

ARTS & COMMERCE COLLEGE, WARWAT BAKAL



2nd Cycle of Assessment & Accreditation by NAAC

CRITERION VI GOVERNANCE, LEADERSHIP & MANAGEMENT

6.1	Institutional Vision and Leadership
6.1.1	<i>The institutional governance and leadership are in accordance with the vision and mission of the Institution and it is visible in various institutional practices such as NEP implementation, sustained institutional growth, decentralization, participation in the institutional governance and in their short term and long-term Institutional Perspective Plan.</i>

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ARTS & COMMERCE COLLEGE

Warwat-Bakal Dist- Buldana

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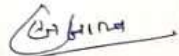
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SELF-DECLARATION

This is to certify that the information, reports, true copies of the supporting documents, numerical data and weblinks furnished herein are verified by IQAC and the head of institution and are found correct.



IQAC Co-ordinator
Arts and Commerce College,
Warvat Bakal



Principal
Arts & Commerce College,
Warvat Bakal Dist. Buldana

Vision

To impart value based and quality education and inculcate social and ethical values among the youth to build a strong nation.

Mission

To strive and provide education to those poor, downtrodden and exploited community of this area who are refrained from the opportunity of higher education in this rural area.

Core Values

Education is the foundation for improving society and creating a better future for all. It also facilitates upward socio-economic mobility and is the key to poverty eradication, considering this we are committed to fundamental values such as

- We do our utmost for fineness in all our educational activities. We are not only devoted to improve our teaching and research, but we are also devoted to continuous self-improvement to do extremely well in all our deeds.
- We are loyal to implant conduct and values among students and along with that we are also dedicated to provide highest standard of fairness, honesty, and academic moral code.
- We make certain to provide an enthusiastic learning community that is secure, kind and friendly.
- We are dedicated to promote students personal and professional development.

Nature of Governance

The college follows a democratic and participatory approach and actively involves all stakeholders in its governance and delegates authority to the principal, who shares it with various levels of functionaries in the college. For smooth functioning of the operational activities various meetings are conducted wherein issues related to the day to-day functioning of the institution, are discussed and solutions are sought in a democratic manner. Before taking major decisions, the principal takes the opinion from the staff members. The staff views, suggestions and recommendations are taken into consideration in the executive decision-making process. This makes the staff realize that their opinions count.

It is ascertained by the principal that all compositions of various committees are duly constituted as per NAAC guidelines and the conveners of committees are duly conducting the relevant meetings. The faculty members, admin representatives and student representatives are given tremendous chances for raising their efficiencies, skills, and potential. For the fulfilment of vision, the college aims in delivering high quality education in the rural area through effective teaching learning process. Principal is ably assisted by hod's, faculty, coordinators of various committees and non-teaching staff, for proper functioning of operational activities. HOD's assist and report academic and administration matters to principal. Faculty members assist and report to hod's.

A code of conduct is established in the college to carry out day-to-day work smoothly and efficiently and to maintain discipline among the faculty, staff and students. By implementing the policies of recruitment and selection, service rules, leave rules, administrative procedures' including redressal of grievances etc, the college is conforming to the regulatory requirement of SGBAU, JDHE, State Government, MHRD, and UGC. In the induction program vision, mission, and code of conduct are conveyed to students. This shows that, Governing Body, Principal and Faculty have an important role in designing and implementation of the quality policies and plans.

Principal as the chairperson of different statutory bodies and committees ensures the participation and contribution of all the stakeholders towards quality sustenance, academic excellence of the students and placement opportunities. In addition to teaching, faculty members' carryout various responsibilities such as mentoring, co-curricular, extra-curricular activities, conducting seminar, research and consultancy work.

Participation of teachers in decision-making

- Teachers play an important role in the implementation of vision and mission statement of the college.
- All teachers are included on various committees to carry out operational and functional activities of college smoothly and efficiently, this shows that teachers play a proactive role in decision making.
- HOD's are given administrative and academic autonomy to discharge their duties smoothly and efficiently.

Quality Policy

"Our commitment is to continuously improve the quality of our academic programs, staff, and students, with the aim of making a positive impact on society."

Strategy Implementation and Monitoring

Once the Strategic and Perspective Plan is approved, the next step is to implement it. During the implementation phase, the progress of the strategy needs to be monitored regularly. Therefore, the implementation document clearly defines measurable success indicators. In simpler terms, it involves analyzing the current situation, gathering information, creating improvement plans, implementing those plans, and evaluating their success. The principal, along with the IQAC and Academic Council Coordinator and other team members, will be responsible for overseeing the strategic plan and ensuring its successful execution.

Strategic Planning (2017-2020)

Curriculum Development	<p>The college, being affiliated to Sant Gadge Baba Amravati University, adopts the curriculum designed by the parent University. The college prepares Academic Calendar in tune with that of university. The faculty members prepare their individual Teaching Plan and adhere to it. The Academic Diary is maintained by the teachers for effective and efficient implementation of curriculum. The faculty members, as and when required, interact with the members of University Statutory Bodies related to curriculum development. Promoting the faculty for the cause of curriculum development is routine practice of the College, for the purpose, no formal procedure is adopted.</p>
Teaching and Learning	<p>Teaching is the main aspect of education system. As the institute emphasizes on quality, it selects the studious, hardworking, skilled and persons having highest educational qualifications as faculty members. The faculty members are encouraged to participate in Orientation Programmes and Refresher Courses to update and learn new teaching methods. The learners are provided library facility, classroom facility, curriculum, and proper academic exposure. They are continuously encouraged to take part in seminars, paper reading and discussion sessions. The Teaching Learning Process is documented in Academic Diary for the individual teachers. The Students' Feedback on teaching methodology of a teacher is analysed and used for rectification.</p>
Examination and Evaluation	<p>The Examination Committee of college works as per the guidelines of university. The Committee maintains effective evaluation system through academic calendar of all internal assessments at the beginning of session. It has the freedom of managing time table to access the students through internal assessments like unit tests, assignments, class tests, projects, seminars, tours, etc. Committee ensures Continuous Internal Evaluation. It prepares examination related formats for record keeping and ensures analysis of university and internal results by the Departments. Grievances related to internal assessments are addressed by the principal in consultation with the Examination Committee.</p>

<p>Research and Development</p>	<p>IQAC encourages the ‘Conference and Seminar Committee’ to organize meetings and discusses topics which have got research potential. ‘Conference and Seminar Committee’ plans the working of the Committee, ensures participation of Faculty members in research activities like conference and journal publications. Committee maintains data of registered researchers, supervisors, research centers, details of MRPs, developmental research workshops undertaken, data related to publications in conferences and journals, awards received etc. The Committee also organizes qualitative research promotion programs for the staff members. The measures taken by the institution to facilitate smooth progress and implementation of research schemes/projects –</p> <ul style="list-style-type: none"> • Autonomy is given to the principal investigator. • Institution releases the available resources timely. • Adequate infrastructure and human resources are also provided. • Institute supports in terms of technology and information needs
<p>Library, ICT and Physical Infrastructure / Instrumentation</p>	<p>Library: The library staff tries its best to ensure smooth and effective functioning as well as maintenance of the library. This includes proper upkeep of and subject wise arrangement of books for easy handling, preservation of books etc. Reprography as well as internet facility is available. Books, Journals, reference books are promptly made available to the students and staff. Separate accounts for the transaction by the staff members are maintained. Book Bank Scheme is ensured for advanced learners. Library Advisory Committee suggests improvements. ICT: The college encourages the staff to attend the ICT based refresher courses and grants leave for the same. The college provides the facilities like ICT Classrooms, LCD projector, printer, internet to the teachers for teaching and learning process. The institute provides internet and print facility for students to make their learning convenient. Infrastructure Instrumentation: Principal ensures adequate infrastructure. Ensures ICT Classrooms, e-facilities and journals. Ensures campus security.</p>

Human Resource Management	Faculty members, non-teaching staff and students are part and parcel of human resource. As far as the H.R.M. is concerned all these factors are assigned their particular jobs and they make it a point to discharge their duties in a responsible manner to the best of their capability. The management provides moral and material support and freedom to the staff for performing various activities of the institute. The staff members always give positive response to the initiatives taken by the management. The outstanding performance of the staff members is appreciated by the management. The faculty is provided adequate facilities such as infrastructure, library, study leave and duty leave.
Faculty and Staff recruitment	Faculty and staff recruitment is done as per Government rules and regulations and UGC guidelines.
Industry Interaction / Collaboration	IQAC promotes the Departments, Committees, Cells, Centres and other Units of the College to interact with industries through Tours and Visits. Interaction with Industries and educational hub is included in the syllabus, Departments follow it. IQAC through the Departments and Governing Committees manages collaborative activities with GOs and NGOs.
Admission of Students	The details regarding the admission process, courses and seats available are published every year in the prospectus and on the college website. The college constitutes admission committee every year to facilitate admission process. Admissions are given on first come first served basis spot admissions are also given. As the number of applicants doesn't outnumber the number of available seats, all the applicants are given admission for the respective courses. Transparency is maintained by displaying the list of admitted students. The admission committee is fully vigilant and alert to the need for total transparency in the process.

ACTIVITIES SUCCESSFULLY IMPLEMENTED BASED ON THE STRATEGIC PLAN (2020-2021)

For any institution, strategic planning is indispensable to accomplish the Vision, Mission, and Core Values. Strategic planning is unending processes with an exact focus on achieving college goals in this stiff competition era. Over the past two decades the college has shown tremendous growth. If college branding has to be upgraded, strategies must be formulated, communicated and implemented effectively, only then the college will be upgraded or will become one of the top most college.

The long term & short-term goals of college are discussed, defined and guided by the management, principal, HODs, faculty, non-teaching staff, and students. College always implements the plans and policies with a strategic directive given from the top administration management. Following are few activities that are successfully implemented based on the strategic plan for the development of the college.

- An Internal Quality Assurance System and CDC are constituted to monitor the procedures and maintain quality of the procedures, to oversee the process of compiling the internal assessment, and activities in the college.
- Subject teacher of each department under the able guidance of principal, checks and moderates the internal assessment of the students before uploading marks to the SGBAU evaluation software.
- Time table committee evaluates the time tables and work load of each department.
- Various Committees that are constituted by principal in academic council meeting monitors, controls and evaluates the academic working in the college.
- Results are discussed in detail at the meetings with HOD in LMC. Result analysis at LMC leads to action plans and improvement strategies, which are implemented by every department in college.
- Apart from the routine upkeep and maintenance of the existing building, the college built building from available area to accommodate more laboratories, staffrooms, computer lab, board meeting room and staff rooms' etc.
- Each stream conducted Orientation program successfully.
- Extension activities were carried out through NCC and NSS.
- B. VOC was introduced.
- Online educational resources such as N-list facility are made available to students.
- The new prescribed books / reading materials for courseware are made available in the library.
- Guest lectures, extra classes and remedial classes are scheduled, if required, by the individual department.
- Feedbacks of students are taken to improve and upgrade performance of the teachers and
- Continuous monitoring is done in department meetings to ensure that the policies are implemented and time lines are followed.

Thus, it is clear that the college has made a concerted effort to reach out to various sources and sectors to carry out the above-mentioned activities as outlined in its Strategic Plan, and has been successful in implementing for overall betterment of the college.

Perspective Plan (2020-2021)

After analysing the internal and external environment, the following plans are projected after a discussion on the basis of analysis, assessment and estimates.

Strategic and perspective plan

1. Establishing effective teaching learning process. (Slow Learner)
2. Developing and following practices of decentralization and participative management (Various Comm.)
3. Establishing Moderation and Internal Assessment Committees.
4. Ensuring student's development and participation. (Mentor, Result Analysis)
5. Developing alumni interaction and participation.
6. Ensuring skill development and add on courses. The college plans to increase remedial classes and introduce short term courses for students, which shall supplement their graduation and make them employment ready. Language and communication skills and soft skills development courses shall start soon.
7. Application for post graduates courses in arts, commerce, and science will be applied to SGBAU.
8. Each stream will conduct Orientation Program for all new students to briefed about the values and functioning of the college as well as their role in it.
9. Promoting research and development work among teachers and staff members.
10. Carrying out extension activities through NCC and NSS.
11. Applied for the process of establishing the Research Center for Economics and Marathi subject.
12. National and international conferences shall be organized in different disciplines and on inter- disciplinary themes.
13. The college further plans to develop strategy for the development of child education and women empowerment in rural area.

ACTIVITIES SUCCESSFULLY IMPLEMENTED BASED ON THE STRATEGIC PLAN (2021-2022)

For any institution, strategic planning is indispensable to accomplish the Vision, Mission, and Core Values. Strategic planning is unending processes with an exact focus on achieving college goals in this stiff competition era. Over the past two decades the college has shown tremendous growth. If college branding has to be upgraded, strategies must be formulated, communicated and implemented effectively, only then the college will be upgraded or will become one of the top most college.

The long term & short-term goals of college are discussed, defined and guided by the management, principal, HODs, faculty, non-teaching staff, and students. College always implements the plans and policies with a strategic directive given from the top administration management. Following are few activities that are successfully implemented based on the strategic plan for the development of the college.

- An Internal Quality Assurance System and CDC continually monitor the procedures and maintain quality of the procedures, to oversee the process of compiling the internal assessment, and activities in the college.
- Subject teacher of each department under the able guidance of principal, had done checking and moderating of the internal assessment of the students before uploading marks to the SGBAU evaluation software.
- Various Committees were constituted by principal in academic council meeting monitors, controls and evaluates the academic working in the college.
- Results were discussed in detail at the meetings with HOD in management meeting. Result analysis at management meeting leads to action plans and improvement strategies, which were implemented by every department in college.
- Each stream had conducted orientation program successfully to convey the message of code of conduct to all stakeholder.
- Extension activities were carried out through NCC and NSS.
- Various certificates courses were introduced in this academic session.
- The new prescribed books / reading materials for courseware were made available in the library.
- Guest lectures, extra classes and remedial classes were scheduled.
- Feedbacks of students were taken to improve and upgrade performance of the teachers.

Thus, it is clear that the college has made a concerted effort to reach out to various sources and sectors to carry out the above-mentioned activities as outlined in its Strategic Plan, and has been successful in implementing for overall betterment of the college.

Perspective Plan (2021-2022)

After analyzing the internal and external environment, the following plans are projected after a discussion on the basis of analysis, assessment and estimates.

Strategic and perspective plan

1. First and most important to prepare for second cycle of NAAC accreditation.
2. Ensuring skill development and starting new certificates courses. The college plans to increase remedial classes and introduce short term courses for students, which shall supplement their graduation and make them employment ready.
3. Application for post graduates' courses in arts, commerce, and science has been applied to SGBAU.
4. Each stream will conduct Orientation Program for all new students to briefed about the values and functioning of the college as well as their role in it.
5. Promoting research and development work among teachers and staff members.
6. Carrying out extension activities through NCC and NSS.
7. Application will be made for the process of establishing the Research Center for History subject.
8. National and international conferences shall be organized in different disciplines and on inter- disciplinary themes.
9. Focusing in the improvement of teacher's profile.
10. Encouraging teachers to used ICT tools for teaching.
11. Encouraging students to participate at various level of competition.
12. AMC will be carried out for routine maintenance of IT infrastructure, electrical infrastructure, physical infrastructure i.e. existing building and also revitalization of infrastructure.

Conclusion

The strategic planning and perspective plan document is designed to help our college to achieve its goals. However, simply creating a strategic plan is not enough for success. It serves as a guiding framework that is the result of collaborative brainstorming by all stakeholders. To achieve success in short-term and long-term sustainability, strategies and perspective plans are implemented and monitored time to time properly through teamwork and a positive attitude. This process is dynamic and requires continuous improvement by incorporating lessons learned during implementation. The role of the IQAC is crucial in ensuring the quality of implementation.

PRACTICES OF DECENTRALIZATION AND PARTICIPATIVE MANAGEMENT

The Governing Body of the College aims to implement the concept of innovation in managing academic and administrative matters and has always believed in decentralization and participatory management practices. The management of society always believes in the practices of decentralization and participative management and that's why it encourages staff to give suggestions for improving the efficiency of the college and also entrusts its authority to the principal.

The principal is supported and assisted by HOD's, and administrative members. The practices of decentralization possess importance in the management and administration of the college. It replicates strategic decisions, planning and administration and office management. College management and administration are accountable for quality initiatives to disseminate education to all departments. These are implemented on a priority basis. The college promotes quality at various levels - Staff councils, CDCs, IQACs and various committees, which make decisions based on faculty suggestions to promote a culture of decentralization and participatory management.

At the strategic level the college incorporates a decentralized system of governance in which principal is empowered to make decisions, so that he is able to implement his decisions to maintain convenience and effectiveness in key areas like college administration, college strategies and policies, examination, discipline, grievance, support services, financial matters, research & development, and social interface.

College Development Committee (CDC) is the constitutional body that the college is required to set up under the state universities act. By constituting the various committees as per the guidelines make certain the participation of all stakeholders. The CDC comprises the members from teachers, non-teaching staff, students, the society, academicians and the management. All the important policy decisions regarding the academic administration of the college are discussed and approved by the CDC. It also governs the financial management. It also approves major submissions to the Authorities, especially Government bodies, NAAC and University for properness and effectiveness of required information. In a way CDC ensures the decentralization of responsibilities and power and acts as role model for participative management.

At functional level various dedicated committees are formed as per the constitutional guidelines of UGC and SGBAU and for that faculty members as well as administrative staff members are given representation in various committees and cell. The faculty members through various committees in coordination with fellow faculty share knowledge among the committee members, and staff members and finally submit reports to the Principal, IQAC and

Management from time to time. Every year, the composition of different committees is changed to ensure efficient and effective functioning of the curricular, co-curricular, extracurricular and other developmental activities, and to make certain uniform exposure of duties for academic and professional development of faculty members and administrative staff members.

At operational level principal not only interacts with government and external agencies but also complete government and university compliances, and other proceedings in the office, faculty members maintain interactions with the concerned departments of the affiliating university. Principal with the help of administrative staff and faculty members execute different academic, administrative, extension related, co- and extracurricular activities.

This shows that college ensures the decentralization of responsibilities and power and acts as role model for participative management by enhancing the quality at various levels - Management, College Development Committee, Principal, IQAC Committee, NAAC Committee, Various Committees, Administrative and Non-teaching Staff, NCC, NSS, and other stakeholders are also involved in the decentralization and participative management.

A CASE STUDY SHOWING DECENTRALIZATION AND PARTICIPATIVE MANAGEMENT IN THE INSTITUTION

In Arts and Commerce College Warvat Bakal, a case study highlighting the decentralized and participative management system within the institution demonstrates the effective delegation of authority and responsibilities to the Heads of Departments (HODs). This management approach fosters improved relationships among departments and empowers HODs with administrative and academic autonomy to fulfill their duties efficiently.

One of the key aspects of decentralization and participative management is the preparation of teaching plans. Each HOD is responsible for creating their own teaching plan, and they also involve their departmental teachers in developing subject-specific teaching plans at the beginning of each session. This practice ensures that teachers are aware of what students need to learn, how it should be taught, and how learning outcomes will be assessed.

Furthermore, HODs are entrusted with the task of preparing the departmental academic calendar. This calendar serves as a guide to monitor the completion of assigned tasks and activities within specific deadlines. By adhering to the academic calendar, HODs uphold professional standards and ensure that departmental activities are carried out in a timely manner.

HODs play a vital role in planning departmental activities for the professional development of teachers. This includes organizing guest lectures, seminars, and workshops to enhance the knowledge and skills of the faculty members. Through these initiatives, HODs contribute to the overall growth and improvement of the teaching staff.

Additionally, HODs oversee the timely submission of assignments and internal marks as per the guidelines set by SGBAU (Sant Gadge Baba Amravati University). They also collaborate with coordinators of certified courses to ensure that the examination process, result declaration, and distribution of certificates are carried out effectively and in accordance with the prescribed guidelines.

In consultation with departmental teachers, HODs discuss and finalize the timetable for remedial classes and strategize for the Student Mentoring and Academic Support (SMA) program. These discussions facilitate the implementation of effective teaching methodologies and support systems to cater to the individual needs of students.

HODs are empowered by the principal to make necessary adjustments in the operational and functional duties of their departmental teachers. This flexibility allows HODs to optimize the utilization of resources and personnel, ensuring smooth functioning within their respective departments.

Through this case study, it becomes evident that Arts and Commerce College Warvat Bakal

promotes decentralization and participative management practices. The delegation of authority and responsibilities to HODs empowers them to make informed decisions and contribute to the institution's overall success. By involving departmental teachers in the decision-making process, the institution fosters a culture of collaboration and shared responsibility. This decentralized and participative approach to management enhances the efficiency and effectiveness of the institution, creating a conducive environment for teaching, learning, and professional development.