INSTITUTIONAL DEVELOPMENT PLAN (IDP)

UNDER NEP 2020

Sheth C. D. Barfiwala College of Commerce,

Shayog Society, Sumul Dairy Road

Surat 395008

DEPARTMENT OF HIGHER EDUCATION GOVERNMENT OF GUJARAT

Heena s Ora

**PRINCIPAL
SHETH C. D. BARFIWALA   1
COLLEGE OF COMMERCE, SURAT**

I. Aims and Objective of the Institutional Development Plan (IDP)

The main goal of the Institutional Development Plan is to plan in advance for action required in terms resource mobilization, resource allocation, policy making, deciding the roadmap to effetely achieve the mission of providing quality education :

- to transform students into responsible citizens by enhancing the standard of instruction and physical facilities at educational Institutes.
- The Institute will create initiatives, evaluate development against the plan's objectives, and accomplish them in order to meet the requirements for government support.
- Taking into account its history as an Institute providing quality education in the Commerce field. The Institute has determined the general goal of IDP to be as follows:

Goals/ Objectives :

- To foster an academic setting that is encouraging for students who are committed, disciplined, and sincere,
- To implement a sustained quality system that includes conscientious, consistent, and planned action,
- To Create compassionate and empathetic citizens for the nation,
- To close the skills gap between social needs and higher education by effectively utilizing developing technological tools,
- To Indentify Resource Mobilization requirements – both in terms of human resources deployment and their capabilities development and financial resource, to identify the sources like Government support/ regulatory authorities support as well as own/CSR/Grant to mobilize the resources for the IDP.

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Vision & Mission

Vision

To have a transformational impact on students through comprehensive education by inculcating qualities of competence

Mission

To instil entrepreneurial and managerial zeal and develop skilled human resource to meet with contemporary challenges.

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1. INSTITUTIONAL BASIC INFORMATION

1.1 Institutional Identity

The Surat Education Trust was established in 1967 and in the same year College has been established mainly to cater to students from weaker financial background, as it started working in the Morning shift which was not a normal practice then.

Name and Address of the Institute				
Name		Sheth C. D. Barfiwala College of Commerce		
Address		Sahyog Society Sumul Dairy Road Surat 395008		
City		SURAT		
State		Gujarat		
Pin		395008		
Website				
Contacts for Communication				
Designation	Name	Telephone	Mobile	Email
Principal	Dr. Heena Sunil Oza		9737114382	pricipal.cdbcollege@gmail.com
IDP Co-ordinator	-	-	-	-
Status of the Institute				
Institute Status		Grant-in-aid		
Type of Institute				
By Gender		Co-education		
By Shift		Regular		
Establishment Details				
Date of establishment of the Institute		15-6-1967		
University to which the Institute is affiliated				
State		University name		
Gujarat		Veer Narmad South Gujarat University		
Recognitions				
UGC 12 (B) and 2 (f) recognized		Yes		
Is the Institute recognized by UGC as an Institute with Potential for Excellence (CPE)?		No		
If yes, date of recognition?		-		
Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in	Built up Area in sq. mts.

Main campus area	Sahyog Society Sumul Dairy Road Surat	Urban	Acres 0.62 acre	1245 ft.

1.2 Academic Information

Program	Year of start			
B. Com. (Grant –in –Aid)	1967	3 years UG program	750 intake in 1st semester	Veer Narmad South Gujarat University
B. Com. (Self-Finace_	2010	3 years UG program	450 intake in 1st semester	Veer Narmad South Gujarat University
M. Com. (Grant-in –Aid)	2011	2 years PG program	85 intake in 1st sem	
Approved for Ph. D. Guideship	02 faculties			

1.3 Establishment details

Date of establishment of the Institute	15-6-1967
Managed by	Surat Education Trust
Affiliated to	Veer Narmad South Gujarat University
Salary grant for GIA	Commissioner of higher Education, Government of Gujarat ,Gandhinagar

1.4 NAAC Accreditation:

	Date of Application	Date on which accreditation was received	Grade	Valid till
1st Cycle	2016	27-11-2017	B++ 2.77 CGPA	End of year 2023* *AQAR submission date extended upto May 2023

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1.5 Faculty Status (Regular/On-Contract Faculty as of March 31st, 2021)

	Principal			Associate Professor			Assistant Professor			Grand Total		
	M	F	Total	M	F	Total	M	F	Total	M	F	Total
Regular Filled as on 31/03/2021	0	0	01	01	03	03	06	-	01	01	03	05	08
Temporary Full-Time Teacher	0	0	00	00	00	00	00	02	6'	08	03	06	09

1.6 Course and Examination Details

Program	Specialization	University Affiliation	Affiliation Status	Examination
B.Com. (GIA)	Accountancy	Veer Narmad South Gujarat University	Permanent	
B.Com. (SFI)	Accountancy	Veer Narmad South Gujarat University	Temporary	Examinations conducted semester wise as per VNSGU norms
M. Com. (PG centre of VNSGU)	Accountancy	Veer Narmad South Gujarat University	Permanent	

1.7 Students Profile for the year 2022-23

Name of the course	Sem./ Year	Total Students			General			SC			ST			OBC			Minority			PH			EWS		
		M	F	Total	M	F	Total	M	F	Total	M	F	Total	M	F	Total	M	F	Total	M	F	Total	M	F	Total
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
B. Com. (GIA)	SEM-I	332	183	515	231	124	355	15	08	23	08	05	13	70	46	116	-	-	-	-	-	-	08	00	08
	SEM-III	418	155	573	280	103	283	19	10	29	7	2	9	104	39	143	-	-	-	-	-	-	08	01	09
	SEM-V	290	162	452	162	102	264	8	8	16	2	3	05	105	44	149	-	-	-	-	-	-	13	05	18
Total		1040	500	1540	673	329	802	32	26	68	17	10	27	279	129	408	-	-	-	-	-	-	29	06	35
B. Com. (SFI)	SEM-I	23	13	36	21	12	33	1	1	2	-	-	-	1	-	1	-	-	-	-	-	-	-	-	-
	SEM-III	88	30	118	71	21	92	05	02	07	-	02	02	10	05	15	-	-	-	-	-	-	02	-	02
	SEM-V	93	40	133	75	32	107	05	01	06	02	-	02	09	07	16	-	-	-	-	-	-	02	-	02
Total		204	83	287	167	65	232	11	0	15	00	00	04	20	12	32	-	-	-	-	-	-	0	-	04

					7			1	4		2	2											4		
Grant Total (B. Com.)	124 4	58 3	1827	84 0	39 4	1034	4 3	3 0	83	1 9	1 2	31	29 9	14 1	440	-	-	-	-	-	-	3 3	0 6	39
M. Com. SEM-I	42	31	73	15	15	30	0 1	0 4	05	0 5	0 3	08	18	08	26	-	-	-	-	-	-	0 3	0 1	04
SEM-III	31	38	69	17	21	38	-	0 1	01	0 2	0 4	06	11	09	20	-	-	-	-	-	-	0 1	0 3	04
Total	73	69	142	32	36	68	0 1	0 5	06	0 7	0 7	14	29	17	46	-	-	-	-	-	-	0 4	0 4	08
Total (UG and PG)	131 7	65 2	1969	87 2	43 0	1102	4 4	3 5	89	2 6	1 9	45	32 8	15 8	486	-	-	-	-	-	-	3 7	1 0	47

1.8 Facilities

1.8.1 No of Class Room in the College:

Seating capacity	135 capacity	100 capacity	80 capacity	20 capacity
No of classroom	12	01	02	00

1.8.2 Library:

Sl. No.	Parameters	No of books
1	Total number of text books and reference books available in library for students (approx.)	21,988

1.8.3 Reading Room:

Reading room	Sitting Capacity
Reading room-1	80-100 students

1.8.4 First Aid Box and Functional fire Extinguisher Facilities:

First Aid box available		Functional fire extinguisher		
Principal Room(Y/N)	Any other location (Y/N) If Yes, mention location	Principal's chamber/Office/Class Room/Corridor	Near Main Electrical switch Board(Y/N)	Library(Y/N)

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Yes	Office, Teacher Common Room, Students common Room	Yes	Yes	Yes
			Yes	Yes

1.8.5 Hostels (Boys) : No Hostel facilities

1.8.6 Hostels(Girls) : No hostel facilities

1.8.7 Toilet/Urinal Facility in the College

Facility	Number for Boys	Number for Girls
Closets	02	01
Urinals	06	01

1.8.8 (separate facilities for Office, Library, Principal office and Teaching staff)
Drinking Water Facility in the College

Sl. No.	Drinking water with purifier	No of Taps	Capacity in litres
1	01 +01 (staff room)	04	____ Litres

1.8.9

1.	Computer Lab/ Language lab	02

1.9 Research and Development

Promoting research activity in the Institute has been a major challenge. Recently college has established Research cell. Principal and one faculty are research guide. One of the permanent faulty is pursuing Ph. D. out of permanent faculty (out of 7 faculties, one is to retire, out of remaining 6 faculties, 3 are doctorate ; one is pursuing Ph. D. and rest 2 shall enrol in near future. All but one faculty on adhoc basis are enrolled for Ph. D.).

1.10 Sports and Cultural facilities

Students are encouraged to participate in various intra college and inter college cultural, debate and elocution activities, book review etc. activites, which helps in bringing out their hidden talents. The Institute organizes inter-Institute and intra-Institute competitions such as elocution competition, essay writing competition etc. When students participate in such extracurricular activities

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2. NEED ASSESSMENT

2.1 Curriculum Excellence

Sr.No.	Particulars	
1	When the curriculum was updated last?	Year: 2022
2	How frequently (time duration) the updating is done?	Regularly
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.	To some Extent: Need Skill development programs Need More Options in Programs

4	Placement (2021-22)
	   I. Percentage of students employed after completion of course
	   II. Percentage of Students progressing to Higher Studies
		50 % (Approx)
		
		10 % (approx)

5	Ratio of student enrolment for each programme with the total enrolment.	80% B.Com GIA 10% B.Com SFI 90% to 100% B.C.A (Proposed)
6	Mention the top five programmes opted by the students	College has only one program presently propose to include more Programs like B. Com. (Marketing), B. Com. (Management), B. Com. (Taxation) and so on.

2.2 Pedagogical Excellence

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, ICT to some extent.
2	Whether practical orientation in relation to teaching- learning system is given to students?	Indirectly in classroom discussion by faculties

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3	What are the pedagogical tools (Presentation, Demonstration, Field study, Survey, Role Play, Case Study, and Simulations etc.) used for teaching students?	Presentation to some extent case study
4	Does the institution conduct regular industry-academia interface? If yes, Mention the number during the year ?	Job Interview/placement/expert talk/soft skill program/career counselling/Placement Trainees
5	What are the innovative teaching practices (like-smart classroom, conferencing, etc) are adopted in the institutes?	• ICT enable classroom teaching • Extra Assignment
6	a. Does the Institute have the practice of collecting feedback from students? b. Does the institute implement the suggestions from students' feedback for improving pedagogy?	Yes Yes

2.3 Academic Administration

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. Counselling system	Monthly review meetings by HOD/ IQAC
4	Whether detailed lesson plans are given to students?	Quarterly Manual /
5	If yes, Is the lesson plan followed strictly?	 B and C
6	What type of monitoring system is followed for completing course within set timeframe?	Yes
7	What type (monthly, quarterly, biannually, annually) of attendance management system is followed in the institute?	Bi-anuualy
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	Students Feedback Self Appraisal

9	Is the rating communicated to teachers for improvement?	Yes

2.4 Examination Reforms

1	What type of examination pattern followed In the institution? a. Annual b. Semester c. Any other, Please specify	Semester
2	What is the question patterns followed for examinations? a. Objective b. Subjective c. Any other, Please specify	Subjective and Objective (to some extent)
3	Whether practical examinations are Integrated with the examination system?	No
4	Whether Case study/ presentation are part of the examination system?	No
5	What types of reforms are required in the present examination system?	• MCQ Based Exam • Applied
6	Is the examination system a continuous one? If yes, Please mention in detail .	Yes, Continuous Evaluation system in place.
7	Is the evaluation system computerised?	Practically
8	What is the days' gap between completion of examination and publication of result?	1 to 2 months
9	Should the gap be reduced?	Yes
10	If Yes, Please suggest how?	MCQ Based

2.5 Infrastructural development and maintenance

1	What type of expansion work is required for existing Infrastructure?	*Auditorium *Toilet blocks *Additional drinking water facilities, *bigger Girls' Room * Bigger sports room *Class/ Tutorial Rooms
	Is own land available for this?	Yes
1(a)	Are men and women hostels adequate as per demand? If expansion required, is own land	No NA

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		available?	
1(b)	Are men and women toilet blocks adequate as per demand? If expansion required, is adequate space available?	No Yes	
2	What type of modernization/ renovation works are needed for existing infrastructure? (Laboratories, Library, hostels etc.)	Computer Lab.	
3	What type of infrastructural development work required for non-academic area for the institution (toilets, girls common room etc.)	Toilets & new boys common room girls room are required	
4	What type of infrastructural development work is needed for making them accessible for differently-abled students?	Lift / Conveyor belt Chair	
5	Does the institute maintain the academic and non-academic infrastructure areas?	Yes	
6	What are the monitoring mechanisms followed form maintenance?	AMC is done for technological infra. For building main. Agencies are hired as and when required	

2.6 Collaboration / Partnering with Knowledge and skill Hubs

1	What steps have been taken by the institute to enrich the intellectual Capitals	SSIP Expert Lecture/FDP SSIP Training Workshops SSIP Quiz/Awareness
2	What steps have been taken to acquire best and improved administrative and technical acumen for the institution?	ERP system introduced, Mobile application for students introduced
3	What type of institutional/departmental collaborations the institution has with others?	• Blood donation • Social Outreach • Research • Cultural Activities • Tree Plantation • Scholarships
4	Does the institution have Faculty Exchange Programme (National & International)?	Not Yet
5	Does the institution have student exchange programme (National & International)?	Not Yet

2.7 Effective institutional governance

1	Does the institution have duly constituted governing body?
	  a. If yes ,has it been approved?
	  b. How frequently the Governing body meets?
	
	Yearly
	Biannually
		Yes
		
		approved
		
		As and when required

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2	More times, as and when require	
2	Does the institution have E-Governance project (ERP&MIS) implemented?	**Yes (various modules but need upgrading to meet NAAC/ NIRF requirements**
3	How record keeping and data management is done in the institute?	**ERP based**
4	What type of library management system is there in the institute?	**Software & Manual**
5	What type of financial management and accounting system is followed in the institute?	**Manual& Computerized**
6	Does the institute have its own active website? If yes, mention web address	**www.barfiwalacollegesurat.ac.in**

2.8 Stakeholders Involvement

	Does the institute have any mechanism of participatory management in academic, administrative and financial affairs by involving teachers and staff?	Yes
	Does the institute have any mechanism for enhancing participatory management in academic, administrative and financial affairs by involving Parents?	Limited Extent
	Does the institute have any mechanism for enhancing participatory management in academic, administrative and financial affairs by involving Alumni?	Yes, to limited extent
	Does the institute have any mechanism for enhancing participatory management in academic, administrative and financial affairs by involving Students?	Yes
	Does the institute have any plan for enhancing participatory management in academic, administrative and financial affairs by involving local authorities?	Yes, to limited extent

2.9 Manpower Requirements

1	Does the institute have adequate and skilled manpower (both teaching and non-teaching)	No -Shortage of permanent Teaching staff *08 faculties shortage (/ presently filled by Adboc staff by management) Non-Teaching staff : shortage of *OS (01), *Accountant (01), *Head Clerk (01) ; *Senior Clerks (02) ; *Junior clerk (01) ; * Peons (04) ; * Watchmen (02);

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			*sweeper (02) (Now filled on adhoc basis by Management)
2.	Does the institute have a grievance redressal mechanism?		Yes
	Do they represent all the stakeholders? Specify. a. For Staff b. For Students		Both
3	What type of staff engagement practices (academic, behavioral& organizational) are followed in the institute? a. Regular training b. Counseling on Performance c. Any other. Please specify		Regular Training Counseling on Performance FDPs for capabilities development

2.10 Legal Compliance

			Financial Audit, income Tax, Government Audit All mandatory registers and reports as per university Education department. GOG, UGC,SMC

2.11 Creating Institutional Brand Image

	What steps taken by the institute for building brand image?	Communication through Website, social Media-FB, Instagram, Whattsapp groups/ newspaper, -Conduct of various Social Outreach Programs -special webinars/seminar/conferences/representation of Principal/ faculties/ office staff in University activities
	Has the institute adopted any innovative practices to build the institutional brand image?	-through building the eco system for learning
	Does the institute have any centre of excellence?	No
	What steps are adopted for promoting the institute as Centre of Excellence?	Yes to do
	Whether multi-disciplinary approach is followed to build and nurture effective brand image?	Yes to do

2.12 Research & Development

1	What are the research initiatives taken by the	Research Cell in operation

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		institute?	
2		Have the institute identified the thrust areas for research work in the institutes? If yes, Please mention the areas	In the field of commerce various areas of Accountancy, banking, Management
3		How does the institute facilitate the project funding, from Sources like:(UGC/AICTE/ICSSR/CSIR/DBT/DST etc.)	Various announcement shared to faculties and encouragement for the same Proposal Forwarded through institute for the faculties
4		Has the institute handled Interdisciplinary Project?	Not yet but plan to start
5		Has the institute worked on student Research project?	Not yet but plan to start
6		Has the institute measured the growth in research and development through participation and contributions in International/National Conferences, Seminars, Symposiums, Workshops, and initiate on of academic exchange programs? If yes, give details.	Partly, need to strengthen in this aspect. Very limited Permanent staff
7		What type of facilities and incentives are provided to faculty members to manage the research work after getting the Funding?	NA

2.13 Social Outreach Programs

1	What are social outreach activities the institute is involved with? Provide details.	By NSS
2	Is there any community/peripheral development programme 17rganized by the institute? If yes; mention details.	Blood Donation Slum Adoption Tree plantation etc.
3	Does the students participate in sports activities (State/National/International)? Provide details.	Yes
4	Does the students involve with organizations like NSS/NCC/Red Cross?	NSS/NCC
5	Are the students given training on self-defense, Yoga & Meditation to augment their physical and mental fitness?	Self Defense Yoga Mediation

2.14 Monitoring and Evaluation

1	Does the present administration, academic and financial system need monitoring and development for flawless implementation?	Yes
2	Does the institute have IQAC cell? If yes, State the major functions of the cell.	Yes IQAC plays role of driving force for

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		continuous quality Improvement
3	Give details of number of meetings held by IQAC for last 3 years.	18
4	Does the institute conduct the followings: a. Academic Audit b. Energy Audit c. Green Audit d. Financial Audit e. Administrative Audit	**Academic Audit** **Green Audit** **Financial Audit** **Administrative Audit**
5	Mention the audits last done:	**Financial Audit** **Quality Audit** **Environment Audit**
6	What type of decision mechanism adopted by the institute (Centralized/ Decentralized	**Decentralized**
7	Does the present system have clarity of control mechanism of the system?	**Yes**

2.15 Employment

1	What are the most important industries in the geographical area of the institute?	**Textile, Jari-Diamond, Real Estate, Retail, Banking, Insurance, Hospitality, Web**
2	Which industries employ the most college graduates?	**All of the above**
3	Which industries provide the best jobs?	**All of the above**
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)	**Retail, E-marketing, stock Market, Data entry, Marketing, software's, back office, front office, Accounting, All of the above**
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)	**ICT and Mobile App based manufacturing/service Sectors**
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?	**Computer Literacy** **Data Entry** **Mobile Based Working** **Reel/short film making /photo shop/web-based /portal based working** **Data Mining** **Accounting** **Others**
	Surveys of students: No /Yes	**Yes**
	Surveys of local industry: No /Yes	**Yes**
	Consultation with industry: No /Yes	**Yes**
	Consultation with students: No /Yes	**Yes**

	Consultation with other stakeholders (specify): No /Yes Workshop on IDP: No /Yes	Yes Yes

2.16 Supporting Students from Disadvantaged Backgrounds

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?	B.Com Event Management Event Related Beautician, Design-mehandi, Dress-up Etc.
2	What are the employment outcomes for female students after passing out of the institution?	Good
3	What is the academic/skill training support that female students may need for improving employability?	-IT related skills like Computer skills, tally accounting, e-marketing, -event management Related Skills like Makeup, home decoration, -Handcraft preparation, -creativity based skills Photo shoot/photo shop/film making/reel making Etc.
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?	B.com Skill based programs like tally, accounting, marketing
5	What are the employment outcomes for Scheduled Caste/Tribe after passing out of the institution?	Can be improved
6	What is the academic/skill training support that SC/ST students may need for improving employability?	Computer Literacy/ Personality Development, Communication Skills
7	c. What academic programs are differently-abled students currently enrolling in? d. What academic programs are differently-abled students seeing growth in enrolment?	B.Com As Above
8	What are the employment outcomes for differently-abled students after passing out of the institution?	Can Be improved
9	What is the academic/skill training support that differently-abled students may need for improving employability?	Computer Literacy/ Personality Development, Communication Skills

2.17 ICT Related Infrastructure

1.	Do you have sufficient ICT related infrastructure for teaching – learning ?	Digital class rooms, MOOC Studio, Computer Lab, Skills Development Lab, Outcome Based Edu. Tracking software system,

|		NAAC accreditation module, Attendance module, Laptops/ Tabs for Teaching staff, Soft skill module
2.	Is the staff trained to use ICT ?	Yes

2.18 Teaching Infrastructure

	Are No. of classroom adequate	Yes
	No. of tutorials rooms	Shortage of 2 room
	Computer Lab	02 required for new BCA program
	Language Lab	Yes
	Recording of class	No
	Mike System	Yes

2.19 Leaning Infrastructure

	Library resources	Yes
	Books/ journal Adequate	Yes
	Software for library management	Need Upgradation
	Reading Room	Yes
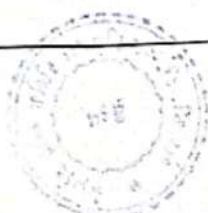
3 SWOC Analysis

Based on the Need assessment in the previous section, the SWOC analysis is made.

3.1 Institutional Strength

1. Run by Surat Education trust, one of the oldest Trust in city of Surat
2. First ever Commerce College in the city started in Morning shift to help the needy students to enable 'earn ans learn' ; started with the philosophy of social and financial inclusion way back in 1967
3. HEI based on principle of Access, equity and quality education at affordable cost
4. Financial and social inclusion integral part of the HEI
5. A well-qualified motivated staff
6. Provides platform to students to participate in various co-curricuar and extracurricular activates for holistic development ; specially relevant for first generation of students having opportunity to access higher education
7. Good library which with INFLIBNET facility
8. Two active units of NSS which train students to work for societal issues
9. An active Placement Cell
10. offer PG course (M. Com.)
11. College having faculties having Ph. D. Guideship to offer research
12. Medium of instructions being Gujarati, - through vernacular language
13. Facilities of English Language lab
14. Equipped with computer Lab
15. Near to Railway station and S. T. Bus stand
16. Wide variety of students from multi-ethnic domain
17. Active IQAC
18. Healthy relationship between teachers and students.
19. Basic infrastructure in place.
20. Affordable fees for students
21. Sound financial management
22. anti ragging, sexual harrsement prevention cell, SC- ST cell, and all statutory committess in place.

3.2 Institutional Weakness

1. Acute shortage of permanent teaching and non-teaching staff because of state government's policies
2. Current program loosing the high demand program status due to lack of technology based skill based courses resulting into low income oriented employment opportunities
3. Lack of academic flexibility in the courses taught because the Institute is an affiliated Institute
4. Very high student teacher ratio for both UG and PG programs
5. Socio-economic profile of students (first generation of students going to higher education) does not generate desired results with given inputs
6. Financial and manpower resources limitations to conduct remedial classes and mentoring
7. Lack of courses offered which are interdisciplinary / applied / contemporary/ IT based /employmenet oriented in nature
8. Lack of flexibility in conducting exam and carrying out evaluation
9. Lack of exchange programs with national and international institutes
10. Limited space

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11. Limited industry academic linkage
12. Limited alumini association activities
13. Challenges of good students progression and high drop out ratio
14. lack attractive campus to attract affording meritorious students which in turn bring low productivity and motivation with high teacher –studet ratio, mentor-mentee ratio

3.3 Institutional Opportunity

1. To make strategic plan for institutional restricting in alignment with NEP 2020 either as an Autonomous Institute in long term or part of cluster university (depending upon the time to fill and quality of permanent faculty filled up)
2. To get multi faculties institute by providing more programs in more than siglediscline i.e. commerce
3. To offer flexibility for multiple entry and multiple exits with use of ABC as per NEP 2020
4. To offer skill based / employment oriented program in line with NEP 2020
5. To establish a strong Academia-Industry collaboration through MoU's because the South Gujarat region is an industrial belt primarily consisting of Chemical industries
6. To beautify the campus for better students satisfaction
7. Meeting the challenges of highly competitive job market and HE avenues by offering more option in existing programs and offer more programs that are in demand.
8. To initiate need-based and interdisciplinary courses.
9. To organize more and more co-curricular and extra curricular and sports activities for including cultural and sports value into students

3.4 Institutional Challenges :

1. Running the HEI without permanent staff with recruitment of contractual staff puts strain on financial resources (more than 80 % of other fees income spent on salary of these staff as 2/3 of teaching anf 80 % of non teaching staff not appointed yet and recruited on contractual basis) leaving no scope for developmental activities required to sustain as HEI with quality education.
2. The very high students teacher ratio leads to more and more time spent by faculties in teaching-learning and evaluation leaving limited scope for professional developmental activities and research to keep pace with the contemporary demand
3. Paucity of man power to conduct activities for industry linkage, alumni engagement
4. Students from economically backward segment, so 'earn and learn' while studying result into diffused efforts on studies resulting into uneven students' progression.
5. As the college is outside the posh area of Surat city/ limited campus area, there are challenges of high demand ratio for college seats established in urban area, it has to face competition for admission
6. First generation students enrolling for higher education and therefore, very limited exposure of students lead to challenges of grooming the students well
7. To generate high rate of Campus recruitment with socio-economic background of students

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4. Institutional Development Goals

A SWOC analysis done and based on which the following Strategic Goals are prepared for the Institution Strategic Goals are prepared after consulting stakeholders such as students, parents, Governing Body, alumni, well-wishers, experts.

Strategies Plan for institutional development based on SWOC analysis

| Goal No.		Expected outcome
1	Building up on our strengths, introduce new courses to make education more apt for contemporary time and skill based (New programs BCA / Diploma /degree in Fintech)	--Better employability -Better Branding - future readiness for single faculty to multi faculty HEI -optimum utilisation of physical infrastructure -resource generation in long term for HEI developmental work
2	To enhance the quality of courses currently offered in choice based system and making them more relevant, skill focused and responsive to the demands of the employment industry and to introduce Add on courses to Improve employability of the students (introducing options for marketing /taxation/ management/ finance/ banking computer application and so on More options in existing programs e.g. B. Com. (Marketing) B.Com. (Management) B.Com. (Management)	-Better employability -Better Branding
3.	Include value based/skilled based course (University course structure change required) Uni to implement from 2023-24	Make the students better groomed to lead a more holistic real life.
4	Improve the by addressing the bottlenecks in using existing digital infrastructure for teaching-learning and thereby better quality education (-Bottleneck to use Projectors as not having	Strengthen further the existing digital infrastructure for teaching- learning and thereby better quality education

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	CPU/ laptop for ICT based teaching)	
5	Strengthen further the existing digital infrastructure in office for student support and governance for real time feedback and reduce the response time for service to stakeholders as well as better and quicker communication. **New modules of ERP system** **Upgradation of Mobile App**	-better students service / improvement in response time -Better branding -improvement in ease of doing index
6	Provision of flexibility for teaching learning by developing recorded lectures/ study materials and assignments digitally by developing MOOC courses development capabilities -FDP for MOOC course development -MOOC studio facilities/ Collaboration	-flexibility in learning for better time management of SEDGs students who 'earn and learn' -for better results -students progression -reduce drop out ratio -capabilities development of faculties for online / MOOC courses for better access to HE by more number of students -opening new direction for distance learning courses in vernacular language
7	To conduct FDPs for pedagogical innovative practices / digital teaching capabilities of faculties / NEP preparedness/ Research and consultancy capabilities / IPR / SSIP capabilities Improving the faculty competency in terms of academic proficiency, communication skills, administrative capacity etc.	
8	-industry linkage -alumni engagement	More collaboration for better branding of college

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	-SSR activities -local authority -industry association -professor of practice	
09	Beautifying the campus by Covering the College walls with creepers/ flowers/ Aesthetic colour Patterns/ some open space at ground floor/ better flooring etc. [Signage Board -green campus and thereby attracting meritorious students and resultant better results can have multiple effects on better branding of College. (2-3 months to 2 years)	-better branding -vibrant campus life resulting into high students' satisfaction rate
10	1. Improvement in class furniture (Benches and Tables) 2. Improvement in existing class rooms by replacing new flooring and roof POP 3. Extension of existing building for two class rooms and auditorium, lift, ramps, toilet blocks, tiles Cost : 1.cleaning /re-sizing of benching in one row per class/Polishing (2,00,000 to 4,00,000) 2.5, 00,000 to 10,00,000 3. New class rooms in SV PatelBuilding	Outcome :smooth working /better Branding/ better overall ambience of Campus
11	Removing the bottlenecks of limited parking space by alternate arrangement in collaboration with local government	In pipeline : CCTV/ electric connection etc. : 2 lakh (yearly cost 5 to 6lakh)

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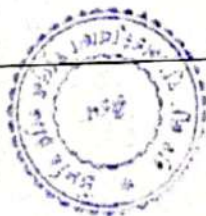
12	Use of alternate energy by installation of solar panel

12 to 15 lakh

(installation time 2 months)

(optional if resource mobilization available) | -Eco-friendly campus/sustainability

-savings in energy cost |
| 13 | Plan for increasing revenue sources, maintenance of assets, pro-environmental initiatives, social / community engagement etc., | -financial sustainability

- HEI sustainability |
| 14 | Improving communication with key stakeholders such as parents, alumni, local leaders, industries, etc., | -better branding

-better employment opportunities

-holistic development |
| 15 | Active participating of alumni in college activities | -feedback/ funding/employment generation/ entrepreneurship development |
| 16 | Improve social responsibility and awareness in the students by pushing for more collaborative interaction between agencies working with a social concern. | -better humane development who is societally responsible |
| 17 | Increase the research and collaboration work with faculty | Achieving higher goals of HEI

-better branding

-better quality education |
18	Strengthens efforts for Performance of SEDGs Students	-financial and social inclusion helping to achieve sustainability Goals 2030
19	Create new funding and resources	
20	Attain higher level of NAAC Accreditation	

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4 Budget plan

Sl. No.	List of Activities	Specify	Estimated Cost (Rs.)
1.	Computer Lab Modernization and strengthening of laboratories including contractual technicians' recruitment	85 computers with lab facilities	50,00,000
2.	Renovation of existing infrastructure	Flooring and roofing Drinking water, toilets block Beautification of building	15,00,000 5,00,000 5,00,000
3.	Establishment of new classrooms	New classrooms	35,00,000
4.	MOOCS & Digital recording Studio	For Blended Learning	20,00,000
5.	Books	CBCS	5,00,000
6.	up gradation of office ERP	up gradation of office ERP	5,00,000
7.	Modernization of classrooms	Digital / Smart Class rooms (14)	10,00,000
8.	CCTV Cameras for parking	For parking area	5,00,000
9.	FDPs (Training for Faculty (including pedagogical training, administrative, academic matters) and Non-teaching staff)		8,00,000
10.	Software's for research/ library etc.		5,00,000
11.	Training for students (specify type of training)	Entrepreneurship and Employability Skills training	2,00,000
12.	Environment, Health & Safety related activities/items/solar panel	Tree Plantation, Awareness for Health & Safety	20,00,000
13.	Skill development programs		10,00,000
14.	Others(specify)	Scholarships for needy students	10,00,000
15.	Remedial Coaching/Mentoring (Five Years)		10,00,000
16.	Eco System For Start-up and innovation		5,00,000

6 Gap Analysis

6.1 HR Requirement

Particulars	Type of gap	Strategy	Area of concern
Manpower Teaching	Number of staff Teaching :67 % Non teaching : 80 %	Recruitmenton contractual basis till the permanent staff but may be will slow the pace of progress and resource	The shortfall in staff is very acute resulting into almost 80 to 90 % of fees income spent on academic maintence leaving no scope for developmental work -lack of experienced / permanent staff makes any developmental work difficult.
	Capabilities development	FDPs	
	R & D	Incentives & FDPs	
	Mentoring	Evolve Scheme of hierarchical order of mentoring with PG students with financial and non financial awards/ rewards	
Non-Teaching	Number	Recruitment on Adhoc Basis till the period permanent	-heavy burden on financial resources of the

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		staff is retained by GOG	College -lack of experienced staff makes work execution difficult at times.
	Capabilities development	Training	On-going basis conducted
	ERP Module	Upgrading	
Quality Management	Limited Options for B.Com	More options	GoG permission/ procedural matter may take 1 or more years
	No Skilled based courses	Skill based courses	Grant
	Dropout/time Management	Scholarships	Build Corpus fund with CSR fund
Brandings	Limited campus life	Vibrant campus life	Green and beautiful campus Website Social media Press
Future Ready NEP prepared ness			
InstitutionalAccreditation	Single Faculty <3000	Multi Faculty >3000	NAAC Autonomous/ Cluster

6.2 Financial Budget Gap

Sr.No.	Name	Grant/Donation/CSR/Own/etc.
1	Computer Lab	50,00,000
2	Renovation	25,00,000
3	New Classroom	35,00,000
4	MOOC	20,00,000
5	Books	5,00,000
6	Office ERP	5,00,000
7	ICT-Classrooms	10,00,000
8	CCTV Camera	5,00,000
9	FDP	8,00,000
10	Software	5,00,000
11	Students Training	2,00,000
12	Solar panel / water re-harvesting	20,00,000
13	Skill Development Progress	10,00,000
14	Others: Scholarships for needy students	10,00,000
15	Remedial coaching/Mentoring (Five Years)	10,00,000
16	Eco System For Start-up Innovation	5,00,000
Total		
	Total	2,25,00,000

7. Goals and Year wise Activities Plan

Action plan for phase-wise implementation of the perspective IDP with specific timelines

Proposed plans	Action plans	Timeline (Years)				
		Y1	Y2	Y3	Y4	Y5
1, Offering new programs like B.C.A.	• Apply to proper bodies for permission to introduce the programme (In Pipeline)	√				
	• Appoint faculties	√	√	√		
	• Develop computer lab and infrastructure	√	√			
	• Frame a track record to know the learning outcome	√	√	√	√	√
	• Admission	√	√	√	√	√
2. Offering more options of programs in existing UG program of B. Com. B. Com (Marketing) B. Com (Management) B. Com (taxation) B. Com (Computer Application)/ B. Com. (Fintech)	• Apply to proper bodies for permission to introduce the programme • recruitment of faculties • Books / •	√				
3. Introduce value based courses like Indian Knowledge system etc as per NEP 2020 a UG level,	• Preparation/ upgrading of syllabus of the courses	√	√	√	√	
	• Development/ procurement of study materials (Books and E-Books)	√	√	√	√	
	• Teachers training	√	√			
	• Awareness drive	√	√√			
• Skill based course to Emphasis to increase the employability potential of the students	• Skill based courses (For year 1-2 with target of 50% participation)	√	√	√	√	√
	• Readiness to absorb feedback from stakeholders and start new electives and in turn increase their employability	√	√			
	• Soft skill enhancement courses (For year 1-2 target 50%)	√	√	√	√	√
4.ICT enabled teaching – addressing the bottlenecks	• Identifying the requirement and procurement	√	√			
	• Maintenance and upgrading whenever required	√	√	√	√	√
	• Teachers training	√	√	√		
5.Allocation of budget for ERP management	• Upgrade the current Institute Management System to ERP based system	√	√			
	• Institute administration, Admissions, Examination, Students support, Inventory	√				

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	control, feedback system and analysis, HRMS					
	• Feedback from website	√				
	• Remote login	√				
	• Remote library access	√				
6.MOOC/ recording facilities	• Identification and procurement	√				
	• FDPS	√	√			
	• Training	√	√			
	• Maintenance		√	√		
7.Faculty Development program (FDP) for faculty as well as staff and its Self-Appraisal	• Allocate special fund for FDP • Organize FDP (2 to 4 programs every year	√	√	√	√	√
	• Collection of self-appraisals annually (online) with proper documentation evidences	√				
	• Provision of incentivise the faculty with excellent work		√			
8.Collaboration / networking	• Alumni engagement					
	• Industry linkage					
	• Placement/ interview					
	• Talks / guest lecture					
	• Industry visit					
	• Local authorities					
	• Others					
Sign MoUs with various Industries for research, consultancy and knowledge exchange.	• MoU with industries to provide internship/ training to final year students for skill enhancement	√				
	• Identify Industries that are interested in sponsoring research projects	√				
	• Invite Industry professionals to deliver lectures	√				
Frame a mechanism for regular communication with all the stakeholders, so that they can be aware of new information in teaching-learning, research and community	• Use of social media for formation of groups of parents, alumni, faculties, students and local bodies to bring them in a single accessible platform	√				

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service					
	• Provision of online feedback collection system	√			
	• Analysis of feedback data and their implementation	√			
9.Beautifying campus	• Hosting the same on Institute website	√			
	• Design				
	• Vertical garden				
	• Parking Place outside campus				
	• Beautifying with aesthetic design				
10. Class room make over	• Flooring				
	• Roofing				
	• Painting				
	• Beautifying				
	• Benches renovation				
11. Parking outside campus	• Levelling				
	• CCTV camera enabled				
	• Others				
12. Environmental initiatives	• Increase the rooftop solar capacity				√
	• Plant oxygen friendly trees in the campus			√	
	• Install bio-gas plant in campus			√	
	• Use 100% LED lights in Institute campus		√		
	• Use bio degradable wastes of the campus by converting them in to bio fertilizer ('Waste into Wealth')	√			
	• Strengthen vermicomposting	√			
	• Strengthen the system of rain water harvesting and open well recharge to promote water conservation				√
	• Undertake regular Energy audit, Green and Environmental Audit and implementation of the recommendations of the audit reports	√			
Fostering greater engagement with the local community	• Undertake outreach program and sensitise, create awareness and provide solutions to community related issues	√			
13.Setup incubation centre for Start-up projects of students.	• Establish MoU with Government/NGOs to undertake related activities	√			
	• Strengthening Institutional Innovation Council	√			
	• Explore the possibilities of local start-up avenues	√			
	• Apply to concerned authorities for funding	√			
	• Books/free ships support through Institute to be increased	√			

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	• Training of staff members for inclusive activities related to "Divyangjans"	√			
14. Improving communication with key stakeholders such as parents, alumni, local leaders, Industries, etc.,	• Apply for grants				
	• Apply for CSR funding				
	• Alumni Management				
	• Industry Linkage				
	• Exchange Programe for Faculty				
	• Exchange Program for Research Students				
	• Linkage with SSIP centres				
15. Improving alumni engagement in various fields of activities of the Institute	• Organise regular alumni meet (both centrally and department wise)	√			
	• Involvement of alumni in various activities of the Institute	√			
	• Collection of feedback and implementation in the overall development of the Institute	√			
	•				
16.Improve social responsibility and awareness in the students by pushing for more collaborative interaction between agencies working with a social concern.	• Collaboration with NGOs				
	• Collaboration with SMC				
				·	
17. Encourage research work among faculty and students	• Setup and implement Research Development Cell	√			
	• Sentize Permanent Faculty				
	• Ph.D. Legislation				
18.Conduct outreach programmes on higher education opportunities, scholarships, skills and entrepreneurship among SEDGs	• Identify students with needs	√			
	• MoUs with NGOs and philanthropic organisations for skill and entrepreneurship development	√			
Undertake programme/add on course/activities to sensitise faculty, staff and students on issues of gender-equality	• Assign a committee to study the gap and prepare the gender sensitisation action plan	√			
	• Organise related workshops/activities to aware the staff and students	√			
Attempts to garner funds from industries under CSR activity	• Set up Research Development Cell and invite funds from Industries under CSR		√		

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		√			
Allocation of budget to make a complete Divyangjan-friendly Institute campus	through MoUs				
	• To increase ramps with grab handles wherever necessary	√			
	• To have Divyangjan friendly toilets	√			
	• To install lifts wherever possible		√		
	• Purchase study materials for "Divyangjans"	√			
	• Install tactile braille sign boards throughout the campus	√			
	• Equip all the computers on campus with screen readers	√			
	• Facility for braille printer	√			
	• Facility for braille readers in library	√			
19.Create new funding sources	• Apply for various grants to Central and State Government and to identify new source of funding	√			
Augment basic infrastructure facilities, viz, clean drinking water, clean working toilets, sports facilities, technically upgraded laboratories and pleasant classroom-spaces and campus	• Apply to concerned authorities for infrastructure grant	√			
	• Preparation and submission of proper plan and estimate along with DPR to the concerned authority	√			
	• Budget allocation for proper maintenance of the infrastructure	√			
	•				
20.Attain higher level of accreditation for the next cycle	• Equipped IQAC with latest technological tools.	√			
	• Organise quality related workshops/seminar/conferences/FDP		√		
	• Promote teachers to attend quality related workshops/ seminar /conferences	√			
	• Make efforts to increase ratings in GSIRF/NIRF.	√			

8. Targets against the deliverables after 5 Years

Sr. No.	Provide the targets against the deliverables as Indicator(s) Present	Present Rating	Target Rating (after 5 years)
1	GOVERNANCE QUALITY INDEX -		
	% of permanent Faculty Positions vacant	67 %	5 %
	% of Non-teaching permanent staff vacant	75%	50
	% of support manial permanent staff vacant	80 %	
	Total no of under graduation programs	1	05
	Total no of post graduate programs	1	2
	Total no of doctoral programs	0	1
	Faculty appointment - turn around/ cycle time in months	3-4 years	2 months
	Delay in payment of monthly salary payment of faculty	0	0
2	ACADEMIC EXCELLENCE INDEX -		
	Delay in exam conduction and declaration of results *	Exam results 2 months	15 days
	Plagiarism Check *	Yes	Yes
	Accreditation	Yes	Yes
	Teacher Student ratio	1:125	Recommended 1 : 30 ? (So need almost 25 more teachers) May evolve apprenticeship prog for M. Com students for mentorship
	% of Visiting professors *	67 %	10 %
	% of students passing out with 60% or more marks	5 %	50 % (depends on the student teacher ratio and mentor mentee ratio; without improving it from present 125 : 1 its not going to make any change -also one division of English medium/ and one division of B. Com. (Marketnig/ Management etc can change the pass out percentage. Accountancy is difficult for students
	% of graduates employed by	30	60

	convocation		
	Number of students receiving awards at National and International level	0	5 per year
	% of expenditure on Library, cyber library, and laboratories per year	As required	As required %
	% of faculty covered under pedagogical Training	00	100
	% of faculty involved in "further education"	10%	50%
	Dropout rate	10 %	5%
	No foreign collaborations	1	2
	Subscription to INFLIBNET	Yes	Yes
3	EQUITY INITIATIVE INDEX -		
	SC Student%	All given admission	All given admission upto 7 %
	ST Student%	All given admission	All given admission upto15%
	Gender Parity	1:2 (F:M)	1:1 (F:M)
	Existence of CASH (Committee Against Sexual Harassment)	Yes	Yes
.	Existence of Social Protection Cell	Yes	Yes
	Language assistance programs for weak Students	0	1-2
4	RESEARCH AND INNOVATION INDEX		
	Per-faculty publications	0	2
	Cumulative Impact Factor of publication	NA	NA
	h Index of scholars	NA	NA
	% of staff involved as principal researcher	0	30
	% of research projects fully or more than 50% funded by external agencies, industries, etc.,	100	100
	Total no of patents granted	0	5
	% of faculty receiving national/ international awards	0	10 %
	% of research income	0	1
	Doctoral degrees awarded per academic Staff		1

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	% Doctoral degrees in the total number of degrees awarded		1
	% Expenditure on research and related Facilities	0	5
	Digitization of master's and Doctoral thesis		Yes
	UPE/CPE		
	% of Income generated from non- grant Sources	0	5
5	STUDENT FACILITIES -		
	No of new professional development Programs	0	4-5
	Existence of Placement Cells and Placement Plan	Yes	Yes
	% of expenditure on infrastructure maintenance and addition	As required	AS REQUIRED
	Availability of hostel per out-station female student	No	No
	Availability of hostel per out-station male student	No	No
	Student Experience Surveys	Yes	Yes
6	Infrastructure and Others -		
	% Income generated from training courses	0	1
	% Income generated from consulting	0	1
	Computer coverage	Yes	Yes
	Internet connectivity of Campus	Yes	Yes
7.	NEP – Institutional restructing		
	Single faculty		Multi faculty HEI
	Less than 3000 students		More than 3000 students
	Affiliated college		Aspiring autonomous college / cluster uni. (depending upon permanent recruitment and funding for RUSA 2.0 grant release and affiliated uni action plan for NEP 2020

9. Sustainability of Action plan beyond 5 years

The action plan will be rolled out to after 2-3 years for further 2-3 years as per the unfolding of the events and the on-going monitoring will ensure sustainability of action plan of this plan period beyond 5 years.

10. Concluding remark

Ours is a UGC recognized Grant-in-Aid Institute, managed by SES Surat. During the 1st cycle of NAAC accreditation, carried out in November 2017, our Institute secured 2.77 CGPA with B++ grade. We have been graded with 2-star in GSIRF during in 2019. We are in the process to go for NAAC accreditation 2nd cycle by October 2023. However the acute shortage of teaching staff (67 % of required number) has paused number of challenges for us. The shortage permanent office staff (80 % of our required number) is another weak area putting financial stress on our present financial budget.

At present, we are offering University recognized courses and syllabi, which are framed keeping in mind, the students of remote villages. Unfortunately, the requirements of the current times have changed and we have not been able to keep pace with the changes. Students need to be updated with latest technological advances not only in teaching methods but also in term of knowledge gained. Thus, there is a strong need of introducing skill-based and experiential learning-oriented courses in order to increase the employability and lift up the quality of life of the students.

To implement NEP in full-fledged status, we require improving our infrastructural facilities, to establish new, computer centre and sports facility. These will help us in offering multidisciplinary education, multiple entry and exit, starting of novel courses which take our students to different height, faculty development programs, to improve quality of academic research, to improve ranking at GSIRF/NIRF.

The efficiency of an institute in the current digital era is often judged by the turnaround time of the student support provided. So, in order to provide better and faster students support services and implement e-governance in toto, a cloud-based ERP system is being implemented.

We are interested in offering various courses which not only meets current industrial requirements but will be helpful in producing research scientists for our nation. Our next goal is to establish ourselves as and centre of excellence and later on to the status of Institute of National Importance.

Our HEI is committed to the holistic development of the students. It aims to create a strong internal system for supporting diverse student associates in academic and social domains.

The Institutional Development Plan will help to guide and plan to achieve this goal.

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