Shri Shambhubhai V. Patel College of Computer Science and Business Management

Near I.C. Gandhi High School, Sumul Dairy Road, Surat. 395 008.

Standard Format for Institutional Development Plan (IDP)

1. Cover Page

- **Title: Institutional Development Plan (IDP)**
- Name of the Institution:- Shri Shambhubhai V. Patel College of Computer Science and Business Management
- Address:- Near I.C. Gandhi High School, Sumul Dairy Road, Surat. 395 008.
- Duration (i.e. 2025–2030):- 2025-2030
- Date of Submission:- 3-1-2026

2. Table of Contents

- Well-structured listing of all sections and sub-sections

3. Executive Summary

- Brief overview of the institution's current status
- Vision,
    - To Contribute to Society through Excellence in Management and Technical Education
    - To become Pioneer institute of Management and Technical Studies
- mission,
    - To develop human Potential to its fullest extent so that intellectually capable and imaginatively gifted leaders and technocrats can emerge.
- strategic goals
    - To provide **quality higher education** through effective teaching–learning practices
    - To promote **skill development and employability** among students
    - To encourage **ethical values, discipline, and social responsibility**
    - To strengthen **research, innovation, and academic enrichment activities**
    - To enhance **industry interaction, internships, and career support**
    - To continuously improve **infrastructure and learning resources**
    - To ensure **quality assurance and compliance** with VNSGU and NAAC norms
- Summary of key initiatives in the IDP

    The Institutional Development Plan focuses on improving teaching–learning quality, introducing skill-based courses, strengthening student support and career guidance, promoting faculty development and research, enhancing infrastructure and digital resources, and ensuring continuous quality improvement through IQAC in line with

VNSGU and NAAC guidelines.

4. Institutional Profile

- Year of establishment:- 2008
- Type of institution (e.g., Public, Private, Autonomous, Deemed, Sectorial) :- Private
- Accreditation & affiliations:-
- Programs offered
- Faculty and staff strength
- Student demographics

5. SWOC Analysis

- Strengths
- Weaknesses
- Opportunities
- Challenges

Strengths

- Well-established **management** with academic focus and administrative support
- **Affiliation with a Veer Narmad South Gujarat university**, ensuring standard curriculum and evaluation system
- Qualified and experienced **teaching faculty** committed to student mentoring
- Student-friendly campus with **adequate classrooms, library, and basic ICT facilities**
- Good **student–teacher ratio**, enabling personalized academic attention
- Active participation in **co-curricular and extension activities**
- Strong **local reputation** and trust among parents and Students
- Regular conduct of **seminars, workshops, and guest lectures**

Weaknesses

- **Limited academic autonomy** due to affiliated status
- Constraints in introducing **industry-oriented or interdisciplinary courses**
- Limited **research funding and publications**
- Dependence on **university examination schedules and results**
- Limited number of **MoUs with industries and institutions**
- Need for enhanced **faculty development programs**

Opportunities

- Scope to introduce **certificate, value-added, and skill-based courses**
- Potential to strengthen **industry–academia collaboration**

- Use of **digital learning platforms, MOOCs, and blended learning**
- Development of **career guidance, placement, and entrepreneurship cells**
- Strengthening **alumni association** for mentoring and institutional support
- Increasing student engagement through **community outreach and NSS activities**

Challenges

- Increasing **competition from autonomous and deemed universities**
- Rapid changes in **technology and employability requirements**
- Attracting and retaining **highly qualified faculty** in a private setup
- Financial constraints affecting **infrastructure upgradation**
- Ensuring consistent **student enrolment** amid demographic and policy changes
- Compliance with **NAAC, UGC and university regulations**

6. Vision, Mission and Core Values

- Vision
    - To Contribute to Society through Excellence in Management and Technical Education
    - To become Pioneer institute of Management and Technical Studies
- Mission
    - To develop human Potential to its fullest extent so that intellectually capable and imaginatively gifted leaders and technocrats can emerge.
- Core institutional values
    - Academic Integrity
    - Commitment to Excellence
    - Professional Ethics
    - Innovation and Continuous Improvement
    - Respect for Diversity
    - Community Engagement

7. Strategic Goals and Objectives

- Short-term goals (1–2 years)
    - Improve **teaching–learning quality** using ICT and student-centric methods
    - Strengthen **IQAC, documentation, and compliance** with VNSGU & NAAC
    - Introduce **certificate and skill-based courses**
    - Enhance **student mentoring, career guidance, and soft-skill training**
    - Upgrade **basic infrastructure and digital facilities**

- Medium-term goals (3–5 years)
    - Expand **value-added and interdisciplinary programs**
    - Promote **research culture** and faculty publications
    - Establish **MoUs with industries and institutions**
    - Strengthen **placements, internships, and entrepreneurship initiatives**
    - Improve **student welfare and extracurricular engagement**
- Long-term goals (5+ years)
    - Introduce **new academic programs** as per university norms
    - Develop the college as a **regional center of excellence**
    - Achieve **higher NAAC accreditation**
    - Strengthen **research, innovation, and collaborations**
    - Develop **modern, sustainable campus infrastructure**

8. Key Focus Areas

The Institutional Development Plan (IDP) of College, offering BCA and BBA programmes, is structured around strategic focus areas that support academic excellence, employability, innovation, sustainability, and national priorities.

- **Academic Excellence:**

    College is committed to delivering high-quality, outcome-based education in BCA and BBA by:
    - Updating curricula in line with industry and university requirements
    - Integrating case studies, project-based learning, and ICT tools
    - Promoting student-centric teaching and continuous assessment

- **Research and Innovation:**

    The college encourages a research-oriented academic environment through:
    - Faculty and student research projects
    - Publication in reputed journals
    - Promotion of innovation, start-ups, and problem-solving skills
    - Establishing a Research and Innovation Cell

- **Faculty Development**

    Quality education depends on skilled teachers. College focuses on:
    - Regular Faculty Development Programs (FDPs)
    - Training in emerging technologies, pedagogy, and research

- **Encouraging higher studies, certifications, and publications**

- **Infrastructure Development**

  To support effective learning, the college prioritizes:
  - Modern classrooms and computer laboratories
  - High-speed internet and smart teaching tools
  - Well-equipped library and e-resources

- **Industry Collaboration**

  Strong industry linkage improves employability. SVP College promotes:
  - MoUs with IT firms, startups, and business organizations
  - Guest lectures, industrial visits, and internships
  - Industry-aligned curriculum and skill training

- **Student Support and Employability**

  The institution ensures holistic student development by:
  - Career guidance, placement training, and mentoring
  - Soft skills, communication, and aptitude development
  - Support for economically and academically weak students

- **Digital Transformation**

  College is moving towards a digitally enabled campus through:
  - Learning Management System (LMS)
  - Online assessments and e-resources
  - Digital administration and academic monitoring

- **Sustainability and Green Campus Initiatives**

  The college integrates environmental responsibility by:
  - Promoting paperless systems and e-governance
  - Energy-efficient lighting and equipment
  - Tree plantation, waste management, and awareness programs

- **Internationalization**

  College aims to prepare students for the **global market** by:
  - Introducing global case studies and business practices
  - Online guest lectures from international experts
  - Encouraging global certifications and MOOCs

- **Promotion of knowledge of India**

The college promotes Indian values, heritage, and indigenous knowledge systems through:

- • Inclusion of Indian business models, ethics, and digital initiatives
- • Celebrating national days and cultural activities
- • Integrating local and traditional knowledge in learn

9. Action Plan / Implementation Strategy

College has developed a structured action plan to achieve its strategic objectives for academic excellence, research growth, digital infrastructure and student development. Each activity is assigned responsibility, timeline, budget and measurable KPIs to ensure effective implementation.

Sample Strategic Objectives and Action Plan

Table1: Sample Strategic Objectives and Action Plan

SN	Strategic Objective	Activities	Responsible Person/Dept	Timeline	KPIs	Review Intervals
1	Enhance Academic Quality	Curriculum update, introduction of value-added courses, workshops	Principal, Heads of Departments (BCA & BBA), Faculty	6 months – 1 year	Updated curriculum, number of workshops conducted, student feedback score ≥80%	Quarterly
2	Faculty Development	Organize FDPs, encourage certifications, research publications	IQAC, HR, Faculty Coordinators	Yearly	Number of FDPs conducted, publications in journals, faculty certification completion	Bi-Annual
3	Digital Infrastructure Improvement	Upgrade computer labs, install LMS, ERP, smart classrooms	IT Dept, Admin	1 year	Functional digital systems, LMS usage reports, student satisfaction	Quarterly
4	Student Skill Development & Placement	Soft skill training, internships, career guidance workshops	Placement Cell, Faculty Mentors	Ongoing	Placement rate ≥75%, number of students trained, internship completion	Quarterly
5	Research & Innovation Promotion	Seed funding for projects, encourage faculty/student publications, patent filing	Research Committee, IQAC	2 years	Number of projects funded, publications, patents filed	Annual
6	Industry Collaboration & MoUs	Conduct workshops, industrial visits, sign MoUs with companies	Principal, Department Heads	Ongoing	Number of MoUs signed, workshops/visits conducted	Annual

7	Infrastructure Development	Classroom renovation, library enhancement, Wi-Fi expansion	Admin, Maintenance Dept	1-3 years	Improved infrastructure, student satisfaction ≥85%	Bi-Annual
8	Quality Assurance & Accreditation	Internal audits, NAAC/NIRF preparation, stakeholder feedback	IQAC, Principal	Ongoing	Audit reports completed, NAAC score improvement, stakeholder satisfaction	Quarterly

Implementation Highlights

1. **Responsibility:** Each activity is clearly assigned to departments or individuals to ensure accountability.

2. **Timeline:** Short-term (6 months–1 year), medium-term (2–3 years), long-term (5 years) planning.

3. **Budget:** Estimated financial requirements are aligned with IDP priorities and funding sources.

4. **KPIs:** Measurable outcomes ensure performance tracking and continuous improvement.

5. **Review Intervals:** Regular monitoring ensures corrective actions can be implemented promptly.

10. Monitoring and Evaluation

- **Mechanism for tracking progress (Online/Ofline)**

Monitoring and evaluation (M&E) is a critical component of College's Institutional Development Plan, ensuring that academic, financial and infrastructural objectives are achieved efficiently and effectively.

Table2: Mechanism for tracking progress

Method	Description
IQAC Monitoring	Internal Quality Assurance Cell tracks progress of academic and institutional activities against IDP goals.
Digital Tracking	Use of ERP/LMS to monitor student attendance, performance, faculty activity, and resource utilization.
Offline Tracking	Regular departmental meetings, academic calendars, logbooks, and progress reports submitted by faculty and staff.
Key Performance Indicators (KPIs)	Metrics for academic outcomes, placement rates, research publications, workshops conducted, student satisfaction surveys.

- **Mid-term review and feedback loop**

  - **Quarterly Review:** Department heads submit progress reports to IQAC for review.

  - **Mid-Year Assessment:** College management evaluates achievement of IDP milestones and identifies gaps.

- **Corrective Measures:** Action plans are implemented to address shortfalls in academic, financial, or infrastructure targets.
- **Annual Reporting:** Consolidated report shared with management, faculty, and governing body to assess overall institutional performance.

- **Stakeholder involvement**
  - **Faculty:** Contribute to self-assessment, curriculum updates, and academic audits.
  - **Students:** Feedback on courses, faculty performance, and infrastructure via surveys and suggestion boxes.
  - **Parents & Alumni:** Provide insights on skill development, employability and industry relevance.
  - **Industry Partners:** Guidance on curriculum alignment, internship programs and placement support.
  - **Management:** Periodic review of institutional policies, budget allocation, and strategic goals.
- **The Monitoring and Evaluation framework ensures that:**
  - Institutional activities are aligned with IDP objectives
  - Continuous improvement is achieved through feedback-driven decision-making
  - Stakeholders are actively engaged in the college's development
  - Academic quality, student satisfaction and operational efficiency are enhanced systematically

11. Risk Management

Effective risk management is crucial for ensuring academic continuity, financial stability and institutional growth. College adopts a structured approach to identify, assess and mitigate key risks associated with its operations and development.

- **Identification of key risks**

Table3: Identification of key risks

Risk Category	Potential Risk	Impact
Academic	Outdated curriculum, low student engagement, poor placement outcomes	Reduced student satisfaction and employability

	Dependence on limited revenue sources (student fees), delayed fee collection	Cash flow issues affecting operations and development projects
Financial	Dependence on limited revenue sources (student fees), delayed fee collection	Cash flow issues affecting operations and development projects
Infrastructure & Technology	IT system failure, lab equipment downtime, inadequate digital resources	Disruption of teaching-learning and administrative processes
Human Resource	Faculty attrition, lack of skill development, inadequate training	Quality of teaching, research output, and student support compromised
Regulatory & Compliance	Non-compliance with university or NAAC norms, delay in submissions	Accreditation issues, reputational damage
Health & Safety	Accidents in labs, campus safety, fire hazards	Legal liabilities, harm to students/staff, negative perception
External & Environmental	Natural disasters, pandemic outbreaks, cyber threats	Interruption of academic activities, financial and reputational losses
Regulatory & Compliance	Non-compliance with university or NAAC norms, delay in submissions	Accreditation issues, reputational damage
Health & Safety	Accidents in labs, campus safety, fire hazards	Legal liabilities, harm to students/staff, negative perception

- **Mitigation strategies**

Table4: Mitigation strategies

Risk Category	Mitigation Strategy
Academic	Regular curriculum updates, industry-aligned electives, student feedback mechanisms, faculty workshops
Financial	Diversify funding (certification programs, industry sponsorships, alumni support), timely budget review, maintain emergency fund
Infrastructure & Technology	Regular maintenance of labs, IT system backups, cloud-based solutions, disaster recovery plan
Human Resource	Faculty retention policies, continuous professional development (FDPs), mentoring and recognition programs
Regulatory & Compliance	Establish IQAC monitoring, periodic internal audits, timely submission of reports and compliance documents
Health & Safety	Install fire safety equipment, CCTV monitoring, regular safety drills, first aid training
External & Environmental	Emergency preparedness plan, online learning backup (LMS), cybersecurity measures, insurance coverage

12.Budget and Financial Plan

- **Detailed financial requirements**

To ensure quality education and holistic development for BCA and BBA students, College plans the following financial allocation over the next five years:

Table5: Budget and Financial Plan

Area	Purpose
Academic Development	Study material, library resources
Faculty Development	Workshops, FDPs, research support, certification programs
Digital Infrastructure	Smart classrooms, Wi-Fi, ERP/LMS, online learning platforms
Student Development	Placement support, internships, soft skills, entrepreneurship programs
Industry Collaboration	Guest lectures, workshops, MoUs with IT & business firms
Quality Assurance	NAAC preparation, internal academic audits, IQAC initiatives
Campus Development	Classrooms, labs, library, energy-efficient utilities

- **Source of funds (government, private, internal)**
  Being a self-financed institution**,** College plans to mobilize funds through:

<p align="center">Table6: Source of funds</p>

Source	Description
Student Fees	Primary funding source from BCA and BBA programs
Government / University Grants	Nil
Skill & Certification Programs	Short-term courses (Python, Data Analytics, Digital Marketing, Technical Analysis, Tally)
Industry Sponsorships	Workshops, training sessions, internships
Alumni Contributions	Nil
Consultancy / Training	Faculty-led projects for companies or community

- Sustainability plan: College aims to sustain its financial and academic growth through:

1. **Revenue Diversification**
   - Certification and skill-based programs
   - Short-term workshops and online courses

2. **Cost Optimization**
   - Digital resources, e-library, shared lab infrastructure
   - Energy-efficient and eco-friendly campus initiatives

3. **Performance-based Planning**
   - Aligning budget allocations to academic outcomes, placement, and research productivity

4. **Quality-led Growth**
   - Better student outcomes → higher admissions → stable finances
   - NAAC compliance to attract grants and partnerships

13.Annexures

The annexures form an integral part of the Institutional Development Plan (IDP) of College. They provide documentary evidence, policy frameworks and data support to validate the strategies and action plans presented in the IDP.

- Supporting documents
  The following documents will be included to support the IDP:
    - College Affiliation Letters
    - Trust/Management Registration Certificates
    - AICTE / University approvals (if applicable)
    - Faculty qualification and appointment letters
    - Infrastructure and laboratory details
    - Library and e-resource subscriptions
    - MoUs with industries and institutions

- Placement records and training programs
- NAAC/IQAC related documents

These documents authenticate the academic, administrative and financial capabilities of College.

- Organizational structure

  The organizational structure of College reflects a transparent and accountable governance system:
  - Governing Body / Management
  - Principal
  - IQAC
  - Heads of Departments (BCA & BBA)
  - Academic Committees
  - Administrative Office
  - Faculty Members
  - Support Staff
  - Student Bodies

  A detailed organizational chart showing reporting and decision-making hierarchy is included in this annexure.

- Policies

  The following institutional policies support the effective implementation of the IDP:
  - Academic Policy
  - Research & Innovation Policy
  - Faculty Development Policy
  - Student Support & Mentoring Policy
  - Grievance Redressal Policy
  - Code of Conduct for Students & Staff
  - IT and Digital Learning Policy
  - Financial Management and Audit Policy
  - Green Campus and Sustainability Policy

  These policies ensure fairness, quality, accountability and compliance in institutional operations.