

Institutional Development Plan (IDP)

Initiating the implementation of
short term goals

Prepared by: IQAC & Strategic Development Team

T. K. M. College of Arts and Science



Introduction-Background & Progress So Far

- **Objective:**
 - To draft comprehensive Institutional Development Plan (IDP) aligned with UGC Guidelines
- **Timeline of Activities:**
 - 15 March 2025: IDP development process initiated by IQAC.
 - First & Second Week of April 2025: Initial report submitted by the IQAC team.
 - First Week of June 2025: College-level vetting of the pre-draft IDP
 - **Initial draft presented on 10th June 2025**
 - **Proposed date of commencement for implementation – 15th August 2025**
- **Completed Milestones**
 - Conducted SWOC Analysis across departments
 - Analyzed the Eight Enablers as outlined in the UGC IDP Framework
Governance, Finance, Academic, Research, Human Resource, Collaboration, Physical, Digital
 - Proposed Short-, Mid-, and Long-Term Goals for each enabler
 - Identified relevant Key Performance Indicators (KPIs) for monitoring progress
 - **Drafted implementation strategy for short-term goals-implemented some of the items**
- **Pending Components**
 - **Finalization of long term strategic goals and identification of required resources**
 - **Revision of Vision and Mission Statements-department level**
 - **Finalizing the constitution review committees/Organogram**

Standard Operating Procedures (SOP)

Item/Goal	Category	Monitoring unit	Implement ation Unit/Coor dinator	Process Completion			Strategy/ Resource needed, if any	Action taken
				3 months	6 months	1 year		
SOP for College Journal	Governance Research	Dr. S Anas Dr. Muhammadali P K Dr. Diveshkumar K V	Journal committee Dr. Mumthas Y	Full rollout				Drafted
SOPs for Club and Cell	Governance Strategic planning	Dr. Chithra Gopinath Dr. Mumthas Y Dr. Ruksana Sulthana	Club /Cell coordinato rs and members	Full rollout				List of internal statutory and non- statutory committees finalized
SOP for internship	Governance Career guidance & placement	Mr. Nisamudeen Ashique P K Dr. Harishankar H S Dr. Shargina Beegum	Internship committee Dr. Fouziya R	Full rollout				In process
SOP for internal exam	Governance	Principal/ Vice-principal	Internal exam wing Dr. Jeena R	Full rollout				Drafted

Item/Goal	Category	Monitoring unit	Implementation Unit	Process Completion			Strategy/ Resource needed/suggestions	Action taken
				3 months	6 months	1 year		
SOP for IQAC	Governance	Principal Vice-principal Dr. Anshad Abbas	IQAC	Full rollout			In align with Autonomy NAAC's new binary accreditation system	In process
SOP for placement	Governance Placement	Mr. Nisamudeen Ashique P K Dr. Harishankar H S Dr. Shargina Beegum	Placement and career guidance Cell Mr. Nisamudeen Ashique P K	Full rollout				Drafted
SOP for scholarship	Governance Human resource	Mr. Firoskhan A Dr. Safir T.K Dr. Shargina Beegum	Scholarship committee Dr. Ajinza A	Full rollout			Consult with scholarship cell	In process
SOP for mentorship	Governance	Principal Vice-principal Dr. Riyas Y	Mentorship Committee	Full rollout				Implemented
SOP for LMS	Governance Academics	Dr. Abdul Rahim M K Mr. Harilal N. T Dr. Riyas Y	LMS committee Dr. Safir T K	First phase	Full rollout		Annual training on the beginning or ending of academic year In align with autonomy	In process Meeting with new LMS/ERP providers

Teaching Learning Process

Item/Goal	Category	Monitoring unit	Implementation Unit	Process Completion			Strategy/ Resource needed	Action taken
				3 months	6 months	1 year		
Well-equipped mentor-mentee system focusing on academic progress, personal challenges, and career guidance	Academic	Dr. Abdul Rahim M K Mr. Harilal N. T Dr. Riyas Y	Mentorship Committee	Initialize	Analyze	Full rollout	LMS implementation	1. Formulated SOP 2. Implemented the process with proper guidelines and monitoring 3. First follow up on September third week
Establish a dedicated scholarship committee within the college for overseeing all financial aid and scholarship processes.	Human Resource	Mr. Firoskhan A Dr. Safir T.K Dr. Shargina Beegum	Scholarship committee Dr. Ajinza A	First phase	Second phase	Full rollout	Merge with the existing scholarship team Identify the students with no scholarships LMS data monitored by faculty advisors Handbook for Scholarships	In process

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				3 months	6 months	1 year		
Enhancement of Teaching-Learning Processes for Improved Student Performance and Learning Outcomes	Academic	Monitoring committee Principle Vice-principle Dean of academics Associate dean of academics	Departments	First phase	Second phase	Full rollout	Up-grading the LMS in align with autonomy	Duty leave monitoring (through LMS) Monitoring Remedial and Bridge Classes (through LMS) Monitoring department level PTA meetings Monitoring weekly attendance of students

Internship / Placement / Skill development

Item/Goal	Category	Monitoring unit	Implementation Unit	Process Completion			Strategy/ Resource needed	Action taken
				3 months	6 months	1 year		
Recruitment drives and career fairs	Human resource	Dean of placement	Placement cell	First phase	Second phase	Full rollout	Include the minimum no. of events/year in the SOP	Initiated meeting with companies (Amura health, Prochant) Scheduled Meeting with principal and teachers
Internship Opportunities with stipend	Human resource	Dean of Placement	Internship Cell	First phase	Second Phase	Full rollout	10 students with financial support List out possible opportunities (through collaboration, MoUs and faculty contacts)	1.Ministry of Environment and climate change 2.KSEB 3.Biodiversity board
Department level placement officer	Human resource	Dean of placement	Placement cell	Full rollout			Assignment of duties by placement cell	Implemented

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Ensure 80% of final year students in each program must attend placement drives.	Academic	Dean of Placements	Placement Cell	First phase	Second phase	100% of the final year students not having back-papers	1.Placement related awareness weekly based 2.Mock placement drives 3.Parents awareness 4.Display of activities	1.SOP for placement 2.Implementation of mentorship 3.Actions taken for improving the result
Certificate Courses	Academic	Dean Academics	New committee	First phase	Full rollout		1.Skill based courses with valid certification 2.Check the minimum no. of courses in the new NAAC guidelines 3.Indian knowledge system 4.NSDC courses 5.Aligned with placement requirements	
Map potential academic, industrial, civic, and community partners	Networking	Dean of research	Research and innovation Cell	First phase	Second phase	Full rollout	Identify the possibilities and listing out	In process

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Organize 5 industry-partnered training sessions per year	Networking	Monitoring committee	IEDC/Placement cell			Full rollout	Include in MoU Minimum two programs	Training session by placement cell and IEDC Xcellogen Biotech Pvt Ltd
Online platform for students to manage and track placement /internship related activities.	Human resource	Principal Vice-principal Dean of placements	Placement cell LMS Committee	First phase	Second phase	Full rollout	Advertising through website/LMS Application through LMS (college level) Early registration through LMS	In process
FDPs / Training for Staff								
Training for non-teaching staff	Academic	IQAC	TLC	First program (lab procedures)	Second program (service rules etc)		1.No of days required 2.Identify Resource persons 3.Conduct Service rules (online) 4.Funding	

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Conduct FDPs and administrative training sessions annually on ICT, pedagogy, and office automation.	Human resource	Principal Vice-principal	TLC/ IQAC	First phase ICT/LMS training	Training for Question bank creation	Second Phase (7 day FDP by TLC)		One LMS training for teaching staff

Research and development

Promote publication in indexed journals (projected 30% increase annually) and provide incentives.	Research	Dr. S Anas Dr. Muhammadali P K Dr. Diveshkumar K V	Faculties	First phase	Second phase		1.Incentives	
Design student projects with the aim of producing publishable thesis.	Research	Dr. S Anas Dr. Muhammadali P K Dr. Diveshkumar K V	Departments H.O.D.	First level implemen tation	Finalizing the process	Full rollout	1.Project allocation during semester 1 2.SOP for students project implementation	

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Apply for Government Grants	Research	Dr. S Anas Dr. Muhammadali P K Dr. Diveshkumar K V	Research and Development Cell & Departments	First phase	Second phase	Third phase		Submitted No. of proposals-7 Total amount-2 Crore
Working MoU(5+) with some of the leading industries and institutions.	Networking	Dr. S Anas Dr. Muhammadali P K Dr. Diveshkumar K V	Research and Development Cell & Departments	First phase	Second phase		2+Industry 3+Institution	1. Institution- 2 (SRIBS-Science depts, Logics-commerce) 2. Industrial- 2 Xcellogen biotech, Veta Genomics (Zoology) Applied (Physics) -1

Human Resource Management

Item/Goal	Category	Monitoring unit	Implementation Unit	Process Completion			Strategy/ Resource needed	Action taken
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A proactive Counseling and Wellness Cell	Human resource	Dean of student affairs	Counseling Cell/Physical Edu Dept.		Full rollout		1.SOP 2.Unified monitoring system	1.Jeevani 2.ICMR 3.Thanal-NSS
Initiate family-inclusive staff gatherings and community bonding events.	Human resource	Principal	Staff Club Physical education department	First phase		Full rollout	1.Annual Get together 2.Zumba/Yoga training	Proposal by Phy.Edu dept – <i>She Fit</i>

Alumni

Develop an updated alumni directory with verified contact and employment details	Networking	Dean of student affairs	Staff alumni group	First phase Template	Second phase Initial collection	Full rollout	1.Develop a template for the directory and collect data from the department/existing groups 2.Alumni directorate	
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Alumni-led mentoring and webinar series.	Networking Alumni	Mr. Nisamudeen Ashique P K Dr. Harisankar H S Dr. Shargina Beegum	Placement and Career guidance cell Dr. Jeena R			First phases	1.Connect with the directory	1. Annual placement cell-training sessions by placed alumni 2. Training sessions led by faculty alumni
Strengthen Alumni Engagement	Networking /Financial	Mr. Firoskhan	Staff alumni group				Fund transaction through college account	Existing Scholarships
Autonomous Status								
Autonomous Status	Governance	Principal Vice-principal	Committee for autonomy Dr. Ansil P N	First phase	Second phase	Full rollout		Visited five autonomous colleges in Kerala and prepared the report

IDP implementation Process and Format

