



**Lok Shikshan Prasarak Mandal, Wardha's  
LOK MAHAVIDYALAYA, WARDHA**

*Accredited 'B' Grade by NAAC*

*Internal Quality Assurance Cell*

*Perspective Plan*

*For*

*Academic Year 2014-2015*

*to*

*Academic Year 2018-2019*

## **Introduction**

The College is going to prepare a Perspective Plan for the period of five years commencing from academic year 2014-2015 to academic year 2018-2019 by taking into consideration the quality indicators of seven criteria determined by NAAC. In the preparation of the Perspective Plan, the Internal Quality Assurance Cell (IQAC) of the college has taken initiatives. Inputs from all stakeholders, their expectations, management policies and goals and objectives of the college are to be considered as a base for formulation of the perspective plan.

The IQAC plays a vital role in maintaining and enhancing the quality of the institution and suggests quality measures. Feedback from all the stakeholders and the recommendations of the IQAC are being taken into consideration and innovations are to be incorporated in perspective plan. Student feedback mechanism, self appraisal by teachers, introduction of teachers training programmes, faculty improvement programmes, establishment of staff academy, encouragement to teachers for research are some of the measures taken for at priority quality sustenance and enhancement as a strategy. The draft of Perspective Plan will be discussed, reviewed and approved in the Local Managing Committee of the college and Board of Directors of Lok Shikshan Prasarak Mandal, Wardha. It is our sincere efforts to prepare the framework for our collective efforts directed towards the attainment of our goals and objectives and keep our self ahead the contemporaries

## **Curricular Aspects**

- **Appointment of Qualified Teachers**

The college will appoint well qualified and experienced teachers. The teachers will go through the rigorous interview (technical, personal, etc.) and demo lectures before the appointment and faculty development programmes, subsequently.

- **Conduct of Academic Audit**

The college will conduct academic audit of the college about the performance in academic, curricular, co-curricular, extra-curricular, research and extension, augmentation of academic infrastructure, student progression and innovative practices by inviting peer team of expert educationalists and action will be initiated on their recommendations.

- **Strengthening of Existing Programmes**
- **Quantitative Strengthening of Existing Programmes**
- **Introduction of Additional Divisions**

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

- **Research Degree Programmes**

Ph.D. (Research Centre)

- **Other Programmes**

Career Oriented Diploma Programmes

Career Oriented Certificate Programmes

- **Augmentation of Academic Infrastructure**

In commensurate with quantitative expansion of programmes, we will augment our academic and physical infrastructure such as Central Library, classrooms, laboratories, Commerce and Management Resource Centre, Computer Lab, UGC Network Centre, Language Laboratory, Gymnasium, Common Room, offices for N.S.S. & Career Counseling & Placement Cell etc.

- **Qualitative Strengthening of Existing Programmes**

- **Use of ICT in Teaching Learning System**

We will increase the use of innovative teaching and learning resources like OHPs, LCDs, power point presentations, models, internet sources, smart classrooms, English Language Laboratory, Computer Lab, Commerce and Management Resource Centre, etc.

- **Seminars and Workshops**

- **Organizations of Seminars and Workshops**

Academicians, industrialists, subject experts from other institutions and universities will be invited as resource persons and will make an effort to get acquainted with the emerging techniques and trends of the industries and subject matters of social interests.

- **Deputation to Seminars and Workshops**

College will depute the faculty to participate in seminars and workshops based on curricula.

- **Development of Linkages**

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

- **Curriculum Design and Development**

- **Active Participation in Curriculum Design and Development at University Level**

Our faculty will participate in curriculum design and development of courses / programmes, in Board of Studies of respective subjects.

- **Active Participation in Curriculum Design and Development at College Level**

Faculty will actively participate in curriculum designing and development of affiliated and autonomous certificate, diploma, and remedial programmes.

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

The College will effectively communicate the curriculum design and development to faculty through organisation 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 by providing utility, access, relevance, service and preservation and promotion of heritage.
- We will have additional range of programme options, course options, course combinations, certificate and diploma programmes, and remedial programmes.
- Thus, college will offer maximum possible flexibility with UG, PG and research programmes, core options, elective options, diplomas, certificate and programmes.

- **Feedback on Curriculum**

We will have mechanism to obtain the feedback on curriculum, its scientific, systematic analysis and interpretation and we will enhance this for effective communication to concerned authorities for revision and restructuring of curriculum.

- **Curriculum Update**

The college will actively participate in curriculum update process at University level, by representing on different academic authorities. Faculty will also involve in curriculum updating at college level. We will evolve an effective system of communication of curriculum update and aspects of its execution to the concerned stake holders.

## **Teaching-Learning Process**

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

- **Transparent Admission Process**

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

- **Monitoring of Teaching-learning Process**

We will establish and monitor the academic and administrative process having a chain of command from students-teacher-head of the department-faculty in-charge-Principal and vice versa which will facilitate two-way effective communications.

- **Dual Programme System**

We have traditional programmes such as B.A. / B.Com where basic knowledge along with desired level of skills is inculcated mainly with in-house faculty. These programmes will be strengthened by introducing different complimentary systems such as certificate & diploma programmes facilitate the focused study.

- **Study Centre YCMOU, Nashik.**

- We have study centre of **YCMOU, Nashik.** where the candidates who cannot take admissions in the regular programmes, can enroll themselves to different programmes in Arts and Commerce faculties. We offer learning support including infrastructure facilities to them by providing contact periods, library facilities, counseling sessions and conducting examinations of the students.

- **Recording of Attendance**

Attendance of student for each lecture shall be maintained and reported to the designated committee. The students having more than 60% absentee shall be identified and their attendance report shall be communicated to the parents and necessary action shall be taken against them according to rules.

- **Recognition of Merits**

Academic performance of students shall be recognized by organizing the felicitation ceremony. This will result in strengthening of healthy and positive environment essential for effective teaching-learning process.

- **Catering to Diverse Needs**

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

The college will conduct remedial classes for educationally disadvantaged students. The college will support the advanced learners and concentrate on enhancing aspects like knowledge, attitude and skill. (Recommendation)

- **Encouragement to Students**

Students will be encouraged to participate in co-curricular and extra-curricular activities. Interactions with students at various levels will help to assess students' knowledge and skill.

- **Guest Lecture Series**

Elaborative lectures of guest faculty will be organized to broaden the knowledge horizon of learners.

- **Conduct of Revision and Interactive Sessions**

At the end of the term or the semester, revisions and interactive sessions will be conducted to create confidence among students to prepare for examination.

- **Parent Meetings**

Meetings of the parents will be conducted regularly, where we will discuss the attendance and performance of the students with the parents and will appeal them to participate in improving the academic performance of their wards.

- **Access for Information**

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

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

- **Academic Calendar**

The academic, co-curricular and extra-curricular activities for the academic year will be planned in academic calendar prior to the beginning of every academic year.



- **Faculty Handbook**

- Faculty handbook shall be provided to each faculty containing planning of the workload, time-table, lectures available and synopsis of every lecture / practical. It will also include certification of completion of syllabus at the end of term / semester and academic year.
- The academic work including lectures, 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**

To decrease the drop out rate of the students, the college will strengthen the student centric teaching system, where academic as well as other activities will be focused for overall development of students. (recommendation).

- **Strengthening of Academic / Career Oriented Programmes**

Career oriented programmes: Spoken English, soft skill course, computer related diploma and certificate courses, financial and accounting courses will be strengthened to make curriculum suitable for employment industry. (recommendation)

- **Coaching and Training Centre for Competitive Exams**

The college will establish formal coaching centre for competitive exams: banking, railways, staff selection, MPSC, UPSC etc. (recommendation)

- **Extensive Use of ICT in Teaching**

The faculty will be promoted to use various teaching techniques and aids. Special efforts will be made to improve the learning and communication skill of learners.

- **Motivation for Research**

- The teachers and students will be motivated to undertake research activities such as preparation of projects, publication of research papers in reputed journals and participate and present the research papers in seminars / workshops / conferences.
- Students and teachers will also be encouraged to obtain research degrees like, M. Phil., Ph.D. and Post-Doctoral Programmes. Computers with internet facility will be made available for research students and staff members for the completion of their projects and research work.

- **Students' Friendly Environment**

As a policy, creation of students' friendly environment within campus will be the priority for benefit of the students particularly those having rural background to develop their confidence level.

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

- **Appointment of Qualified Teachers**

The college will make continuous efforts to appoint qualified teachers as per UGC norms and if such candidates are not available teachers will be appointed on temporary basis in order to avoid the academic loss of students.

- **Seminars / Workshops / Faculty Development Programmes**

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

The college will continue the efforts in organizing seminars / workshops / faculty development programmes collaborating with UGC, DBT, NGOs, GOs etc. for improvement of quality of faculty.

▪ **Deputation to Seminars / Workshops / Faculty Development Programmes**

The college will continue the policy to depute faculty for seminars / workshops / faculty development programmes organized by other institutions at different levels.

• **Evaluation of Teachers by Students**

- The college will strengthen the system of evaluation of teachers by students by filling in the questionnaire, which enables teachers to develop a sense of accountability, confidence, readiness to receive criticism, develop openness, sense of introspection and accept the situations to improve their performance in teaching. Review of feedback of students' evaluation of teachers will be considered and suggestions will be given to the teachers for their improvement. (recommendation).
- The teacher-evaluation system will benefit to students for development of listening and observation skills, analytical ability, understanding the aspects of teaching and learning, social responsibility, critical approach, consciousness about the process of teaching and learning, development of confidence and self-esteem.
- The informal feedback from students will also be taken about teaching-learning system of the college.

▪ **Self-Appraisal of Teachers**

We will strengthen the self-appraisal system of teachers, which will enable them to realize their academic standard and engage them in various activities to excel in their academic performance.

- **Periodical Meetings**

Meetings of faculty will be conducted periodically for taking feedback about teaching and evaluation and checking its adherence to the lecture plan.

- **Suggestion Box**

We shall have the suggestion boxes, where students deposit their suggestions. These suggestions will be scrutinized periodically, and taken into account for further improvement.

- **Monitoring Mechanism for Arrival and Departure Time**

Biometric system is installed in the Administrative Office to record the time of arrival and departure of teachers, which develops a sense of regularity and punctuality.

- **Democratic and Participative Working**

We will strengthen democratic and participative working system which facilitates to take the right decisions for effective implementation of teaching-learning process.

- **Recognition of Achievements**

The college will continue the policy of felicitating and rewarding the faculty on their achievements in academics, social as well as personal life.

- **Staff Club**

The Staff Club of our college will organize various lectures on different issues and relevant topics by eminent personalities and staff.

- **Introduction of Innovations in Evaluation Process**

- The college will continue to strengthen the evaluation process, where student's academic performance will be evaluated continuously by conducting tests, assignments, presentations, projects, viva- voce, term / semester examinations, etc.
- Discipline Committee of the college will monitor students' movements and behavior to maintain conducive environment within the campus.

- Examination results will be analyzed subject-wise in the meetings and discussions shall be made for future improvement.
- The college will strengthen the system of categorization of students on the basis of their performance and related aspects into slow, medium and advanced learners.
- Students with poor performance in terminal / preliminary examinations will be counseled and special lectures will be arranged to bring them in main stream.
- Meetings of Students' Council will be conducted regularly to discuss the innovation in teaching-learning and evaluation system and planning of cultural, sports and other activities in decentralized manner.

Thus, combined effect of traditional, especially, non-formal programmes and study centre of YCMOU, Nashik will enhance the comprehensiveness in the academic system with strengthening of our academic proceedings and will enrich the ambience of our college. Along with the regular teaching methods, teachers will also use audio-visual aids and encourage students to participate in various workshops, seminars, campaigns, group discussions and various competitions like quiz, elocution, essay, debate, poster, etc. Opportunities will be given to the students to organize these programmes and competitions to improve their organizational skills and leadership quality with values like hard work, equity, co-operation and co-ordination through assigning responsibilities like reception, registration of delegates, compeering, stage decoration, board writing, hall arrangement, etc. The aim of this innovation will not simply impart an isolated and marketable skill but will be a total training to extend a skill oriented value based on holistic approach.

## **Research, Consultancy and Extension**

As our college is a multi- faculty, undergraduate dominated, with some postgraduate programmes. We have a planning of promotive policy to inculcate research element amongst learners and faculty by evolving micro level supporting, incentive based systems.

- **Research Committee**

- The college will conduct regular meetings of the Research Committee to identify the research potential, to promote the research and to prepare the research proposals.
- The college will make continuous efforts to obtain research grants from funding agencies such as UGC, ICSSR, DBT, University etc.
- We will organize the workshops / seminars / training programmes for preparation of proposals for minor and major research projects.
- Academic infrastructure such as instruments, laboratories, ICT facility, Library, INFLIBNET and other requirements, as per needs for carrying out research activity will be provided.
- We will make an effort to promote research association and staff exchange and faculty sharing endeavours with universities, industries and institutes (suggestion from NAAC Peer Team).
- Exposure of students to various research areas where they will be guided to handle research projects independently.
- We will continue to appreciate and to recognize the teachers on successful completion of research projects, research degree programmes and research publications.
- We will continue to appreciate and to recognize the students who achieve meritorious places at District, University, State and National level research competitions/research activities.
- We will continue to depute the teachers for research seminars / workshops and training.
- We will make an effort to commence Ph.D. degree programmes at our college by establishing Research Centre in different departments.
- College will promote faculty to submit major/ minor research proposals for research grants from UGC, DBT, ICSSR, University etc.

- **Consultancy**

- The college will organize of expert lectures to promote consultancy aspect.
- The college will promote to provide consultancy to share the fund realized from consultancy with faculty.
- We will continue to appreciate and to recognize the faculty who provide consultancy services.

- **Extension**

- We will start NCC unit in the college. (Recommendation)
- We will strengthen our NSS units.
- Library facility will continue to be extended to alumni as well as needy students of the nearby areas.
- Sports facilities will be extended to NGOs and other associations. Besides that students of Physical Education Department will provide free coaching for the various games to students of nearby high schools.
- Gymnasium will be set up to facilitate the students for physical exercise.
- Physical training to the alumni and candidates appearing for police examinations will be made available by Dept of Physical Education.
- The college will provide help in maintaining the law and order during festivals to the Police department with the help of department of Physical Education and NSS unit.
- Variety of outreach programmes will be organized by different departments.
- Blood Donors' directory shall be prepared. In time of emergency, the blood will be donated to the needy patients at free of cost.

- College premise will be always made available to conduct the examinations of Railways, Post and Telegrams, Department of Higher and Technical Education, Government of Maharashtra and for organizations of functions of NGOs / GOs.
- Play ground will be made available to the sports and training activities of NGOs, GOs, associations, other neighboring institutions and organizations, etc.
- Training programmes will be organized on Communication Skills to the teachers of primary schools through Department of English.
- Programmes shall be organized for leprosy patients, awareness programmes on health hygiene and personal sanitation, electrical safety, soil testing, environment, cleanliness campaign, construction of *Vanarai dam*, energy and environmental conservation campaign and tree plantation, at Village Camp organized by NSS.
- **Career fair** will be organized with the help of Centre of Career Guidance, Placement and Counseling every year.

## Infrastructure and Learning Resources

**Perspective Plan as regards to Infrastructure and Learning Resources will be based on following strategic policies-**

- Continuous improvement of infrastructure and learning resources.
- Development of additional infrastructure and learning resources.
- Availability of adequate average area of infrastructure per student.
- Optimum utilization of available infrastructure and learning resources.
- Maintenance of infrastructure and learning resources.
- Continuous efforts to obtain grants for infrastructure development.

**More specifically, practices of institution in respect to provision of infrastructure and Learning Resources will be as follows-**

- Adequate number of spacious and ventilated class rooms.
- Adequate number of spacious well equipped laboratories.



- Spacious and fully computerized **Central Library** with ever increasing holdings and user friendly and comprehensive Library services.
- Seminar hall with audio visual facilities.
- Good quality furniture
- Departmental faculty rooms with departmental libraries, computers and internet facilities for students.
- Drinking water facilities with coolers and water purifiers (recommendation).
- Adequate number of toilet blocks for girl and boy students and staff (recommendation)..
- Well furnished Seminar/Conference Room.
- Well furnished and fully computerized Administrative Office.
- Spacious, well furnished Canteen (recommendation)..
- Boys and Girls Common Rooms (recommendation)..
- Commerce and Management Resource Centre with Interactive Class Room and Computing Laboratory and UGC Network Centre.
- English Language Laboratory with 20 learning stations.
- Playground with all possible outdoor sports facilities.
- Well equipped Gymnasium, health and Yoga Centre (Recommendation by NAAC Peer Team).
- Spacious N.S.S. and Career Guidance and Placement Cell offices.
- Maintenance and cleanliness of infrastructure with in-house as well as outsourced systems.
- Supply of electricity power with establishment of high power station coupled with generator facility ensured 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.
- Reading rooms facilities to alumni and outsiders.
- Spacious vehicle parking facility.
- Efforts to obtain infrastructure development, moderation, up-gradation grants from UGC, DBT, etc.

## Student Support and Progression

- **For Students**
  - All the meritorious students from academic, NSS, cultural, sports and research activities will be felicitated by offering cash prizes, mementos and certificates.
  - Additional library cards shall be provided to meritorious students.
  - **Library User Orientation** Sessions for the students will be conducted by the Dept of Library.
  - Sport shoes, kits and other essential articles will be provided to the students which will involve in sports activities.
  - Preference will be given in admission to the students who have good performances in social, sports, cultural, NSS and research activities.
  - Special coaches shall be invited for different games to train the students and promote the sports.
  - Professionals from cultural field like choreographers, directors, musicians and artistes will be invited to guide the students for promotion of cultural activities.
  - The college will organize workshops on dance, music, theatre, fine art and literary, every year.
  - The college will establish Health Centre where first aid and basic medical facilities will be made available for the students. The services of doctor will be made available in emergency.

- First aid boxes shall be made available at gymkhana, administrative office and laboratories.
  - All the students will be insured under Group Insurance Scheme.
  - An effort shall be made to start state transport bus and railway concessions to needy students.
  - The college will have active Centre for Career Guidance, Placement and Counseling which will provide career guidance and placement facilities to the students.
  - The college will organize skill based workshops for **interior and fashion designing**.
  - The college will organize welcome ceremony to the fresher's and farewell to the outgoing graduating students.
  - *Student's Support and Mentoring Cell* will hold regular counseling sessions for the students. Two mandatory sessions at the beginning of the session and at end of January will be conducted. Teachers will counsel on academic, career, family, psycho-social, economic etc issues of the students.
  - Student friendly environment shall be created within the campus to help the students having rural background to build their confidence.
- **for Alumni**
    - Library and reading room facilities will be extended to the alumni.
    - Career guidance and placement services will be provided to the alumni.
    - College ground and gymnasium facilities will be provided for physical fitness of alumni.
    - Alumni will be invited for social, cultural and academic programmes of the college.

## **Governance and Leadership**

- **Institutional Vision and Leadership**

- Vision and mission of the institution will be communicated effectively to all stake holders.
- The management and employees will work together in progress of the institution.
- Democratic and transparent organizational structure will be provided to direct access for free flow of ideas.

- **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, NSS unit and Women Development Cells having wide representation of students in decision making, execution of policies and developmental aspects of the college.
- Frequent /Minimal interference by the management in the daily functioning of the college.

- **Strategic Development and Deployment**

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

- **Human Resource Management**

For effective Human Resource Management following steps shall be taken-

- Strategic policy and time bound implementation plans for filling in the vacancies with qualified faculty and staff.
- Periodical faculty and staff development programmes.

- Comprehensive and effective performance appraisal of faculty and staff.
- Team building, initiatives and good interpersonal relations.
- Conducive work environment.
- Liberty for use of innovative ideas and ICT in teaching-learning system.
- Various staff welfare schemes.
- **Financial Management**

For effective Financial Management following steps shall be taken-

- Growth oriented budgetary allocation.
- Financial freedom within the allocated budget.
- Effective internal control, monitoring mechanism and timely statutory audit of the accounts.
- Continuous efforts to obtain development grants from funding agencies such as UGC, ICSSR, DBT, University etc.

## **Innovations and Best Practices**

- **Introduction of innovative activities**
  - Study notes uploading on college website.
  - Attendance tracking system for students
  - Online Feedback
- **Recognizing and introducing best practices.**
- Introducing and implementing activities to make students environment conscious through Dept of Environmental Science.



**Dr. P. S. Tayde**

Principal

Lok Mahavidyalaya, Wardha