

PERSPECTIVE PLAN PROPOSED BY IQAC FOR THE PERIOD

2014-15 to 2024-25

President

Rev. Sr. Regina Chinnappan

Correspondent

Rev. Sr. Stella Maris Bellamkonda

Principal

Rev. Sr. Shiny.K.P.

Advisors

Dr.Sriman Narayanan, UGC Nominee, Governing Board, University of Madras

Dr.Rev.Fr.A.francis Xavier, S.J.Loyola Academy, Hyderabad

Prof.R.Rama Subbaiah, Rector,ANU

Mr.K.Subramanyam, Industrialist, Tenali

Members of IQAC and Steering Committee.

GUIDING PRINCIPLES OF PERSPECTIVE PLAN 2014-15 to 2024-25

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

- 1) NAAC-the observer of quality bench marking in higher education
- 2) The vision & mission of our college
- 3) Vision and Mission Statement of Our College.
- 4) Quality Policy of the College

This has helped us to formulate our future goals.

Core Values of NAAC:

1. Contributing to National Development
2. Fostering Global Competencies among Students
3. Inculcating a Value System in Students
4. Promoting the Use of Technology
5. Quest for Excellence

JMJ College for Women endeavour through our Motto, **Love in Service.**

Our College Vision & Mission

Vision:

To educate, enrich and empower the young girls in academic excellence, spiritual growth and noble principles of life and service to become integrated women leaders of home and society.

Mission:

J.M.J. Higher Education aims to promote intellectual development of rural youth and others who are socially and economically backward; in order to enable them to serve the Society, with competence, commitment and compassion as dynamic leaders and global citizens.

We endeavour through our Motto, “Love in Service” in realising the following:

- To transform the girls into women of Character and wisdom
- To modulate their thoughts into a world of service and order
- To remodel the minds of innocence with sparks of intellect and elegance
- To make them master the tenets of science and technology
- To empower their tender hearts to become the leaders of the new worlds
- To inculcate the spiritual order, needed to lead the Society.

AIMS AND OBJECTIVES OF PERSPECTIVE PLAN

Writing a vision document envisages a concerted team effort. Considering the background of our college as an institution imparting quality education the College IQAC has identified the broad aim of perspective plan as follows:

- ❖ To institute a sustained quality system embedded with a conscious, consistent and programmed action;
- ❖ To create an enabling academic environment for students embedded with sincerity, discipline and commitment;
- ❖ To mould humane citizens of the nation;
- ❖ To establish globally the brand image of the college;
- ❖ To emerge as a model college for education.

The aim identified has been to bring three ‘Hs’ together in an integrated manner viz...

- ❖ Hand(to develop skills)
- ❖ Head (to gain advanced knowledge) and
- ❖ Heart(to inculcate human values)

To achieve these broad aims, a set of following objectives are identified to be achieved through this perspective plan over the next 10 years:

- ❖ To uphold continuously good academic performance;
- ❖ To inculcate learner centric and effective teaching learning process;
- ❖ To ensure transparency and credibility in the process of students’ evaluation;
- ❖ To develop a comprehensive system of student mentoring and student support;

- ❖ To take care of horizontal and vertical up gradation of students considering the limits of time and expectations;
- ❖ To create a research culture in faculty and students.
- ❖ To launch value added and skills development programmes improving the employability of students;
- ❖ To motivate students for self-employment and to enable them to emerge as entrepreneurs;
- ❖ To involve a friendly, efficient and flawless administrative set up ensuring a smooth day to day functioning;
- ❖ To empower faculty about emerging trend in their profession for academic advancement.

I Curricular Aspects:

Curriculum design and development:

Curriculum evolved by the college comprises Pos, PSOs and COs in every discipline. The college also focus on the syllabus related to employability, entrepreneurship, skill development, environmental studies and human values and ethics.

Curricular planning and implementation:

1. Appointment of Qualified teachers

- Well qualified and experienced teachers to be appointed against all sanctioned posts through rigorous process of interview and demo lectures as per norms and faculty improvement programmes conducted subsequently.
- The work culture and professional environment of the college to be familiarized to new entrants through induction meeting with Principal.

2. Conduct of the periodic audits and NAAC accreditation

The college to conduct periodic audits of

- Academic audit (every year).
- Green Audit including Rain Water Harvesting.
- NAAC reaccreditation 4th cycle.
- Energy Audit to be proposed to conduct.
- Structural Audit be proposed to conduct.

All Audit Reports to be uploaded on the college website for the knowledge of all the stake holders.

3. Autonomous Status

Sustenance of quality through continuing autonomous status.

4. Strengthening of Existing Programmes.

- Introduction of Additional Divisions.
- Introduction of New Programmes

5. Development of linkages

With a view to execute curriculum effectively, the college will develop the linkages with national and international academic institutions.

6. Sensitization of course content and curriculum update.

Our faculty will sensitize, course design and development by evolving an effective system of communication of curriculum update and aspects of its execution to learners systematically and objectively by conducting orientation programme to students and all stake holders will be continued in future also.

7. Academic flexibility

- The college will continue competence enhancing curricular strategies by starting multifaceted, comprehensive, well designed curriculum which promotes the excellence, value addition and contextual relevance by providing utility, access, relevance, service and preservation and promotion of heritage.
- The college will continue to offer additional range of programme options, course options, course combinations, number of applied component groups, certificate and diploma programmes, bridge and remedial programmes.

8. Feedback system on curriculum

The college will continue a mechanism to obtain the feedback on curriculum, its scientific, systematic analysis and interpretation and will enhance this for effective communication to concerned authorities / board of studies for revision and restructuring of curriculum.

II. Teaching Learning and evaluation process

1. Transparent Admission Process

1) The college has in place a well-defined, transparent admission process based on merit coupled with reservation policy and will continue the same process in future too.

2. Monitoring of Teaching-learning Process

- Immediately after the admission, the Students will be evaluated on the basis of their basic learning styles and the faculty will prepare strategies to meet different needs of the learners and to bring them on common platform. Such Bridge Course will help the faculty in forming an effective team and achieving the overall goals.
- Students' centric teaching system is to be emphasized.

3. Introduction of job oriented Programmes

In collaboration with industrial partners, the college wants to introduce innovative job oriented unaided courses leading to certificate, advanced certificate and diploma Programmes.

4. Proposed to be introduced honours courses in Arts & Commerce.

5. Attendance regularity of students

a) Attendance of student for each lecture shall be maintained by Individual attendance register. In order minimize attendance default, technology is to be used to inform periodically students and parents in time.

b) Special counseling of defaulter students with their parents will be undertaken well in advance to avoid the possibility of drop out.

6. Recognition of Merits

Academic performance of students and achievements of faculty shall be recognized by organizing felicitation ceremony. With our strong alumni base the existing no. of Endowment prizes will be increased to motivate & recognize the students to a greater extent to be continued in future also.

7. Policies to cater to diverse academic needs of students

- The college has developed to continues the system of remedial courses for educationally disadvantaged students. The same is to be fine-tuned effectively to have wider coverage of drop outs by timely dissemination of information.

- The college will support the advanced learners and concentrate on enhancing aspects like knowledge, attitude and skill.

Guest Lecture Series

Expert lectures of guest faculty from various Industry linkages will be organized to broaden the knowledge horizon of learners. Conduct of Revision and Interactive Sessions With a view to instill confidence in approaching the exam, at the end of the semester, revisions and interactive sessions will be conducted.

Encouragement to Students

- All the departments will be encouraged to conduct the activities in line with their subject expertise.
- Students will be encouraged to undertake socially responsible activities to make an impact on the students as well as to the society.
- EDC of the college will motivate and explore various possibilities for the students to inculcate the entrepreneurial Ability.

8. Access to Information

- Dissemination of right information at right time will be taken care of by using digitalize knowledge Dissemination Boards at prominent places.
- Students will be encouraged for wider use of learning resources in the library. College will continue to provide easy access to daily newspapers, journals, periodicals and internet in the Library and reading halls. The college will subscribe additional journals, e-journals, periodicals and Web Portals for enriching the reading resources.

9. Discipline in Teaching-Learning Process

Academic Calendar

Annual prospectus printed in April every year will contain calendar for academic, co-curricular and extra-curricular activities during the academic year.

Allocation of Academic Work

- The academic work including lectures, practicals, tutorials, etc. shall be allocated as per the norms and discussion in departmental meetings.
- Individual Time table of the faculty for the forth coming year is to be preplanned on the last working day to enable the faculty to prepare for new topics and lecture plans during vacation.
- Academic and co-curricular and other related work will be allocated among the staff by constituting different committees and associations.

10. 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.

Use of ICT in Teaching Learning System: The college will continue to ensure intensive use of innovative teaching and learning resources like LCD projectors for power point presentations, models, internet connections, Interactive Language Laboratory, Computing Laboratory, etc for ICT enabled teaching-Learning

11. Motivation for Research

Research center in the college is to have an enabling environment wide space to keep reference books, subject related good quality reference books so placed as to have easy reach, sufficient PCs with internet access for the completion of projects and research work etc. The center atmosphere is to motivate teachers and students 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. Seed money and sponsorship to attend international conferences for paper presentations to all faculty will be provided by the college.

12. 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.
- Deputation of faculty to Seminars / Workshops / Faculty Development Programmes.

Feedback system for Evaluation of Teachers by Students

- The college will have the system of 100% evaluation of teachers by students by filling in the questionnaire, to develop a mindset among faculty towards accountability, confidence, readiness to receive criticism, 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.
- Informal feedback from students will also be taken about teaching learning system of the college.
- The feedback will be collected in two stages so that the expectations of the students and their experience can be compared and required actions can be initiated.

Self-Appraisal of Teachers

The college IQAC will strengthen the self-appraisal system of teachers by regularly recording the API score of each teacher by the end of the academic year, which will enable them to realize their academic standard and engage them in various activities to excel in their academic performance.

Suggestion Box: The College has set suggestion box at strategic place, where students drop in their suggestions. These suggestions will be scrutinized, periodically, and taken into account for further improvement.

Monitoring Mechanism for punctuality of staff

The college has set biometric system of attendance for recording the arrival and departure time of the staff. This has helped to develop a sense of regularity and punctuality.

Democratic and Participative Working

- The college has strengthened democratic and participative working system which facilitates to take the right decisions for effective implementation of teaching-learning process.
- **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 evolve the system of categorization of students on the basis of their performance and related aspects into slow, medium and advanced learners.

- Students with poor performance in terminal / preliminary examinations will be counseled and special lectures will be arranged to bring them in main stream.
- Along with the regular teaching methods, teachers will also use audiovisual 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.

III. Research Consultancy and Extension

Research

- 1) 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.
- 2) The college will make continuous efforts to obtain research grants from funding agencies such as UGC, ICSSR, BSR etc
- 3) The college will continue to organize the workshops / seminars / training programmes for preparation of proposals for minor and major research projects.
- 4) Academic infrastructure such as instruments, laboratories, ICT facility, Library, INFLIBNET and other requirements are strengthened for sustenance of quality.
- 5) The college will continue to make an effort to promote research association with universities, industries and institutes.
- 6) The college will continue to appreciate and to recognize the teachers on successful completion of research projects, research degree programmes and research publications.
- 7) The college will continue to appreciate and to recognize the students who achieve meritorious places at District, University, State and National level research competitions/research activities.
- 8) The college will continue to depute the teachers for research seminars /workshops and training.
- 9) College will promote faculty to submit proposal for research grants from UGC, University etc.

Consultancy

- The college will explore options to provide consultancy services to Corporate & Research scholars.
- The college will motivate and appreciate the faculty in case they provide consultancy services.

Extension

The college will continue to strengthen NSS units.

Library facility will continue to be extended to alumni as well as needy students of the nearby areas.

Constantly innovative outreach programmes organized by different departments will continue in future with involvement of students.

7) Awareness programmes on health hygiene and personal sanitation, electrical safety, soil testing, environment, cleanliness campaign, energy and environmental conservation campaign and tree plantation, at the adopted area will be continued.

IV. Infrastructure and Learning Resources:

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

- 1) Continuous improvement of infrastructure and learning resources.
- 2) Development of additional infrastructure and learning resources.
- 3) Availability of adequate average area of infrastructure per student.
- 4) Optimum utilization of available infrastructure and learning resources.
- 5) Maintenance of infrastructure and learning resources.
- 6) Concerted efforts to obtain grants for infrastructure development.

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

1. Adequate number of well-equipped Computer laboratories
2. Main Library with ever increasing holdings and user friendly and comprehensive Library services.
3. Fully equipped auditorium hall with audio visual facilities.
4. Good quality furniture in class rooms
5. Departmental rooms for faculty with departmental libraries, computers and internet facilities.
6. Safe drinking water facility in every floor with coolers and water purifiers.
7. Adequate number of toilet blocks for students.
8. Well-furnished Seminar hall.
9. Well-furnished and fully computerized Administrative Office.
10. Spacious, well furnished, well ventilated Cafeteria.
12. Interactive Language Laboratory
13. Maintenance and cleanliness of infrastructure
14. Supply of electricity power with separate panels in every floor coupled with generator facility to ensured continuous and uninterrupted flow of electricity.
15. Reduction in electricity bills by use of LED bulbs and solar panels
16. Well secured fire Extinguisher with gas and water facilities in strategic places.
17. Effective internal communication through intercom facilities.
18. Complete automation of Library services.
19. Computers at laboratories, offices, Library and departments with LAN.
21. Efforts to obtain infrastructure development, moderation, up gradation grants from UGC and other External agencies.

VI. Governance Leadership and Management

1. Institutional Vision and Leadership

- Vision and mission of the institution is communicated effectively to all stake holders by printing and electronic media and by printing in academic calendar.

- The management and employees work together in progress of the institution.
- Democratic and participatory management is the main feature of the college.

2. Strategy Development and Deployment

Perspective plan is to be designed collectively having thorough review of the academic programmes and analysis based on feedback from stakeholders. The college is maintaining the following organizational arrangements for effective functioning.

- Decentralized administrative mechanism with accountability.
- Participatory functioning of the institution involving all staff members.
- Distribution of responsibilities equitably according to capabilities.
- Formulating annually on the day of reopening, statutory and non-statutory committees with clearly defined roles, responsibilities and objectives.
- Efficient Students' Council and Students' Grievance Cell, Students' Welfare Committee, Women Cell, Anti Ragging Committee etc having wide representation of staff and students in decision making, execution of policies and in growth prospects of the college.

3. Faculty and Staff Empowerment strategy

For effective Human Resource Management following steps will be continued

- 1) Strategic policy and time bound implementation plans (normally within a year) for filling in the vacancies with qualified faculty and staff as and when vacancy arises.
- 2) Arranging periodically Faculty and Staff Development Programmes, encouraging them to present papers in seminar, conference and to attend on time orientation/refresher courses for promotions.
- 3) Encouraging faculty to avail FDP facility of UGC to complete PhD thesis.
- 4) IQAC to record every year Comprehensive and effective performance appraisal of faculty as per API and staff through confidential reports.
- 5) Maintaining good rapport with University and Regional Joint Director Office(RJD) and Commissioner of Collegiate Education (CCE).
- 7) Developing Team building initiatives and good interpersonal relations.
- 8) Upholding Conducive work environment.
- 9) Liberty for use of innovative ideas and ICT in teaching-learning system.
- 10) Promoting an integrated framework of academic and administrative activities.

4. Financial Management and resource mobilization

For effective Financial Management and to augment resources following steps are continuing.

- 1) Growth oriented Annual budgetary allocation.
- 2) Financial freedom in utilization of funds for the purpose for which they are allocated within the allocated budget.
- 3) Effective internal control, compliance monitoring mechanism, periodic internal audit and timely statutory audit of the accounts.
- 4) Continuous efforts to obtain development grants from funding agencies such as UGC, ICSSR, State Government, University etc.
- 5) Reserve Fund/ Corpus to be maintained sufficiently as per norms.

VII. Innovations and Best Practices

1) Environment Consciousness

- 1) Each day college to ensure that it has a clean campus.
- 2) Energy conservation by reducing Electricity consumption through installation of Solar energy and LED lights.
- 3) The College will undertake regularly green audit.

4) The college will promote eco-friendly campus and will continue to achieve paper less administration.

5) No plastic zone and intensifying rain water harvesting plan is to be continued.

6) The college will continue the policy of recycling of paper.

2) Innovations

1) The college will encourage innovative practices in the field of teaching-learning strategies.

2) A comprehensive index of institutional performance to be developed by 2016-17.

3) The college will encourage innovative practices in various extra and co-curricular activities by way of reshuffling committees and Associations in a span of every 3 years.

3) Best Practices:

The college will continue the Best practices of-

a) Salary to be deposited on the first week of every month for un-aided staff.

b) Mutual helping tendency of Teaching and non teaching staff to cope up with work pressure during peak periods of admissions and examinations.

c) Dissemination Boards in strategic places.

d) Friendly office for availing Free ship and scholarship.

e) Seed money for research.

f) Reimbursement of registration fee for all faculties to present research papers in conferences

g) Continuing social responsible activity of Joy of giving.

The college will continue constantly monitoring the best practices to achieve vision mission and objectives of the college.