



**Jai Bhavani Shikshan Prasarak Mandal's**  
**Mahila Mahvidyalaya, Georai**

**Internal Quality Assurance Cell**

**Perspective Plan of the College**

**2018-2023**



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## **Introduction**

Strategic planning is an organization's process of defining its strategy, or direction, and making decisions on allocating its resources to pursue this strategy. It may also extend to control mechanisms for guiding the implementation of the strategy.

### **Core Values of the Institution:**

- **Excellence in Teaching and Learning**
- **Involvement of all Stakeholders of the Institution in Decision-making**
- **Community Engagement**
- **Foster Creativity and Innovation**
- **Women Empowerment**
- **Environmental Sustainability**
- **Respect and Commitment**
- **Holistic Development of Students**

### **Objectives of the Perspective Plan:**

While preparing the present perspective plan, the IQAC has considered following main objectives:

- To ensure top quality standards in higher education
- Contributing to National Development
- Developing requisite competencies amongst students
- Inculcating a Value System
- ICT-based teaching and learning
- Raising the status of women through education, awareness, literacy, and training

### Graduate Attributes:

<b>Knowledge</b>	Comprehensive knowledge and understanding of the subject area and the ability to apply the knowledge in practice
<b>Communication Skills</b>	Able to communicate effectively by conveying ideas clearly, effectively and professionally. Present ideas clearly and confidently with skills to negotiate with others
<b>Problem-solving Skills</b>	Acquire problem solving, initiative and enterprise skills that contribute to productive and innovative outcomes, able to apply critical, creative and evidence-based thinking to conceive innovative responses to future challenges.
<b>Soft Skills</b>	Understand and value different cultures and perspectives
<b>Ethical and Moral Values</b>	Driven by honesty, integrity and commitment with a capacity for empathy for fellow human beings
<b>Social Responsibility</b>	Take responsibility of one's behavior, learning, future and wellbeing, including the role in environmental sustainability
<b>Employability</b>	Transferable skills including team building and leadership skills, communication, creative and critical thinking skills, and problem-solving skills suitable for a variety of fields of employment.
<b>ICT Proficiency</b>	Able to use the devices, applications and software commonly used in the discipline and in general
<b>Global Perspective</b>	An understanding of social and civic responsibilities and readiness to accept them. An awareness and appreciation of social and cultural diversity and secularism

## **Peer Team Recommendations for Quality Enhancement of the Institution during 3<sup>rd</sup> Cycle of Assessment and Accreditation**

1. Scope for new job oriented, professional, UG in particular B.Com ,PG and add-on courses.
2. Increase students enrolment with interdisciplinary courses and skill oriented Programmes.
3. Bus and Hostel facilities to be provided.
4. ICT enabled participatory teaching-learning process to be augmented;
5. Web based Knowledge resources like open educational resources (OER) to be used in teaching learning process extensively.
6. More computers and Wi-Fi facilities to be given to students. Library to be automated and more relevant books and periodicals to be added.
7. Teachers to submit Minor and Major Research projects to UGC and other funding agencies and publish research papers in referred journals.
8. National/International Conferences, Seminars and Workshops could be organized.
9. Communication skills to be developed at all levels; English Language Laboratory to be established.
10. Industry - Institute partnership to be explored and established.
11. Entrepreneurship Development Cell to be established to promote entrepreneurial behavior among the students.
12. Training and placement cell to be further augmented.
13. Career Guidance and Coaching for competitive exams should be further strengthened.

## **Strategic Goals**

The IQAC of the College, after several discussion and planning and guided by the Mission and Vision of the Institutes Quality Policy, Core Values, Peer Team's recommendations during 3<sup>rd</sup> Cycle, Stake holder's expectations and SWOC analysis, framed the Institutions strategic Goals.

### **Institution Strategic Goals:**

- Adoption of effective teaching learning process
- Developing and following leadership and participative management
- Strengthening the role of Internal Quality Assurance System
- Ensuring good governance
- Ensuring students development and participation
- Reinforcement of Students Trainings and Placement Activities
- Ensuring staff development and welfare
- Developing financial management
- Put emphasize on Institute - Industry interaction and partnership
- Encouraging research and development work
- Increasing Alumni Interaction
- Engagement in Community Services and Activities
- Initiatives for Women Empowerment
- Developing physical infrastructure
- Green initiatives/Green Audit

## Strategic Planning (2018-2023)

The perspective plan is prepared on the values incorporated in the vision and missions of the College, Recommendation of the Peer Team and the intended graduate attributes we have chalked out through the analysis of the strengths, opportunities, challenges and weaknesses of the College.

### 1. Internal Quality Assurance System:

Goal	Action Plan
Quality System	<ul style="list-style-type: none"><li>• Setting up an application of quality benchmarks</li></ul>
	<ul style="list-style-type: none"><li>• Preparation of SOP for various academic and administrative activities of the institution</li></ul>
	<ul style="list-style-type: none"><li>• Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process</li></ul>
	<ul style="list-style-type: none"><li>• Dissemination of information on various quality parameters to all stakeholders</li></ul>
	<ul style="list-style-type: none"><li>• Organization workshops, seminars on quality related themes and promotion of quality circles</li></ul>
Audit	<ul style="list-style-type: none"><li>• Academic and Administrative Audit</li></ul>
	<ul style="list-style-type: none"><li>• ISO Audit, Green Audit, Energy Audit</li></ul>
	<ul style="list-style-type: none"><li>• Academic and Administrative Audit by Affiliating Univeristy</li></ul>
Continuous Improvement and Accreditation	<ul style="list-style-type: none"><li>• Preparation and submission of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC</li></ul>
	<ul style="list-style-type: none"><li>• Collection and analysis of feedback from all stakeholders on quality-related institutional processes</li></ul>
	<ul style="list-style-type: none"><li>• Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices</li></ul>

## 2. Curriculum Enrichment and Teaching Learning Process:

Goal	Action Plan
<b>Effective Curriculum Planning and Implementation</b>	<ul style="list-style-type: none"> <li>• Academic planning and preparation of Academic Calendar</li> </ul>
	<ul style="list-style-type: none"> <li>• Development of teaching plan, Academic Diaries</li> </ul>
	<ul style="list-style-type: none"> <li>• To introduce skill based / value added courses</li> </ul>
	<ul style="list-style-type: none"> <li>• Introduce Add On Courses for curriculum enrichment</li> </ul>
	<ul style="list-style-type: none"> <li>• Strengthening of feedback mechanism</li> </ul>
<b>Teaching – Learning Process</b>	<ul style="list-style-type: none"> <li>• Utilize innovative teaching tools and new pedagogies</li> </ul>
	<ul style="list-style-type: none"> <li>• To adopt student centric teaching-learning strategies for enhanced learning outcomes</li> </ul>
	<ul style="list-style-type: none"> <li>• To conduct more experiential learning activities in terms of field visits/industrial visits, internships, project etc.</li> </ul>
	<ul style="list-style-type: none"> <li>• Use of ICT</li> </ul>
	<ul style="list-style-type: none"> <li>• Development of e- learning content</li> </ul>
	<ul style="list-style-type: none"> <li>• Adoption of OBE</li> </ul>
	<ul style="list-style-type: none"> <li>• Preparation of Course Outcomes/ Program Outcomes/ Program Specific Outcomes</li> </ul>
	<ul style="list-style-type: none"> <li>• Attainment of Program Outcomes</li> <li>• Strengthening of feedback system to improve teaching-learning quality</li> </ul>
<b>Faculty</b>	<ul style="list-style-type: none"> <li>• Conduct workshops and seminars to enhance academic Performance</li> </ul>
	<ul style="list-style-type: none"> <li>• Promote research culture and facilities</li> </ul>
	<ul style="list-style-type: none"> <li>• Conduct training based on need analysis</li> </ul>
	<ul style="list-style-type: none"> <li>▪ Promote participation of staff members in FDPs like refreshers and orientation program.</li> </ul>
<b>Evaluation and Assessment</b>	<ul style="list-style-type: none"> <li>• Continuous internal assessment to measure learning Outcomes</li> </ul>
	<ul style="list-style-type: none"> <li>• Evaluation parameters and benchmarking</li> </ul>
	<ul style="list-style-type: none"> <li>• Preparation of Question Bank</li> </ul>
	<ul style="list-style-type: none"> <li>• Online assessment through Google forms and other Tools</li> </ul>



### 3. Infrastructural Development and Learning Resources:

Goal	Action Plan
Academic Infrastructure	<ul style="list-style-type: none"> <li>• More ICT enabled activities</li> </ul>
	<ul style="list-style-type: none"> <li>• System up gradation</li> </ul>
	<ul style="list-style-type: none"> <li>• Purchase of computers and software updation</li> </ul>
	<ul style="list-style-type: none"> <li>• Functional facilities for e-learning</li> </ul>
Library	<ul style="list-style-type: none"> <li>• Library infrastructure up gradation</li> </ul>
Physical Education and Sports	<ul style="list-style-type: none"> <li>• To enhance indoor and outdoor sport activities for the students</li> </ul>
	<ul style="list-style-type: none"> <li>• To coordinate and conduct collaborative sport events in the campus</li> </ul>
	<ul style="list-style-type: none"> <li>• Provide incentives / awards / travel grant / concession in attendance and fees etc. for students participating in sports events</li> </ul>

### 4. Research and Innovation:

Goal	Action Plan
Research	<ul style="list-style-type: none"> <li>• Promote research on thrust areas</li> </ul>
	<ul style="list-style-type: none"> <li>• Increase resources and create plagiarism awareness</li> </ul>
	<ul style="list-style-type: none"> <li>• Promote inter-disciplinary research</li> </ul>
	<ul style="list-style-type: none"> <li>• Promote participation in International conferences/seminars/workshops/symposium</li> </ul>
Strengthening of Research Capacities	<ul style="list-style-type: none"> <li>• Preparation of a well-defined institutional Research Policy</li> </ul>
	<ul style="list-style-type: none"> <li>• Composition of Research Committee</li> </ul>
	<ul style="list-style-type: none"> <li>• Publication in UGC care listed journals</li> </ul>
	<ul style="list-style-type: none"> <li>• Organize National/International seminars, Conferences, Workshops for interaction between intellectuals</li> </ul>
	<ul style="list-style-type: none"> <li>• Publication of papers in UGC CARE journals/high impact journals</li> </ul>

## 5. Green Initiatives

Goal	Action Plan
Green Initiatives	<ul style="list-style-type: none"> <li>To create campus in terms of sustainability</li> </ul>
	<ul style="list-style-type: none"> <li>To conduct Green audit / Energy Audit to discover loopholes and pursue healthy practices</li> </ul>
	<ul style="list-style-type: none"> <li>To install and use less energy consumption equipment like LED bulbs, solar panels etc.</li> </ul>
	<ul style="list-style-type: none"> <li>To maintain hygienic and clean environment</li> </ul>
	<ul style="list-style-type: none"> <li>Zero plastic usage</li> </ul>
	<ul style="list-style-type: none"> <li>Tree plantation</li> </ul>

## 6. Financial Management and Resource Mobilization:

Goal	Action Plan
Budget	<ul style="list-style-type: none"> <li>Budget formulation &amp; approval through Finance Committee</li> </ul>
	<ul style="list-style-type: none"> <li>Forecasting income &amp; expenditure</li> </ul>
Audit	<ul style="list-style-type: none"> <li>Financial Audit by CA</li> </ul>
Financial Management and Resource Mobilization	<ul style="list-style-type: none"> <li>Framing &amp; implementation of Purchase and Financial Policies</li> </ul>
	<ul style="list-style-type: none"> <li>Effective functioning of purchase committee</li> </ul>

## 7. Faculty Development and Empowerment Strategies

Goal	Action Plan
Career Growth and Development	<ul style="list-style-type: none"> <li>Staff performance evaluation system</li> </ul>
	<ul style="list-style-type: none"> <li>Staff Training for quality improvement</li> </ul>
	<ul style="list-style-type: none"> <li>Career advancement schemes</li> </ul>
	<ul style="list-style-type: none"> <li>Encouragement to do research and publication in reputed journals</li> </ul>
	<ul style="list-style-type: none"> <li>Encouraging the teachers to participate in Orientation Programme, Refresher Courses, Short Term Courses, etc.</li> </ul>
	<ul style="list-style-type: none"> <li>Encouraging membership in professional bodies</li> </ul>
Rewards, Recognition and Incentives	<ul style="list-style-type: none"> <li>Rewards - recognitions and incentives</li> </ul>
	<ul style="list-style-type: none"> <li>Welfare policy formulation &amp; implementation</li> </ul>
	<ul style="list-style-type: none"> <li>Support for research, consultancy, innovations</li> </ul>
	<ul style="list-style-type: none"> <li>Deputation for seminars, conferences and workshops etc</li> </ul>

## 8. Student Support and Progression:

Goal	Action Plan
Student Development	<ul style="list-style-type: none"> <li>Strengthening of student council</li> </ul>
	<ul style="list-style-type: none"> <li>Special care will be taken for poor girls</li> </ul>
	<ul style="list-style-type: none"> <li>Student's representation in various committees and cell</li> </ul>
	<ul style="list-style-type: none"> <li>Encouragement to participate in competitions and extracurricular activities</li> </ul>
	<ul style="list-style-type: none"> <li>Organize cultural / sports competitions for students</li> </ul>
	<ul style="list-style-type: none"> <li>Motivation to participate in social and welfare activities through NSS</li> </ul>
	<ul style="list-style-type: none"> <li>Industrial visits / Study Tours/Field visits</li> </ul>
	<ul style="list-style-type: none"> <li>Conducting soft skills and lectures on etiquettes</li> </ul>
	<ul style="list-style-type: none"> <li>Strengthening of Women Empowerment Cell</li> </ul>
	<ul style="list-style-type: none"> <li>College web-site shall be up graded for more convenient Communication</li> </ul>
	<ul style="list-style-type: none"> <li>Financial assistance to needy students</li> </ul>
	<ul style="list-style-type: none"> <li>Introduction of skill-based courses for enhancement of practical knowledge of students</li> </ul>
	<ul style="list-style-type: none"> <li>To start UPSC /MPSC/Competitive Examinations Guidance Centre</li> </ul>

## 9. Governance and Leadership

Good governance	<ul style="list-style-type: none"> <li>Vision, Mission development &amp; their articulation in every key position</li> </ul>
	<ul style="list-style-type: none"> <li>Evaluation of Institute's performance and benchmarking</li> </ul>
	<ul style="list-style-type: none"> <li>Institutional strategic goals setting</li> </ul>
	<ul style="list-style-type: none"> <li>Institutional Strategic development plan</li> </ul>
	<ul style="list-style-type: none"> <li>Monitoring and Implementing the Quality Management Systems</li> </ul>
	<ul style="list-style-type: none"> <li>Smooth Working of statutory committees</li> </ul>
	<ul style="list-style-type: none"> <li>Establishing E governance</li> </ul>
	<ul style="list-style-type: none"> <li>Leadership development through decentralization</li> </ul>
	<ul style="list-style-type: none"> <li>Code of conduct and policy formulation, approval and Implementation</li> </ul>
	<ul style="list-style-type: none"> <li>Improvement in performance appraisal system</li> </ul>
	<ul style="list-style-type: none"> <li>Enable timely decision-making and optimal utilization of institutional resources</li> </ul>
	<ul style="list-style-type: none"> <li>To facilitate a friendly, efficient and flawless administrative set up ensuring a smooth day to day functioning</li> </ul>

<b>Leadership and participative management</b>	<ul style="list-style-type: none"> <li>Decentralize the academic, administration and student related authorities &amp; responsibilities</li> </ul>
	<ul style="list-style-type: none"> <li>Prescribe duties, responsibilities and accountability</li> </ul>
	<ul style="list-style-type: none"> <li>Establishment of functional committees</li> </ul>
	<ul style="list-style-type: none"> <li>Organize professional development administrative training programs for non-teaching staff</li> </ul>

### 10. Community Services and Outreach Programmes:

<b>Community Services</b>	<ul style="list-style-type: none"> <li>Enhance institutional support, encouragement and participation for student-led socially relevant activities</li> </ul>
	<ul style="list-style-type: none"> <li>Organize activities for sugar cane cutter women</li> </ul>
	<ul style="list-style-type: none"> <li>Skill development Programmes for local community</li> </ul>
	<ul style="list-style-type: none"> <li>Identify challenges of society for development work</li> </ul>
	<ul style="list-style-type: none"> <li>Organize mass wedding ceremony each year</li> </ul>
	<ul style="list-style-type: none"> <li>Strengthening of NSS activities</li> </ul>
	<ul style="list-style-type: none"> <li>Conducting awareness camps</li> </ul>
	<ul style="list-style-type: none"> <li>More tie-ups with NGOs</li> </ul>
	<ul style="list-style-type: none"> <li>Students shall be exposed to various cross cutting issues for their overall development.</li> </ul>
	<ul style="list-style-type: none"> <li>Rallies and awareness programs shall be organized for society benefit.</li> </ul>
	<ul style="list-style-type: none"> <li>To promote harmony amongst the students by celebrating various festivals of different religions</li> </ul>
	<ul style="list-style-type: none"> <li>To celebrate various days in order to create awareness and awaken the spirit of patriotism and universal brotherhood amongst students</li> </ul>
	<ul style="list-style-type: none"> <li>Organize programme on fundamental rights and duties of Indian Citizens.</li> </ul>
<b>Gender Sensitivity</b>	<ul style="list-style-type: none"> <li>To organize self-defense workshops</li> </ul>
	<ul style="list-style-type: none"> <li>To organize Health Check-up and free distribution of medicines to girls</li> </ul>
	<ul style="list-style-type: none"> <li>Legal Awareness/ Cyber Crime Awareness Workshops for Girls</li> </ul>
	<ul style="list-style-type: none"> <li>To organize sessions for male and female staff and students to sensitize them regarding problems related to Women</li> </ul>
	<ul style="list-style-type: none"> <li>Strengthening of Internal Complaint Committee for Girls</li> </ul>

## Strategy Implementation and Monitoring

After approval of Strategic development plan the next step is its implementation. During implementation the progress of strategy shall be measured from time to time. Hence the measurable success indicators are clearly spelt out in the implementation document. The Principal along with IQAC will be the custodian for strategic plan and its deployment.

### Implementation at Institute Level

Governance & Administration	College Executive Council, College Development Committee, Principal
Admissions	Principal, HODs, Admission Committee, Students section
Statutory Compliance	Principal, HODs, Coordinators
Infrastructure (physical)	College Executive Council, College Development Committee, Principal
Infrastructure (Academics)	Principal, HODs
Teaching- Learning	Principal, HODs, Faculty and Staff
Research and Development	Principal, HODs
Students Development	Principal, HODs
Departmental Activities	HODs and Faculty
Training and Placement	Principal, TPO and HODs
Quality Assurance	IQAC

### Monitoring of strategic plan

The implementation of strategic plan will be monitored time to time by the Principal, IQAC and other committees through periodic review. The concerned heads will prepare the detailed progress report and present it in the review meetings. The benchmarking of quality standards and its monitoring will be carried out by the IQAC independently. The IQAC will report the findings to the Principal and the College Development Committee. With thorough analysis of outcomes and based on IQAC report, the above will recommend the corrective actions, need of further processes and deployment of resources. All these

reports will be forwarded for further discussions and implementation by the College Executive Council.

### **Conclusion**

The strategic plan is an effort for paving a pathway towards accomplishment of goals the College dreams to achieve. Just formulating the strategic plan doesn't ensure success, but it provides a guiding framework which is a collective effort delivered by the process of participative brainstorming of stakeholders. The proper implementation of strategies through teamwork with good spirit leads to success and sustainability over a longer time through a dynamic process. It needs continuous evaluation to incorporate the lessons learnt during the implementation and emphasizes the role of IQAC in ensuring the quality of implementation.