RAMAIAH
College of Arts, Science
& Commerce

INTERNAL QUALITY ASSURANCE CELL – (IQAC)

PRESENTS

Action Taken Report – PTV 2015

IQAC- MSRCASC

Action Taken Report on the recommendations given by NAAC Peer Team during the 3rd cycle of Assessment and Accreditation in January, 2015

Sl.No	Recommendations of PTV during 3rd cycle of NAAC A&A in 2015	Action taken by the college
1	College may try to obtain recognition on top priority	• College has obtained UGC recognition in December 2017 post NAAC accreditation with 2f and 12B (Annexure 1) • College has applied to UGC for recognition of College with a Potential for Excellence (Annexure 2)
2	Research Culture and Orientation be created amongst faculty	• Based on recommendation of Peer Team, college has established an active Research Cell and has appointed a Dean from 2018 to built the research culture amongst faculty members in various departments. • Based on valuable inputs from NAAC Peer team, **"Research lab**" has been established in 2017 and provided with Basic/ Advance Research facilities. • Intra Institutional Memorandum of Understanding has been established with Ramaiah Medical College (Annexure 3) • Governing body in its meeting held on 24/09/2018 has approved the Research Policy Document for MSRCASC and accordingly ➢ Seed Money for Research good

IQAC- MSRCASC

		projects will be paid by college. ➢ Financial Incentives for publication in Good Impact Journals ➢ Annual Research Award will be given best researcher of the year for enhancing healthy competition among faculty members. (Annexure 4)
3	Student learning facilities such as Labs, Studies etc to be further strengthened and modernized	• The college has moved to a state of Art facility and modern labs with all the facilities from 2017. • 14 Undergraduate and 8 Postgraduate Labs are established • The college has provided LMS facility for online Teaching and Learning activities. • More than 85% of the classrooms are fitted with LCD projectors, so as to enable the teachers to use various e-resources contents and other ICT facility for better student learning. • Departments also conduct several Skill based Certificate programmes for enhancing learning capabilities among students
4	Interdisciplinary Orientation and re-organization of Departments to be taken up	• The University introduced the CBCS system in 2014. • Initiated different interdisciplinary courses like environmental Studies, Computer Fundamentals, Banking and Finance, Science and Society, Indian Constitution, Personality Development prescribed by

IQAC- MSRCASC

		Bangalore University. • As per the recommendation of the NAAC Peer Team, Departments are Re-organized based on the subjects offered in a specific combination. (Annexure 5) ➢ Department of Humanities consist of subjects like, Optional English, Psychology, Journalism and Political Science. ➢ Department of Life sciences has subjects like, Biotechnology, Genetics, Biochemistry, Chemistry and Microbiology ➢ Department of Computer Application has subjects like, Computer Science, Electronics and Mathematics.
5	Collaboration and tie up to be created and strengthen up	• There are 23 collaborations since 2014 with several Industries/ Institutions of National and International repute for the purpose of offering various Training programmes, Skill Development Programmes, Internships, Industrial Visits, Research, Certificate Courses and other academic collaborations
6	Sports facility and physical fitness infrastructure to be enhanced.	• Sports ground is established in the campus for multipurpose use of sports as such, college has provided both indoor and outdoor sports facility. • State of arts Gym facilities for Boys and Girls students has been created • Students are provided coaching for cricket and other outdoor sports

IQAC- MSRCASC

		• Students are encouraged to participate in intercollegiate, University and National Level championship.
7	Placement Cell to be made more student friendly	• Regular interaction of students with placement cell has been ensured by organizing mock interviews and other audio visual methods of personality development of students. • The pre placement trainings and Soft skill trainings are conducted regularly part from a specific technical trainings for campus recruitment .
8	Perspective plan for development be created	• Post NAAC accreditation, 10 year Vision document 2015-2025 has been created to plan for next 10 years for academic, non-academic and others. (Annexure 6) • Strategic Plan and Deployment Document 2018-23 is prepared for the next 5 years. (Annexure 7)

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IQAC- MSRCASC

Annexure – 1

ज्ञान-विज्ञान विमुक्तये

सत्यमेव जयते

विश्वविद्यालय अनुदान आयोग
University Grants Commission
(मानव संसाधन विकास मंत्रालय, भारत सरकार)
Ministry of Human Resource Development,
Govt. of India
बहादुर शाह जफर मार्ग, नई दिल्ली – 110 002
Bahadur Shah Zafar Marg, New Delhi – 110 002

UGC Website: www.ugc.ac.in
Ph. 011-23604414 (CPP-I/Colleges)

Speed Post

F. No. 8-314/2013 (CPP-I/C)

December, 2017

The Registrar,
Bangalore University
Jnana Bharathi, Bangalore – 560 056
Karnataka

20 DEC 2017

Sub: - Recognition of College under Section 2 (f) & 12 (B) of the UGC Act, 1956.

Sir,

I am directed to the letter dated 23.10.2017 received from the Principal, M.S. Ramaiah College of Arts, Science and Commerce, MS Ramaiah Nagar, MSRIT Post, Bangalore – 560 054, Karnataka on the above subject and to say that it is noted that the following college is **un-aided/self financed** and **permanently** affiliated to **Bangalore University, Bangalore**. I am further to say that the name of the following college has been included in the list of colleges prepared under Section 2(f) & 12(B) of the UGC Act, 1956 under the head '**Non-Government, self financed** Colleges teaching upto **Master's** Degree'.

Name of the College	Year of Establishment	Remarks
M.S. Ramaiah College of Arts, Science and Commerce, MS Ramaiah Nagar, MSRIT Post, Bangalore – 560 054, Karnataka.	1994	The College is now declared fit to receive Central assistance in terms of Rules framed under Section 12 (B) of the UGC Act, 1956. However, the College, being a self financing & unaided, would be eligible to receive UGC's support only in respect of teachers & students related schemes as per the decision of the Commission dated 8th July 2011.

The Indemnity Bond and the other supporting documents submitted in respect of the above College have been accepted by the University Grants Commission.

Yours faithfully,

(Tirath Ram)
Under Secretary

Copy to:-

1. The Principal, M.S. Ramaiah College of Arts, Science and Commerce, MS Ramaiah Nagar, MSRIT Post, Bangalore – 560 054, Karnataka.
2. The Secretary, Government of India, Ministry of Human Resource Development, Department of Higher Education, Shastri Bhawan, New Delhi - 110 001.
3. The Principal Secretary (Higher Education), Government of Karnataka, K.G.S. 6th Floor, M.S. Building, R. No. 645, Dr. B.R. Ambedkar Road, Bangalore – 560 001, (Karnataka).
4. The Deputy Secretary, UGC, South-Western Regional Office (SWRO), Prasana Kumar Block, Palace Road, Bangalore - 560 009, (Karnataka).
5. Section Officer (FD-III Section), UGC, New Delhi.
6. Guard file.

(Tirath Ram)
Under Secretary

Annexure – 2

ಬೆಂಗಳೂರು
ಕೇಂದ್ರ ವಿಶ್ವವಿದ್ಯಾಲಯ
BENGALURU
CENTRAL UNIVERSITY
Central College Campus, Dr. Ambedkar Veedhi, Bengaluru – 560 001.
Ph.No. 080- 22961016/22131385 E-mail- registrarbcu@gmail.com

No:BCU/Aca /2019-20 Date: 02-01-2020

ENDORSEMENT

The University certify that the data and information given by the college in the proposal are correct as per the records of the University. The University therefore supports the proposal and shall monitor the progress of the above college, if selected for the CPE status, and do whatever is needed to be done by the University in respect of the College under the guidelines and other relevant Rules and Regulations framed by the UGC.

Place: Bengaluru
Date: 02-01-2020

Seal of the University

REGISTRAR
02/01/2020
Registrar
Bengaluru Central University
Central College Campus,
Bengaluru - 560 001.

Copy to,

The Principal,
M.S Ramaiah College of Arts, Science and Commerce
Bengaluru-560054

Annexure – 3

सत्यमेव जयते

INDIA NON JUDICIAL

Government of Karnataka

Rs. 100

e-Stamp

Certificate No.	:	**IN-KA73483279529137R**
Certificate Issued Date	:	14-Aug-2019 04:41 PM
Account Reference	:	NONACC (FI)/ kacrsfl08/ MATHIKERE/ KA-BA
Unique Doc. Reference	:	SUBIN-KAKACRSFL0871243483927520R
Purchased by	:	RAMAIAH MEDICAL COLLEGE AND HOSPITAL
Description of Document	:	Article 12 Bond
Description	:	MOU
Consideration Price (Rs.)	:	0 (Zero)
First Party	:	RAMAIAH COLLEGE OF ARTS SCEIENCE AND COMMERCE
Second Party	:	RAMAIAH MEDICAL COLLEGE AND HOSPITAL
Stamp Duty Paid By	:	RAMAIAH MEDICAL COLLEGE AND HOSPITAL
Stamp Duty Amount(Rs.)	:	100 (One Hundred only)

Jayanthi
Authorised Signatory
THE MATHIKERE CO-OP. SOCIETY LTD.

NOTARY
SHREESHAIL B.GOBBANI
B.A.,B.Com.,LL.B.,
Area: Bengaluru City
Reg. No. 10084
GOVT. OF INDIA

Please write or type below this line

MEMORANDUM OF UNDERSTANDING BETWEEN

M S RAMAIAM COLLEGE OF ARTS, SCIENCE AND COMMERCE

AND

Ramaiah Medical College and Hospital (R.M.C.H)

ATTESTED BY ME
SHREESHAIL. B. GOBBANI
B.A.,B.Com.,LL.B.,
ADVOCATE & NOTARY PUBLIC
GOVT. OF INDIA
No. 260, 53rd 'D' Cross, 8th Block
Rajajinagar, Bengaluru - 560 010.
11 SEP 2019

CONTD...

Principal
M.S. Ramaiah College of Arts, Science & Commerce
MSRIT Post, MSR Nagar
Bangalore-56 0054

Statutory Alert:
1. The authenticity of this Stamp Certificate should be verified at "www.shcilestamp.com". Any discrepancy in the details on this Certificate and as available on the website renders it invalid.
2. The onus of checking the legitimacy is on the users of the certificate.
In case of any discrepancy please inform the Competent Authority.

MEMORANDUM OF UNDERSTANDING

Between

Ramaiah Medical College and Hospital (R.M.C.H)

And

Department of Biochemistry,
Ramaiah College of Arts, Sciences, and Commerce (R.C.A.S.C)

This MEMORANDUM OF UNDERSTANDING (MOU) is designed to foster a friendly relationship through mutual cooperation in common grants and research between R.M.C.H, Bangalore, India and Department of Biochemistry, R.C.A.S.C, Bangalore, India. No financial obligations are assumed under this agreement.

R.M.C.H and **Department of Biochemistry, R.C.A.S.C** have reached agreement on the following areas of cooperation, subject to mutual consent and the availability of sufficient funding:

Joint research activities;
Common grants (With 50% Share);
Participation in seminars and academic meetings;
Student exchange for study and research project.

The terms of such mutual assistance and funding for any specific program and activity shall be mutually discussed and agreed upon in writing by both parties prior to the initiation of a particular program.

To coordinate this program and all endeavors that may derive from it, Gokula Education Foundation designates Dr.K.N.Chidambara Murthy, Principal Scientist, Ramaiah Medical College, and R.C.A.S.C designates Dr. Vasantha Kumar Bhaskara, Department of Biochemistry of the College.

No amendment, consent, or waiver of terms of this MOU shall bind either party unless in writing and signed by all parties. Any such amendment, consent, or waiver shall be effective only in the specific instance and for the specified purpose given. The parties to this MOU, by the signatures below of their authorized representatives, acknowledge having read and understood this MOU and agree to be bound by its terms and conditions.

Either party may terminate this MOU by written notification signed by the appropriate official of the institution initiating the notice. However, such notification must be received by the other party at least six months prior to the effective date of termination.

NOTARY
SHREESHAIL GORBANI
BANGALORE CITY
Reg No : 10084
GOVT. OF INDIA

This agreement is being a general MOU, specific MOU should be signed by principal investigators of the project from both participating institutes (RCASC and RMCH), which should specify following apart from **maintenance of ethical and scientific norms of research:**

Case based projects requirements

- Sharing of resources;
- Sharing of research work;
- Location of specific experiments;
- Sharing of grants (if any);
- Use of biological materials
- Authorship & IPR issues;
- Project based outcome presentation (in meetings/symposium)
- Other specific details.

In case of students dissertation work the above criteria should be fulfilled and specific MOU to be signed between guide of the student project from RCASC and the collaborating faculty of RMCH Students' needs to pay the cost for all the experiments/ consumables as per the norms of the RMCH for their dissertation work.

It is once again emphasized that this is a general MOU without any financial implications. Wherever financial implications are involved separate specific Agreements shall be made with mutual understanding.

Ramaiah Medical College & Hospitals (R.M.C.H),
MS Ramaiah Nagar, MSRIT Post
New BEL Road,
Bangalore-560054 INDIA

Ramaiah College of Arts, Sciences and Commerce (R.C.A.S.C),
Department of Biochemistry,
MS Ramaiah Nagar, MSRIT Post
Bangalore-560054 INDIA

NOTARY SHREESHAIL. GOBBANI BANGALORE CITY Reg No : 10084 GOVT. OF INDIA

ATTESTED BY ME

SHREESHAIL. B. GOBBANI
B.A.,B.Com.,LL.B.,
ADVOCATE & NOTARY PUBLIC
GOVT. OF INDIA
No. 260, 53rd 'D' Cross, 3rd Block
Rajajinagar, Bengaluru - 560 010.

Medha Y. Rao

Dr. Medha Y Rao,
Principal & Dean,
Ramaiah Medical College and Hospitals (R.M.C.H),
Bangalore.

7th Oct., 2016
Date

Anale

Dr. A. Nagarathna,
Prof. & Principal,
R.C.A.S.C,
Bangalore.

7th Oct., 2016
Date

NOTARY
SHREESHAIL GOBBANI
BANGALORE CITY
Reg No : 10084
GOVT. OF INDIA

ATTESTED BY ME

SHREESHAIL. B. GOBBANI
B.A.,B.Com.,LL.B.,
ADVOCATE & NOTARY PUBLIC
GOVT. OF INDIA
No. 260, 53rd 'D' Cross, 3rd Block
Rajajinagar, Bengaluru - 560 010.

Annexure – 4

RAMAIAH
College of Arts, Science
& Commerce

GEF(E & GS)
M S RAMAIAH
College of Arts, Science and Commerce

M. S. RAMAIAH
College of Arts, Science and Commerce
(Re-accredited with "A" by NAAC, permanently affiliated to Bangalore University,
approved by AICTE, Recognized by UGC under 2f & 12B of UGC Act, 1956)
MSR Nagar, Bangalore 560054
www.msrcasc.edu.in

RAMAIAH
College of Arts, Science
& Commerce

Research Development &
Sustenance Policy

5 RESEARCH, DEVELOPMENT AND SUSTENANCE POLICY

5.1 Statement:

The Research, Development and Sustenance Policy ensure excellence and integrity in the conduct and implementation of research. The policy encourages quality research activities to realize the mission that aims at education through scientific knowledge and research, enabling conducive atmosphere. It aims at strengthening research culture, sustain and improvise the quality of research and also to create a platform for contract research and entrepreneurial activities.

5.2 Scope:

This policy and its components, applies to the students, research scholars, external students, faculty, student/faculty of sister concern institutions, collaborators, entrepreunial aspirants concerned administrators and all other stakeholders associated with the institution.

5.3 Objectives:

1. Update and upgrade the existing research facility time to time.
2. Promote quality in-house research projects
3. Identify and foster thrust areas of research
4. Encourage to obtain extramural grants
5. Encourage inter-institutional, inter-disciplinary and contract research
6. Ensure transparency and uphold ethical conduct of research

5.4 Regulations:

A designated Dean-Research & Development shall facilitate research and development activities of the College in coordination with Research advisory committee.

5.4.1 Research Advisory Committee (RAC)

To monitor and strengthen research activities and external collaborations, RCASC established a dedicated Research Committee (RC). The main role of the RC is to provide assistance and advice to the Principal and the Higher Management in holistic development of research at the college.

The Research Committee consists of one member from each department (or academic unit) within the College and a chair nominated by the Principal. In addition, external advisory committee consisting of experts from various research institutes in

Bangalore are also included to provide advice and assistance.

The Research Committee convenes regularly and discusses various aspects of Research, Consultancy, and Publications, working in conjunction with the organisational arrangement of the College. The responsibilities of the Research Committee includes;

- To establish Special focus groups (SGPs) by subject or academic unit based on the expertise and resources available within the College
- To work with the leaders of the departments, Deans and focus groups to develop a strategic plan for research
- To communicate and publicise the achievements and outcomes of College Research activities (Newsletters, Journals, and Conferences)
- To enhance the relationship and networking with other Research Committee in sister Ramaiah Institutes and other institutes.
- To develop strong external relationships with funding agencies, nationally and internationally through submission of applications for various funding schemes (VGST, DBT, DST, Bill and Melinda foundation, etc.,)
- To establish various policies and code of ethics to promote research, consultancy, and publishing

All the summary reports of the meetings done by the Research Committee are to be notified to all faculty, Principal, and Higher Management through proper channel.

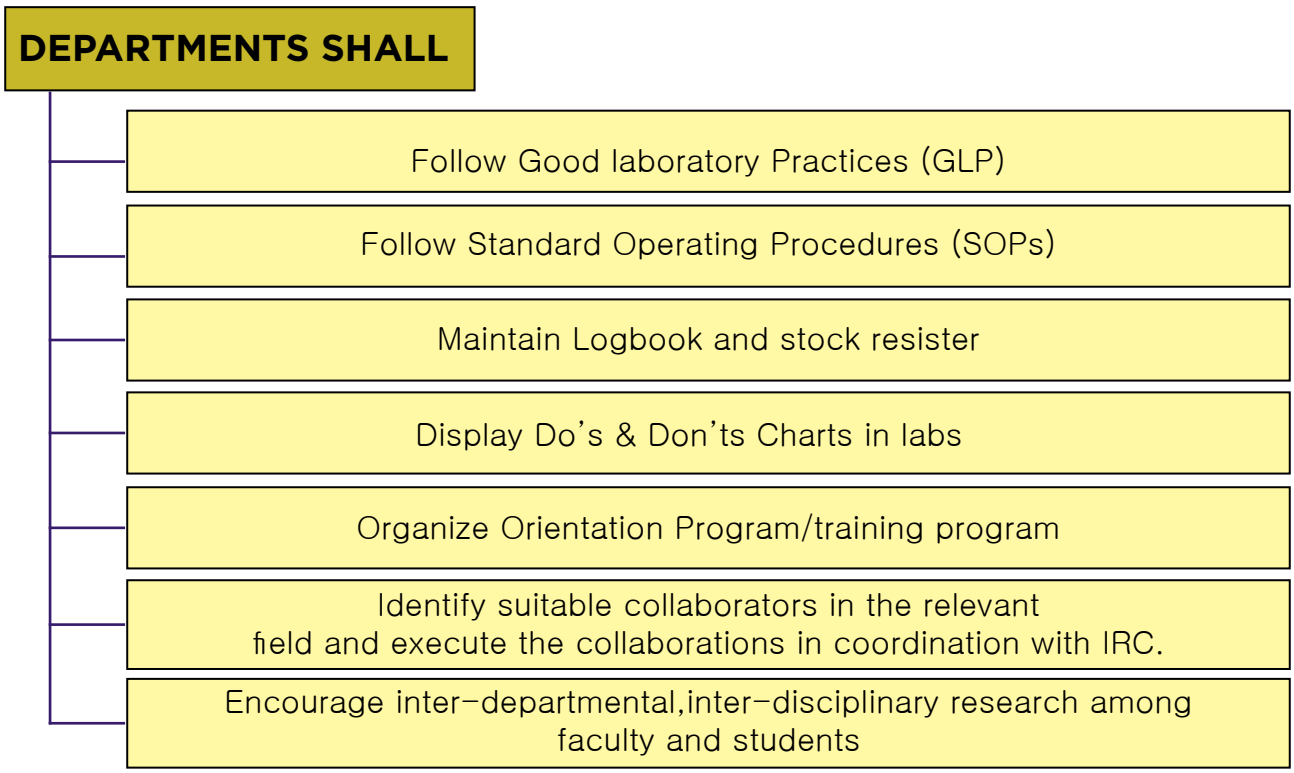
5.5 Research Guidelines:

5.5.1: Code of Ethics (Research)

- RCASC shall establish a research culture through openess and debate. Head of the research along with senior researchers shall encourage conducive research atmosphere through mutual cooperation and leadership. Young faculty in need of research experience shall be provided appropriate training.
- All research conducted shall be adherent to standard ethical standards and safety practices.
- All researchers shall keep timely and accurate documentation pertinent to protocols, necessary approvals obtained, and data storage.
- All faculties shall make efforts to publish their research findings in peer reviewed journals. All authors listed in the publication shall take personal responsibility to be familiar with the work done and be in a position to justify their contributions.
- All faculties shall ensure that only original work is submitted for publication with proper citation practices. Contributions from collaborators and funding agencies need to be properly acknowledged.
- All research findings shall be published as a coherent entity rather than small parts, except in a scenario where preliminary results pave way to novel findings. Quality is preferred over quantity.
- All faculties shall be aware of proper plagiarism practices. Any work that indulges in plagiarism constitutes unethical publishing and is condemned.

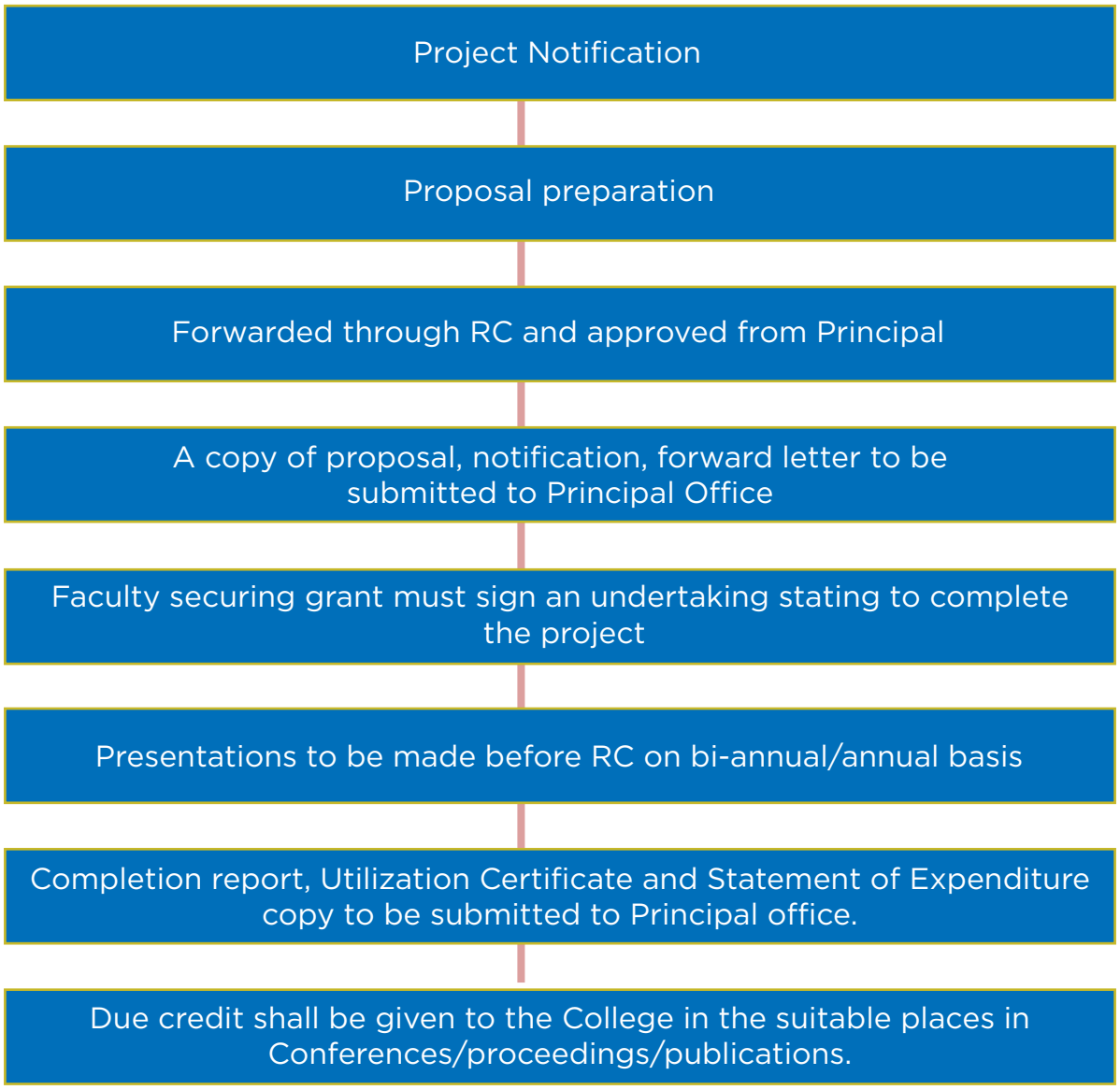
- If an error is identified in the published work, the corresponding author must ensure to publish a correction as soon as possible. In the case if the findings from the work are in serious doubt, a speedy retraction shall be published.
- Any complaints with respect to falsification, fabrication, and plagiarism of research shall follow with procedures dealing with 'Misconduct in Research'.

1.5.1.1 Departments shall:

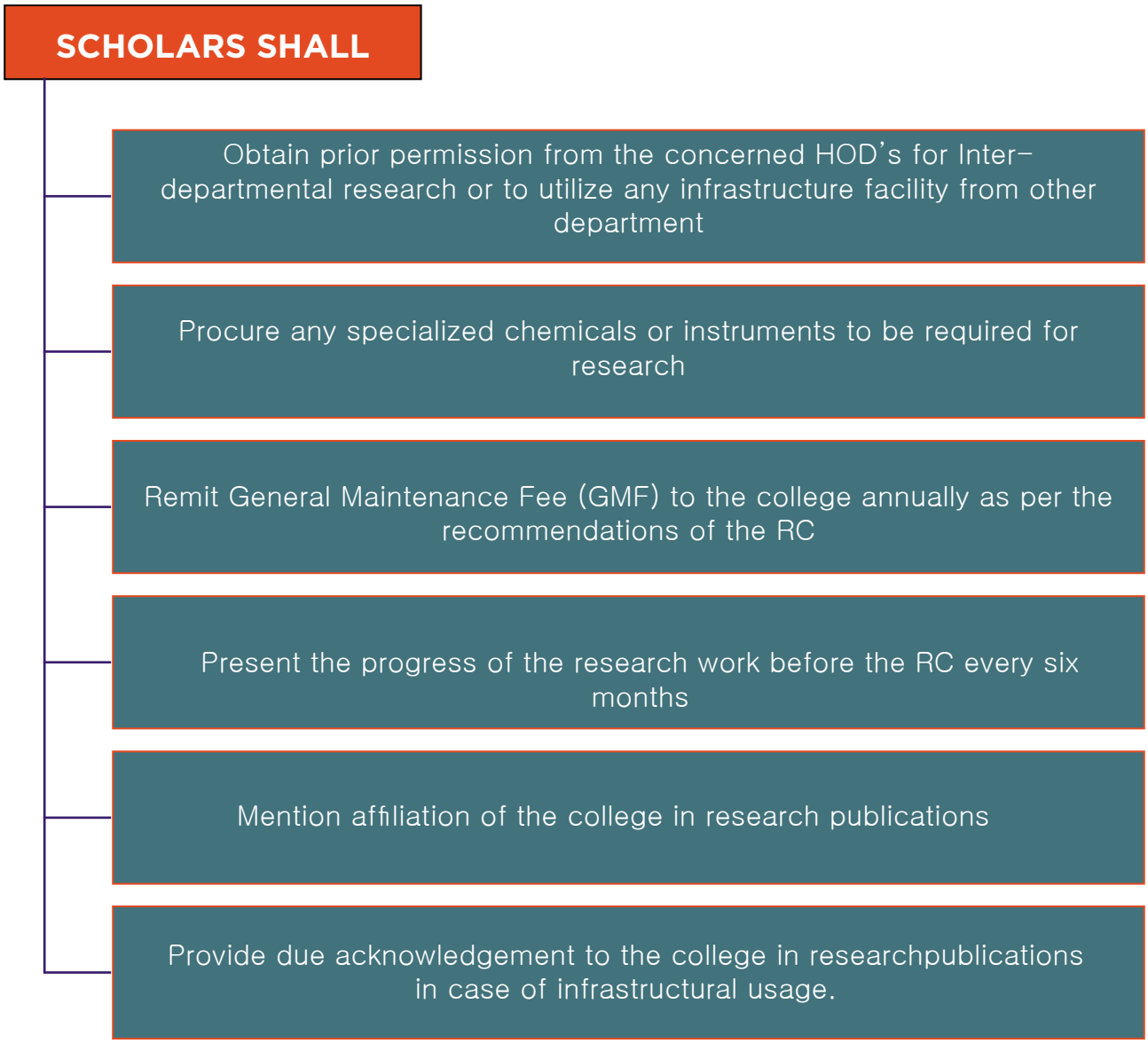


5.5.3 Faculty are expected to:

- Attempt for securing research projects, whereas, faculty with Ph.D. shall submit at least one research proposal per academic year for external funding.
- Publish one research paper per academic year.
- Participate/present papers in one conference/seminar per academic year.
- Submit research proposals to funding agencies through proper channel and implement the project as mentioned below.
- Mention affiliation of the college in research publications.
- Encourage students to carry out short term In-House research project.


Project Notification
Proposal preparation
Forwarded through RC and approved from Principal
A copy of proposal, notification, forward letter to be submitted to Principal Office
Faculty securing grant must sign an undertaking stating to complete the project
Presentations to be made before RC on bi-annual/annual basis
Completion report, Utilization Certificate and Statement of Expenditure copy to be submitted to Principal office.
Due credit shall be given to the College in the suitable places in Conferences/proceedings/publications.

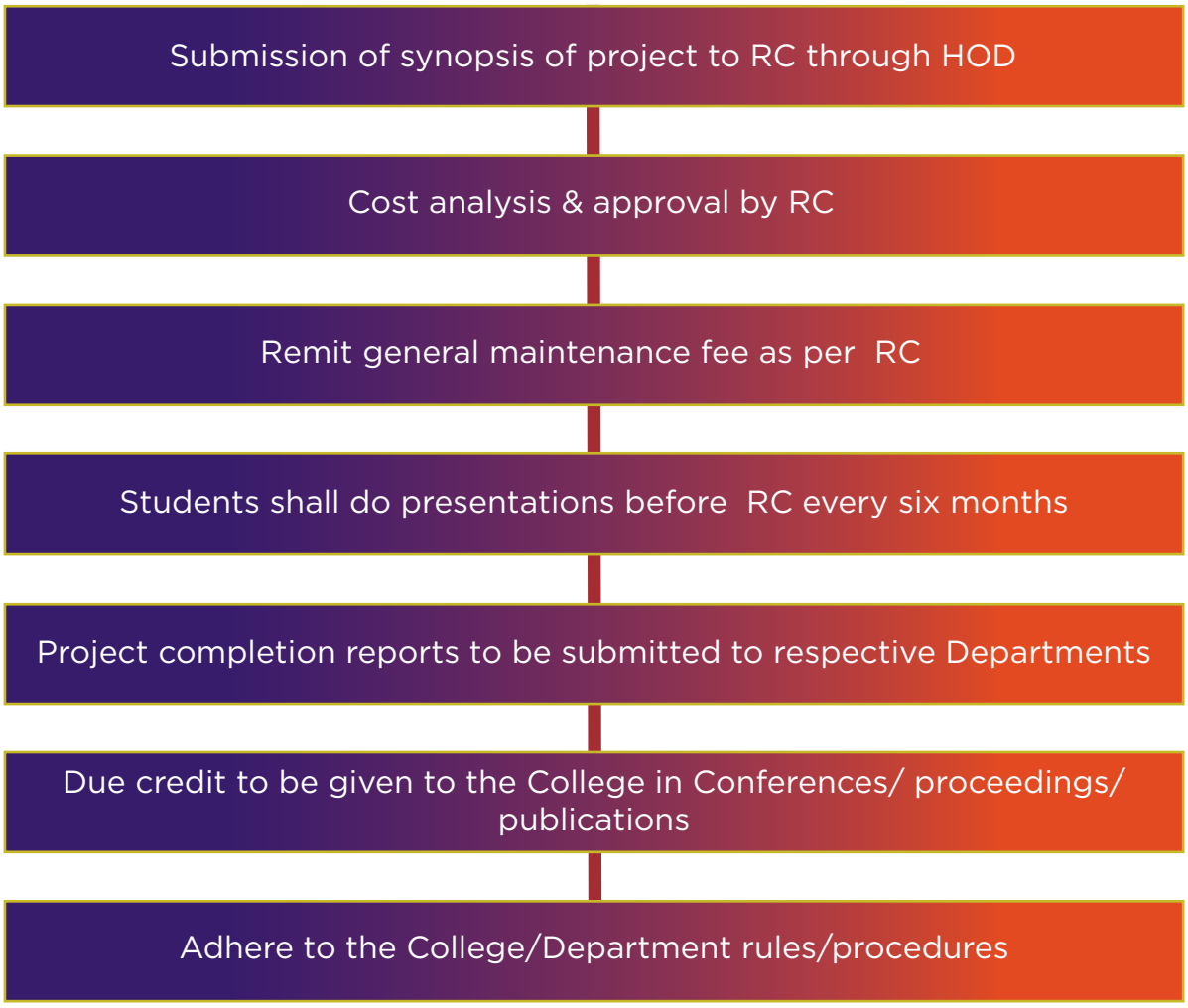
5.5.4 Scholars shall:



5.5.5 Students shall

- Obtain prior permission from the concerned HoD's to undertake In-house research project, Inter-departmental research or to utilize any infrastructure facility from other department.
- Procure specialized chemicals or instruments required for the project.
- Remit General Maintenance Fee (GMF) to the college annually as per the recommendations of the RC.
- Adhere to the College/Department rules/procedures.

Note: GMF may vary depending on the project objectives.



5.5.6 Incubates/Contract Researchers/Other Stake holders shall:

- Submit proposal comprising work-plan and timeline before RC to undertake contract research or to validate their Proof of Concept (POC)
- Remit Infrastructure Usage Fee (IUF) to the college that is fixed on case to case basis, based on the equipment/facility utilized as per the recommendations of RC.
- Procure consumables for their project/research work.
- Adhere to the rules and regulation of the College that may change time to time.

5.6 Research promoting schemes:

5.6.1 RESEARCH PROMOTION POLICY

Brief Statement:

All research activities at RCASC are monitored and assisted by a Research Committee which is headed by the Dean of Sciences/Head of Department. Expert

associates from all departments are enrolled as members within the committee. The committee convenes and takes decisions on strategy, preparations, corrections, and updating policies as per UGC norms and report research progress to the Dean. All final decisions by the committee are submitted to the Principal/CE for review and approval. The research policies at RCASC are divided into following categories: Academic Research

- Academic Research
- Sponsored Research
- Extension & Extramural
- Consultancy
- IPR & IEE

❖ Academic Research Policy:

a) All faculty who are eligible to pursue PhD are advised to register within one year of appointment.

b) Individual faculty of every department shall conduct research in their area of expertise. In addition, they should also develop research areas recommended by central government research bodies.

c) All faculty are advised to identify inter-disciplinary areas of research that brings collaborative efforts among the departments.

d) All faculty are strongly advised to attend workshops/conferences with on duty leave. Registration fee shall be reimbursed.

e) Accepted publications by faculty in Scopus indexed and Web of Science journals are appreciated with proper incentives.

f) All categories of publications from faculty shall go through plagiarism check.

g) All project works and dissertations done by students must be research focused with a long term goal of publishing in indexed journals.

❖ Sponsored Research Policy:

a) Faculty with doctoral and post-doctoral experience shall aim to submit one research proposal for government funding.

b) Every faculty shall apply for internal funding that creates base projects which will fetch external funding. The funding necessary for internal projects shall be procured through submitting proposal for 'Seed Money' to the management.

c) The budgetary allotment in Seed Money proposals will accommodate requests for basic infrastructure that assists in both internal and external funded projects.

d) All departments shall strive hard to get recognition from national/international funding schemes such as DST-FIST, CAS etc.,

e) Special focus groups (SFPs) shall be established to uplift departmental research strengths and to align them with government schemes.

f) Training programs, workshops, and seminars shall be conducted to educate faculty in the

submission of research proposals and to publish their work in peer reviewed journals.

g) Projects that involve innovation and patent recognition shall be rewarded with appropriate incentives.

h) All meritorious research done by faculty shall be recognized through 'Best Research Award' and with monetary incentives.

i) All aspects of research and innovation shall be protected by IPR and copyright policies.

❖ Extension & Extramural Policy:

a) All faculty are encouraged to invite industry experts to take joint resource projects.

b) All faculty shall establish connections with premier research institutes for faculty exchange programs and research collaborations.

c) All faculty shall select focus areas that bring forth solutions to societal problems such as, women and child welfare, chronic diseases and addiction, and other healthcare areas.

d) All departments shall conduct workshops and conferences pertinent to social problems and their research expertise.

e) All departments shall aim to conduct community outreach programs outside the organization. Students and faculty shall be advised to take the role of resource persons during these programs.

❖ Consultancy:

The policy guidelines suggested in this section will provide a framework to conduct consultancy activities at RCASC. The guidelines will apply to all faculty at RCASC.

a) Any organization requesting consulting services from RCASC shall contact Principal/Head of Research with details about the required expertise.

b) The Principal/Head of Research will forward the request to the concerned department.

c) Upon discussion with the heads of the departments, Principal/Head of Research shall nominate a faculty or group of faculty having expertise in the requested services.

d) The Principal/Head of Research shall approve the request for consultancy by assessing factors such as, compatibility and commitment of faculty member(s), mobilization of institutional resources, and based on potential conflict of interests.

e) After final approval, a MoU shall be signed in the presence of Principal between the organization and the department for the type or consultancy work and other commercials involved.

f) Faculty must update the progress of the consultancy work to the Principal through Head of Research.

g) All Publications generated through the consultancy shall oblige with proper faculty affiliation of the institute, acknowledge any institutional facilities utilized, and shall be in compliance with IPR and copyright policies of the institute.

h) To strongly encourage revenue generation through consultancy services, RCASC shall take 40% of the revenue and the organization shall take 60%, excluding GST and other taxes. All faculty involved in the consultancy services shall be paid proper incentives.

❖ IPRs, Copy Rights, Innovations, Incubations, Entrepreneur Development, and Patents:

a) RCASC shall create research innovation culture through brainstorming, organizing ideation and faculty development programs.

b) Potential innovative projects shall be moved to incubation centers which can be transformed into large scale start-ups. Students shall gain entrepreneurship skills through incubation centers and start-ups.

c) Every innovation shall lead to patents and RCASC shall provide necessary support and expertise for proper filing and registering patents.

d) RCASC shall also provide support to faculty to protect their research ideas and projects through Intellectual Property Rights (IPRs) and copyright policies.

❖ Incentives for Good publications

The Institution is providing incentives for good Research Publications in UGC recognised journals and in reputed International Journals.

❖ Seed money for Research

The Management will provide seed money for the research purpose as against the project proposals.

All the teachers attending National and International Conferences/ Seminars/

Workshops to present a paper, the registration fee for the same will be

reimbursed.

❖ Seed Money Grants:

Working with the policies of research promotion established by the College Research Committee, RCASC management has initiated acceptance of application for Seed Money under the Research and Development Division.

The following guidelines have been formulated to write, review, rate, and accept innovative and high socio-impact research proposals;

a) A unified and approved format of application for Seed Money release

b) All faculty and/or Special Focus Groups are informed about the format of the application and are requested to submit filled in applications

c) Once received, all applications will under Quality Check by the Head of Research or HoD (if needed) and are submitted to Principal for final approval

d) Once approved by the Head of the Institute, applications are sorted by subject/theme category and are submitted to expert panel for review process.

e) All the expert panel are provided with special evaluation criteria that emphasize; Background statement, Hypothesis, Experimental approach, Socio-Economic impact, and Budget.

f) Final expert committee recommendations will be sent to the Head of the Institute or Chief Executive for review and approval.

5.6.2 INCENTIVES FOR GOOD PUBLICATIONS

In view of the review of the Institution's Research output as well as the criteria put forth by NIRF for recognition of publications raising process. It has been decided to use the following categories for providing incentives: A (Excellent Journal), B (Good Journal), C (Fair Journal), D (Acceptable- which meets minimum standards. Please refer to Scimago for Q1 - Q4 categorization.

The incentives have been as follows:

Please refer (to

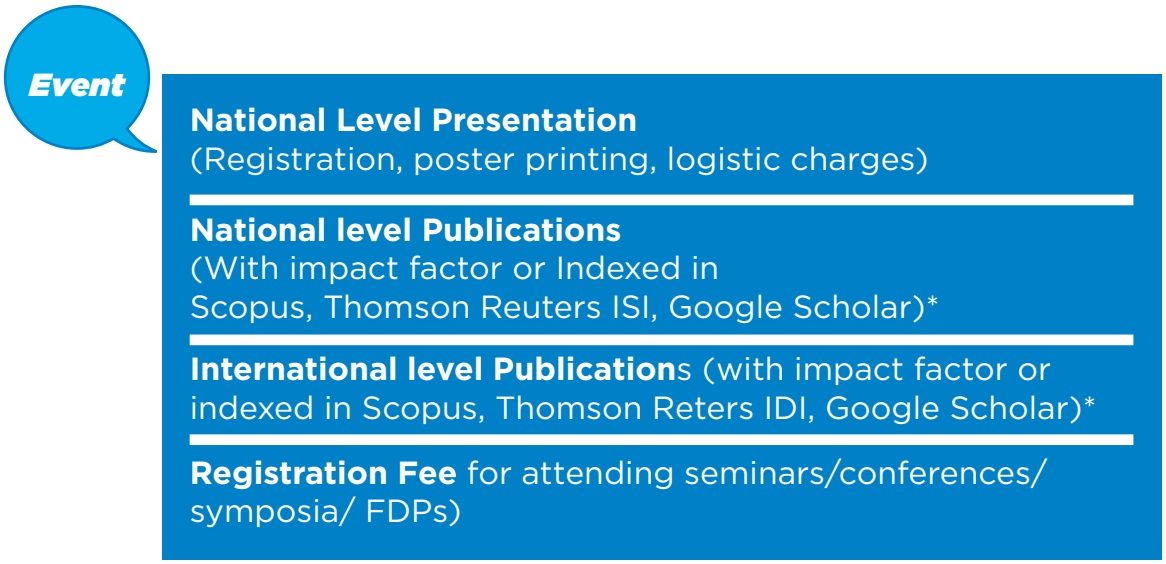
Category	Description	Impact Factor	Incentives
A	Excellent		
B	Good		
C	Fair		
D	Acceptable		
All UGC recognized journals			

For the purpose of incentives, the faculty member must be from Ramaiah College of Arts, Science and Commerce includes full time regular teaching/ Research staff. However visiting faculty, post doctoral fellow project associates, research assistants and students are excluded and are not eligible for incentives.

- RCASC faculty members will be eligible for full incentive amount if he/ she is the first author.
- Publications has all RCASC authors, incentive amount will be divided equally among all the faculty members that are on authors list.
- The faculty members will be eligible for full incentive amount, if the first two or three authors are students.
- The RCASC faculty will be eligible to get 50% of the incentive amount if he/ she is the second author or the third author while the first author or second author is external (not from the college).
- If the first two authors are students or one of them is a student and the other is an external author, then RCASC faculty members will be eligible only for 50% of the incentive amount.
- In case of multiple authorships of students and faculty all internal RCASC faculty will share the incentive amount.

While claiming the incentive, please enclose the communication received from the Journal editors clearly informing the authors that the papers have been accepted from publication without any conditions. Please enclose a copy of that manuscript.

We are looking forward to exciting publication activity of RCASC.



5.6.3. Award for Excellence in RESEARCH: About the Award

- Purpose: To encourage and recognize the best Researcher at RCASC annually, with a view to enhance the quality, standard, relevance of research at the Institute.
- Eligibility: Open to all categories of current faculty members in service at the Institute for a minimum period of 5 years, once only in a five-year period.
- Nomination: In the format given below with each Aspirant to get the same endorsed by a Professor from the same group as per the grouping of branches listed below and forwarded to the Principal through HoD in both hard and soft copy form. Self-nomination not acceptable.
- Selection: By the RCASC Awards' Committee comprising nominees of the Management and the External members with the Principal as Convener, after the approval of its recommendations by the Evaluation Committee
- Award: To include Certificate with Citation and Cash Prize will be given away at a suitable function in the year. One award will be given to faculty members in each of the three branch -wise groups as follows:

  • Sciences (Biotechnology, Genetics, Chemistry, Biochemistry, Microbiology, Computer Science, Electronics, Mathematics)

  • Commerce/ Management Branches (Commerce, BBA and MBA)

  • Humanities/ Languages (English, Languages, IC, Political Science, Psychology, Journalism)

5.6.3 LAST DATE FOR THE RECEIPT OF NOMINATIONS: NOMINATION FORM

- Particulars of the Aspirant:

(g) Name:

(h) Designation:

(i) Department and Date of joining the Institute:

(j) Gender:

(k) E-mail ID:

(l) Telephone Nos. Landline: Mobile:

❖ **Education and Experience of the Aspirant** *(Beginning with the most recent one):*

❖ **(d) Qualifications:**

Degree *(Subject)*	Year of Award	University/Institution

(e) Experience:

Period	Designation	Institution/Organization

(f) Service at MSRCASC:

Period *(mm/yy)*	Designation	Department

(h) Membership of Technical/Professional Societies:

Period *(mm/yy)*	Grade	Society/Institution

❖ **Proposed Citation:** *(Not more than a paragraph (<30 words) highlighting the Aspirant's most significant contribution(s) related to the Award.)*

❖ **Explain how the contribution(s) of the Aspirant will have significant impact on**

the quality of Research and accreditation/ ranking status at MSRCASC in the near future:*(To be limited to 100 words)*

- **Academic/Scientific achievements of the Aspirant at MSRCASC in the most recent five years, such as:**

  (a) **Participation in Research related activities at MSRCASC and/ or elsewhere including academic collaborations and conferences in these areas.***(To be limited to 500 words.)*

  (b) **Funds generated by way of RESEARCH programmes/ activities.**

- **Describe any additional achievements of the Aspirant***(with brief descriptions)* **bringing out their importance for the Award:**

- **List of UG/PG projects supervised and publications in the most recent five years:** *(To be attached separately, giving the Name(s) of author(s), Title, Journal. Volume, Page Numbers and Year for Papers along with the citation index or any other equivalent metric and relevant details for Project Reports/Books/Other Reports. Copies of publications need not be forwarded at this stage.)*

Results of Students' Feedback on Coursework conducted by the Aspirant in the last three years: *(To be provided from the data held in the Departmental Office)*

- **List of Awards/Recognitions received by the Aspirant, if any:**

Name of the Award/ Recognition	Nature and Year of Award/ Recognition	Institution/Organization

- **References:** *(Names and Addresses of two Referees who may be contacted for further information. One referee from MSRCASC (apart from nominator), another from any other institute, familiar with the work of the Aspirant)*

- **Aspirant's Certification:**

I certify that the data/information provided by me in this Form is true and correct to the best of my knowledge and belief. I agree to provide original papers/documents referred to in this Form as may be required by the MSRCASC Awards' Committee for verification.

Date: (Signature)

Name of the Aspirant

❖ **Nominator's Endorsement:**

I have great pleasure in nominating _____for the Award for Excellence in ***RESEARCH:*** 2018-19 under the Group _____I have verified the details provided in the Nomination Form and I am convinced that data/information included herein is true, correct and verifiable. I recommend that this Nomination may be given due consideration for the Award for Excellence in ***RESEARCH:*** 2018-19 under the Group_____.

Name of the Nominator:

Designation:

Department:

E-mail ID:

Telephone Nos.

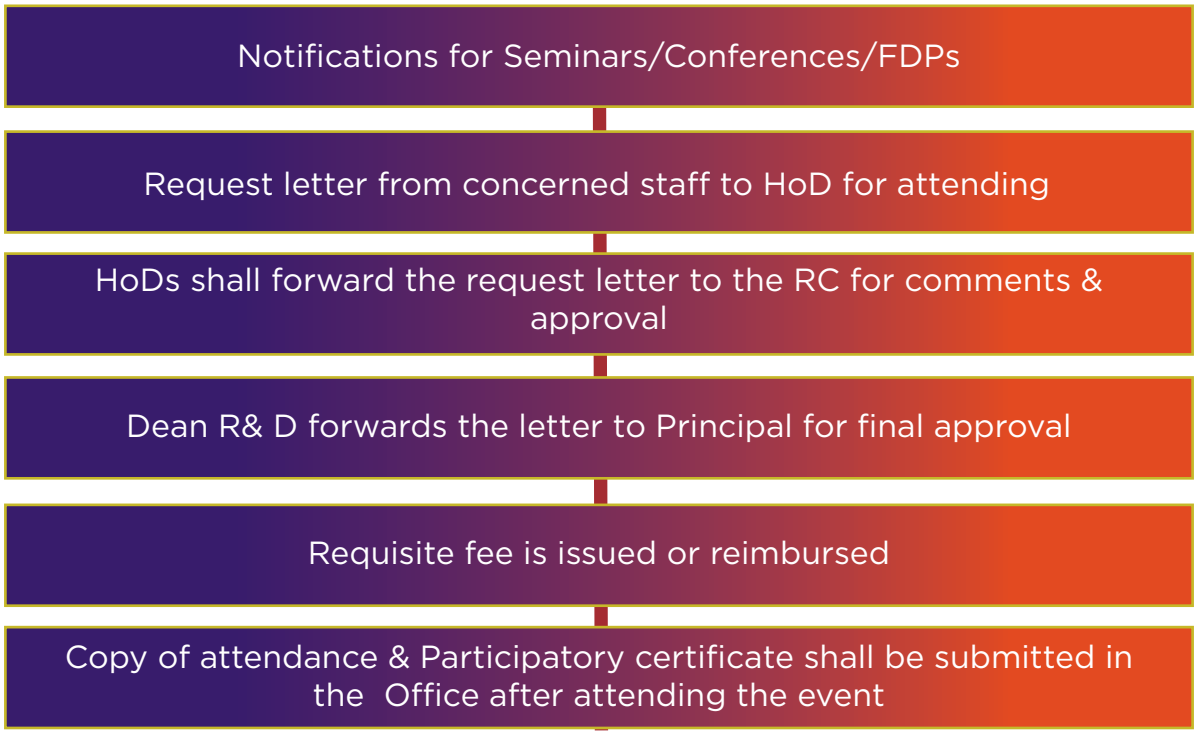
Date:

Place: Signature of Nominator

Forwarded by HoD

Signature with Seal

5.7 Procedure to Avail Financial Assistance:



5.8 Research Grant Management

5.8.1 Internal research funds:

- Department shall identify 2 to 3 thrust areas of research, display in the labs and also make suitable teams among the faculty members to carry out research in the identified thrust areas
- Heads of the Departments may select the faculty on rotation basis to utilize the internal research fund to establish experimental evidence for research proposal to be submitted for obtaining grants from funding agencies so as to provide equal opportunity to all staff or on the basis of relevance to the research activities.
- Dean shall review the progress of Department's research periodically.

Research and Development Fund

Format for submitting the Research Proposal

Name of the Principal Investigator	
Qualification	
Affiliation	
Department	
Address , Phone Number and e-mail	
Papers Published in the research area(Attach brief profile)	

Name of the Co-investigator	
Qualification	
Department	
Affiliation	
Address , Phone Number and e-mail	
Papers Published in the research area(Attach brief profile)	

1. Title of the Propal…….....……....
2. Broad Area of Research…….....…….....
3. Sub Area of Research…….....
4. Brief Introduction…….....….(Max 500 words)
5. Background and statement of the problem (this in the light of a thorough National and International literature review)…….....…….. (Max 500 words)
6. Research question or hypothesis, aim and objectives……(Max 300 words)…….....……
7. Research design (type of study)…….....…(Max 300 words)…….....…
8. Study population and sampling(If applicable)……..…….....……
9. Data collection methods and instruments…….....(Max 300 words).....……
10. Data analysis methods - if applicable statistical planning must be fully addressed, or the candidate should provide evidence that statistics are not required
11. Mechanisms to assure the quality of the study – e.g. control of bias, safe storage of data..... (Max 300 words)
12. Research Schedule -Bar chart for completion of the project…..…….....…..
13. Participants in the study – all people involved in the study, and the role they play, should be identified.*…….....
14. Ethical considerations…….....…….(Max 300 words)
15. Environmental Issues…….....……..(Max 300 words)
16. Scope of Patenting .....
17. Scope of attracting external funding .....
18. Resources required for the study, including budget (Personnel, Consumables, Equipment, Travel, Subcontracting, Provisions, Licensing fees, other)…...….....…..…

Sl. No	Item	BUDGET			Amount (In Rupees)
		1st Year	2nd Year	3rd Year	Total
1.	Equipment				
2.	Consumables				
3.	Research Assistant				
4.	Travel				
5.	Other costs				
	Grand total				

18.1 Justification for the manpower requirement

18.2 Justification for consumable

18.3 Justification for Equipment

18.4 Justification for other costs

19 . Scientific Impact, dissemination and potential exploitation (Max 300 words)

20. References….....….(Max 50)……

21. Appendices (copy of questionnaire, consent forms, etc.)

***Note 1:** All proposals are subject to initial screening. If a proposal passes initial screening it is formally accepted as an application and will enter a second screening stage comprising of a high powered committee.

***Note 2:** Submit the completed form (both hard and soft copy) to the Principal, RCASC

Endorsement from the Head of Department*

(To be given on letter head)

Project Title: .....

1. Certified that the Department welcomes participation of Mr/Ms..... as the Principal Investigator and Mr/Ms.....as the Principal Co-Investigator for the Project and that in the unforeseen event of discontinuance by the Principal Investigator, the Principal Co-Investigator will assume the responsibility of the fruitful completion of the Project.

Date:
Place:
Certificate from the Investigator

Project Title:.....

1. I/ We agree to abide by the terms and conditions of the research grant.

2. I/ We did not submit the Project proposal elsewhere for financial support.

3. I/ We have explored and ensured that equipment and basic facilities will actually be available as and when required for the purpose of the Projects.

4. I/ We undertake that on permanent equipment will be made available to other users during spare time.

Date:

Place:

The above project is Approved / Not Approved

Comments:

Signatures of the committee Members

1.

2.

3.

5.9 Annual conference:

- The college shall organize a national level conference, a scientific platform to showcase research abilities of its faculty and students as well as other delegates.
- Faculty is expected to apply and secure external grants for hosting/conducting lecture series/ conference/symposia.

M. S. RAMAIAH
College of Arts, Science and Commerce
(Re-accredited with "A" by NAAC, permanently affiliated to Bangalore University,
approved by AICTE, Recognized by UGC under 2f & 12B of UGC Act, 1956)
MSR Nagar, Bangalore 560054
www.msrcasc.edu.in

Annexure – 5

M.S. RAMAIAH COLLEGE OF ARTS, SCIENCE AND COMMERCE

(Re-accredited "A" by NAAC, permanently affiliated to Bangalore University, Approved by AICTE)

Date: 30.03.2016

OFFICE ORDER

It is informed to all the departments that the following Reorganization of the departments have been done on the basis of subjects offered in the specific combinations.

1. Department of Humanities consist of the departments of Psychology, Journalism and Political Science

2. Department of Lifesciences consist of the Departments of Microbiology, Biotechnology and Genetics, Chemistry and Biochemistry.

3. Department of Computer Application consist of the Departments of Electronics, Mathematics and Computer Science.

4. Department of Management consist of Departments of BBA and MBA

All the faculty members are hereby instructed to note the re-organization of the departments and follow the same.

Dr. A. Nagarathna
Principal,
M.S. Ramaiah College of Arts, Science & Com
MSRIT Post, MSR Nagar
Bangalore - 560 054

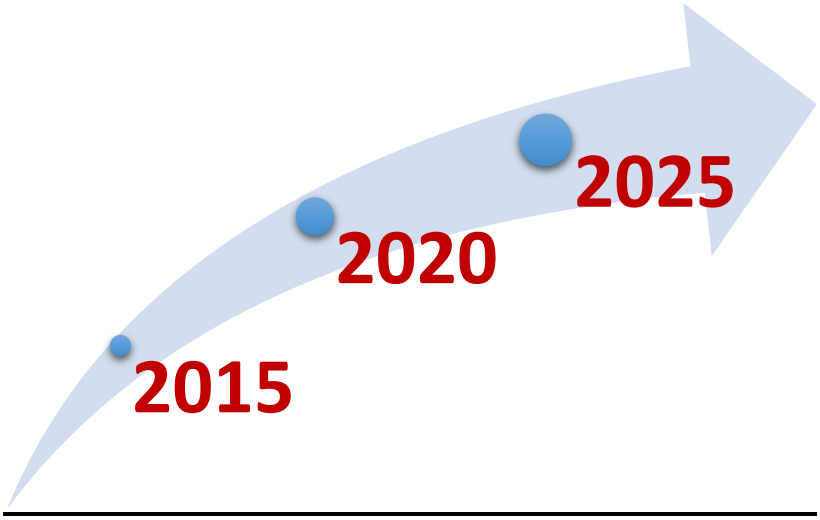
Copy to:

1. CE, GEF-GS
2. COF, GEF-GS

Annexure – 6

M S RAMAIAH COLLEGE OF ARTS, SCIENCE AND COMMERCE

VISION DOCUMENT- 2025



M S RAMAIAH COLLEGE OF ARTS, SCIENCE AND COMMERCE

Prepared by

Ms. Karanam Kavitha

IQAC Member

M.S Ramaiah College of Arts, Science and Commerce

Bengaluru

Reviewed and Published by

Dr. A. Nagarathna

Principal and Chairperson - IQAC

M.S Ramaiah College of Arts, Science and Commerce

Bengaluru

M S RAMAIAH COLLEGE OF ARTS, SCIENCE AND COMMERCE

INTRODUCTION:

Dr.Mathikere.SampangiRamaiah,a noted entrepreneur and gifted visionary established Gokula Education Society and Gokula Education Foundation in the year 1962. M.S.Ramaiah College of Arts,Science and Commerce was established in 1994 for general education.Board of management of GEF functions with the objectives of academic excellence and holistic development of its students to meet the changing needs of society and industry. The institution endeavors to create and sustain a conducive environment for teaching and learning, entrepreneurship, research and ambience for progression.

The Hall Marks of MSRCASC are loyalty and whole hearted commitment to the mission of moulding, chiselling and completing the character of youth. The institution has enabled its students to distinguish themselves in every area of life.

The institution offers under graduate programs in Arts, Science, Commerce and Management streams and post graduate programs in Science and Management.It is imperative that we review the achievements against these set plans and make necessary correction and to align with changing times and technology.

The institution is committed to provide quality education visible through outstanding student performance, good learning environment, committed faculty, staff and students. Institution aims to hold cultural diversity and foster values of equality and inclusivity. Following key areas are identified to be focused while preparing vision document.

Vision document is prepared keeping in view the plans for next 10 years in three stages 2015, 2020 and 2025. The vision 2025 is an attempt to document their future realistic goals as a leading higher educational institution in the county and establish a unique identity for the development of high quality human and knowledge resources. Vision document allows us to be focused and bring in a united effort by the teaching faculty, staff and management. Vision 2025 document was approved by the Governing body during meeting held on 24/9/2015.

M S RAMAIAH COLLEGE OF ARTS, SCIENCE AND COMMERCE

Following areas were identified for improvement and included in the vision document. Some of these targets are already achieved by the institution.

I. ACADEMICS:

1. Teaching and research in the interdisciplinary areas will be promoted by introducingmore interdisciplinary contents in the existing courses. Starting new courses, establishing state of art facility both for teaching learning and Research and by encouraging interdisciplinary seminars/ conferences and workshops.
2. Expansion of the college to a new building.
3. Introduction of new course in emerging areas.
4. Develop research culture with the support of institutions of National and International importance.
5. Dedicated Research and Development Centre.
6. Fund generation through project proposal
7. To provide courses related to skill development for the students.
8. To introduce more Faculty Development Programme and staff development programme on teaching tools and pedagogy.
9. To improve the admission in all the courses
10. To appoint more number of Ph.Ds
11. To establish fair and transparent performance appraisals systems.
12. To improve the results and secure more ranks in the University examination.
13. Collaborations with Government, Private, universities and research organizations.
14. Introduction of New programs
15. E-content development by faculty

II. LEADERSHIPS AND PARTICIPATIVE MANAGEMENT

1. Following organizational structure.
2. Introduction of Biometric (Digital staff attendance)
3. Introduction of ERP for student information and knowledge management system.
4. Strengthening the committees in planning and organizing events with proper policy document
5. Decentralized academic, administration and student related responsibilities.
6. Leadership through E-Governance.
7. Establishment of functional committees
8. Vision, Mission, Development and its articulation in all the key positions.
9. Monitoring and implementation of Quality Management System (QMS)
10. Code of conduct and policy promotions.
11. Establishing Internal Audit Committee

III. STUDENT DEVELOPMENT AND WELFARE PROGRAMME

1. Student training and placement activities.
2. Student representation in various committees and cells of the college
3. Organizing competitions.
4. Support for advance learners and slow learners
5. Sharing knowledge through online sources
6. Rewards and recognition of achievers.
7. Participation in extracurricular activities.
8. Formation of student council.
9. Offer more skill oriented/ capacity building courses and internships.

IV. PHYSICAL INFRASTRUCTURE

1. Moving into a fully furnished state of art new building.
2. Modernization of laboratory and equipments.
3. ICT enabled class rooms.
4. Library infrastructure upgradation.
5. Facilities for e-learning.
6. Safety and security Management.
7. Rain water harvesting
8. Renewable energy usage system
9. Hygiene and green campus.

V. COMMUNITY/ OUTREACH ACTIVITIES

1. Identify community and social development work.
2. Conducting awareness campus, rallies
3. Conduct community service and outreach activities in the neighborhood.
4. To adopt a village in the neighborhood.
5. NSS and NCC outreach activities should be planned and executed every year.

VI. INTERNAL QUALITY ASSURANCE CELL

1. Reconstitution of IQAC as per NAAC regulations.
2. Framing the quality policy and publishing.
3. Educating and training all employees on quality aspects.
4. Conduct Faculty Development Programmes based on needs and teaching tools.
5. Promoting best practices.

M S RAMAIAH COLLEGE OF ARTS, SCIENCE AND COMMERCE

SWOC Analysis

The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the performance of institution. IQAC works for ensuring continuous improvement in the entire operations of the institution, assuring all the stakeholders connected with higher education. IQAC has made sincere efforts in realizing and conducting SWOC analysis.

Strengths

- Permanent affiliation
- Reputed and well-known management
- Positive social perception
- State-of-the-art Infrastructure at par with global standards
- Financial stability
- Holistic Education
- Technology on the Campus

Weakness

- Low faculty research profile
- Low research funding
- The institute lacks enough patents.
- Consultancy activities are limited.
- Research publications are limited with respect to Scopus and SCI journals.

Opportunities

- Recognition as research centre under BCU
- Scope for high level inter-disciplinary research.
- Tie up and academic exchange with institutes of repute
- Development of E-content by faculty.
- Introduction of new courses in emerging areas
- Applied for 2f and 12 B

Challenges

- Upgrading and updating program in tune with global trends
- Competing with Autonomous institutions across India

FUTURE PLAN - 2025

- Going for Autonomy
- Getting College with Potential for Excellence status
- Collaboration with international reputed institutes and industry
- Meeting the diverse needs of new areas of study in demand
- Improvising linkages with international institutions of our student exchange and faculty exchange
- Introducing more inter disciplinary courses/ options for holistic development of students

CONCLUSION:

This vision document is prepared after carrying out SWOC analysis by IQAC through brainstorming sessions. Some of the steps have already been taken to achieve the desired goal. To implement the Vision- 2025, execution is planned in phased manner. The review of the vision document is carried out through preparation of Strategic Plan and Deployment Document (2018-2023). The progress will be periodically reviewed in order to take suitable corrective actions.

Annexure – 7

M S RAMAIAH COLLEGE OF ARTS, SCIENCE AND COMMERCE

Strategic Planning and Deployment Document

(2018-2023)

Summary:

Strategic planning is a continuous process with a specific focus on accomplishing institutional goals in this competitive world. Strategic Planning and deployment document (SPDD) is based on analysis of current obstacles and future opportunities and envisages the direction towards which the organization should move to achieve its set goals and objectives.

The first part of it addresses the vision, mission which the institute sees along with core values, institutional long term & short term goals. These are defined and guided by the stake holders (management, leadership, Heads of Department, faculty, staff, industry, students, alumni and parents) through SWOC analysis. After analyzing the internal and external environment, the institutional goals were set up in all possible growth domains through continuous thought process and discussion with Heads of Department and faculty members. The strategies with action plans were decided to achieve institutional strategic goals.

While formulating the strategic plan and deployment document, care has been taken to involve all stakeholders to help contribute their part which is vital for the success of every organization. Effort has been taken to identify clearly the implementation processes and monitoring by identifying measurable targets in line with the desired outcomes. This will emerge to be the guiding force for MSRCASC to achieve its goal to become an institution of Academic Excellence and providing professionals, like skilled young scientists and managers to the society.

VISION

To prepare men and women for the service of the country

MISSION

RCASC shall deliver global quality education by nurturing a conducive learning environment for a better tomorrow through continuous improvement and customization

GOAL

To deliver quality education for the betterment of Mankind

"Jnanam, Vijnanam Cha Bhaktisahitam"

OBJECTIVES

To provide quality education

To impart life skills and values

To train in confidence building and decision making

QUALITY POLICY

"To channelize the efforts and measures to provide excellence in academics with continual improvement of staff and student for a better society"

Core values:

1. **Integrity**

Integrity is the exercise of being truthful and showing a reliable and uncompromising devotion to strong ethical principles and values. We practice a shared decision-making process and promote trust through professional courtesy and fair treatment. Imbibe values of the institution through dedication to one's work. Conduct all activities in an ethical manner. Commit to practices that are fair, honest, and objective in dealing with students, faculty members, staff, and stakeholders at all the levels of the community. Celebrate our Independence Day with zeal and enthusiasm as it brings the entire Ramaiah staff together and maintains institution's integrity.

2. **Respect**

Day to day interactions with students, colleagues, parents and other stakeholders are conducted honorably and respectfully. Respect is the essential foundation for working collaboratively. We recognize the expertise of teaching and non-teaching staff and respect their contribution towards the institution. We intend to extend support to our employees and student in all possible ways. Express gratitude to all the teachers and women staff of the college through Teacher's Day and Women's Day celebration every year. We value and respect the efforts of the staff as they contribute to the wellbeing of the society.

3. **Diversity**

We create inclusive work environments where people are valued for their cultures, experiences, skills, knowledge and capabilities. We provide culturally inclusive and responsive services to all the stakeholders. We believe in diversity and promote respect to all cultures. Programs related to all occasions as Onam, Dushhera, Kannada Rajyotsava are celebrated to experience and respect Indian diversity. College Cultural fest 'Xtasy' is a platform that encourages students to express the diversity we inhibit. People from various parts of the country are given opportunity to serve our institution and contribute in varied ways.

4. Excellence

We encourage our staff and students to strive to achieve their best. Dedication and practice is one, which helps us to surpass the ordinary standards, “Practice makes man perfect”. To ensure we achieve this maxim, subject related seminars are conducted. Students are the primary reason we exist as an institution and thus the teachers take initiative to drive in the standards of excellence by using different techniques in the classrooms including ICT, PPts, and videos. We relentlessly pursue excellence. Two Internal tests in a semester are conducted to evaluate the performance of the students and prepare them for the exams. We continuously evaluate and improve programs, services, systems, and policies. We provide educational programs that lead to the acquisition of knowledge and skills necessary to achieve information literacy, career advancement, personal enrichment, leadership, and service to the community. College day further commends excellence and meritorious students who have excelled in academics are awarded.

5. Quality

Institution maintains good and high standards in teaching & learning, student centric support, encouragement for overall development of students and staff can be interpreted as quality. We internalize, empower and evolve. We gear up ourselves to the changing needs of the society. Exhibit quality in staffing, facilities, programs, and services by anticipating the needs and respond accordingly. We encourage creativity, innovation, and risk-taking. Foster a learning environment that promotes responsible, principled behavior, which respects the dignity of all members of the community. Strive to ensure that curriculum, delivery, and support services respond to enquiries, requests, and concerns in an appropriate and timely manner. To ensure program quality on the basis to strengthen the overall effectiveness of curriculum, instructional delivery, and operations. Regular feedbacks from the students to improve and provide quality education. Alumini day of the college takes pride in exhibiting the quality of generation that the institution has given to the country and society.

Strategic plan process

Strategic Goals

The team of MSRCASC after several discussion and planning in tune with the Mission and Vision has brought Quality Policy and Core Values. Stake holder's expectations and SWOC analysis has been converted into Institutional Strategic Goals.

Institutional Strategic Goals are grouped in the following manner:

1. Internal Quality Assurance System

- Reconstitution of IQAC as per NAAC regulations
- Framing of Quality Policy & publishing regularly
- Formation of Quality Monitoring Committee & functioning
- Educating & Training of all employees
- Periodic check & guidance for quality improvement
- Establishment of audit team and process
- Audit for remedial measures
- Promoting best practices
- Annual report preparation & submission

2. Teaching learning process

Academic planning and preparation of Academic Calendar

- Development of teaching plan
- Preparation of Lesson Plan based on CO & PO mapping
- Use of advance teaching aids and adopt enhanced ICT techniques
- Development of e- learning resources
- Promote research culture & facilities
- Provide mentoring and personal support
- Follow a transparent and fair feedback system
- Conduct training based on need analysis
- Evaluation parameters and benchmarking
- Continuous assessment to measure outcomes
- Performance development through credit system
- Implementation of best practices

3. Leadership and participative management

- Decentralize the academic, administration and student related authorities & responsibilities
- Prescribe duties, responsibilities and accountability
- Portfolio assignments
- Establishment of functional committees

4. Good governance

- Vision, Mission and their articulation in every key position
- Evaluation of Institute's performance and benchmarking
- Institutional strategic goals setting
- Institutional Strategic development plan
- Monitoring and Implementing the Quality Management Systems
- Following organization structure
- Smooth Working of statutory committees
- Establishing E governance
- Leadership development through decentralization
- Establishing internal audit committee
- Code of conduct and policy formulation, approval and implementation
- Establishing fair and transparent performance appraisal system

5. Student's development and participation

- Budget allocation for student development programmes and activities
- Students Trainings & Placement Activities
- Student's representation in various committee and cell
- Participation in competitions
- Organizing competitions
- Credit transfer & compensation
- Rewards & recognitions of achievers
- Participation in extracurricular activities
- Participating in social and welfare activities
- Providing career guidance

6. Staff development & welfare

- 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, Career advancement schemes
- Rewards, recognitions and incentives
- Deputation for seminars, conferences and workshops etc.
- Sponsorship/ Motivation for qualification improvement
- Support for research, consultancy, and innovations.

7. Financial management

- Framing & implementation of Purchase and Financial policies
- Department wise Budget planning and allocation
- Forecasting income & expenditure
- Effective functioning of purchase committee
- Budget formulation & approval through Finance Committee
- MoUs with industries
- Support for internships, visits, trainings, guest lectures
- Identifications of industry needs and advice on Curriculum for extra courses apart from curriculum.
- Providing opportunities for Industry based/sponsored projects

8. Entrepreneurship

- Establishment of Entrepreneurship Development Cell
- Effective functioning of entrepreneurship development Cell
- MoUs with organizations for entrepreneurship development Providing training & guidance for entrepreneurship development
- Bringing more experts of the field for seminars, lectures, workshops for entrepreneurship development
- Establishing incubation centers
- Promoting, sponsoring and facilitating entrepreneurship development

9. Research and innovation

- Dedicated R &D facilitation centre
- Establish and develop Laboratories with more research facility
- Fund generation through Project proposals
- Apply for Government/Non-Government industry, sponsored funds
- Collaborations with Government & Private Institutes, Universities and Research Organizations
- Applying for patent

10. Community Services and Outreach Activities

- Budget from institution resources/Faculty/students/other donors
- Identify community and social development work
- Identify challenges of society for development work
- Provide vocational training /job oriented training as per local needs at the institute
- Educational support to village people
- Conducting awareness camps

11. Physical infrastructure

- Infrastructure building development & modification
- Smart Class rooms, Tutorials, Seminar halls
- Modernization of Laboratory & equipment
- More ICT enabled classrooms
- Library infrastructure up gradation
- System up gradation
- Functional facilities for e-learning
- Safety & Security management
- Water facility and Medical facility
- Developing sports (indoor/outdoor) facilities
- Plantations
- Renewable Energy usage
- Hygiene, zero plastic & green campus

Standard Operating Procedure (SOP)

Standard Operating Procedure (SOP) prescribes the institutional flow chart for execution of activities in a step by step process, involving all the levels of managerial hierarchy.

1. Analysis

   Head of the institution analyze the present situation in respect of the needs of the institution, though academic council with Heads of Department and Deans.

   The academic council check the availability and adequacy of classrooms, laboratory, books in the library, staff requirement and any other additional components like hostel, sports ground, co-curricular and extracurricular activities which enhances the quality of work life and develops life skill of students.

2. Survey

   Statistical facts and figures regarding student admission, staff requirement, books available in library, examination procedure ect. are collected and suitable estimations and requirements are made into a list of development / improvement programs.

3. Improvement

   List the development / improvement programs with details about each program from each department is received. It should clearly indicate the time limit for its implementation. Program can be short term and long term depending on circumstances.

4. Implementation
   The council makes the decision regarding implementation of development / improvement program in each department based on details provided along with the statistical facts and figures.

5. Evaluation
   Success of the plan is determined by its evaluation. The degree to which the target set are being achieved at different stages of the plan, must be assessed from time to time. At the completion of the project, end product of output must be assessed qualitatively and quantitatively.

Strategy Implementation and Monitoring

After approval of Strategic development plan the next step is its implementation. During implementation the progress of strategy shall be measured from time to time. Hence the measurable success indicators are clearly spelt out in the implementation document. The Principal along with Academic Council and other team member will be the custodian for strategic plan and its deployment. The benchmarking of quality standards and its monitoring, evaluation of attainment will be carried out by the IQAC independently. The IQAC will report the findings to the Academic Council and Governing Body

Implementation at Institutional Level

Governance & Administration

Chairman & Members of Governing body, Administration Office

Branding /Expansion

Governing Body, Local Management Committee

Admissions

Principal, Heads of Department , Admission team,

Statutory Compliance

Principal, Heads of Department , Coordinators

Infrastructure (physical) Governing Body, Secretary Trustee Board, Manager Infrastructure (Academics) Principal, Heads of Department

Teaching- Learning

Principal, Heads of Department , Faculty

Research& Development

Principal, Deans and Heads of Department

PERSPECTIVE PLAN (Five Years – 2018-2023)

Parameters	**Target Key Performance Indicator**	**Level 1** 1-2 years 2018-20	**Level 2** 2-3 years 2020-21	**Level 3** 3-5 years 2021-23
Pass percentage	100%	70%	90%	100%
ICT Adoption by faculties	100%	60%	75%	100%
ICT adoption by students	100%	60%	80%	100%
Alumni Registration and Management	80%	40%	60%	80%
Student support and progression	100%	70%	85%	100%
ICT enabled classrooms	100%	60%	80%	100%
LMS	100%	60%	80%	100%
MIS	100%	75%	90%	100%
Admission automation	100%	80%	90	100%
Exam automation	100%	60%	80%	100%
Cashless campus	100%	80%	100%	100%
Placement support	100%	80%	90%	100%
Student mentoring support	100%	100%	100%	100%
Inclusive support	100%	100%	100%	100%
Library automation	100%	100%	100%	100%
Certificate courses	60	20	40	60
Ph.D Percentage	100%	50%	80%	100%
Research Percentage	80%	40%	60%	80%
Publication percentage	80%	40%	60%	80%
Books published per year	30	10	20	30
Patents per year	5	0	2	5
Revenue generating consultancy	40%	0	20%	40%

SWOC ANALYSIS

Strengths –

- Reputed & well-known management with Financial stability
- Positive social perception with diversity of students
- State-of-the-art Infrastructure for curricular and co-curricular activities
- Recognition by UGC under 2f and 12B
- Holistic Education
- The Curriculum is integrated with ICT to enhance employability
- Innovative teaching and learning process are effectively followed to ensures holistic education development of student

Weakness –

- Low faculty research profile, and patents
- Limited scope for updating the course curriculum
- Consultancy activities are limited.
- Research publications are limited with respect to Scopus & SCI journals.

Opportunities -

- Recognition as research center under BCU
- Scope for high level inter-disciplinary research.
- Tie-ups & academic exchanges with reputed institutes
- With significant increase in coaching programs for Competitive Exams, the institution aims to create a greater number of placements for the students.

- To strengthen alumni associations for their involvement in developmental, academic, research and mentorship activities of the students.
- Opportunity has been created for development of E-content by faculty

Challenges: -

- Upgrading & updating programs in tune with global trends
- Competing with Autonomous institutions across India
- Greater Industry and Academia connect necessary to ensure curriculum and skills in line with requirements.
- To achieve higher position in the NIRF ranking
- To search for innovative career opportunities for students

Conclusion:

The SPDD is an effort for paving a pathway towards accomplishment of goals MSRCASC dreams to achieve. Just formulating the strategic plan doesn't ensure success, but it provides a guiding framework which is a collective effort delivered by the process of participative brainstorming of stakeholders. The proper implementation of strategies through teamwork with good spirit leads to success and sustainability over a longer time through a dynamic process. It needs continuous evolution to incorporate the lessons learnt during the implementation and emphasizes the role of IQAC in ensuring the quality of implementation of Strategic Plan and Deployment Document.