

Shree Rahul Education Society's
**Shree L. R. Tiwari Degree College of
Arts, Commerce & Science**
Kanakia Park, Mira Road (E), Thane-401107, Maharashtra.

Perspective plan
For (5 years)
Academic Year 2018-2019
to
Academic Year 2022-2023



Introduction

The College has prepared a Perspective Plan for the period of five years commencing from academic year 2018-2019 to academic year 2022-2023 by taking into consideration the quality indicators of seven 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, their expectations, management policies and goals and objectives of the college are considered as a base for formulation of the perspective plan.

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 and 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, encouragement to teachers for research are some of the measures taken for at priority quality sustenance and enhancement as a strategy.

The draft of Perspective Plan will be discussed & reviewed and if approved in the local managing committee of the college and Board of Executives, It will be implemented. 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.

1) Curricular Aspects

- **Appointment of Qualified Teachers**

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.



- **Conduct of Academic Audit**

The college will conduct academic audit 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 by inviting peer team of expert educationalists and action will be initiated on their recommendations.

- **Strengthening of Existing Programmes**

Introduction of Additional Divisions

Taking into account the students' demand and need of career oriented specialty programmes, we will strengthen the following programmes by introducing the additional (second) divisions-

Additional Division

Bachelor of Management Studies (B.M.S)

Bachelor of commerce (B.com)

Introduction of New Programmes

The institute will introduce following new Degree programmes-

Undergraduate Degree Programmes

B.Sc. (Computer Science)

B.Sc. (Aviation)

B.Sc. (Actuarial Science)

B.Sc. (Hospitality studies)

B.Sc. (Data Science)

Other Skill Development Programmes

Diploma Programmes

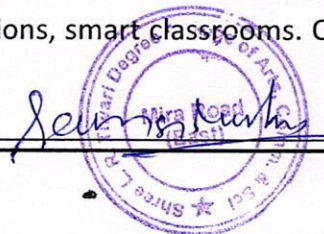
Certificate Programmes

Remedial Programmes

- **Qualitative Strengthening of Existing Programmes**

Use of ICT in Teaching Learning System

We will increase the use of innovative teaching and learning resources like OHPs, LCDs, power point presentations, models, internet connections, smart classrooms. Computing Laboratory,



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.

Development of Linkages

With a view to execute curricula, we will develop the linkages with academic institutions and industries.

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, bridge and remedial programmes.

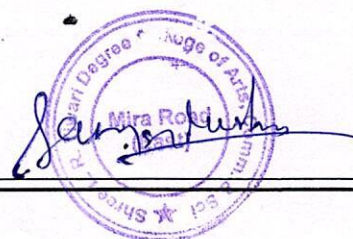
Effective Communication of Curriculum Design and Development to Faculty The College will effectively communicate the curriculum design and development to faculty through organization of seminars and workshops and will depute them for participation in seminars and workshops.

Sensitization of Curriculum

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

Academic Flexibility

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 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 for revision and restructuring of curriculum.

- **Curriculum Update**

The college will actively participate in curriculum update process at University level, by representing on 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.

2) Teaching-Learning Process

There is a need to train students to be competent teachers, not only at the local but also the global level. At the same time, the impact of social media, and exposure to global values, also underlines the need to have a strong grounding in traditional Indian values. Keeping this in mind, for the coming years, we process the following:

- Incorporate advances in ICT in Curriculum transactions, as well as evaluation and assessment.
- Equip students for curriculum transaction to meet the challenges of inclusion and global competencies.
- Network with organizations to promote traditional Indian and universal values.
 - Develop partnerships with organization carry out collaborative programs viz....
 - National and international conference,
 - Training workshops for student teachers/in-service teachers.
 - Exchange programs for students teachers faculty.
 - In-house certificate or degree courses and participate in their discussion forums.
- Develop a more interactive website for dissemination of information, as well as to get inputs from all stakeholders.
- Provision for digital resources for technology enhanced learning.
- The college is committed to catering to diverse needs of students. We propose to update and make optimal use of **Language laboratory, gymnasium** and providing **counseling services** to our learners by appointed trained personnel.



- Provide scope to students to use different modes for reflective teaching and learning.
- Motivate teacher educators to use latest and need based software approach to teaching learning.
- Strengthen evaluation of teachers through self-appraisals, peer appraisal and student feedback.
- Set up repository of institutional study materials.

• 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 and 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-faculty in-charge-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 and bridge programmes facilitate the focused study.

Introduction of Speciality Programmes

We want 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. We will commence the innovative unaided speciality programmes leading to under graduate degrees like B.Sc Actuarial Science, B.Sc Data Science & B.Sc Aviation.



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

We will establish 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. We will offer learning support including infrastructure facilities to them by providing contact periods, library facilities, counseling sessions and conducting examinations of the students.

Recording of Attendance

Attendance of student for each lecture shall be maintained and reported to the designated committee. The students having more than 60% 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.

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.

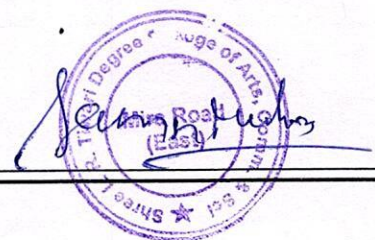
• Catering to Diverse Needs

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; we 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.

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 Library 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.

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, time-table, lectures available and synopsis of every lecture / practical. 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.

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

- ♦ 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.
- ♦ 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.

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 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

- ♦ 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 will keep 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 have biometric system for this.

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 counselled and special lectures will be arranged to bring them in main stream.



- ♦ 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. 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.

3) Research, Consultancy and Extension

As our college is a multi- faculty, undergraduate dominated, with some 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

In order to further enhance the quality research, consultancy and extension, we plan to take the following measures:

- 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, University etc.
- We will continue to organize the workshops / seminars / training programmes for preparation of proposals for minor and major research projects.



- Set up Institution's Ph.D. research cell.
- Promote dissemination of quality research through annual publication.
- Encourage students to conduct researches and publish through different forums.
- Encourage faculty to take up research projects.
- Encourage faculty to take up collaborative and participatory research.
- Academic infrastructure such as instruments, laboratories, ICT facility, Library, INFLIBNET and other requirements, as per needs for carrying out research activity will be provided.
- We will continue to make an effort to promote research association with universities, industries and institutes.
- Exposure of 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 programmes 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 in different departments.
- College will promote faculty to submit proposal for research grants from UGC, DBT, DST, University etc.
- The college will offer concessions in fees to staff who register for research degrees at college Research Centre.

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.



Extension

- We will apply for 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.
- The college will provide help in maintaining the law and order during festivals to the Police department with the help of department of NSS.
- Variety of outreach programmes will be organized by different departments.
- Blood Donors' directory shall be prepared. In time of emergency the blood will be donated to the needy patients at free of cost.
- 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 etc.
- Play ground will be made available to the sports and training activities of NGOs, GOs, associations, other neighboring institutions and organizations, etc.
- Training programmes will be organized on communication skills to the teachers of primary schools through Department of English.
- Awareness programmes on health hygiene and personal sanitation, electrical safety, soil testing, environment, cleanliness campaign, energy and environmental conservation campaign and tree plantation shall be organised.
- Computer literacy programmes for School Students, will be organized with the help of department of Computer Science & IT.
- Career fair will be organized with the help of Centre of Career Guidance, Placement and Counseling every year.
- Road safety programmes in Mira bhayander area city in collaboration with Police Station, Mira.Rd. will be organized with the help of Women Development Cell.



4) Infrastructure and Learning Resources

Augmentation of Academic Infrastructure

In commensurate with quantitative expansion of programmes, we will augment our academic and physical infrastructure such as Central Library, classrooms, Commerce and Management Resource Centre, Computing Laboratory, Offices for N.S.S, D.L.L.E, WDC etc.

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.
- Maintenance of infrastructure and learning resources.
- Continuous efforts to obtain grants for infrastructure development.
- The institution proposes to augment the infrastructure and learning resources as per the requirements of the changing times and the revised syllabus.
- Make arrangements for providing staff with laptops for effective curriculum transaction.
- Develop an auditorium with a capacity of 200 people.
- Establish the gymnasium.
- Establish an independent canteen facility.
- Digitize the library with print and online resources as per the requirements.
- Besides teaching, excellent infrastructural facilities, an institute creates proper ambience for learners. We will serve to create following infrastructures during this plan.
- To renovate classroom, laboratories.
- To construct to the new laboratories as per requirement.
- To construct sports complex with modern sports facilities, additional sports fields.
- To increase reading hall capacity of the library. Renovation of library. Internet library.
- Continue use of software in office and library.
- To add computers with highest configuration to departments, office and library.
- To purchase software wherever required.
- To integrate ICT in teaching process.



- To equip laboratories with research instruments for enhancement of research at staff and at student level.
- Seminar hall with audio visual facilities.
- Drinking water facilities with coolers and water purifiers.
- Well furnished and fully computerized Administrative Office.
- Spacious, well furnished, well ventilated Cafeteria.
- Boys and Girls Common Rooms.
- Computing Laboratory.
- Playground with all possible outdoor sports facilities.
- Spacious N.S.S. and D.L.L.E offices.
- Maintenance and cleanliness of infrastructure with in-house as well as outsourced systems.
- Well secured fire fighting facilities.
- Effective internal communication through intercom facilities.
- Complete automation of Library services.
- Computers at laboratories, offices, Library and departments with LAN.
- Reading rooms facilities to alumni and outsiders.
- Specious vehicle parking facility.

5) Student Development Programme

- Orientation programme in the beginning of the academic year for first year students.
- Finishing course to refine techniques, interview techniques etc.
- Soft skill development programme for final year student to be continued .
- Organize sports camps by inviting national coaches in various games. Make provision of sports facilities on the campus.
- Organize study tours, industrial visits, field visits, nature tours, and treks. Organize NCC / NSS camps to inculcate community living .



6) 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.
- Strengthen mentoring, counseling facility for students.
- Make available a doctor on panel for attending to the physical health of the students and faculty.
- Organize a health checkup of the students.
- Have group medical insurance for all students.
- Strengthen the placement cell.
- Shape the potential of the alumni for mentoring.
- Organize soft skills courses for grooming students for future career.
- Strengthen the remedial programs.
- Preference will be given in admission to the students who have good performances in social, sports, cultural, NSS, D.L.L.E 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 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.




- In addition to railway concession effort shall be made to start own transport bus 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 skill based workshops for interior designing and fashion designing.
- The college will organize welcome ceremony to the fresher's and 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.

For Alumni

- Library and reading room facilities will be extended to the alumni.
- Career guidance and placement services will be provided to the alumni.
- College ground and gymnasium facilities will be provided for physical fitness of alumni.
- Alumni will be invited for social, cultural and academic programmes of the college.

7) 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.
- Strengthen the IQAC and LMC by empanelling eminent educationists from other educational institutions like special education, management institutions, other reputed universities, international schools and NGOs.
- Identify and set benchmarks as well as standards. In addition, ensure dissemination of the same.
- Complete digitization of MIS and overall administration of the institution.
- Strengthen networking between/amongst different institutions of the Universal management for smooth and efficient functioning.
- Maintain the institutional ethos and professional climate so as to sustain cordial relationships amongst members.



- Encourage faculty for professional enhancement (research, consultancy, publications etc).
- Enhance stakeholder relationships by involving them in feedback for continuous improvement.
- Sustain the practice of continuous system of feedback and strengthen the appraisal mechanisms.

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.

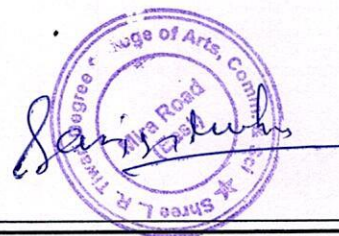
Strategic Development and Deployment

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-

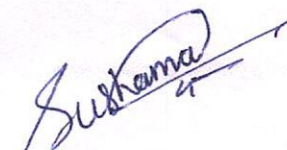
- ♦ Strategic policy and time bound implementation plans for filling in the vacancies with qualified faculty and staff.
- ♦ Periodical faculty and staff development programmes.
- ♦ Comprehensive and effective performance appraisal of faculty and staff.
- ♦ Team building, initiatives and good interpersonal 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 of the accounts.
- ♦ Continuous efforts to obtain development grants from funding agencies such as UGC, ICSSR, DBT, DST, University etc.



IQAC Coordinator

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