

**ST. CLARET COLLEGE**

**BANGALORE-13**

# **Perspective Plan**

**For**

**Academic Year 2009-10**

**To**

**Academic Year 2019-20**

## **Vision of St. Claret College**

Our Vision is to promote educational excellence, leadership and service, based on universal love in an environment characterized by respect for the individual and concern for the community, so as to effect holistic transformation in each student.

## **Mission of St. Claret College**

Our mission is to form intellectually competent, professionally skilled, spiritually vibrant, morally responsible, socially just and culturally sensitive global citizens through holistic Claretine education to advance a civilization of love and harmony.

## **Objectives:**

- To provide for value-based, meaningful and productive higher education.
- To offer traditional, professional and employment-oriented regular courses and innovative add-on courses that will equip students for effective and fruitful personal and professional lives.
- To provide on-going training, research, and documentation at the service of knowledge and life enhancement, and community and nation building.
- To create a scientific temper, research rigor, holistic vision and leadership skills at the service of building up a better society.
- To impart basic values of peace, love, justice, compassion, community-mindedness, and a life of gratitude in the younger generation.

## **Foreword by General Manager**

St. Claret Educational Society, Bangalore was established in 1989 with the vision of providing holistic and quality education to the predominantly lower middle class and economically backward sections of the society. St. Claret School was launched in the same year with a handful of students. Now after twenty years, I am very delighted to witness the phenomenal growth of the educational activities in the campus. There are now two schools, intermediate college (PU College) and St. Claret College for graduate education. This has been made possible by the hard work and dedication of many visionary leaders who guided the institutions and the faculty, staff, students, parents and well wishers.

We launched graduate education in 2005-2006 with two courses, BCom and BA in the PU College building. By the beginning of this academic year 2009-10 a state-of-the-art building has been made ready exclusively for the degree college. The growth that the institution has been making over the last five years has been impressive, both in quality and in quantity.

Now that the institution has established itself, how it plans its growth and development for the next decade will have a telling effect on the impact it would make. This document has outlined the growth map of the college for next ten years in alignment with its vision of value-based, holistic education. I am glad that all the stakeholders, students, parents, faculty, staff and the local management have been involved in the preparation of this ten-year plan. I thank and congratulate the Principal, Rev. Dr. Thomas Thakadippuram, Vice Principal, Rev. Fr. Thomas Thennady and all the others who took pains to prepare this document. I wish SCC all the success in the progressive implementation of this Perspective Plan. I am sure the institution will impart education that will equip the students with skills for their personal and professional lives and will contribute to the formation of a civilization of love as enshrined in its mission statement.



Rev. Dr. James Kannanthanam, CMF

General Manager

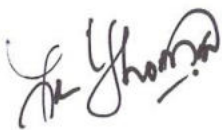
02 March 2010

## Introduction

St. Claret College (SCC) is glad to present its Perspective Plan for the period of ten years commencing from academic year 2009-2010 to academic year 2019-20 by taking into consideration the quality indicators of seven criteria determined by National Assessment and Accreditation Council (NAAC). Inputs from all stakeholders, their expectations, vision, mission and objectives of the institution are considered as base for the formulation of this perspective plan.

In the preparation of the Perspective Plan, the Internal Quality Assurance Cell (IQAC) of the college played a very important role. Let me place on record my deep appreciation to the Principal, Rev. Dr. Thomas Thakadippuram, the Chairperson of IQAC, who initiated the process of the preparation of this document and to the other members, Ms. Maria Rajan, Ms. Jayalakshmi R. Ms. Cassandra Rane and Mr. Varghese A. J. who contributed by way of active discussion and participation.

The draft of the Perspective Plan has been discussed, reviewed and approved by the local Managing Committee of the college and the General Body of St. Claret Educational Society, Bangalore. We wish that this document gives to SCC the orientation towards the attainment of its goals and objectives for the period mentioned and it helps in imparting the best possible education at its portals.



Rev. Fr. Thomas Thennady, CMF

IQAC Coordinator

04 March 2010

## **1. Curricular Aspects**

### **Strengthening and Consolidation of Existing Programmes**

Taking into account the students' demand and need of career oriented specialty programmes, SCC will strengthen the following courses by introducing additional sections.

- BCom (Bachelor of Commerce) by 2010-11
- BBM (Bachelor of Business Management) by 2010-11
- BCA (Bachelor of Computer Application) by 2013-14

### **Introduction of New Programmes- Graduate**

The college will introduce following new programmes

- B.Com with Chartered Accountancy by 2012-13
- B.Com with Travel/Tourism and Hospitality Management by 2014-15
- B.A. (with relevant combinations for career opportunities) by 2014-15
- BSW (Bachelor of Social Work) by 2016-17

### **Postgraduate Degree Programmes**

- M.Com (Master of Commerce) by 2016-17
- MCA (Master of Computer Application) by 2017-18
- MSW (Master of Social Work) by 2018-19

### **Other Certificate and Add on Programs**

#### **By the Institution**

- Certificate in Soft Skills Training
- Add on Programmes in Spoke and Written English
- Add on Programmes in Personality Development
- Add on Programmes in Banking and Finance
- Bridge Programmes
- Remedial Programmes

### **Through Linkages with other Institutions**

- Chartered Accountancy Programme in campus by 2012-13.
- ICWAI (Institute of Cost & Works Accounts of India) Coaching in campus by 2012-13.
- Tally Software training in Campus by 2013-14.
- International Accounting Programs like American Institute of Certified Public Accountants (AICPA) and Certified Management Accountant (CMA) by 2014-15.
- Additional Courses by outside agencies to make the Computer Science Students employment ready by 2014-15
- Twinning and Exchange programmes in Collaboration with Universities/ Institutions of repute both from India and outside by 2016-17.

Career guidance, counseling and aptitude tests will be organized to prepare the students to face the highly competitive job market.

### **Augmentation of Academic Infrastructure**

- In commensurate with quantitative expansion of programmes, SCC will augment its academic and physical infrastructure such as Library, classrooms, Science Lab, Computer Lab and Psychology Lab.
- Interactive Language Lab., Business Lab., Media and Communication Lab will be set up. These works are to be completed by 2012-13.

### **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.
- In a phased manner all the classes will be equipped with AV facilities.
- The institution will subscribe to online library resources.

### **Seminars and Workshops**

#### **Organizations of Seminars and Workshops**

- Academicians, industrialists, subject experts from other institutions and universities will be invited as resource persons and we will make an effort to get acquainted with the emerging techniques and trends of the industries and subject matters.
- International conference, National Conference, Seminars and Conferences will be organized by IQAC and departments

### **Deputation to Seminars and Workshops**

College will depute the faculty to participate in seminars and workshops based on curricula. It shall be compulsory for all faculty members to present at least one research paper at national or international conference every year.

### **Curriculum Design and Development**

- Our faculty will participate in curriculum design and development of courses / programmes in Board of Studies of respective subjects.
- We shall be part of Syllabus framing Board and Textbook committees at the University level as and when required by the University.
- Faculty will actively participate in curriculum designing and development of certificate, diploma, bridge and remedial programmes organized by the college.
- We shall also provide feedback on the effectiveness of the syllabus/curriculum and communicate the same to the University authorities.

### **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 accept competence enhancing curricular strategies by starting multifaceted, comprehensive, well designed curriculum which promotes excellence, value addition and contextual relevance.
- We will have additional range of programme options, course options, course combinations, certificate and diploma programmes, bridge and remedial programmes.
- SCC will offer maximum possible flexibility with its programmes, core options, elective options, diplomas, certificate, and bridge programmes.

### **Feedback on Curriculum**

We will have mechanism to obtain feedback on curriculum from all the stakeholders: students, alumni, parents, and industry. We shall effectively communicate the same to the 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 stakeholders.

## **2. Teaching, Learning and Evaluation**

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

We will strengthen well defined, transparent admission process based on merit coupled with reservation policy and will continue the same process in future.

### **Promotion of the College**

- A college promotion committee which shall suggest creative ways to market the college shall be appointed. Through extension/consultation activities like Life Skills and Career Orientation Program the college shall reach out to the prospective students in the neighboring PU/Plus 2 colleges.
- The institution will also organize Literary, Arts and Cultural Competitions for the prospective candidates in the campus to make the institution and its facilities visible to them.
- It shall also provide meritorious scholarships to candidates with high percentage of marks.
- The website of the college shall be regularly updated and adequate information shall be disseminated to all stakeholders.

### **Recognition of Merits**

- Academic toppers and students with very high percentage of attendance shall be recognized and felicitated during the Thanksgiving Day. During the graduation day Proficiency Awards, Endowment Prizes and Memorial awards shall be given away.



- Meritorious scholarships shall be provided to students with outstanding performance both at the entry level and during the course of study in the college.

### **Catering to Diverse Needs**

#### **Supporting Academic Programmes and Policies Proportionate to Needs of Students**

- Entrance and diagnostic tests shall be conducted to assess the knowledge level of the students to make the necessary interventions.
- The college will conduct bridge and remedial courses for educationally disadvantaged students.
- The college will support the advanced learners and concentrate on enhancing their knowledge, attitude and skill.
- A separate section on Competitive Exams shall be established in the library.
- Regular class tests and assignment shall be given by the respective teachers.
- Elaborative lectures of guest faculty will be organized to broaden the knowledge horizon of the learners.
- At the end of the semester, revisions and interactive sessions will be conducted to create confidence among students to prepare for examination.
- Peer teachings and quality circles shall be encouraged.

### **Role of Parents**

- Every semester there shall be a meeting of the parents. The parents will meet the class mentors and discuss the attendance and performance of their son/daughter.
- During the common meeting of the parents, input sessions on good parenting and understanding the psychological, emotional needs of youngsters shall be dealt with.
- There shall be a core committee of parents that would meet occasionally with the principal and staff representatives and provide valuable suggestions on curriculum, teaching-learning and activities of the college. And their suggestions will be taken into account for the overall improvement of the college.

### **Library Resources**

- College will continue to provide easy access to daily newspapers, journals, periodicals and internet in the Library and reading room which will strengthen the reading habit of

students and teachers and lead to enhance their knowledge. We will subscribe to international journals, periodicals for enriching the reading resources.

- In every academic year, a minimum of 1700- 2000 books are to be added to the library. A minimum of 5 new Journals, including international journals will be added to the library.
- A library shall be established in each department for the ready reference of the faculty of the department.

### **Strengthening of Innovations and Discipline in Teaching-Learning Process**

#### **Academic Calendar, Course Plan and Handbook**

- 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.
- The faculty member shall prepare a detailed course plan before the commencement of a course. The plan would provide the details of various programs related to the course, the guest lectures, the methodology adopted, the tests, assignments, presentations and the exposure programs related to the paper.
- The college shall prepare the College Handbook every year, with all the required details of courses, add on and diploma courses, facilities and the plan of the academic year.

#### **Academic Journal**

Faculty Journal shall maintain the Academic Journal with the details of lectures, practicals, tutorials, etc. It 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. Exposure programs and industry visits shall be organized to help students supplement theory with experiential learning.

### **Life Skills and Professional Skills Programs**

- To improve the psycho-social competence of the students, life skills development sessions, both by the internal faculty and by experts from outside shall be organized.
- The Placement and Career Guidance Cell will organize Career orientation program and professional skills development program which would impart employability and job skills.
- At the completion of the requirement of these programs, the college shall provide certificates.

### **Extensive Use of ICT in Teaching**

- The faculty will be encouraged to use various teaching techniques and aids. In a phased manner, all the classrooms shall be equipped with audio-visual facilities.
- The faculty members shall be oriented towards effective use of ICT for the benefit of students and for research.
- Study materials like lecture notes, references, question papers etc., shall be made available on the website of the college.
- The students shall be encouraged to submit assignments online.

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

#### **Appointment of Qualified and Experienced Faculty**

The college will appoint well qualified and experienced faculty. Preference will be given for Ph.D/ NET/M.Phil qualified. Preference will be given for those qualified applicants from the backward communities. The candidate will go through a rigorous interview by a faculty recruitment committee which will be followed by a demo class before subject experts. Those selected candidates from the demo class will go through a personal interview with the head of the institution. Upon appointment, the faculty undergoes an induction program.

The college shall adopt a comprehensive salary pay scale and periodic revisions.

#### **Seminars / Workshops / Faculty Development Programmes**

#### **Organization of Seminars / Workshops / Faculty Development Programmes**

The college will organize seminars / workshops / faculty development programmes for improvement of quality of faculty.

A Faculty Development Cell shall be appointed to organize FDPs, workshops, guest lectures and research management talks for the development and optimum performance of the faculty members.

### **Evaluation of Teachers by Students**

At the end of every semester, the students shall evaluate the faculty members by filling in the questionnaire on line. This will enable the faculty 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.

The Principal shall meet each faculty member with the student feedback and discuss the strengths and areas for improvement.

### **Self-Appraisal of Teachers**

At the end of every academic year, all the faculty members shall do a self-appraisal and meet the head of the institution with the same. This will enable them to realize their academic standard and engage them in various activities to excel in their academic performance.

### **Periodical Meetings**

Monthly meeting of the faculty, both at the departmental and institutional level will be conducted for taking feedback about teaching and evaluation and checking its adherence to the lecture plan.

### **Suggestion Box**

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

### **Recognition of Achievements**

The college will continue the policy of felicitating and rewarding the faculty on their achievements in academic and social life.

### **Introduction of Innovations in Evaluation Process**

- The college will continue to strengthen the evaluation process, where students' academic performance will be evaluated continuously by conducting tests, assignments, presentations, projects, viva- voce, internal examinations, etc.

- Examination results will be analyzed in detail by the subject faculty and the department and necessary measures shall be taken for further improvement.
- 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 a decentralized manner.
- Along with the regular teaching methods, faculty 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.

### **3. Research, Consultancy and Extension**

The institution shall promote research in right earnest. The following are the details of the perspective plan in the areas of research, consultancy and extension.

- 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 research papers in seminars / workshops / conferences.
- Faculty will also be encouraged to go for research degrees like, M. Phil. and Ph.D.
- Seed money for research and leave will be provided as per the norms of the institution.

#### **Research**

The College will establish a Research Promotion Cell (RPC) to inculcate a research culture in the institution and encourage the staff members in research and initiate students to the basics of research.

- The institution shall motivate the faculty to be actively involved in research by providing special leave, financial support, relaxation in teaching workload and exam duties.
- It shall encourage the faculty members to pursue research degrees like M.Phil and Ph.D by providing special leave and partial/full financial support to meet the registration, annual fees and books purchase.

- The college will encourage participation in seminars, conferences and workshops connected with research by providing special leave, payment of registration fee, conveyance/ travel allowances etc.
- It shall instill among the faculty members the value of publishing papers.
- The college shall organize seminars and conferences and involve students in its organization to initiate them into research.
- It will provide necessary guidance and financial support to students to participate, present papers in student seminars and conferences at the regional and national levels.
- The college shall obtain institutional membership with British Council Library and subscribe to INLIBNET and DELNET and it shall also subscribe to national and international journals.
- We will continue to appreciate and recognize faculty and students who achieve meritorious places at District, University, State and National level research competitions/research activities.
- SCC shall establish a PG and Research Centre.
- SCC shall publish its own research Journal in Commerce- Management/ Social Sciences.

### **Consultancy**

- The faculty shall be encouraged to extend consultancy services to the outsiders who require them. Such faculty members shall be given on duty leave.
- The institution shall establish a Life Skills Training Centre, the service of which will be extended to teachers and students of other institutions and the corporate world.

### **Extension**

- We will strengthen further the NSS unit.
- More students shall be encouraged to join Social Action Forum.
- An NCC unit shall be established
- Blood Donation camp will be a regular, annual event. Blood Donors' directory shall be prepared. In time of emergency the blood will be donated to the needy patients at free of cost.
- The College will raise funds to support the running of St. Joseph's School, Sumanahalli and adopt the school as a centre for the students to visit, interact with and teach the children there.
- Library facility will continue to be extended to alumni and to the students who come for the add on programs to the campus.
- Department-based extension programs will be organized.
- A study of the demographic details of the neighbourhood shall be done to assess the need of the area and adequate intervention shall be planned.

- College premise will be always made available to conduct the examinations of Railways, Post and Telegrams Institute of Chartered Accountants, Insurance Companies etc.
- Women empowerment initiatives shall be given special focus. The homemakers of the neighborhood shall be given training in Computer Skills and Spoken English.
- Health awareness camps (dental check up, eye check up, general check up etc.) shall be arranged for the people of the neighbourhood.
- Programmes shall be organized for inmates at Sumanahalli, Bangalore. Awareness programmes on health, hygiene and personal sanitation, environment, cleanliness campaign shall also be conducted.
- With the help of students we will contribute to society by donating financial aids, computers and other helps to NGOs and deserving children.
- Computer literacy programmes for disadvantaged School Students will be organized.
- Career fair will be organized with the help of Placement and Career Guidance Cell.
- The college shall enter into collaborative ventures with outside institutions, agencies and experts to provide career related short term courses.

#### **4. Infrastructure and Learning Resources**

The following items form the perspective plan as regards Infrastructure and Learning Resources:

- Adding another floor to the existing building with more class room facilities, departmental spaces and a state-of-the-art Seminar Hall/Mini auditorium for the organization of national and international conferences and seminars.
- Furnishing the existing library space and enhancing its resources.
- Subscribing to INFLIBNET, DELNET and other online resources to provide support for research, both for faculty and students.
- Adequate library facilities in the departments for reference and preparation of classes by faculty.
- A separate library block
- A separate block for post graduation and Research Centre
- A state-of-the-art auditorium
- Hostel Facility for the students coming from outside Bangalore.

- Canteen facilities with adequate space for dining both for staff and students. And a good variety of nutritious food items to be provided at affordable costs.
- A gymnasium for the physical well being of all stakeholders.
- Exclusive sports facilities like volleyball court, badminton court, basketball court and cricket net practice for the college.
- Student Amenities room to be established for boys and girls, separately.
- Interactive Language Laboratory with 25 learning stations.
- Media Room facility to be established.
- Business Lab facility to be established.
- Water harvesting facility for the college building.
- Use of solar energy to save power consumption.
- Optimum utilization of available infrastructure by welcoming outside agencies to organize programs in the campus.
- Drinking water facilities with coolers and water purifiers.
- Generator facility (100 KV) to ensure continuous and uninterrupted flow of electricity.
- Well maintained gardens.
- 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.
- Visitor's room facilities to alumni and outsiders.
- Spacious vehicle parking facility.
- Well furnished and fully computerized Administrative Office.

## **5. Student Support and Progression**

### **For Students**

- Strengthen the mentoring quality; train the mentors to meet up the challenges.
- Scholarship and freeship schemes for meritorious and deserving candidates.
- Book Bank Facility for SC/ST and economically backward sections.



- Books Exhibition and Sales shall be established in the campus. Neighboring colleges shall be invited to be part of such exhibitions.
- Elevator for the building at the completion of the III Floor construction
- Participation in competitions: arts, sports, literary and cultural at the state and national levels and the college to bear the expenses of students' participation in these events.
- Student Wall Journal and Magazine publications
- Regular Publication of a College Annual
- Quarterly publication of the College News Bulletin
- Grievance redressal Cell to have adequate student representatives.
- 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. Attempts shall be made to establish more endowment prizes for top performers.
- Regular organization of the annual intra and inter-collegiate Arts and Cultural Fest
- Regular organization of the annual intra and inter-collegiate sports competitions.
- Sport shoes, kits and other essential articles will be provided to the students involved in sports activities.
- Special coaching shall be provided for different games so that the students excel in sports.
- Preference will be given in admission to the students who have good performances in social, sports, cultural, NSS, NCC and research activities.
- Professionals from cultural fields like choreographers, directors, musicians and artistes will be invited to guide the students for promotion of cultural activities.
- The college will establish a Health Centre where first aid and basic medical facilities will be made available for the students. The services of doctor/nurse will be made available in emergency. A general medical check up will be conducted for the students of the first year batches.
- First aid boxes shall be made available at sports office.
- The college will have a Placement and Career Guidance Cell to facilitate career guidance and placement facilities to the students. A fulltime placement officer shall be appointed.
- 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.
- Student representations shall be made compulsory in committees like Library, IQAC and Grievance Redressal Cell.
- Overseas students shall be given special attention. They shall be provided help to find affordable accommodation and they shall be assisted in culturally integrating with the new environment.
- Environment consciousness shall be generated through various activities

### **For Alumni**

- A well functioning alumni association and mandatory membership shall be put in place.
- A structure for the alumni shall be created, detailing the responsibilities and roles
- Library and reading room facilities will be extended to the alumni.
- Services of the Alumni to be sought for motivating and inspiring the students, the college will make good use of the contacts of alumni for placement of the students.
- Career guidance and placement services will be provided to the alumni.
- College play ground facilities will be provided for physical fitness of alumni.
- Alumni will be invited for social, cultural and academic programmes of the college.

## **6. Governance and Leadership**

### **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.
- 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 faculty and staff.
- Equitable allocation of responsibilities.
- Extensive committee structure with clearly defined roles, responsibilities and objectives.

- Efficient Students' Council, Women's Cell having wide representation of students in decision making, execution of policies and developmental aspects of the college.
- Functional autonomy to the departments.
- A very comprehensive Administrative Software.

### **Strategic Development and Deployment**

- Perspective plan shall be formulated every decade, collectively having thorough review of the academic programmes and analysis based on feedback and SWOT analysis.
- Apply for 2 (f) and 12 (B) from UGC, in order to be eligible for grant in aid for developmental activities of the college.
- NAAC Accreditation Process of the first accreditation to be completed by 2014
- Permanent Affiliation with Bangalore University by 2014-15
- Second Cycle of NAAC Accreditation Process to be completed by 2019.
- Autonomy for the college by the year 2020.

### **Human Resource Management**

- For effective Human Resource Management following steps shall be taken:
- Appointment of well-qualified and experienced faculty after a rigorous recruitment process. By 2010, at least 70% faculty to be UGC Net/ Ph.D qualified.
- Salary stipulations and annual increments to be streamlined institutionalized
- Periodical faculty and staff development programmes.
- Comprehensive and effective performance appraisal of faculty and staff.
- Team building initiatives and good interpersonal relations to be fostered.
- Liberty for use of innovative ideas and ICT in teaching-learning system.
- Various staff welfare schemes like generation of a Staff Welfare Fund, Health Insurance, Educational assistance for children, financial support for research and higher studies, interest free loans, loans for the purchase of laptops to be put in place.
- Annual picnic and occasional lunch together to be organized.
- Birthdays of all faculty and staff to be celebrated.

## **Financial Management**

For effective Financial Management following steps shall be taken:

- Growth oriented budgetary allocation.
- Financial freedom within the allocated budget.
- Annual budgeting system to be introduced in each department.
- Effective internal control, monitoring mechanism and timely statutory audit of the accounts.

## **7. Innovative Practices**

- The college will conduct 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 both by its own IQAC and by expert educationalists from outside. Action will be initiated on their recommendations.
- IQAC activities will be strengthened with more quality enhancement activities under its purview.
- Committees and subcommittees will be formed to organize and monitor academic and administrative activities
- Feedback from parents, alumni, industry and students will be collected on the performance of the institution
- Annual strategic plan is to be put in place for quality enhancement.
- Institution will continue to remain committed to inclusive education, providing accessibility to women and the disadvantaged sections like socially backward, economically-weaker, and differently-abled.
- Social and community consciousness will be instilled among the students: awareness programs, seminars, workshops, village camps, training programs and community related activities will form part of the holistic education.
- The institution shall maintain a strong relationship with parents, industry and all stakeholders
- The institution shall put in place an effective complaint management system with the help of the Grievance Redressal Cell.