

INSTITUTIONAL DEVELOPMENT PLAN (IDP)

UNDER NEP-2020



Established: 1956-60

SHREE SHARADAPPETH ARTS, COMMERCE & COLLEGE OF EDUCATION - DWARKA

P. B. No 23, Highway Road, Dwarka-361335

Dist. Dev Bhoomi Dwarka (Gujarat)

Established:

Email : shrispccollege@yahoo.co.in

**Department of Higher Education
Government of Gujarat**

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(1) Vision and Mission

Describe the organization's vision for its future - the organization's expectations for its future, where the organization wants to materialize

VISION

Shree Shardapeeth College of Arts, Commerce & Education - Dwarka Devbhoomi is situated in a small semi-urban town of Dwarka district. This institution was established in the year 1959-60 by Jagat Guru Shankaracharyaji Abhinav Sachidanand Guriji with a view to develop education in this backward sea coastal area and to make it easier for the people of this area to get higher education. Which is known as Shree Shardapeeth Vidya Sabha Trust. The overall management of this college is done by Shree Shardapeeth Vidyasabha Trust.

As the institute is situated in semi-urban area, most of our students come from nearby villages belong to the agriculture class .

Vision:-

Vision of the institution is “To humanize human beings in the form of progressive, responsible, and character built student-teachers to fulfill the demand of the society for value based education and to contribute to build the nation.

Describe the overall mission and purpose of the institution.

Mission:-

Our is one the oldest institute, established (in the year 1971) to provide education to the youth of nearby villages and talukas of the district. Our is the only College providing education of the students among five talukas. The initial mission is to provide equality higher education to the students. To achieve this, apart from classroom interaction, seminars, group discussion and other extra-curricular activities are arranged frequently. Efforts are being made to develop scientific temperament and in still human it a rian value sin young minds. Importance is given on the all-round development of the students through various skill development programs and on creating awareness among them to wards the problems of the society. Till now the Institute serves successfully in achieving this mission/object.

Mission of the college is to:-

- To create teaching, learning environment by integrating an idea of inclusiveness, shared responsibility, openness and adaptive governance.
- Open acknowledgement and quality of global life through dignity dedication and devotion.

(02) INSTITUTIONAL BASIC INFORMATION

2.1 Institutional Identity:-

(1) Name of the Institution:- **SHREE SHARDAPEETH ARTS COMMERCE & COLLEGE OF EDUCATION-DWARKA**

(2) Type of Institution:- **GIA**

(3) Category: Co-education/ Girls:- **Co-education**

(4) Location: (urban / rural):- **Rural**

(5) Website Address of the College: www.shardapeethcollegedwarka.org

(6) Name of Head of Institution and Project Nodal Officers

HEAD AND NODAL OFFICER	NAME & DEPARTMENT	MOBILE NUMBER	E-MAIL ADDRESS
Principal	Dr. SANDIP A. VADHER	9427279245	shrispccollege@yahoo.co.in
Vice-Principal	-----	-----	-----
IDP Coordinator	-----	-----	-----

2.2 Establishment Details:-

Sr. No.	Establishment Details		
1	Year of establishment		June, 1956-60
2	Name of University to which Affiliated		Bhaktakavi Narsinh Mehta University-Junagadh
3	Year of Permanent Affiliation		05-07-1990
4	Year of Temporary Affiliation		NA

2.3 NAAC Accreditation:-

	DATE OF APPLICATION	DATE ON WHICH ACCREDITATION WAS RECEIVED	GRADE	VALIDTILL
1 st Cycle	31.10.2008	30/09/2009	C	29/09/2014

(03) STUDENTS'PROFILE

Academic Information for 2022-2023

SR. NO.	STREAM (ARTS/COMMERCE & EDUCATION)	LEVEL (UG & PG)	COURSE NAME	DURATION (YEARS)	SANCTIONED ANNUAL INTAKE
1	Arts	UG	B.A.(Regular)	3 Year	372
2	Commerce	UG	B.Com (Regular)	3 Year	284
3	B. ed.	EDUCATION	B.ed (Regular)	2 Year	77

(04) INFRASTRUCTURE

4.1 No. of Class Room in the College:-

SEATING CAPACITY	250 CAPACITY	180 CAPACITY	80 CAPACITY	20 CAPACITY
NO OF CLASS ROOM	----	02	06	10

4.2 Library:

Sr. No.	PARAMETERS	NUMBER OF BOOKS
1	Total number of text books and reference books available in library for student's (approx.)	Books 7000 Ref Books 20,000

4.3 Reading Room:-

READING ROOM	SITTING CAPACITY
01	A space has been provided in the library itself for separate reading. In which there is arrangement for 40 seats.

4.4 First-Aid Box and Functional fire Extinguisher Facilities:-

First Aid box available	Functional fire extinguisher
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Principal Room(Y/N)	Any other location (Y/N) If Y, Mention location	Principal's chamber/Class Room/Corridor	Near Main Electricals switch Board(Y/N)	Library(Y/N)
yes	Sports Room, NSS Room	Yes	Yes	Yes

4.5 Hostels (Boys)

Sr.	Parameters	Specify details
1	Does the college/Institute have Student Hostel (Yes/No)	Yes
2	If Yes, Number of Hostels	01
3	Hostel-wise Intake Capacity	30
4	Hostel-wise Present students strength	12
5	No. of ST students amongsl no 4 above	NA
6	No. of SC students amongsl no 4 above	NA
7	No. of differently able students amongsl No 4 above	NA
8	Facilities (Common room, Food, Games & Sports, Reading room etc.)	Yes
9	Hostel accommodation fees per month	NA
10	Hostel mess fees per month	NA
11	Mess management (fully by students/ fully by college admin/ both)	NA
12	Are the hostels accessible to differently able students ?	NA
13	No of toilet sin Boys Hostel	Yes
14	No of urinals in Boys Hostel	Yes
15	No of bathrooms in Boys Hostel	08
16	No of drinking water facility in Boys Hostel	Yes
17	Furniture provided to students (cot/table/bookshelf)	Yes
18	Electricity connection available (Y/N)	Yes
19	Fire Extinguisher: Y/N	Yes
20	First aid box available: Y/N	Yes
21	No of drinking water points available:	Yes

4.6 Hostels (Girls)

Sr.	Parameters	Specify details
1.	Does the college/Institute have Student Hostel (Yes/No)	NA
2.	If Yes, Number of Hostels	NA
3.	Intake Capacity	NA
4.	Present students strength	NA
5.	No.ofSTstudentsamongsl.no 4 above	NA
6.	No. of SC students amongsl no 4 above	NA
7.	No. of differently able students amongsl no4above	NA
8.	Facilities (Common room, Food, Games & Sports, Reading room etc.)	NA
9.	Hostel accommodation fees per month	NA
10.	Hostel mess fees per month	NA
11.	Mess management (fully by students/fully by collegeadmin/ both)	NA
12.	Are the hostels accessible to differently able students?	NA
13.	No of toilet sin Girls Hostel	NA
14.	No of urinals in Girls Hostel	NA
15.	No of bath rooms in Girls Hostel	NA
16.	No of drinking water facility in Girls Hostel	NA
17.	Furniture provided to student (cot/table/bookshelf)	NA

18.	Electricity connection available (Y/N)	NA
19.	No of fire Extinguisher exist:	NA
20.	No of first aid box available:	NA
21.	No of drinking water facilityavailable:	NA

4.7 Toilet/Urinal Facility in the College

Facility	Number for Boys	Number for Girls
Closets	04	04
Urinals	04	04

4.8 Drinking Water Facility in the College

Sr. No.	Drinking water with purifier	No. of Taps	Capacity in liters
1	01	06	50 Liters

(05) SWOC ANALYSIS

SHREE SARADAPEETH ARTS, COMMERCE & COLLEGE OF EDUCATION - DWARKA

Strength:-

1. Sufficient area of land for future growth and extension of the institution.
2. Eco-friendly campus environment
3. The institution has dedicated teaching and non-teaching staffs
4. Wide variety of students from multi-ethnic domain
5. Achievement in sports and culture
6. A vibrant NSS/NCC Wing
7. Accessibility and connectivity of the institution has a location advantage.
8. The IQAC is continuously involved in enhancing the quality education and it is well-supported by Management and stakeholders in the formation and implementation of its policy.
9. The teachers are involved in social service and various program in the area.
10. Healthy relationship between teachers and students.
11. Well-equipped library
12. Effective implementation of the curriculum prescribed by the affiliating university.
13. Curricular programmes are conducted as per Academic Calendar.
14. Teaching activity is carried out by experienced and qualified teachers.
15. Lecture plus modern methods are used.
16. Cooperative friendly and healthy atmosphere
17. Discipline has been maintained.
18. Moral and value based education.
19. Semester system is in practice.
20. No case of ragging, sexual harassment student complaint.

Weakness:-

1. Financial limitation
2. As per requirement, the institution has less number of sanctioned posts.
3. Temporary arrangement for teaching and non-teaching activity with contractual/part time engagements.
4. Limited digital infrastructure, need to create smart class, MOOC studio to record online lectures, Skill development lab to provide employability skill training, etc.
5. Since our college is affiliated under University, we follow the curriculum of the university, not our own curriculum. We would like to offer other courses also which can generate more employability.
6. Less use of modern technology.
7. Library system not fully computerized.
8. Because it is a rural and backward extension, so the students do not stay in the regular class due to the local public being indifferent to education.
9. Computer Labs need up gradation and modernization.

Opportunity:-

1. To provide quality education to rural/urban students. It is one of the important institutions in rural/urban area. We have sufficient land/building for and can introduce UG/PG in different subjects, digital education and other short term courses also. By the proper facilities we can provide better employment to students and develop their spirits to nation-building.

2. Can be the guiding force towards bringing positive change in the society.
3. Suitable ambience for creating a harmonious environment.
4. Potential for research to usefulness in the path of human welfare and development.
5. Potential for extending the program “No Use of Plastics” in rural/urban areas.
6. Library- reading habit to be generated among a wider public.
7. For widening the scope of employment, short term training courses or workshop can be organized. There is greater possibility of networking among the alumni. Potential for extending facilities of competitive examination preparation for rural/urban areas students.
8. Potential to provide IT literacy training to rural/urban students of the area.
9. New skilled courses can be introduced specially short term (Certificate/Diploma)
10. Computer based and English Skill development courses.
11. Infrastructure can be utilized for some extra courses/programs (after noon/evening classes).
12. Possibility of more UGC funding under different schemes.
13. Use of Internet ICT to reach out the global poll of knowledge.

Challenges:-

1. **Use of Modern Technology**—Most of our students are belonging to villages and economically backward background, they are not well versed with the modern technology use.
2. **Lack of Transport Facility** – There is insufficient transport facility available.
3. **Campus Recruitment** – Dwarka is a small town having no big industry therefore we cannot arrange for the campus interview except, special arrangement of campus university carried out with the NGOs.
4. **Shortage of Funds** –Due to shortage of funds, College cannot carry out major modernization programs.
5. **Staff Shortage**—We are currently facing the shortage of staff in case of teaching and non-teaching posts.
6. **Curriculum** –Being an affiliated College, there is no flexibility to adopt new career oriented courses.

Specific objectives:-

- **To ensure all around development of the students.**
- **To impart the value oriented education.**
- **To make them aware of environment importance and its protection.**
- **To make them aware of modern trends of education.**

(06) NEED ASSESSMENT

6.1 Academic Administration:-

1	Whether detailed lesson plans are given to students ?	Yes
2	If yes, Is the lesson plan followed strictly ?	Yes
3	What type of monitoring system is followed for completing course within set Time frame ?	Every faculty prepares unit and semester wise calendar under the supervision of H.O.D.
4	What type (monthly, quarterly, biannually, annually) of attendance management system is followed in the institute? What is the method of intimation to Faculty/students ?	twice a year manual and via mobile
5	What type of feedback system issued for appraising the performance of faculty members ? a. 360 degree b. Student's feedback c. Self-appraisal d. CCR	Students' Feedback Self appraisal
6.	Is the rating communicated to teachers for improvement ?	Yes

6.2 Infrastructural Development & Maintenance:-

Sr. No	Describe	
1	What type of expansion work is required for existing Infrastructure ? Is own land available for this?	1. Creation of Smart Class Room. 2. New Class room for UG and PG 3. RO plant Yes, own Land is available
1(a)	Are men and women hostel adequately as per demand? If expansion required, is own land available ?	NA
1(b)	Are men and women toilet block adequately as per demand? If expansion required, is adequate space available?	NA
2	What type of modernization/renovation works are needed for existing infrastructure ? (Laboratories, Library, hostels etc.)	1. Library Modernization and reading room construction 2. Creation of Smart Class Room. 3. Computer Lab modernization with Computers
3	What type of infrastructural development work required for non-academic area for the institution (toilets, girls common room etc.)	NA
4	What type of infrastructural development work is needed for making them accessible for differently-able students?	Ramps
5	Does the institute maintain the academic and non-academic infrastructure areas ?	Yes
6	What are the monitoring mechanisms followed for maintenance?	for the routine work and repair staff and hire manpower is used and for the measure, repairs and construction is carried out by

		the Management of the College.
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6.3 Effective Institutional Governance:-

Sr.No.		
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 More times, as and when require	Yes, Yes, Approved Quarterly
2	Does the institution have E-Governance project (ERP&MIS) implemented ?	ERP implemented by the University
3	How record keeping and data management is done in the institute ?	Accounting and Partially student data is computerized
4	What type of library management system is there in the institute ?	Manual
5	What type of financial management and accounting system is followed in the institute ?	Manual/ Computerized accounting management system is followed
6	Does the institute have its own active website ? If yes, mention web address	Yes www.shardapeethcollegedwarka.org

6.4 Man power Management:-

Sr.No.	Describe	
1	Does the institute have ad equate and skilled man power (both teaching and non-teaching)	No 4 posts of teaching staff and 12 posts of Non-teaching staff are vacant.
2	Does the institute have a grievances redress mechanism ? Do they represent all the stakeholders ? Specify. a. For Staff b. For Students	Yes For Staff – Senior faculties and representatives of Management For Students – Staff Members and students representative
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	a. Regular training b. Counseling on Performance

(07) Research & Development

Sr. No.	Describe	
1	What are the research activities taken by the institute?	Faculties and Ph.D. scholars registered under the faculties are provided facilities like TA/DA as per norms, study leaves, research project grant, open access to all computers, internet facilities, printings, library books etc...
2	Has the institute identified the thrust areas for research work in the institutes? If yes, Please mention the areas	No
3	How does the institute facilitate the project funding, from Sources like: (UGC/AICTE/ICSSR/CSIR/DBT/DST etc.)	Ph.D. scholars registered under the faculties are facilitated for the procurement of UGC grant
4	Has the institute handled Inter-disciplinary Project?	No
5	Has the institute worked on student Research project?	No
6	Has the institute measured the growth in research and development through participation and contributions in International/National Conferences, Seminars, Symposia, Workshops, and initiation of academic exchange programs? If yes, give details.	Yes, the faculties are allowed to nominate and contribute to National/International Conferences, Seminars, Workshops, faculties development program conducted by the Government.
7	What type of facilities and incentives are provided to faculty members to manage the research work after getting the Funding?	Most of faculty members at present having Ph.D. degree holder no need to get funding from the funding institute.

7.1 Monitoring and Evaluation:-

Sr. No.	Describe	
1	Does the present administration, academic and financial System needs monitoring and development for flaw less simple emendation?	Yes
2	Does the institute have IQAC cell? If yes, State the major functions of the cell.	<p style="text-align: center;">Yes</p> <p>Major Functions :</p> <ul style="list-style-type: none"> • Developing system for quality culture. • Provides necessary guidance to the teachers. • To provide training to the teachers. • Encourages the research based work culture.

		<ul style="list-style-type: none"> • To reduce the gap between students and staff.
3	Give details of the number of meetings held by the IQAC Cell for the last 3 years	6
4	Does the institute conduct the followings: <ol style="list-style-type: none"> Academic Audit Energy Audit Green Audit Financial Audit Administrative Audit 	a. Academic Audit d. Financial Audit e. Administrative Audit
5	Mention the audits last done:	Jan-2023 (2022-23)

7.2 Supporting Students from Disadvantaged Backgrounds:-

Sr. No.	Describe the particular needs of your students by answering the following questions:	
1	What is the academic/skill training support that students may need for improving employability?	1. Computer and IT literacy 2. English and Communication Skills 3. Short-term Certificate Course 4. Personality Development Program for students exposure
2	Do all students wanting hostel accommodation get it on priority from the 1 st year on wards?	Yes
3	What is the academic/skill training support that SC/ST students may need for improving employability?	1. Computer and IT literacy 2. English and Communication Skills 3. Giving Extra Class and training through MOOCS studio/recorded lectures 4. Short-term Certificate Course
4	Do all SC/ST students wanting hostel accommodation get it on priority from 1 st year on wards?	Yes

(08) PLANNING AND EXECUTION STRATEGY

Strategic Goals are to be prepared after consulting stakeholders such as students, parents, Governing Body, alumni, well-wishers, etc., A SWOC analysis be done based on which the Strategic Goals be prepared for the Institution. Some suggestive goals are given below.

Strategies Plan for institutional development based on SWOT analysis.

1. Building up on our strengths, introduce new courses to make education accessible to more students from rural/nearby areas and less privileged sections of the society.
2. To enhance the quality of courses currently offered but 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.
3. Establish new infrastructure & improve the existing infrastructure.
4. To make teaching learning process more effective by Adding more smart classrooms, MOOC Studio, Skills Lab, Blended learning - MOOCS & Digital recording Studio, ICT integrated teaching for faculty in innovative teaching methodology.
5. Improve social responsibility and awareness in the students by pushing for more collaborative interaction between agencies working with a social concern.
6. Plan for increasing revenue sources, maintenance of assets, pro-environmental initiatives, social / community engagement etc.,
7. Improving communication with key stakeholders such as parents, alumni, local leaders, industries, etc.,
8. Improving the faculty competency in terms of academic proficiency, communication skills, administrative capacity etc.,

Execution Plan Goal:

Activity 1: Timely conduct of classes to complete syllabus.

Improvement Plan: Digital Classrooms are proposed under the project. Guest Faculty/Contractual Faculty will be engaged under the project.

Activity 2: Monitor weak / backward students and provide additional academic support.

Improvement Plan: Faculty will be motivated to engage with weak students. This will be factored in the timetable.

Activity 3: Ensuring access to library books and Computer Lab

Improvement Plan: Computer labs and computers are proposed under the project. Lab and Library will be kept open during college hours and students motivated to use them.

Activity 4: To provide placement opportunities for promoting employment.

Improvement Plan: To establish Skills lab to provide entrepreneurship and employability skills training. Opening of placement cell in the college.

- Liasoning with local Industries.

-Providing training to the students through different types of Agencies like Banking guide, DIC, MSME and rural self-employment Training.

Activity 5: Improving communication with key stake holders such as parents, alumni, industries and local Leaders.

Improvement Plan: Periodic meeting of parents, students and teachers.

-Periodic meetings by inviting carrier guide for guiding the students for different carrier opportunities.

Activity 6: Improving faculty competency items of ascendancy proficiency, communication skills and administrative capacity.

Improvement Plan: Complete visit to library by faculty members at least for one hour a day

-Holding faculty improvement programmes on monthly basic.

-Brain storming sessions, Language training and interpersonal communication skills training to be organized in proposed skills lab.

Activity 7: Monitoring the students and faculty for effective Learning out comes.

Improvement Plan: Introduction of daily performance report.

Activity 8: Plan for increasing revenue sources

Improvement Plan: Collection of student fees for extra courses, Donation from public, etc.

(09) Budget plan (Rs. In Crore)

Sr. No.	List of Activities	Specify	Estimate Cost (Rs. In Crore)	Detail Project Report attached
1.	Construction of New Library	2000-2500 sq. ft. including reading room	0.25	
2.	Renovation of existing infrastructure	Color work, plastering, etc.	0.26	
3.	Renovation of Girls Toilet	1	0.05	
4.	Renovation of Boys Toilet	1	0.05	
5.	Renovation of existing infrastructure	Furniture in classroom	0.50	
6.	Modernization of classrooms	Digital / Smart Class rooms	0.55	
7.	Up gradation of computer laboratories	Computer Lab with furniture and acoustic	0.00	
8.	MOOCS & Digital recording Studio	For Blended Learning	0.20	
9.	Books		0.10	
10.	Development of communication skill training		0.24	
11.	Drinking water	Replacing UV plant with water purifier plant	0.05	
12.	CCTV Cameras	TO cover whole campus and classes	0.05	
13.	Sports equipment	Development of sports grounds, sports kits, etc.	0.25	
14.	Canteen	Including kitchen-Cooking Areas /stores-Gen, Cold, Vegetables/Preparation Areas/Catering /Washing etc.)	0.10	
Total			2.65	