

VIVEK EDUCATION SOCIETY'S
VIVEK COLLEGE OF COMMERCE
INTERNAL QUALITY ASSURANCE CELL
Perspective Plan for the year 2021-22

Sr. No.	Focus Area	Plan
1.	Plans for Academic Activities	1.To ensure students attend classes in online mode by using LMS platform 2.To focus on weak learners through revision and remedial classes 3. To encourage advanced learners to learn more through additional study material by providing online links and provide online access of books, journals to students. 4. To continue with structured Mentor-Mentee sessions
2	Plans for Co-Curricular Activities	1. To promote the co-curricular activities through online mode 2. Encourage students to take up at least one co-curricular activity
3	Plans for Cultural Activities	1.To encourage students' participation by organizing online events, competition. 2.To encourage the students to participate in online intercollegiate competitions in various forms of art & culture 3. To conduct workshop for students to enhance skills.
4	Plans for Gymkhana & Sports Activities	1. To devise ways and means to provide opportunities for coaching in sports and games 2.To arrange online competitions in online games to the extent possible. 3. To organize workshop on fitness and health
5	Research Activities	1.To organize online workshops on writing Research papers/articles. 2. To establishment Research and Ph.D. Centre 3. Organize an FDP on Research Methodology.

Perspective Plan for the year 2021-22 (Contd)

6	Expansion of Student Support Activities.	1.To organize Career Oriented Guidance Programme 2.To enhance the Book Bank facility 3.To train students for enhancing employability skills and placement 4. To assist students with information with various scholarships available.
7	Expansion of NSS and DLLE activities	1.To continue with activities of NSS and DLLE activities the extent possible considering the Covid situation. 2.To focus on rural linkage and related activities 3.To focus on programmes related to environment. 4.To sensitize students for community development.
8	Computerisation of Administrative Activities	1.To improvise on the online admissions for students making it more robust and student friendly. 2.To enhance the computerisation in administration and work through online mode. 3. To train the admin staff in Excel and Tally.
9	Welfare Programmes for staff	1. To continue with the welfare schemes for staff during the pandemic
10	Functional Audits	1. To undertake the Functional Audits such as Gender Audit, Library Audit, Administrative Audit, Environment Audit, Green Audit post pandemic. 2. Initiate to undertake the ISO 9001 audit
11	Collaborations	1.To enhance the initiatives for Collaboration with outside Institutions for enhancing quality improvements in terms of academic, cocurricular and extracurricular activities.
12	Infrastructure	1.To improve the Infrastructural facilities- physical as well as academic ambience 2.To ensure and provide for requisite maintenance of premises, computers and all tangible assets including equipment for safety measures

13	Water Conservation	<ol style="list-style-type: none"> 1. To consider the installation of Rain Water Harvesting system for water conservation. 2. Regular check up to prevent water wastage 3. Signage for water conservation in the premises
14	E- Waste	<ol style="list-style-type: none"> 1. Create awareness among students with regards to E-waste 2. Continue with collection of e-waste and its proper disposal.
15	Knowledge Assimilation	<ol style="list-style-type: none"> 1. To organize the Online Seminars, Workshops & Webinars for enhancement of knowledge of students & teachers.
16	Divyangjan	<ol style="list-style-type: none"> 1. Create an environment for fostering equity amongst students specially with Divyangjan 2. Provide facilities as required by Divyangjan from time to time.
17	Language Skills	<ol style="list-style-type: none"> 1. Offer various certificate program to students in various foreign languages and Sanskrit. 2. Continue with Spoken English course and language lab



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