

Template for
INSTITUTIONAL DEVELOPMENT PLAN (IDP 2022-2032)
FOR HIGHER EDUCATIONAL INSTITUTIONS IN GOA
As part of the implementation of National Education Policy-2020

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1. Institutional Basic Information

1.1. Institutional Profile:

Name of the	SARASWAT VIDYALAYA'S SRIDORA CACULO COLLEGE OF
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Institution	COMMERCE AND MANAGEMENT STUDIES					
Head of the Institution	Prof. Santosh B. Patkar					
Contact Details	Email: caculocollege@gmail.com		Cell No. 9421157379		Office 0832 2250042	
College Website	caculocollege.ac.in				AISHE Code: C-30834	
Name of the IQAC Coordinator	Dr. Smita Shrivastava		Email smita.shrivastava@caculocollege.ac.in		Cell No. 9850066734	
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Name of the RDI Coordinator			Email		Cell No.	
Name of the TLET Coordinator			Email		Cell No.	
NAAC Accreditation Status	1 st Cycle:		Grade: B		2 nd Cycle	
	3 rd Cycle		Grade:		4 th Cycle	
NIRF Ranking	2020-21:		2019-20:		2018-19:	
UCG Recognition	2(f)		Yes		12 B	
NBA accreditation			No		Yes	
Financial Status	Aided				Self-Finance: Yes	
Under National Education Policy (NEP 2020), would your institute prefer to be:	i. Cluster College / Constituent college of the State University					

Please note that, there is no space limit. Thus, if required, you may expand any of the following sections

Institutional SWOC Analysis

STRENGTHS:

1. Well-qualified committed, and resourceful faculty—a blend of experienced and young, energetic teaching staff and a dedicated administrative and support staff.
2. Availability of internet, intranet, and Wi-Fi on college campuses for students.
3. Well-developed sports facilities on campus with modern gym equipment.

4. A well-equipped library (with access to INFLIBNET/N-List, EPWRFTIMEseries data base automation, books, journals, e-journals, periodicals, computers, photocopiers, a separate space for group work or study, a separate space for audio-video learning, etc.), periodic and continuous acquisition of books and journals
5. Canteen facility with separate seating for staff and students.
6. The entire campus is under CCTV surveillance and is fully secured

WEAKNESSES

1. With a growing demand for new programs, the present infrastructure which is presently adequate will no longer be adequate, hence there is need to augment infrastructure.
2. Lack of job placements for B. Com students.
3. Lack of research output in the form of research projects and paper publications among permanent staff and lack of research-related software, like SPSS, for faculties and students.
4. Deficiency in attracting funding from various government and non-government organisations has been a significant issue.
5. Failure to attract bright students due to competition from two prominent colleges offering commerce and management courses within a radius of two kilo metres from our campus.

OPPORTUNITIES:

1. To introduce job-oriented and skill-development certification courses that will enable the students to find employment, be self-employed, and help meet the competition from the neighbouring colleges. The college has already constituted an IIC.
2. Introduce a postgraduate programme like MBA, which can benefit not only the students graduating from our college but also aspiring students from North Goa.
3. The college has the opportunity to build a vibrant academic-industry interface with the help of its alumni network, which will not only provide the students with more practical learning exposure but also help them to get better job placements. The faculty, too, shall significantly benefit in terms of research with a better industry connect. Better coordination with the vast alumni network of the college will also provide an impetus for raising funds.
4. More niche programmes and courses that will attract students beyond North Goa, outside Goa, and also international students.
5. Strengthening various activities at the state and national levels through MOUs with relevant agencies.
6. Encourage more outreach programmes with a social focus, keeping in mind that the college has a vibrant MOU with GIPARD (Goa Institute of Public Administration and Rural Development).

CHALLENGES:

1. The college faces stiff competition from two neighbouring colleges that provide similar programs. It is a challenge to attract the best students considering the number of choices available to them.
2. Given the aspiration to expand the student base beyond Goa, the college will find it immensely challenging to achieve this goal without providing hostel facilities for such students. Issues of land availability and construction funds will have to be dealt with.

2. Institutional Development Plan (for at-least next 10 years)

2.1. Vision

To be a model institution, providing for the holistic development of individuals with the aim of promoting a healthy and progressive society.

2.2. Mission

To impart value-added education to nurture the creative abilities of our youth and to develop professional competence with a focus on opportunities for individual excellence and the collective well-being of the community.

2.3. Goals and Objectives

- To instil values, ethics, and principles in students for their overall development.
- To emphasise the professional and personal development of students in order to prepare them to adapt to a rapidly changing environment, especially by developing their confidence and competency with modern technology.
- To assist students in developing their creative abilities so that they can become productive members of society.
- To assist students with career guidance and placement to seek employability so that they turn out to be responsible citizens of our nation.

2.4. Executive Summary

Saraswat Vidyalaya's Sridora Caculo College of Commerce and Management Studies is located in Khorlim, Mapusa. It is a part of the Saraswat Education Society, which is a hundred-year-plus organisation established in the year 1911. The college started in 1991 to cater to the higher educational aspirations of the students of the Talukas of 'North Goa' district of the State of Goa. Initially, it operated as a premier Commerce college offering B.Com program. Later, the Bachelor of Business Administration (BBA) program was added in 2000, followed by the Bachelor of Computer Applications (BCA) in 2009.

The college, over its three decades of existence, has carved a niche among all the stakeholders. It has a reputation for providing a congenial and conducive academic environment by promoting core values, ethics and various cultural and extension activities. The college has been continuously improving and working towards its vision of being a model institution providing for the holistic development of individuals to promote a healthy and progressive society.

The college aims to assist the students in developing their creative abilities to enable them to be productive and responsible members of society. It further seeks to instill values and ethics among the new generation and set them as employable citizens to contribute to our nation's economy. It also inculcates core values such as honesty, sincerity and integrity among the youth.

Apart from having a multi-storied building with amenities such as some air-conditioned classrooms, smart boards, computer labs, etc., the college also has facilities for the students' sports, cultural, social and intellectual development. The college offers programs such as B.Com (with specialization in Financial Accounting, Cost Accounting and Business Management), BBA, BCA, and other short-term and certificate courses. The BBA program of the college is one of the most sought-after programs in the state of Goa. The college provides placement assistance to the students and has built up a vibrant academic-industry network

resulting in better order for the students. It has signed MOUs with many institutions and organisations, paving the way for better training and placement of the students. The alumni of the college occupy managerial positions in various industries in India and abroad.

The college is a social institution that has ventured into many social outreach programs to benefit the common masses. However, the college is falling short of ensuring hostel facilities to the students even though the institution has attracted a few international students over the years. The college overcomes its infrastructural limitations by exercising an efficient space management mechanism.

The institution has produced many national and international players in the field of cricket, representing the state of Goa and even India. The college is equipped with a gymkhana, a canteen facility, and a sports ground.

Strengthening the student support system in Higher Education Institutions is a continuous process. Therefore, the institution has plans to upgrade the infrastructure to convert all classrooms into smart classrooms. Every classroom shall have access to the latest educational technology that enables better learning experiences. In addition, the institution also plans to set up a commerce lab, language lab, incubation centre, rainwater harvesting facility and solar panels for energy efficient usage etc. The college organises various workshops, seminars, symposia and training programs to enrich and update the teachers' knowledge base. It will continue to provide faculty enrichment programs to equip teachers with the latest teaching methodologies and makes teaching-learning more effective.. The teachers are very well involved in contributing to the online portal of the Directorate of Higher Education, Govt. of Goa 'DISHTAO'.

The college also organises events in gender equality, IPR, Personality development, grooming students for interviews, health and hygiene, information technology and communication skills every year. It plans to continue to conduct various certificate and skill-based courses in the field of Accounting and Taxation, GST, Banking and Financial Services, E-commerce, Financial modelling, Digital marketing, Graphic designing, Computer animation, Event management, Data Science with Python, technology based on Block Chain, 3D modelling, 3D Rendering, Machine Learning, Hand embroidery, Fashion designing, Stress management, Yoga, meditation and Karate for girl students.

However, there is a gap between industry requirements and academic outputs. Therefore, to bridge the gap and per the New Education Policy requirement, our institution is proposing to conduct various activities to involve industry in the educational process, and one of them is strengthening our internship program to make it more dynamic. The internship will give the students a practical exposure to the work environment in an organisation where they will be undergoing the training. This process would help students relate their theoretical knowledge to their practical life.

Instead of being job seekers, students need to be motivated to become job providers. Hence, to develop the students' entrepreneurial qualities, the college plans to set up an incubation centre. It also aims to initiate start-ups for students, contact neighbouring industries, and identify their requirements and skills so that our students can be accordingly equipped. Entrepreneurship awareness camps will be organised in pottery, nursery, cuisine, vegetable carving, bag making, beautician course, soft toys making, tailoring, etc. The college aims to provide a student-exchange program with reputed institutions in India and abroad shortly.

A library plays a vital role in an academic institution. Library up gradation is a continuous process since a library constantly needs to provide the information that its users need. In the current age of the digital environment, academic libraries should be well-equipped digitally to

cater to the growing information needs of students and the public. The college plans to provide its staff and students with the latest electronic resources such as e-books, e-journals, databases (Indstat, Delnet), plagiarism software, etc.

The college envisages community outreach programs such as short-term courses on common interest topics - cookery, yoga and meditation, nutrition, crocheting and tailoring. It also aims to organise health camps like diabetes detection camps, eye check-ups, mental health awareness, etc. Financial literacy workshops are planned to impart the same to the poor and downtrodden in society.

The college has already set up a Research Centre in Commerce with the Cluster Research Centre, Government College of Arts and Commerce-Pernem. The College also intends to establish a Research Centre in Economics affiliated with Goa University. The college has taken the first step and created the Caculo Research Fund to inculcate the habit of research work among faculty members. Promoting MOOC courses through portals like Swayam for students to pick up additional skills and qualifications is in the pipeline. The college plans to offer credit transfer for courses in multi-disciplinary fields, which students can take up across different programs within the college in line with the NEP. It also aims to establish an incubation centre with a pool of talented faculties and industry experts for promoting new business ventures. It also plans to commence PG programs like MBA shortly.

Our Institutional Development Plan framework detailed in the subsequent pages below, looks into the perspective of the institution holistically and provides an insight into how infrastructure facilities will be upgraded, student support systems augmented, and academic deficiencies will be addressed to bring them on par with the best institutions in the state to enable our college to attract the best talent in teaching and learning. The college aims to pursue innovations which are relevant to the times and meet the expectations of the students, faculties, and staff and to be ready to face challenges in progressing towards implementing NEP 2020 in its letter and spirit.

2.5. Developing Motivated and Energized Faculty

SHORT-TERM GOALS – 2 YEARS

1. Qualified national resource persons will be invited to organise faculty enrichment programs. Besides this, teachers will be encouraged to attend and present papers at seminars and conferences within and outside the state.
2. Faculty Development Programs will be conducted regularly to keep the faculties updated. They are and would continue to be encouraged to attend and present papers at workshops, seminars, and conferences. Well-planned and curated FDPs are an investment in human resources and ultimately result in enhanced teaching and learning experiences.

MEDIUM-TERM GOALS -5 YEARS

1. Faculty training programmes will be conducted on the learning management system and advanced teaching and learning processes.

LONG-TERM GOALS - 10 YEARS

1. Encouraging faculties to get involved in research projects and take up learning online through various MOOC portals and relevant FDPs.

2.6. Teaching, Learning and Education Technology

SHORT-TERM GOAL TWO-YEARS

1. Framing, implementing and monitoring CO/PSO/POs to be done by all faculties.
2. Session plans for each course will be designed by the faculty conducting the course with an emphasis on behavioural competencies. This will help link every subject with specific core skills that the student is expected to develop at the end of the course.
3. Student feedback for each course conducted, along with their feedback for the faculty teaching the class, will be undertaken to ensure continual improvement in the delivery of course content.
4. Student evaluations by the faculty will also be conducted every term to identify certain students who require more help and to identify students with higher levels of skill sets.
5. Undertake special remedial classes for slow learners after assessing the need for such classes.
6. Motivational talks will be held to encourage students to finish their courses. This can be done through allotted faculty or college counsellors, or external motivational speakers.

MEDIUM-TERM GOAL 5 YEARS

1. Attempt to reach a students' passing percentage of 95%–100%.
2. Review of CO/PSO/POs and necessary changes to be implemented.
3. Industry-based surveys and industrial tours will be conducted regularly.
4. Projects, seminars, and workshops will be organised regularly.
5. Encourage Swayam and MOOC courses.
6. Develop a repository of Swayam, MOOC courses and ODI courses
7. A one to two month internship in the industry, especially in a relevant domain area, should be a necessity for students to earn their graduate degree. This can be implemented if the university makes it mandatory.
8. Undertake at least one soft skills development course every year with a particular emphasis on oral communication, written communication, and body language. This will be done through certificate courses if the syllabus does not support such courses.

LONG-TERM GOAL 10 YEARS

1. Every classroom will have modern ICT tools such as smart boards.
2. College will allow credit transfer for courses in multi-disciplinary fields, which students can take across different programmes within the college, assuming that the university will undertake this reform.
3. Introduction of postgraduate courses.
4. Promoting MOOC courses through portals like Swayam will allow students to pick up additional skills and qualifications.

2.7. Research Development and Innovation

Attracting Research Funds

a) Short Term Plan for 2 years

The college has come up with the Caculo Research Fund to inculcate the habit of research work among faculty members. The fund presently allocates a sum of Rs 1 lakh per year, where a maximum of Rs. 20,000/- may be sanctioned per minor research project. This initiative will be up-scaled to Rs 50000/- per project, and two lakhs will be allotted annually.

b) Medium-Term Plan

To attract funding from DHE/ UGC/ other government agencies for arranging State / National / International level workshops / Seminars / Conferences and Research Methodology short-term coaching courses. Attempts will also be made to understand other alternative sources of funds and ways of acquiring them.

c) Long Term Plan for 10 years

Funds will be raised from National and International agencies for environmentally significant and green initiatives related research.

Improving the Quality and Quantity of Research Publications

d) Short Term Plan for 2 years

The Research and Innovation cell has plans to organise a Research Paper Competition to facilitate and encourage faculties and students to write quality research papers and present them in seminars and conferences. Further, these papers could be published in reputed journals by the respective faculties.

The Cell also intends to conduct more sessions on topics like the selection of journals, E-resources available for research and training in statistical tools and quantitative techniques to improve the chances of the acceptance of research papers by quality/ prestigious journals.

e) Short/medium Term Plan

Faculty of the college is entitled to apply for minor research projects from Caculo Research Fund. This funding is a total sum of Rs. 20000/project. This move will undoubtedly motivate faculty members to make use of this facility. Further, the papers emerging from these projects stand a good chance of getting published in reputed journals.

c) Long Term Plan for 10 years

We intend to continue the above two programs for the long term to regularly improve the quality and quantity of research papers and publications in peer-reviewed journals. The college also plans to start its own Peer Reviewed Research Journal.

Training Faculty/students for research

a) Short Term Plan for 2 years

The Research and Innovation cell and the departments are organising State / National / International level workshops / Seminars / Conferences. The committee plans to continue this trend in future.

b) Short/medium Term Plan

The Research and Innovation cell of the college will also encourage more faculty members to

apply for Guide ship and set up Research Centres in other subjects.

c) Long Term Plan for 10 years

The Research and Innovation cell plans to start a Centre for Research Methodology for conducting short-term courses for registered and research aspirants from the college and other academicians interested in the same.

Developing an environment conducive to research

a) Short Term Plan for 2 years

The college has already established a commerce research centre with the cluster college, the Government College of Arts and Commerce-Pernem. The college also intends to establish a research centre in economics that will be affiliated with Goa University. Research-related experience-sharing sessions will be conducted on a fortnightly basis to develop research habits among our college faculty members.

b) Medium Term Plan for 5 years

Faculty members will publish papers in peer-reviewed journals and ensure that they register for Ph.D.

c) Long Term Plan for 10 years

The Research and Innovation cell plans to set up a Research Methodology Centre where senior, full time staff from our college and experts from other states will visit and deliver lectures on varied topics. (Qualitative as well as quantitative topics of Research). This will be a long-term initiative for ten years as there will be a stepwise move from short-term courses to a full-fledged centre for these courses.

2.8. Industry-Academic Partnership

Internship

There is a gap between industry requirements and academic graduates. Therefore, to bridge the gap and as per the requirement of the New Education Policy, our institution is proposing to conduct various activities to involve industry in the educational process, and one of them is an internship program. Internship will give the students practical exposure to the work environment. This process would help the student relate their theoretical knowledge to the practical life.

SHORT-TERM GOAL 2 YEARS

1. As of now, an internship is a part of the curriculum for the BBA program but it is not a part of the curriculum for the BCOM and BCA programs; hence the institution will start the internship on a voluntary basis for B.Com and BCA in a phased manner, i.e., Third-year students first, then Second and then the First year. Thus, it will be implemented in a full-fledged

manner in two years.

2. Undertake at least one industry tour for the students every year. This is required more for the graduating batch.

3. Regular interaction of students with experts from various industries so that the students can get a better perspective of life in the industry. These interactions will also help students understand what the industry expects from them in terms of skills and knowledge.

MEDIUM-TERM GOAL 5 YEARS

1. As the NEP demands internships to be a part of the curriculum, the institution will make the internship program mandatory for all the students seeking admission to the institution.

2. The college proposes to sign more MOUs with different organisations and industries in order to cooperate in research collaborations, internships, workshops, placements and industry interaction.

LONG-TERM GOALS 10 YEARS

1. The college will create a research cell with a rich pool of talented faculties who should be engaging in consultancy work with various companies on a professional basis. This will help both the college as well as the faculties to explore additional sources of revenue/income while gaining more knowledge by working directly for the industry. For the industry, it will be an opportunity to get researchers and consultants who have the requisite knowledge and are willing to engage with them for relatively lower sums of money as compared to professional consultants.

2. An attempt for a more significant representation of senior industry executives on the management panel of the institution will be made.

2.9. Institution's Placement Plan for Students

SHORT-TERM GOAL 2 YEARS

1. At the first-year level, students are to be identified based on their career Goals.

2. Arranging for career counselling, practice sessions of mock interviews for personality development and to suggest how to improve their weaknesses will be arranged for.

3. Guide students in writing perfect resumes.

4. Building soft skills and Communication skills in students by conducting soft skill and communication courses.

5. Regularly updating current students as well as Alumni about job opportunities in varied fields through social media platforms.

MEDIUM-TERM GOAL 5 YEARS

1. To equip students with skills necessary in the job market by conducting various skill-oriented certificate courses
2. Students' internship program to be intensified from the first year level, making students ready for the job market.

LONG-TERM GOAL 10 YEARS

1. Regularly conducting and organizing hands-on training sessions to better equip students with technological advancements and the dynamic scenarios in the job market.
2. Develop strong links with the industry, multinationals, business houses, and public sector with the intention to provide 100% employment opportunities to students.
3. A vibrant IIC will help nurture entrepreneurial skills and the ability to transform our students into successful entrepreneurs.

2.10. Achieving the Target for Accreditation

SHORT-TERM GOAL TWO YEARS

1. Increasing Research Publication
2. Establishment of a Research centre/cluster college.
3. Establishment of Commerce Lab, Language lab
4. Increase Short Term Certificate Courses
5. Increase In Students Placements
6. Increase In Summer Internships

MEDIUM-TERM GOALS FIVE YEARS

1. Compulsory internship for B.Com students
2. Field Visits for all B.Com students
3. Increase in PhD qualified teachers
4. Compulsory short-term certified courses for students
5. Separate Canteen for differently abled.
6. Develop infrastructure for Post Graduate Programmes
7. Green Measures - Rainwater Harvesting and Solar Lighting

LONG-TERM GOALS TEN YEARS

1. All staff to be Ph.D holders
2. 100% placement for students
3. Separate Building Blocks for BBA and BCA
4. Separate block for Postgraduate course
5. Attracting students – national and international students.
6. Separate Indoor gymnasium

2.11. Incubation and Start-up

SHORT-TERM GOAL TWO YEARS

Instead of being job seekers, students need to be motivated to become job providers. Hence, the entrepreneurial qualities of students need to be developed. In order to develop entrepreneurial qualities among the students, the college plans to set up an incubation centre. The institution has participated in the ATAL ranking and established the IIC. The focus is to strengthen the IIC with the following measures.

1. Sessions by the CIBA Team
2. Field visits to CIBA, nurseries, organizations making terra-cotta items, etc
3. Students' Bazar
4. Awareness of various government schemes for starting enterprises
5. Developing an e-platform for the exchange of innovative ideas, raising awareness of local and traditional products, and producing
6. Workshops and Sessions on Business Plan Projects
7. Sessions on social media and digital marketing.
8. Training on how to write business plans/project proposals to avail govt. benefits/schemes

MEDIUM-TERM GOAL FIVE YEARS

1. Experience sharing by innovators and entrepreneurs for the purpose of sharing information amongst students on entrepreneurial aspects.
2. Business plan or start-up idea competition.
3. Conducting entrepreneurial activities in the adopted village
4. Felicitation of the year's student entrepreneurs.

LONG-TERM GOALS TEN YEARS

1. Incubation and start-ups for students; contacting neighbouring industries, identifying their requirements, and skilling our students
2. Entrepreneurship awareness camps
3. Providing training courses in Apiary, pottery, nursery, cuisine, vegetable carving, and bag-making Beauty, soft toys, tailoring, etc., to enable them to set up their own ventures.
4. Collaboration with Polytechnic for electric appliance and mobile repair
5. Encourage service-oriented start-up like Devnagari typing, and translation software.
6. Provide varied training programmes on IPR and business registration and landholding and increase the frequency of such sessions.

2.12. Alumni Engagement/ Activities plan

SHORT-TERM GOAL 2 YEARS

1. To create an alumni database and update the same on a periodical basis.
2. To enable current known members to interact with the college in a meaningful way by providing services for remedial teaching, talks and other interactions.
3. To identify engagement opportunities beneficial for alumni as well as the college.
4. To continue with the conduct of activities such as competitions, seminars and reunions for current students, faculty & staff and alumni members.

MEDIUM-TERM GOAL 5 YEARS

1. Evaluate the needs, expectations, and attitudes of various alumni groups, and segment them into appropriate groups for better engagement.
2. To continue with and increase the conduct of activities such as competitions, seminars and reunions for current students, faculty & staff and alumni members.

LONG-TERM GOAL 10 YEARS

1. Facilitate two-way communication between the college and alumni for increased engagement.
2. Recognize the experiences, needs, and prospects of alumni to improve college standards continually.
3. To create a community that encourages participation, philanthropy, and engagement to further the mission, values, and prospects of the college.

2.13. Basic Infrastructure Development plan

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SHORT TIME GOAL (2 YEARS)

1. Air-conditioned and digital library
2. Establishment of a Commerce/Language laboratory
3. Air conditioning in B Com Classrooms
4. Establishment of a Research lab
5. Installation of Lift in the building

MEDIUM-TERM GOAL (5 YEARS)

1. Smart classrooms
2. The college plans to have fully ICT-enabled classrooms to improve teaching and learning
3. Switching over to solar energy
4. Rainwater Harvesting

LONG-TERM GOALS (10 YEARS)

1. Separate Teaching Block - To start more UG and PG courses, the college needs to have a separate building that can accommodate the classrooms, staff room, laboratories, etc. Hence the college plans to have a separate facility that can accommodate the needs of more courses.
2. Construction of separate blocks for Post-graduate Courses- Growth and development are natural processes. As the college has grown and expanded, the college plans to start at least one post-graduate course in the immediate future.

3. Separate Canteen Block - Currently, the canteen is located on the top floor since there is no space. Hence, the college plans to have a separate block for the canteen in the new building.
4. Indoor Gymkhana - The college has a sports centre on the third floor of its building. It has facilities for games like table tennis, carom. It also houses a gym. However, it is not sufficient to satisfy the needs of the entire college. Hence, an independent indoor gymkhana which can provide more varied facilities is needed. The college has been appreciated for its performance in sports.

2.14. Skill Development of Non-teaching Staff

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SHORT TIME GOAL(2 YEARS)

1. Training program in MS Word and Excel.
2. Sessions on emotional well-being and health issues.
3. Training session on disaster management with the demonstration.
4. Sessions on physical fitness, relaxation with meditation.
5. Sessions on legal issues, rights, and responsibilities.
6. Training in office management and disciplinary issues

MID-TERM GOALS (5 YEARS)

1. Training in soft skills: General etiquette and work skills.
2. Training session on communication skills and Personality development.

LONG-TERM GOALS (10 YEARS)

1. In-service training to upgrade the professional skills of non-teaching staff to enhance their ability to carry on everyday activities.
2. Training on the subjects like leadership, human resource management in organisations, etc.

2.15. Any Other Initiatives for the Student and Institutional Growth

1. SEMINARS FOR STUDENTS

A seminar is an activity that helps the students to get additional knowledge and experience and helps the students to build up organisation skills. Every year, the institution proposes to have a Class Seminar for classes on various topics like:

- a. Gender equality
- b. Intellectual property rights
- c. Personality development
- d. Grooming students for interviews
- e. Health and Hygiene
- f. Information technology

g. Communication skills

Workshops will also be conducted as per the latest technology and trends in IT for the students.

2. CERTIFICATE COURSES AND SKILLS-BASED COURSES

Many Certificate and Skilled-based courses are to be introduced. Presently, this number is limited. Skill-based courses will be organised in association with government organisations and NGOs. The college is planning to organise Certificate and Skill based courses in the following areas:

1. GST and Taxation
2. Banking and Financial Services (BFS)
3. E-commerce
4. Office Management
5. Digital Marketing
6. Graphic Designing
7. Computer Animation
8. Event Management
9. Data Science with Python
10. Technology-Based on Blockchain
11. 3D Modelling
12. 3D Rendering
13. Machine Learning
14. Hand Embroidery
15. Fashion Designing
16. Stress & Emotional Management
17. Yoga & Meditation

3. ENCOURAGING ENTREPRENEURSHIP AMONG STUDENTS

Instead of being job seekers, students need to be motivated to become job providers. Hence, the entrepreneurial qualities of students need to be developed. To develop entrepreneurial qualities among the students, the college plans to set up an incubation centre. The college has constituted the Institution Innovation Council, and the IIC will be conducting various activities in collaboration with other departments or cells.

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4. STUDENTS EXCHANGE PROGRAM

Students need to interact with other students from diverse backgrounds to understand cultural diversity, different ethos, practices and values.

- To have at least one exchange programme in two years with an institute in our country.
- To arrange for at least one international exchange programme in five years.

4. COMMUNITY OUTREACH PROGRAMS

- a. During specified hours, the library will be open to the public, bankers, and government staff.

- b. Short-term courses in areas like cooking, yoga, meditation, nutrition, crocheting, tailoring, etc. to be arranged for local community.
- c. Organising health camps like diabetes detection camps, eye check-ups, and mental health awareness.
- d. 'Composting' workshops
- e. Awareness of cybercrimes and safety
- f. Conducting anti-plastic drive,
- f. Financial literacy workshops.
- g. Using college premises in the evenings and holidays for activities like classical dance training, Zumba, music, and self-defence training for girls

5. LIBRARY DEVELOPMENT _

- a. Automation of library activities such as acquisition and serial management
- b. OPAC training for staff and students
- c. Raising awareness of e-resources among faculty and students, as well as training them to use them.
- d. Extending library facilities to learners through access to digital library resources that are accessible 24x7.
- e. plagiarism software
- f. Collection and development of electronic resources such as e-books, e-journals, databases (Indstat, Delnet), etc.
- g. Document scanners to scan the old library records.
- h. Extending services to the community by keeping the library open to the public beyond the college's working hours
- i. RFID for the safety of the library.