



**Smt. C.D. Jhobalia Rofel Arts and Smt. I.S.R.  
Achchhariwala Rofel Commerce College Vapi**

**NAAC re-accredited 'B+' grade**

## **REPORT**

### **Institutional Development Planning**

**Duration (2025-2030)**

**Date of submission: 05/01/2026**

**Submitted to**

**Knowledge Consortium of Gujarat**

**Ahmedabad**



**Rofel Campus, Namdha Road, P. O. Box No. 67, Vapi (W), Gujarat, India**

## **TABLE OF CONTENT:**

<b>No.</b>	<b>Content</b>	<b>Page No.</b>
<b>1</b>	<b>Executive Summary</b>	
<b>2</b>	<b>Institutional Profile</b>	
<b>3</b>	<b>SWOC Analysis</b>	
<b>4</b>	<b>VISION, Mission and core values</b>	
<b>5</b>	<b>Strategic Goals and objectives</b>	
<b>6</b>	<b>Key Focus area</b>	
<b>7</b>	<b>Action Plan</b>	
<b>8</b>	<b>Monitoring and Evaluation</b>	
<b>9</b>	<b>Risk Management</b>	
<b>10</b>	<b>Budget and financial plan</b>	
<b>11</b>	<b>Annexures</b>	

## **EXECUTIVE SUMMARY: BRIEF OVERVIEW OF THE INSTITUTION'S CURRENT STATUS:**

Rofel Arts & Commerce College affiliated to VNNSGU, Surat is established by the Rotary Foundation for Education & Learning Trust (ROFEL) in 1989. With its idealistic vision of becoming torch bearer of knowledge and with mission of creating skilled and moral educated citizens, contributing **विद्यादानं महादानम्** to society is their prime focus. And the journey continues with the guidance of our respected past and present trustees. Padma Bhushan Shree Rajju Shroff is our trust president. college provides programs like BA (Economics, Sanskrit, Gujarati), B.Com. (Accountancy) (Gujarati & English Medium), M.com (Accountancy) (Gujarati & English Medium) in 2002, and M.A. Economics (2008).

As the college is situated at industrial belt and it surrounded with 100 nearby villages, students from diverse culture, class, both from rural and urban are getting knowledge with oneness, the college is a symbol of unity in diversity.

College has various cells for the betterment of the students, such as innovation club, National task force, Equal Opportunity cell, Women Cell, Anti ragging, Psychological cell, facility of smart classrooms, Language lab, girls' common room, library with more than 24500 books and e-resources. College has active Research Centre.

70% students get placements doing various job and also goes for higher studies, while others do have their own business & self-employed. We believe in woman empowerment, as we have more than 60% of Girls students. **This year two of our Students got gold medal in their respective subject Economics and Sanskrit.** Ph.D. Guides are available & numerous scholars have got their doctoral degree. Institute also run **University approved certificate courses.** Institute has been awarded with various awards: Green Economic, District level **Swachhata award from MGNCRE (MHRD), Suposhan for Extension Activities:** Triranga March, **Van Mahotsav, NIC, Viksit Bharat Youth parliament.** It has successfully completed **3 cycles of NAAC with B+ grade, got 3 stars in GIRF** & successfully participated in **NIRF, ARIIA, IIC.**

## VISION & MISSION OF THE COLLEGE:



## SUMMARY OF KEY INITIATIVES IN THE IDP:

Strategic Area	Key Initiatives	Expected Outcomes.
Governance and Leadership	Leadership training and mentorship; strengthened management and accountability systems	decision-making and effective institutional governance
Teaching, Learning, and Service Delivery	curriculum implementation as per NEP-2020; learner-centered approaches; performance monitoring	Enhanced quality of teaching and learning with smart classrooms and interactive ICT panel.
Human Resource Development	Recruitment of qualified staff; continuous professional development; motivation strategies	Competent, motivated, and retained staff
Infrastructure and Facilities Development	Expansion, maintenance, and upgrading of facilities;	Conducive learning and working environment
Technology and Innovation	More ICT infrastructure; integration of technology in teaching and administration	Increased efficiency and enhanced digital learning
Financial Sustainability and Resource Mobilization	financial planning and accountability; diversified funding sources; partnerships	Sustainable financial resources and efficient utilization
Learner/Student Support and Welfare	Guidance and counselling services; inclusive education initiatives; health and safety programs	Focusing more on learner well-being and retention
Quality Assurance and Continuous Improvement	Internal quality assurance systems; regular evaluations and reviews	Continuous enhancement and maintained standards
Community Engagement and Partnerships	Collaboration with parents and stakeholders; outreach and social responsibility programs	Strong institutional-community relationships

## INSTITUTIONAL PROFILE:

<b>Sr. No</b>	<b>College Details:</b>	
<b>1</b>	<b>College Name</b>	Smt. C.D. Jhobalia Rofel Arts and Smt. I.S.R. Achchhariwala Rofel Commerce College Vapi
<b>2</b>	<b>Address</b>	Rofel Campus, Namdha Road, P. O. Box No. 67, Vapi (W), Gujarat, India
<b>3</b>	<b>Date of Establishment</b>	17/07/1989
<b>4</b>	<b>Type of Institute</b>	Grant-in- Aid and one division of self-finance
<b>5</b>	<b>Accreditation</b>	NAAC B+ grade in 3 <sup>rd</sup> Cycle
<b>6</b>	<b>Affiliated to</b>	Veer Narmad South Gujarat University, Surat,
<b>7</b>	<b>AISHE CODE</b>	C-609
<b>8</b>	<b>Program offered</b>	BA (Economics, Gujarati, Sanskrit) MA (Economics) BCOM (Accountancy) (Gujarati & English Medium) MCOM (Accountancy) (Gujarati & English Medium)
<b>9</b>	<b>Type of University</b>	Co-education
<b>10</b>	<b>Location</b>	Urban
<b>11</b>	<b>Does the institution function from its own campus?</b>	Yes
<b>12</b>	<b>Name of the Head of the Institute</b>	Prin. Dr. Hemali. A. Desai
<b>13</b>	<b>Mobile No.</b>	9825140508
<b>14</b>	<b>Email Id</b>	<a href="mailto:desaihemalir1@gmail.com">desaihemalir1@gmail.com</a>
<b>15</b>	<b>Name of the IQAC co-ordinator</b>	Dr. M.U.Daru
<b>16</b>	<b>Mobile No.</b>	9327719753
<b>17</b>	<b>Email Id</b>	<a href="mailto:Mudaru9@gmail.com">Mudaru9@gmail.com</a>
<b>18</b>	<b>Institutional email ID</b>	<a href="mailto:rofelac@yahoo.com">rofelac@yahoo.com</a>
<b>20</b>	<b>Institutional Contact</b>	9825325654/02602965653
<b>21</b>	<b>website</b>	rofelacc.org
<b>22</b>	<b>Is the institute recognised as an autonomous college by UGC</b>	12 (f) and 2 (B) 21/11/1995

## ACCREDITATION DETAILS:

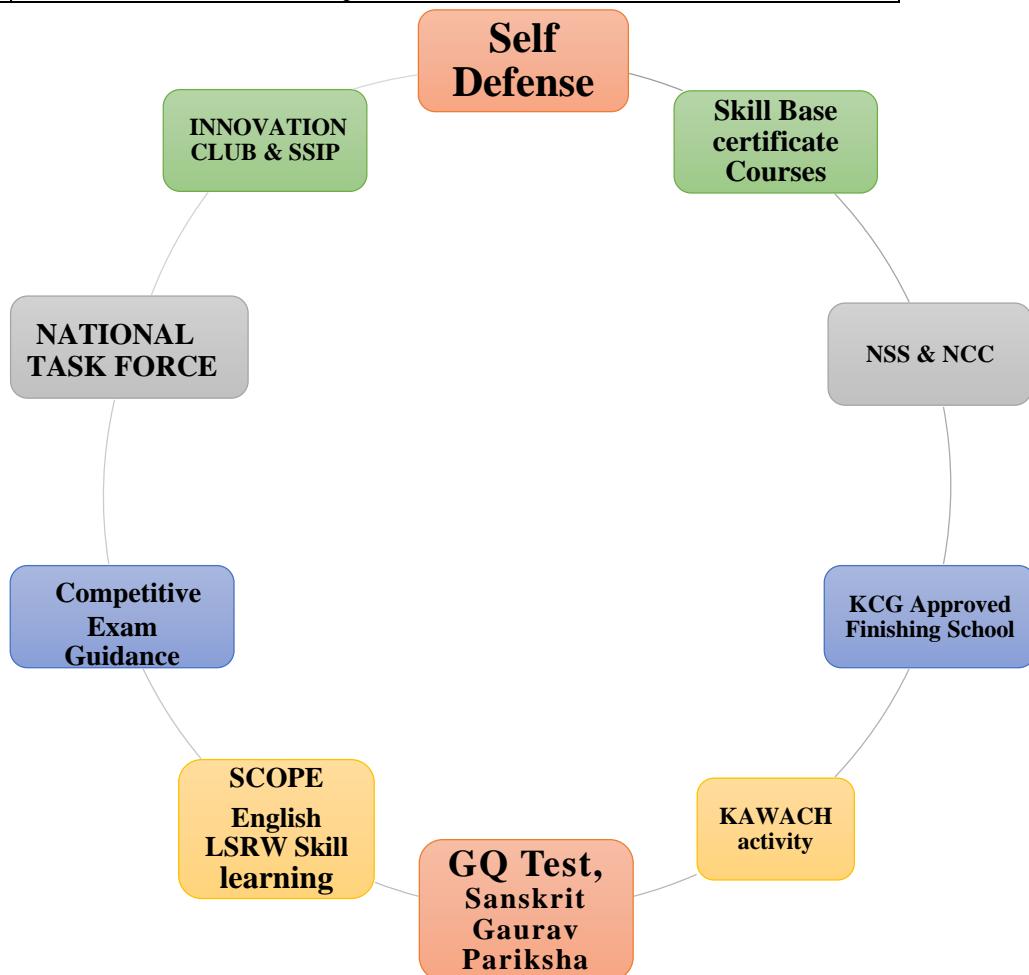
Cycle	Grade	CGPA	Year of Accreditation	Valid from	Valid to
Cycle 1	B	71.10	2007	31/03/2007	31/03/2012
Cycle 2	B	2.30	2014	24/09/2014	24/09/2019
Cycle 3	B+	2.69	2021	02/02/2021	01/02/2026
<b>Other Participation</b>					
GSIRF	3 Stars (2024-25)				
NIRF	Participated				
ARIIA	Participated				
IIC (Institutional Innovation Council)	Participated				
AAA	Done in the year 2014				
AISHE	Submitted every year regularly				
Distance Education	Centre for Baba Saheb Ambedkar Open University and Veer Narmad South Gujarat University, Surat				

## DETAILS OF PROGRAMMES OFFERED BY THE COLLEGE

Details of Programmes Offered by the College (Give Data for Current Academic year)				
Program Level	Name of Program/ Course	Entry Qualification	Medium of Instruction	Sanctioned intake
UG	BA,(Sanskrit)	Higher Secondary	Gujarati, Sanskrit	65 (Centralized Admission GCAS)
UG	BA,(Gujarati)	Higher Secondary	Gujarati	65 (Centralized Admission GCAS)
UG	BA,(Economics)	Higher Secondary	Gujarati	150 (Centralized Admission GCAS)
UG	B. Com, (Accountancy)	Higher Secondary	English + Gujarati	150 X 2 (GM) 150X 1(EM) (Centralized Admission GCAS)
PG	MA, (Economics)	Graduation	Gujarati	88 (Centralized Admission GCAS)
PG	MCom, (Accountancy)	Graduation	English + Gujarati	88 (GM) 88 EM) (Centralized Admission GCAS)

## ADD ON COURSES:

Sr. No	Name of the Courses
1	University Approved food and nutrition
2	University Approved Yoga
3	CCC
4	SCOPE English LSRW Skill learning
5	Competitive Exam Guidance Guest Lectures
6	NET/SET Classes
7	Remedial class
8	Self Defense
9	Jewelry Making Short term workshop
10	Finishing School
11	Basics of start up
12	Field work -internship



## FACULTY AND STAFF STRENGTH

<b>Teaching</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
<b>Number of permanent staff</b>	08	09	0	17
<b>Numbers of Ad.hoc staff</b>	00	06	0	06
<b>Number of Visiting/Guest Faculty engaged with the college?</b>	11	14	0	25
<b>Non-teaching staff</b>				
<b>Permanent Staff</b>	01	00	0	01
<b>Temporary staff</b>	01	02	0	03

## FACULTIES WITH PH.D DEGREE AND PH.D. GUIDESHIP

<b>Name of full time teachers with PhD</b>	<b>Year of obtaining PhD</b>	<b>Weather recognised as research Guide for Ph.D.</b>	<b>Year of Recognition as Research Guide</b>	<b>Students awarded degree</b>	<b>Ongoing students</b>
Prin. Dr. H. A. Desai	2007	Yes	2015	8	7
Dr. M. U. Daru	2012	Yes	2014	3	0
Dr. R. B. Mehta	2013	Yes	2016	2	0
Dr K. A. Vyas	2014	Yes	2016		1
Dr. A. B. Naik	2012	-	-		
Dr. J. C. Parmar	2017	-	-		
Dr. A. L. Tandel	1995	-	-		
Dr. Jagdish A. Patel	2010	-	-		
Dr. I.P Patel	2020	-	-		
Dr. Gazala Shaikh	2022	-	-		
Dr. Reepal A. Tandel	2023	-	-		

## NUMBERS OF STUDENTS (2025-26)

SR. NO.	CLASS	Gender			Category											
		M	F	TOTAL	SC		TOTAL	ST		TOTAL	OBC		TOTAL	OPEN		TOTAL
					M	F		M	F		M	F		M	F	
1	COMMERCE (GM+ EM)	314	477	791	11	24	35	102	196	298	115	137	252	86	120	206
2	ARTS	85	308	393	10	28	38	37	113	150	21	75	96	17	92	109
3	COMMERCE (EM)	25	28	53	1	1	2	2	1	3	12	14	26	10	12	22
4	M.A.	45	66	111	1	1	2	31	38	69	2	10	12	11	17	28
5	M.COM	42	128	170	3	6	9	9	49	58	13	56	69	17	17	34
6	M.COM (EM)	8	22	30	0	3	3	2	2	4	2	5	7	4	12	16
TOTAL		519	1029	1548	26	63	89	183	399	582	165	297	462	145	270	415

## STRENGTH, WEAKNESS, OPPORTUNITY AND CHALLENGES (SWOC)

### INSTITUTIONAL STRENGTH:

- Proactive & visionary management & Experienced, enthusiastic and qualified faculties
- Principal served as In charge Vice Chancellor, DEAN of Arts faculty (In past), Member of Academic Council, Senate member at VNSGU, Surat & a NAAC PEER Team member (At present)
- Quality & employable education at affordable cost Providing an education to rural & urban background students. Some of them are the first generation of their family in the field of education.
- Wi-Fi Campus, Eco Friendly campus, Discipline is a prime concern
- University Rankers from Economics, Commerce and Sanskrit.
- Religion-creed-caste-gender independent institute
- Collaboration with Vapi Municipality for Conducting for extension activity.

- Active Research Centre and Committee to conduct various seminars, workshops.
- Providing Job opportunities through UDISHA Club (Placement Cell), Innovation club, SSIP.
- Focus on mental health of the students under National Task Force.
- Conducting classes for Competitive Exam Preparation- NET, SLET
- ICT base learning
- Well-equipped library with internet facility.
- Girls' common room equipped with all facilities & Vending Machine.
- Literary club, Language Lab, Economic Forum
- Various staff has announced a prize on the name of their parents for university rankers in their respective subject
- Various Add on and certificate courses.
- Field visit, Industrial visit, Internship
- ERP system for paperless drive and no plastic drive.

#### **Institutional Weakness:**

- Slow research and publication activity
- Lack of adequate academic linkages at global level.
- Dependence on Tribal & Coastal belt students whose first generation is taking education.
- Lack of staff.

#### **Institutional Opportunity:**

- Introducing more innovative and market driven courses.
- Professional linkages.
- Emerging new student-centric pedagogy for achieving excellence at academic level.
- Initiating new programmes and course for women and job oriented vocational program
- Improving and strengthening numbers of students for various

competitive exam

- Attempt to increase numbers of MOUs.

### **Institutional Challenge**

- To increase the employability skills of students.
- Strengthening the public relation for raising funds.
- Developing use of LMS & MIS for virtual classes.
- Lack of encouragement from uneducated and poor parents to their children for higher education
- career challenges that adversely affect the mental health of the students
- The full potential of Alumni is not yet trapped

### **VISION, MISION and CORE VALUES:**



## STRATEGIC GOALS AND OBJECTIVES:

<b>Short Term goals (1-2 years)</b>	<b>Medium term Goals (3-5 years)</b>	<b>Long Term Goals (5+ years)</b>
<ul style="list-style-type: none"> <li>• Swayam Courses</li> <li>• Improve student academic performance and pass rates</li> <li>• Upgrade classrooms, labs, and learning resources</li> <li>• Provide teacher training and professional development</li> <li>• Integrate technology into teaching (smart boards, LMS, online tools)</li> <li>• Increase student engagement through clubs, events, and activities</li> <li>• Strengthen student support services</li> <li>• Build partnerships with parents, local community, or industry</li> </ul>	<ul style="list-style-type: none"> <li>• More and more community base activities</li> <li>• Infrastructure enhancement</li> <li>• More MOUs</li> <li>• Enrich Research activity</li> <li>• More academic grade winners at university level</li> <li>• Sustainable development through Environment.</li> </ul>	<ul style="list-style-type: none"> <li>• Strengthening relation with surrounding community</li> <li>• Extending help to our students in their social and mental issues</li> <li>• Alumni Association Engagement</li> <li>• NAAC Reaccreditation</li> <li>• Improvement in Employability</li> <li>• NIRF Goal</li> <li>• Ensure holistic student development (academic, social, ethical)</li> <li>• Establish national or international collaborations</li> <li>• Holistic Development</li> </ul>

## **KEY FOCUS AREA:**

**Academic Excellence:** Multidisciplinary and outcome base education align with NEP-2020 is our prime focus. Student centric methods such as group discussion, quiz, Remedial coaching, bridge course, ICT learning, PPT making, field trips and Internship are in hand. Majority of teachers adopt student – centric teaching methodology, constant interaction, feedback from stake holders, classroom counselling, personal issue sharing etc. we provide opportunity to the students to become more experimental, critical in thinking about the course contents and use them for self-assessment. Group discussion on content based topics are assigned regularly to evaluate the growth in skill, knowledge and commitment. case studies make them analytical. Institute periodically undertakes industrial and educational visits for the students to get first-hand experience. Personality and career development, Mental health, entrepreneurship, ethical values are the goals we have set for our Rofelites.

**Research and Innovation:** The college has a UNIVERSITY ACCREDITED RESEARCH CENTER and there is an active research committee that motivates faculties to publish research papers, congratulate faculties on their PhD. We have created an ecosystem through the use of spacious workspaces with modern equipment, computers, high-speed internet, Wi-Fi and educational materials in libraries, e-books. we also arrange research related talks for further motivation. The college promotes research culture among students and staff by organizing and attending international and national conferences, workshops on research. There are 04 PH.D. guides under them numerous scholars got awarded doctoral degree and many are under the process. The college has signed MOUs and developed joint events of research and innovation for students. Entrepreneurship is promoted through workshops, seminars, university approved various certificate courses. Field project work, industrial visits, diverse company experiences, and educational trips are scheduled. We have an active innovation club led by KCG, the Gujarat government, that focuses on student creativeness.

**Faculty Development:** Various faculty development programs are organised through the year for the betterment of the institute, students and also faculties. Three Days FDP, National Conference on IKS, research Promotion workshop, ERP training programs both for teaching and non-teaching is organised. More focus will be given in future as well for the same. Faculty those who achieve NET /SET or PH.D. is given appreciation. Financial aid is provided to those who are attending seminars, paper presentation etc.

**Infrastructure Development:** The institution is adequately equipped. Over 1800 students have access to the college's well-equipped infrastructure. 12 out of the 16 classrooms are smart classes. Laptops are provided to the faculty. Administrative office is fully computerised with internet connection, printers, scanners, ERP system and photocopiers. We have an LED TV, Webcam, and PC in our multi-media area. Through GTPL and Na-Mo Wi-Fi, we access internet. We have 25 PCs, headphones, a webcam, a printer in our language lab. Apart from online tests offered under SCOPE, we also offer online admissions procedures (GCAS) and examinations for states and national levels. We have online paper assessment centre. All computers have LAN connections. CCTV monitors every corner of campus. Conference room is equipped with 130 seats, air conditioning, LED TV, and white board. A large sports space for outdoor activities. We have excellent cricket pitch utilisable for Ranji Trophy level tournaments. We have staff and student parking area. Our eco-friendly campus is 9-acre in size. Our dome is used for indoor activities. Our girl's room has TV, couch, sanitary pad vending machine, mirror. There are RO systems, first aid kits, restrooms. More than 24,500 books, 76 journals, rare books, and INFLIBNET are added to the library. We offer BOOK BANK services. Library software is called KOHA. We have-resource facility called N-LIST. There are three languages newspapers and periodicals. We have NSS, NCC, activity room, shared canteen, security quarters, generator, and storeroom.

**Industry collaboration:** College has 13 MOUs with various educational institute and foundation for skill development and research innovation. More MOUs are our future target.

**Student Support and Employability:** The institution is committed to extend community service through NSS volunteers. Majority of volunteers have carried out various activities pertaining to health awareness, cleanliness (Swachchhata), tree plantation (environment), safety (traffic) etc. Institution has a distinction of appreciation award from Vapi Municipality for cleanliness campaign. Two volunteers of NSS won best volunteer award in the last five years. Institution aims at promoting industry-Institution interface also.

Right from the day one of the commencement of academic programme, students are taught and trained for environmental issues like global warming, pollution, climate change, degradation of soil, loss of biodiversity and ecological importance.

NSS works through its various activities like, "Swachchha Bharat Internship", visiting place for manure preparation based on solid waste management. Emphasis is laid on "Rain harvesting Awareness" and "Cleanliness." We also initiated to have compost pit to prevent and use best of our environment.

**HUMAN VALUES:** Emphasis is laid on the importance of discipline in life. They are advised to observe core values like truth, righteousness and healthy achievable goal. NSS Programme Officers help students to multiple activities pertaining to cyber crime awareness, fundraising for various natural calamities and for the Blinds. Spirit of patriotism is inculcated by celebrating 15th August, 26th January, birth anniversaries of great national leaders as well as tribute on death anniversaries through competitions and motivational lectures.

volunteers that conduct activities in ADOPTED villages -Balitha, Namdha, Manekpur, Kalai, Ambheti and Kaprada. Under NSS wing we organize blood donation camp, health check up, sickle cell check up, thalassemia check up, saksharta abhiyan, aids awareness drive, swachchhata abhiyan, cashless drive, "Say No Plastic drive", various competitions etc..

Through extension activities, students easily understand rural life. NSS Volunteers help these rural uneducated people about government policies;

assist them in filling up forms (Sukanya Samridhi yojana, Jan dhan Yojana etc.) to get benefitted from the policies.

Self-discipline, loyalty, respect and positivity, patriotism, are built in NSS as well as NCC too. And these volunteers nurture these qualities in school students of nearby villages. Annual special camp in the interior villages for seven days that helps students to mix up with villagers, to understand their life style and needs better. During Pandemic, our NCC cadets and NSS volunteers prepared Mask and distributed to the community. Also helped in managing traffic and aware villagers for precautions.

**Digital Transformation:** we have active language lab with 25 computers, webcams, internet, Wi-Fi. Faculties use ICT for teaching learning. We have ERP system for paperless office. Smart classrooms with interactive panel and projectors are in hand.

**Sustainability and Green Campus Initiatives:** The college annually conducts more than 100 activities to orient students to recognise their hidden talents. The institution strictly observes discipline. College day, National festivals, gender equity programmes are conducted. Women Cell, ST/SC Cell along with other committees ensure safety, security, health, and cleanliness.

College takes initiatives to encourage energy saving through solar, LED bulbs etc. It also focuses on waste management including solid, liquid, and E-waste. Green practices as well as rain water harvesting are also in place. Students actively participate in rallies and other community programmes to develop awareness & 'say no plastic' in surrounding areas.

The institution provides infrastructural facilities to DIVYANGJAN such as ramps, wheel chair, scribes for examination etc. Number of specific initiatives were initiated during the last five years to address locational advantages and disadvantages. Self-defence, traffic safety, participation in job fairs, different cells, environment preservation, visit to nearby village for compost pit, essay competition, blood donation camp, Yuvak mahotsav, Youth Parliament are the

activities conducted. Integrity is a core value, hence transparency is maintained in the financial, academic, administrative spheres.

The college was established by ROTARY foundation for education and learning. Therefore, the social rootedness is quite clear. The location had a strong need of facilities of higher education for girls.

**Rain Water Harvesting:** Water from roofs and terraces are redirected into the well in the premises this water, which is then used for meeting the water requirements of garden. The college has vermicomposting system as a part of organic waste recycling. There is a rainwater harvesting pit for recharging the deep ground water level the speed has been constructed keeping in mind the location of college and the crowd coming to the college. Ground catchment techniques provide more opportunities for collecting water from larger surface area by retaining the flows of small creek and stream in pit thus harvesting rainwater in the campus.

**Compost Pit:** We do have Compost pit and our NSS Volunteers regularly do activity related to it. They also do survey and make people understand about the importance of compost pit. In past we have also constructed toiled block in adopted village and in addition to that we have also built compost pits in adopted village.

**Green Audit:** our institute is fully Wi-Fi connected. We regularly do green audit. We also have solar panel in our campus.

**No Plastic:** Our college has been making all possible efforts for the last 5 year to educate students to become aware of plastic waste, pollution and hazard to the eco-system. All the students and other stakeholder must be aware of plastic pollution.

college has realized the grave consequences of plastic and environmental pollution. Innovations around single-use packaging are a necessary component of achievement of a “Green campus”.

**THE PRACTICE:** The college has been striving hard to achieve this goal through following activities: Debates, essay, poster making competition on important

occasions to focus on cleanliness, pollution-free campus, say no plastic and establish eco-friendly environment, heavy plantations.

Campaign for plastic-free campus. Our students prepare paper bag from the old newspapers and distribute those handmade paper bag to retailers of Vapi. With the help of INNER WHEEL CLUB OF VAPI, students prepare cloth bag and distributed it for social welfare. With the support of GIANTS GROUP OF VAPI, our students undertake beach cleaning drive.

NSS volunteer also did a rally for no plastic. With the help of Vapi municipality, our Volunteers did Door to door campaign for no plastic awareness, appreciated vendors who are not using plastic bags. Visiting villages –Namdha, Kaparada, Manekpur, Kalai, and Balitha and adjoining areas to spread the message of “no single-use plastic” and save the environment through “green” initiatives. Compost pit making Training Guest lectures on environment related issues. To make students aware of our environment, we teach ‘Environmental studies’ as a compulsory subject in first year. Students take oath for ‘Cleanliness’ and ‘say no plastic’ on the day of Gandhi Jayanti Celebration.

**Internationalization:** our future plan is to collaborate internationally. Our institute will motivate students to take part at national and international level competitions.

**Promotion of Knowledge of India:** As per Affiliated university, college provided number of multidisciplinary Courses (MDC): As per the NEP-2020, There is a course branches MAJOR, MINOR Course selection, (AEC) Ability enhance course and (SEC) skill enhancement courses. In addition to that (VAC) value added courses are also given to students for their career enhancement.

Courses like English proficiency, Business English, (IKS) Indian Knowledge System, Marketing Management, introduction to Indian Constitution etc. is offered to learners. In Sanskrit, students are being taught Mahabharata, Bhagvat Geeta etc. Various Days are celebrated in colleges such as Matrubhasha Day, Sanskrit Day to promote cultural heritage, students are motivated to appear for SANSKRIT GAURAV PARIKSHA.

Also college has well established ECONOMIC FORUM and LITERARY CLUB, under which many competitions such as quiz, essay writing, Poetry recitation, poster making is conducted for overall development of the students.

<b>Key focus Areas needs</b>	
Academic Excellence	Financial Aid to the students so that we can provide them more Certificate courses, first-hand experience for various small scale start-ups.
Research and Development	Financial Aid to Faculties for paper publications and presentations.
Faculty Development	Initiate more and more professional development programs for both teaching and non-teaching staff members.
Infrastructure Development	As it is rapidly changing scenario of global world, IT infrastructure is must for any institute. We need more Interactive panels in the classrooms, computers in lab for the betterment of the students.
Industry Collaboration	More industrial linkages for cross cutting edge experience and internship
Student Support and Employability	Software and study material for DIVYANGJAN. Career counselling workshops. Skill labs Establishment of recreation centre
Digital transformation	Learning Management System (LMS) (online classes, assessments, feedback) Virtual classrooms & video conferencing tools Plagiarism detection tools Digital literacy and cyber safety training workshop

Sustainability and Green Initiatives	More Solar Panels
Internationalization	Joint / dual degree programs
Promotion of Knowledge of India	Workshops and seminars on Indian Knowledge and languages.

## ACTION PLAN /IMPLEMENTATION STRETAGY:

ACTIVITIES	RESPONSIBLE PERSON/ DEPARTMENT	TIMELINE	ESTIMATED BUDGET	KEY PERFORMANCE INDIGATOR	REVIEW INTERVALS
Develop Institutional Strategic Plan	Governing Body / Principal / IQAC	0-6 months	Low	Strategic plan approved	Annual
Strengthen Academic Quality & Curriculum	Academic Council / HoDs	1 year	Low	Curriculum revisions, outcomes achieved	Annual
Faculty Recruitment & Development	Management / Principal	1-2 years	Medium	Faculty-student ratio, training hours	Annual
Digital Transformation (ERP, LMS)	IT Dept / IQAC	6-12 months	Medium-High	Systems implemented, usage rate	Quarterly
Infrastructure Expansion & Maintenance	Management / Admin/ Principal	1-3 years	High	New facilities created	Annual
Research & Innovation Promotion	Research Cell and activities	1-3 years	Medium	Publications, grants,	Annual
Student Support & Employability Programs	Student Affairs / Placement Cell	Ongoing	Medium	Placement %, student satisfaction	Semester-wise
Internationalization Initiatives	International Relations Office	1-3 years	Medium	MoUs,	Annual

Quality Assurance & Accreditation	IQAC	Ongoing	Low	NAAC/NIRF/NBA status, audits	Annual
Governance & Leadership Development	Governing Body / HR	1-2 years	Low	Leadership programs conducted	Annual
Financial Sustainability & Resource Mobilization	Management/Principal/ IQAC/ Account Department	Ongoing	Low	Revenue diversification	Quarterly
Alumni & Industry Engagement	Alumni Cell / Placement	Ongoing	Low	Active MoUs, alumni participation	Annual
Inclusivity & Social Responsibility	NSS / Student Welfare	Ongoing	Low	Outreach activities, beneficiaries	Annual
Green Campus & Sustainability	Eco Club	1-2 years	Low-Medium	Energy savings, green initiatives	Annual

**The College IQAC has identified the broad objectives which the College should strive to achieve during this period, which are enumerated as under:**

- To create an enabling environment for holistic development of Students and Faculty
- More and more use of Technology by Faculty and Students
- Organizing more ventures for the benefit of the Community and Other Stakeholders; and Protecting and Promoting Environment
- More batches in Certificate Course, and introducing more short term courses
- Creative learning umbrella sessions
- To encourage and facilitate Research Culture, to promote Research by students and Faculty, motivate them to attend seminars, conference, FDP
- More MOU to be signed to know the corporate world.
- To upgrade Library Resources to include digital content.
- To Introduce Job-oriented and Skill based courses; to increase employability
- More rewards for academic excellence.

## **MONITORING AND EVALUATION:**

The institution shall establish a **robust Monitoring and Evaluation mechanism** to ensure effective implementation of the Institutional Development Plan.

### **Key Features:**

- Continuous monitoring of academic, administrative, financial, and infrastructure initiatives
- Outcome-based evaluation using predefined KPIs
- Alignment with institutional vision, mission, and quality benchmarks
- Oversight by IQAC and the **Governing Body**

### **Responsible Bodies:**

- IQAC (overall coordination)
- Principal (execution oversight)
- HoDs / Committee Heads (department-level monitoring)

## **MECHANISM FOR TRACKING PROGRESS (ONLINE/OFFLINE)**

### **Online Tracking Mechanisms**

- ERP / MIS dashboards for academic and administrative data
- LMS analytics for teaching-learning activities
- Digital project trackers for infrastructure and development works
- Online surveys and feedback tools (students, faculty, alumni, employers)
- Cloud-based document repositories

### **Offline Tracking Mechanisms**

- Periodic departmental reports
- Minutes of meetings (BoG, IQAC, Academic Council)
- Physical audit reports
- Progress registers and files
- Field visit and inspection reports

## **MID TERM REVIEW AND FEEDBACK LOOP:**

A **mid-term review** shall be conducted to assess progress and identify gaps.

**Process:**

- Review conducted at the midpoint of the plan period
- KPI-wise assessment of targets vs. achievements
- Identification of implementation challenges
- Budget utilization review
- Corrective and preventive action planning

**Outcome:**

- Revised timelines and strategies (if required)
- Reallocation of resources
- Documentation of best practices

The institution follows a **structured feedback loop** to ensure continuous quality enhancement.

**Sources of Feedback:**

- Students (academic & support services)
- Faculty and staff
- Alumni
- Industry and employers
- Parents and community partners

**Feedback Mechanism:**

- Online feedback forms and surveys
- Focus group discussions
- Stakeholder meetings
- Suggestion boxes (physical & digital)

**Action Taken:**

- Analysis by IQAC
- Action Taken Reports (ATR)

- Policy updates and process improvements
- Communication of outcomes to stakeholders

### **STAKEHOLDER INVOLVEMENT:**

<b>Stakeholder</b>	<b>Role in Institutional Development</b>
Governing Body	Strategic direction and policy approval
Management	Financial and infrastructure support
Principal	Leadership and coordination
Faculty	Academic innovation and implementation
Students	Feedback and participation
Alumni	Mentoring, placement, funding support
Industry	Curriculum input, internships, placements
Community	Outreach and social engagement

### **RISK MANAGEMENT:**

#### **Identification of key risks:**

##### **Financial Risks**

- Insufficient funding or delayed release of funds
- Poor budgeting and financial mismanagement

##### **Human Resource Risks**

- Shortage of qualified staff
- High staff turnover
- Low staff motivation or inadequate professional skills

##### **Operational Risks**

- Inadequate infrastructure and facilities
- Equipment breakdown or lack of maintenance
- Disruptions to daily operations

## **Academic/Service Delivery Risks**

- Decline in quality of teaching and learning
- Poor learner/client performance
- Inadequate curriculum implementation

## **Technological Risks**

- Limited access to ICT resources
- Data loss or cybersecurity threats
- Low digital literacy among staff and students

## **Health, Safety, and Environmental Risks**

- Accidents and injuries on premises
- Disease outbreaks
- Natural disasters (e.g., floods, fire)

## **Governance and Compliance Risks**

- Non-compliance with policies and regulations
- Weak leadership and decision-making structures

## **Mitigation strategies:**

### **Financial Risk Mitigation**

- Develop and implement transparent budgeting and financial controls
- Diversify funding sources (grants, partnerships, fundraising)
- Conduct regular financial audits

### **Human Resource Risk Mitigation**

- Recruit qualified and competent personnel
- Provide continuous professional development
- Introduce staff motivation and retention strategies

### **Operational Risk Mitigation**

- Regular maintenance of facilities and equipment
- Develop clear operational procedures and contingency plans
- Monitor and evaluate institutional processes

### **Academic/Service Delivery Risk Mitigation**

- Continuous curriculum review and improvement
- Regular monitoring of performance outcomes
- Provide academic support and quality assurance mechanisms

### **Technological Risk Mitigation**

- Invest in reliable ICT infrastructure
- Implement data backup and cybersecurity measures
- Train staff and learners in digital skills

### **Health, Safety, and Environmental Risk Mitigation**

- Establish and enforce health and safety policies
- Conduct regular safety drills and risk assessments
- Ensure availability of emergency equipment and first aid

### **Governance and Compliance Risk Mitigation**

- Strengthen leadership and management capacity
- Ensure compliance with institutional and legal requirements
- Promote accountability and stakeholder participation

## BUDGET AND FINANCE PLAN:

Sl. No.	List of Activities	Specify	Estimated Cost (Rs. In Crore)	Detail Project Report attached
1.	Modernization and strengthening of laboratories including contractual technicians' recruitment	1. 25 new computers 2. Payment for the Lab Technician 3. Internet facility (High speed connectivity) (Yearly) 4. Maintenance and Service	0.15	Yes
2.	Renovation of existing infrastructure	Renovation Cost (approx.)	1.5	Yes
3.	Establishment of new laboratories	----	NA	--
4.	Digital recording Studio	For Blended Learning	0.04	Yes
5.	Books	New reference books	0.01	--
6.	Development of skill training (Music Lab)	Establishment of Skills Lab	0.60	Yes
7.	Laboratory equipment	----	NA	--
8.	Sports equipment	-----	NA	--
9.	Modernization of classrooms	Digital / Smart Class rooms (6) <b>0.06 per class</b>	0.36	Yes
10.	CCTV Cameras	----	0.01	--
11.	Engagement of Guest Faculty		0.05	--
12.	Training for Faculty (including pedagogical training, administrative, academic matters) and Non-teaching staff		0.15	--
13.	Training for students (specify type of training)	Entrepreneurship and Employability Skills training	0.20	--
14.	Environment, Health & Safety related activities/items	Tree Plantation, Awareness for Health& Safety	0.15	--
15.	Skill development programs	-----	NA	--
16.	Others( specify)	1. Interactive board 2. Digital Podium (for Seminar Hall) 3. Digital Camera, DSLR for students activities 4. Solar Panel	0.25	--
<b>Total</b>			<b>3.47</b>	--

## **Modernization and Strengthening of Laboratories Including Contractual Technicians' Recruitment**

Our college has a well-equipped English Language Lab since the year 2012. As the lab is decade old numbers of computers are not working and many new programmes do not support the old precession system. We would like to update the lab with the latest systems. Detail expanse of the upgrade of the lab is as followed.

1. 25 new computers - Dell Inspiron 3268 (A261102SIN8)  
(Intel Core i3,4GB,1TB,Win 10) Desktop. 18.5 inch Screen)  
$$46,990 \times 25 = 11,74,750$$
2. Payment for the Lab Technician (Yearly) -  $20,000 \times 12 = 2,40,000$
3. Internet facility (High speed connectivity) (Yearly) - 20,000 (Approx.)
4. Maintenance and Service (Yearly) - 24,000 (Approx.)

	Nos.	Cost in Rupees	
Computer System Dell Inspiron 3268 (A261102SIN8) (Intel Core i3,4GB,1TB,Win 10) Desktop. 18.5 inch Screen)	25	46,990	11,74,750
Payment for the Lab Technician (Yearly)	01	20,000	2,40,000
Internet facility (High speed connectivity) (Yearly)	01	----	20,000 (Approx.)
Maintenance and Service (Yearly)	---	---	35,000 (Approx.)
Total			Rs. 14,69,750 (Approx.)

## Renovation of Existing Infrastructure

- As far as infrastructure of our institute is concerned, we have a well-equipped building that is 30 years old that is damaged and needs repairing and maintenance.
- Since 1989 we have an incensement in staff and students and we need to build new toilet blocks for our increasing strength of students and faculties.
- We also want to add some more facilities like more toilet blocks. We already have a RO cooler but it is insufficient for the larger numbers of students and we need and upgrade in that as well.
- As we have already mentioned that our college is 30 years old and due to humid atmosphere of our town, the wooden furniture especially doors are needed to be replaced.
- We have a huge campus but it lacks boundary wall. We are planning to build that from the amount.

The detailed approximate expanses of the above mentioned work and other requirements are as followed.

	Nos.	Cost in Rupees	
		Per Piece / Sqr mtr. Cost	Total Cost
<b>Building Maintenance (renovation) (3504.99 Square Mtr)</b>	--	1100 (Per square Mtr.)	38,55,500
<b>Toilet Block</b>			
1. Renovation	03	2,00,000	6,00,000
2. Reconstruction	02	5,00,000	10,00,000
<b>RO cooler</b>			
1. Blue Star 120 Ltrs Storage Water Cooler (SDLX80120B)	2 (120 Ltrs.)	57,800	1,15,600 (GST included)
2. Blue Star Water Dispenser Hot and Cold with Cooling Refrigerator (BWD3FMRGA)	3 (15 Ltrs.)	14,200	42,600
<b>Wooden Door</b>	25	17,000 (approx.)	4,25,000
<b>Air Conditioners</b>	05	35,990	1,79,950 (GST Included)
Blue Star 1.5 Ton 3 Star Convertible 4 in 1 Cooling Inverter Split AC (Model, IB318YKU)			
<b>Compound Wall (acres)</b>	--	500 (Per square Mtr.)	17,52,500
<b>Electrification of the Building (Renovation) (3504.99 Square Mtr)</b>	--	35 (Per square Mtr.)	1,22,675
<b>Sound System</b>	01	---	75,000
<b>Teachers' Tables</b>	20	7000	140000
		Total	83,08,825

**DPR of Blended learning - Digital recording Studio**  
 (Approx. Area 300 sq. ft.)

Teacher Computer : Intel Core i-5 Processor, Intel Chipset, 8 GB DDR3/4 RAM, 1 TB Hard Disk, 18.5" LED Screen, Keyboard & Mouse, Graphic Card DDR3 Memory	56990
ACs with Fittings (Capacity : 1.5 ton each)	57800
Home Theatre Sound System	25000
AI Tracking Camera for Instructor: PTC 20MN, camera - AI Tracking Camera for Lecture Tracking - 20 X Zoom, USB, HDMI, IP	21876
USB + HDMI PTZ Camera for Student camera: PTC 20N, USB + HDMI + IP + SDI + RS232 1080p60 PTZ Camera - 20 X - NDI	51699
Interactive Touch Display (65" size) with all necessary accessories including wall mount kit, etc.	1,00,000
<b>Wooden Furniture:</b>	
Wooden Door	17000
Teacher table	7000
Executive Chair for faculty	9000
<b>Acoustics &amp; False ceiling work:</b> (i) Plain gyp-board ceiling (100 sq. ft.) (ii) Grid ceiling (200 sq. ft.) (iii) Acoustics work: Gyp. Perforated wall panelling work (720 sq. ft.)	50,000
Colour work (using best quality plastic paint)	47000
<b>Electrification:</b> I. 2' x 2' LED fixtures II. Round Down Light LED III. ISI marked Wires, Switches & Metal Boxes, etc. IV. Wall fan	35000
<b>Total</b>	<b>478365</b>

**\*Note: GST and Labour charges not included**

**Details Project Report for Music Lab (Skill Lab)**  
 (Approx. Area required 450 sq. ft.)

<b>Items</b>	<b>Cost</b>
1) Master Computer based console with computer & necessary wiring, following add on, etc. 2) Digital Signal Processing facility for audio/video Playback / recording. 3) Audio channels connected to DSP through optical fiber cables. 4) Provision for creating individual audio channels for 8 inputs & 25 outputs. 5) Self-contained for any audio/video application / video conferencing / e-learning / Webinar, etc. 6) Intel Core i-5 Processor, Intel Chipset, 4 GB DDR3/4 RAM, 1 TB Hard Disk, 18.5" LED Screen, Keyboard & Mouse, Graphic Card DDR3 Memory	1,00,000
ACs with Fittings (Capacity : 1.5 ton each)	57800
LED TV (55" size) Full High Definition USB, Supplied with all necessary accessories including wall mount kit	65000
Home Theatre Sound System	55000
Head phone with socket & mic	25000
Digital Audio Workstation Set	45000
Musical Instruments (Karaoke, sitar, Harmonium, Tabla, Dhlak, Guitar etc)	100000
<b>Wooden Furniture:</b>	
Wooden Door	17000
Computer table	7000
Console cabinet	10000
Chair for lab technician	9000
<b>Acoustics &amp; False ceiling work:</b> (i) Plain gyp-board ceiling 200 sq. ft. (ii) Grid ceiling 250 sq. ft. (iii) Acoustics work: Gyp. Perforated wall panelling work 350 sq. ft. Colour work (using best quality plastic paint) Ceiling color work with putty etc. 200 sq. ft. Vertical wall color work with putty etc. 300 sq. ft. Polishing work 350 sq. ft.	50000
<b>Electrification:</b> V. 2' x 2' LED fixtures VI. Round Down Light LED VII. ISI marked Wires, Switches & Metal Boxes, etc. VIII. Wall fan IX. MCB, ELCB, etc. Electrification (Master Computer Console wiring with material)	35000
Civil work like closing windows, finishing of wall with material, etc.	15000
<b>Total</b>	<b>590800/-</b>

**\*Note: GST and Labour charges not included**

## **Detail Project Report of Smart Class with Interactive Touch Display and Digital Podium**

Interactive touch display 75"	391385
Supplied with all necessary accessories	
Wall mount kit	10000
Digital Podium with PC	85000
Air Mouse with Laser Pointer	5000
Smart Class Installation	10000
<b>Electrification:</b>	
X. ISI marked Wires, Switches & Metal Boxes, etc.	10000
VGA / Power Cable	2000
<b>Total</b>	<b>5,13,385</b>

**\*Note: GST and Labour charges not included**

