

J.V. JAIN COLLEGE, SAHARANPUR

SOP OF IDP COMMITTEE (SESSION 2025-26)

Structure of IDP -

Management/ Nominee

Principal/Nominee

Dean

Estate Officer

Librarian

Convenor, IAISDC

Convenor, IQAC

One HOD from each faculty

Two Alumni + 01 Industry Representatives

One Class III Employee

One Class IV Employee

One student from each faculty (Girls/Boys)

One Local Community/Panchayat/Municipality

Two External Academic Experts

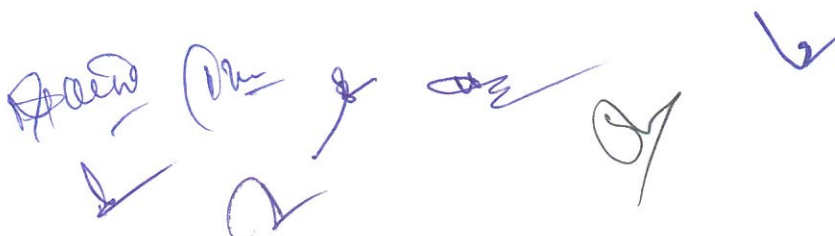
Five Parents

PURPOSE AND OBJECTIVE -

The objectives of institution development include enhancing academic excellence through curriculum and research, improving governance and administration through technology and efficiency, and promoting holistic student development through inclusive education and skill-building. Other key objectives are building a strong infrastructure, fostering innovation and entrepreneurship, and increasing financial sustainability through resource mobilization and partnerships.

SCOPE AND FUNCTION -

- Annual Five Year Plan upto 15 years for preparation of development plan to achieve short-term and long-term objectives of the organization.

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- Establishment of IIC of the Institution and Registration of IIC according to Govt. Rules.
- Participation of the Institution in ARIIA
- Formulation of Policies for Evaluation of Students, Teachers and Institution and to conduct continuous evaluation accordingly.
- Participation of the Institution in NRIF.

Roles & Responsibilities of the Coordinator and Committee -

Management	- Patron
Principal	- Reporting Officer
Convenor, IDP	- Convenor
Dean	- Member
Estate Officer	- Member
Librarian	- Member
Convenor, IAISDC	- Member
Convenor, IQAC	- Member
One HOD from each faculty	- Member
Two Alumni + 01 Industry Representatives	- Member
One Class III Employee	- Member
One Class IV Employee	- Member
One student from each faculty (Girls/Boys)	- Member
One Local Community/Panchayat/Municipality	- Member
Two External Academic Experts	- Member
Five Parents	- Member

Procedure of the Meeting -

At least one meeting in a semester. At least one meeting in per semester.

Power and Function of the Committee-

The IDP Committee is empowered to act as the central planning and advisory body of the institution. It formulates short-term, medium-term, and long-term development plans and recommends academic, administrative, and infrastructural policies to the Governing Body and Management. The Committee proposes budgetary allocations, resource mobilization strategies, and

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funding priorities, while monitoring and evaluating the implementation of development plans. It is also authorized to collect institutional data, prepare statutory and accreditation-related reports, ensure inter-departmental coordination, and advise the Principal and Management on quality enhancement and innovation initiatives.

The primary function of the IDP Committee is to prepare a vision-driven Institutional Development Plan based on SWOT analysis, covering academic growth, infrastructure, research, and student support. It promotes curriculum enrichment, introduction of new programs, faculty development, and enhancement of physical and digital infrastructure, including green campus initiatives.

Benefits of the College –

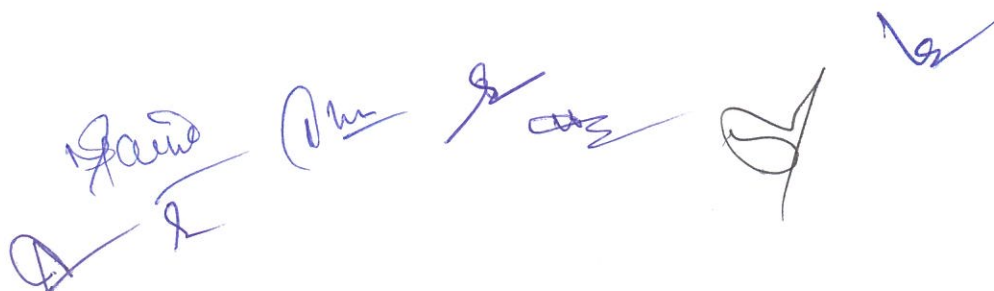
The Committee supports quality assurance and accreditation processes, fosters research and innovation, strengthens student skill development, career guidance, and placement activities, mobilizes resources through grants, industry linkages, alumni, and CSR support, and undertakes regular monitoring, documentation, and reporting to ensure sustainable, inclusive, and community-oriented institutional development.

Funding Sources –

- Government Grants and Subsidies
- Government-funded projects
- Tuition and Fees
- Sponsored Research and Development (R&D) Projects
- Alumni Contributions and Endowments
- Private Sector Partnerships and Collaborations
- Fundraising Campaigns
- Corporate Social Responsibility (CSR) Funds

STAKEHOLDERS –

- **Students:** The primary beneficiaries of the IDP, whose academic journey, skill development, and overall well-being are central to the plan.
- **Faculty:** Academic staff who are crucial for curriculum development, research, and effective implementation of teaching and learning strategies.

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- **Staff (Administrative and Support):** Essential for the smooth functioning of administrative, financial, and infrastructural operations of the college.
- **Parents:** Concerned with the quality of education and the future prospects for their children.
- **Alumni:** Former students who contribute through feedback, networking, mentoring, and financial support, fostering relationships with the broader community.
- **Employers/Industry Representatives:** Provide crucial input on the skills required in the job market, helping to align the curriculum with industry needs and enhancing student employability.
- **Local Community/Panchayat/Municipality:** The surrounding community is a stakeholder in the college's societal contributions, extension activities, and local development.
- **Governing Body/Management:** The leadership responsible for the overall governance, strategic decision-making, and ensuring the plan aligns with the college's mission and vision.
- **Academic Experts/Peers:** External academic experts from universities and advisory boards offer valuable insights and peer review to ensure quality and relevance.
- **Regulatory & Accreditation Bodies:** Organizations like the UGC, NAAC, and AICTE, whose guidelines and standards the IDP must align with.

Reporting to – Principal

Feedback – Feedback for a college's **Institutional Development Plan (IDP) Committee** often focuses on enhancing infrastructure, academics (teaching, research), student support (placements, welfare), and governance, with common suggestions including more practical workshops, better integration with quality metrics like NIRF/NAAC, stronger industry links, and improved ICT utilization, according to feedback from organizations.

IDP Committee for the Session 2025 – 26 –

1. Dr. Harvir Singh Chaudhary, Convenor
2. Prof. Vandana Ruhela, Dy. Convenor
3. Prof. Shubhra Chaturvedi, Dy. Convenor
4. Prof. Lokesh Kumar, Dy. Convenor
5. Prof. Sandeep Gupta, Dy. Convenor
6. Prof. Rakesh Chandra, Dy. Convenor
7. Prof. Manisha Saini, Dy. Convenor
8. Mr. Sachin Kumar, Office Assistant