

SMT. K. G. MITTAL COLLEGE OF ARTS & COMMERCE

PERSPECTIVE PLAN (2016-17 TO 2020-21)

The Perspective Plan of our institution is designed in the view of vision and mission statements and recommendations received from previous NAAC committees. Deliberations in the regular IQAC and staff meetings and feedbacks from various stake holders also are reflected in this perspective plan.

As per the vision and mission of our institution, our commitment is to equip our students with strong values to enable them to adapt to changing scenario. It's our genuine effort to prepare a framework to attain our long term goals and sustain in the changing environment. The objective of the perspective plan is:

1. To highlight our achievements since its inception
2. To set new higher goals to excel in the field of higher education.

The perspective plan is framed considering the following key areas:

• **Curricular Aspects:**

- **Introduction of value based add on courses:**

Institution shall continue to conduct value based courses for the holistic development of the students and to enhance their employability. Students shall be motivated continuously to enroll in such courses for their overall development.

- **To strengthen the existing programmes and introduce new programmes:**

Considering the increasing demand for a particular programme, intake of students is to be increased. Application shall proceed from the institution to accommodate the increasing influx. The Undergraduate programmes in which intake should be increased are:

1. Management Studies
2. Commerce (Accounts & Finance)

Keeping in view the increasing demand in the industry, new job oriented undergraduate programmes should be offered as below:

1. Bachelor in Commerce (Accounts & finance)
2. Bachelor in Science (Computer Science)

- **Increase Participation in design and Revision of syllabus:**

Teaching faculty members shall continue to be encouraged to increase their participation in the revision of syllabus by attending workshops for the same. They shall also be motivated to implement innovative ideas of teaching to enrich the existing



curriculum designed by the University of Mumbai, thus linking it to the real world of employment to enhance employability.

Teaching faculty shall also be continued to be motivated to participate in the question paper setting of undergraduate/post graduate programmes and assessment and evaluation process of examination conducted by University of Mumbai.

○ **Feedback on Curriculum:**

Systematic feedback on curriculum shall be continued to be obtained from stake holders like teachers, students, parents, employer and alumni. As situations demand, feedback should be in digital format also. Feedback shall be analyzed and recommendations are to be given for improvement if required

● **Activities to integrate cross cutting issues into curriculum:**

Workshops should be continued to be carried out to address and integrate issues relating to professional ethics, gender, human values, environment and sustainability into the curriculum.

Teaching and Learning Process:

○ **Innovations in Admission Process:**

New programmes offered by the institution shall be continued to be communicated to the aspiring candidates using available tools and techniques. Prospectus has to be timely updated to provide insight of the institution.

To keep in pace with technological development, admission process should be conducted in digital form. Management Information System shall be timely updated to ensure the smooth functioning of admission process.

Admission process shall be updated in compliance with the changing guidelines of University of Mumbai.

○ **Catering to student diversity:**

Observations, regular interaction and evaluation outcomes help to assess the leaning level of students.

Extra lectures as demanded by students, revision lectures, study materials and more hands –on practice on practically oriented subjects are provided to improve the academic grades of advanced learners.

Remedial lectures, doubt solving lectures, extra and revision lectures, study materials and more hands–on practice on practically oriented subjects are provided to slow learners to bring them in par with other students.

○ **Teaching Learning Process:**

In lines with the academic calendar of University of Mumbai, the academic calendar of our institution shall be continued to be prepared at the onset of academic year.

Time table shall be prepared accordingly. All teaching faculty members shall prepare teaching learning plans of their respective subjects which are to be monitored regularly. Teachers shall continue to be motivated to adopt experiential learning techniques, participative learning and problem solving methodology. Teachers should adopt innovative ICT tools such as Power Point Presentations,



YouTube videos, online tutorials, and web links to make teaching learning process more effective

- **Motivation to students:**

Students shall continue to be motivated and encouraged to participate in co-curricular and extra-curricular activities. Students shall be pursued to do research work and present papers in national conferences/seminars in State/ National and International levels.

- **Conducting Guest lecture :**

Guest lectures shall continue to be organized which helps students to get expertise in the particular subject.

- **Parents-Teachers Meeting:**

Parent- teachers meetings shall be held as earlier, on regular basis where parents are intimated about their ward/child's performance, and the activities to be carried out in the institution.

Innovations in Teaching Learning Process:

- Broad framework containing details of Inter-University/ inter-college exchange programmes are to be charted out at the beginning of the academic year. Centre for Foreign Studies shall be strengthened.

- **Learner Centered Teaching :**

Overall development of student shall continue to be the main focus of the institution. Academic activities such as workshops, guest lectures, and internships shall continue to be organized regularly.

More add-On courses should be introduced which helps in deciding proper focus on future perspective in career.

- **ICT based Teaching:**

Teaching faculty members shall be motivated to continue using various teaching techniques such as spreadsheet, power point presentations, creating videos. Updating the faculty members with the changing technology shall be ensured.

Nourishing of Innovations in Teacher's quality:

The institution should continuously strive to appoint full time qualified teachers as per the guidelines of UGC and if the same is not available, teachers can be appointed on temporary basis.

Seminars/ workshops/ conferences should be continued to be conducted on relevant themes in various levels for the benefit of diverse stakeholders to update the professional quality of the faculty members.

Teachers should also continue to be deputed for similar programmes to other institutions to facilitate exchange of information and to enhance the academic quality.

Formal and informal feedback from students should be taken as earlier, to suggest improvements and the same has to be implemented, wherever required.



Meetings of the staff should be conducted periodically to discuss teaching learning processes and other institutional aspects. Regularity and punctuality should be ensured, and biometric system can be resorted to maintain the same.

Innovations in Evaluation Process:

The institution shall continue with the strengthening of the evaluation process through tests, assignments, projects, viva-voce and semester/ term end examinations. Students with poor performance in semester/ term end examination shall be provided with remedial lectures.

Research, Consultancy and Extension

Research

The college shall continue with its efforts to inculcate research culture among its faculty and students. It will continue organizing seminars/ workshops/ conferences on its own and in collaboration with funding agencies, and will continue to encourage faculty to attend the same organized by other institutions as well.

Required infrastructure such as ICT facility, well-equipped laboratories, library, INFLIBNET shall be provided, as earlier.

Students shall be continued to be motivated and assisted to prepare, present and publish research papers.

Efforts should be initiated to set up Research Centre by Department of Commerce, Economics, Accountancy and Management.

Consultancy

Sessions will be organized to promote the aspect of consultancy and faculty shall be encouraged to provide consultancy services.

The funds realized from consultancy sessions shall be shared with the concerned faculty.

Extension

The college shall continue organising extension activities under the aegis of NSS Unit, DLLE, Student Development and Enrichment Cell and Women Development cell. Road Safety programmes, traffic control, community oriented activities, competitions, activities promoting gender equity, human values and sustainability will continue to be conducted in the campus, community and in the adopted village.

Outreach programmes will be continued to be conducted by various departments and committees.

College premises will be made available, as earlier for the conduct of the Government examinations of Railways, Post and Telegrams and Institute of Chartered Accountants, Department of Higher and Technical Education, as Study Centre for Distance Education and to organize programmes of



NGOs. Optimum utilization of college resources for nearby community oriented programmes shall also be continued to be provided.

Infrastructure and Learning Resources

With regard to infrastructure and learning resources, the college has the following plans for it proper maintenance:

- Development of additional infrastructure and continuous improvement of existing infrastructure and learning resources
- Maximum utilization and proper maintenance of available infrastructure and learning resources like adequate number of spacious and ventilated class rooms, adequate number of spacious and well equipped laboratories, fully computerized library with ample learning services, seminar hall with audio visual facilities, required furniture, drinking water facilities with coolers and water purifiers, adequate number of washrooms for girls and boy students and staff, well-furnished Conference Room, well-furnished administrative office, well equipped gymkhana, clean and maintained infrastructure, uninterrupted electricity power supply with the help of solar panels, landscaping with vertical gardening , maintenance of fire extinguishers.

Student Support and Progression

Meritorious students from academic, sports and cultural fields shall continue to be felicitated by offering cash prizes, mementos and certificates. Sports kits and other essential articles shall be provided to the students who are involved in sports activities, as earlier. Sports trainer and gym trainer shall be appointed to train the students in sports and gymnasium activities to promote their physical fitness. Professionals from cultural field will be invited to guide the students for promotion of cultural activities. The college will continue to organize cultural and sports activities every year.

The college will continue to provide first aid facilities for the students. The tie-up services of doctor in the nearby hospital will be made available in cases of emergency, as earlier. First aid boxes shall be made available at gymkhana and administrative office.

Efforts shall be made to commence public transport to ply through the college nearby areas and also will continue to provide railway concessions to the students. The college will strengthen the Career Counselling and Placement Cell to provide career guidance and placement facilities to the students.

The college will organize more skill based programmes on Digital Marketing, TALLY software, Beautician courses and Retail marketing for the students. The college will continue to organize orientation/ induction programme for the fresher students and farewell to the outgoing graduating students.

For the alumni, gymnasium facilities will be provided for physical fitness. They will continue to be invited for social, cultural and academic programmes of the college.



Governance and Leadership

Vision and mission of the institution will be communicated and redrafted if required, effectively to all stake holders. All the stakeholders will continue to work together for the progress of the college. Democratic and transparent organizational structure will be continuously provided for the overall development of the college.

Decentralized administrative mechanism will be ensured to facilitate accountability, as earlier. Participative functioning of the institution involving all members of the staff shall continue to be encouraged. Equitable allocation of duties and responsibilities shall be made, as done earlier.

Effective human resource management shall continue to be ensured through steps such as, timely filling in the vacancies with qualified staff, deputing faculty and staff for development programmes, comprehensive and effective performance appraisal of faculty and staff, developing and maintaining good interpersonal relations to ensure a conducive work environment, providing liberty for use of innovative ideas and ICT in teaching-learning system, continuing with various staff welfare schemes, growth oriented budgetary allocation ensuring financial freedom within the allocated budget, effective internal control, monitoring mechanism and timely statutory audit of the accounts.

