

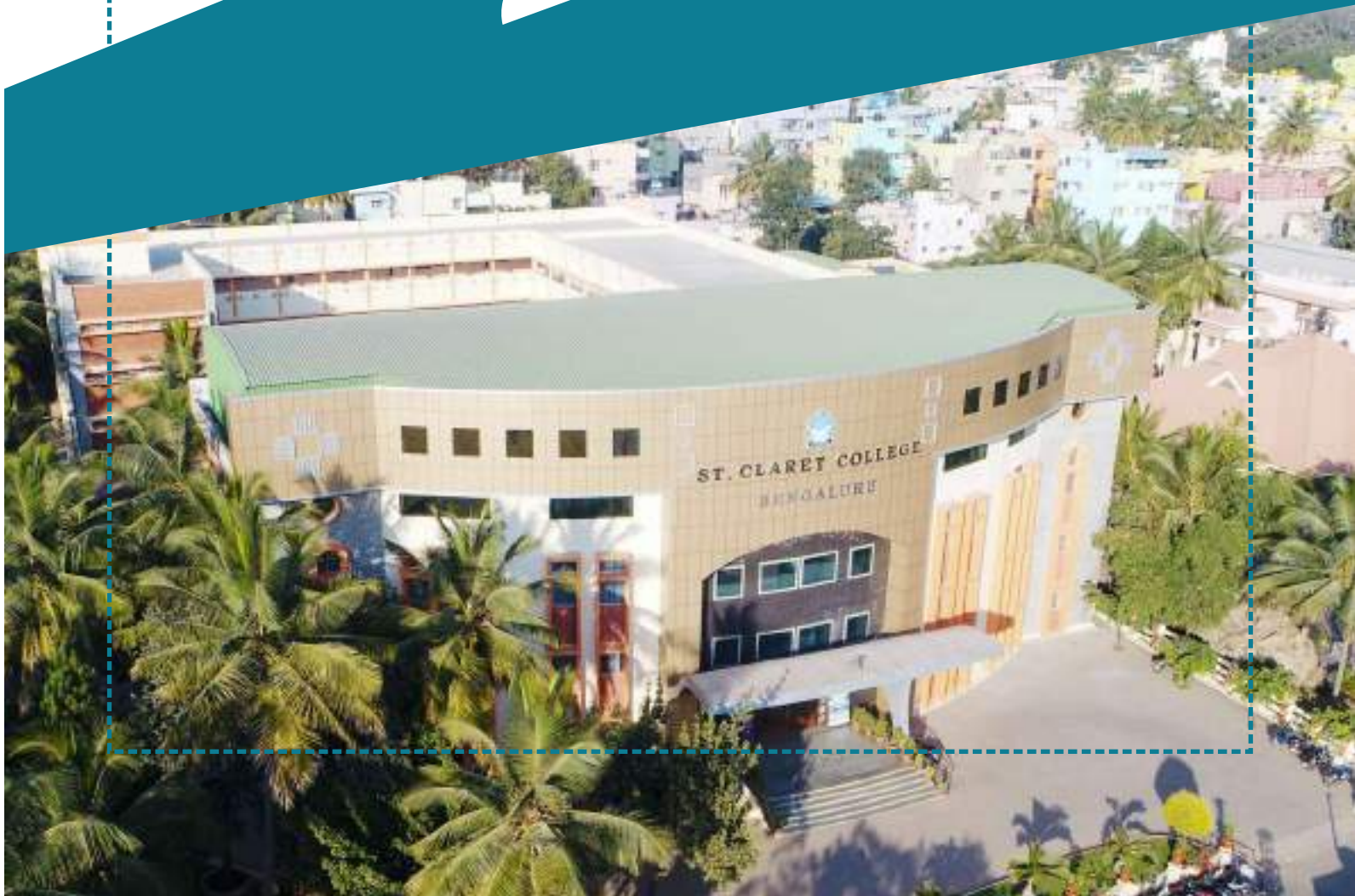


# St. Clare's College

Affiliated to Bangalore University | A Clareian Missionary Institution

NURTURING VALUES AND EXCELLENCE

## PERSPECTIVE PLAN 2020-2030





## Vision

Our Vision is to promote educational excellence, leadership and service, based on universal love in an environment characterized by respect for the individual and concern for the community, so as to effect holistic transformation in each student.

## Mission

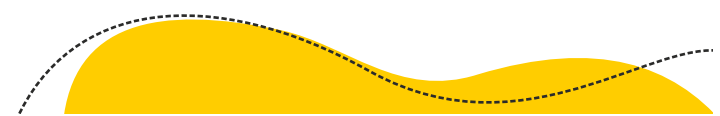
Our mission is to form intellectually competent, professionally skilled, spiritually vibrant, morally responsible, socially just and culturally sensitive global citizens through holistic Claretine education to advance a civilization of love and harmony.

## Objectives

- To provide for value-based, meaningful and productive higher education.
- To offer traditional, professional and employment-oriented regular courses and innovative add-on courses that will equip students for effective and fruitful personal and professional lives.
- To provide on-going training, research, and documentation at the service of knowledge and life enhancement, and community and nation building.
- To create a scientific temper, research rigor, holistic vision and leadership skills at the service of building up a better society.
- To impart basic values of peace, love, justice, compassion, community-mindedness, and a life of gratitude in the younger generation.

## Quality Policy

St. Claret College is committed to identify, encourage and incorporate all good practices leading to a holistic development of students and constant upgradation of pedagogic skills of the faculty. It aims at providing all necessary human and infrastructural resources and mechanisms to foster development and continuous improvement. Every graduate of St. Claret College would be prepared to be socially sensitive and make effective contribution to the society.





# Perspective Plan 2020-2030



## Foreword by Manager

St. Claret Educational Society, Bangalore was established in 1989 with the vision of providing holistic and quality education to the predominantly lower middle class and economically less privileged sections of the society. St. Claret School was launched in the same year with a handful of students. Now after over three decades, I am very delighted to witness the phenomenal growth of the educational activities on the campus. The campus now shelters six educational institutions: St. Claret School (State syllabus), Anthony Claret School (ICSE Syllabus), St. Claret Pre-University College, St. Claret College, St. Claret Evening College and St. Claret Institute of Management. This has been made possible by the hard work and dedication of many visionary leaders who guided the institutions and the faculty, staff, students, parents and well wishers.

We launched graduate education (St. Claret College) in 2005-2006 with two courses, B. Com and BA in the current PU College building. By the beginning of the academic year 2009-10, the undergraduate college moved into the state-of-the-art building exclusively prepared for the purpose. Over the past decade, the college implemented the Perspective Plan 2009-2020 and made impressive progress both in quality and in quantity. In addition to the several undergraduate programs, three PG programmes, M. Com, MSW and MBA have been launched. The student enrolment is now over 2000. Through our collaboration with industries, educational institutions, government and non-governmental organizations, we have been able to make our students skillful and ready for the industry. Many of our graduates have been placed in reputed national and multi-national organizations.

Now that the institution has established itself, how it plans its growth and development for the next decade will have a telling effect on the impact it would make. This document has outlined the growth map of the college for next ten years in alignment with its vision of value-based, holistic education. I am glad that all the stakeholders, students, parents, faculty, staff and the management have been involved in the preparation of this ten-year plan. I thank and congratulate the Principal, Rev. Dr. Thomas Thennadiyil, Vice Principal, Rev. Fr. Abraham P. J., the members of IQAC and all the others who took pains to prepare this document. I wish SCC all the success in the progressive implementation of this Perspective Plan. I am sure the institution will impart education that will equip the students with skills for their personal and professional lives and will contribute to the formation of a civilization of love as enshrined in its mission statement.

**Rev. Fr. Benny Mathew, CMF**

Manager

30 January 2021

## Introduction

St. Claret College (SCC) is glad to present its Perspective Plan for the period of ten years commencing from academic year 2020-21 to academic year 2029-30 by taking into consideration the quality indicators of the seven criteria determined by National Assessment and Accreditation Council (NAAC). Inputs from all stakeholders, their expectations, vision, mission and objectives of the institution are considered as base for the formulation of this perspective plan.

In the preparation of the Perspective Plan, the Internal Quality Assurance Cell (IQAC) of the college played a very important role. Let me place on record my deep appreciation to the Principal, Rev. Dr. Thomas Thennadiyil, the Chairperson of IQAC, who initiated the process of the preparation of this document and to the Vice Principal, Rev. Fr. Abraham P. J. for his insightful inputs and support. I express my gratitude to the core members of IQAC: Dr. Supriya Singh, Dr. Harmeeth Matharu and Mr. Rony Geo Alex who processed the inputs of all the stakeholders and brought the plan into excellent shape. A big thanks to all the members of the staff council who contributed to this project by way of active discussion and participation.

The draft of the Perspective Plan was discussed, reviewed and approved by the local Managing Committee of the college and the General Body of St. Claret Educational Society, Bangalore. We wish that this document gives to SCC the orientation towards the attainment of its goals and objectives for the period mentioned and it helps in imparting the best possible education at its portals.

**Mr. Chinmaya Dash**

IQAC Coordinator

20 January 2021



## I. Curricular Aspects

Curriculum is the essential ingredient of education at any level and all other aspects such as teaching, learning and evaluation, research and development, infrastructure and learning resources, student activities and support system revolve around it. SCC has identified the following as focus areas in its perspective plan regarding curricular aspects:

1. Strengthening and consolidating the existing UG and PG programmes by introduction of additional sections.
2. Introduction of new UG and PG programmes after assessing the relevance, demand and career opportunities.
3. Introduction of relevant certificate courses, add on programs, skill development programmes, remedial programmes as decided in the annual plans by each department.
4. Integration of cross cutting issues relevant to professional ethics and human values (Mulya Pravah) into the curriculum.
5. Student and faculty exchange programmes in collaboration with Universities/ Institutions of repute both from India and overseas.
6. Career guidance, counseling and aptitude tests to prepare the students to face the highly competitive job market.
7. Augmenting academic and physical infrastructure such as Library, Classrooms, Computer Labs, Psychology Labs, Interactive Language Lab., Business Lab., Media and Communication Lab.
8. Extensive use of the online teaching and learning resources.
9. Encouraging faculty and students to optimize the use of online library resources.
10. Academicians, industrialists, subject experts from other institutions and universities to be invited as resource persons and we shall get acquainted with the emerging techniques and trends of the industries and subject matters.
11. International conferences, National Conferences, Seminars and Conferences are to be organized by IQAC and departments
12. We shall depute faculty to participate in seminars and workshops based on curricula. It shall be mandatory for all faculty members to present at least one research paper at national or international conference every year.
13. We shall continue to implement CBCS- Choice Based Credit System- in Curriculum.
14. We shall implement the National Education Policy 2020 as per the directives of the University, State and Central Governments.
15. We shall be part of syllabus framing board and textbook committees at the University level as and when required by the University.
16. We shall also provide feedback on the effectiveness of the syllabus/curriculum and communicate the same to the University authorities.
17. We will have mechanism to obtain feedback on curriculum from all the stakeholders: students, alumni, parents, and industry. We shall effectively communicate the same to the concerned authorities for revision and restructuring of curriculum.

## II. Teaching, Learning and Evaluation

SCC is committed to serve students of diverse backgrounds and abilities, through effective teaching-learning experiences. We will pay special attention to the following areas in teaching, learning and evaluation:

1. We will strengthen well defined, transparent admission process based on merit coupled with reservation policy.
2. We shall explore creative ways to promote the college to enhance the student enrolment.
3. The website of the college shall be regularly updated and adequate information shall be disseminated to all stakeholders.
4. Academic toppers shall be recognized and felicitated. Proficiency Awards, Endowment Prizes, Memorial awards and Cultural, Arts and Music awards shall be presented to the top performers.
5. Meritorious scholarships shall be provided to students with outstanding performance both at the entry level and during the course of study in the college.
6. Entrance and diagnostic tests shall be conducted to assess the knowledge level of the students to make the necessary interventions.
7. The college will conduct bridge, remedial courses and other relevant programmes for the slow learners.
8. We will provide special support services for advanced learners and focus on enhancing their knowledge, attitude and skill.
9. Towards the end of the semester, revisions and interactive sessions will be conducted to create confidence among students to prepare for examination.
10. Peer teachings and quality circles shall be encouraged.
11. Every semester there shall be a meeting of the parents. The parents will meet the class mentors and discuss the attendance and performance of their son/daughter.
12. There shall be a core committee of parents that would meet occasionally with the principal and staff representatives and provide valuable suggestions on curriculum, teaching-learning and activities of the college. And their suggestions will be taken into account for the overall improvement of the college.
13. SCC will continue to provide easy access to daily newspapers, journals, periodicals and internet in the Library and reading room which will strengthen the reading habit of students and teachers and lead to enhance their knowledge. We will continue to subscribe to international journals, periodicals for enriching the reading resources.
14. The academic, co-curricular and extra-curricular activities for the academic year will be planned in the academic calendar prior to the beginning of every academic year.
15. The faculty members shall prepare a detailed course plan before the commencement of a course. The plan would provide the details of various programs related to the course, the guest lectures, the methodology adopted, the tests, assignments, presentations and the exposure programs related to the paper.

16. The college shall prepare a College Handbook every year, with all the required details of courses, add on and diploma courses, facilities and the plan of the academic year.
17. Academic and co-curricular and other related works will be allocated among the staff by constituting different committees and associations.
18. The college will strengthen the student centric teaching system. Exposure programs and industry visits shall be organized to help students supplement theory with experiential learning.
19. To improve the psycho-social competence of the students, life skills development sessions, both by the internal faculty and by experts from outside shall be organized.
20. The Placement and Career Guidance Cell will organize career orientation programmes and professional skills development program which would impart employability and job skills.
21. The faculty members shall be oriented towards effective use of ICT for the benefit of students and for research.
22. The college will appoint well qualified and experienced faculty. Preference will be given for Ph.D/ NET/SET/M.Phil qualified. Preference will also be given for those qualified applicants from the backward communities. The candidates will go through a rigorous interview by a faculty recruitment committee which will be followed by a demo class before the subject experts. Those selected candidates from the demo class will go through a personal interview with the managing committee of the institution. Upon appointment, the faculty undergoes an induction program.
23. The college shall adopt a comprehensive salary pay scale and periodic revisions.
24. A Faculty Development Cell shall be appointed to organize FDPs, workshops, guest lectures and research management talks for the development and optimum performance of the faculty members.
25. At the end of every semester, the students shall evaluate the faculty members by filling out the feedback form online. This will enable the faculty to develop a sense of accountability, confidence, readiness to receive criticism, develop openness, sense of introspection and accept the situations to improve their performance in teaching.
26. The Principal shall meet each faculty member with the student feedback and discuss the strengths and areas for improvement.
27. At the end of every academic year, all the faculty members shall do a self-appraisal and meet the head of the institution with the same. This will enable them to realize their academic standard and engage them in various activities to excel in their academic performance.
28. Monthly meeting of the faculty, both at the departmental and institutional level will be conducted for taking feedback about teaching and evaluation and checking its adherence to the lecture plan.
29. The college will continue the policy of felicitating and rewarding the faculty on their achievements in academic and social life.



30. The college will continue to strengthen the evaluation process, where students' academic performance will be evaluated continuously through tests, assignments, presentations, projects, viva-voce, internal examinations, etc.
31. Examination results will be analyzed in detail by the subject faculty and the department and necessary measures shall be taken for further improvement.
32. Students with less than the expected performance in CIA examinations will be counselled and special programmes will be arranged to enhance their performance.
33. Meetings of Students' Council will be conducted regularly to discuss the innovation in teaching-learning and evaluation system and planning of cultural, sports and other activities in a decentralized manner.

Along with the regular teaching methods, faculty will also use audio-visual aids and encourage students to participate in various workshops, seminars, campaigns, group discussions and various competitions like quiz, elocution, essay, debate, poster, etc. Opportunities will be given to the students to organize these programmes and competitions to improve their organizational skills and leadership quality with values like hard work, equity, co-operation and co-ordination through assigning responsibilities like reception, registration of delegates, compeering, stage decoration, hall arrangements etc.

### III. Research, Consultancy and Extension

SCC shall promote research in right earnest. The following are the details of the perspective plan in the areas of research, consultancy and extension:

#### Research

1. The College will strengthen the Research Promotion Cell (RPC) activities to inculcate a research culture in the institution and to encourage the faculty and students in research.
2. The institution shall motivate the faculty to be actively involved in research by providing special leave, financial support, relaxation in teaching workload and exam duties.
3. SCC shall encourage the faculty members to pursue Ph. D and Post-Doctoral studies by providing special leave and partial/full financial support to meet the registration, annual fees and books purchase.
4. SCC shall establish a Research Centre.
5. SCC shall establish educational linkages through MoU with premier institutions and take up collaborative research projects.
6. SCC shall promote participation of staff members in FDPs such as refreshers and orientation programmes.
7. We shall promote inter-disciplinary research.
8. We shall promote faculty publication in indexed research journals.
9. We shall promote faculty members to have at least one major/ minor project.
10. We shall motivate faculty to apply for Patents.
11. We shall promote faculty participation in international conferences/ seminars/ workshops/ symposia.
12. The college will mobilize grants from funding agencies such as UGC, MHRD, DBT, DST, ICSSR and others for research.
13. The Research Promotion Cell will make efforts for identifying the research potential of faculty and to motivate them to prepare the research proposals and send from to funding agencies for approval.
14. The college will sanction seed money to faculty to carry out minor research projects out of DBT, DST, and CE grants.
15. Funding support towards strengthening the ecosystem for innovation and start up shall be provided.
16. Faculty will be provided necessary infrastructure for carrying research such as laboratories, consumables, literature access, contingency, travel expenses or any other item as per operative policies of funding.

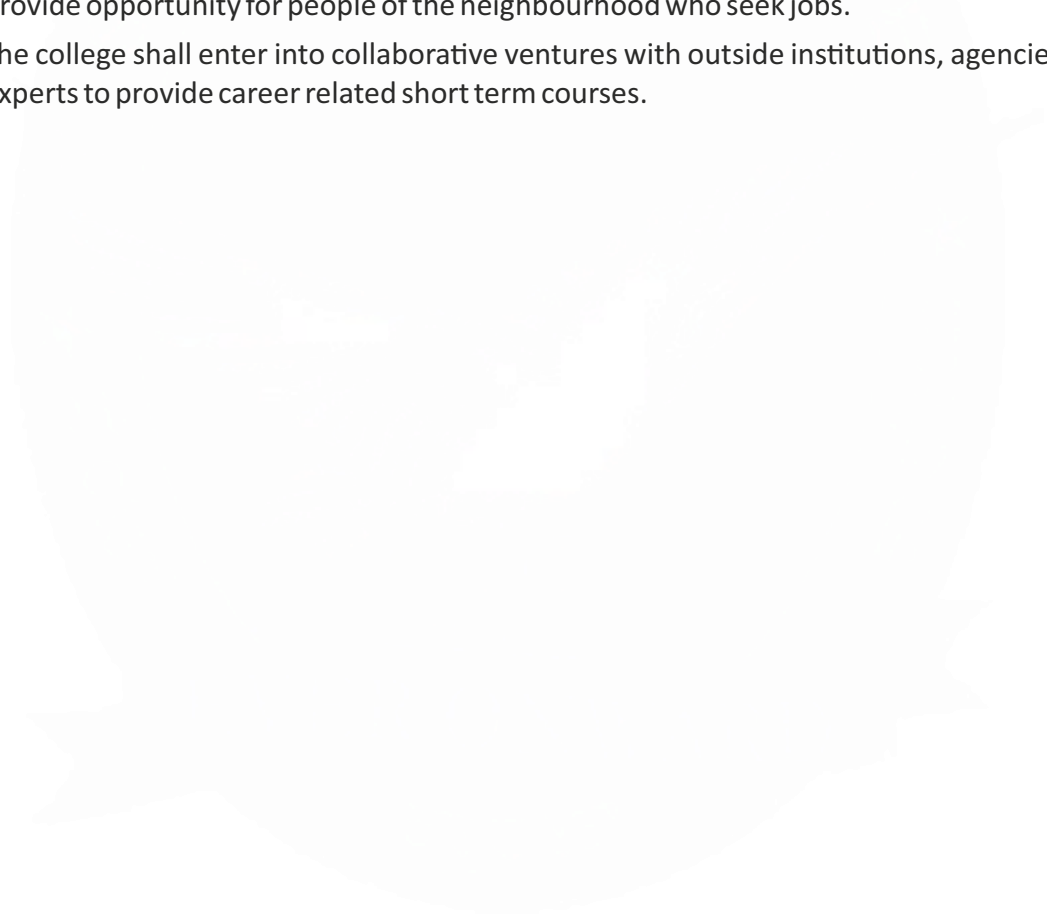
17. SCC will provide necessary guidance and financial support to students to participate, present papers in student seminars and conferences at the regional and national levels.
18. The college shall provide research resources by subscribing to online resources, national and international journals.
19. We will continue to appreciate and recognize faculty and students who make special contribution in research areas.
20. SCC shall publish its own Research Journal in the area of Commerce and Management.

## Consultancy

1. The faculty shall be encouraged to extend consultancy services to industry, educational institutions and anyone who requires consultancy services. Such faculty members shall be given on duty leave for the purpose.
2. Faculty with Doctoral degrees who qualify to be guides or co-guides of research scholars shall be provided adequate support.

## Extension

1. We will strengthen the UBA (Unnat Bharat Abhiyan) project and work for the transformational change in the villages we have adopted.
2. Claret Centre for Community Development (CCCCD) shall consolidate and guide all the extension activities of SCC.
3. We shall work with NGOs to extend services to the community.
4. We shall assist government and local bodies in community projects
5. We will strengthen further our NCC and NSS units.
6. All the departments shall be encouraged to initiate extension activities.
7. Blood Donation camps shall be a regular event. A Blood Donors' directory shall be prepared. In time of emergency, blood will be donated to the needy patients free of cost.
8. Library facility will continue to be extended to alumni and to the students who come for add on programs to the campus.
9. A study of the demographic details of the neighbourhood shall be done to assess the needs of the area and adequate intervention shall be planned and executed.
10. The College infrastructure will be made available to conduct examinations and other programmes of public and private institutions such as UPSC, Indian Railways and Insurance Companies, etc.

11. Women empowerment initiatives shall be given a special focus. The homemakers of the neighborhood shall be given training in soft skills.
  12. Health awareness camps (dental check up, eye check up, general check up etc.) shall be arranged for the people of the neighbourhood.
  13. Covid-19 testing and vaccination drives shall be arranged on campus for the people of the neighbourhood.
  14. With the help of students, we will contribute to society by donating financial aids, computers and other helps to NGOs and deserving children.
  15. Computer literacy programmes for disadvantaged school students will be organized.
  16. Career fair will be organized with the help of Placement and Career Guidance Cell to provide opportunity for people of the neighbourhood who seek jobs.
  17. The college shall enter into collaborative ventures with outside institutions, agencies and experts to provide career related short term courses.
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## IV. Infrastructure and Learning Resources

The perspective plan covers the following areas as regards the infrastructure and learning resources:

1. Construction of new building to meet the infrastructural needs of the proposed new UG and PG programmes and for additional sections of the existing programmes.
2. Upgrading and expanding of hostel facilities.
3. Canteen facilities with adequate space for dining both for staff and students.
4. More equipment shall be provided in the gym for the physical well being of all stakeholders.
5. Exclusive sports facilities such as volleyball court, badminton court, basketball court and cricket net practice for the college.
6. The incubation center shall be made vibrant and productive.
7. The Business Lab facility shall be augmented.
8. To the existing solar energy, another 50 KW shall be added to save power consumption.
9. Optimum utilization of available infrastructure by welcoming external agencies to organize programs in the campus.
10. We will add more generator facility (100 KW) to the existing ones to ensure continuous and uninterrupted flow of electricity.
11. Well secured firefighting facilities shall be established.
12. We shall upgrade and augment the IT infrastructure to promote extensive use of ICT in all academic and administrative affairs.
13. Computers at laboratories, offices, library and departments shall have high speed internet connectivity.
14. We shall provide personal laptops to students of Computer Science programmes.
15. We shall provide adequate space for vehicle parking.
16. We shall move towards paperless office.
17. We shall mobilize funds for development of infrastructure.
18. We shall maintain well the lawns, sapling nursery, medicinal plants, terrace vegetable garden and rain water harvesting units.
19. We shall expand CCTV surveillance system on campus.



## V. Student Support and Progression

SCC will work extensively to ensure student support and progression. Following efforts will be made in this regard:

1. We shall strengthen the mentoring quality; train the mentors to meet up the challenges.
2. We shall continue to provide scholarship and freeship schemes for meritorious and deserving students.
3. We shall provide Book Bank Facility for SC/ST and economically challenged sections.
4. Capability Enhancement Programmes will be organized by inviting experts from industry.
5. We shall establish Central and State Government funded skill development training center.
6. We shall provide adequate infrastructure facilities and learning support for Divyangjan students.
7. We shall encourage and support student participation in competitions: arts, sports, literary and cultural at the state and national levels.
8. Grievance Redressal Cell shall have adequate student representatives.
9. All the achievers from academics, cultural, arts, literary and extension activities shall be appreciated and felicitated.
10. Attempts shall be made to establish more endowment prizes for top performers.
11. We shall organize intra and inter-collegiate Arts, Literary and Cultural Fests.
12. We shall organize intra and inter-collegiate sports competitions.
13. Sport shoes, kits and other essential articles will be provided to the students involved in sports activities.
14. Sports scholarships shall be provided to students who excel in athletics, sports and games.
15. Special coaching shall be provided for athletics, sports and games.
16. Preference will be given in admission to the students who have good performances in social, sports, cultural, NSS, NCC and research activities.
17. Professionals from cultural fields such as choreographers, directors, musicians and artistes will guide the students to excel in those areas.
18. The college shall continue to have the Health Centre where first aid and basic medical facilities will be made available to the students and employees. A general medical checkup will be conducted for the students of the first year batches.
19. The Placement and Career Guidance Cell shall facilitate career guidance and placement support to the students. The placement department shall be provided with more human resources.
20. We will have student representations in committees like Library, IQAC and Grievance Redressal Cell.
21. The college will provide congenial atmosphere to students coming from other states and neighbouring countries.
22. Environment consciousness shall be generated through various activities.

## For Alumni

1. We shall strengthen the alumni organization and augment the involvement of alumni.
2. We shall formally register the alumni association
3. Alumni endowment fund shall be raised.
4. We shall recognize and award alumni achievers.
5. We shall provide souvenirs and memorabilia to alumni to stay connected with their alma mater.
6. We shall strengthen the social media networking with the alumni.
7. Library and reading room facilities shall be extended to the alumni.
8. We shall seek the support of the alumni to train our students in soft skills and to prepare them for placements.
9. Career guidance and placement services will be provided to the alumni.
10. The college sports facilities will be made available to the alumni.
11. Alumni will be invited for social, cultural and academic programmes of the college.

## VI. Governance and Leadership

The growth of any institution depends upon its governance and leadership. A well administered institution with good governance ensures proper implementation of policies. The following are the details of the perspective plan that support governance and leadership:

1. Vision and mission of the institution will be communicated effectively to all stakeholders.
2. We shall continue to have a democratic and transparent organizational structure.
3. We shall continue to have a decentralized administrative mechanism with accountability.
4. We shall have a participative functioning of the institution that involves all members of the faculty and staff.
5. The Internal Quality Assurance Cell (IQAC) of college will work continuously to ensure quality enhancement and sustenance.
6. There shall be equitable allocation of responsibilities.
7. There shall be extensive committee structure with clearly defined roles, responsibilities and objectives.
8. We shall have Efficient Students' Council and Women's Cell having wide representation of students in decision making, execution of policies and developmental aspects of the college.
9. Functional autonomy shall be given to the academic and administrative departments.
10. The ERP Software shall be made very comprehensive with added features.
11. Perspective Plan shall be formulated every decade, after thorough review of the academic programmes and analysis based on feedback and SWOT analysis.
12. We shall apply for grant in aid for the developmental activities of the college.
13. We shall work towards the functional autonomy for the college by the year 2025.
14. We shall appoint well-qualified and experienced faculty after a rigorous recruitment process. By 2025, at least 60% faculty shall be Ph. D qualified. And the rest shall be UGC NET/ State Eligibility Test Qualified.
15. Salary stipulations and annual increments shall be streamlined and institutionalized.
16. There shall be periodical faculty and staff development programmes.
17. We will continue to have comprehensive and effective performance appraisal of faculty and staff.
18. Team building initiatives and good interpersonal relations shall be fostered.
19. Various staff welfare schemes like generation of a Staff Welfare Fund, Health Insurance, Educational assistance for children, financial support for research and higher studies, interest free loans, loans for the purchase of laptops shall be continued.

- 20. Annual picnic and occasional social gatherings are to be organized.
- 21. Birthdays of all faculty and staff shall be celebrated.
- 22. We will focus on growth oriented budgetary allocation.
- 23. Annual budgeting system shall be introduced in each department.
- 24. We shall evaluate the efficiency and effectiveness of the administrative process through regular administrative audits.
- 25. We shall foster collaborative quality assurance initiatives.
- 26. Effective internal control, monitoring mechanism and timely statutory audit of the accounts shall be established.
- 27. Timely academic audit will also be held to ensure effective deployment of strategy.

## VII. Innovative Practices

Following efforts will be made in the areas of Innovation and Best Practices:

1. The college will conduct audits in academic, curricular, co-curricular, extra-curricular, research and extension, augmentation of academic infrastructure, student progression and innovative practices both by its own IQAC and by expert educationalists from outside. Growth-oriented action will be initiated on their recommendations.
2. IQAC activities will be strengthened with more quality enhancement activities under its purview.
3. We shall address sustainability issues through awareness campaigns and taking initiatives for zero waste campus model, e -waste management and energy audits.
4. We will introduce new initiatives towards environment consciousness and sustainability.
5. We shall introduce more water conservation strategies.
6. Committees and subcommittees will be formed to organize and monitor academic and administrative activities.
7. Feedback from parents, alumni, industry and students will be collected on the performance of the institution and initiatives shall be taken based on the feedback.
8. Annual strategic plan is to be put in place for quality enhancement.
9. We shall welcome students from different countries, states, diverse cultures, faiths, languages and traditions. We shall be committed to inclusive education making our services accessible to women and the disadvantaged sections like socially backward, economically-weaker, and differently-abled.
10. Social and community consciousness will be instilled among the students; awareness programs, seminars, workshops, village camps, training programs and community related activities will form part of the holistic education.
11. We shall align the institutional development plans with UNDP (United Nations Development Program) and United Nations' Sustainable Development Goals.
12. The institution shall maintain a strong relationship with parents, industry and all stakeholders.
13. The institution shall put in place an effective complaint management system with the help of the Grievance Redressal Cell.







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