



कोकण उन्नती मित्र मंडळ संचालित

वसंतराव नाईक कला व वाणिज्य महाविद्यालय

KONKAN UNNATI MITRA MANDAL'S

VASANTRAO NAIK COLLEGE OF ARTS & COMMERCE

AFFILIATED TO UNIVERSITY OF MUMBAI, NAAC ACCREDITED COLLEGE

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Founder President  
Late Barrister A. R. Antulay  
Ex. Chief Minister, Maharashtra  
Ex. Union Cabinet Minister,  
Govt. of India

## 6.2.1. Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Strategy Type	Details
<b>Curriculum Development</b>	<ol style="list-style-type: none"><li>1. Promoting teachers to BOS.</li><li>2. Organizing curriculum related group Discussion.</li><li>3. Organizing seminars for the students.</li><li>4. To conduct internal test, tutorials preliminary examinations analysis of results and used for curriculum development.</li><li>5. Collection of curriculum related feedback analysis and action taken for development of Curriculum.</li></ol>
<b>Teaching and Learning</b>	<ol style="list-style-type: none"><li>1. Integration of student centric teaching learning process like experimental learning, participative learning and problem solving.</li><li>2. Teaching learning process made effective using ICT tools and resources along with this to take support of internet for curriculum related updated information through the research.</li></ol>

<p><b>Examination and Evaluation</b></p>	<ol style="list-style-type: none"> <li>1. To conduct internal examination continuously like test, tutorial, assignment, preliminary examination which then assessed and results are shared with students for improvement.</li> <li>2. Solution of universities old question papers collected from students then assessed and suggestion for improvement are given. Question bank have been provided to the students, Model answers papers of examinations to be providing to students.</li> <li>3. All internal examination conducted, evaluated and discussed in IQAC for various strategic planning of teaching, learning and evaluation</li> </ol>
<p><b>Research and Development</b></p>	<p>Awareness of research among students, workshop of students to write research proposals and papers.</p>

<p><b>Library, ICT and Physical Infrastructure / Instrumentation</b></p>	<p>1. Provide e-resources facility to the students and teachers.</p> <p>3. Augmentation of physical facilities per increase in student strength.</p> <p>4. Augmentation and up-gradation of ICT facility and academic administrative software.</p>
<p><b>Human Resource Management</b></p>	<p>1. Promoting teachers to attend orientation course/refreshers course/STC/FDP.</p> <p>2. Organization of academic ICT related Program for teacher and administrative programs for support staff.</p> <p>3. Promoting teacher's with financial support for attending workshop/seminar/conferences. 5.Organization of activities for students</p> <p>As per the locational advantages and disadvantages.</p>
<p><b>Admission of Students</b></p>	<p>1. To strictly follow the admission policy of the affiliating university and state government</p> <p>2. Adopting reservation policy, strictly follow-up as per the quotas reserved for SC/ST /OBC/NT/SEBC/Open categories.</p>

### **Perspective Plan 2022-2023**

1. To increase number of extension activities and social outreach programmes to benefit the society in general and students in particular. To extend these social outreach programmes with government other agencies.
2. To seek permission for additional add on / certificate courses with the focus on employability and entrepreneurship.
3. To improve Welfare schemes for students, staff which includes increase in number of scholarship, Earn and Learn Schemes, Book Bank Schemes, SOLL increase in number of Endowment prizes in curricular and Extra- curricular activities.
4. To organize student exchange programme , Educational / Industrial / Field visits and projects which will give practical exposure to the curriculum related topics to the students.
5. To start cash prizes for the meritorious students.
6. To organize E- Content Development Programme which helps in training and promoting E-Resources among the staff. Increase in number of E- resources for reference and research. Encourage teachers to present lectures through E- Modules, Webinars etc.
7. To organize University/State/ National/ International level Seminar/ Conference/ Workshop seeking funds from the UGC, other funding agencies or self-funded to strengthen the research culture of the College.
8. To enhance the use of ICT in the College.
9. Purchase of Software or hiring of software services which simplifies the work and increase the work efficiency. Enhance and improve MIS modules with necessary details of staff and students.
10. Digitalization of Office which helps in reduction in wastage of paper work. Also the plan to make paperless office work.
11. Up gradation and automation of Library with focus on increase in the References, E-Resource learning.
12. The institution plan to appoint/ hire Counsellor/ Counselling Services which will help the stakeholders in academics, career and psychological areas of counselling.
13. To prepare for Academic and Administrative Audit (AAA) every year for quality enhancement. / To conduct External and Internal Audits.
14. To align all activities of the institution with the vision , mission of the institution.
15. Work on the Best Practices for the overall development of the institution.



## Responsibilities

### Principal

- Establishing Quality Policy and communicating the same across the college.
- Performing activities related to the overall administration of the college.
- Exercising supervisory control over all the processes and procedures to the college.
- Providing guidance, motivation and inspiration for all at the college to implement the Quality Policy and achieve the quality objectives.
- Periodically upgrading the quality policy and quality objectives of the institution in a defined time-frame.

### Vice Principal / IQAC

- To coordinate with the departments, staff, students and other stake holders for implementing the quality policies of IQAC of the college.
- To send the AQAR to NAAC.
- Conducting the management review.
- To organize trainings programs and workshops for staff and students.
- Assists the Principal in all the activities in accordance with the guidelines issued by the principal from time to time.

### Heads of Departments (HOD's)

- HOD is responsible for all the activities (academic and related supportive ones) in the department and supervises all aspects of the functioning of the department.
- Provide guidance and motivation for the students and staff of the department to achieve excellence in performance in all their activities.
- Responsible for implementing the Quality Policy in the department, setting and achieving the quality objectives and upgrading Quality objectives of the department within a time-frame.
- The other members in the department as shown in the departmental organization chart assist the HOD and perform the duties as assigned to implement all the processes and procedures in the department.
- To prepare the perspective plan of the department and periodically check its implementation.



### **Librarian**

- Establish and implement library and information policies and procedures. Develop and manage convenient, accessible library and information
- services. Analyze and evaluate library and information services, technology and media service requirements.
- Train library users to effectively search the library catalogue, Internet and other electronic resources.
- Librarian educates individuals on how to use the library systems to find the information they need.
- The Librarian shall sign Library Id card issued from the college.
- Helps librarians acquire, prepare, and organize materials.
- Organize and maintain library materials.
- Register new students and issue library cards.
- Answer student's questions and help them find library resources.
- Maintain computer databases used to locate library materials.

### **Library Attendant**

- Dusting of books, periodicals (both loose and bound volumes), documents in other media, shelves, chairs, tables, etc. (if needed).
- Sort and re-shelve returned books, periodicals, and other materials.
- Shelving and Display of books, newspapers, periodicals (both loose and bound volumes) and new arrivals, documents in other media, if any.
- Assist in Opening and Closing of the Library.
- Arrangement of chairs, tables.
- Assisting students/staff in searching of books, periodicals (both loose and bound volumes), and documents in other media and finding /tracing of misplaced books and periodicals (both loose and bound volumes) etc.



### **Head Clerk**

- Responsible for smooth, efficient & work of the office & timely disposal of cases, letters, bills, reports, returns etc. & decide & maintain proper filling procedure. Also ensure that the cases or letters requiring immediate & urgent disposal are dealt with immediately.
- To attend meetings, issue notices of meetings, prepare agenda & minutes of the meetings & take follow up actions.
- All enrolment & eligibility forms of students to be checked & verified.
- To check cash & bank balance of college.

### **Sr. clerk**

- Depositing Cash & Cheques to the Bank & to maintain monthly Bank statements.
- To maintain Hall Booking account.
- To maintain Bills & Vouchers Files.
- To maintain petty cash expenses.
- Daily collection of all types of cash i.e., Admissions, Examination, Fines, Breakage, LC, Bonafide certificate etc.

### **Jr. clerk**

- To prepare salary bills and salary cheque of college teaching and non-teaching staff.
- Verification of admission forms of girls & backward students.
- Work related with student free ship/ girls free ship including workshop.
- To maintain P.F. Register at college & at the Joint Director's Office.
- Issue of Mark sheet, Leaving Certificate, Passing Certificates, Hall Tickets, I.D. Cards.
- Work related to Enrollment, Eligibility, Roll call etc.

### **Exam section**

- All the examination work of college.
- Examination work of online entry of university examination form.
- Work related to examination, convocation forms and submission to the University.
- Work related to seating arrangement/duty charts/examination time table etc.
- To maintain proper records of results.



**Peon**

- To open windows etc. In morning and switch on fans and lights and closing to close the same, when not required.
- Do the work of opening, pasting and sorting and arranging paper and circulars in accordance with instructions of the section officer/branch head, and also do the work of stitching agenda and minutes of meeting according to instructions.
- Do the work of affixing stamps, sticking and scaling envelopes or wrappers, packing up of parcels, Xerox etc.
- Carry messages, papers, registers, files, circulars, bags, portable size etc., from one place to another inside office or outside as the case may be.
- Carry out any other work of similar nature which the Registrar/principal/Vice principal/office superintendent/HOD/Teachers may instruct.

