

MOHAMED SATHAK COLLEGE OF ARTS AND SCIENCE

(Affiliated to University of Madras, Re-accredited by NAAC)

Sholinganallur, Chennai-600119

Tamil Nadu

Strategic Planning and Deployment Document

Updated 2021-2022



(2021-2025)

Vision

The Vision of the college is to serve the social needs and to uplift the living standards of the rural youths by imparting higher education adhering not only to national but also international standards of education and fostering an enduring sense of discipline and single minded dedication to work.

Mission

- ❖ By promoting the College into an Institution of Excellence, it aims to serve the rural youth by providing them with easy access to higher education and job opportunities.
- ❖ The college strives towards integrated personality growth of rural student in particular and students at large in which special attention is given to their intellectual, moral and cultural development.
- ❖ It inculcates discipline, higher level of culture and time values of life among the youth.


Quality Policy

Our aim is to advance in the various facets of learning opportunities by provide multiple study options through perfect blend of:

- **Academic Excellence**
- **Teaching – Learning Processes**
- **Teacher – Student Mentoring System**

Core Values

- ❖ Excellence in Teaching and Learning.
- ❖ Involvement of all Stakeholders of the Institution in Decision-making.
- ❖ Promote creativity and innovation in all activities.
- ❖ Promote equality, integrity, patriotism and brotherhood.
- ❖ Community Engagement.


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- ❖ Respect and Commitment.
- ❖ Holistic Development of Students.
- ❖ Sharing of knowledge, experience and skills.

Objectives of Perspective Plan

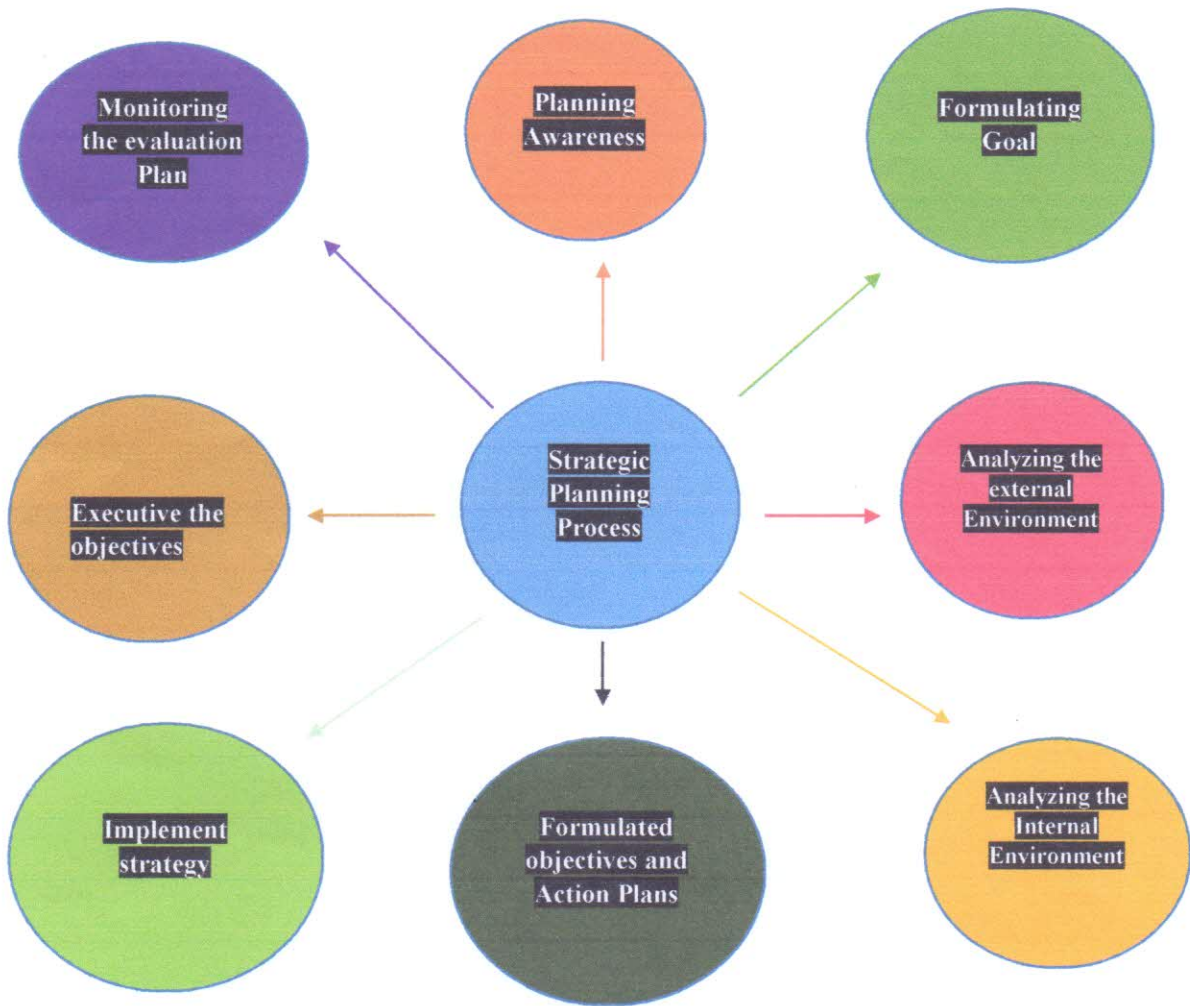
- ❖ To create a transparent and attractive academic environment that encourages pursuit of excellence and free from commercial interests and questionable practices.
- ❖ Contributing to National Development
- ❖ Developing requisite competencies amongst students of the college
- ❖ Inculcating a Value System among the Students
- ❖ ICT-based teaching and learning.
- ❖ To maintain continuously good academic performance
- ❖ To develop and execute effective teaching- learning process
- ❖ To encourage research culture in faculty and students
- ❖ To develop a comprehensive system of student mentoring and student support and ensure transparency in evaluation process of students.

Strategic Planning Process

Strategic planning process was conceived as an IQAC initiative. The IQAC, with the inputs of principal, vice principal and heads of department senior faculty members and administrative officer developed the strategic plan. The plan is aligned with the institute's vision, mission, and goals which in turn is aligned to Mohamed Sathak college of Arts And Science Mission 2025 and capable of guiding strategic decisions and action plans. The entire process is depicted in the diagram below:



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Formulation of Strategic Plan


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SWOC Analysis

Strengths	Opportunities
<ul style="list-style-type: none">• Good reputation for high quality teaching & laboratory based practical skills & knowledge development.• Academic autonomy giving impetus to innovation in teaching, learning and research.• Visionary leadership.• Promote interdisciplinary research and facilities.• Eco friendly and amicable ambience for working.• Constant mentoring, monitoring and a strong feedback system of students.• Academic audit helps review the quality of academic process in the institution and helps enhance the quality of academic in HEIs.• Administrative audit to assessment of policies, strategies and functions of the various administrative departments, control of the overall administrative system.• Thrust on research and innovation.• Infrastructure: ICT Enabled class rooms, labs, library, seminar halls, sports and recreation facilities.• To encouragement of faculty for pursuing Ph.D research, advancement of qualification.• Skill training through add on courses.• Effective student mentoring and career guidance.• Strong alumni base that helps for the job generation and referral drive of junior students.• Mechanism for feedback – review – revision.	<ul style="list-style-type: none">• Potential to become an Autonomous.• Stronger alumni network and their enhanced involvement in academic and research projects.• The faculties providing greater opportunity for innovation and technology.• Possibility for interdisciplinary research and collaboration.• Great opportunity to become a resource center for local communities.• Enrollment of students in Internship programs in different renowned laboratory and industries.• Increase in industry institute interaction through MoU with reputed institutions and premier industries.


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Weaknesses	Challenges
<ul style="list-style-type: none"> • There is scarcity of well qualified that is Ph. D and senior professors mainly in core commerce, managements and Science fields. However, there is continuous effort made by the management to recruit senior level faculty members from reputed institutions. • Lack of interdisciplinary mobility of students. • Space limitation for further expansion of facilities. • International and National Collaboration activities to be done. • Patent registration need to be done. • Limited research grants, consultancies and patents. • Faculty up gradation to keep in pace with changing technologies and pedagogy. • Parents Socio Economic status is below average. 	<ul style="list-style-type: none"> • Keeping pace with continuous modification of technological advancement. • To motivate faculty for New Product Development/Research/ R&D/ Innovation etc • Unpredictable placement opportunities • Availability of competent Ph.D faculty. • Resource mobilization from agencies other than the government and UGC etc... • Creating and sustaining a research culture and innovations ecosystem. • Filing for patents and producing high impact and reputed research journals. • Ensuring the holistic educations of all.


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Strategic Goals

Strategic plans are based on the vision and mission of the institution and it provides directions and helps in decision making to achieve predetermined goals of the institution. The team of governing bodies after several discussion and planning and guided by the vision and mission of the institutes Quality Policies, Core values and SWOC analysis framed the intuitions strategic goals.

1. Effective teaching learning process
2. Developing and following leadership and participative management
3. The college established functional Memorandum of Understanding with various organizations for skill development training
4. To identify and train the youth from rural areas in sports activities in the second campus
5. To encourage students to carry out research projects and to present a paper in conference and seminars.
6. To improve the employability skills of the students
7. Ensuring staff development & welfare
8. Increasing Alumni Interaction and participation and Outreach activities.
9. Motivate all the M.Phil Faculty to enroll PhD or qualified NET /SLET.
10. To encourage the students participating in co-curricular/ extracurricular activities
11. To encourage the Faculty for Paper publishing & UGC approved national and international journal Publishing
12. Put emphasize on Institute – Industry interaction and partnership.



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Strategic Planning (2021-2025)


Teaching and Learning	<ul style="list-style-type: none">❖ Academic planning and preparation of Academic Calendar.❖ Use of more teaching aids and adopt more ICT.❖ Development of e- learning resources.❖ Use of modern pedagogies.❖ Promote research culture & facilities.❖ Evaluation parameters and benchmarking.❖ Continuous assessment to measure outcomes.❖ Provide mentoring and personal support.
Leadership and participative management	<ul style="list-style-type: none">❖ Decentralize the academic, administration and student related authorities & responsibilities❖ Establishment of functional committees.
Internal Quality Assurance System	<ul style="list-style-type: none">❖ The IQAC is significant administrative body in the college. It contributes to maintaining the quality standards in teaching, learning and evaluation and other concerned activities in the college. It is a capable body to administer various academic, research and educational activities.
Anti sexual harassment	<ul style="list-style-type: none">❖ The Anti-Sexual Harassment Committee is one of the vital committees evolved with the guidelines of Supreme Court Judgment given in 1997 to be responsible for a safe environment and sound atmosphere.❖ To Ensure Girl safety, a proper understanding upon the different kinds of Sexual Harassments must be given to them to identify approaching Dangers and to know what they should be aware of.❖ To evolve a mechanism for the prevention and redressal of sexual harassment cases and other acts of gender based violence in the institution.❖ To ensure the implementation of the policy in letter and spirit through proper reporting of the complaints and their follow-up procedures.

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Various Committee	<ul style="list-style-type: none"> ❖ The college assigns responsibilities to various committees for the smooth and effective functioning in the area of academics and administration.
Admission Committee	<ul style="list-style-type: none"> ❖ The Institutions has mechanism for the newly admitted students. The Institute has assigned a responsibility to the various departments and heads of the department for the admissions. The groups of faculty members counsel the student while admitting in the institutions
Library Committee	<ul style="list-style-type: none"> ❖ Library Committee has been constituted for the purpose of smooth functioning of the library and the functioning of the library.
Physical infrastructure	<ul style="list-style-type: none"> ❖ More ICT enabled classrooms ❖ To create awareness about the use of ICT ❖ Developing sports (indoor/outdoor) facilities ❖ Smart Class rooms, Tutorials, Seminar halls ❖ Modernization of Laboratory & equipment ❖ Safety & Security management ❖ Water facility ❖ Medical facility
Research Centre/Committee	<ul style="list-style-type: none"> ❖ To increase the number of research departments ❖ To increase the number of research facilities among the existing research departments. ❖ To encourage the students and faculties of the institutions to undertake the various research projects from the government and non-government funding agencies. ❖ Apply for Government/Non-Government industry, sponsored funds ❖ Collaborations with Government & Private Institutes, Universities and Research Organizations ❖ Applying for patent


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Institute – Industry Interaction	<ul style="list-style-type: none"> ❖ MoUs with industries ❖ Support for internships, visits, trainings, guest lectures ❖ Strengthen training & placement ❖ To conduct the various departments industry visit, field visits, seminars, and workshops for the student and faculties.
Good governance	<ul style="list-style-type: none"> ❖ Evaluation of Institute’s performance and benchmarking ❖ Monitoring and Implementing the Quality Management Systems ❖ Smooth Working of statutory committees ❖ Code of conduct and policy formulation, approval and implementation
Student Welfare Department	<ul style="list-style-type: none"> ❖ Student’s representation in various committee and cell ❖ The Department provides the leadership, social, extra-curricular and counselling and economic benefits to the students to become the productive citizens of the society
Staff development & welfare	<ul style="list-style-type: none"> ❖ The Committee of Staff Welfare is constituted to ensure the welfare of the faculty members of the college ❖ Recruitment Policy formation & implementation ❖ Staff performance evaluation system ❖ Staff Training for quality improvement ❖ Best possible work facilities & infrastructure facilities ❖ Code of conduct, service rules & leave rules □ Staff welfare policy implementation ❖ Deputation for seminars, conferences and workshops etc. ❖ Sponsorship/ Motivation for qualification improvement ❖ Support for research, consultancy, innovations
Entrepreneurship	<ul style="list-style-type: none"> ❖ MoUs with organizations for entrepreneurship development Providing training & guidance for entrepreneurship development ❖ Promoting, sponsoring and facilitating entrepreneurship development.


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Alumni Interaction	<ul style="list-style-type: none"> ❖ Formation of Alumni association, participation and registration ❖ Leverage for guest lectures/internships/training/placements/entrepreneurship
Outreach Activities	<ul style="list-style-type: none"> ❖ Conducting awareness camps ❖ Educational support to village people ❖ Provide vocational training /job oriented training as per local needs at the institute



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Strategy Implementation and Monitoring

Once the planning part has been done the next step is its implementation. This stage is among the most imperative part and has to be implemented with proper supervision and cooperation. The Principal along with Academic Council and other team member will be the custodian for strategic plan and its deployment.

Implementation at Institute Level

Particulars/Functions	Deployment Authorities
Governance & Administration	Chairman, Executive Director, Members of GB & Administration Office
Branding /Expansion	GB members & Local Management Committee
Infrastructure	Principal &HODs
Students Admissions	Principal, HODs & Admission team
Statutory Compliance	Principal & HODs
Teaching- Learning	Principal, HODs, Faculty & Staff
Research& Development	Principal, HODs & Faculty
Students Development	Principal & HODs
Quality Assurance	IQAC team
Departmental Activities	HODs & Faculty
Training &Placement	Principal, TPO & HODs

Deployment

The plans articulated by the management and principal are communicated to the target groups like faculty, students and other stakeholders through meetings, mails and other forms of communication.

The implementation of strategic plan will be monitored time to time by Principal, Academic Council and other committees through periodic review

The Principal's handbook serves as guideline at the institutional level to undertake these activities. The organizational procedure manual guides all the activities through well-defined policies and procedures for each of the activities.

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