

# 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 Institution	VVM's Shree Damodar College of Commerce & Economics, Margao-Goa						
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College Website	https://www.damodarcollge.edu.in				AISHE Code:30846		
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Name of the RDI Coordinator	Dr. Maithili Naik		Email: maithili.naik@vvm.edu.in		Cell No. 9822984115		
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NAAC Accreditation Status	1 <sup>st</sup> Cycle: 1999		Grade: ***		2 <sup>nd</sup> Cycle 2006		Grade: B++
	3 <sup>rd</sup> Cycle 2015		Grade: B		4 <sup>th</sup> Cycle 2021		Grade: A
NIRF Ranking	2020-21:		2019-20:		2018-19:		2017-18:
UCG Recognition	2(f)	Yes			12 B	Yes	
NBA accreditation			No				
Financial Status	Government/Aided: Aided						
Under National Education Policy (NEP 2020), would your institute prefer to be:	Part of Higher-Educational Institution (HEIs) cluster.						

## 1.2. Institutional SWOC Analysis

### **Strengths:**

- An established, well-known and reputed College accredited by NAAC at A Grade
- Substantial industry involvement in academics
- Students complete Add-on Certificate Courses and Skill development courses
- Financial assistance for students from economically weaker backgrounds
- Excellent results at Goa University examinations, with students on the merit list
- Transparency in examination processes and grievance redressal
- Timely declaration of results
- Well-qualified faculty
- Use of ICT and ICT tools in teaching
- National/International seminars/conferences/workshops held every year
- Literature review and anti-plagiarism check compulsory for student projects
- Impactful extension activities for women, senior citizens, orphans, cleanliness, financial literacy, digital literacy
- Outstanding reputation in Sports
- NCC Army and Navy Wings, with girls enrolled in both Wings
- Active Placement Cell
- Active Entrepreneurship Cell
- An automated and ICT-enabled Library, with e-resources and databases
- Women in positions of leadership
- Visionary and supportive Management

### **Weaknesses:**

- B.Com is the only aided programme, and regular staff is just 25% of the total staff
- Limited control over syllabus since the College is affiliated to Goa University
- Pattern of Question papers decided by Goa University, restricting scope to assess different learning outcomes
- Any new programme can only be started on self-financed basis
- Lot of scope for improvement in the area of Research and publications
- No official awards received for extension work

### **Opportunities:**

- Scope for MoUs with professional bodies, top-rated educational institutions, organizations and NGOs for exchange programmes, training, extension and outreach
- Entrepreneurship development

- Funded research projects, as the Government of Goa is creating a Research Fund as part of its preparation for implementation of NEP 2020
- MOOCs for faculty development
- Creation of Virtual Labs as suggested in NEP 2020
- SC/ST, OBC and Minority Cells to ensure that eligible students from all programmes avail Government Scholarships
- Tapping CSR funds
- Assistive facilities for Divyangjan
- Multidisciplinarity arising out of cluster formation will provide wide choice of courses for students.

**Challenges:**

- Reduced attention span of students and multiple distractions faced by them.
- Students' reluctance to enroll for add-on courses.
- Reluctance of youth to enroll for new, career-oriented programmes, mainly because all programmes are self-financed and fees are higher than grant-in-aid programmes.
- UGC no longer funding research projects
- Tracking student progression difficult as students do not provide data
- Challenges faced in student placement as students are choosy about jobs

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

<b>2.1. Vision</b>
The College sees itself as a torch-bearer imparting total quality education.
<b>2.2. Mission</b>
The College stands committed to nurturing an environment for the holistic growth of our students, by imparting knowledge, values and skills, conducive to good citizenship.
<b>2.3. Goals and Objectives</b>
<p><b><u>Goal of the institution</u></b></p> <p>To achieve academic excellence and create committed citizens with strong moral and ethical values.</p> <p><b><u>Objectives of the Institution</u></b></p> <ol style="list-style-type: none"> <li>1. To provide a learner-centered environment of excellence in education through effective pedagogy and adoption of technology.</li> <li>2. To provide adequate infrastructure and create an environment for qualitative teaching, learning and development of life skills.</li> <li>3. To collaborate with the best academic centers for effective updating in teaching and research in different knowledge domains.</li> <li>4. To provide career oriented education to the students to avail and create better job opportunities.</li> <li>5. To conduct co-curricular, extra-curricular and extension activities for the holistic development of students.</li> <li>6. To promote research culture among faculty members and students for the benefit of society.</li> <li>7. To develop socially responsible citizens with global competencies.</li> </ol>

## 2.4. Executive Summary

The College Institutional Development Plan has been chalked out keeping in mind the Vision, Mission and Goal of the College, as well as its objectives. The objectives cover the entire education experience of students during their period of study and encompass teaching and learning, updation of knowledge and acquisition of skills, research and academic writing/publication, physical infrastructure and IT facilities, learning resources, etc.

Good quality faculty is the first requirement for effective curriculum delivery and effective learning. To ensure that the faculty members continue to be the best, the College will conduct regular training sessions for them and organize FDPs to assist them in updating knowledge, acquiring skills and keeping pace with developments in educational technology. The College will invest in software to measure educational outcomes and confirm that stated course outcomes and learning outcomes are actually being achieved. The College aims to assess student attainment of higher cognitive levels (CL4 and above of Bloom's Taxonomy), which measure application, analytical ability, etc. which are learnings that are essential for workplace productivity. Faculty embedment in industry will be continued on a regular and continuous basis.

The College has plans to design and offer multidisciplinary certificate courses in collaboration with Cluster colleges. Identification of MOOCs that students could complete as Generic Elective Courses or Skill Enhancement Courses and proposing these to Goa University, are other items planned to improve students' knowledge and skills. The College will explore MoUs with National Skill Development Corporation / Sector Skill Councils and similar agencies for sector-based counseling to up-skill students for different job roles.

Students' progress will be enhanced by stepping up industry-academic linkages, coaching for entrance examinations, encouraging students to improve their educational qualifications, career counselling, mentoring, improving placement efforts, and so on. The College will create more Centres of Excellence in areas such as Accounting, Finance, Retail, etc.

Research and publication are essential requirements for teachers in higher education. This is an area where there is a lot of scope for improvement. Collaborative interdisciplinary research projects will be taken up with cluster partners to ensure multidisciplinary teaching and learning. The IDP envisages setting up start-up incubation and research centers to encourage industry-academic linkages and interdisciplinary research. Faculty and students will be encouraged to undertake industry-specific projects focusing on issues, problems, opportunities faced by business organizations. Recognition and rewards for research and publication in quality journals are also proposed as a step to build a research culture in the institution. A Research Unit comprising qualified faculty with research experience to be formed with special focus on market or industry-related issues. The College plans to provide training to faculty and students in the process of idea generation, problem/opportunity identification or problem solving.

Adequate infrastructure such as upgradation of sports facilities – development of the playground for football, handball, cricket, smart boards/interactive boards in classrooms, exhibition space.... to be provided for overall development of students.

Lastly, the IDP aims to develop socially responsible citizens through effective extension and outreach activities in the adopted village

## 2.5. Developing Motivated and Energized Faculty

### 2 years

Conduct of regular training sessions, workshops and FDPs for updating knowledge, skills and attitudes required for implementing new techniques and curriculum.

### 5-10 years (Medium and long-term)

1. Continuing professional development by way of workshops and FDPs for updating knowledge and skills in respect of technological developments as well as subject domain areas.
2. Workshops and FDPs for faculty members and courses for self-reflection and self-assessment in areas such as Creative thinking, Digital literacy, Personality development, Stress management, Teaching techniques in pace with National Education Policy, 2020, team building, soft skills and industry awareness, professional ethics.
3. Organization of annual team outings, yoga sessions, wellness & fitness sessions on a regular basis for motivating faculty members.
4. Provision of measures and incentives such as financial assistance to participate in training programmes, long-duration FDPs and publication of books, recognition and awards, special programs on health and fitness, yoga and meditation.

## 2.6. Teaching, Learning and Education Technology

### ● Implementation of Outcome Based Education (OBE)

### 2 years

1. Course Outcomes and Learning Outcomes of all courses to be specified, mapped and measured to the POs/ PSOs across all the programmes.
2. Mapping and measuring maximum activities / events organized and conducted by various cells, committees, clubs, departments to the COs/POs
3. Every department will adopt measures such as regular remedial classes, coaching, mentoring, buddy learning to improve learning outcomes
4. Identifying weak and slow learners and providing them with additional academic support and increased faculty engagement for improvement in the attainment of learning outcomes.
5. Regular monitoring of students' performance by mentors

6. Encouraging students to participate in extra-curricular activities, inter-collegiate competitions and other events to enhance skill development and personality development
7. Commit to using modern ICT techniques to make the learning experience more effective, i.e. pedagogical innovation, immersive learning, student-centric methods aimed at improving the learning process of students for better attainment of course outcomes and learning outcomes.
8. Usage of at least 2 collaborative/interactive pedagogies per course.

#### **5 years**

1. Focus on attainment of higher cognitive levels CL4 and above of Bloom's Taxonomy.
2. Software to measure and evaluate the attainment of course outcomes and their mapping to programme outcomes and programme specific outcomes. Mentors to then discuss assessment reports with their mentees.
3. Develop a mechanism to ensure that students are given feedback on their performance on learning outcomes.
4. Sign MOUs and/or collaborate with local companies and organizations to promote industry-based learning experience among students. Students can be encouraged to undertake research projects to facilitate better understanding of academic concepts, learn problem-solving skills and develop industry-specific skills which will help in stronger attainment of learning outcomes.

#### **10 years**

1. Institution to provide simulation based software to faculty to facilitate application-based learning for better attainment of learning outcomes. E.g. CAPSIM is a software that gives users hands-on experience in making strategic business decisions across the core functions of a business in an immersive environment.
2. Changing the assessment and evaluation pattern from the existing written exams (SEE) to practical-based assessment to enhance the learning and academic skills of students and enhance their employability.

#### **Enhancement of Students progress**

##### **2 years**

1. Conduct buddy /peer learning sessions for advanced learners.
2. Setting Question papers according to COs and at higher levels of Cognitive Learning
3. Conduct coaching for NET/SET/GPSC/UPSC/IBPS/CAT/MAT, and other such competitive exams.
4. Organize Research Methodology workshops to create a research mindset in students and impart research skills.
5. Introduce and offer add-on certificate courses that will build students' practical knowledge and

skills

6. Conduct regular life skills and soft skills sessions catering to the needs of the workplace; if possible, these to be included in the curriculum
7. Mentoring students to help them identify their career goals.
8. Strengthening and consolidating the Centre of Excellence in Sales and setting up one more Centre of Excellence in any identified domain.

### **5 Years**

1. Encouraging students to improve their qualifications by taking up postgraduate degree / diploma programmes, PhD
2. Encouraging students for IAS/ UPSC.
3. Continuation of efforts to create a strong research culture in the College.
4. Achievement of 100% results.
5. Conduct training sessions by alumni to achieve specific career goals.
6. Encourage student enrolment based on multi-disciplinary courses offered through the cluster system of colleges.
7. Setting up Centres of Excellence in Accounting, Finance, Retail Management, specific, selected areas in Computer Science.

### **10 Years**

1. Achievement of 100% placement of students who register for placement.
2. Encouragement for completion of PhD.
3. Provide holistic education based on the curriculum and co-curriculum offered through multidisciplinary courses by colleges within the cluster.

### **Multidisciplinary teaching**

#### **2 Years:**

1. Increased emphasis on soft skills like communication, discussion and debates for cross-disciplinary and inter-disciplinary thinking.
2. More courses to be offered to students through participation in the cluster.

#### **5 Years:**

1. Conducting multidisciplinary certificate courses (standalone)
2. Collaborative interdisciplinary research projects to be taken up to ensure multidisciplinary teaching and learning.

**10 Years:**

1. Creating an institutional repository of activities like quizzes, videos for different subjects\_which can be accessed by students at any time.
2. Conducting multidisciplinary certificate courses in collaboration with cluster colleges
3. Setting up start-up incubation and research centres to encourage industry-academic linkages and interdisciplinary research

- MOOCs and ODL

**2 years**

All teachers to complete at least one MOOC every year, to ensure regular updating of knowledge

**5 years**

Identify and propose MOOCs to Goa University as Credit Courses that students could complete as Generic Elective Courses or Skill Enhancement Courses

**10 years**

College to develop at least one MOOC and one programme for ODL, in collaboration with cluster partners

## **2.7. Research Development and Innovation**

### **Attracting research funds (State, National, International, Industry etc.)**

#### **2 years**

1. Faculty and Students to be encouraged to undertake projects that are industry-specific, focusing on problems or opportunities.
2. Focus on studying real issues faced by business organizations within the State.
3. Providing faculty members and students training on the process of idea generation, problem/opportunity identification and problem-solving.
4. Students to be encouraged to take up problem-solving projects in various courses at the Undergraduate and Postgraduate level in the form of case studies of specific industries.

#### **5 years**

1. A Research Unit comprising qualified Faculty with PhD and research experience to be formed with special focus on Market or Industry related issues.
2. Undertake Industry-specific research through collaborations with the respective industry at the State and National Level and also through in-depth research on various problems at the National and Global level, thereby gaining attention of major research funding agencies.

#### **10 years**

1. Focus on Quality and solution-oriented Research Proposals and building alliances with various organizations/Institutions in their Research activities, which can attract other organizations to collaborate with the College for various research-oriented activities

#### **● Improving quantity and quality of research publications**

#### **2 Years**

Encourage faculty members to collaborate and contribute multiple author papers for publication in UGC CARE List Journals.

#### **5 Years**

Recognition to every faculty member publishing in UGC CARE, WoS, Scopus Publications – introduce and sustain as a Best Practice of the College

#### **10 Years**

Building a Research Network of Senior Guides collaborating across the Cluster for involvement in guidance and contribution towards good publications.

- **Training faculty/ students for research**

**2 years**

1. Organize a series of sessions, workshops, short term courses, FDP in Research Methodology
2. Identify open source software & train people to use these for research.

For students:

- Basic Concepts in Research Methodology, Research Process
- Structure of a research paper and research report, academic writing

For faculty:

- Workshops on basic and advanced research; use of various software and latest quantitative and qualitative techniques of research

Post Graduate students and interested undergraduate students to write/present and publish research papers as part of their ISA

**5 years**

1. To take up minor and major research projects in collaboration with Govt. dept.
2. The research culture established over the 5 years will enable faculty members to publish at least one research paper in a year in a peer reviewed UGC CARE / Scopus/ WoS indexed journals. This will help to prepare research proposals for minor and major research projects

**10 years**

1. PhD Faculty / PhD Scholars and other faculty of the institution to publish research papers in Scopus/WOS indexed journals annually.
2. Peer (faculty) guidance to faculty to be provided on an ongoing basis.

- **Preparing faculties for 4<sup>th</sup> year research programme**

**2 years**

1. All regular faculty members to register for /complete Ph.D.
2. Training all faculty members in Research Techniques – Primary and Secondary Data Analysis, Econometrics, Qualitative Research – 6 months/ 1 year/ 2 years courses
3. Enable teachers to be uptodate with the latest developments in technology and data science and its applications in modern business
4. Training all faculty members in data analytics, business analytics, machine learning, programming languages – 6 months/ 1 year/ 2 years courses

**5 years**

1. Collaborate with research associations, business organizations/companies and government

departments/ agencies

2. Provide opportunities for students and faculty members to assess problems and select projects for research
3. Provide internship opportunities in research and data science

### **10 years**

1. To create simulation laboratory in college - to enable students to plan and work on their projects by having weekly/ monthly interactions with alumni who are working in well-known organizations in research/data analytics fields.
2. To increase the number of Ph.D guides in college by encouraging faculty members to enroll themselves as research guides.

### **● Developing an environment conducive for research.**

#### **2 years:**

1. Orientation sessions for students about the facilities available for research
2. All faculty members to take up research, present papers and contribute articles to recognized journals
3. Student exchange and faculty exchange programme to be initiated to provide exposure.
4. RDI Cell to act as a guide for students starting research.

#### **5 years:**

1. FDP/SDP for faculties/students on regular basis to adapt to recent developments in research methodology
2. Giving recognition to teachers and scholars for every achievement in research.

#### **10 years:**

1. Providing space, equipment and support facilities for undertaking research.
2. Collaboration with the members of the cluster, with other agencies, institutions, research bodies for sharing research facilities.

## 2.8. Industry-Academia Partnership

- Including industry experts in the Board of Studies (BoS)/ academics

### 2 years

1. Inviting industry experts as Visiting Faculty or Resource Persons for workshops, seminars for every course - every semester
2. Designing skill-based short term courses with the guidance of industry experts
3. Organizing 2-3 weeks certificate courses to be conducted jointly by faculty members and industry experts; faculty to teach the basic concepts and the industry experts to take up the advanced level concepts
4. Partnerships/ tie-ups/MOUs with bodies like GCCI, ICAI, ICWAI, IMA, GTA, TCS, etc.
5. Collaboration with reputed soft-skills training institutes for certificate courses.
6. Tie-ups for MBA coaching with reputed institutes.

### 5 Years

1. Goa University and DHE to adopt UGC's concept of 'Professor of Practice' - industry experts to be appointed as faculty members on tenure basis.
2. Setting up of Skill Development Councils for every program, which will have industry representatives who can design suitable courses and also monitor their implementation.
3. Program Mentoring Councils to be created for all programmes

### 10 years

1. Industry experts to be made members of BoS, once the cluster becomes an autonomous degree granting cluster
2. Industry veterans to be involved in the process of syllabus designing and online certificate course designing.
3. Industry experts to be invited once a month as Program Specific Mentors and Subject/Elective Specific Mentors.

### Industry Internship for Faculty members / Students

#### Internships for students

### 2 Years:

- Motivating and incentivizing students to take up internship as an effective experiential learning technique; a powerful incentive could be considering the internship as an Intra-Semester Assessment.
- Experience gained from the internship to be shared with other students by way of class

presentations

- Live projects mentored by industry experts for Final Year students.

**5-10 Years:**

- Ensuring students complete at least one summer internship before they graduate
- Helping students get placed through internships

**Industry Embedment for Faculty members**

**2 Years:**

- Faculty members to take up industry internship/embedment in business organizations in Goa
- Experience gained to be shared with other faculty members, used in classroom discussions and shared with students

**5 Years:**

- Every faculty to mandatorily complete industry embedment once every 5 years
- Deputing faculty members to business organizations outside Goa for embedment.

## 2.9. Institution's Placement Plan for Students

### 2 years

1. Increased association with industry by way of internship, industry guest faculty/speakers, regular sessions on life skills, personality development, soft skills, aptitude tests, mock interviews by industry personnel, etc. by the Placement Cell in collaboration with Life Skills Cell and Career Cell, training for answering tests conducted by companies, Placement Cell, Career Cell, Life Skills Cell to collaborate with industry and plan the yearly schedule
2. Improve College profile by displaying past placement records, selected alumni profiles, prominent alumni (Founders' Day felicitates) and faculty profiles with their academic achievements and industry background on the website

### 5 years

1. Identify hiring requirements of industry
  - o Increase training and development sessions in line with industry requirements
  - o Identify add-on certificate courses in line with industry requirements
2. Identify and build Company-College Platforms with companies that hire graduates and give them opportunities to pursue higher qualifications and which will proactively suggest skills/qualifications required at the time of recruitment.
3. Collaborate with other colleges in the Cluster to organize placement-related activities.

### 10 years

1. Students to be encouraged to take up jobs outside Goa.
2. Invite companies from outside the State to the Placement Fair.

## 2.10. Achieving the Target for Accreditation

### 2 years

1. Members of Board of Studies and subcommittees to participate in syllabus upgradation keeping in mind the requirement of industry; teachers' feedback about curriculum to be forwarded to GU for revision or restructuring of the curriculum
2. Career guidance sessions for higher secondary and high school students so as to create awareness and interest in different programmes offered by the College and Cluster.
3. Involvement of students in teaching-learning through peer-to-peer tutorials & sessions
4. Frequent student seminars to inculcate research culture and aptitude among students
5. Students to be motivated to take up skill-based MOOCs, so that every student acquires at least one online certification
6. Using the Incubation Centre as a compulsory part of the Entrepreneurship Development syllabus through Assignments/Group Projects for ISAs)
7. Encourage alumni to offer scholarships/financial assistance to economically weaker students.
8. Women empowerment, skill development sessions to be organized in the adopted village.

### 5 years

1. Introduction of new career-oriented programmes so as to offer students more options in programme selection.
2. System to be created to collect data from graduating students on their higher education option selected and competitive exams answered/qualified.
3. Mini projects at SY level to address problems in local community areas under faculty guidance to involve students in research activity.
4. Activities such as cultural exchanges and competitions to be conducted with MoU colleges and colleges in the Cluster.
5. Annual fair (on the lines of the Placement Fair) to be organized inviting best Institutions offering Post graduate programmes.
6. Training students for participation in international-level events (sports, cultural, business)
7. A vibrant network to be created of businessmen alumni on the lines of BNI.
8. E-content creation to be promoted; as a first step, teachers and students will be motivated to publish papers on wiki resources or other related platforms.
9. Workshops on skill development, vocational courses under NEP, etc. for students.
10. 'Soft' facilities (software, etc.) for students and staff with disabilities

### **10 years**

1. Develop and apply quality benchmark parameters for various academic activities
2. Installation of MIS.
3. Sustainability initiatives - encourage carpooling, use of bicycles, Canteen to use disposable, eco-friendly tableware.
4. To have an international student exchange programme that will allow students to build a diverse culture and help them learn the best practices of their host institutions.
5. Conduct a workshop on understanding NIRF and take corrective measures while preparing plans in future; visit colleges with NIRF ranking to understand the requirements.

### **2.11. Incubation and Start-up**

#### **2 years**

1. Create an environment conducive for development of startup culture among students.
2. Develop the College Incubation Centre by providing mentorship facilities, and motivate students to use the Centre
3. Conduct workshops, seminars and competitions with help of businessmen alumni and experts to help students to gain the knowledge and confidence required for an entrepreneur.

#### **5-10 years**

1. Students to be able to obtain business support, legal support and funding through the College Incubation Centre
2. To tie up with different high-quality industries to create a strong network of mentors from across the country.

## **2.12. Alumni Engagement/ Activities plan**

### **2 years**

1. Increase alumni involvement in College activities by inviting them to assist in organising state/national level events, training students in career building, involvement in pre-placement training and placement, and instituting student scholarships
2. Identify HEIs with strong Alumni Associations and contact them to understand their functioning
3. Plan for database creation through Alumni Page on the College Website

### **5-10 years**

1. Develop the database of Alumni information- based on information gathered above
2. Connect and create network of Alumni
3. Plan for Alumni involvement in outreach/extension activities
  - Adopt a village
  - Identify the developmental activities that could be taken up (health, sports, career guidance, empowerment schemes, talks on consumer rights etc.)
  - Follow up and track the developments
  - Display the involvement and achievements on social media

By the end of 10 years, the Alumni Association should become a proactive, vibrant stakeholder

### **2.13. Basic Infrastructure Development plan**

#### **2 years**

1. Wireless microphone to all faculty members for use in the classroom
2. Upgradation of sports facilities – playground for football, handball, cricket, etc
3. Enhanced facilities in common rooms
4. Regular internal checks of physical facilities by maintaining a schedule and chart of last check done.
5. Automated room and facility scheduling
6. Stock register automation
7. Dedicated CCTV monitoring space
8. Effective Fire Safety Mechanism - Water Hydrants, Fire extinguishers at all strategic places, Emergency Assembly Point, Training for everyone, Exit Points Markings and pathways (including maps in all wings and on all floors)

#### **5 years**

1. Smart Boards/ Interactive boards in classrooms
2. Physical space for Placement Centre, Alumni Centre, Infirmary
3. Exhibition Space to be earmarked to exhibit students' creative work
4. Further upgradation of sports facilities
5. Facilities in auditoriums to be upgraded
6. Asset & Document Management & Tracking System:
  - o All on-campus assets will be given an ID and allotted to person/ component/ equipment/ furniture/capital items etc. Periodical stock-taking is done with a facility to add, transfer assets or discard assets. Information regarding the asset to be captured at the source. Administrators and technicians may also view system status in real-time from any location using a browser-based console.
  - o Document Management - Data of all documents (outside or inside the institution) to be digitized and relevant information to be stored into the system at the source (while generating or as and when received by the institution) and track the movement / status of the documents (including all licenses / AMC / Agreements etc.)
  - o Notification / Alerts to authorities - For all recurring maintenance works, due dates or expiry / renewal dates of assets or any agreements or policies.
7. Visitor Management Services (VMS) - allows pre-registered visitors, or walk-in registration facility also available to track who visited where at what time and the visitor can be registered for one entry or more number of days depending on the type of job.

8. Drafting policies to adopt technology and automation

### **10 years plan**

1. Solar Panels for electricity generation
2. AV Lecture recording system for recording of all lectures.
3. Electronic Podium setup for all classrooms
4. Energy Efficient Campus

### **Library Infrastructure:**

#### **2 years**

1. MoUs with good Libraries in the State
2. More e-resources to be procured and remote access to be provided.
3. Library access for special readers
4. Paintings/photos of Goan luminaries
5. Special collection section for books by Goan authors and poets.

#### **5 - 10 years**

1. Photocopy centre
2. Property Counter at the Main entrance
3. Discussion Zones
4. Pedestal Kiosks

## **2.14. Skill Development of Non-teaching Staff**

### **2 years**

1. Continuous training and skilling in the use of latest technology.
2. Orientation regarding levels of admission process and creating and maintaining student database of the institution and cluster.
3. Training to develop soft skills for providing information to visitors and also maintaining visitor management register and data.

### **5-10 years**

1. Training to update staff knowledge, skills and attitudes as per changing requirements
2. Prepare technical-administrative staff to select and learn new and relevant ICTs

## **2.15. Any other Initiatives for the Student's and Institutional Growth**

### **2 Years**

1. Students and staff to be encouraged to adopt the policy of minimalism in their personal lives
2. Green campus: encourage car pooling, use of bicycles by staff and students
3. Adopt relevant Best Practices followed by Cluster partners, share resources

### **5-10 Years**

1. Gradual replacement of lights, ACs etc. by LED lights/ power efficient equipment
2. Collaboration with Goa Biodiversity Board for extending its services to students and staff
3. Certificate courses and workshops in primary sector related entrepreneurship opportunities - Beekeeping-apiculture, integrated farming, Grafting, microgreens, etc.

