MARIS STELLA COLLEGE (AUTONOMOUS), IJAYAWADA
A College with Potential for Excellence
NAAC Accredited and ISO 9001:2015 Certified

STRATEGIC PLANNING - ACTION PLANS

Strategic Plan Action Step/Goals Initiative		Targets/KPIs	Deliverables	Key Stakeholders
Strategic Plan 1: Improve NAAC grade by applying for re-assessment and re-accreditation in 2022				
Goal 1: Identify the lacunae in the institution's academic and administrative systems and address them by 2022				
Initiative 1	Study the assessment report of the last cycle and identify the areas that need to be strengthened.	Completion of the report December 2019	Relevant records	IQAC Core Committee
Initiative 2	Itemize and set up teams to initiate action on each identified area, with a Core Committee member to coordinate and collect reports of progress.	Completion of process: January 2020	Office order, minutes of meetings, relevant records	IQAC Core Committee Faculty members
Initiative 3	Meet monthly, study reports from the teams and evaluate progress.	Ongoing from March, 2020	Office order, minutes of meetings, relevant records	IQAC Core Committee, Faculty members
Initiative 4	Review annual progress and put in place measures to address problems encountered.	Outcomes of the objectives of each team: March 2021	Office order, measured outcomes, relevant records	Administrators, Faculty members, Staff, Students
Initiative 5	Continue the initiative, following the same procedure mentioned above, after making necessary modifications based on the outcomesmeasured in March, 2020	Ongoing from April 2021 to March 2022	Office order, relevant records	Administrators, Faculty member, Staff, Students

Initiative 6	Start preparations for re-accreditation by setting up a Steering Committee to compile data and work on the SSR	Oct.2021 to June 2022	All relevant data, documents for uploading, draft of SSR, record of meetings	Administrators, Faculty member, Staff, Students

Strategic Plan Action Step/Goals Initiative		Targets/KPIs	Deliverables	Key Stakeholders
Strategic Plan 2: Revise curriculum to introduce emerging areas and to strengthen practical learning through increased field projects and internships				
Action Step / Goal 1: Timely curriculum revision.				
Initiative 1	Prepare for curriculum revision, within the parameters set by the UGC and APSCHE.	Satisfaction rate of the administrators, Faculty members on the proposed curriculum June 2019 to Feb. 2020	Revised syllabi of courses, record of deliberations, consultations with experts.	Faculty members, Students and Community
Initiative 2	Pass the revised curriculum in the respective BoS and the Academic Council and implement in the academic year 2020-21	March 2020 to June 2020	Minutes of BoS and Academic Council	Faculty members, Students and Community
Action Step / Goal 2: To strengthen practical learning through increased field projects and internships				
Initiative 1	Ensure that each student takes up at least one internship, offline or online during the summer following the second year by setting up a team to initiate action with a Core Committee member to	Completion of process: January 2020	Policy documents, office order, minutes of meetings, relevant college records	IQAC Core Committee, Faculty Members, Administrators, Students

		Targets/KPIs	Deliverables	Key Stakeholders
	coordinate and collect reports of progress. Document internal policies and regulations of the academic affairs			
Initiative 2	Meet monthly, study reports from the teams and evaluate progress.	Ongoing from March 2020	Office order, minutes of meetings, relevant records	IQAC Core Committee, Faculty members
Initiative 3	Review annual progress and put in place measures to address problems encountered.	Outcomes of the objectives of the team: March 2021	Office order, measured outcomes, relevant records	Administrators, Faculty members, Staff, Students
Initiative 4	Continue the initiative, following the same procedure mentioned above, after making necessary modifications based on the outcomes measured in March, 2021	Ongoing from April 2021 to March 2022	Office order, relevant records	Administrators, Faculty members, Staff, Students

Strategic Plan Action Step/Goals Initiative		Targets/KPIs	Deliverables	Key Stakeholders
Strategic Plan 3: Increase Admissions				
Action Step / Goal 1: Create appropriate admission environment for incoming students				
Initiative 1	Induction programmes for freshers. Senior staff to be deployed for admission counselling and to address Senior Intermediate classes.	Increase in enrolment Implement from academic year 2020- 21/ Address Sr. Inter.: Jan -Feb. of each year.	Office order, relevant college records	Administrators, Admission Committee Faculty Members, Students, Parents, Community
Initiative 2	1. Co-education for PG programmes 2. Introduction of morning shift	1.Explore legal aspects and initiate necessary actionOct.2020 to April 2021	Office order, relevant college records, web postings, published	Administrators, Departments and Division Heads, Faculty members, Student, Community

		2. Morning shift from academic year 2020- 21	minutes of meetings, public communication	
Initiative 3	Flexible payment of fees – installments, tobe paid up fully before the SEE.	From academic year 2020-21	Office order, fee payment receipts.	Administrators, Admission Committee Faculty members, Students, Parents, Community
Initiative 4	Permit mobiles on the campus, but not to be used during classes, unless it is under the direction of the course teacher for academic purposes.	Satisfaction rate of students of all programmes. Implement from academic year 2020-21	Office order.	Administrators, Faculty members, Students, Parents
Initiative 5	Free access to internet between 8 and 9am, during lunch break and between 4.30 and 5.30 pm at designated points.	Satisfaction rate of students of all programmes Improved punctualityImplement fromacademic year 2020-21	Office order, relevant record of access points provided.	Administrators, Faculty members, Students, Parents

Strategic Plan Action Step/Goals Initiative	Targets/KPIs	Deliverables	Key Stakeholders
Strategic Plan 4: Apply the use of contemporary methods and technologies in teaching- learning, assessment and evaluation to improve capabilities of students and faculty members.			
Action Step / Goal 1: Improve the learning environment and resources			
Initiative 1 Provide classrooms and laboratories with modern technical equipment	Number, Types and distribution of the equipment	Office orders, relevant records	Faculty members, Students

Initiative 2	Make available adequate systems with internet connectivity and sufficient bandwidth for the use of faculty and students.	Number of systemsadded, details of bandwidth	Office orders, relevant records	Administrators, Faculty members, Students
Initiative 3	Conduct a workshop to describe and encourage the use of the digital library	Workshop isconducted	Office orders, relevant records	Faculty members, Students
Initiative 4	Conduct workshops on Moodle platform usage	Workshop isconducted	Office orders, relevant records	Faculty members, Students
Action Step / Goal 2: Improve the performance of faculty members and staff				
Initiative 1	Provide workshops and training programs on the latest methodologies and technologies in teaching and learning	Number of workshops conductedin a year	Office orders, published minutes of meetings, web postings relevant records	Administrator, Faculty members
Initiative 2	Encourage faculty members to participate in scientific conferences devoted to teaching and learning	Number of faculty members participatedin scientific conferences per year	Office orders, minutes of meetings, , web postingsrelevant records	Administrators, IQAC,,Faculty members
Initiative 3	Revise the faculty evaluation system in the light of quality criteria	Approval of the revised evaluation system	Office orders, minutes ofmeeting, relevant records	Administrators, IQAC,Faculty members
Initiative 4	Reform the assessment and evaluation system through questions set at higher order thinking skills and the setting up of a Question Bank	Training programmes and workshops conducted. Satisfaction rate on the evaluation system	Office orders, Google form and results, relevant records	Administrators, Faculty members, Students

Initiative 5	Encourage and support college staff to enroll in online skill courses	Increased online enrolment of college staff per year	Office order, minutes of meetings, web postings, relevant records	Administrators, Faculty members
Initiative 6	Enhance participation in the Open Educational Resources Initiative	Percentage of staff using open educational resources	Office order, relevant records	Administrators, Faculty members

Action Step /Goal 3: Develop academic activities and procedures that focus on student successful graduation with in the time frame				
Initiative 1	Activate the role of academic advisors to study, follow-up and analyze students' academic performance	Availability of periodic reportson students' performance including number of improved students' performance	Office orders, minutes of meetings, survey form and results, relevant records	Department heads, Faculty members, Students
Initiative 2	Guide irregular students to preparetheir own study plans	Number of prepared study plans	Office orders, minutes ofmeetings, survey form and results, relevant records	Students affair unit head, Academic advisors, Irregular students
Initiative 3	Follow up of program implementation	Submission of program implementation report and analysis	Office orders, relevant records	Department heads, Faculty members, Students
Initiative 4	Report the student absentees regularly	Submission of student absentees report and analysis	Office orders, relevant records	Department heads, Faculty members, Students
Initiative 5	Organize and monitor medical andnon-medical students' excuses	Number of submitted excuses	Office orders, relevant records	Department Heads, Faculty members, Students

Initiative 6	Provide advising, counseling and mentoring sessions for student's development	Increase student retention and performance/ No of students using the services	Office orders, minutes of meeting, relevant records	Faculty, Students
Initiative 7	Conduct workshops on professional and soft skills for students to be successful in their college and practical life	Number of workshops conducted	Office orders, minutes of meeting, relevant records	Faculty, Students
Initiative 8	Organize student peer coaching sessions to encourage cooperative learning among students	Number of students in peer coaching groups/ Students' overall evaluation on the quality of their learning experiences	Office orders, minutes of meeting, relevant records	Faculty, Students

Strategic Plan Action Step/Goals Initiative	Targets/KPIs	Deliverables	Key Stakeholders
Strategic Plan 5: Strengthen research, consultancy, collaboration and extension activities			
Action Step / Goal 1: Improve research activities			
Initiative 1	Set up a Research Advisory Committee and an Ethics Committee	Completion by Nov.2020	Office orders, relevant records	IQAC, Faculty members, Students
Initiative 2	Make available Plagiarism Software	Completion by Jan.2021	Office orders, relevant records	IQAC, Faculty members
Initiative 3	Facilitate the setting up of a Research Centre for Life Sciences, chiefly for students to undertake small research projects and appoint a coordinator.	A list of small projects for students to be ready. Completion by Dec. 2020	Office orders, relevant records	IQAC, Faculty members, Students

Initiative 4	Identify potential researchers among the faculty and hand hold them in writing research proposals, applying for funding and seed money.	No. of researchers identified, no. of research proposals applied for and no. of proposals sanctioned. Quarterly reports to be submitted.	Office orders, relevant records	IQAC, Faculty members
Initiative 5	Organize workshops on research methodology, in particular, and on any other related areas.	No. of workshops organized	Office orders, relevantrecords	IQAC, Faculty members
Initiative 6	Facilitate/promote publications in UGC notified journals and ensure that they are registered with Vidwan.	No. of publications in each year	Office orders, relevant records	IQAC, Faculty members
Initiative 7	Identify faculty eligible to apply for research guideship and facilitate the process	No.of guideships sanctioned	Office orders, relevant records	IQAC, Faculty members
Action Step / Goal 2: Raise Awareness of IPR and Patents				
Initiative 1	Hold as many workshops on IPR as possible every year.	Number of workshops conductedin a year	Office orders, web postings,relevant records	IQAC, Faculty members
Initiative 2	Study the process of applying for patents and explore possibilities of getting them	Report of progress by March2021	Office orders, relevant records	IQAC, Faculty members
Action Step / Goal 3: Promotion of Skill Development and Entrepreneurship				
Initiative 1	To hold as many workshops and any other related activities on skill development & entrepreneurship as possible every year.	Number of workshops and other related activities conducted in a year	Office orders, web postings,relevant records	IQAC, Faculty members, Students

Action Step/ Goal 4: Increase MoUs				
Initiative 1	Explore and facilitate MoUs with institutions of a higher level than ours and ensure that activities are conducted to keep the MoU active.	Number of MoUs signedper year and related activities conducted	Office orders, relevant records and documents	IQAC, Faculty members
Action Step/ Goal 5: Facilitate Consultancies				
Initiative 1	Explore possibilities of offering consultancies by departments/ individualfaculty	Number of consultancies offered each year	Office orders, web postings of areas of expertise and profiles andcontact of expert faculty, relevant documents	IQAC, Faculty, community
Initiative 2	Set up MCA lab as facility for ConsultancyTraining	Ready to use ConsultancyTraining Centre to be available Dec.2020	Office orders, relevantdocuments	Administrators, IQAC, Faculty
Action Step / Goal 6: Promote Collaborative Activities				
Initiative 1	Explore possibilities and promote collaborative activities in research, faculty exchange, student exchange, internships, on- the –job training, project work.	Number of collaborative activities undertaken eachyear	Office orders, supportive documentsfor collaborative activities undertaken	Administrators, IQAC, Faculty, Students
Action Step / Goal 7: Strengthen Extension Activities				
Initiative 1	Select two suitable villages for extension activities with special focus on Swachch Bharat, AIDS Awareness, Gender-centered activities	List of the selected villages Nov.2020	Office orders, otherrelevant docs	IQAC, Dept. of Social WorkStudents, Community

Initiative 2	Plan and conduct a survey to assess need.	Need analysis and distribution of areas of action to depts. Jan. 2021	Office orders, surveyforms, assessment details	IQAC, Dept. of Social WorkStudents, Community
Initiative 3	Activity plans department-wise March 2021	Detailed plans of activities, schedules, withstudent participation, no. of hours put in during theyear	Relevant documents andschedules	IQAC, Dept. of Social WorkStudents, Community
Strategic Plan 6: Enhance College Infrastructure				
Action Step / Goal 1: Strengthen infrastructure for e-learning and governance				
Initiative 1	Adequate systems and regular upgradation and maintenance	Number of systems added each year	Office order, relevantrecords	Administrators, Faculty, Staff, Students
Initiative 2	Longer hours of access to students	Availability of free internet on the campus	Office order, published meeting minutes, relevant records	Administrator, IQAC Faculty, Students
Action Step / Goal 2: Set up facilities for e-content development				
Initiative 1	Explore possibilities for setting up 1. Media Centre 2. Lecture Capturing System 3.Mixing Equipment and Software for Editing	Report of feasibility,including budget Feb. 2021 Setting up the facilities	Office order, published meeting minutes, relevant records	Administrator, IQAC Faculty,Staff, Students,

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Strategic Plan 7: Stream-line the progression of students to higher education or employment				
Action Step / Goal 1:				
Initiative 1	Departments to maintain contact and track student progression	Departmental records of student progression to higher studies year-wise	Office order , relevant records	Administrators Faculty, Students
Initiative 2	Training for job-readiness to all final year students.	Details of training programme, timeline	Office order, published meeting minutes, relevant records	IQAC, Faculty, Students

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Strategic Plan 8: Promote a shared college culture through transparency and communication with in the college hierarchy				
Action Step / Goal 1: Enhancing information exchange within the college.				
Initiative 1	Establish a unit to facilitate and follow-up the information exchange within the college	Satisfaction rate of the administrators, Faculty members, Staff and Students on the dissemination of information within the college	letters, e-mails, web-postings, survey form relevant college records	Administrators, IQAC, Faculty member, Staff, Students
Action Step / Goal 2: Develop and publish administrative and regulatory protocols				
Initiative 1	Document internal policies and regulations of the academic affairs	Internal policies and regulations of the academic affairs developed	Policy documents, office order, minutes of meetings, relevant college records	Administrators Faculty member, Staff, Students

Strategic Plan Action Step/Goals Initiative		Targets/KPIs	Deliverables	Key Stakeholders
Strategic Plan 9: Frame and Execute a Digital Policy				
Action step / Goal 1: Frame a Digital Policy				
Initiative 1	Frame the policy	The policy document available on the college website Dec. 2020	The policy document, minutes of meeting, relevant records	Administrator, IQAC, Faculty, Staff, Students
Initiative 2	Execution of the policy	All additions to IT infrastructure, training programmes, ICT enabled activities.	Office order, minutes of board meetings, public communiqué, web postings, relevant recorders	Administrator, IQAC Faculty, Researchers, Students.

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Strategic Plan 10: Protect and preserve the environment				
Action Step / Goal 1: Framing a Green Policy				
Initiative 1	Framing the Green Policy	The policy document available on the college website.	The policy document, minutes of meeting, relevant records	Administrators, IQAC, Faculty, Students
Action Step / Goal 2: Waste Management				
Initiative 2	Set up a committee to report present arrangements, plan and execute new initiatives for efficient waste management	Report on present arrangements, new plans with timelines, completion reports	Office order, published meeting minutes, relevant records	Administrators IQAC, Faculty, Staff, students
Initiative 3 Action Step / Goal 3: Water	Set up a committee to report present arrangements, plan and	Report on present arrangements, new plans	Office order, published meeting minutes, relevant records	Administrators IQAC, Faculty, Staff, students

Conservation	execute new initiatives for efficient water management.	with timelines, completion reports		
Goal 4: Air Quality	Set up a committee to report present arrangements, plan and execute new initiatives for air quality improvement	Report on present arrangements, new plans with timelines, completion reports	Office order, published meeting minutes, web posting relevant records	Administrators IQAC, Faculty, Students
Goal 5: Energy Conservation	Set up a committee to report present arrangements, plan and execute new initiatives for energy conservation	Report on present arrangements, new plans with timelines, completion reports	Office order, published meeting minutes, web posting relevant records	Administrators IQAC, Faculty, Students
Goal 6: Bio-diversity	Set up a committee to report present arrangements, plan and execute new initiatives for preservation and promotion of bio-diversity	Report on present arrangements, new plans with timelines, completion reports	Office order, published meeting minutes, web posting relevant records	Administrators, IQAC, Faculty, Students