



**Criterion 6- GOVERNANCE, LEADERSHIP  
AND  
MANAGEMENT**

**6.2 Strategy Development and Deployment**

**6.2.1: The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc.**

**DOCUMENTS**

The leadership of our institution heralds a visionary mission that accords with best practices for the betterment of our society. Our institutional goals are focused on sustainable growth, decentralization, and fostering participation in both the long- and short-term Institutional Perspective Plan for the enhancement of NEP implementation.



# Sripat Singh College

(Estd. 1949. Govt. Sponsored)

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Table of Contents	
1. Introduction:	Overview of Sripat Singh College. Importance of Institutional Governance and Leadership.
2. Vision and Mission Alignment:	Vision Statement of Sripat Singh College. Mission Statement: Commitment to Excellence and Societal Impact.
3. Institutional Practices:	Implementation of National Education Policy (NEP). Sustainable Institutional Governance. Short-term and Long-term Institutional Perspective Plan.
4. Governance Structure and Leadership	Organizational Structure Overview. Role of Leadership in Vision Implementation.
5. NEP Implementation	Goals and Objectives Aligned with NEP. Strategies for NEP Integration. Monitoring and Evaluation Mechanisms.
6. Sustainable Institutional Governance	Principles of Sustainable Governance. Initiatives for Sustainable Development. Impact on College Operations and Community Engagement.
7. Short-term and Long-term Institutional Perspective Plan	Development Process and Stakeholder Involvement. Key Objectives and Strategies. Implementation Roadmap and Resource Allocation.
8. Challenges and Opportunities	Challenges in Governance and Leadership. Opportunities for Growth and Improvement.
9. Conclusion	Summary of Achievements and Future Outlook. Commitment to Continuous Improvement and Excellence.
10. Recommendations	Strategic Recommendations for Enhancing Institutional Governance. Future Directions for NEP Implementation and Sustainability.

  
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## 1. Introduction:

Sripat Singh College, established with a steadfast commitment to academic excellence and societal impact, places significant emphasis on robust institutional governance and visionary leadership. This report delves into how the college's governance and leadership structures align with its overarching vision and mission, focusing on key institutional practices such as the implementation of the National Education Policy (NEP), sustainable governance practices, and the formulation of comprehensive short-term and long-term institutional perspective plans.



  
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## 2. Vision and Mission Alignment:

At the core of Sripat Singh College's operations lies a clear and compelling vision to excel as a leader in higher education while contributing meaningfully to the community and society at large. The mission underscores the institution's dedication to fostering a holistic learning environment that nurtures intellectual growth, ethical values, and innovation among students.

### Vission

- Excel as a leader
- Meaningful contributing

### Mission

- Institutional Dedications
- Fostering

### Holistic Learning

- Intelectual growth
- Ethical values and innovation.

  
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## 3. Institutional Practices:

Sripat Singh College demonstrates its commitment to excellence through various institutional practices that reflect its mission and vision. These practices include the effective implementation of the NEP, ensuring sustainable institutional governance practices, and meticulously planning for both immediate and future institutional needs through robust perspective plans.



  
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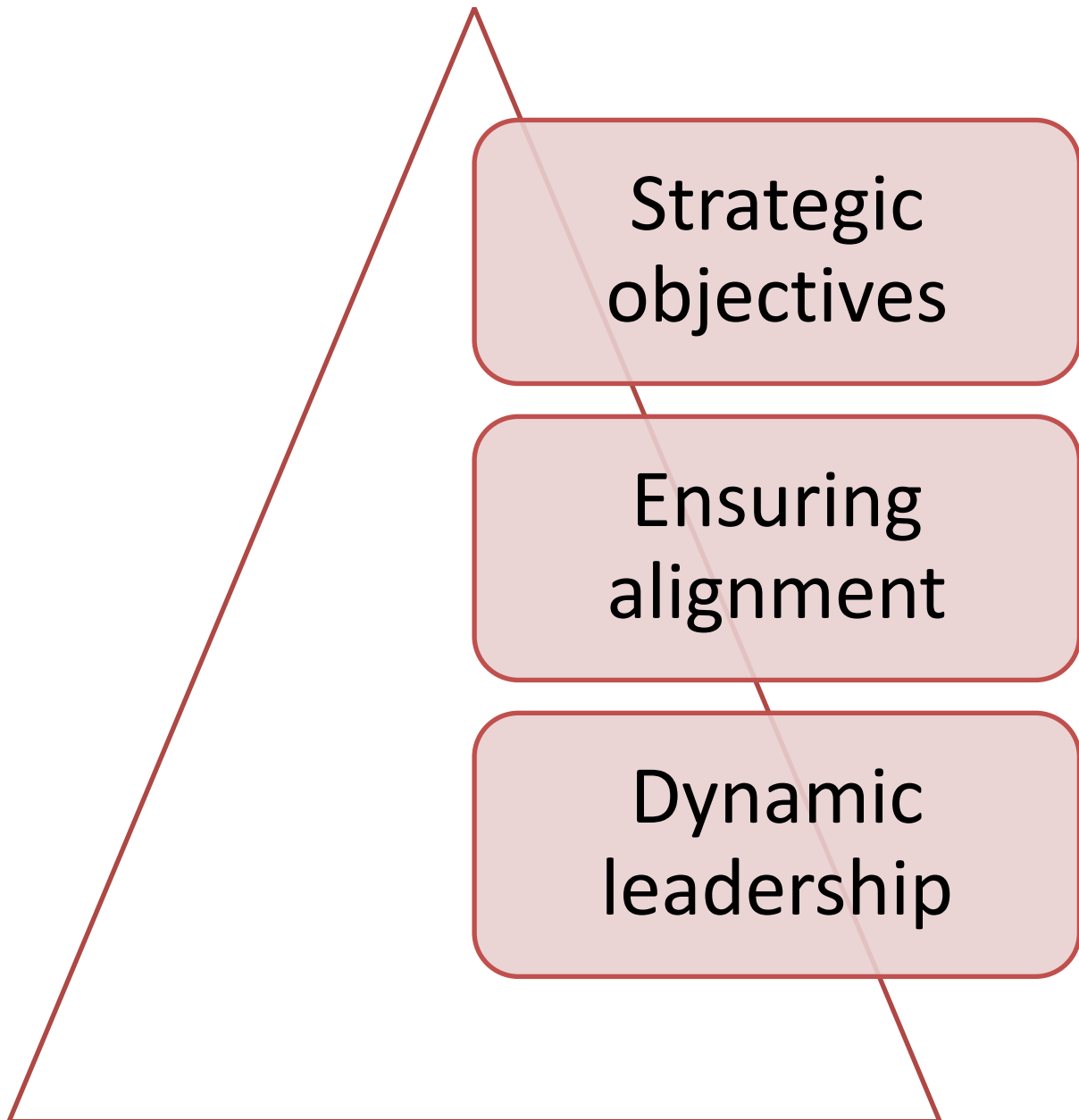
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## 4. Governance Structure and Leadership:

The college boasts a well-defined governance structure that supports its mission-driven initiatives. Central to this structure is a dynamic leadership team that steers the institution towards achieving its strategic objectives, ensuring alignment with the vision and mission at every step.



  
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## 5. NEP Implementation:

Aligned with national priorities, Sripat Singh College has embraced the NEP's transformative agenda to enhance the quality of education, promote holistic development, and foster global competitiveness among its students. The implementation strategy encompasses setting clear goals, adopting innovative teaching methodologies, and integrating modern technologies into the educational framework.



  
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## 6. Sustainable Institutional Governance:

Recognizing the importance of sustainability in its operations, the college upholds principles of ethical governance, transparency, and accountability. Initiatives include green campus practices, community outreach programs, and initiatives aimed at reducing environmental impact while enhancing educational outcomes.

Sripat Singh College is evolved with 4 “Es” for Excellence, Equity, Expansion and Employability. It is our bounden duty to carry out the competence of our teaching engagement enabling learning research and intellectually abled learner community. It helps the literacy rate moral support and socially committed society.

The core values of Sripat Singh College are listed below:

- 1. Integrity:** It is the exercise of ethical principles, uncompromising devotion and values. College has encouraged professional ambience fair treatment to the students, faculty stuff, non-teaching members and stakeholders. By the celebration of Foundation Day, Annual Sports, Republic Day, Annual Meets, Independence Day and other global and local events helps to bring about integrity among us.
- 2. Respect:** Respect to all and sundry is our moto of work culture. Students are showing their respect and reverence to the all-respected teaching and seniors. College has encouraged all subordinates and members specially women stuffs and also celebrating Women’s Day for the development of social and moral respect among the society.
- 3. Diversity:** Sripat Singh College runs with several cast creed and religion. We have enthusiastically celebrated all the local and national level cultural programs to sustain the heritage and assure the unity in diversity.
- 4. Excellence:** Our college has enough provision to upgrade the excellence that retard the agility between the knowledge gap. Seminars, Workshops, Hands on training, ICT enabled tutoring, peer tutoring all are putting immense impact for academic accolades.
- 5. Innovation:** College has integrated research cell to solve the social and environmental challenges in our priority endurance. Several MOU incorporations with far and neighbor colleges, and industrial authority help us to build the innovative temper.
- 6. Creativity:** New innovation helps new knowledge incorporation. Our college believes in the holy practice of creativity among the teacher and learners. Appointment of teachers, whole-time or part-time, including Principals, of affiliated colleges

  
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## 7. Service Rules of Govt. aided College Teachers

Appointment of teachers, whole-time or part-time, including Principals, of affiliated colleges other than Government Colleges shall be made in accordance with the provisions of the West Bengal College Service Commission Act, 1978 (West Bengal Act LXII of 1978) and the rules made there under.

Commencement of Period of Service.:- In calculating the period of service a teacher of a college in any post for any purpose including the operation for a time scale of pay, service shall be counted from the date of his joining the post on his first appointment as a probationer ; provided that if the teacher began his service as a temporary appointee who was afterwards appointed for the same or any other post, service shall be counted from the date of his joining the appointment as a temporary appointee, if there is no break in service during the period preceding his permanent appointment. Explanation; —The following shall be treated as ‘break ‘in service: — (a) unauthorized leave of absence; (b) unauthorized absence in continuation of authorized leave of absence.

Hours of Work.: - A teacher of a college shall ordinarily be required to take 24 periods of class work of 45 minutes each per week including seminars and theoretical, tutorial and practical classes: Provided that no teacher shall ordinarily be required to work for more than five periods of class work in a day. Teachers of a college may be required, from time to time, to co- operate and assist in carrying out the functions relating to the educational responsibilities of the college (such as assisting in appraising the applications for admission, advising or counseling students and assisting in University and College examinations including supervision thereof). Every teacher including the principal of a college shall sign a daily attendance register maintained for the purpose and such daily attendance shall be countersigned by the principal. In particular and without prejudice to the foregoing provision, a teacher shall perform the following duties: — (a) to perform invigilation work in any examination for any course of study taught in the college; (b) to draw routines; (c) to carry out assignment for such field work as may be necessary for the courses taught in the college (d) to assist the Principal with regard to admission of students ; (e) to participate in N.C.C., N.S.S. and Sports and Games for the well- being of the students ; (f) to assist the Principal in the management of hostels and messes attached to the college or administered by the college ; (g) to make the internal assessment of students ; and (h) to evaluate answer scripts of students for any examination conducted by the college. (i) The principal of a college shall ordinarily take not less than four periods of class work in a week in a subject taught in the college.

  
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Leave Rules: - (1) Leave of absence from duty cannot be claimed as a matter of right and may, on application by a teacher of a college, be granted only when satisfactory grounds have been shown. When the exigencies of service so require, the authority competent to grant leave may refuse leave of any description or when any such leave is granted, revoke such leave or part thereof, (2) No teacher who is under suspension shall be granted any leave. (3) Absence without leave shall render a teacher subject to such disciplinary action as may be provided in the “Disciplinary Rules” prescribed by Statutes,

(1) Leave shall ordinarily commence on the date with effect from which it is actually availed of and terminate on the day preceding the date of resumption of duty: Provided that Sundays or holidays may be prefixed or suffixed to leave, so, however, that for the purpose of prefixing or suffixing to leave holidays exceeding three days or a college vacation, previous sanction of the authority competent to grant the leave shall be obtained.

(2) Except with the previous permission of the authority granting the leave no teacher on leave may return to duty before the expiry of the period of leave granted to him.

(1) Casual leave on full pay may be allowed to a teacher of a college up to a maximum of fifteen days in any one academic year but not more than five days at a time. (2) Casual leave may be prefixed or suffixed to Sundays but not to any other holidays or to vacations or to any other kind of leave. (3) All casual leave to which any teacher of a college may be entitled during any academic year shall cease to be due to him at the end of such academic year and cannot be accumulated or taken over or brought forward to any other academic year.

Every teacher of a college shall be entitled to leave on full pay, hereinafter referred to as earned leave, — (a) during the first seven academic years of service, to the extent of 15 days for every twelve months of active service, and (b) from the eighth year of service onwards to the extent of thirty days for every additional twelve months of active service: provided that when the earned leave due amounts to one hundred and twenty days revised at three hundred days.

Absence from duty of a teacher of a college on account of academic work elsewhere approved by the Governing Body of the college or on account of obligations in regard to the National Cadet Corps or the Social Service Camp or similar other obligations shall be deemed to be absence on duty and shall not be counted towards casual or earned leave.

  
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In case of illness, a teacher of a college may be granted leave or half pay for such period, not exceeding twenty days for each completed year of service as may be certified to be necessary by a registered medical practitioner, in addition to the earned leave to which he may be entitled

**Retirement:** - A whole-time teacher of a college enjoying University Grants Commission scale of pay introduced since the 1st April, 1973, shall retire from service with effect from the afternoon of the last day of the month in which he attains the age of superannuation, i.e., 60 years, revised as per Ropa 2019 65 years.

## **Service rules of Non-Teaching Staff of Govt. aided College.**

The terms of employment and conditions of service of non-teaching employees of colleges affiliated to the University other than Government Colleges of West Bengal: the employees concerned are classified as follows— (a) Ministerial Staff comprising the posts of— (i) Office Superintendent, Cashier, Accountant, Head Clerk, Senior Assistant and Senior Clerk and such other posts as may be approved by the State Government. (ii) Assistant, Clerk, Library Assistant, Laboratory Assistant, Store Clerk, Store-keeper, Caretaker, Stenographer, Record Keeper, Collection Clerk and such other posts as may be approved by the State Government.

Lower Subordinate Staff comprising the posts of— (i) Skilled Driver, Laboratory Attendant, Skilled Bearer, and Electrician. Mechanic and Carpenter; and (ii) Unskilled Bearer, Messenger Peon, Durwan, Night Guard and Sweeper. Appointing authority: Appointments to all the posts shall be made by the Governing Body in accordance with such rules as may be framed for the purpose by the State Government.

**PROMOTION:** Whenever a permanent vacancy occurs in any of the posts referred to in Sub- Clause (i) of Clause (a) of Statute III, such vacancy shall in the first instance be filled up by promotion from amongst the employees holding any of the posts referred to in Sub- Clause (ii) of Clause (a) of Statute III. In the matter of such promotion, efficiency, seniority including academia qualifications, character rolls and attendance shall have to be taken into consideration. In case no suitable candidate for such promotion is available, such permanent vacancy shall be filled up by direct recruitment in accordance with the procedure laid down for the purpose: Provided that the provision relating to recruitment of non-teaching employees of affiliated colleges as laid down in the fourth going

  
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Statutes shall not apply in cases where, on compassionate ground, a wife, son, daughter, or dependent of any employee-both teaching and non-teaching-dying in harness is to be offered a job consistent with his/her qualifications. S/he shall have precedence over others in the matter of appointment or placement, as the case may be.

**Leave Rules:** (a) Leave cannot be claimed as of right. When the exigencies of service so require discretion to refuse or revoke 125 leave of any description is reserved to the authority empowered to grant it. (b) Leave ordinarily begins on the day on which transferor charge is affected and ends on the day preceding that on which duty is resumed. Holidays may be prefixed or affixed or both prefixed and affixed to Casual and Quarantine Leave. (c) Leave (except casual and quarantine leave) either be affixed or prefixed to holidays, but cannot both be prefixed and affixed to holidays. When leave (except casual and quarantine leave) is combined with a holiday by both prefixing and affixing it to the holiday, the holidays shall be reckoned as leave in calculating the amount of leave on full pay that may be admissible at a time. (d) An employee on leave shall not return to duty before the expiry of leave granted to him without permission of the authority which sanctioned the leave. (e) No person who has been granted leave on medical certificate for infectious diseases shall return to duty without producing a medical certificate of fitness. (f) Unless extension is granted, a person who remains absent after the end of his leave is entitled to no leave salary for the period of such absence. Willful absence from duty after the expiry of leave may be treated as misconduct calling for disciplinary action. (g) Subject to the foregoing general principles the following kinds of leave may be granted to the employees; —

(i) Casual leave (ii) Earned leave (iii) Half-pay leave (iv) Commuted leave (v) Medical leave (vi) Leave in extraordinary circumstances (vii) Maternity leave (viii) Hospital leave (ix) Quarantine leave (x) Leave preparatory to retirement (xi) Special disability leave. (xii) (a) Casual leave for short periods not exceeding five days at a time or twelve days in a financial year, may be granted to an employee. (b) Casual leave cannot be combined with any other kind of leave or vacations and the balance will not be carried from one year to another. An employee on casual leave will be treated as on duty.

  
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(c) Employees of a college shall be treated as working in non-vacation institutions and all whole-time employees shall earn as earned leave one-eleventh of the period spent on duty provided that a person shall cease to earn such leave when the earned leave due amounts to 120 days. (e) All whole-time employees may be granted leave on half-pay for twenty days for each completed year of service subject to a maximum period of 180 days during the entire period of service on medical grounds on production of medical certificate; (\*) Provided that a permanent employee will be entitled to commute the half-pay leave that he has earned to full-pay leave and such full pay leave shall not exceed 90 days in the whole period of service. (\*) Provided that no commuted leave may be granted unless the authority competent to sanction the leave has reason to believe that the employee will return to duty on its expiry. (f) If no leave is due on any account, an employee may be granted leave for a period not exceeding 180 days as special leave during the whole period of service for medical treatment of the employee concerned, such leave may be debited against the half- pay leave which the employee may earn subsequently. (g) Before sanctioning such leave, the appointing authority should satisfy himself that the employee concerned is likely to return from leave and continue in service for a sufficient period to earn the leave granted. (h) When no other leave is by rule admissible, a permanent employee, in extraordinary circumstances may be granted leave without pay for such period as may be determined by the college authorities, but an employee shall not be allowed to enjoy such leave for more than 90 days at a time. (i) An employee who is disabled by injury accidentally sustained in course of the due performance of his official duties or by illness resulting from the performance of any particular duty which has the effect of causing or aggravating his illness or causing injury beyond the ordinary risk attaching to the post may be allowed special disability leave for a maximum period of twenty-four months. (j) Maternity leave may be granted to a female-employee for a period up to the end of three months from the date of its commencement or to the end of six weeks from the date of confinement whichever is earlier. (k) An employee may, on production of a certificate from hospital, be allowed hospital leave for a period up to three months during any period of three years, while undergoing treatment in hospital for illness or injury caused or sustained in course of his official duties if, such illness or injury be caused or sustained because of risks directly involved in the performance of such official duties. (l) Quarantine leave may be granted on the basis of a medical certificate for a period not exceeding 21 days, or, in exceptional circumstances, 30 days.

  
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**Working Hours and Attendance:** (a) the normal working period will be of 7 hours' duration with, a recess of half-an-hour on week days and on Saturdays. it will of 3.5 hours' duration without recess. The commencement of duty is to be based on fixed routine, but variations may occur if exigency arises. (b) Each employee, while reporting for duty, shall sign the attendance register.

**Retirement:** - A whole-time non-teaching staff of a college enjoying University shall retire from service with effect from the afternoon of the last day of the month in which he attains the age of superannuation, i.e., 60 years.

## Joining Report

<p><i>Joined on 22/7/18</i></p> <p>From: Dr. Himadri Guhathakurta 13/2 Amritalal Mukherjee Lane, Howrah - 711102.</p> <p>To The Principal Sripat Singh College Jiaganj, Murshidabad.</p> <p>Sub: Letter of joining.</p> <p>Sir: Subsequent to the announcement of the recommendations made by the West Bengal College Service Commission, it gives me great pleasure to be able to accept your offer of appointment as Lecturer in Zoology. May it please you to note that I have reported for duty at the Department of Zoology on the forenoon of <u>22/7</u>, 2008. I beg that you will treat this as my joining report and so oblige. Thanking you, Yours sincerely, <i>Himadri Guhathakurta</i> Himadri Guhathakurta, Lecturer in Zoology. Place: <i>Jiaganj</i> Date: <i>July 22, 2008</i></p> <p><i>Seen 22/7/18</i></p>	<p>Dated: July 22, 2008</p> <p>To The Principal and Secretary Sripat Singh College, Jiaganj Murshidabad, West Bengal, 742123</p> <p><i>Accepted and allowed to join the post 22/7/18</i> <i>SDA</i> Sripat Singh College Jiaganj, Murshidabad</p> <p>Sub: "Joining report to the post of Assistant Professor in Botany"</p> <p>Respected Sir, In compliance with your appointment letter, vide Memo. No. SSC/Appt/7(16-7) of 2016-17, dated 29.11.2016, I, ROUSHAN ISLAM do hereby join the post of Assistant Professor in Botany at Sripat Singh College today i.e. on 20<sup>th</sup> day of December, 2016 in the forenoon. My joining report may kindly be accepted and oblige.</p> <p>Dated: 20<sup>th</sup> December, 2016 Place: Jiaganj</p> <p>Yours sincerely <i>Roushan Islam</i> (ROUSHAN ISLAM)</p>
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*[Signature]*  
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## 7. Short-term and Long-term Institutional Perspective Plan:

The college's perspective plans are meticulously crafted to address both immediate challenges and long-term aspirations. These plans are developed collaboratively with stakeholders, outlining strategic objectives, action plans, resource allocation strategies, and performance metrics to measure progress and ensure alignment with institutional goals.



  
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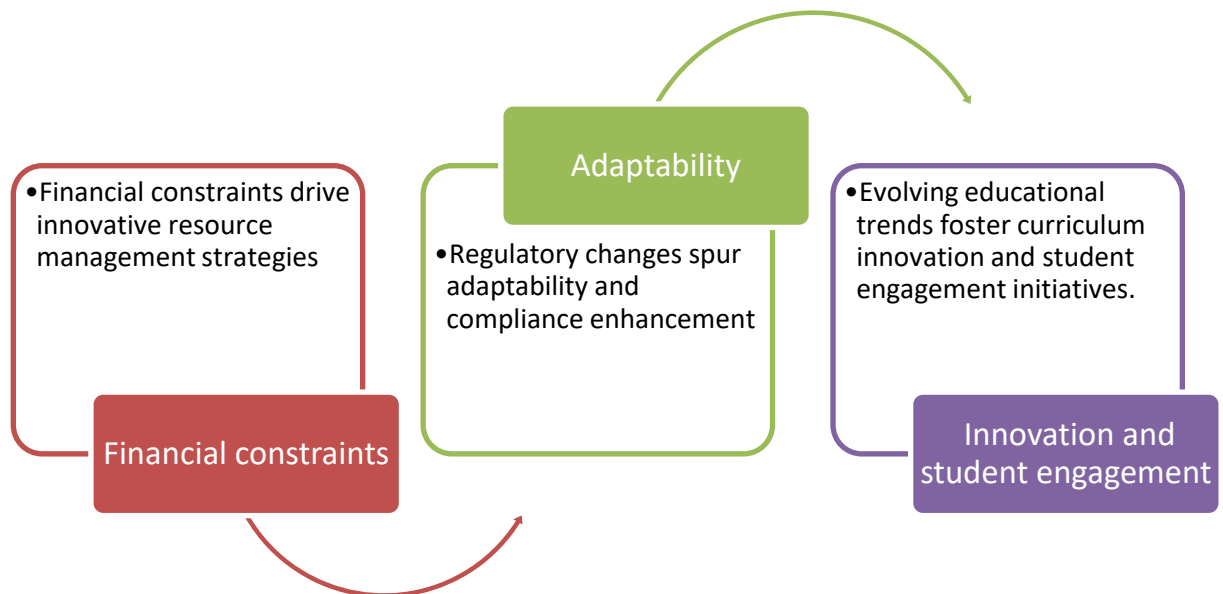
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## 8. Challenges and Opportunities:

While Sripat Singh College has made significant strides in governance and leadership, challenges such as financial constraints, regulatory changes, and evolving educational trends pose ongoing challenges. However, these challenges are viewed as opportunities for growth, innovation, and continuous improvement.



  
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## 9. Conclusion:

In conclusion, Sripat Singh College stands as a beacon of exemplary governance and leadership in the realm of higher education. Through steadfast adherence to its vision and mission, coupled with proactive institutional practices, the college remains committed to fostering a learning environment that prepares students to excel in a globally competitive world.

## 10. Recommendations:

To further enhance its governance and leadership effectiveness, the college is encouraged to explore avenues for enhancing stakeholder engagement, leveraging digital technologies for educational innovation, and expanding sustainable practices across all facets of operations. Additionally, continued alignment with the NEP's evolving mandates and strategic partnerships will fortify its position as a leader in higher education.

  
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