



**SHURPARAKA EDUCATIONAL & MEDICAL TRUST'S
M.B. HARRIS COLLEGE OF ARTS &
A. E. KALSEKAR COLLEGE OF COMMERCE & MANAGEMENT**

AFFILIATED TO MUMBAI UNIVERSITY
ACCREDITED "B+" GRADE BY NAAC

Ref. No. _____

Date.: _____

**PERSPECTIVE PLAN
(Short Term)
2017-2018**

IQAC Coordinator
Shurparaka Educational & Medical Trust's
M. B. Harris College of Arts &
A. E. Kalsekar College of Commerce & Management
Nallasopara (W); Tal. Vasai, Dist. Palghar - 401 203.



Principal
Shurparaka Educational & Medical Trust's
M. B. Harris College of Arts &
A. E. Kalsekar College of Commerce & Management
Nallasopara (W); Tal. Vasai, Dist. Palghar - 401 203.

Internal Quality Assurance Cell

2nd (Cycle Assessment Phase)

The IQAC is committed to improving the quality culture in both academic and administrative activities. Its primary objective is to uphold quality standards and foster a student-centered environment within the college. The feedback obtained from students, employers, and other stakeholders was subjected to analysis, and the resulting data was utilised to improve the quality of the programme. The IQAC is responsible for maintaining documentation of the different activities that contribute to the improvement of quality at both the departmental and criteria levels. Following the visit of the NAAC peer team in September 2017, the college formulated short-term perspective plans on a yearly basis.

These plans were developed in accordance with the college's Vision, Mission, and Objectives, and took into account the following aspects



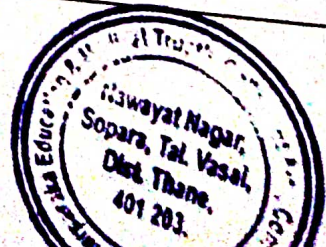
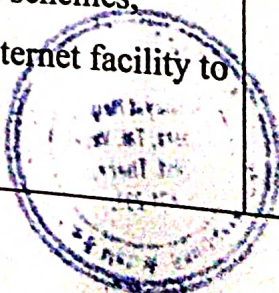
STRATEGIC OBJECTIVES

The IQAC formulated strategic objectives based on the college's Mission and Vision statement, SWOT analysis, and stakeholder expectations.

1. To improve the involvement of faculty members in enhancing the curriculum.
2. In order to adhere to an efficient pedagogical approach, it is necessary to follow the effective teaching and learning process strategy, it is necessary to establish clear goals and objectives, communicate effectively with team members, delegate tasks appropriately, and encourage active participation and collaboration among team members.
3. In order to guarantee effective administration and management.
4. The objective is to guarantee the advancement of students and their involvement in the decision-making process.
5. The objective is to ensure the professional growth and well-being of the staff.
6. To prioritise the interaction and partnership between institutes and industries.
7. The objective is to cultivate entrepreneurial competencies among students. To foster a mindset that prioritises research and career advancement.
8. To enhance alumni engagement.
9. To involve students in community service and engagement, as well as encourage their participation in outreach initiatives.
10. To pursue affiliations with professional organisations, regional branches, and similar entities.

Plan of Action for the year 2017-18

Criterion	Plan of Action	Duty assigned to
1. Curricular Aspects	<ul style="list-style-type: none"> • To introduce industry- related courses • To apply for UGC funded UG course proposals • To organize workshops on syllabus revision 	1. Heads of Departments
2. Teaching-Learning and Evaluation	<ul style="list-style-type: none"> • To organize excursions for BMS, BFM and BA students to Historical Visit and industries • To strengthen slow- advanced learners scheme • To boost the departmental activities • To participate in university and parent institute activity AVISHKAR 	1. Heads of Departments 2. Research Committee
3. Research. Innovations and Extension	<ul style="list-style-type: none"> • To enhance the research aptitude of teachers and students • To strengthen Research Promotion Committee mechanism • To implement extracurricular and other activities through N.S.S. To organize exhibitions under various schemes, • To enhance internet facility to students 	1. Research Committee 2. N. S. S. unit 3. Heads of Departments 4. Library Committee



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4. Infrastructure and Learning Resources	<ul style="list-style-type: none"> • To renovate college library and replace older bulbs with LED ones • To purchase LCD projectors, reprographic machine, computers • To increase library facilities 	1. Library Committee
5. Student Support and Progression	<ul style="list-style-type: none"> • To enhance entrepreneurship skills, job skills and ensure placement • To strengthen Competitive Exam Centre further • To implement extracurricular and other activities through N.S.S. and N.C.C etc. • To felicitate meritorious, sports, cultural and other outstanding students • To organize sports events • To motivate students to participate in national and international sports and other competitions 	<ol style="list-style-type: none"> 1. N.S.S. Unit 2. Heads of Departments 3. Career Counseling Cell 4. Cultural Committee 5. Gymkhana
6. Governance, Leadership & Management	<ul style="list-style-type: none"> • The objectives are to perform an Academic and Administrative Audit (AAA) and participate in the National Institutional Ranking Framework (NIRF). • Additionally, the aim is to provide guidance and motivation to fellow faculty members to effectively utilise their resources. • To organise and facilitate workshops and training 	<ol style="list-style-type: none"> 1. IQAC 2. All the departments 3. Research Committee



<p>7. Institutional Values and Best Practices</p>	<ul style="list-style-type: none"> • To organize activities on women security (self-defense) • To create awareness about clean and green campus • To conduct waste management mechanism • To conduct Gender Audit, Green Audit and Energy audit of the college campus <ul style="list-style-type: none"> • To initiate departments for best practices 	<ol style="list-style-type: none"> 1. Mahila Takrar Committee 2. Head of Department
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(Handwritten Signature)

Principal

Shurparaka Educational & Medical Trust's
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**PERSPECTIVE PLAN
(Short Term)
2018-2019**

IQAC Coordinator
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Internal Quality Assurance Cell

2nd (Cycle Assessment Phase)

IQAC always strives to enhance the quality culture in academic and administrative activities and assists to maintain quality culture and create student-centric environment in the college. The feedback collected from the students, employers and other stakeholders were analyzed and the data was adopted for the quality enhancement. IQAC maintains the documentation of various activities leading to quality enhancement at the departmental and criteria level.

After the visit of NAAC peer team in September 2017, the college prepared the short-term perspective plans year-wise considering the following aspects in tune with the Vision, Mission and Objectives of the college



STRATEGIC OBJECTIVES

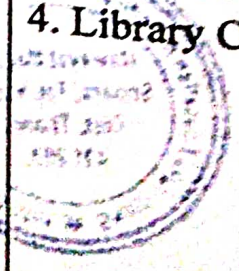
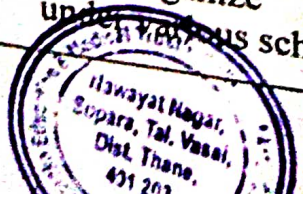
The IQAC, guided by the Mission and Vision statement of the college, SWOT analysis and the stakeholder's expectations, framed the strategy objectives as follows:.

1. To enhance faculty members share in curriculum enrichment
2. To follow the effective teaching learning process
3. To develop and follow the leadership and participative management
4. To ensure student's development and participation in decision-making
5. To ensure staff development and welfare
6. To put emphasis on Institute - Industry interaction and partnership
7. To develop entrepreneurship skills among students
8. To encourage for research and career advancement mindset
9. To increase alumni interaction
10. To engage students in community services and activities and participate in outreach activities
11. To seek memberships of professional bodies, local chapters, etc

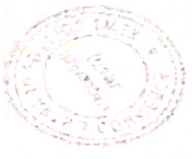
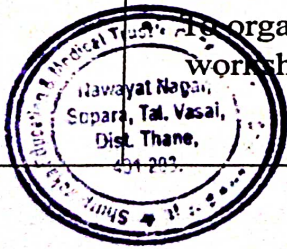


Plan of Action for the year 2018-19

Criterion	Plan of Action	Duty assigned to
1. Curricular Aspects	<ul style="list-style-type: none"> • To introduce flexibility in course choice • To introduce timely relevant short-term courses • To strengthen feedback mechanism further 	1. Heads of Departments
2. Teaching-Learning and Evaluation	<p>To motivate faculty (self-initiation) to improve upon their exposure</p> <ul style="list-style-type: none"> • To strengthen use of ICT in TLP • To enhance virtual and digital classroom sessions • To boost the departmental activities • To participate in university and parent institute activity of AVISHKAR 	1. Heads of Departments 2. Cultural Committee 3. Individual faculty members and Students
3. Research. Innovations and Extension	<ul style="list-style-type: none"> • To strengthen Research Promotion Committee • mechanism to enhance research facilities • To create a platform for research mobilization • To implement extra curricular and other activities through N.S.S • To conduct more departmental activities • To provide Wi-Fi facility to students • To organize exhibitions under N.S.S schemes, 	1. Research Committee 2. N. S. S. unit 3. Heads of Departments 4. Library Committee



4. Infrastructure and Learning Resources	<ul style="list-style-type: none"> • To increase reference books stock in library' • To install solar panels • To provide spacious reading room to boys and girls • To setup Medicinal Plants Garden • To provide cultural facilities further 	1. Library Committee
5. Student Support and Progression	<p>The objective is</p> <ul style="list-style-type: none"> • to enhance sports infrastructure and coordinate sports and cultural activities. • To incentivize student engagement in national and international athletic and competitive events. • To execute supplementary activities via the N.S.S. • To augment entrepreneurial and occupational proficiencies and secure job placement. 	<ol style="list-style-type: none"> 1. N.S.S. Unit 2. Heads of Departments 3. Career Counseling Cell 4. Cultural Committee 5. Gymkhana Committee 6. Placement Committee
6. Governance, Leadership & Management	<ul style="list-style-type: none"> • The objectives are to perform an Academic and Administrative Audit (AAA) and participate in the National Institutional Ranking Framework (NIRF). • Additionally, the aim is to provide guidance and motivation to fellow faculty members to effectively utilise their resources. • To organise and facilitate workshops and training 	<ol style="list-style-type: none"> 1. IQAC 2. All the departments 3. Research Committee



<p>7. Institutional Values and Best Practices</p>	<ul style="list-style-type: none"> • To organize activities on gender equity • To create awareness about clean and green campus • To conduct waste management mechanism • To conduct Gender Audit, Green Audit and Energy audit of the college campus • To initiate departments for best practices 	<ol style="list-style-type: none"> 1. Mahila Takrar Committee 2. Head of Department 3. Environment Committee
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Principal

Shurparaka Educational & Medical T
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**PERSPECTIVE PLAN
(Short Term)
2019-2020**

IQAC Coordinator
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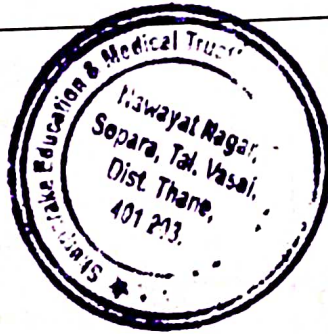
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Internal Quality Assurance Cell

2nd (Cycle Assessment Phase)

IQAC always strives to enhance the quality culture in academic and administrative activities and assists to maintain quality culture and create student-centric environment in the college. The feedback collected from the students, employers and other stakeholders were analyzed and the data was adopted for the quality enhancement. IQAC maintains the documentation of various activities leading to quality enhancement at the departmental and criteria level.

After the visit of NAAC peer team in September 2017, the college prepared the short-term perspective plans year-wise considering the following aspects in tune with the Vision, Mission and Objectives of the college



Internal Quality Assurance Cell

2nd (Cycle Assessment Phase)

IQAC always strives to enhance the quality culture in academic and administrative activities and assists to maintain quality culture and create student-centric environment in the college. The feedback collected from the students, employers and other stakeholders were analyzed and the data was adopted for quality enhancement. IQAC maintains the documentation of various activities leading to quality enhancement at the departmental and criteria level.

After the visit of NAAC peer team in September 2017, the college prepared the short-term perspective plans year-wise considering the following aspects in tune with the Vision, Mission and Objectives of the college

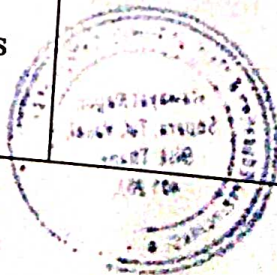


Plan of Action for the year 2019-20

Criterion	Plan of Action	Duty assigned to
1. Curricular Aspects	<ul style="list-style-type: none"> • To organize meetings on syllabus/ course revision at skill-based courses • To take review on feedback recommendation 	<ol style="list-style-type: none"> 1. Feedback Committee 2. Heads of Departments
2. Teaching-Learning and Evaluation	<ul style="list-style-type: none"> • To enhance the utilisation of information and communication technology in the Teaching-Learning Process (TLP), • Enhance the efficacy of departmental activities, and increase the participation rate in institutional and university events of AVISHKAR. 	<ol style="list-style-type: none"> 1. Heads of Departments 2. Cultural Committee
3. Research. Innovations and Extension	<p>The objectives are as follows:</p> <ol style="list-style-type: none"> 1. To encourage faculty members to take the initiative to enhance their knowledge and skills. 2. To encourage faculty members to increase their involvement in research activities. 3. To establish N.S.S. units to facilitate the implementation of extracurricular and other activities. 	<ol style="list-style-type: none"> 1. Research Promotion Committee 2. N.S.S. unit 3. Library Advisor Committee
4. Infrastructure and Learning Resources	<p>The proposed objectives are as follows:</p> <ul style="list-style-type: none"> • augmenting the inventory of reference books in the library, • establishing a central instrumentation facility for both faculty and student researchers. 	<ol style="list-style-type: none"> 1. Library Committee



5. Student Support and Progression	<p>The objective is</p> <ul style="list-style-type: none"> to enhance sports infrastructure and coordinate sports and cultural activities. To incentivize student engagement in national and international athletic and competitive events. To execute supplementary activities via the N.S.S. To augment entrepreneurial and occupational proficiencies and secure job placement. 	<ol style="list-style-type: none"> N.S.S. Unit Heads of Departments Career Counseling Cell Cultural Committee Gymkhana
6. Governance, Leadership & Management	<ul style="list-style-type: none"> The objectives are to perform an Academic and Administrative Audit (AAA) and participate in the National Institutional Ranking Framework (NIRF). Additionally, the aim is to provide guidance and motivation to fellow faculty members to effectively utilise their resources. To organise and facilitate workshops and training programmes. 	<ol style="list-style-type: none"> IQAC All the departments Research Committee
7. Institutional Values and Best Practices	<ul style="list-style-type: none"> To organize activities on gender equity To create awareness about clean and green campus To conduct waste management mechanism To conduct Gender Audit, Green Audit and Energy audit of the college campus To initiate departments for best practices 	<ol style="list-style-type: none"> Mahila Takrar Committee Internal Complaints Committee Head of Department



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Date.: _____

**PERSPECTIVE PLAN
(Short Term)
2020-2021**

IQAC Coordinator
Shurparaka Educational & Medical Trust's
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Internal Quality Assurance Cell

2nd (Cycle Assessment Phase)

The efficacy of IQAC is being tested in the face of the Covid-19 pandemic. The college endeavours to undertake quality improvement initiatives in both academic and administrative activities, with the aim of fostering a culture of quality and creating a student-centric environment. Due to the current "work from home" situation, the Cell's operations have been arranged to be conducted entirely online. The feedback obtained from various stakeholders, including students and employers, underwent analysis and was subsequently utilised to improve the quality of the programme. The college formulates a prospective plan for the current year, taking into account the Vision, Mission, and Objectives of the institution. This plan is developed with careful consideration of the following factors

STRATEGIC OBJECTIVES

The purpose of this document is to outline the specific goals and aims of a strategic plan. These objectives are designed to guide the organisation towards achieving its desired outcomes and to provide a clear framework for decision-making and resource allocation. The IQAC formulated strategic objectives based on the college's Mission and Vision statement, SWOC analysis, and stakeholder expectations.

1. To improve the involvement of faculty members in curriculum development.
2. To adhere to the efficient process of teaching and learning, especially through remote methods such as Google Form and Classroom. Various digital tools such as the Zoom Meeting App, YouTube, educational software, and WhatsApp groups are utilised for teaching and learning purposes.
3. To cultivate and implement effective leadership and participatory management strategies.
4. The primary objective of utilising the e-modc is to guarantee effective governance.
5. To guarantee the advancement of students and their involvement in the decision-making process.
6. In order to guarantee the professional growth and well-being of employees.
7. The objective is to prioritise and strengthen the interaction and partnership between institutes



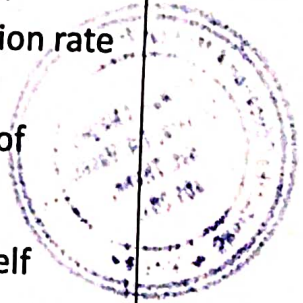
and industries.

8. The aim is to cultivate entrepreneurial skills among students.
9. To foster a mindset of research and career advancement.
10. In order to enhance alumni engagement.
11. To involve students in community service and events, as well as to take part in outreach initiatives.
12. To pursue membership in professional organisations, regional branches, and similar entities.



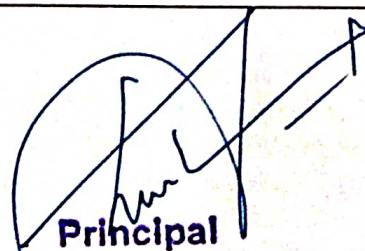
Plan of Action for the year 2020-21

Criterion	Plan of Action	Duty assigned to
1. Curricular Aspects	<ul style="list-style-type: none"> To organize teaching learning sessions online To take review on feedback recommendation 	<ol style="list-style-type: none"> Feedback Committee Heads of Departments
2. Teaching-Learning and Evaluation	<ul style="list-style-type: none"> To strengthen use of ICT in TLP and increase e-content share for students, convenience during work from home situation. To improve participation rate in university and institutional activity of AVISHKAR To motivate faculty (self initiation) to improve upon their exposure To conduct examinations online 	<ol style="list-style-type: none"> Heads of Departments Research Committee Examination Committee Students Council Committee
3. Research. Innovations and Extension	<ul style="list-style-type: none"> To promote faculty to enhance research component and to motivate them at increasing their resource/ update their profile during Covid-19 pandemics To organize exhibitions under various schemes, To conduct departmental activities online To motivate students to develop access to different learning aids and distant sites for their educational purpose during Covid-19 pandemics 	<ol style="list-style-type: none"> Research Committee N. S. S. unit Heads of Departments Library Committee



4. Infrastructure and Learning Resources	<ul style="list-style-type: none"> • To increase library' share (study material) in college website for students' convenience • To maintain campus cleanliness as per government guidelines during Covid-19 pandemics • To renovate ceiling and classrooms colouring of building 	<ol style="list-style-type: none"> 1. Library Advisory Committee 2. Cleanliness
5. Student Support and Progression	<ul style="list-style-type: none"> • To increase facilities in sports • To motivate students to observe/ respond to university/ government guidelines/ appeals during Covid-19 pandemics • To conduct online sessions to enhance entrepreneurship skills, job skills amongst students 	<ol style="list-style-type: none"> 1. Heads of Departments 2. Career Counseling Cell 3. Gymkhana
6. Governance, Leadership & Management	<ul style="list-style-type: none"> • To guide and motivate fellow faculty for extending their resource further • To participate in N1RF • To conduct workshops/ training programmes in online mode 	<ol style="list-style-type: none"> 1. IQAC 2. All the departments 3. Research Committee
7. Institutional Values and Best Practices	<ul style="list-style-type: none"> • To organize activities on gender equity • To create awareness about seriousness and precautionary measures of Covid-19 pandemics situation around 	<ol style="list-style-type: none"> 1.. Mahila Takrar Committee 2. Internal Complaints Committee




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**PERSPECTIVE PLAN
(Short Term)
2021-2022**

IQAC Coordinator
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Internal Quality Assurance Cell
2nd (Cycle Assessment Phases

IQAC kept doing what it had planned to do last year to deal with the Covid-19 pandemics problem. It took on the challenge and tried to move forward with initiatives to improve the quality of academic and administrative activities, help keep a quality culture in the college, and create an environment that puts students first. The feedback from students, companies, and other interested parties was looked at, and the data was used to improve the quality. In line with the college's Vision, Mission, and Goals, the college made a plan for this year based on the following factors.

STRATEGIC OBJECTIVES

The purpose of this document is to outline the specific goals and aims of a strategic plan. These objectives are designed to guide the organisation towards achieving its desired outcomes and to provide a clear framework for decision-making and resource allocation. The IQAC formulated strategic objectives based on the college's Mission and Vision statement, SWOC analysis, and stakeholder expectations.

1. To increase the involvement of faculty members in improving the curriculum.
2. To effectively facilitate the teaching and learning process, especially through remote means, various tools such as Google Forms and Classroom, Zoom Meeting App, YouTube, and software for different teaching aids, as well as WhatsApp groups, can be utilized.
3. To cultivate and implement effective leadership and participatory management practices.



4. To guarantee effective governance through electronic means primarily.
5. The objective is to guarantee the advancement of students and their involvement in decision-making processes.
6. The aim is to ensure the professional growth and well-being of staff members.
7. To prioritize the interaction and partnership between institutes and industries.
8. The objective is to cultivate entrepreneurial competencies among students.
9. The aim is to foster a research-oriented and career-driven mindset.
10. To enhance alumni engagement.
11. The objective is to involve students in community service and outreach initiatives.
12. To pursue membership in professional organisations, regional chapters, and similar entities.



Plan of Action for the Year 2021 - 22

Criterion	Plan of Action	Duty assigned to
1. Curricular Aspects	The objectives are to facilitate teaching and learning sessions through both online and physical modes, to conduct reviews on feedback recommendations, and to enhance the utilisation of information and communication technology in technology	1. IQAC 2. Heads of Departments
2. Teaching-Learning and Evaluation	1. To curate virtual exhibitions 2. To digitally publish the annual college magazine, Splash 3. To enhance the involvement of AVISHKAR in institutional and university activities 4. To encourage self-initiated professional development among faculty members.	1. Heads of Departments 2. Cultural Committee 3. Research committee 4. Library Committee
3. Research. Innovations and Extension	<ul style="list-style-type: none"> • The objective is to encourage faculty members to augment their research endeavours and to motivate them to enhance their resources and update their profiles amidst the Covid-19 pandemic. • to organise departmental activities. • To curate exhibitions utilising diverse frameworks. • to encourage students to utilise various educational resources and remote platforms to support their learning during the Covid-19 pandemic. 	1. Research Committee 2. N. S. S. unit 3. Heads of Departments



4. Infrastructure and Learning Resources	<ul style="list-style-type: none"> • to enhance the accessibility of study materials in the college website's library section for the convenience of students. • In order to comply with government guidelines during the Covid-19 pandemic, it is necessary to uphold campus cleanliness standards. • The library must engage in a competitive tender process for the procurement of books. • To accomplish the task of constructing a new building bloc. 	<ol style="list-style-type: none"> 1. Library Committee 2. Cleanliness Committee
5. Student Support and Progression	<ul style="list-style-type: none"> • To enhance sports infrastructure and organise sports and cultural activities. • To encourage students to adhere to the guidelines and appeals issued by the university and government authorities during the Covid-19 pandemic. • In order to improve one's entrepreneurial abilities and employment-related competencies. 	<ol style="list-style-type: none"> 1. Heads of Departments 2. Career Counseling Cell 3. Gymkhana 3. Cultural Committee
6. Governance, Leadership & Management	<ul style="list-style-type: none"> • to perform an Academic and Administrative Audit (AAA), participate in NIRF, and obtain ISO certification. • Additionally, the aim is to provide guidance and motivation to fellow faculty members to enhance their resources. • To organise and facilitate workshops and training programmes. 	<ol style="list-style-type: none"> 1. IQAC 2. All the departments 4. Research Committee



<p>7. Institutional Values and Best Practices</p>	<ul style="list-style-type: none"> • The objectives of this initiative include organising activities focused on gender equity and other innovative endeavours, • raising awareness about the severity of the Covid-19 pandemic and the necessary precautionary measures, • implementing waste management mechanisms, and conducting a Gender Audit. Green Audit and Energy audit of the college campus • To initiate departments for best practices 	<ol style="list-style-type: none"> 1. WDC 2. Head of Department
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[Handwritten Signature]
Principal

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