



Kandivali Education Society's

**B. K. Shroff College of Arts
And
M. H. Shroff college of Commerce**

**Accredited 'A' Grade by NAAC
&
An ISO certified College**

Perspective Plan

**For
The Academic Year 2014-15
to
the Academic Year 2024-25**

Existing Status of the college:

1. General Profile of Institute

Name :

Kandivali Education Society's B. K. Shroff College of Arts And M. H. Shroff college of Commerce, Bhulabhai Desai road, Kandivali (W), Mumbai 400067

****Accredited 'A' Grade by NAAC in March 2012***

****The College is also an ISO certified.***

Year of Establishment of College:

1989

College website:

www.kesshroffcollege.com

Institutional Status:

Govt. aided Private Institute.

2. No of Academic Programmes in 2013-14

UG : (1)BCom
(2)BA
(3)BAF
(4)BBI
(5)BScIT
(6)BMS
(7)BMM
(8)BFM

PG : (1)*M. Com Accountancy*
(2) *M. Com Management*

Certificate Courses : 1) Certificate Course in Retail Marketing
2) Certificate Course in Indirect Taxes
3) Diploma in Tax Procedure & Practice
4) Diploma in Tourism & Travel Management
5) Diploma in Computer Applications
6) Diploma in Event Management
7) Certificate Course in Business English Skills
8) Foundation Course in Yoga

3. About the College:

The Kandivali Education Society's Shroff College of Arts & Commerce was established in 1989. The college presently has Commerce and Arts stream and offers courses like B.Com. (Regular), B.Com. (Banking & Insurance), B.Com. (Financial Market), B.Com. (Accounting & Finance), B.M.S., B.M.M., B.Sc. (IT), B.A. and M.Com. with Accountancy and Management to more than 4500 students. B.Com. course has established its distinct identity. During the past 25 years, the college has acquired good reputation for campus discipline, open and transparent administration, high academic standard, credible examination system and best form for sports and extracurricular activities which are conducted to enrich the personality of students. The college has emerged as a model institution in all aspects in this metropolis by securing 'A' Grade from National Accreditation and Assessment Council (NAAC).

Internal SWOC analysis of the college **2012-13:**

The college IQAC conducted an internal SWOC analysis while preparing the AQAR report for the year 2012-13. The outcome of this analysis, given below, has been considered while preparing the perspective plan of the college.

Strengths : *1. High Standard Discipline
2. Excellent Academic Results
3. High Standard Extra Curricular Activities.*

Weaknesses : *1. Space Crunch
2. Shortage of Qualified And Eligible Teachers
3. Lack of Research Culture amongst Teachers and Students*

Opportunities : *1. International Collaborations
2. Research
3. Expansion*

Challenges : *1. Quality of Intake Students
2. Competition from Neighboring Colleges
3. Unaided Courses and Job Security to Staff*

Recommendations of the Academic Audit Report

2013-14

- 1) A **proactive role by the IQAC** of the college is crucial in maintaining the momentum of quality consciousness. NAAC and UGC assigns the responsibility on the IQAC for planning, guiding and monitoring Quality Assurance (QA) and Quality Enhancement (QE) activities of the institution and the UGC grants an one time grant of RS 3lakh for the initiation of IQAC. The college can make avail of such prospect.
- 2) The college should design a **Perspective plan** for a balanced growth. It is the task of IQAC to create Quality Radars and to make out milestones for the future.
- 3) An **environment scanning** is needed and the local demand is to be read before introducing any expansionary programme (like applying for new courses, signing of MOUs etc.).
- 4) The college is of 25 years old with permanent affiliation and has senior faculty to take up **major research projects**. Research and originality being the order of the day, public sector as well as private industry lean on faculty for consultancy work. Agencies like UGC, ICSSR, MHRD ministry etc are granting large funds to self financing faculty too in the twelfth plan for research projects and the college teachers have to make use of this benefit.
- 5) Workshops may be arranged to **empower the faculty** about emerging trend in their profession for academic advancement, the provisions for Career Advancement Scheme and recording of academic performance in API format etc.
- 6) The practice of college management in fully funding the faculty for attending and presenting papers in international national conferences is to be cautiously used by the faculty. Seed money for such purpose is to be **linked to quality** and the college management / administration can appoint a screening committee for the same.
- 7) For each course, open houses for the students can be arranged with the principal/ vice principal / course coordinator to get the **student feedback and to make midterm rectification** if needed.
- 8) More interaction with University, UGC and other experts in the field is needed towards **knowledge update** (for e.g..The course in retailing introduced under the aegis of BSE can get up to 1.8 crores for three years from UGC funding as B.Voc degree course for which last date of application has been 15th April 2014. The knowledge partner will get the benefit from MHRD ministry.)

- 9) The college management may have interactions with every stakeholder of the college before shifting the **work place** of self financing courses to the school building.
- 10) A system is to be initiated to record the academic progression of the student after entering the college i.e. **Input–output comparison**. As students' records are automated, tracking of academic performance from entry level to graduation level can be introduced. Definitely the fact remains that education results in knowledge enhancement. At the same time, a **micro review** of the value added in each student by introducing Input- output comparison percentage wise would enable the college to realise its academic contribution in a student's academic quality and will channelise and systematize the efforts and measures of the institution towards academic excellence.

In addition to the above suggestions, during the interaction with the Principal, Faculty and office staff minute suggestions were given as and when it was observed. (for e.g. Need for Measures to increase outright pass instead of students keeping terms for additional examinations)

Concluding remarks: It is a welcoming initiative on the part of the college to introduce academic audit by external members to internalise a quality culture and to institutionalise best practices. It reflects the quality consciousness and the genuine interest of the college to introduce measures for institutional functioning towards quality enhancement.

As in financial audit where every revenue/expenditure item needs to be verified, academic audit calls for verification of each and every academic activity instead of overall performance. It is essential for any academic audit to be conducted by interacting with every stakeholder of the college. The timing of the visit being the day prior to last working day of the academic year, the view points of the students of the college could not be recorded and the scope is limited to the extent of interaction with the Principal, teaching and non teaching / office staff only. The institution has introduced this exercise of academic audit for the first time. The observations recorded are on the basis of information obtained at a point of time of one day. It is essential to be conducted consistently every year at a time when all stake holders are available before the committee for interaction to bring out the depth of performance. Concerted efforts are needed to establish a sustained quality system embedded with a conscious, consistent and catalytic programmed action that will result in improved academic performance of the college year after year. This Report will gain more significance when follow up measures are taken with the participation of all concerned.

Perspective Plan Proposed by IQAC
for
2014-15 to 2024-25

Think-tank behind Perspective Plan:

[illegible]

Guiding Principles of Perspective Plan:

While preparing the present perspective plan, the IQAC has considered following main objectives of-

- 1) NAAC-the observer of quality bench marking in higher education
- 2) The vision of our parent body- The Kandivali Education Society and
- 3) Vision and Mission Statement of Our College.
- 4) Quality Policy of the College

This has helped us to formulate our future goals.

Core Values of NAAC:

1. Contributing to National Development
2. Fostering Global Competencies among Students
3. Inculcating a Value System in Students
4. Promoting the Use of Technology
5. Quest for Excellence

Kandivali Education Society's Management's Objectives:

The Kandivali Education Society's main objective of the management is to provide quality education to the every child of the vicinity.

It is a pioneer education trust in the western suburb of Mumbai city is imparting quality education for more than seven decades. It runs a number of educational institutions with diverse courses catering to the needs of students from different strata of society wherein about 15000 students receive education.

Our College Vision and Mission Statement

Vision : *Empowering the youth to build their destiny by moulding their character and respecting their right to learn and power to earn.*

Mission:

- *Educate to sculpt good human beings*
- *To sensitize students on social issues*
- *To promote a healthy academic culture in the faculty*
- *To make the College a centre for a web of activities - academic, social and cultural, a forum for promoting good society*
- *To enable students to contribute positively to the growth and development of the institution as well as of the nation.*

Quality Policy of the College:

- *KES' Shroff College of Arts and Commerce is engaged in imparting quality Education and training in the field of arts, science and commerce. It aims to be an institute of excellence in education through continual improvement. The Institute facilitates faculty and support staff to work as a team and up-date their knowledge and skill, to match the industrial and technological development.*

Objectives of Perspective Plan:

College IQAC has set following objectives to be achieved through this perspective plan in a span of next 10 years:

- 1. To achieve smooth and flawless day to day administration in a professional manner.*
- 2. To ensure students' centric academic environment and effective teaching learning process.*
- 3. To ensure horizontal and vertical up gradation- both quantitative and qualitative with time and expectations.*
- 4. To make our college as one of the model and prime institutions of learning in the country.*
- 5. To make our college as one of the reputed institutions of research in the country.*

The Perspective Plan 2014-15 to 2024-25

Introduction

The College has prepared a Perspective Plan for the period of ten years commencing from academic year 2014-15 to academic year 2024-25 by taking into consideration the quality indicators of different criteria determined by NAAC.

In the preparation of the Perspective Plan, the Internal Quality Assurance Cell (IQAC) of the college has taken initiatives. Inputs from all stakeholders viz, the management, Principal, the faculty, the administrative staff, students of the college, the Alumni Association of the college, the parents and the peer colleagues are taken into considerations. Stakeholders' expectations, management policies, goals and objectives and the vision and the mission statement of our college and quality policy of the college are also considered as a base for formulation of the perspective plan.

The present Perspective Plan principally based on-

- 1. The NAAC guidelines for ensuring quality aspects in the higher education,*
- 2. Objectives of the College management,*
- 3. Vision and Mission statement of the College,*
- 4. Quality Policy of the College,*
- 5. Advisors' opinions,*
- 6. Inputs from students and parents,*
- 7. Social Perceptions and expectations from the college,*
- 8. SWOC Analysis done by IQAC in 2012-13,*
- 9. Recommendations of Academic Audit done in 2013-14.*

The IQAC plays a vital role in maintaining and enhancing the quality of the institution and suggests quality measures. Feedback from all the stakeholders and the recommendations of the IQAC are taken into consideration in perspective plan. Besides, innovative ideas as suggested by all the stakeholders are incorporated in perspective plan. Student feedback mechanism, self appraisal by teachers, introduction of teachers training programmes, faculty improvement programmes, establishment of staff academy, encouragement to teachers for research are some of the measures taken at priority quality sustenance and enhancement as a strategy. The draft of Perspective Plan has been discussed, reviewed and approved in the local managing committee of the college and Governing Body of the Kandivali Education Society, Kandivali, Mumbai. It is our sincere efforts to prepare the framework for our collective efforts directed towards the attainment of our goals and objectives and keep our self ahead the contemporaries.

The college IQAC also proposes a novel idea of reviewing the perspective plan at the end of 3rd and 6th year of the plan period. Such review to be taken place in the year 2017-18 and 2021-22 respectively and this will help the college to re-align the expectations of the stakeholders and the action plan of the college in a harmonious way to achieve its objectives.

I. Curricular Aspects:

Appointment of Qualified Teachers:

- 1) *The college will ensure that the appointment procedure for required faculty is taken care during summer vacation. This will ensure that all classes will be engaged right from the day one of the academic year.*
- 2) *The college will appoint well qualified and experienced teachers. The teachers will go through the rigorous interview (technical, personal, etc.) and demo lectures before the appointment and faculty development programmes, subsequently.*
- 3) *Newly incumbent teaching staff will be given an induction programme by the Principal at the beginning of the academic year. This will help them to be comfortable as well as informed about the working culture and professional environment of the college.*

Conduct of Periodic Audits

- 1) *The college will conduct periodically different audits of the college about the performance in academic, curricular, co-curricular, extra-curricular, research and extension, augmentation of academic infrastructure, student progression and innovative practices, administration, environmental issues etc. by inviting peer team of expert and action will be initiated on their recommendations.*
- 2) *All Audit Reports will be uploaded on the college website for the knowledge of all the stake holders.*

3) *The College plans to undertake following Audits in the span of next 5 years.*

Sr. No.	Year	Nature of Audit
1	2014-15	Administrative Audit
2	2015-16	Academic Audit 2 nd cycle (May be by the University of Mumbai)
3	2016-17	Financial Audit
4	2017-18	Green Audit
5	2018-19	Energy Audit

By the end of 2019-20, the college is expected to be autonomous. Hence the college proposes to undertake intensive Department wise Audit after 2019-20. This will help to ensure an effective college management in the environment of autonomy.

Strengthening of Existing Programmes:

Quantitative strengthening of Existing Programmes:

1. Introduction of Additional Divisions:

Taking into account the growing demand of our institution, the college will strengthen the following programmes by introducing the additional divisions-

Undergraduate and Post Graduate Degree Programmes:

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2. Introduction of New Programmes:

Taking into account the employers' expectations and employability of students, the college will introduce career oriented specialty programmes periodically.

The institute will introduce following new programmes

Undergraduate Degree Programmes:

2014-15 to 2016-17	2017-18 to 2020-21	2021-22 to 2024-25

Postgraduate Degree Programmes:

2014-15 to 2016-17	2017-18 to 2020-21	2021-22 to 2024-25

Research Degree Programmes

2014-15 to 2016-17	2017-18 to 2020-21	2021-22 to 2024-25

Other Programmes:

2014-15 to 2016-17	2017-18 to 2020-21	2021-22 to 2024-25

3. Augmentation of Academic Infrastructure

In commensurate with quantitative expansion of programmes, the college will augment academic and physical infrastructure such as Central Library, A/c classrooms, Computer and language laboratories, Research Centre, Computing Laboratory, UGC Network Centre, Gymkhana, Gymnasium, offices for N.S.S., N.C.C., boys and girls common room, conference room, mini theatre, Departmental rooms, etc.

Qualitative strengthening of Existing Programmes**1. Use of ICT in Teaching Learning System**

The college will ensure to increase the use of innovative teaching and learning resources like LCDs, power point presentations, models, internet connections, smart classrooms, Interactive Language Laboratory, Computing Laboratory, etc.

The college has a very ambitious plan to ensure the intensive use of ICT in teaching-Learning. Following is the proposed time frame for the plan:

Year	Plan
2014-15 to 2016-17	Projector in all class rooms Computer to each Department All computers on LAN
2017-18 to 2020-21	Individual Laptop / PC to every staff member Paperless functioning of all Departments including Office.
2021-22 to 2024-25	Tablet to every student through various govt. schemes and a robust IT based teaching-Learning.

2. Seminars and Workshops:

Organizations of Seminars and Workshops

Academicians, industrialists, subject experts from other institutions and universities will be invited as resource persons and will make an effort to get acquainted with the emerging techniques and trends of the industries and subject matters.

Deputation to Seminars and Workshops

The College will depute the faculty to participate in conferences, seminars and workshops based on curriculum.

Development of Linkages

With a view to execute curriculum effectively, the college will develop the linkages with national and international academic institutions and national and global industries.

3. Curriculum Design and Development

Active Participation in Curriculum Design and Development at University Level

Our faculty will regularly participate in curriculum design and development of courses / programmes, in Board of Studies of respective subjects.

Active Participation in Curriculum Design and Development at College Level

Faculty will be actively participated in curriculum designing and development of affiliated and autonomous certificate, diploma, bridge and remedial programmes.

Effective Communication of Curriculum Design and Development to Faculty

The College will effectively communicate the curriculum design and development to faculty through organization of seminars and workshops and will depute them for participation in seminars and workshops.

Sensitization of Curriculum

Our faculty will sensitize, course design and development, to learners systematically and objectively.

Academic Flexibility

The college will accept competence enhancing curricular strategies by starting multifaceted, comprehensive, well designed curriculum which promotes

excellence, value addition and contextual relevance by providing utility, access, relevance, service and preservation and promotion of heritage.

The college will offer additional range of programme options, course options, course combinations, number of applied component groups, certificate and diploma programmes, bridge and remedial programmes. Thus, college will offer maximum possible flexibility with UG, PG and research programmes, core options, elective options, postgraduate diplomas, UG diplomas, certificate, and bridge programmes.

Feedback on Curriculum

The college will have mechanism to obtain the feedback on curriculum, its scientific, systematic analysis and interpretation and we will enhance this for effective communication to concerned authorities/ board of studies for revision and restructuring of curriculum.

Curriculum Update

The college will actively participate in curriculum update process at University level, by representing to different academic authorities. Faculty will also involve in curriculum updating at college level. We will evolve an effective system of communication of curriculum update and aspects of its execution to the concerned stake holders.

The college proposes a time frame for the active involvement in Active Participation in Curriculum Design and Development:

No.	Year	Nature of action for Active Participation in Curriculum Design and Development at University Level:
1	2014-15 to 2016-17	a) Obtaining regular feedback from students, parents and communicating to University/ board of studies of various subjects
2	2017-18 to 2020-21	a) Continuing obtaining regular feedback from students, parents and communicating to University/ board of studies of various subjects. b) Besides, organizing faculty workshops and seminars for the faculty of all over the university and communicating the deliberations' of such workshops and seminars to University/ board of studies of various subjects

3	2021-22 to 2024-25	<p><i>By this time, the college is expected to be the Autonomous, and this process will be used to frame our own syllabi for various courses and programmes.</i></p> <p>a) Continuing obtaining regular feedback from students, parents and communicating to University/ board of studies of various subjects.</p> <p>b) Continuing organizing faculty workshops and seminars for the faculty of all over the university and communicating the deliberations' of such workshops and seminars to University/ board of studies of various subjects</p> <p>c) Organizing state /national level conferences of Subject departments of various Universities and communicating the deliberations' of such Conferences to the subject committees of the college which will be enjoying functional autonomy by this time.</p>
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II. Teaching-Learning Process:

Innovations to be introduced in Admission Process and Student Profile

Transparent Admission Process

- 1) *The college will strengthen well defined, transparent admission process based on merit coupled with reservation policy and will continue the same process in future.*
- 2) *The college will also initiate an entrance exam in the month of May/ summer break for courses and programmes where demand ratio is high.*
- 3) *Both, the merit of entrance exam and marks in board exam will be taken into consideration while deciding the admission process*

Monitoring of Teaching-learning Process

The college will establish and monitor the academic and administrative process having a chain of command from students-teacher-Head -Principal and vice versa which will facilitate two-way effective communications.

Dual Programme System

The college will have traditional programmes such as B.A. / B.Com. / B.Sc., where basic knowledge along with desired level of skills are inculcated mainly with in-house faculty. These programmes will be strengthened by introducing different complimentary systems such as certificate, diploma and bridge programmes facilitate the focused study.

Introduction of Speciality Programmes

- 1) The college wants to be the pioneer institution to commence innovative unaided speciality programmes leading to degrees, commensurate with the needs of students in focused academic areas having employment potential.*
- 2) The college will commence the innovative unaided speciality programmes leading to post graduate degrees also.*

Centre of Institute of Distance and Open Learning, University of Mumbai

The college will strengthen a Centre of Institute of Distance and Open Learning of University of Mumbai, where the candidates who cannot take admissions in the regular programmes, can enroll themselves to different programmes in Arts and Commerce faculties. The college will continue offering learning support including infrastructure facilities to them by providing contact periods, library facilities, counseling sessions and conducting examinations of the students.

Recording of Attendance

- 1) Attendance of student for each lecture shall be maintained and reported to the designated committee. The students having more than 25% absentee shall be identified and their attendance report shall be communicated to the parents and necessary action shall be taken against them according to rules.*
- 2) However, in order to avoid the possibility of drop out, special counseling of such defaulter students with their parents will be done well in advance.*

Recognition of Merits

Academic performance of students shall be recognized by organizing the felicitation ceremony. This will result in strengthening of healthy and positive environment essential for effective teaching-learning process.

Catering to Diverse Needs

Supporting Academic Programmes and Policies Proportionate to Needs of Students

The college will conduct bridge and remedial courses for educationally disadvantaged students. The college will support the advanced learners and concentrate on enhancing aspects like knowledge, attitude and skill.

Encouragement to Students

Students will be encouraged to participate in co-curricular and extra-curricular activities. Interactions with students at various levels will help to assess students' knowledge and skill.

Guest Lecture Series

Elaborative lectures of guest faculty will be organized to broaden the knowledge horizon of learners.

Conduct of Revision and Interactive Sessions

At the end of the term or the semester, revisions and interactive sessions will be conducted to create confidence among students to prepare for examination.

Parent Meetings

Meetings of the parents will be conducted regularly, where; the college will discuss the attendance and performance of the students with the parents and will appeal them to participate in improving the academic performance of their wards.

Inviting Parents' Views

Valuable suggestions of parents will be invited on curriculum, teaching-learning and activities of the college and will be taken into account for improvements in the concerned college policies.

Access for Information

- 1) *College will continue to provide easy access to daily newspapers, journals, periodicals and internet in the Library and reading halls which will strengthen the reading habit of students and teachers and lead to enhance their knowledge. The college will subscribe additional journals, e-journals, periodicals for enriching the reading resources.*

- 2) *The college will continue using knowledge Dissemination Boards across the campus.*
- 3) *The college will continue providing television facility with all leading TV channels in staff rooms, common areas and canteen.*

Strengthening of Innovations and Discipline in Teaching-Learning Process

Academic Calendar

The academic, co-curricular and extra-curricular activities for the academic year will be planned in academic calendar prior to the beginning of every academic year.

Faculty Handbook

Each Faculty shall maintain a handbook / log book and a record of teaching plan of the workload, time-table, and lectures available; synopsis of every lecture / practical shall be included in the handbook.

Allocation of Academic Work

The academic work including lectures, practicals, tutorials, etc. shall be allocated as per the norms and discussion in departmental meetings.

- 1) *Academic and co-curricular and other related work will be allocated among the staff by constituting different committees and associations.*
- 2) *The college will have a policy of periodic reshuffle of different committees and associations (preferably after every 2 years) to ensure the scope for innovations and new ideas in activities.*

Student Centric Teaching

The college will strengthen the student centric teaching system, where academic as well as other activities will be focused for overall development of students.

Strengthening of Academic Programmes

Career oriented graduate-postgraduate programmes, diploma and certificate courses in faculties of Arts, Science and Commerce will be strengthened in respect to its teaching learning and evaluation aspects.

Extensive Use of ICT in Teaching

The faculty will be promoted to use various teaching techniques and aids. Special efforts will be made to improve the learning and communication skill of learners.

Motivation for Research

- 1) The teachers and students will be motivated to undertake research activities such as preparation of projects, publication of research papers in reputed journals and participate and present the research papers in seminars / workshops / conferences.*
- 2) Students and teachers will also be encouraged to go for research degrees like, M. Phil., Ph.D. and Post-Doctoral Programmes. Computers with internet facility will be made available for research students and staff members for the completion of their projects and research work.*
- 3) Seed money and sponsorship to attend international conferences for paper presentations to the faculty of unaided courses will be provided by the college; whereas faculty from aided sections will be supported with different UGC aids and schemes.*

Students' Friendly Environment

- 1. As a policy, creation of students' friendly environment within campus will be the priority for benefit of the students particularly those having rural, poor and non academic background to develop their confidence level.*
- 2. Administrative Office will plan and published 'Students' Charter' in order to ensure timely and speedy disposal of office related works of students.*

Strengthening of Innovations in Teachers' Quality **Appointment of Qualified Teachers**

The college will make continuous efforts to appoint qualified teachers as per UGC norms and if such candidates are not available teachers will be appointed on temporary basis in order to avoid the academic loss of students.

Seminars / Workshops / Faculty Development Programmes

Organization of Seminars / Workshops / Faculty Development Programmes

The college will continue the efforts in organizing seminars / workshops / faculty development programmes collaborating with UGC, DST, DBT, NGOs, GOs etc. for improvement of quality of faculty.

Deputation to Seminars / Workshops / Faculty Development Programmes

The college will continue the policy to depute faculty for seminars / workshops / faculty development programmes organized by other institutions at different levels.

Evaluation of Teachers by Students

- 1) *The college will strengthen the system of evaluation of teachers by students by filling in the questionnaire, which enables teachers to develop a sense of accountability, confidence, readiness to receive criticism, develop openness, sense of introspection and accept the situations to improve their performance in teaching. Review of feedback of students' evaluation of teachers will be considered and suggestions will be given to the teachers for their improvement.*
- 2) *The teacher-evaluation system will benefit to students for development of listening and observation skills, analytical ability, understanding the aspects of teaching and learning, social responsibility, critical approach, consciousness about the process of teaching and learning, development of confidence and self-esteem.*
- 3) *The informal feedback from students will also be taken about teaching-learning system of the college.*

Self-Appraisal of Teachers

The college will strengthen the self-appraisal system of teachers, which will enable them to realize their academic standard and engage them in various activities to excel in their academic performance.

Periodical Meetings

Meetings of faculty will be conducted periodically for taking feedback about teaching and evaluation and checking its adherence to the lecture plan.

Suggestion Box

The college has set several suggestion boxes, where students deposit their suggestions. These suggestions will be scrutinized, periodically, and taken into account for further improvement.

Monitoring Mechanism for Arrival and Departure Time

The college has set biometric system of attendance for recording the arrival and departure time of the entire staff. This has helped to develop a sense of regularity and punctuality.

Democratic and Participative Working

The college has strengthened democratic and participative working system which facilitates to take the right decisions for effective implementation of teaching-learning process.

Recognition of Achievements

The college will continue the policy of felicitating and rewarding the faculty on their achievements in academics, social as well as personal life.

Staff Academy

The Staff Academy of our college will organize various lectures on different issues and relevant topics by eminent personalities and staff.

Introduction of Innovations in Evaluation Process

- 1) The college will continue to strengthen the evaluation process, where student's academic performance will be evaluated continuously by conducting tests, assignments, presentations, projects, viva- voce, term / semester examinations, etc.*
- 2) Discipline Committee of the college will monitor students' movements and behavior to maintain conducive environment within the campus.*
- 3) Examination results will be analyzed subject-wise in the meetings and discussions shall be made for future improvement.*
- 4) The college will strengthen evolve the system of categorization of students on the basis of their performance and related aspects into slow, medium and advanced learners.*
- 5) Students with poor performance in terminal / preliminary examinations will be counseled and special lectures will be arranged to bring them in main stream.*

- 6) *Meetings of Students' Council will be conducted regularly to discuss the innovation in teaching-learning and evaluation system and planning of cultural, sports and other activities in decentralized manner. Thus, combined effect of traditional, speciality, non-formal programmes and the Centre of Institute of Distance and Open Learning, University of Mumbai will enhance the comprehensiveness in the academic system with strengthening of our academic proceedings and will enrich the ambience of our college.*
- 7) *Along with the regular teaching methods, teachers will also use audio-visual aids and encourage students to participate in various workshops, seminars, campaigns, group discussions and various competitions like quiz, elocution, essay, debate, poster, etc. Opportunities will be given to the students to organize these programmes and competitions to improve their organizational skills and leadership quality with values like hard work, equity, co-operation and co-ordination through assigning responsibilities like reception, registration of delegates, compeering, stage decoration, board writing, hall arrangement, etc. The aim of this innovation will not simply impart an isolated and marketable skill but will be a total training to extend a skill oriented value based on holistic approach.*

III. Research, Consultancy and Extension:

As this college is a commerce faculty dominated college with undergraduate postgraduate programmes, the college has a planning of primitive policy to inculcate research element amongst learners and faculty by evolving micro level supporting, incentive based systems.

Research

- 1) *The college will conduct regular meetings of the Research Committee to identify the research potential, to promote the research and to prepare the research proposals.*
- 2) *The college will make continuous efforts to obtain research grants from funding agencies such as UGC, ICSSR, RBI, Bombay Stock Exchange, DBT, DST, University of Mumbai, etc.*
- 3) *The college will continue to organize the workshops / seminars / training programmes for preparation of proposals for minor and major research projects.*

- 4) *Academic infrastructure such as instruments, laboratories, ICT facility, Library, INFLIBNET and other requirements, as per needs for carrying out research activity will be provided.*
- 5) *The college will continue to make an effort to promote research association with universities, industries and institutes.*
- 6) *Exposure of students to various research areas where they will be guided to handle research projects independently.*
- 7) *The college will continue to appreciate and to recognize the teachers on successful completion of research projects, research degree programmes and research publications.*
- 8) *The college will continue to appreciate and to recognize the students who achieve meritorious places at District, University, State and National level research competitions/research activities.*
- 9) *The college will continue to depute the teachers for research seminars / workshops and training.*
- 10) *The college will make an effort to commence Ph.D. degree programmes at our college by establishing Research Centre in different departments.*
- 11) *College will promote faculty to submit proposal for research grants from UGC, University etc.*
- 12) *The college will offer concessions in fees to staff who register for research degrees at college Research Centre.*

Consultancy

- 1) *The college will organize of expert lectures to promote consultancy aspect.*
- 2) *The college will appreciate and recognize the faculty in case they provide consultancy services.*

Extension

- 1) *The college will strengthen NCC and NSS units.*
- 2) *Along with a boys unit NCC, the College will offer NCC girls unit.*
- 3) *Library facility will continue to be extended to alumni as well as needy students of the nearby areas.*
- 4) *Sports facilities will be extended to NGOs and other associations.*

- 5) *Physical training to the alumni and candidates appearing for police examinations will be made available by the department of NCC.*
- 6) *The college will provide help in maintaining the law and order during festivals to the Police department with the help of department of NCC and NSS.*
- 7) *Variety of outreach programmes will be organized by different departments.*
- 8) *Blood Donors' directory shall be prepared. In time of emergency the blood will be donated to the needy patients at free of cost.*
- 9) *College premise will be always made available to conduct the examinations of Railways, Post and Telegrams, Institute of Chartered Accountants, Department of Higher and Technical Education, Government of Maharashtra and for organizations of functions of NGOs / GOs.*
- 10) *Play ground will be made available to the sports and training activities of NGOs, GOs, associations, other neighboring institutions and organizations, etc.*
- 11) *Awareness programmes on health hygiene and personal sanitation, electrical safety, soil testing, environment, cleanliness campaign, energy and environmental conservation campaign and tree plantation, at the adopted area will be organized.*
- 12) *The college will contribute to society by donating financial aids, computers and electrical appliances to NGO'S and Schools with the help students.*
- 13) *Computer literacy programmes for disadvantaged School Students, will be organized with the help of department of Computer Science.*
- 14) *Career fair will be organized with the help of Centre of Career Guidance, Placement and Counseling every year.*

IV. Infrastructure and Learning Resources:

Perspective Plan as regards to Infrastructure and Learning Resources will be based on following strategic policies-

- 1) *Continuous improvement of infrastructure and learning resources.*
- 2) *Development of additional infrastructure and learning resources.*

- 3) *Availability of adequate average area of infrastructure per student.*
- 4) *Optimum utilization of available infrastructure and learning resources.*
- 5) *Maintenance of infrastructure and learning resources.*
- 6) *Continuous efforts to obtain grants for infrastructure development.*
- 7) *More specifically, practices of institution in respect to provision of infrastructure and Learning Resources will be as follows-*
- 8) *Adequate number of spacious and ventilated class rooms.*
- 9) *Upgrading all classrooms with Air Condition facility in a span of 2 years.*
- 10) *Adequate number of well equipped A/c Computer laboratories.*
- 11) *Fully computerized and A/c Central Library with ever increasing holdings and user friendly and comprehensive Library services.*
- 12) *Seminar hall with audio visual facilities.*
- 13) *Good quality furniture*
- 14) *Departmental faculty rooms with departmental libraries, computers and internet facilities.*
- 15) *Drinking water facilities with coolers and water purifiers.*
- 16) *Adequate number of toilet blocks for girl and boy students and staff.*
- 17) *Well furnished Conference Room.*
- 18) *Well furnished and fully computerized Administrative Office.*
- 19) *Spacious, well furnished, well ventilated Cafeteria.*
- 20) *Boys and Girls Common Rooms.*
- 21) *Commerce and Management Resource Centre with Interactive Class Room and Computing Laboratory.*
- 22) *UGC Network Centre.*
- 23) *Smart Class Rooms.*

- 24) *Interactive Language Laboratory with 30 learning stations.*
- 25) *Playground with all possible outdoor sports facilities.*
- 26) *Well equipped Gymkhana and Gymnasium.*
- 27) *Spacious N.S.S. and NCC offices.*
- 28) *Maintenance and cleanliness of infrastructure with in-house as well as outsourced systems.*
- 29) *Supply of electricity power with establishment of high power station coupled with generator facility to ensured continuous and uninterrupted flow of electricity.*
- 30) *Well secured fire fighting facilities.*
- 31) *Effective internal communication through intercom facilities.*
- 32) *Complete automation of Library services.*
- 33) *Computers at laboratories, offices, Library and departments with LAN.*
- 34) *Reading rooms facilities to alumni and outsiders.*
- 35) *Specious vehicle parking facility.*
- 36) *Efforts to obtain infrastructure development, moderation, up-gradation grants from UGC, DBT, DST, etc.*
- 37) *Separate Departments for each department with office space and necessary infrastructure.*
- 38) *Separate cabin / desk for each and every staff member with individual computer and net connection by the year 2016-17.*
- 39) *All departments and staff computers will be connected through LAN and a paper-less functioning will be ensured by 2016-17.*

V. Student Support and Progression:

For Students

- 1) *All the meritorious students from academic, NSS, NCC, cultural, sports and research activities will be felicitated by offering cash prizes, mementos and certificates.*
- 2) *Additional library cards shall be provided to meritorious students.*
- 3) *Sport shoes, kits and other essential articles will be provided to the students which will involve in sports activities.*
- 4) *Track suit, cap and similar kit will be provided to all NCC cadets in addition to their NCC uniform issued to them by NCC BN.*
- 5) *Good quality and dietary balance breakfast will be provided to all NCC cadets on weekly parade days.*
- 6) *Preference will be given in admission to the students who have good performances in social, sports, cultural, NSS, NCC and research activities.*
- 7) *Special trainer will be invited for NCC related training.*
- 8) *Special coaches shall be invited for different games to train the students and promote the sports.*
- 9) *Professionals from cultural field like choreographers, directors, musicians and artistes will be invited to guide the students for promotion of cultural activities.*
- 10) *The college will organize workshops on dance, music, theatre, fine art and literary, every year.*
- 11) *The college will establish Health Centre where first aid and basic medical facilities will be made available for the students. The services of doctor will be made available in emergency.*
- 12) *First aid boxes shall be made available at gymkhana, canteen, NCC, NSS and administrative office and at the entry gate of the college.*
- 13) *All the students will be insured under Group Insurance Scheme.*
- 14) *The college will have a Centre for Career Guidance, Placement and Counseling which will provide career guidance and placement facilities to the students.*

- 15) *The college will organize skill based workshops for interior designing and fashion designing.*
- 16) *The college will organize welcome ceremony to the fresher's and farewell to the outgoing graduating students.*
- 17) *Student friendly environment shall be created within the campus to help the students having rural background to build their confidence.*
- 18) *Students' Charter will be planned and display to ensure timely and speedy disposal of works related to office.*

For Alumni

- 1) *Library and reading room facilities will be extended to the alumni.*
- 2) *Career guidance and placement services will be provided to the alumni.*
- 3) *Alumni will be invited for social, cultural and academic programmes of the college.*

VI. Governance and Leadership:

Institutional Vision and Leadership

- 1) *Vision and mission of the institution will be communicated effectively to all stake holders.*
- 2) *The management and employees will work together in progress of the institution.*
- 3) *Democratic and transparent organizational structure will be provided to direct access for free flow of ideas.*

Organizational Arrangement will be made to facilitate-

- 1) *Decentralized administrative mechanism with accountability.*
- 2) *Participative functioning of the institution involving all members of the staff.*
- 3) *Equitable allocation of responsibilities.*
- 4) *Extensive committee structure with clearly defined roles, responsibilities and objectives.*
- 5) *Efficient Students' Council and Students' Welfare Committee and Women Development Cells' Council having wide representation of students in decision making, execution of policies and developmental aspects of the college.*

- 6) *Minimal interference by the management in the daily functioning of the college.*

Strategic Development and Deployment

Perspective plan shall be formulated collectively having thorough review of the academic programmes and analysis based on feedback and SWOC analysis.

Human Resource Management

- 1) *For effective Human Resource Management following steps shall be taken- Strategic policy and time bound implementation plans for filling in the vacancies with qualified faculty and staff.*
- 2) *Periodical faculty and staff development programmes.*
- 3) *Comprehensive and effective performance appraisal of faculty and staff.*
- 4) *Team building initiatives and good interpersonal relations.*
- 5) *Conducive work environment.*
- 6) *Liberty for use of innovative ideas and ICT in teaching-learning system.*
- 7) *Various staff welfare schemes.*

Financial Management

- 1) *For effective Financial Management following steps will be taken-*
- 2) *Growth oriented budgetary allocation.*
- 3) *Financial freedom within the allocated budget.*
- 4) *Effective internal control, monitoring mechanism and timely statutory audit of the accounts.*
- 5) *Continuous efforts to obtain development grants from funding agencies such as UGC, ICSSR, DBT, DST, University etc.*

VII. Innovations and Best Practices:

Environment Consciousness

- 1) *The College will undertake the green audit.*
- 2) *The college will promote eco-friendly campus. The college will achieve paper less administration.*
- 3) *The college will continue the policy of recycling e-waste.*

Innovations

- 1) *The college will encourage innovative practices in the field of teaching-learning strategies.*
- 2) *The college will encourage innovative practices in various extra and co-curricular activities by way of changing committees and Association In-charge in a span of 3 years.*

Best Practices:

- 1) The college will continue the Best practices of-
 - a) Dissemination Boards
 - b) Loan to class IV employees
 - c) Mediclaim Insurance to class IV employees
 - d) Joy of giving.
 - e) Social Impact Committee.
 - f) Freeships and scholarships.
 - g) Payment of fees in installments
 - h) Seed money for research.
 - i) Travel grants for unaided staff to present research papers in conferences
 - j) ...
 - k)
 - l)
- 2) The college will constantly monitor the best practices of other institutions and will try to pursue these practices.

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