

TEMPLATE FOR
INSTITUTIONAL DEVELOPMENT PLAN (IDP)
(Under the World Bank supported Madhya Pradesh Higher Education Quality Improvement Project)

To be submitted to
Department of Higher Education, Government of Madhya Pradesh

Developed by
Govt Arts & Commerce (Naveen) College, Bhopal

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General Instructions

- I. Objectives of the IDP:
 - i. Articulation of the Vision and Mission of the college.
 - ii. To carry out a needs assessment and based on wide consultations with stakeholders to identify the goals, priorities and commitments of the college that are aligned with the Vision and Mission.
 - iii. List the activities that would help in achieving the goals, clearly highlighting the milestones and timelines for them.
 - iv. Using a Resource Based View, identify resource gaps and action plans to bridge these gaps.
 - v. Develop annual activity plans that would help achieving the institution's goals. The milestones under each activity plan will also serve as a tool for monitoring the implementation of the IDP.
- II. The IDP will be prepared for a period of five years, and contain a description of measures that would ensure sustainability up-to the 10th year.
- III. The IDP will be a living document, evolving as the strategic plans are implemented and reviewed. The indicators and targets, however, will be agreed upon in an MOU between the Department of Higher Education and the college. These can only be amended with the Department's consent.
- IV. Data on any variable contained in any part of the IDP shall be drawn from the same source when it appears in any other part of the IDP.
- V. Steps for developing the IDP:
 - i. Identify the Coordinator(s) in charge of developing the IDP and assign responsibilities.
 - ii. Carry out the analysis to identify focus areas. Document the consultations held and the conclusions reached.
 - iii. Based on the above assessment, identify the goals, priorities and commitments of the college.
 - iv. Draft an initial version of the IDP highlighting the focus areas, goals and the milestones with the timelines.
 - v. Identify the activities required to achieve the goals stated in the IDP and incorporate them into annual activity plans.
 - vi. Share the initial draft of the IDP for comments and suggestions.
 - vii. Finalize the IDP, based on the comments received.
- VI. IDP implementation grants will be awarded based on a competitive selection process carried out by a committee appointed by the Department of Higher Education.
- VII. The college / institution will be responsible for reporting to the Department of Higher Education the details of IDP implementation and progress against targets, as per the timelines and formats prescribed by the Department and contained in the MOU.

INSTITUTION PROFILE

This college was opened to cater to the needs of new Bhopal in 1987. For a few months the classes were conducted at Government Hamidia College Bhopal and after that it was shifted to a rented Building at Malviya Nagar, Bhopal. In 1988 again the college was shifted to the rented building at Maharana Pratap Nagar, Bhopal. After much effort the institute finally shifted to a Government premises in May 2005. Present building was earlier a hostel building with two halls, two big rooms and 52 small rooms available at the time of shifting.

With the help of higher education department and Janbhagidari of the institute, UGC and District Planning Department, Bhopal the physical infrastructure progressed day by day.

Today we have following facilities in the campus-

- 1) Four big class rooms on ground floor
- 2) Four class rooms on first floor
- 3) Renovated Principal Chamber
- 4) A Computer Lab with 40 Computers
- 5) Shed for four wheelers
- 6) Two wheelers shed/Now we have to reconstruct again because of 4 lane road construction is going on by government.
- 7) Three Water coolers with RO
- 8) Wi-Fi enabled library and Principal room also
- 9) 24 small single seated rooms converted into 12 class rooms on first floor.
- 10) Renovated toilets
- 11) Newly Constructed toilet for men (Staff)
- 12) Newly Constructed toilet for women (Staff)
- 13) Internet connectivity in faculty Cabins
- 14) Fee Collection Counter
- 15) Boring for uninterrupted water supply
- 16) Over head tanks for 24 hrs running water
- 17) An auditorium for Rs. 79.45 Lacs with interior for Rs. 40.22 Lacs (Interior under Progress)
- 18) Cemented roads within Campus
- 19) Gym section with multi Gym 16 stations.
- 20) Cricket Practice Pitch
- 21) Proper Boundary wall and Gates
- 22) Water supply line
- 23) A Library well equipped with 18650 books and subscription to – 05 newspapers and 07 journals
- 24) E- Library with 15 Computers and Soul- Software
- 25) Girls Common Room

Our functionaries have worked towards the goal of making the institution better and better still. We very modestly submit that in spite of such limited human resources we have been trying to translate all instructions into practice and putting our best whole heartedly into it. This progress has not been earned without toil and we have to prove ourselves worthy of whatever we get from Government or UGC or even our own Janbhagidari funds.

When we shifted to the present premises we planned about increase of infrastructure keeping in mind the possible increase in students' strength. We have come a long way since May 2005 students' strength-wise. This planning was done with expert advice from M.P.P.W.D, Bhopal. It was since 2005 that we started applying for funds to all possible sources. Ours being a government institution we request Department to grant us funds for increase in infrastructure. We also planned to start new courses on self-financed basis and kept this in mind while planning increase in infrastructure.

(a) We have a computer lab with internet connectivity. We have 12 small class rooms for conducting optional subject classes and tutorials. We also have three smart class rooms that provide variety to teaching methods.

(b) The institution has a NSS room where activities are planned and then execution is extended. A room has been provided for Red-Ribbon Club also. Indoor games like Carom, Chess and Table Tennis are played in Sports Department of college. The college has a Gym. An auditorium has been constructed and interior work of auditorium is under process. We have got facilities like Podium to train students in public speaking. Regular camps of Yoga are organized and halls are available for camps. We have separate washrooms for boys and girls. Washrooms for staff, Principal and sports department are also available. We need modernized staff rooms with attached wash rooms. For facility of drinking water we have three water coolers with RO installed in different wings of college for students.

INSTITUTIONAL DEVELOPMENT PLAN

BASIC INFORMATION OF INSTITUTE				
Name of the Institution		Govt Arts & Commerce (Naveen)College, Bhopal		
The regulatory body approving the institution		Government of Madhya Pradesh, Department of Higher Education and UGC		
Furnish approval no.				
Type of Institution(Govt. /Govt. aided/Private unaided /Self-financing/ Any Other)		Government		
Status of Institution		Non-Autonomous		
Name of Head of the Institution		Dr. Kalpana Jha		
Details of M.P. Higher Education Strategic Planning Project Nodal officers				
Head and Nodal Officer	Name	Phone Number	Mobile Number	E-mail Address
Head of the Institution (Full time appointee)	Dr. Kalpana Jha	0755-4075155	9893720665	jhakalpana58@hotmail.com
IDP Institutional Coordinator	Dr. Rajiv Choube	0755-2555326	9425607850	chaube.rajiv@gmail.com
IDP Institutional Associate Coordinator	Dr. Sangeeta Gour		9575668894	sangeetagour1979@gmail.com
Coordinator for Academic Activities	Dr. Kalpana Mishra		9425014845	kalpanamishrabhopal@gmail.com
Coordinator for Financial aspects	Dr. Reeta Sachdev		9826027933	ritasachdev65@gmail.com
Coordinator for Civil Works including Environment Management	Mr. R.S Bhatt		9926511337	
Coordinator for Procurement	Dr. Kalpana Mishra		9425014845	kalpanamishrabhopal@gmail.com

Coordinator for Equity Assurance Plan Implementation	Dr. Antima Tiwari	0755-2578085		antimatiwari55@gmail.com
Coordinator for Access	Dr. Antima Tiwari	0755-2578085		antimatiwari55@gmail.com
Coordinator for Excellence/Quality	Dr. Kalpana Jha	0755-4075155	9893720665	jhakalpana58@hotmail.com
Coordinator for Employability	Dr. Kalawati Kori		9425691995	kalawati.kori@gmail.com

Vision

The Vision of Govt Arts & Commerce (Naveen), College is to provide the highest quality of education to the students to meet the future challenges of the society. Education will provide the capability to create employment to initiate own business leading to the progress of the society.

To get accredited by NAAC with A+ grade and in next five years 50% of students are either employed/self employed or join post graduate courses after graduation.

Mission

Mission :

Mission of the college is to give exposure to students through academic teaching, training and practical activities. The students should be self reliant to meet the requirement of the life. This will be obtained by-

- Student will be imparted the best of the knowledge through academic and extra curricular activities.
- Personality development of the students will be done through practical training.
- Soft skills will be inculcated in the student through persistent teaching and discussion.
- Special teaching programme for the weak SC, ST, OBC students will be undertaken for their employability.
- Students will be taught to initiate new entrepreneurship endeavour through arranging expert lectures from different fields under Swami Vivekanand Career Guidance Cell.
- Moral boost up of the weak students will be carried out through continuous training, co-participation in group discussion and leadership development programme. This will help in moral and confidence built up of the students.

Gap analysis for understanding and aligning with DHE goals

1. Access

Calculate Gap = Desirable goal - Institute present performance

	Desirable Goals for the state	Present Performance in MP	Institute Present Performance	Gaps
Percentage of female students in the college	48%	40.83	17.88	30.12
Percentage of SC students in the college	16	19.08	21.36	-5.36
Percentage of ST students in the college	20	6.84	07.10	12.9
Percentage of PHI students in the college	3		0.26	2.74
OBC students in the college	14	37.05	37.14	-23.14
Other minorities /disadvantaged categories				

2. Enrolment

	Desirable Goals for the state	Present Enrolment in MP	Institute's Present Status	Gap
Under Graduate Increase in strength (enrolment)	Increase enrolment by 50,000 from present strength		10%	30% increase in seats by 2022
Capacity utilization of sanctioned strength	90%	73%	75%	17%
Post Graduate Increase in strength (enrolment)	Increase enrolment by 10,000		50%	

3. Equity

		Institute Performance	No. of applicants in the college	Gaps
No. of students receiving Financial Support (scholarships, fees waivers)	No. of Male students	629	1249	
	No. of Female students	82	272	
	No. of SC students	233	325	
	No. of ST students	59	108	
	No. of PHI students	04	04	
	No. of Rural students	02	02	
Hostel capacity – No. of students that can be accommodated in hostels managed	No. of Male students	-	-	
	No. of Female students	-	-	
	No. of SC students	-	-	
	No. of ST students	-	-	

by the college	No. of PHI students	-	-	
	No. of Rural students	-	-	
	No. of students having access to Special Remedial Classes (specially organized for SC, ST, Rural)	-	-	
	No. of students having access to Special orientation sessions for SC/ST ,Rural	-	-	Need to start remedial classes for academically weak students
	No. of students having access to Special Mentoring	-	-	Need to start the same for academically weak students
	No. of students having access Special Counselling	-	-	Need to start the same for academically weak students
	No. of students having access to Book Banks	451	-	

4. Excellence

- For Male Students

	Desirable Goals for the state	Present Performance in MP	Institute Performance	Gaps
On time graduation UG	50%	25%	84.40%	-34.4%
Transition rate from 1 st yr to 2 nd yr UG	60%	19%	81.48%	-21.48%
On time graduation PG			40%	
Transition rate from 1 st yr to 2 nd yr PG			40%	

- For Female Students

	Desirable Goals for the state	Present Performance in MP	Institute Performance	Gaps
On time graduation UG	50%	38%	78.72%	-28.72%
Transition rate from 1 st yr to 2 nd yr UG	60%	38%	62.93%	-2.93%
On time graduation PG			60%	
Transition rate from 1 st yr to 2 nd yr PG			60%	

- For OBC Students -

	Desirable Goals for the state	Present Performance in MP	Institute Performance	Gaps
On time graduation UG			89.01	
Transition rate from 1 st yr to 2 nd yr UG			77.63%	
On time graduation PG			75%	
Transition rate from 1 st yr to 2 nd yr PG			75%	

- For SC Students -

	Desirable Goals for the state	Present Performance in MP	Institute Performance	Gaps
On time graduation UG	40%	26%	90.18%	-50.18%
Transition rate from 1 st yr to 2 nd yr UG	45%	21%	88.79%	-43.79%
On time graduation PG			100%	
Transition rate from 1 st yr to 2 nd yr PG			100%	

- For ST Students -

	Desirable Goals for the state	Present Performance in MP	Institute Performance	Gaps
On time graduation UG	35%	19%	69.23%	-34.23%
Transition rate from 1 st yr to 2 nd yr UG	25%	10%	52.83%	-27.83%
On time graduation PG			100%	
Transition rate from 1 st yr to 2 nd yr PG			100%	

- For Other Minority Students -

	Desirable Goals for the state	Present Performance in MP	Institute Performance	Gaps
On time graduation UG			80%	
Transition rate from 1 st yr to 2 nd yr UG			80%	
On time graduation PG			NA	
Transition rate from 1 st yr to 2 nd yr PG			NA	

Other Parameters –

	Desirable Goals for the state	Present Performance in MP	Institute Performance	Gaps
Accreditation by NAAC	Preferably all colleges		B Grade	Would try for A+ Grade
Autonomous status			NO	

Training programme for faculty and principals	All colleges should arrange for the same		YES	We will organise training programs for own faculty and Principal
Existence of IQAC	All colleges to establish the same		Existing	

5. Employability

	Desirable Goals for the state	Present Performance in MP	Institute Performance	Gaps
Existence of a system for tracking students for six months after completion of their education.	Available in all colleges		Not available	Need to develop a proper tracking system
Placement facilities on campus UG	Available in all colleges		Placement through participation in career opportunity fair under Swami Vivekanand career Guidance Scheme	To establish an efficient placement cell
Placement facilities on campus PG	Available in all colleges		Placement through participation in career opportunity fair under Swami Vivekanand career Guidance Scheme	To establish an efficient placement cell 10%
Counselling of students desirous of pursuing Higher Education UG to PG	Available in all colleges		Counselling Cell exists	50%

6. Governance Systems

	Desirable Goals for the state	Present Performance in MP	Institute Performance	Gaps
Publishing annual report in prescribed format	All colleges should be compliant	30%	Yes. Prepared by college and uploaded in the DHE Annually	

Satisfaction Survey conducted for 1. Students 2. Faculty 3. Other employees	All colleges should conduct survey for all the stakeholders		Feed back is taken from students, faculty members and other employees in this institute in prescribed format	<u>10%</u>
Satisfaction scores of the Survey conducted 1. Students 2. Faculty 3. Other employees	80% 80% 80%		75% 80% 70%	
Accounting software (common) with uniform chart of accounts	Should be present in all colleges		NA	
All accounting positions to be filled with qualified persons	All colleges should be complaint		Yes	
Responding to all audit objections	All colleges should be complaint	50%	Yes	
Monitoring and Evaluation of Infrastructure	Should be present in all colleges		Yes Monitoring and Evaluation of Infrastructure through various committees	
IT portal	Present in all colleges		YES (website linked to DHE portal)	
Full time staff in PD/sports officer	Present in all colleges		Yes , 02 Permanent Sports Officers	
Providing complete AISHE data	All colleges should provide complete data		Yes. Complete data is provided	

Buildings:

If the college does not have a building if catering to primarily female, ST students.

Note on Gap Analysis:

- The details provided under desirable goals for the state is only indicative based on our assessment /estimate.
- Present performance in MP is to be assessed by you if not provided. If the same cannot be assessed, please leave it blank.
- Institute performance is for the enrolment in the year 2015.
- On time graduation for UG students implies the percentage of total no. of UG students enrolling in year 2012 (in 1 year) passing out in year 2015.

Self-Assessment for Need Analysis

2.1. Curriculum Excellence

Sl. No.	Description	
1	When the curriculum was updated last?	Year: 2014-, 2017
2	How frequently (time duration) the updating is done?	The updation is done by the Barkatullah Vishwavidyalay as per govt norms
3	Does the curriculum include A. Skill development B. Enhancing Employability C. Generating interest among students for learning higher courses D. Any other, Please Specify.	Entrepreneurship is included in the curriculum. Yes Yes Yes
4	Placement (2015-16) I. Percentage of students employed after completion of course II. Percentage of Students progressing to Higher Studies	(i) 1% (ii) 35%
5	Ratio of student enrolment for each programme with the total enrolment.	BA- 10% B.COM-10% B.COM CA- 80 seats Fixed B.COM TAX-80 seats Fixed B.COM T&T - 80 seats Fixed BBA- 60 seats Fixed BCA- 60 seats Fixed M.A English Literature – 30 seats Fixed 10%
6	Mention the top five programmes opted by the students	Computer Tax Procedure Travel & Tourism BBA/BCA B.A/B.Com

2.2. Pedagogical Excellence

Sl.No.	Description	
1	What are the teaching-learning systems currently followed in the institution? (for example, IT enabled learning, traditional method, Experiential method, Team Problem solving, etc)	Traditional method is followed for teaching learning system, group discussion, IT, quiz enabled learning, experimental method & Team problem solving is also maintained.
2	Whether practical orientation in relation to teaching- learning system is given to students?	Yes
3	What are the pedagogical tools (Presentation, Demonstration, Field study, Survey, Role Play, Case Study, and Simulations etc.) used for teaching students?	Presentations, Demonstration, Field study, Role Play are used for teaching students.

4	Does the institution conduct regular industry-academia interface? If yes, Mention the number during 2015-16	No
5	What are the innovative teaching practices (like- smart classroom, conferencing, etc) are adopted in the institutes?	Smart Classrooms are adopted in the institute for the innovative teaching practises.
6	a. Does the Institute have the practice of collecting feedback from students?	Yes
	b. Does the institute implement the suggestions from students' feedback for improving pedagogy?	Yes

2.3. Academic Administration

Sl.No.	Description	
1	Does the institute have academic calendar for the year?	Yes
2	Does it follow academic calendar strictly?	Yes
3	Does the institute have following systems: a. Mentoring system b. Proctorial system c. Tutorial system d. Counseling system	Yes a. Mentoring system c. Tutorial system d. Counseling system
4	Whether detailed lesson plans are given to students?	yes
5	If yes, Is the lesson plan followed strictly?	Yes
6	What type of monitoring system is followed for completing course within set timeframe?	We follow the attendance register and diary for completing course with in set time frame and this is monitored by the Principal.
7	What type (monthly, quarterly, biannually, annually) of attendance management system is followed in the institute?	Monthly
8	What type of feedback system is used for appraising the performance of faculty members? a. 360 degree b. Students' feedback c. Self-appraisal d. CCR	b. Student Feedback c. Self Appraisal d. CCR
9	Is the rating communicated to teachers for improvement?	Yes

2.4. Examination Reforms

Sl.No.	Description	
1	What type of examination pattern followed in the institution? a. Annual b. Semester c. Any other, Please specify	(a) Annual pattern in UG I Year since 2017. (b) Semester pattern of examination is followed in the institution for PG students.
2	What is the question patterns followed for examinations? a. Objective b. Subjective c. Any other, Please specify	a. Objective b. subjective both question patterns are followed for examinations. c. CCE
3	Whether practical examinations are integrated with the examination system?	Yes
4	Whether Case study/ presentation are part of the examination system?	Yes, only presentation.
5	What types of reforms are required in the present examination system?	Overall it is dependent upon University to which this college is affiliated
6.	Is the examination system a continuous one? If yes, Please mention in detail	Yes, The examination system is monitored by B.U.
7.	Is the evaluation system computerised?	Yes
8.	What is the days' gap between completion of examination and publication of result?	As per University rules.
9.	Should the gap be reduced?	Yes
10.	If Yes, Please suggest how?	The B.U. reduces the gap while publishing the final degree.

2.5. Infrastructural Development & Maintenance

Sl.No.	Description	
1	What type of expansion work is required for existing infrastructure?	Expansion of class rooms, staff rooms, sports room and canteen are required for existing infrastructure.
2	What type of modernisation/renovation works are needed for existing infrastructure? (viz. Laboratories, Library, Networking, Smart classrooms)	High Speed Networking and We have E- library. Language Lab
3	Whether creation of a laboratory / centralized computing / instrumentation facility is required?	Instrumentation facility is required. We have already one computer Lab.
q	What type of sophisticated equipment's relevant to growth of different specializations are required by the institution?	Photo copier machines, Printers, Computers, refrigerators, invertors, speakers, scanners, collar mikes & Cameras are required by the institute.
5	What type of infrastructural development work required for non-academic area for the institution (hostels, parks, residence,	Garden, toilets, parking stand, girls common room & sick room are required for infrastructural development.

	sports complex, gym, dispensaries, toilets, cycle stand, girls' common room, etc.)	
6	What type of infrastructural development work is needed for making them accessible for differently-abled students?	Ramps are needed
7	Does the institute maintain the academic and non-academic infrastructure areas?	Yes
8	What are the monitoring mechanisms followed for maintenances?	Maintenance Committee is formed for the monitoring mechanisms and maintenance system is hired.

2.6. Collaboration / Partnering with Knowledge and skill Hubs

Sl.No.	Description	
1	What steps have been taken by the institute to enrich the intellectual Capitals	Pratibha Banks scheme, Guest lectures, Ambassador Professor schemes are initiated from directorate of HE
2	What steps have been taken to acquire best and improved administrative and technical acumen for the institution?	DHE monitors and regulates to acquire improved acumen for the institution
3	What type of institutional/departmental collaborations the institution has with others?	At present it does not have
4	Does the institution have Faculty Exchange Programme (National & International)?	No
5	Does the institution have student exchange programme (National & International)?	No

2.7. Effective institutional governance

Sl.No.	Description	
1	Does the institution have duly constituted governing body? a. If yes, has it been approved? b. How frequently the Governing body meets? <input type="checkbox"/> Yearly <input type="checkbox"/> Biannually <input type="checkbox"/> As and when required	Yes a. Yes b. Time to time when required As and when required.
	Does the institution have E-Governance project (ERP & MIS) implemented?	Yes
3	How record keeping and data management is done in the institute?	Computerised Semester Cell, Scholarship Cell, Fee Section, MIS & IIFMS.
4	What type of library management system is there in the institute?	E- library system is in this institute. It is through SOUL.
5	What type of financial management and accounting system is followed in the institute?	IFMIS There is a traditional system.
6	Does the institute have its own active website?	Yes

2.8. Stakeholders Involvement

Sl. No.	Description	
1	Does the institute have any mechanism of participatory management in academic, administrative and financial affairs by involving teachers and staff?	Yes, apart from that Jan Bhagidari Samiti takes care of all these work.
2	Does the institute have any mechanism for enhancing participatory management in academic, administrative and financial affairs by involving Parents?	Yes, we have tutor guardian scheme in our institute for enhancing participatory management in academic, administrative and financial affairs by involving parents.
3	Does the institute have any mechanism for enhancing participatory management in academic, administrative and financial affairs by involving Alumni?	NA
4	Does the institute have any mechanism for enhancing participatory management in academic, administrative and financial affairs by involving Students?	The institute involve staff & students for enhancing participatory management in academic affairs.
5	Does the institute have any plan for enhancing participatory management in academic, administrative and financial affairs by involving local authorities?	Yes, Janbharigidari Samittee and stake holder's are involved.

2.9. Creating Institutional Brand Image

Sl.No.	Description	
1	What steps taken by the institute for building brand image?	Through NSS, NCC & Extra curricular activities the institute makes the brand image.
2	Has the institute adopted any innovative practices to build the institutional brand image?	Yes, various innovative practices are performed by the institution.
3	Does the institute have any centre of excellence?	NA
4	What steps are adopted for promoting the institute as Centre of Excellence?	Academic excellence is maintained by counselling of students regularly
5	Whether multi-disciplinary approach is followed to build and nurture effective brand image?	Yes

2.10. Research & Development

Sl.No.	Description	
1	What are the research initiatives taken by the institute?	Professors are involved in research individually.
2	Have the institute identified the thrust areas for research work in the institutes? If yes, Please mention the areas	NA
3	How does the institute facilitate the project funding, from sources like: (UGC/AICTE/ICSSR/CSIR/DBT/DST etc.)	The institute facilitate the project funding from UGC
4	Has the institute handled Inter disciplinary project?	NA
5	Has the institute worked on student research project?	NA
6	Has the institute measured the growth in research and development through participation and contributions in International/ National Conferences, Seminars, Symposiums, Workshops, and initiation of academic exchange programs? If yes, give details.	Yes the institute has participated and contributed in National Seminar, Workshop and training programme.
7	What type of facilities and incentives are provided to faculty members to manage the research work after getting the funding?	Basic infrastructure and equipments are provided.

2.11. Social Outreach Programmes

Sl.No.	Description	
1	What are social outreach activities the institute is involved with? Provide details.	The institute is involved in NSS, NCC, Red Ribbon & Red Cross programmes.
2	Is there any community/peripheral development programme organised by the institute? If yes, mention details.	NSS Camp, slum visit, old Age Home visit programmes are organised by the institute.
3	Does the students participate in sports activities (State/National/International)? Provide details.	Yes, the students participate in sports activities
4	Does the students involve with organisations like NSS/NCC/Red Cross?	Yes
5	Are the students given training on self-defence, Yoga & Meditation to augment their physical and mental fitness?	Yes, The training programme of self defence and Yoga are performed.

2.12. Monitoring and Evaluation

Sl.No.	Description	
1	Does the present administration, academic and financial system need monitoring and development for flawless implementation?	It is already implemented by Directorate of Higher Education.
2	Does the institute have IQAC cell? If yes, State the major functions of the cell.	Yes, IQAC Cell monitors the over all activities regarding the performance of

		the committees and the students and teachers feed back.
3	Give details of number of meetings held by IQAC for last 3 years.	06 Meetings.
4	Does the institute conduct the followings: a. Academic Audit b. Energy Audit c. Green Audit d. Financial Audit e. Administrative Audit	Yes d. Financial Audit e. Administrative Audit.
5	Mention the audits last done:	2014-15
6	What type of decision mechanism adopted by the institute(Centralised/Decentralised)	Decentralised
7	Does the present system have clarity of control mechanism of the system?	Yes

2.13. Employment

Sl.No.	Description	
1	What are the most important industries in the geographical area of the institute?	Aegis & First Source AI Automation Pvt Ltd, A.K. Traders, Aasista Industries Aashish Enterprises & Astha Enterprise.
2	Which industries employ the most college graduates?	Aegis and First Source
3	Which industries provide the best jobs?	Aegis and First Source
4	Please give similar details with respect to self-employment (agriculture/manufacturing/services sectors) a. Currently, what jobs are most available in the area? b. What skills do these jobs require? c. Please give similar details with respect to self-employment (agriculture/manufacturing/services sectors)	a. Call Centre jobs & marketing. b. Communication skills & customer handling. c. NA
5	a. What jobs are seeing growth in the area? b. What will be the jobs of the future? c. Please give similar details with respect to self-employment (agriculture/manufacturing/services sectors)	a. Call Centre & marketing b. Finance & Banking & Online marketing. c. NA
6	a. What specific skills or attributes are local employers seeking in their employees? b. What skills do they need, but do not get in local hire? c. For self-employment, besides skills, what are the other constraints that youth may face? d. What kind of support do they need?	a. Subject knowledge & human behaviour. b. Lacking of Spoken English Language. c. Financial problem. d. Financial support.

Were conducted to arrive at these needs? (Only mark 'Yes' if the minutes of the findings /proceedings are on record)

- Surveys of students : Yes
- Surveys of local industry : Yes
- Consultation with industry : Yes
- Consultation with students : Yes
- Consultation with other stakeholders (specify) : Staff, Jan Bhagidari Members & students.
- Workshop on IDP : NA

2.14. Supporting Students from Disadvantaged Backgrounds

Sl. No.	Describe the particular needs of your female, and Scheduled Caste/Tribe/Other Backward Caste students by answering the following questions:	
1	a. What academic programs are female students currently enrolling in? b. What academic programs are seeing growth in female enrolment?	a. B.A & B.COM b. B.Com(Computer, B.Com Tax Procedure, B.Com Travel & Tourism) BCA & BBA & M.A (English Literature)
2	What are the employment outcomes for female students after passing out of the institution?	Rarely they get any employment on the basis of studies they did.
3	What is the academic/skill training support that female students may need for improving employability?	Creative writing skills & Spoken English Language, Computer and technical skills are needed for improving employability.
4	a. What academic programs are Scheduled Caste/Tribe students currently enrolling in? b. What academic programs are seeing growth in Scheduled Caste/Tribe enrolment?	a. B.A & B.COM b. B.Com (Computer, B.Com Tax Procedure, B.Com Travel & Tourism) BCA & BBA & M.A (English Literature)
5	What are the employment outcomes for Scheduled Caste/Tribe after passing out of the institution?	Data not available.
6	What is the academic/skill training support that SC/ST students may need for improving employability?	Creative writing skills & Spoken English Language, Computer and technical skills are needed for improving employability.
7	c. What academic programs are differently-abled students currently enrolling in? d. What academic programs are differently-abled students seeing growth in enrolment?	a. B.A & B.COM b. B.Com (Computer, B.Com Tax Procedure, B.Com Travel & Tourism) BCA & BBA & M.A (English Literature)
8	What are the employment outcomes for differently-abled students after passing out of the institution?	Rarely they get any employment on the basis of studies they did.
9	What is the academic/skill training support that differently-abled students may need for improving employability?	Language skills & Computer skills.

Financial Reports

A. Total Income				
Sl No.	Category/Head	FY 2016/2017	FY 2015/2016	FY 2014/2015
		(budgeted)	(actual)	(actual)
Grants: National				
1	UGC		290000	1119400
2	Distance Education Council	-	-	-
3	Other Central Govt. Departments	-	-	-
Other Grants				
4	Grants received from state government	-	-	-
5	Grants received from local bodies	-	-	-
6	Donation	-	-	-
7	Tuition fees	-	-	-
8	Other fees	-	-	-
9	Interests	28195	23437	98392
10	Sale of Application forms	-	-	-
11	Other	-	-	-

B. Total Expenditure				
Sl No.	Category/Head	FY 2016/2017	FY 2015/2016	FY 2014/2015
		(budgeted)	(actual)	(actual)
1	Salary, Allowance and Retirement benefits	29708201	3194529	3194529
2	Buildings (Construction and Maintenance)	-	-	-
3	Library and Laboratory			
4	Scholarships			
5	Grants to College	-	-	-
6	R &D			
7	Sports	20000	20000	20000
8	Other Expenses			
9	Accounts (Audit) Status, whether audited? (Yes/No) If yes, by Local Fund/ CA	-	-	yes CA

Goals for the next 5 years

- **Achieving academic excellence.**
- **Personality Development.**
- **Placement**
- **Eco Friendly Campus**
- **Develop good governance.**

Detailed description of Goals

Goal 1- Achieving academic excellence

Description

Achieving academic excellence by providing quality education to the students.

Milestones(Sub-goals)

- Increase in on time graduation by 10%.
- Increase in transition by 2%.
- Increase in getting 60% of marks – 10% every year.

Why do you think this goal is achievable?

- The goal is achievable because of sincere efforts of the Professors and motivations of the students.

Activity required for achieving the goal

Activities required to achieve these milestones				
Sr	Description	Estimated cost	start date	end date
1	New Class Rooms- 04	40 Lacs	Feb 2018	March 2019
2	Modernization of existing class rooms- 10	40 Lacs	April 2019	March 2020
3	Converting the existing class rooms into smart class rooms- 02	5 Lacs	April 2019	March 2020
4	Modernized staff rooms- 02 with attached wash rooms- 02	20 Lacs	April 2018	March 2019
5	Existing E- library with modernized reading room	8 Lacs	April 2020	March 2022
6	Highly equipped existing Computer Lab	10 Lacs	April 2020	March 2022
7	Re- construction of wash room for girls & boys	12 Lacs	April 2018	March 2019
8	Sports & <u>other curriculum activities</u>	10 lacs	April 2021	March 2022
9	Ramps	5 Lacs	May 2018	Aug 2018
10	Furniture	5 Lacs	May 2018	June 2022
	Total	1 CR 55 Lacs		

Year-wise Activity Plan

Goal –I

Activity I Additional Lecture by expert.				
Sr.	Year	Description	Start Date	End date
1	2018-19	Planning & Conduct of lectures	July 2018	March 2019
2	2019-20	Planning & Conduct of 2 Lectures	July 2019	March 2020
3	2020-21	Planning & Conduct of 2 Lectures	July 2020	March 2021
4	2021-22	Planning & Conduct of 2 Lectures	July 2021	March 2022
5	2022-23	Planning & Conduct of 2 Lectures	March 2022	March 2023

Persons responsible for conducting each activity

1. Principal- Dr. Rajiv Choube
2. Dr. Kalpana Jha
3. Dr. Antima Tiwari
4. Dr. Rita Sachdev
5. Dr. Bindu Mahawar
6. Dr. Rashmi Kela Holani

Persons responsible for monitoring each activity & its timely completion

1. Principal- Dr. Rajiv Choube
2. Dr. Kalpana Jha
3. Dr. Antima Tiwari
4. Dr. Rita Sachdev
5. Dr. Bindu Mahawar
6. Dr. Rashmi Kela Holani
7. Smt. Sherly Abraham
8. Smt Nishat Bano

Goal 2 Personality Development

Description- Personality Development of the students will be done in the college so that they should get better jobs in their career.

Milestones(Sub-goals)

- Personality Development of the students will be done through expert lectures.
- Skill development programme.
- Industrial Visit
- Practical Training.
- Participation of the students in common competitions/ group discussion.
- Grooming the students for the mixing with the elite group of the society.
- Public Forum

Why do you think this goal is achievable?

This goal is achievable because there is scope of personality development as students belong to different category of the society. They are not acquainted with the forms and requirement of the society.

Activity required for achieving the goal

Activities required to achieve these milestones				
Sr	Description	Estimated cost	start date	end date
1	Lectures by experts	2 Lacs	July 2018	March 2023
2	Remedial Classes for academically weak & poor students. (SC/ST/OBC)	2 Lacs	Sept. 2018	March 2023
3	Educational Visit/tours visit to industries	1 Lacs	Nov. 2018	March 2023
Total		5 Lacs		

Year-wise Activity Plan**Goal –2**

Activity 2 Lecture by experts				
Sr.	Year	Description	Start Date	End date
1	2018-19	Experts Lectures	July 2018	March 2019
2	2019-20	Experts Lectures	July 2019	March 2020
3	2020-21	Experts Lectures	July 2020	March 2021
4	2021-22	Experts Lectures	July 2021	March 2022
5	2022-23	Experts Lectures	March 2022	March 2023

Persons responsible for conducting each activity

- 1- Dr. Rita Sachdev
- 2- Dr. Rashmi Kela Holani

Activity 2 Remedial Classes for academically weak & poor students.				
Sr.	Year	Description	Start Date	End date
1	2018-19	Experts Lectures for SC/ST/OBC	July 2018	March 2019
2	2019-20	Experts Lectures for SC/ST/OBC	July 2019	March 2020
3	2020-21	Experts Lectures for SC/ST/OBC	July 2020	March 2021
4	2021-22	Experts Lectures for SC/ST/OBC	July 2021	March 2022
5	2022-23	Experts Lectures for SC/ST/OBC	March 2022	March 2023

Persons responsible for conducting each activity

- 1- Dr. Antima Tiwari
- 2- Dr. Kalpana Mishra

Activity 2 Educational Visit/tours visit to industries				
Sr.	Year	Description	Start Date	End date
1	2018-19	Educational Visit/tour visit to industries	July 2018	March 2019
2	2019-20	Educational Visit/tour visit to industries	July 2019	March 2020
3	2020-21	Educational Visit/tour visit to industries	July 2020	March 2021
4	2021-22	Educational Visit/tour visit to industries	July 2021	March 2022
5	2022-23	Educational Visit/tour visit to industries	March 2022	March 2023

Persons responsible for conducting each activity
1- Dr. Kalawati Kori 2- Dr. Sangeeta Gour 3- Dr. Bindu Mahawar

Goal 3- Placement of the students
Description Placement of the students will be done under Swami Vivekanand Career Guidance Cell.
Milestones(Sub-goals) <ul style="list-style-type: none"> • Development of placement cell under Swami Vivekanand Career Guidance Cell. • Counselling Cell for the students. • Soft skill development training. • Moc Interview Sessions.
Why do you think this goal is achievable? The goal is achievable because of the hard work of the faculty and motivation and tracking of the students will lead to the goal of employability. Some fund is provided by the DHE for the placement of the students. The training Programme and Lectures are organised.

Activity required for achieving the goal

Activities required to achieve these milestones				
Sr	Description	Estimated cost	start date	end date
1	Development of placement cell under Swami Vivekanand Career Guidance Cell.		July 2018	March 2019
2	Counselling Cell for the students and training Programme		July 2019	March 2020
3	Soft skill development training programme.		July 2020	March 2021

4	Seminar Moc Interview Sessions.		July 2021	March 2022
5	Seminar Moc Interview Sessions.		July 2022	March 2023

Year-wise Activity Plan

Goal –3

Activity 3 Placement of the students				
Sr.	Year	Description	Start Date	End date
1	2018-19	Develop the Placement Cell	July 2018	March 2019
2	2019-20	Counselling Cell for the students and Soft skill development training programme	July 2019	March 2020
3	2020-21	Soft skill development training programme	July 2020	March 2021
4	2021-22	Grooming the students for mixing with the elite group of the society.	July 2021	March 2022
5	2022-23	Grooming the students for mixing with the elite group of the society.	March 2022	March 2023

Persons responsible for conducting each activity
1- Dr. Kalawati Kori 2- Dr. Sangeeta Gour

Goal 4- Eco Friendly Campus
<p>Description</p> <p>Eco Friendly Campus would be maintained in the institute premises to keep the environment pollution free and keep us healthy and fit.</p>
<p>Milestones(Sub-goals)</p> <ul style="list-style-type: none"> • Cleanliness of the premises will be maintained by the staff and the students. • Green Campus will be developed through plantation. • Grass Land development. • Plantation Programme. • Floral Development (Garden)

Why do you think this goal is achievable?

This goal is achievable with the support of the funding from world bank after getting the fund. In this process the help of the two unit of the NSS students will also be obtained in keeping the premises neat and clean.

Activity required for achieving the goal

Activities required to achieve these milestones				
Sr	Description	Estimated cost	start date	end date
1	Providing the amenities for keeping the premises neat clean	20000.00	July 2018	March 2020
2	Grass Land development	40000.00	Aug 2018	March 2021
3	Floral Development (Garden)	20000.00	Sept. 2018	March 2022
4	Plantation Programme	20000.00	Aug. 2018	March 2022
Total		1 Lac		

Year-wise Activity Plan

Goal –4

Activity 4 Eco Friendly Campus				
Sr.	Year	Description	Start Date	End date
1	2018-19	<ul style="list-style-type: none"> • Cleanliness of the premises will be maintained by the staff and the students. • Plantation 	July 2018	March 2019
2	2019-20	Floral Development (Garden)	July 2019	March 2020
3	2020-21	Grass Land Development	July 2020	March 2021
4	2021-22	Plantation	July 2021	March 2022
5	2022-23	Plantation	March 2022	March 2023

Persons responsible for conducting each activity

- 1- Dr. Kalpana Jha
- 2- Kalawati Kori
- 3- Dr. Sangeeta Gour
- 4- Dr. Bindu Mahawar

Goal 5- Develop good governance

Description- Improvement in the basic facilities of the institute for the staff and the students and all the employees. This will fulfil all the basic amenities which will prove better administration in the institute.

Milestones(Sub-goals)

- Girls Common Rooms.
- RO Water System.
- 03 Computer, 02 printers, 02 Photocopy Machine and 03 Computer Table
- Maintenance of CCE TV Camera.

Why do you think this goal is achievable?

Al though this facilities are available in the institute however better improvement can be done if fund is provided.

Activity required for achieving the goal

Activities required to achieve these milestones				
Sr	Description	Estimated cost	start date	end date
1	Girls Common Rooms with furniture.	50000.00	July 2018	March 2022
2	RO Water System.	30000.00	Aug 2018	March 2022
3	03 Computer, 02 printers, 02 Photocopy Machine and 03 Computer Table	300000.00	Sept. 2018	March 2023
4	Maintenance of CCE TV Camera.	20000.00	Aug. 2018	March 2023
	Total	4 Lac		

Year-wise Activity Plan

Goal –5

Activity 5 Develop good governance				
Sr.	Year	Description	Start Date	End date
1	2018-19	Girls Common Rooms with furniture.	July 2018	March 2019
2	2019-20	RO Water System.	July 2020	March 2021
3	2020-21	03 Computer, 02 printers, 02 Photocopy Machine and 03 Computer Table	July 2019	March 2020
4	2021-22	Maintenance of CCE TV Camera.	July 2021	March 2022

Persons responsible for monitoring each activity & its timely completion

1. Principal- Dr. Rajiv Choube
2. Dr. Kalpana Jha
3. Dr. Antima Tiwari
4. Dr. Rita Sachdev
5. Smt. Sherly Abraham
6. Smt Nishat Bano

Institutional Project Budget (Rupees in Crore)

Sl.No	Activities	Total	Financial year				
			2017-18	2018-19	2019-20	2020-21	2021-22
1	Infrastructure additions and enhancements	1 CR 5 Lacs	-	60 Lacs	45 Lacs		
2	Research & development Support (We get the fund from DHE)	NIL					
3	Development Support						
	Faculty and Staff Development (including faculty qualification upgradation, pedagogical training, and organising/participation of faculty in workshops, seminars and conferences) for improved competence based on TNA						
	Others (please specify) Lecture by experts	2 lacs		50000	50000	50000	50000
	Remedial Classes for SC/ST/OBC Poor Students Educational / Industrial Visit	2 lacs	40000	40000	40000	40000	40000
		1 lacs	20000	20000	20000	20000	
4	Institutional reforms Teaching & Learning Programme for guest lectures	5 lacs			April 2019		March 2022
	Technical assistance for procurement and academic activities						
	Institutional management capacity enhancement (Develop Good Governance and Eco Friendly Campus)	5 lacs	-	5 lacs	-	-	-
	Others (please specify) Ramps water harvesting	5 lacs	-	5 lacs	-	-	-
5	Academic support Lab (Computer Lab)	10 lacs	-	-	10 lacs	-	-
	Creation of new departments/courses						
	Enhanced Interaction with Industry						
	Student support activities						
	Others (please specify)- E-library	8 lacs	-	-	8 lacs	-	-
6	Others (please specify) Sports	10 lacs	-	-	-	-	10 lacs
7	Others (please specify) Wash room (Girls & Boys)	12 lacs	-	12 lacs	-	-	-
	TOTAL	1 Cr 65 lacs					

Overall Institutional Performance Targets

<u>Goal</u> (mention your Goals here)	<u>Measurable indicator</u> (mention your milestones here)	<u>Targets</u> (*****provide the 5 year % increase as per your ability)				
		<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Year 5</u>
Achieving academic excellence.	<ul style="list-style-type: none"> Increase in on time graduation by 10%. 	5%	7%	10%	12%	15%
	<ul style="list-style-type: none"> Increase in transition by 2%. 	1%	1%	2%	3%	4%
	<ul style="list-style-type: none"> Increase in getting 60% of marks – 10% every year. 	1%	1%	2%	3%	4%

<u>Goal</u> (mention your Goals here)	<u>Measurable indicator</u> (mention your milestones here)	<u>Targets</u> (*****provide the 5 year % increase as per your ability)				
		<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Year 5</u>
Personality Development.	Personality Development of the students will be done through expert lectures.	10%	20%	30%	40%	50%
	Skill development programme.	10%	20%	30%	40%	50%
	Industrial Visit	5%	10%	15%	20%	25%
	Practical Training.	10%	20%	30%	40%	50%

<u>Goal</u> (mention your Goals here)	<u>Measurable indicator</u> (mention your milestones here)	<u>Targets</u> (*****provide the 5 year % increase as per your ability)				
		<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Year 5</u>
Placement	Development of placement cell under Swami Vivekanand Career Guidance Cell.	5%	10%	15%	20%	25%
	Counselling Cell for the students.	10%	20%	30%	40%	50%

	Soft skill development training.	10%	20%	30%	40%	50%
	Moc Interview Sessions.	10%	20%	30%	40%	50%

<u>Goal</u> (mention your Goals here)	<u>Measurable indicator</u> (mention your milestones here)	<u>Targets</u> (*****provide the 5 year % increase as per your ability)				
		<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Year 5</u>
Eco Friendly Campus	Cleanliness of the premises will be maintained by the staff and the students.	80%	85%	90%	95%	100%
	Green Campus will be developed through plantation.	5%	10%	15%	20%	30%
	Grass Land development.	10%	20%	30%	40%	50%
	Plantation Programme.	10%	20%	30%	40%	50%
	Floral Development (Garden)	10%	20%	30%	40%	50%

<u>Goal</u> (mention your Goals here)	<u>Measurable indicator</u> (mention your milestones here)	<u>Targets</u> (*****provide the 5 year % increase as per your ability)				
		<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Year 5</u>
Develop good Governance	Girls Common Rooms.	20%	40%	60%	80%	100%
	RO Water System.	20%	40%	60%	80%	100%
	03 Computer, 02 printers, 02 Photocopy Machine and 03 Computer Table	100%	100%	100%	100%	100%
	Maintenance of CCE TV Camera.	100%	100%	100%	100%	100%

IMPLEMENTATION PLAN

After getting the fund from World Bank the following activities will be performed-

Sr	Description
1	Lecture by experts
2	Remedial Classes for SC/ST/OBC Poor Students
3	Educational / Industrial Visit
4	Personality Development
5	Skills Development
6	Practical Training
7	Counseling Cell development
8	Moc Interview sessions
9	Expansion of Class rooms- 04 and Modernization of existing class rooms -10
10	Modernization staff rooms -02 with attached wash rooms -02
11	Enhancement of E-library with modernized reading room
12	Expansion of highly equipped existing computer lab
13	Re-construction of wash rooms for girls & boys
14	Sports & other curriculum activities.
15	Ramps
16	Furniture
17	Eco Friendly Campus
18	Develop Good Governance
19	Girls Common Rooms
20	R O Water System

MEASURES TO ENSURE SUSTAINABILITY BEYOND THE 5 YEAR PERIOD

- Year wise activities will be documented.
- Provision for sustainability will be created true Janbhagidari Committee, UGC and Government Funds.
- Monitoring system will be established.
- Outcome of the sustainability will be reviewed.

BRIDGING THE RESOURCE GAP

- Grants from higher education department.
- Support of Janbhagidari Samiti will be sought for sustainability and enhancing the activities.
- Grants from UGC.
- Support and help which will be offered by the World Bank.