
| 7. | Secretary, Student Council | |

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| 8. | Registrar/Office Superintendent/Head Clerk. | Member Secretary |
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The Co-ordinator of the Coordination Committee of the College level will be responsible to submit the accounts and reports to the Concerned Lead College.