॥ विद्या विनयन शोभते ॥

Janardan Bhagat Shikshan Prasarak Sanstha's

# CHANGU KANA THAKUR

## ARTS, COMMERCE AND SCIENCE COLLEGE, NEW PANVEL (AUTONOMOUS)

Re-accredited 'A+' Grade by NAAC (Third Cycle- 3.61 CGPA)
'College with Potential for Excellence' Status Awarded by University Grants Commission
'Best College Award' by University of Mumbai

# PERSPECTIVE PLAN

## ACADEMIC YEAR 2019-20 TO 2024-25

# Preamble

Changu Kana Thakur Arts, Commerce & Science College, New Panvel (Autonomous) aims to attract the learners from the diverse background and offer them an excellent education. Vision and Mission of the institute clearly articulates the strategies of the Institute. Over the last two decades, the college has been recognized as a 'College with Potential for Excellence' by University Grants Commission and 'Best College Award' by University of Mumbai. The College is re-accredited with 'A+' grade by NAAC in 3rd cycle with CGPA 3.61. The college has bagged many awards in various fields of curricular, extra-curricular, co-curricular and extension activities in the last few years. This success has been attributed to the factors such as the procedure for the admission of students, the stringent process for the recruitment of faculty members and systematic follow up of day-to-day activities of the college.

The college has successfully exercised a comprehensive planning for the academic year 2012-13 to 2018-19. Taking cue from this experience, the perspective plan for the next 06 years (academic year 2019-20 to 2024-25) has been formulated through a process of extensive consultation and consensus building. It is based on the SWOC analysis of current position, critical success factors, desired goals to achieve, strategic gaps, strategies to fill the gaps, and resources necessary to implement and sustain the growth and development in Institution.

The NAAC has envisaged seven criteria to educational process to assess the quality enhancement and sustenance initiatives of the institutes. The perspective plan of college is outlined on the basis of the key aspects of these criteria and beyond. Internal Quality Assurance Cell (IQAC) of the college along with the participation of all stakeholders from different segments and levels, sets out specific targets in every sphere of activity of the Institute such as academic programmes, research, industrial collaboration, human resource, development of infrastructure and facilities, student placements, outreach programmes, international and alumni associations. The draft of Perspective Plan has been discussed, reviewed and approved in the local managing committee of the college and Board of Executives of J.B.S.P. Sanstha.

This Perspective Plan will serve the purpose of aligning all the stakeholders of the Institute towards a set of common goals so that the sum total of our efforts and achievements is much more than our individual contributions. The targets of the Perspective Plan and the vision underlying the plan are presented in the following sections.

## Vision

'Aiming for the best through amalgamation of attitude and acumen'

## Mission

'To prepare an accomplished youth for negotiating with the challenges of the complex modern world by imbibing scientific temperament, quality consciousness, managerial skills and human values in them'

## Goals and Objectives

- To provide value based, quality assured and activity oriented education.
- To make the learners resourceful for facing the challenges of ever changing society.
- To offer intellectually stimulating environment in the campus.
- To render the teaching-learning process into pleasant, collaborative, participative and learner-friendly activity.
- To create committed generation for a sustainable harmony and integration.
- To bridge the dichotomy between rural and urban environment.
- To build characters through implementation of 3-Ds viz. Determination, Dedication and Discipline.

# Curricular Aspects

As college has granted 'Graded Autonomous Status' from University Grants Commission (UGC), New Delhi from academic year 2019-20 to 2028-29. This aspect has unique a unique place in perspective plan.

**Academic Programmes**

The Perspective plan aims to introduce flexibility in the curriculum through a wide choice of electives. The learners can choose from a wide variety of available programmes, courses, course combinations for completing their degrees. All the programmes, courses, course combinations are developed with well-defined objectives and expected outcomes. The institution aims to provide wide range of programme options and courses that are in tune with emerging national and global trends and relevant to the local needs.

- **Curriculum Design and Development**

  The institute has the mandate to envisage appropriate curricula for particular programmes, revise and update them periodically under autonomy. The curriculum design and development shall ensure that the outcomes of programmes are well defined.

  - **Active Participation in Curriculum Design and Development**

    In view of autonomous status of the institution, faculty will be actively involved in all aspects of curriculum design and development of different programmes and courses. The curriculum designing and development is complex process of developing need-based inputs in consultation with expert groups, based on the feedback from the stakeholders.

    - There shall be constitution of Board of Studies in all the subjects as per UGC guidelines to include expertise, academic excellence, experience, innovative concepts and insights into the market requirements in the form of the members of BOS.

    - Implementation of Learning Outcome Based Curriculum Framework (LOCF) as per UGC Guidelines.

  - **Effective Communication of Curriculum Design and Development to Faculty**

    The institute will effectively communicate the curriculum design and development to faculty through organization of departmental meetings as well as through college website.

- **Sensitization of learners towards Curriculum**

  Our faculty sensitize the learners regarding course design and development, course objective and course outcomes systematically and objectively. The curricula, Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) are communicated to the learners through college prospectus and website.

- **Academic Flexibility**

  The perspective Plan believes in offering programmes with flexible learning options.

  - The programmes offered will be 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.

  - Additional range of programme options, course options, course combinations, number of applied component groups, certificate and diploma courses including vocational courses, bridge and remedial programmes will be offered to the learners based on local challenges.

  - Institute will offer inter-disciplinary courses in view of National Educational Policy 2020

  - Institute will offer maximum possible flexibility with UG, PG and research programmes, core options, elective options, postgraduate diplomas, UG diplomas, certificate, skill based vocational and bridge courses.

- **Feedback on Curriculum**

  The institute will continue to implement and strengthen the existing mechanism to obtain the feedback on curriculum, its scientific and systematic analysis and interpretation will be used for effective designing of curriculum. An effective mechanism of collection and analysis of feedback from stake holders with the use of ICT will be strengthened.

- **Curriculum Update**

  The college will actively participate in curriculum revision process. An effective system of communication of curriculum updates and aspects of its execution to the concerned stakeholders will be evolved.

- **Quantitative Strengthening of Existing Programmes**

  Taking into account the students' demand and need of career oriented speciality programmes, existing programmes will be strengthened by introducing new course options, additional divisions of existing programmes, new programmes as well as various other value added programmes designed by the college in the form of add-on courses focussing on skill development.

- **Introduction of New course electives**

  In order to enable students to meet their interests, the college has introduced new courses such as Physical Education, N.C.C. and N.S.S not as co-curricular activities but a part of curriculum.

- **Introduction of Additional Divisions and augmentation of intake capacity**

  The following programmes will be strengthened by introducing the additional divisions.

  - **Ph.D. Programmes**

    Research scholar intake will be increased for Ph. D. programmes as per the needs such as-
    - Ph.D. in Commerce (Business Policy and Administration)
    - Ph.D. in Science (Chemistry)

- **Introduction of New Programmes**

  The institute will introduce the following new programmes-

  - Collaborative interdisciplinary programs and Courses
  - **Degree Programmes:**
    - B.Sc. in Zoology
    - B.M.S. in Logistic Management
  - **Postgraduate Degree Programmes**
    - M.Sc. in Environmental Studies
    - M.Com. in Accounting and Finance
  - **Research  Degree Programmes**
    - Ph.D. in Arts in the subject of English
    - Ph.D. in Arts in the subject of Economics

  The college has plan to start Ph.D. programmes where post-graduation is commenced.

- ◆ **Other Value Added Programmes**
  - o Postgraduate Diploma Programme
  - o Diploma Programmes
  - o Certificate Programmes
  - o Bridge Programmes
  - o Remedial Programmes

- ▪ **Strengthening of Centre for Competitive Examination**
  - ◆ The institute aims to prepare the leaners for challenges. With this aim, institute has started Dr. C. D. Deshmukh Centre for Administrative Career in the academic year 2010-11 to provide coaching and study material of various examinations of civil services. The facility is available not only to the learners of the institute but also alumni and the citizens of Panvel.
  - ◆ College will continue with coaching to the learners, alumni and citizens of Panvel for national and state level competitive examinations such as Indian Civil Services (UPSC and MPSC), Indian Railway Services, Indian Police Services, Banking etc.
  - ◆ Augmentation of infrastructure and learning resources.

- ▪ **Augmentation of Academic Infrastructure**

  The perspective plan envisions the development of infrastructure commensurate with the anticipated increases in research needs and in the number of the learners. Therefore, it recommends augmentation of full-fledged academic and physical infrastructure such as central library, digital library with Wi-Fi, smart classrooms, well equipped laboratories, research facilities, classrooms with LCD and Wi-Fi, Commerce and Management Resource Centre, Science Resource Centre, computing laboratory, essential softwares, advanced instruments, UGC Network Centre, Interactive Language Laboratory, gymkhana, gymnasium, offices for N.S.S., N.C.C., Makerspace in Library, Centre for Innovation and Entrepreneurship, Incubation Centre, Yoga Centre, e-content development facility and Lecture capturing system, Learning Management System (LMS), research databases, plagiarism software etc.

- ▪ **Qualitative Strengthening of Programmes**
  - ◆ **Use of ICT in Teaching Learning System**

    The use of innovative teaching and learning resources such as LCDs, power point presentations, models, internet, video conferencing, smart classrooms, online classrooms, Interactive Language Laboratory, Computing Laboratory, Commerce

and Management Resource Centre, Science Resource Centre, Digital library, Wi-Fi facility, essential softwares etc. will be increased.

- ◆ **Outreach activities:**

  Learners will be encouraged for participating in curriculum-based projects having social relevance. These efforts will make learners to learn 'Beyond the Classroom' and their responsibility towards society.

- ▪ **Seminars and Workshops**

  - ◆ **Organizations of Seminars and Workshops**

    Leading academicians, industrialists, scientists and subject experts from other institutions and universities will be invited as resource persons regularly and efforts will be made to get the learners acquainted with the emerging techniques and trends of the industries and subject matters.

  - ◆ **Deputation to Seminars and Workshops**

    The Faculty will be deputed to participate in various seminars and workshops based on curricula which will enhance their teaching responsibility and accountability. Faculty and research scholars will be deputed to participate in seminars/symposia/conferences which enable them to stay up-date. Policy provision of financial assistance to teachers for attending seminars/workshops and conferences.

  - ◆ **Development of Linkages**

    Institute has very good academic and industrial linkages. Institute will emphasize on their strengthening by creating industrial consultancies, fair amount of sponsored research projects and organizing collaborative programmes for learners.

  - ◆ **Collaborations for faculty exchange, student exchange and research**

    Institute will emphasize on collaborations and MOUs with nearby institutes for faculty exchange and student exchange. Collaborations for research with institutes of national and international repute will be prioritized.

- • **Appointment of Qualified Faculty**

  With the growth of institution, the diversity of the incoming students has been increased. Many of the students in college are first learners in their family. The college aims to attract such learners toward education as well as facilitate them with an excellent education. Thus, recruitment of the faculty with suitable qualification as per the guidelines of University Grant Commission (UGC), Government of Maharashtra and University of

Mumbai will be given profound importance. If the suitable candidate is not available the management appoints the faculty on contractual basis. The main domains of the recruitment process will be need-identification, recruitment, training and development, and performance evaluation.

- **Recruitment:**

  Recruitment process for speciality programmes will be handled by the Janardan Bhagat Shikshan Prasarak Sanstha. It has progressive policy for recruitment as per UGC norms. The recruitment process will included following criteria

  - Rigorous interviews (technical, personal, etc.) will be conducted.
  - Before selection, their experience in academics, industry or research will be appropriately recognized
  - Teaching skills of the selected candidates will be examined through Demo lectures before appointment.
  - Training to newly recruited teachers to acquaint them with culture and various systems of the college.

- **Conduct of Academic Audit**

  The college conducts academic audit regularly to review the performance in academic, curricular, co-curricular, extra-curricular, research and extension, augmentation of academic infrastructure, student progression to higher studies, placements and innovative practices by inviting peer team of expert educationalists. Accordingly, several reforms have and shall be initiated based on their recommendations. The academic audit will be conducted for every year.

# Teaching-Learning and Evaluation

- **Innovations to be introduced in Admission Process and Student Profile**

  - **Transparent Admission Process and use of e-governance**

    The institute follows well defined, transparent admission process based on merit coupled with reservation policy. It shall be strengthened and stringently followed particularly by ERP software.

  - **Monitoring of Teaching-learning Process**

    We have an effective mechanism for monitoring the academic and administrative process through a chain of command from students-teacher-head of the department-faculty in-charge -Principal and vice versa which will facilitate two-way effective communication.

  - **Dual Programme System/ Enrichment of Curriculum**

    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 contemporary systems such as certificate and diploma courses at UG and PG levels.

    - **Introduction of Speciality Programmes**

      We want to be a pioneer institution to commence innovative self-financed speciality programmes leading to degrees, commensurate with the needs of students in focused academic areas having employment potential, integrally related with research, strong in design component and linked with local challenges. In this regard, the innovative speciality programmes leading to post graduate degrees will also be commenced.

    - **Attendance Monitoring**

      Institute has effective system to monitor attendance of the learners. The irregularity of the learners if any, is communicated to parents and institute takes necessary action on defaulters as per the guidelines of University of Mumbai. The purpose is to employ the system more effectively and efficiently through ERP modules to maintain discipline and observe rules and regulations of the institute in curricular, co-curricular and extension activities.

    - **Recognition of Merits/ Achievements**

      Every year students are felicitated for their academic achievements as well as other achievements. There will be allocation of funds by sanstha for the felicitation of

merit holders and provision of merit scholarships. 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 Learners**

    The college will conduct bridge and remedial courses for educationally disadvantaged students (SC/ST/OBC and minorities). The college will support the advanced learners and concentrate on enhancing aspects like knowledge, aptitude and skill. A strategy of introducing curricular flexibility is adopted to sustain the interest of both advanced and slow learners.

  - **Encouragement to Students**

    Learners will be provided career counselling. They will be groomed to demonstrate independent thinking and confidence by encouraging them to participate in various curricular, co-curricular and research activities. The programmes already in place to improve the communication skills, soft skills of our learners will be enhanced; this will enable them to handle the challenges of professional careers after completion of their education.

  - **Guest Lecture Series**

    Institute plans to continue and strengthen lecture series for the learners of different disciplines by inviting academicians and scholars from other fields with vast experience and practical knowledge to broaden the knowledge horizon of learners and give them hands-on perspective.

  - **Conduct of Revision and Counselling Sessions**

    Learners, who are unable to deal with the stress of examination, for them college conducts extra coaching, revision sessions as well as counselling sessions so that they can cope up with the situation. This mechanism will be further improved.

  - **Mentor-Mentee Scheme**

    The institute has evolved an effective teacher-parent scheme. The teacher counsels, guides and supports an allocated group of mentees with respect to academic, personal, financial and other stress related relevant issues.

- **Parent Meetings**

  College conducts meetings of the parents periodically in every academic year, in which overall performance of the learners is communicated to the parents and they are appealed to participate in improving the academic performance of their wards. This creates two-way accountability towards the learners' performance. College will continue to take such type of measures to improve quality of the learners and teaching learning process.

- **Invitation of Parents' Views**

  Feedback as well as suggestions of parents are invited on curriculum, teaching-learning and activities of the college and are taken into account for improvements in the concerned college policies. This process will be strengthened further.

- **Access for Information**

  College will continue to provide easy access to daily newspapers, journals, periodicals, CDs and internet in the Library and reading halls which will strengthen the reading habit of students and teachers and lead to enhancement of their knowledge. We will subscribe additional journals, periodicals and databases for enriching the reading resources.

- **Counselling to learners**

  College will appoint counsellor to deal with the stress management of learners. The stress management sessions will be arranged regularly to counsel the students.

- **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. Additionally faculty level (stream), department level and individual faculty level academic calendars will be prepared and implemented.

  - **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, practical, 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 believes in the student centric teaching system. All possible initiatives such as experiential, participative and problem solving methods will be strengthen to develop and nurture talents of the learners through enhanced learning experience. Students will be provided hands-on training of advanced instruments. Excursions, industrial visits, industrial training will be encouraged to strengthen the academic programmes with field experience.

- ■ **Extensive Use of ICT in Teaching**

  With increased student strength, the number of students in each class is increasing, which needs non-traditional forms of pedagogy. Traditional chalk-and-talk teaching will continue to have its place in the teaching–learning process. However, new generation demands innovations in the process. Thus, the faculty will be encouraged to explore ICT based teaching techniques and aids. Special efforts will be made to improve the learning and communication skill of learners. There shall be use of LMS for online teaching. Faculty shall be trained to develop and use e-content. The hybrid classes and blended teaching will be promoted to enhance the learning experience.

- ■ **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, 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. Resource centres with all instrumentation and software facilities will be made available to facilitate their research work.
  - ◆ The learners are motivated to undertake the research projects in collaboration with the leading research institutes.
  - ◆ Organization of students exchange programs for enrichment of advanced learners

- **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. Live online access to content of courses will be made available on college website and prospectus. All the required facilities such as photocopying, internet, printing, poster making will be provided to the learners in the campus.

- **Strengthening of Innovations in Teachers' Quality**

  The Perspective Plan includes faculty-centric initiatives aimed at enhancing the quality of teaching. Thus, all the aspects concerned with teachers will be taken care of.

  - **Appointment of Qualified Teachers**

    The college will make continuous efforts to appoint qualified teachers as per UGC norms. However, consequent to the increase in student strength, the institute needs to recruit teachers to compensate with sanctioned strength of faculty. The institute has evolved a system of local appointment over the years. Teachers will be appointed on the temporary basis in order to avoid the academic loss of the students. The quality of the teachers will not be compromised; the temporary teachers with high qualification and experience will be preferred and appointed. The potential candidates will be offered attractive salary.

  - **Upgradation of Faculty:**

    The Institute recognizes that faculty is the vital feature of any institute which needed to realize its aspirations

    - The institute seeks to provide opportunities to faculty to obtain higher educational qualifications such as Ph.D., Post-doctoral degree and other professional degree to pursue their aspirations.
    - In order to improve productivity of the faculty, they are supported to participate in various seminars, conferences, workshops, trainings and faculty development programmes such as refresher course, orientation course and short term courses.
    - They will be encouraged to aspire for career advancement. Faculty members will be successively promoted from Assistant Professors to Associate Professors and further Professors as per UGC norms.
    - Faculty will be promoted to participate in different training programmes in tune with New National Education Policy 2020.

- **Performance Evaluation of Faculty**
  - The college has well-defined performance evaluation system by students. The college will strengthen the system. Review of feedback of students' evaluation of teachers will be considered and suggestions will be given to the teachers for their improvement.
  - Performance of teachers is also evaluated qualitatively and quantitatively by the Principal and the experts from other institutes and universities in several dimensions such as teaching, research, participation in curricular and co-curricular activities, involvement in university level activities and process value addition. This process will be further strengthened to improve effectiveness and efficiency of teachers and to impart new skills.
  - It enables teachers to develop a sense of accountability, confidence and readiness to receive criticism, develop openness, sense of introspection and accept the situations to improve their performance in teaching.

- **Self-Appraisal of Teachers**

  The self-appraisal system of teachers will be strengthened, 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 a suggestion box, where learners deposit their suggestions. These suggestions are scrutinized periodically, reviewed and actions are taken on their suggestions. This system will be continued to increase the trust and faith of the learners towards institute.

- **Monitoring Mechanism for time of Arrival and Departure**

  The college will continue employing biometric system to monitor the arrival and departure time of the staff which develops a sense of regularity and punctuality. The arrival and departure of the staff will be regularly screened by the concerned authority and action will be taken in case of indiscipline.

- **Democratic and Participative Working**

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

- **Recognition of Achievements**

  The college believes that each faculty will excel in his or her field, social life as well as personal life. In order to motivate the faculty, their meritorious performance is recognized with felicitation and rewards. High performing teachers and their merits will be given greater visibility through college magazine, institute's website and newspapers. This policy will be continued in future.

- **Staff Academy**

  The Staff Academy of our college organizes various lectures on different issues and relevant topics by eminent personalities and staff. The same process will be continued and strengthened.

- **Introduction of Innovations in Evaluation Process**
  - There shall be automation of examination.
  - The college believes that an effective and efficient monitoring and evaluation system should be in place. Corrective actions and feedback assessment should be taken up on continuous basis not only to improve the overall results of the learners but also evaluation process.
  - The college will continue to strengthen the existing evaluation process, where student's academic performance will be evaluated continuously by conducting tests, assignments, presentations, projects, viva- voce, term / semester end examinations, etc.
  - A smooth entry-to-exit online process is being put in place to handle a learners' academic progress.
  - Information relating to the performance of learners will be made available online.
  - Discipline Committee of the college will continue to monitor students' movements and behaviour to maintain conducive environment within the campus.
  - The college will strengthen to 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 semester end /preliminary examinations will be counselled 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.
- Students Grievances Redressal mechanism about evaluation will be strengthened.

- **Personality Development of the students**

Personality development is equally important to overall growth of the learners. Institute has traditionally provided abundant options for students to take up co-curricular and extra-curricular activities for all-round development. The institute has appointed separate coaches and experts, visiting professionals to teach music, dance, drama, art etc. to the learners. This provides in-house coaching to the learners in their activity of interest. The learners interested in N.S.S. and N.C.C. activities are deputed to the relevant camps and training is also conducted to prepare them for the disaster management, emergencies etc. Facilities will be augmented for students' participation in such activities and to nurture their innate talent. Opportunities will be given to the students to organize the various programmes and competitions in college to cultivate organizational skills and leadership quality.

Timely and effective counselling to the student is very important in the process of personality development. It helps them in stress management, building life skills as well as career planning.

# Research, Innovations and Extension

The college is a multi-faculty, undergraduate dominated with some postgraduate as well as research programmes. The college will adopt the strategy to increase the quantity and quality of the research output. In order to achieve envisaged plan, the following activities will be undertaken as well as strengthened.

- **Research**
    - Well defined and comprehensive research policy for promotion of research in the institution.
    - Composition of Research Advisory Committee for monitoring research activities
    - Regular meetings of the Research Advisory Committee to identify the research potential, to promote the research and to prepare the research proposals.
    - Efforts to obtain research grants from funding agencies such as RUSA, UGC, ICSSR, DBT, DST, University etc.
    - Organization of the workshops / seminars / training programmes for preparation of proposals for minor and major research projects.
    - Organization of workshops on research methodology
    - Awareness programme on Intellectual Property Rights (IPR)
    - Well-equipped resource centres
    - Availability of physical resources such as instruments, laboratories, ICT facility, Library, INFLIBNET and other requirements necessary to facilitate research.
    - Efforts for sponsored research by universities, industries and research institutes.
    - Encouragement to involve in Inter-departmental research
    - Recognition of the teachers and research scholars on successful completion of research projects, research degree programmes and research publications to create ambience for research.
    - Commencement of Ph.D. degree programmes at our college by establishing Research Centre in different departments.
        - Ph.D. in Commerce and Management in the Subject of Accountancy
        - Ph.D. in Commerce and Management in the Subject of Business Policy and Administration
        - Ph.D. in Science in the Subject of Chemistry
        - Ph.D. in Science in the Subject of Biotechnology
        - Ph.D. in Humanities in the Subject of Hindi

- ◆ Ph.D. in Humanities in the Subject of English
- ◆ Ph.D. in Humanities in the Subject of Economics
- Increase in research student intake
- Institute intends to promote inter-disciplinary research
- Commencement of centre for innovation and entrepreneurship
- Increased participation and presentation of research papers by the teachers and research scholars in seminars, symposia, conferences etc.
- Concessions in fees to staff who register for research degrees at college Research Centres.
- Periodical review of the on-going research.
- Seed money for the research by the institution

- **Our initiatives to inculcate the research element among the learners**
  - Exposure of students to various research areas with potentially large societal impact.
  - Encouragement to the learners of all levels to participate in 'Avishkar Research convention.
  - Overall assistance to the learners who participate in such research activities.
  - Organization of research activities under Centre for Innovation and Entrepreneurship, which will promote the placement and evolves new ideas among students.
  - Appreciation and recognition of the students who achieve meritorious places at District, University, State and National level research competitions/research activities
  - Publication of research journal including society oriented research articles

- **Consultancy**
  - Organization of expert lectures to promote consultancy
  - Strengthening of consultancy services to the industries and generation of funds through consultancy to the industries
  - Appreciation of the faculty engaged in consultancy services to motivate them

- **Extension**
  - Strengthening of NSS and NCC units by bringing innovations in their conventional activities
  - Training to the NSS volunteers and NCC cadets for emergencies and disaster management
  - Organization Blood donation, health check camp, vaccination drives etc. every year

- Strengthening of activities of Department of Lifelong Learning and Extension (DLLE)
- Library facility to the alumni as well as needy students of nearby areas other than college students
- Sports facilities to NGOs and other associations
- Physical training to the alumni and candidates appearing for police examinations by the department of NCC
- Assistance in maintaining the law and order during festivals to the Police Department with the help of NCC
- Organization various skill based workshops for the orphans of Balgram (NGO), Panvel
- College premises will be 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
- Playground will be made available to the sports and training activities of NGOs, GOs, associations, other neighbouring institutions and organizations
- Training programmes on communication skills to the teachers of primary schools will be continued to organize through Department of English
- Programmes for leprosy patients, awareness programmes on health hygiene and personal sanitation, electrical safety, soil testing, environment, cleanliness campaign, construction of vanarai dams, energy and environmental conservation campaign and tree plantation, at the adopted area Shantivan and neighbourhood.
- Contribution to society by donating financial aids, computers and electrical appliances to NGO's and Schools with the help of students
- Organization of Computer literacy programmes for disadvantaged School Students, with the help of department of Computer Science
- Organization of Career fair with the help of Centre of Career Guidance, Placement and Counselling every year
- Road safety programmes in Panvel city in collaboration with Police Department, Panvel

- **Community outreach programmes**

  The objectives of these programmes is to establish and strengthen relations with society, contribute directly and spread awareness in the community

- Outreach activities in the form of society oriented projects based upon local concerns such as agriculture, energy saving, sanitation, health, consumer protection, female foeticide, environmental awareness and many other social issues.
- Encouragement to conduct outreach programmes by different departments
- Organization of Total health camp for the local people of the district, every year
- Preparation of Blood Donors' directory to meet emergency requirement of blood.

# Infrastructure and Learning Resources

Improvement in infrastructure and learning resources is ongoing process. Perspective Plan as regards to infrastructure and learning Resources will be based on following strategic policies-

- Creation of infrastructure and learning resources
- Augmentation of existing infrastructure
- Maintenance of infrastructure and learning resources.
- Optimum utilization of available infrastructure and learning resources.
- Continuous efforts to generate grants for infrastructure development.

More specifically, practices of the institution with respect to provisions of infrastructure and Learning Resources and modernisation of existing infrastructure will be as follows-

- **Creation of New Infrastructure**
  - Creation of Makerspace
  - Creation of Yoga Centre
  - Establishment of Centre for Innovation and Entrepreneurship
  - Construction of Boys' hostel
  - Construction of an Auditorium
  - Development of new laboratories with adequate number of instruments and facilities.

- **Augmentation of Existing Infrastructure**
  - Establishment of Incubation Centre
  - Disabled-friendly, barrier free campus
  - Spacious Seminar hall with sophisticated audio visual and video conferencing facilities
  - Lecture capturing system and e-content development facility
  - Adequate and safe drinking water facilities with coolers and water purifiers.
  - Increase in facilities in Commerce and Management Resource Centre with Interactive Class Room, Computing Laboratory and UGC Network Centre.
  - Strengthening of power supply with establishment of high power station coupled with generator facility to ensure continuous and uninterrupted power supply.
  - Installation of modern gadgets such as Video conferencing, CCTV cameras, LCDs etc.
  - Spacious vehicle parking facility.
  - Development of rainwater harvesting system

- **Upgradation of Infrastructure**

  The institute has planned to upgrade the infrastructure in commensurate with contemporary changes in Teaching Learning Resources

  - Adequate number of spacious and ventilated class rooms with modern aids.
  - Good quality furniture
  - Adequate number of clean toilet blocks for students and staff.
  - Well-furnished Conference Room
  - Well-furnished and fully computerized Administrative Office.
  - Spacious, well furnished, well ventilated, Cafeteria to make available good and hygienic food.
  - Separate and well-furnished Boys and Girls Common Rooms.
  - Upgradation of Science Resource Centre with additional instruments in Central Instrumentation Laboratory, Conference Room and Smart Class Room.
  - Upgradation of Interactive Language Laboratory with 30 learning stations.
  - Automation of N.S.S. and NCC offices.
  - Establishment of green house and vermicomposting unit
  - Effective internal communication through intercom facilities.
  - Efforts to obtain grants from UGC, RUSA, DBT, DST etc. for development, upgradation and modernization of infrastructure

- **Maintenance**
  - A policy and a formal mechanism for optimum utilisation of infrastructure and learning resources and its maintenance.
  - Software will be used to manage documentation, inventory maintenance, usage of facilities and tracking of maintenance wherever possible.
  - Maintenance and cleanliness of infrastructure with in house as well as outsourced systems.
  - Well maintained gardens.
  - Well secured firefighting facilities.

- **Learning Resources**
  - Spacious and fully computerized Central Library with ever increasing holdings and user friendly and comprehensive library services with enhanced facilities.
  - Digital library

- Separate section in library for competitive examination resource material to facilitate Competitive Examination Centre
- Complete automation of Library services.

- **Best Practices**
  - **Strengthening**
    - Accessible sports facilities for all major sports including formal and informal events
    - Well-developed botanical garden.
    - Reading rooms facilities for alumni and outsiders.
    - Computers at laboratories, offices, Library and departments with LAN.
    - Implementation of Energy conservation with proper awareness among staff and learners and use of renewable energy such as solar systems
    - Effluent treatment from laboratories
    - Treatment of garbage from cafeteria and generation of biogas
    - Recycling of waste paper and steps toward zero paper usage
    - Eco-friendly campus
    - Green audit/campus certification

  - **New Best Practices**
    - Policies for Sustainable Campus
    - Wi-Fi enabled campus
    - Safe disposal of hazardous waste
    - Biomedical waste management system

# Student Support and Progression

The institute recognizes its responsibility of integrating students into all aspects of life and hence this perspective plan adopts various measures to prepare and motivate the learners for every possible dimension of life. Many of such measures have been already adopted by the institute and will be continued in future

- **Students**
  - All the meritorious students from NSS, NCC, cultural, sports and research activities will be felicitated by offering cash prizes, mementos and certificates.
  - Policy and provision for scholarships for students with academic merit by the institution
  - Learners are motivated to participate in 'Avishkar Research Convention' and other research activities. All required research facilities are made available to them. Such motivation will be continued and strengthened in future.
  - Coaching for competitive examinations and other professional examinations will be strengthened.
  - Additional library cards shall be provided to meritorious students.
  - Sport shoes, kits and other essential articles will be provided to the students who participate in sports activities.
  - Computer and internet facility will be strengthened and improved with sophisticated gadgets.
  - Preference will be given in admission to the students who have good performances in sports, cultural, NSS, NCC 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 strengthen and improve the 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 case of 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 and provide railway concessions to needy students.
- The college will have a Centre for Career Guidance, Placement and Counselling which will provide career guidance and placement facilities to the students through a qualified counsellor and Placement officer.
- Establishment of Entrepreneur Cell to create entrepreneur
- Campus interviews will be organized for the learners to make job opportunities available for the learners.
- The college will organize skill based workshops for interior designing and fashion designing.
- The college will organize workshops to develop awareness of competitive examinations and foster entrepreneurship among the learners.
- Hands-on training on advanced instruments will be organized
- Student friendly environment shall be created within the campus to help the students having rural background to build their confidence.

- **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.
  - More opportunities will be created to spend time in college campus and engage students and faculty
  - Alumni will be encouraged to support the current learners in various dimensions such as placements, industrial relations, interaction with aspiring students, fund raising, catalysing collaborations etc.

# Governance, Leadership and Management

The college aims to become a renowned institute offering high degree of excellence in education, earn good reputation among stakeholders, and provide dynamic and student-friendly campus. The vision and mission clearly defines the goals of our institute

- **Institutional Vision and Leadership**
  - Vision and mission of the institution will be communicated effectively to all stakeholders.
  - The management and employees will work together in progress of the institution.
  - An organogram based on democratic and transparent policies and procedures provides 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.
  - Implementation of e-governance in all areas of operation with dedicated ERP solution

- **Strategic Development and Deployment**

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

- **Functioning of the Institutional Bodies**

  In view of autonomous status, the statutory committees will be constituted as per the UGC norms for autonomy. Governing Body, Academic Council, Finance Committee and Board of Studies in all subjects will be functioning with regular meetings.

- **Human Resource Management**

  The human resource strategy of this plan is aimed at increasing the strength of the human resources while giving it focus and improving its quality.

- 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.
- Mechanisms for handling grievances covering all sections such as students, staff and women.
- Various staff welfare schemes.

- **Financial Management**

  For effective Financial Management following steps shall be taken
  - Policy for financial management (Resource Mobilization)
  - Finance Committee
  - 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 RUSA, UGC, ICSSR, DBT, DST, University etc.
  - Internal and External Audit

- **Standardization of the overall system by quality audits**

  Institute will continue to focus on quality, process improvements and environmental concerns through the certification by:
  - ISO 9001 and ISO 14001
  - Green Audit
  - Gender Audit
  - Academic and Administrative Audit
  - Energy Audit
  - Environmental Audit
  - Participation in NIRF

# Institutional Values and Best Practices

With an objective of holistic development of the college and all its stakeholders, the perspective plan of the college focuses on the value addition to the existing teaching, learning and evaluation, co-curricular and extension programmes which provides direction for the innovations.

The following practices will be adopted and strengthened to bring innovations in traditional exercises as well as to set values among not only the learners but in the whole process-

- Playing of national anthem every day at the commencement of morning and afternoon sessions

- Academic calendar for prior planning of activities to be conducted for the academic year

- Publicity of all activities, opportunities and recognitions through the press, local TV channels, mobiles and website to attract the learners.

- A well set, two way effective and efficient network and mechanism to define and communicate the responsibilities of the staff.

- Code of conduct for students and staff and its adherence.

- Maintaining of academic diary and handbook to keep up-to-date record of every lecture and regular activities of an individual faculty and administrative staff respectively.

- Students' Profile Card to maintain the academic, attendance, personal and social record of the learners.

- Adoption of effective system for online teaching learning and acquisition of equipment for development of e-content, lecture capturing, LMS, hybrid teaching etc.

- Design and development of innovative, career oriented and relevant short term courses such as diploma and certificate courses in various areas of study.

- Offering of gender-related sensitizing courses such as fashion designing, interior designing. Organization of various programs and activities related to gender sensitization and gender equity.

- An effective and concrete Students' Feedback System to evaluate the performance of an individual faculty, supporting staff, resources and thus an institute.

- Effective Grievance Redressal mechanism for timely and satisfactory resolution of grievances pertaining to evaluation, ragging, sexual harassment and other matters.

- Organization of workshops to develop awareness about competitive examinations and training for competitive examinations to the interested learners.
- Strengthening of Dr. C.D. Deshmukh Centre for Administrative Services
- Organization of workshops to foster entrepreneurship among the learners
- Establishment of Entrepreneur Cell and Incubation Centre
- Best practices by library
    - Book bank scheme for the socio-economically backward learners
    - Celebration of library week to sensitize the students for effective use of library
    - Display of the cover page of the newly added books in the library on notice board for readers information
    - Inter-library borrowing facility with other libraries such as British Council Library, Asiatic Library etc.
    - Online access of learning resources through Quick Response Code (QR Code)
- Use of technology in the teaching, learning and evaluation system. Adoption of online system for hassle-free and speedy completion of all procedures pertaining to examinations.
- Transparent and unbiased evaluation system is ensured by-
    - Coding and decoding of answer scripts
    - Online declaration of results
    - Provision to apply for revaluation as well as photocopy of the answer sheets.
- Effective and result-oriented Career Guidance and Placement Cell for providing learners with opportunities for gainful employment.
- Continuous augmentation of infrastructure and learning resources through acquisition of new software and other related equipment for improved teaching-learning process and administrative and monitoring activities.
- Promotion of paper-free transactions as far as possible through online maintenance of records as green approach.
- With respect to research-
    - Promotion of interdisciplinary research.
    - Seed money to the teachers for research
    - Centre for innovation and entrepreneurship

- Encouragement to utilize RUSA grant through submission of research proposals and successful submission of projects leading to paper publications in UGC Care listed Journals.
- Computer literacy to every staff of the college.
- Organization of training programs for teaching as well as non-teaching staff to enable them to cope with the latest developments and innovations in academics and administrative matters.
- Deputation of faculty to participate in workshops, training programmes to acquaint with National Education Policy 2020.
- Considerable outsourcing of non-academic/administrative services
- Strengthening of campus-community linkages and inculcation of social values among learners through-
  - Engaging the learners in research projects related to various social issues such as dowry, domestic violence, public health, public hygiene, poverty, effects of technology on life etc. to link research with community and to understand social challenges.
  - Adoption of village
  - Cleanliness drive
  - Campaigning against female foeticide, terrorism etc.
  - Road safety programmes
  - Awareness programmes
  - Training for disaster management
  - Fund raising activity for social cause
- Formulation of a well-defined environmental policy for sustained and committed eco-friendly approach in the workings of the organization.
- Energy conservation by using renewable energy sources such as solar energy.
- Ban on single used plastic
- Conduct of Gender Audit
- Conduct of Green Audit
- Conduct of Energy and Environment Audits
- Waste management systems
- Vermicomposting plant

The targets of the perspective plan 2020-21 to 2024-25 have been set after extensive consultation to ensure that they are both ambitious and achievable. This plan provides direction for the next five years and strategizes collective efforts to realize the plan.

**Prof. (Dr.) V.D. Barhate**
Principal
Changu Kana Thakur
Arts, Commerce & Science College,
New Panvel (Autonomous)

Botanical Garden

College Campus

Playground