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Narayanrao Gawande Science & Ashalata
Gawande Commerce College,
Sakharkherda**

Th-Sindkhedraja , Dist-Buldana (M.S.)

INTERNAL QUALITY ASSURANCE CELL (IQAC)

**Plan of Action
(Perspective Plan)**

YEAR: 2016-2017 to 2020-2021

Introduction

As per the Vision Statement of the National Policy of Higher Education and guidelines of National Assessment and Accreditation Council (NAAC), Bangalore, for enhancement and sustenance of the quality, the College has prepared a Plan of Action (Perspective Plan) for the academic year 2016-2017 to 2020-21 by taking into consideration the quality indicators of seven criteria of NAAC.

The expectations of stakeholders, management policies and goals and objectives of the college are taken into consideration during preparation of the Perspective Plan by Internal Quality Assurance Cell (IQAC) of the college. The IQAC plays a vital role in maintaining and enhancing the quality of the institution and suggests quality measures. Recommendations of Peer Team of NAAC and its respective action plan along with innovations are incorporated in perspective plan. Student feedback mechanism, self-appraisal by teachers, introduction of teachers training programmes, faculty improvement programmes, establishment of staff academy, planning forum & Economics Association, Science Association, encouragement to teachers for research are some of the measures were taken for at priority quality sustenance and enhancement as a strategy.

The draft of Perspective Plan has been discussed, reviewed and approved in the IQAC meeting.

➤ Curricular Aspects

Faculty Appointment

Nehru Yuwa Krida & Sanskrutik Mandal, Chikhli will appoint well qualified and experienced teachers by the guidelines of UGC, Government of Maharashtra and Sant Gadge Baba Amravati Universities. The teachers will go through the rigorous interview process before the appointment and faculty development/induction programmes, subsequently.

Academic Assessment

Academic assessment 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 is done by Nehru Yuwa Krida & Sanskrutik Mandal, Chikhli through Peer Team of external expert which include Senior Principals and IQAC Coordinator & Senior Professor and action will be initiated on their recommendations.

Strengthening of Existing Programmes

Quantitative Strengthening of Existing Programmes

Introduction of Additional Divisions

Taking into account the number of applications and need of Career Oriented Professional Programmes; we will strengthen the following programmes by introducing the additional (second) divisions

Undergraduate Degree Programmes

- F.Y. B.A.
- F.Y.B.Com.
- F.Y. B.Sc.

Introduction of New Programmes

The institute will introduce following new Programmes:-

Vocational Degree Programmes

- F.Y.B.Voc (Pharmacy Assistant)
- F.Y.B.Voc (Healthcare)
- F.Y.B.Voc (Banking & Financial Services)

Professional Degree Programmes

- F.Y. B.Sc.B.Ed
- F.Y. B.A. B.Ed

Postgraduate Degree Programmes

- F.Y. M.Sc.(Botany)
- F.Y. M.Sc.(Chemistry)
- F.Y. M.Sc.(Mathematics)
- F.Y. M.A.(Marathi)
- F.Y. M.A.(Sociology)

Research Degree Programmes

Ph.D. (Library and Information Science)

Other Programmes

Career Oriented Programme

- Certificate Course
- Diploma Course
- Advance Diploma Course
- Bridge Course
- Remedial Programmes

Augmentation of Academic Infrastructure

Along with quantitative expansion of programmes, we will augment our academic and physical infrastructure such as-

- Central Library,
- No. of Classrooms,
- Science Laboratories,
- Computing Facility Centre,
- Interactive Language Laboratory,
- Gymkhana & Gymnasium,
- ICT Rooms,
- Smart Classrooms,
- Students solution Centre,
- PG Laboratory,
- Seminar Hall,
- Departmental Library,
- Wi-Fi Campus,
- Incubation Centre
- Offices for Support services (I.Q.A.C., N.S.S.,, etc.)

Qualitative Strengthening of Existing Programmes

Use of ICT in Teaching Learning System

We will increase the use of innovative teaching and learning resources like LCDs, power point presentations, models, Internet connections, smart classrooms, Interactive Language

Laboratory, Computing Laboratory, Commerce and Management Resource Centre, Science Resource Centre, etc.

Seminars, conferences and Workshops

Organizations of Conferences, 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 in research, trends and updates of the industries and subject matters.

Deputation to Conference, Seminars and Workshops

College will depute the faculty to participate and encourage presenting their research papers in seminars, conferences and workshops.

Development of Linkages

With a view to execute curricula, we will develop the linkages with academic institutions and industries for research collaborations and field visit , internship and placement of students respectively.

Curriculum Design and Development

Active Participation in Curriculum Design and Development at University Level

Our faculty will 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, advance 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 Board of Studies of respective subject of Sant Gadge Baba Amravati university and will depute the eligible faculties for participation in seminars and workshops organized by respective BOS.

Academic Flexibility

We 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.

We will have additional range of Programme options, course options, course combinations, number of applied component groups, certificate and diploma programmes, bridge and remedial programmes.

Feedback on Curriculum

We will develop the mechanism to obtain the feedback on curriculum, its scientific, systematic analysis and interpretation and we will enhance this for effective communication to concerned authorities for revision and restructuring of curriculum.

Curriculum Update

The BOS member of college will actively participate in curriculum update process at University level, by representing on different academic authorities. Faculty will also involve in curriculum updating of Professional courses like Career Oriented certificate and diploma courses at college level. We will evolve an effective system of communication of curriculum update and aspects of its execution to the concerned stake holders.

Teaching-Learning Process

Innovations to be introduced in Admission Process and Student Profile

Transparent Admission Process

We will strengthen well defined, transparent admission process based on merit coupled with reservation policy of Government of Maharashtra and Sant Gadge Baba Amravati University will continue the same process in future.

Monitoring of Teaching-learning Process

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

Dual Programme System

We 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, Career Oriented Courses and bridge programmes facilitate the focused study.

Introduction of Skill Based Vocational Degree Programmes

We wish to commence innovative Skill Based Vocational Degree programmes leading to degrees, commensurate with the needs of students in focused academic and Industrial areas having employment potential in the nearby International Ports and Logistic Companies. We will commence the innovative Skill Based Vocational Degree programmes like-

- B.Voc (Pharmacy Assistant)
- B.Voc (Healthcare)
- B.Voc (BFSI)

Strengthening of Centre of Y.C.M.O. University, Nashik

We have well established Centre of Y.C.M.O. University, Nashik, where the candidates can who went temporarily out of education stream avail B.A. and B.Com. Streams also preparatory course. We will offer M.A., as post graduate Programme.

Record of Attendance

Attendance of student for each lecture shall be maintained and reported to the designated committee. The students having with less than 75% attendance shall be identified and their attendance report shall be communicated to the parents and necessary action shall be taken against them according to rules.

Recognition of Merits

Student with top academic performance shall be felicitated and rewarded with prizes on Annual Prize Distribution Day every year. This will motivate the students for achieving academic excellence.

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 implement the remedial coaching for weaker students and concentrate on enhancing aspects like knowledge, attitude and skill.

Encouragement to Students

Students will be courage to participate in co-curricular and extracurricular activities. Interactions with students at various levels will help to assess students' knowledge and skill. Motivation given to students for participating in Research Avishkar, Cultural Activities, Sports activities,

writing small articles, drawing pictures, photography, and publish this matter in Annual College Magazine.

Guest Lecture Series

Elaborative lectures of guest faculty will be organized to broaden the knowledge horizon of learners under various college committees like Science Association, Staff Academy, Planning Forum & Economics Association, Bhasha Abhyas Mandal etc.

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; we will discuss the attendance and performance of the students in Class Tests, Semester & University Examinations with the parents and will appeal them to participate in improving the academic performance of their wards.

Invitation of 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

College will continue to provide easy access to daily newspapers, journals, periodicals and internet in the Knowledge Resource Centre and reading halls which will strengthen the reading habit of students and teachers and lead to enhance their knowledge. We will subscribe additional journals, periodicals for enriching the reading resources. We will also announce prize for Best Reader.

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

Faculty handbook shall be provided to each faculty containing planning of the workload, timetable, lectures available and synopsis of every lecture. It will also include certification of completion of syllabus at the end of term / semester and academic year.

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

Faculty handbook shall be checked by the Head of the department and endorsed by the Principal, periodically.

Allocation of Academic Work

Academic and co-curricular and other related work will be allocated among the staff by constituting different committees and associations.

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.

Extensive Use of ICT in Teaching

The faculty will be motivated and trained to use various teaching techniques and aids. Special efforts will be made to improve the learning and communication skill of learners like use of Online Web courses related to curriculum.

Motivation for Research

- The teachers and students will be motivated to undertake research activities such as preparation & submission of Research Projects Proposals to various funding agencies like UGC, DST, DBT, SERB, MOEF etc., publication of research papers in reputed journals with impact factors and participate and present the research papers in seminars / workshops / conferences.
- 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 UG/PG and research students and staff members for the completion of their work.

Students' Friendly Environment

As a policy, creation of students' friendly environment within campus will be the priority for benefit of the students particularly those having rural background to develop their confidence level.

Strengthening of Innovations in Teachers' Quality

Appointment of Qualified Teachers

The college will make continuous efforts to appoint qualified teachers as per UGC , Govt of Maharashtra and SGBAU University 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 / Conference/ Workshops / Faculty Development Programmes

Organization of Seminars / Conference/ Workshops / Faculty Development Programmes

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

Deputation to Seminars / Conference/ Workshops / Faculty Development Programmes

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

Evaluation of Teachers by Students

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.

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.

The informal feedback from students will also be taken about teaching learning system of the college.

Self-Appraisal of Teachers

We 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

We have the 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

Separate registers are kept in the Administrative Office to record the time of arrival and departure of teachers, which will develop a sense of regularity and punctuality. The college will set biometric system in due course.

Democratic and Participative Working

We will strengthen 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

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.

- Discipline Committee of the college will monitor students' movements and behavior to maintain conducive environment within the campus.
- Examination results will be analyzed subject-wise in the meetings and discussions shall be made for future improvement.
- 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.
- Students with poor performance in terminal / preliminary examinations will be counseled and special lectures will be arranged to bring them in main stream.
- Meetings of Students' Council and Students' Welfare Committee 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.

- 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.

Research, Consultancy and Extension

As our college is a multi- faculty, undergraduate dominated, with some postgraduate and research programmes. We have a planning of promotive policy to inculcate research element amongst learners and faculty by evolving micro level supporting, incentive based systems.

Research

- 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.
- The college will make continuous efforts to obtain research grants from funding agencies such as UGC, ICSSR, DBT, DST, SERB, BRNS, University etc.
- We will continue to organize the workshops / seminars / training programmes for preparation of proposals for minor and major research projects.
- Academic infrastructure such as instruments, laboratories, ICT facility, Library, INFLIBNET and other requirements, as per needs for carrying out research activity will be provided.
- Formulation of Institutional Research Committee for promotional activities to be undertaken for students and faculty.
- We will continue to make an effort to promote research association with Universities, industries and institutes.
- Exposure of faculty and students to various research areas where they will be guided to handle research projects independently.
- We will continue to appreciate and to recognize the teachers on successful completion of research projects, research degree programme and research publications.

- We will continue to appreciate and to recognize the students who achieve meritorious places at District, University, State and National level research competitions/research activities.
- We will continue to depute the teachers for research seminars / workshops and training.
- We will make an effort to commence Ph.D. degree programmes at our college by establishing Research Centre indifferent departments.
- College will promote faculty to submit proposal for research grants from UGC, DBT, DST, University etc.
- Motivate faculty to apply for Patents
- Promote participation in International conferences/ seminars/workshops/symposium

Consultancy

- The college will organize of expert lectures to promote consultancy aspect.
- The college will share the fund realized from consultancy with faculty.
- We will continue to appreciate and to recognize the faculty who provide consultancy services.
- A One day Seminar will be organized by inviting experts on “Promotion of Consultancy”.

Extension

- We will strengthen our NSS units.
- Library facility will continue to be extended to alumni as well as needy students of the nearby areas.
- Sports facilities will be extended to NGOs and other associations.
- Gymnasium will be made available to the people of nearby vicinity.
- Variety of outreach programmes will be organized by different departments apart from excursions.
- Blood donation camps will be continued to arrange in association local agencies
- College premise will be always made available to conduct the examinations of YCMOU & SGBAU.
- Playground will be made available to the sports and training activities of neighboring institutions and organizations, etc.
- Training programmes will be organized on communication skills.

- Teachers of our college will deliver lectures in various awareness Programmes on leprosy patients, awareness programmes on health hygiene and personal sanitation, electrical safety, soil testing, environment, cleanliness campaign, energy and environmental conservation campaign and tree plantation etc. in the neighboring villages .
- Computer literacy programmes for disadvantaged School Students, will be organized with the help of department of Information Technology.
- Career fair will be organized with the help of Centre of Career Guidance, Placement and Counseling every year.
- Road safety programmes in collaboration with Police Station, Sakharkherda will be organized with the help of Women Development Cell.
- To keep the students and faculty abreast with various academic, research and extension activities taking place around the, the college has planned to develop linkages and collaboration with government and nongovernment organization.

Infrastructure and Learning Resources

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

- Continuous improvement of infrastructure and learning resources.
- Development of additional infrastructure and learning resources.
- Availability of adequate average area of infrastructure per student.
- Optimum utilization of available infrastructure and learning resources.
- There is a need of separate Science wing for department of Chemistry, Zoology, Physics, Botany, Electronics, Computer Science, Mathematics and Home Economics.
- Maintenance of infrastructure and learning resources.
- Continuous efforts to obtain grants for infrastructure development under
- Development plan of UGC.
- More specifically, practices of institution in respect to provision of infrastructure and Learning Resources will be as follows-
 - Adequate number of spacious and ventilated class rooms.
 - Adequate number of spacious well equipped laboratories.
 - Spacious and fully computerized Central Library with ever increasing
 - Holdings and user friendly and comprehensive Library services.

- Good quality furniture
- Departmental faculty rooms with departmental libraries, computers and internet facilities.
- Drinking water facilities with coolers and water purifiers.
- Adequate number of toilet blocks for girl and boy students and staff.
- Well-furnished Conference Room.
- Facility for Physically disabled person
- Well-furnished and fully computerized Administrative Office.
- Spacious, well furnished, well ventilated Cafeteria.
- Boys and Girls Common Rooms.
- ICT room
- Smart Class Room
- Room and Computing Laboratory.
- Science Resource Centre with Central Instrumentation Laboratory,
- Conference Room and Smart Class Room.
- Playground with all possible outdoor sports facilities.
- Well-equipped Gymkhana and Gymnasium.
- Spacious N.S.S. offices.
- Maintenance and cleanliness of infrastructure with in-house as well as outsourced systems.
- Supply of electricity power with establishment of high power station coupled with generator facility ensured continuous and uninterrupted flow of electricity.
- Well maintained gardens.
- Well-developed botanical garden.
- Well secured firefighting facilities.
- Complete automation of Library services.
- Computers at laboratories, offices, Library and departments with LAN.
- Reading rooms facilities to alumni and outsiders.
- Spacious vehicle parking facility.
- Efforts to obtain infrastructure development, moderation, up-gradation grants from UGC, DBT, DST, etc.

Student Support and Progression

For Students

- All the meritorious students from academic, NSS, cultural, sports and research activities will be felicitated by offering cash prizes, mementos and certificates.
- Additional library cards shall be provided to meritorious students.
- Sport shoes, kits and other essential articles will be provided to the students which will involve in sports activities.
- Preference will be given in admission to the students who have good performances in social, sports, cultural, NSS, and research activities.
- Special coaches shall be invited for different games to train the students and promote the sports.
- Professionals from cultural field like choreographers, directors, musicians and artistes will be invited to guide the students for promotion of cultural activities.
- The college has plan in the future to develop a competitive exam coaching centre through external agencies in the college campus.
- The college will organize workshops on dance, music, theatre, fine art and literary, every year.
- 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.
- First aid boxes shall be made available at gymkhana, administrative office and all science laboratories.
- All the students will be insured under Group Insurance Scheme.
- An effort shall be made to start state transport bus concessions to needy students.
- The college will have a Centre for Career Guidance, Placement and Counseling which will provide career guidance and placement facilities to the students.
- The college will organize welcome ceremony and induction program to the fresher's and Convocation as prescribed by SGBAU, farewell to the outgoing graduating students.
- Student friendly environment shall be created within the campus to help the students having rural background to build their confidence.

Governance and Leadership

Institutional Vision and Leadership

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

Organizational Arrangement will be made to facilitate

- Decentralized administrative mechanism with accountability.
- Participative functioning of the institution involving all members of the staff.
- Equitable allocation of responsibilities.
- Extensive committee structure with clearly defined roles, responsibilities and objectives.
- 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.
- 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 SWOT analysis.

Human Resource Management

For effective Human Resource Management following steps shall be taken-

- Periodical faculty and staff development programmes.
- Comprehensive and effective performance appraisal of faculty and staff.
- Team building, initiatives and good interpersonal relations.
- Conducive work environment.
- Liberty for use of innovative ideas and ICT in teaching-learning system.
- Various staff welfare schemes.

Financial Management

- For effective Financial Management following steps shall be taken-
- Growth oriented budgetary allocation.

- Financial freedom within the allocated budget.
- Effective internal control, monitoring mechanism and timely statutory audit by Sanstha and Government Finance Department of the accounts.
- Continuous efforts to obtain development grants from funding agencies such as UGC, ICSSR, DBT, DST, University etc.

Environmental issue

- The protection and conservation of the environment has been the need of the hour. Therefore, the college has planned following activities:
 - Development of College Garden
 - Plantation in and around the campus
 - Save Energy Campaign
 - Campaigns against Air, Water and Sound Pollution
 - Solar lamp and use of LED



Dr. V.R. Panse

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