INSTITUTIONAL DEVELOPMENT PLAN 2026–2031

DR. R.K. SHANMUGAM COLLEGE OF ARTS AND SCIENCE

Indili, Kallakurichi – 606213, Tamil Nadu

Managed by
Dr. R.K. Shanmugam Educational Trust

Prepared with reference to applicable UGC regulations, NEP 2020 principles and institutional priorities

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DOCUMENT CONTROL AND APPROVAL

Item	Details
Document title	Institutional Development Plan (IDP), 2026–2031
Institution	Dr. R.K. Shanmugam College of Arts and Science, Indili, Kallakurichi
Management	Dr. R.K. Shanmugam Educational Trust
Planning horizon	Five years, with annual operational plans and a mid-term review
Institutional status used in this plan	Affiliated college of Annamalai University; application for conferment of autonomous status is under consideration / process as represented by the institution
Prepared for	Governing and institutional management, Principal, IQAC, Deans, Heads of Departments and institutional committees
Review responsibility	Principal and IQAC, with inputs from departments and stakeholders
Approval	To be placed before the competent institutional authority for consideration and approval

Important status and compliance note

This document is a strategic planning framework prepared from the institution-specific information supplied by the college and the regulatory sources listed in the reference section. It is not a UGC approval, legal opinion, or certification of compliance. The institution shall verify the latest amendments, Government of Tamil Nadu directions, Annamalai University requirements, professional council requirements (where applicable), and the precise applicability of each regulation before implementation.

The plan distinguishes between (i) activities currently reported by the institution, (ii) planned initiatives, and (iii) actions that may be implemented only after conferment of autonomous status and completion of the required statutory processes. The college must not describe itself as autonomous unless and until the competent authority formally confers that status.

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1. EXECUTIVE SUMMARY

Dr. R.K. Shanmugam College of Arts and Science, Indili, Kallakurichi, is a self-financing higher education institution managed by the Dr. R.K. Shanmugam Educational Trust. Established in 1997, the institution has a stated commitment to affordable and quality higher education, particularly for students from rural and economically disadvantaged backgrounds. The college is affiliated to Annamalai University, Chidambaram, and reports recognition under Sections 2(f) and 12(B) of the UGC Act, 1956, and accreditation by NAAC.

This five-year Institutional Development Plan (2026–2031) provides a coordinated framework for strengthening governance, academic quality, financial sustainability, research and innovation, faculty development, student support, infrastructure, digital learning, industry partnerships and community engagement. It consolidates the institution's existing initiatives and proposed priorities into measurable workstreams.

Strategic priorities

- Strengthen participatory governance, IQAC-led quality assurance, transparent decision-making and documented review mechanisms.
- Maintain financial discipline while diversifying resources through Trust support, eligible grants, CSR partnerships, alumni contributions, endowments and sponsored research.
- Continue implementing the Annamalai University-prescribed curriculum while preparing, where appropriate, for academic flexibility and statutory structures that may follow conferment of autonomous status.
- Build on the reported output of 85 faculty research articles and 120 articles by students and research scholars; strengthen research quality, IPR awareness and collaborative research.
- Develop and retain qualified faculty through transparent recruitment, professional development, performance recognition and a planned salary enhancement pathway subject to applicable norms and financial capacity.
- Improve access and student success through scholarships, sports support, a 1:15 Mentor–Mentee Scheme, career guidance and inclusive student services.

- Use the existing 34 industry/company collaborations more effectively for internships, certificate courses, FDPs, industrial visits and placement support.
- Upgrade physical and digital facilities, including a digital library and online study material repository targeted within six months, and plan solar power and biogas initiatives.
- Promote a safe, equitable, accessible and environmentally responsible campus.

Implementation philosophy

The IDP follows a practical cycle: assess the baseline, set priorities, assign responsibility, approve resources, implement activities, collect evidence, evaluate outcomes and revise the plan. Annual operational plans shall translate the five-year priorities into department-wise and committee-wise activities.

2. INSTITUTIONAL PROFILE AND BASELINE

2.1 Institutional background

The college was established in 1997 by the Dr. R.K. Shanmugam Educational Trust with the stated purpose of providing affordable higher education and supporting the educational advancement of rural and economically disadvantaged communities. The institution is named in honour of Dr. R.K. Shanmugam Chetty, identified in the institutional profile as the first Finance Minister of Independent India and a former Vice-Chancellor of Annamalai University.

2.2 Institutional scale and academic profile

Parameter	Institution-reported position
Campus	21acres
Undergraduate programmes	12
Postgraduate programmes	8
Research programmes	3
Broad disciplines	Arts, Science, Commerce and Computer Applications
Associations and forums	13
Clubs	12
Cells	9

Extension activities	6
Best practices	8
Industry/company collaborations	34
Mentor–Mentee ratio	1:15
Faculty research articles	85 reported
Student and research scholar articles	120 reported
Faculty pursuing Ph.D.	18 reported
Campus Wi-Fi	Free Wi-Fi reported across the campus

2.3 Institutional achievements and strengths

The institutional information supplied for this plan reports recognition by the Government of Tamil Nadu, permanent affiliation to Annamalai University, NAAC accreditation and UGC recognition under Sections 2(f) and 12(B). The institution reports a Best Award for Placement Implementation among 920 colleges and 28th position at the state level in the Naan Mudhalvan Placement Drive. It also reports a student team securing second place in a state-level hackathon through innovation-related engagement.

2.4 Existing strengths to be consolidated

- A long-standing institutional presence since 1997 and a rural-access mission.
- A broad programme portfolio and campus infrastructure.
- IQAC and institutional committees supporting quality and student welfare.
- Research Cell, IPR Cell, Institution's Innovation Council and Entrepreneurship Development Cell.
- Existing industry network of 34 companies/organisations.
- Scholarship support and merit-based assistance through the Educational Trust.
- Placement training, career guidance and student development activities.

2.5 Baseline validation

During the first quarter of implementation, each department and cell shall validate the baseline data used in this plan. This includes current enrolment, programme approvals, faculty qualifications and sanctioned strength, salary records, research

publications, active MoUs, student scholarship coverage, placement outcomes, infrastructure inventory, library holdings, internet uptime, energy consumption and waste generation. Only verified records shall be used in statutory submissions and public disclosures.

3. REGULATORY AND POLICY FRAMEWORK

The IDP is designed to support institutional quality enhancement and preparation for possible autonomous functioning. The institution shall apply the relevant regulations according to its present affiliated status and any future change in status. The following are principal reference instruments; the list is not exhaustive.

Regulatory / policy instrument	Planning relevance
UGC (Conferment of Autonomous Status upon Colleges and Measures for Maintenance of Standards in Autonomous Colleges) Regulations, 2023	Relevant to the institution's application and, only after autonomy is conferred, statutory governance, academic autonomy, examination systems and maintenance of standards.
UGC (Redressal of Grievances of Students) Regulations, 2023	Student grievance redressal mechanisms, transparent procedures and institutional accountability.
UGC Regulations on Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in HEIs, 2015	Internal Complaints Committee and institutional prevention and redressal framework.
UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, as amended	Anti-ragging committee, squad, awareness, reporting and prevention measures.
UGC (Promotion of Equity in Higher Educational Institutions) Regulations, 2012 and applicable updates	Equity, non-discrimination and support for disadvantaged groups.
UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff,	Faculty recruitment, qualifications, career progression and academic standards, subject to applicable rules.

2018, as amended	
UGC (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2022	Research supervision and Ph.D. programme processes where applicable.
National Education Policy, 2020	Multidisciplinary education, skill development, research, technology integration, equity and holistic learning.
Applicable Government of Tamil Nadu and Annamalai University rules	Admission, reservation, affiliation, fees, academic calendar, examinations and other matters during affiliated status.

3.1 Regulatory implementation principles

- Maintain a regulatory register showing the title, year, amendments, responsible officer, compliance requirement and evidence location.
- Do not treat a planning target as a statutory requirement unless it is expressly prescribed by the applicable regulation or competent authority.
- Where the institution remains affiliated, follow Annamalai University regulations and the applicable State Government directions for academic and administrative matters.
- Activate the statutory bodies prescribed under the 2023 Autonomous Colleges Regulations only in accordance with the regulation and after conferment of autonomous status.
- Review UGC notifications and amendments at least once each academic year and whenever a new notification is issued.

3.2 Autonomous status: conditional planning

The institution has reported that it has applied for conferment of autonomous status. The present IDP therefore includes readiness actions for autonomy. Until

formal conferment, the college shall continue to function under the applicable affiliation framework of Annamalai University. If autonomy is granted, the institution shall operationalise the statutory bodies, examination cell, academic processes and reporting arrangements in the manner and within the timelines prescribed by the 2023 Regulations.

4. VISION, MISSION, VALUES AND STRATEGIC OBJECTIVES

4.1 Vision

To emerge as a student-centred, inclusive, research-oriented and socially responsible institution recognised for quality higher education, innovation, employability and sustainable development.

4.2 Mission

To provide accessible and affordable higher education, particularly to rural and economically disadvantaged learners, through quality teaching, academic support, research, skill development, ethical values, industry engagement and community service.

4.3 Core values

- Academic integrity and honesty
- Equity, inclusion and respect for diversity
- Student welfare and learner success
- Transparency and accountability
- Research integrity and innovation
- Social responsibility and community partnership
- Environmental stewardship and sustainability
- Continuous improvement and stakeholder participation

4.4 Strategic objectives for 2026–2031

Strategic objective	Five-year direction
Governance	Strengthen committee effectiveness, institutional planning, compliance and IQAC-led review.
Academic quality	Improve curriculum relevance, teaching-learning practices, assessment

	and outcome measurement.
Research and innovation	Improve research quality, publication practices, IPR awareness, project proposals and incubation support.
Human resources	Recruit qualified staff transparently, develop faculty competencies and improve staff welfare.
Student success	Increase scholarship access, mentoring effectiveness, progression, completion and employability.
Industry and alumni	Convert existing collaborations into active, outcome-based partnerships and expand alumni engagement.
Infrastructure and digital	Maintain safe and accessible facilities; implement digital library and renewable-energy plans.
Sustainability	Reduce avoidable energy use, manage waste responsibly and strengthen green-campus practices.

4.5 Planning assumptions

The plan assumes continued operation as a self-financing institution, with core income from student tuition fees and contributions from the Educational Trust, supplemented where feasible by eligible external resources. All new projects shall be prioritised according to student benefit, regulatory need, safety, affordability, operational cost and long-term sustainability.

5. GOVERNANCE AND QUALITY ASSURANCE ENABLERS

The institution shall strengthen a transparent, participatory and accountable governance structure. The Governing Trust's management responsibilities and the statutory governance structure of an autonomous college are distinct. If autonomy is conferred, the college shall constitute the statutory bodies required under the UGC Autonomous Colleges Regulations, 2023; the Governing Body shall not be treated as identical to the Trust Board or management committee.

5.1 Existing governance and monitoring arrangements

- The Principal, Deans, Heads of Departments and faculty members coordinate academic and administrative implementation.
- The IQAC reviews academic and administrative quality, best practices, faculty development, feedback and institutional improvement.
- Student feedback is collected weekly through Heads of Departments and Deans, with corrective measures initiated where required.
- Institutional committees, associations, clubs and cells support student welfare, safety, innovation, and entrepreneurship and extension activities.

5.2 Governance readiness after autonomy, if conferred

Body / mechanism	Core planning responsibility	Readiness action
Governing Body	Overall institutional direction and governance as prescribed	Prepare draft composition, terms of reference, meeting calendar and records.
Academic Council	Academic policy and programme-level decisions	Prepare academic regulations, academic calendar and agenda templates.

Boards of Studies	Department-wise curriculum and course matters	Map subject experts, industry members, alumni and student-learning needs.
Finance Committee	Budget and financial oversight	Prepare budget formats, resource allocation rules and audit trail.
Examination Cell / Controller of Examinations	Examination administration and result processes	Prepare secure examination workflows, staffing, IT systems and standard operating procedures.

5.3 IQAC development agenda

- Prepare an annual quality assurance calendar with quarterly reviews.
- Coordinate the annual IDP implementation report and department action plans.
- Maintain evidence for academic, research, student support, governance and infrastructure initiatives.
- Analyse student feedback, course outcomes, progression, placement and stakeholder satisfaction.
- Organise faculty development, quality awareness and best-practice dissemination.
- Prepare action-taken reports showing how review findings resulted in improvements.

5.4 Governance performance measures

Indicator	Evidence	Review frequency
IQAC meetings and action	Minutes, attendance, ATR	Quarterly

taken		
Committee functionality	Constitution orders, minutes, reports	Annual
Stakeholder feedback closure	Feedback analysis and action reports	Each semester
Regulatory compliance	Compliance register and supporting records	Quarterly / as required
IDP progress	Department and cell progress reports	Half-yearly

6. FINANCIAL ENABLERS AND FUNDING MODEL

The college is a self-financing institution managed by the Dr. R.K. Shanmugam Educational Trust. The institution reports that its principal financial resources are student tuition fees and contributions from Trust members. These resources support salaries, operations, infrastructure, laboratories, library resources, student assistance and academic development.

6.1 Financial principles

- Maintain affordability while ensuring the financial viability of academic programmes.
- Prepare an annual budget linked to institutional priorities and department requirements.
- Ensure transparent accounting, internal controls, statutory audit and documented approvals.
- Prioritise expenditure that directly improves learning, student safety, staff quality and regulatory compliance.
- Avoid commitments to projects without an identified funding source and maintenance plan.

6.2 Resource mobilisation strategy

Funding stream	Planned approach	Controls
Tuition fee revenue	Annual forecasting based on approved intake, enrolment and applicable fee rules	Transparent fee communication and proper accounting.
Trust contribution	Seek planned support for priority infrastructure and student welfare	Document approvals and utilisation.
Government / UGC / research grants	Identify schemes for which the institution and applicants are eligible	Check eligibility, deadlines, matching requirements and utilisation conditions.
CSR funding	Develop proposals for digital access, skill development, laboratories, green campus and community programmes	Ensure alignment with applicable CSR rules and donor conditions.
Alumni and endowments	Develop alumni engagement and voluntary scholarship/endowment initiatives	Maintain donor records, purpose restrictions and audited utilisation.
Industry support	Seek equipment, expert sessions, internships and sponsored projects	Use written MoUs and transparent selection of beneficiaries.
Consultancy / sponsored	Encourage eligible faculty	Adopt approved policy on

research	and departments to develop proposals	ethics, overheads, ownership and conflict of interest.

6.3 Budget planning cycle

1. Departments and cells submit annual requirements with justification and expected outcomes.
2. The Finance/Accounts Office consolidates recurring and non-recurring requirements.
3. The Principal and management review priorities, affordability and regulatory obligations.
4. The competent authority approves the annual budget and major capital expenditure.
5. Quarterly utilisation reviews identify variance, savings and emerging requirements.
6. The annual audit and IQAC review inform the next budget cycle.

6.4 Autonomy-related financial caution

The UGC Autonomous Colleges Regulations, 2023 provide that self-financing colleges are not provided an autonomy grant under the relevant financial assistance provision. Accordingly, this plan does not assume receipt of an autonomy grant. The institution shall plan autonomy-related expenditure from its own approved resources and any other grants for which it is independently eligible.

6.5 Financial performance indicators

Indicator	Proposed monitoring method
Budget utilisation	Actual expenditure compared with approved budget, by head
External funds mobilised	Sanction letters and amounts actually received
Research funding	Submitted proposals, sanctioned projects and expenditure
Scholarship support	Number of beneficiaries and value of assistance
Capital projects	Milestone completion, cost variance and asset register
Audit compliance	Audit observations and closure status

7. ACADEMIC ENABLERS AND CURRICULUM DEVELOPMENT

At present, the institution functions as an affiliated college of Annamalai University, Chidambaram, and follows the curriculum, academic regulations, examination procedures and academic calendar prescribed by the University. The college shall continue to comply with these requirements until any formal change in status is approved.

7.1 Curriculum and programme relevance

- Review course delivery and student performance within the framework prescribed by Annamalai University.
- Map programme outcomes, course outcomes and employability-related competencies wherever the University framework permits.
- Use feedback from students, alumni, employers and subject experts to identify gaps and recommend improvements through the appropriate University processes.
- Continue certificate courses, value-added programmes and SWAYAM participation to supplement the prescribed curriculum.
- Expand exposure to Artificial Intelligence, Generative AI, Cyber Security, Mobile Technology, Office Automation, communication skills and other relevant areas, subject to faculty and infrastructure capacity.

7.2 Teaching-learning improvement

- Prepare department-level teaching plans and monitor syllabus coverage.
- Promote seminars, presentations, laboratory practice, field visits, projects and experiential learning.
- Use ICT-enabled teaching and the campus-wide Wi-Fi facility to support learning.
- Identify slow learners and advanced learners through assessment and mentoring records.

- Use remedial classes, peer learning and enrichment activities based on identified needs.
- Collect and analyse student feedback weekly through the existing academic monitoring mechanism.

7.3 Academic autonomy readiness, if conferred

Following conferment of autonomous status, and subject to the UGC Regulations, 2023 and other applicable requirements, the institution proposes to establish Boards of Studies, an Academic Council and the required academic processes. Curriculum revision, new programmes, credit structures, examination reforms and outcome-based assessment shall be undertaken only through the prescribed statutory approval route.

7.4 Academic action plan

Action	Timeline	Responsibility	Evidence
Department teaching plans and syllabus monitoring	Every semester	HODs / Deans	Teaching plans, coverage reports
Review certificate and value-added courses	Annual	Departments / IQAC	Course files, enrolment and completion data
SWAYAM participation review	Annual	Nodal officer / HODs	Enrolment and completion records
Student feedback analysis	Weekly / semester-end consolidation	HODs / Deans / IQAC	Analysis and action-taken report
Autonomy	Year 1–2,	Principal / IQAC /	Draft regulations

academic readiness documentation	conditional	departments	and statutory records

8. RESEARCH, INNOVATION AND INTELLECTUAL PROPERTY DEVELOPMENT

The institution aims to strengthen research culture, innovation and intellectual property through its Research Cell and IPR Cell. The institutional information supplied reports 85 research articles from faculty members and 120 articles from students and research scholars. It also reports that 18 faculty members are pursuing Ph.D. programmes and that the institution conducts three conferences annually.

8.1 Research quality and integrity

- Maintain a verified annual research output database, separating journal articles, conference papers, books, chapters, patents and funded projects.
- Encourage publications in credible, peer-reviewed journals and discourage predatory or misleading publication practices.
- Promote research ethics, plagiarism awareness, responsible authorship, data management and appropriate approvals.
- Support faculty and students in preparing research proposals and presenting work at academic forums.
- Encourage interdisciplinary and institution-to-institution research collaboration.

8.2 IPR awareness and protection

The IPR Cell shall continue awareness programmes on patents, copyrights, trademarks and other relevant intellectual property concepts. The institution shall develop a simple process for recording an invention disclosure, preliminary assessment, guidance on ownership, external professional advice where required, filing decisions and follow-up. No patent filing or grant shall be claimed unless supported by official documentation.

8.3 Faculty research advancement

The institution shall encourage faculty members to pursue Ph.D. programmes and complete research within the applicable regulatory and university framework.

Faculty workload planning and research support should be balanced with teaching responsibilities and student needs.

8.4 Innovation and incubation

The institution reports innovation engagement through the Institution's Innovation Council (IIC), Entrepreneurship Development Cell (EDC), EDII-Tamil Nadu activities and student participation in hackathons. The plan proposes strengthening these activities and exploring an Incubation Centre with support from StartupTN, subject to feasibility, eligibility, approvals and availability of mentors and resources.

8.5 Research development targets

Area	Planning direction / indicator	Evidence
Publications	Maintain and improve verified quality research output from the reported baseline	Publication records, DOI/indexing verification
Books and chapters	Encourage faculty and scholar authorship	ISBN, publisher and book copies
IPR	Conduct regular awareness programmes and assess viable disclosures	Programme reports, disclosure register, filing documents
Ph.D. progression	Monitor progress of the 18 faculty members reported as pursuing Ph.D.	Registration and progress records
Conferences	Continue the reported three conferences	Brochures, proceedings, participant records

	annually, subject to annual review	
Innovation	Expand hackathons, prototypes and student innovation projects	Project files, awards and prototypes
External grants	Increase eligible proposals submitted and sanctioned	Proposal copies and sanction letters

9. HUMAN RESOURCE AND STAFF EMPOWERMENT

The institution recognises that qualified, motivated and supported faculty and non-teaching staff are essential to academic quality. Recruitment and service conditions shall comply with applicable UGC regulations, Government of Tamil Nadu directions, Annamalai University requirements and other competent authority rules.

9.1 Transparent recruitment

- Advertise vacancies through newspapers and other appropriate media, as reported in the institution's current practice.
- Use a duly constituted selection committee and maintain a complete recruitment file.
- Assess candidates through qualifications, subject knowledge, teaching demonstration, research profile, experience and other lawful criteria.
- Verify certificates, eligibility, experience and references before appointment.
- Maintain appointment orders, service records, workload allocation and performance review documentation.

9.2 Faculty development and performance support

- Encourage participation in FDPs, refresher programmes, workshops, conferences and relevant professional development.

- Provide opportunities to improve ICT-enabled teaching, assessment design, research methodology and student mentoring.
- Recognise outstanding teaching, student results, research, innovation, extension and institutional service through documented awards or incentives.
- Encourage faculty members to publish scholarly articles, author books, pursue Ph.D. programmes and undertake IPR activities.
- Promote collaborative projects with industries, research institutions and funding agencies.

9.3 Salary development commitment

The institution has proposed progressively enhancing the minimum faculty salary to ₹54,000 per month. This is recorded as an institutional planning aspiration and shall be implemented only after a detailed financial assessment and verification of applicable UGC, State Government, University and other regulatory requirements. The institution shall not treat this proposed figure as a substitute for any mandatory pay scale or statutory entitlement.

9.4 Staff welfare and workplace support

- Provide clear communication of service conditions, leave procedures and institutional policies.
- Encourage a respectful, inclusive and safe workplace.
- Provide induction for newly appointed faculty and staff.
- Conduct periodic training on student safety, grievance handling, digital tools and institutional procedures.
- Use performance review for professional development and improvement rather than as a purely punitive process.

9.5 Staff development indicators

Indicator	Monitoring evidence

Recruitment transparency	Advertisements, selection committee records, appointment files
Faculty qualification and development	Qualification register, FDP participation and certificates
Research engagement	Publications, Ph.D. progress, project proposals
Performance recognition	Approved criteria, award records and outcome evidence
Staff welfare	Policy documents, feedback and grievance closure records

10. STUDENT LEARNER, EQUITY AND WELFARE ENABLERS

10.1 Fair admission and access

The institution reports following the admission procedure prescribed by the Government of Tamil Nadu. Admission practices shall remain transparent and shall follow applicable reservation, eligibility, affiliation and Government requirements. The institution shall publish clear admission information and maintain records of applications, admissions and category-wise data as required.

10.2 Sports support

The institution provides fee concessions to students admitted under the sports quota. It proposes to consider complete tuition fee waivers for the full three-year undergraduate programme for eligible sports students, subject to a formally approved policy, clear eligibility criteria, financial feasibility and applicable rules. The policy should define performance criteria, continuation conditions and review arrangements without compromising fairness.

10.3 Merit and need-based financial aid

The Dr. R.K. Shanmugam Educational Trust provides scholarships to students whose annual family income is below ₹2.5 lakh, as reported by the institution. Scholarships and incentives are also provided to students with high marks in Higher Secondary examinations and to university or institutional rank holders. The institution shall maintain transparent eligibility, application, selection, disbursement and audit records.

10.4 Mentor–Mentee Scheme

The institution follows a Mentor–Mentee Scheme with a ratio of 1:15. Mentors monitor academic progress, attendance, participation and student development. Where a student experiences learning difficulty or a decline in progress, the mentor

provides guidance and refers the student to appropriate academic or support services.

10.5 Academic support and student success

- Identify slow learners and advanced learners through assessment and faculty observation.
- Provide remedial teaching, bridge support, peer learning and subject-specific guidance.
- Offer career guidance, aptitude development, communication skills and competitive examination support.
- Monitor attendance, internal assessment, progression, completion and student feedback.
- Maintain appropriate referral pathways for counselling and specialist support where needed.

10.6 Student support indicators

Indicator	Evidence / review
Scholarship reach	Beneficiary register, income verification as per policy, amount disbursed
Sports support	Sports quota admissions, concessions and participation records
Mentoring coverage	Mentor allocation, meetings and action records
Academic support	Remedial/enrichment programme attendance and assessment
Student progression	Pass percentage, progression, completion and dropout analysis
Student satisfaction	Feedback analysis and action-taken reports

11. SUPPORTIVE-FACILITATIVE ENABLERS

Supportive-facilitative enablers are the systems, services and partnerships that allow students and staff to participate fully in institutional life. The college shall integrate academic support, welfare, counselling, career development, health and safety, access to resources and community participation.

11.1 Student support services

- Maintain a student support information point or clearly published directory of institutional contacts.
- Coordinate scholarships, mentoring, career guidance, and grievance redressal and student welfare services.
- Provide orientation for first-year students covering academic expectations, facilities, student rights, safety and support services.
- Ensure that students know how to access the Equal Opportunity Cell, ICC, Anti-Ragging Committee and Student Grievance Redressal Committee.
- Review support services annually using student feedback and participation data.

11.2 Counselling and wellbeing

The institution should establish or strengthen a referral-based counselling arrangement appropriate to its resources. Staff who receive student concerns should maintain confidentiality, avoid unsupported diagnosis and refer students to qualified professionals or competent services when required. Emergency and safeguarding concerns shall be escalated through approved institutional procedures.

11.3 Career and progression support

The Placement Cell, departments and alumni network shall coordinate career guidance, aptitude training, soft skills, interview preparation, internship support, job fairs and information about higher education. Students who do not enter

employment immediately after graduation should be supported with guidance on further study, skill certification and entrepreneurship.

11.4 Support for differently abled learners

The institution shall periodically review campus access, classroom access, toilets, signage, digital accessibility and examination support in accordance with applicable law and competent authority directions. Reasonable support and accessible communication should be planned in consultation with the learner and relevant authorities.

11.5 Facilitative service standards

Service	Proposed service standard	Review evidence
Student helpdesk	Published office hours and contact route	Helpdesk log and feedback
Scholarship assistance	Clear criteria and announced timelines	Notices, beneficiary records
Mentoring	Regular documented contact	Mentor records
Grievance handling	Accessible channel and timely processing under applicable rules	Register and disposal records
Career support	Annual training calendar and employer engagement	Training and placement reports
Digital learning support	Orientation and help for e-resources	Usage and training records

12. NETWORKING, INDUSTRY COLLABORATION AND ALUMNI ENGAGEMENT

The institution reports active collaborations with 34 companies and industries for certificate courses, value-added courses, internships, placement assistance, field visits and Faculty Development Programmes. The college also engages with alumni and alumni-associated companies.

12.1 Making existing MoUs outcome-oriented

- Prepare a central register of all MoUs, including partner name, validity, contact person, purpose and responsible department.
- Classify each MoU by its intended outcome: training, internship, placement, research, consultancy, field visit, FDP or resource sharing.
- Prepare an annual activity calendar with each active partner.
- Record actual activities, student and faculty participation, deliverables and outcomes.
- Review inactive MoUs and renew, revise or close them based on evidence.

12.2 Expansion of partnerships

The institution plans to expand collaborations with international industries, research institutions and industries associated with distinguished alumni. International MoUs shall be pursued only after due diligence, management approval and review of legal, financial, academic and data-protection implications.

12.3 Alumni engagement

- Develop a verified alumni database with consent and appropriate data handling.
- Invite alumni as guest speakers, mentors, internship contacts and placement resource persons.
- Explore voluntary contributions for scholarships, endowments, laboratories and student projects.
- Document alumni achievements and institutional contributions.
- Organise periodic alumni interaction and career networking events.

12.4 Collaboration indicators

Indicator	Measurement
Active MoUs	Number of MoUs with at least one documented activity during the year
Internships	Students placed in internships and completion evidence
Industry training	Number of programmes and students completing training
Placement support	Recruitment drives, interviews and offers reported
Alumni engagement	Alumni speakers, mentors, contributions and events
International engagement	Due-diligence completed and approved activities

13. CAREER DEVELOPMENT AND PLACEMENT

The Placement Cell supports employability through career guidance, skill development, aptitude training, soft skills, campus recruitment and job fairs. The institution reports a Best Award for Placement Implementation among 920 colleges and 28th position at the state level in the Naan Mudhalvan Placement Drive.

13.1 Career readiness framework

- Conduct an annual student skill-needs assessment by programme and year.
- Prepare structured modules for communication, aptitude, reasoning, digital skills, teamwork and interview preparation.
- Provide domain-specific training in collaboration with the 34 industry partners.
- Encourage internships, projects, industrial visits and workplace exposure.

- Support students interested in higher education, competitive examinations and entrepreneurship as well as employment.

13.2 Placement data integrity

Placement reports shall distinguish students eligible for placement, students registered, students participating in recruitment, students receiving offers, students accepting offers and students actually joining. Multiple offers to the same student shall be counted according to a documented method. Salary figures, employer names and placement claims shall be supported by offer letters or employer confirmation, with personal data protected.

13.3 Annual placement cycle

Stage	Activity	Responsible unit
Needs assessment	Employer feedback, student skills audit	Placement Cell / HODs
Preparation	Aptitude, communication, domain and digital training	Placement Cell / departments
Engagement	Employer outreach, MoUs and recruitment calendar	Placement Cell / management
Selection	Pre-placement talks, tests and interviews	Employers / Placement Cell
Verification	Offer and joining status confirmation	Placement Cell
Review	Programme-wise analysis and improvement plan	IQAC / Placement Cell

14. PHYSICAL INFRASTRUCTURE AND CAMPUS FACILITIES

The institution reports a campus spread across approximately 21 acres and provides infrastructure for academic, administrative, research and extracurricular activities. The IDP focuses on maintenance, safety, accessibility, utilisation and phased upgrading of facilities.

14.1 Infrastructure planning principles

- Maintain an updated inventory of classrooms, laboratories, library, computers, furniture, equipment, sanitation, drinking water and common facilities.
- Prepare annual maintenance schedules and record preventive and corrective maintenance.
- Prioritise safety, structural integrity, electrical safety, fire safety, laboratory safety and accessible circulation.
- Plan laboratory upgrades based on programme requirements, student strength, curriculum and equipment utilisation.
- Use room and facility utilisation data to guide future capital investment.

14.2 Facilities to be reviewed

Facility area	Development and maintenance focus
Classrooms	Adequate seating, lighting, ventilation, teaching aids and maintenance
Laboratories	Equipment adequacy, calibration, safety, consumables and usage logs
Library	Print resources, reading space, e-resources and digital access
Computing facilities	System inventory, licensed software, network and cybersecurity
Sanitation and drinking water	Cleanliness, access, maintenance and periodic quality checks
Sports and recreation	Safe equipment, grounds, scheduling

	and student participation
Accessibility	Barrier review, signage, ramps and accessible facilities as applicable
Safety and emergency readiness	Fire equipment, evacuation plans, first aid and drills

14.3 Physical facility development actions

The institution shall conduct a campus infrastructure audit during Year 1 and prepare a prioritised five-year works schedule. Each proposed project shall include a needs statement, estimated cost, funding source, approval, procurement process, implementation timeline, maintenance responsibility and completion evidence.

15. DIGITAL TRANSFORMATION AND LEARNING RESOURCES

The institution currently provides free Wi-Fi connectivity across the campus to students and faculty members. The institutional website is used to communicate academic information, institutional activities and announcements.

15.1 Six-month digital learning initiative

Within six months of approval of this IDP, the institution plans to establish an Online Study Material Repository and Digital Library. The platform should provide subject-wise study material, e-books, reference resources, research publications and other lawful academic content. Access should be organised according to copyright, licence and user-access requirements.

15.2 Implementation stages

Period	Action	Deliverable
Month 1	Constitute implementation team; audit current digital	Needs report and platform requirements

	resources and needs	
Month 2	Select platform and define access, roles, metadata and copyright procedures	Approved platform and content policy
Months 3–4	Collect and organise approved learning materials by programme and semester	Initial repository with subject-wise structure
Month 5	Pilot with selected departments; train faculty and students	Pilot report and user training records
Month 6	Institution-wide launch and feedback collection	Operational repository and digital library

15.3 Digital governance and safeguards

- Use only licensed, open-access or institutionally authorised content; do not upload copyrighted books or articles without permission.
- Define user roles, access controls, backup schedules and basic cybersecurity procedures.
- Ensure that digital resources are accessible and organised by programme, semester and subject.
- Provide orientation for faculty and students on accessing and using the repository.
- Monitor usage, resource gaps, user feedback and platform availability.

15.4 Digital performance indicators

Indicator	Evidence
Repository launch	Approval, launch record and platform

	access
Content coverage	Programme-wise and subject-wise resource inventory
User participation	User accounts, training and usage reports
Faculty contribution	Learning resources uploaded with permissions
System reliability	Availability, backup and incident records
User satisfaction	Feedback and corrective action

16. GREEN CAMPUS, ENERGY AND WASTE MANAGEMENT

The institution proposes to strengthen environmental sustainability by reducing dependence on conventional electricity, adopting renewable energy and improving biodegradable waste management.

16.1 Solar power initiative

The institution plans to install a solar power system to reduce electricity drawn from the Electricity Board and lower long-term energy expenditure. Before procurement, the institution shall conduct an energy audit, assess roof or ground suitability, estimate generation potential, obtain required technical and statutory approvals, compare lifecycle costs and identify an appropriate maintenance arrangement.

16.2 Biogas initiative

The institution plans to explore a biogas production facility using suitable biodegradable waste generated on campus. A feasibility study shall quantify the available feedstock, seasonal variation, safe operating requirements, land and water needs, maintenance, operator training and appropriate use of the output. The project shall proceed only if technically, environmentally and financially feasible.

16.3 Waste and resource management

- Segregate biodegradable, recyclable and residual waste at source.
- Promote responsible paper use and digital circulation where appropriate.
- Conduct awareness programmes on water conservation, energy conservation and campus cleanliness.
- Maintain records of waste collection, recycling and authorised disposal.
- Review water use, leakage and rainwater management opportunities.

16.4 Sustainability indicators

Indicator	Measurement
Energy baseline	Annual electricity consumption and expenditure
Solar project	Installed capacity, generation and share of consumption
Biogas feasibility	Waste quantity, technical report and decision
Waste segregation	Coverage of departments and documented disposal
Awareness	Programmes conducted and participation
Water conservation	Audit findings and corrective actions

17. INCLUSION, EQUITY, SAFETY AND GRIEVANCE REDRESSAL

The institution shall maintain a safe, respectful and inclusive learning environment. Existing cells and committees reported by the institution include the Internal Complaints Committee, Equal Opportunity Cell, Anti-Ragging Committee and Squad, IQAC, Student Grievance Redressal Committee, IIC and EDC. Their

constitution, composition and functioning shall be periodically verified against applicable regulations.

17.1 Student grievance redressal

The Student Grievance Redressal Committee shall operate in accordance with the UGC (Redressal of Grievances of Students) Regulations, 2023 and applicable University directions. The institution shall publish the grievance submission route, responsible officers, process stages and appeal mechanism as required. Records shall be maintained securely, with confidentiality and natural justice.

17.2 Prevention of sexual harassment

The Internal Complaints Committee shall function in accordance with the applicable law and UGC Regulations, 2015. The institution shall provide awareness, accessible reporting information, appropriate confidentiality and a fair process. The committee's constitution and contact information shall be displayed through appropriate channels.

17.3 Anti-ragging measures

The Anti-Ragging Committee and Anti-Ragging Squad shall function in accordance with the UGC Regulations on Curbing the Menace of Ragging, 2009, as amended. The institution shall conduct awareness and induction activities, display relevant contact details, maintain required undertakings and records, and report matters to competent authorities as prescribed.

17.4 Equity and equal opportunity

The Equal Opportunity Cell shall promote awareness, address discrimination concerns through appropriate institutional mechanisms and support access to educational opportunities. The institution shall periodically review participation and outcomes across student groups, consistent with lawful data practices.

17.5 Safety and emergency preparedness

- Maintain current emergency contacts and escalation procedures.
- Conduct periodic fire and evacuation awareness or drills as appropriate.
- Ensure laboratory safety instructions and availability of required protective measures.
- Provide first-aid arrangements and identify responsible personnel.
- Review campus lighting, access control and safety concerns through documented inspections.

18. COMMUNITY ENGAGEMENT AND EXTENSION

The institution reports six extension activities and seeks to contribute to the development of surrounding rural communities. Community engagement shall be linked to student learning, social responsibility, local needs and institutional expertise.

18.1 Priority areas

- Digital literacy and awareness of safe use of digital services.
- Environmental awareness, waste segregation, tree care and water conservation.
- Health, hygiene and public awareness programmes in coordination with competent organisations.
- Career awareness and educational guidance for school students.
- Skill development and employability awareness for local youth.
- Community problem-solving projects through student associations and departments.

18.2 Planning and safeguards

Each extension activity shall identify a community need, partner organisation, faculty coordinator, student participants, learning objective, safety considerations and measurable output. The institution shall obtain necessary permissions, avoid

unsupported claims of impact and maintain attendance, photographs where consent is available, activity reports and feedback.

18.3 Outcome measurement

Indicator	Evidence
Extension activities	Approved annual calendar and activity reports
Student participation	Attendance and reflection records
Community reach	Verified beneficiary or participant count
Partnerships	Letters, MoUs or permissions
Learning impact	Student reflection, feedback and follow-up

19. FIVE-YEAR IMPLEMENTATION ROADMAP

The roadmap below is indicative. The Principal and IQAC shall prepare an annual operational plan with approved budgets, named coordinators, milestones and evidence requirements. The six-month digital library commitment is retained as a near-term priority

Period	Priority actions	Expected deliverables
First 6 months	Approve IDP; validate baseline; establish IDP monitoring team; initiate digital library and online	Approved IDP; baseline report; compliance register; digital repository launch/pilot; MoU

	repository; prepare compliance register; audit MoUs and infrastructure	register; infrastructure audit
Year 1	Strengthen IQAC reviews; prepare annual budget; improve mentoring and scholarship records; conduct energy audit; strengthen research database and IPR awareness; review placement training	Annual IDP report; budget; student support dashboard; energy audit; research and placement reports
Year 2	Expand industry activities; submit eligible research/CSR proposals; implement priority infrastructure works; improve faculty development; assess solar and biogas feasibility	Active MoU outcomes; grant proposals; completed works; FDP records; renewable energy feasibility reports
Year 3	Review academic outcomes; deepen research collaboration; expand digital resources; consider feasible solar project; strengthen alumni engagement	Mid-term review; collaboration outputs; digital resource coverage; approved project report
Year 4	Scale successful student	Programme evaluation;

	support and industry programmes; review staffing and salary pathway; develop incubation support if feasible	HR development report; incubation feasibility / operational plan
Year 5	Conduct comprehensive IDP evaluation; assess targets and outcomes; prepare next five-year plan	Five-year evaluation; audited evidence; next IDP

19.1 Responsibility architecture

Level	Primary responsibility
Management / Trust	Strategic support, resource decisions and approvals within its authority
Principal	Overall implementation leadership and institutional coordination
IQAC	Monitoring framework, quality review, evidence and annual evaluation
Deans and HODs	Academic planning, departmental implementation and student monitoring
Research Cell / IPR Cell / IIC / EDC	Research, IPR, innovation and entrepreneurship activities
Placement Cell	Career training, employer engagement and placement data
Accounts / Administration	Budget, procurement, asset records and compliance documentation

Student support committees	Welfare, safety, equity and grievance-related functions

20. MONITORING, EVALUATION AND KEY PERFORMANCE INDICATORS

Monitoring shall be evidence-based, proportionate and improvement-oriented. Each indicator shall have a baseline, target, data owner, evidence source and review frequency. Targets below are planning directions and should be finalised after baseline validation and approval.

Domain	Key performance indicator	Review frequency
Governance	IQAC meetings, action-taken closure, committee reports and compliance status	Quarterly
Finance	Budget utilisation, audit observations closed, external funding received	Quarterly / annual
Academics	Syllabus coverage, student feedback actions, course completion and progression	Semester
Research	Verified publications, projects, conference activity, IPR disclosures and Ph.D. progress	Half-yearly
Human resources	Recruitment compliance, faculty development	Annual

	participation and staff feedback	
Student support	Scholarship beneficiaries, mentoring coverage, remedial support and student grievances	Semester
Industry	Active MoUs, internships, training completions and employer participation	Half-yearly
Placement	Eligible students, registered students, offers, joining and progression	Annual
Infrastructure	Maintenance closure, laboratory utilisation, safety inspections	Quarterly
Digital	Repository availability, content coverage and user participation	Quarterly
Sustainability	Electricity use, solar generation, waste segregation and water conservation	Annual
Extension	Activities, participation, verified community reach and feedback	Annual

20.1 Review cycle

7. Monthly: operational review by responsible coordinators for time-bound projects.
8. Quarterly: Principal-led review of milestones, expenditure, risks and pending actions.
9. Half-yearly: IQAC review of strategic progress and evidence quality.
10. Annually: management review of outcomes, budget, priorities and regulatory changes.
11. Mid-term: comprehensive review at the end of Year 3 and corrective action for Years 4–5.

21. RESOURCE MOBILISATION AND INDICATIVE BUDGETING FRAMEWORK

The institution shall avoid inserting unsupported cost estimates into this strategic document. Specific financial allocations shall be developed through quotations, technical assessments, procurement procedures and approved annual budgets.

Budget head	Indicative cost components	Basis for estimate
Academic development	Teaching aids, laboratory consumables, course resources, faculty development	Department proposals and vendor quotations
Research and IPR	Research events, proposal development, databases, IPR awareness	Research Cell plan and approved activity calendar
Student support	Scholarships, sports concessions, remedial and career programmes	Beneficiary data and approved policy
Digital library	Platform, hosting,	Technical specification

	licences, digitisation, training and maintenance	and quotations
Infrastructure	Repairs, classroom upgrades, laboratory equipment and accessibility	Infrastructure audit and engineering estimates
Solar power	System design, panels, inverter, installation and maintenance	Energy audit and feasibility report
Biogas	Feasibility, digester, safety systems, installation and operation	Waste audit and technical feasibility
Placement and industry	Training, recruitment events, internship coordination and travel	Placement Cell annual plan
Community engagement	Materials, transport, programme costs and partner support	Approved extension calendar

22.1 Prioritization criteria

- Regulatory or safety necessity
- Direct student learning or welfare benefit
- Number of beneficiaries and equity impact
- Long-term operating and maintenance cost
- Availability of funding and implementation capacity
- Measurable outcome and evidence availability

23. REPORTING, DOCUMENTATION AND EVIDENCE MANAGEMENT

A credible IDP requires reliable documentation. Each department, cell and committee shall maintain an evidence file for activities claimed in institutional reports, accreditation submissions and regulatory correspondence.

23.1 Minimum evidence file

- Approved annual plan and activity calendar.
- Committee constitution order, meeting minutes and attendance.
- Budget approval, expenditure statement and utilisation evidence.
- Participant lists and programme reports.
- Student feedback, analysis and action-taken report.
- MoUs, activity records and partner confirmation.
- Research publication details and verification records.
- Scholarship criteria, beneficiary records and disbursement evidence.
- Placement offer and joining verification, subject to privacy safeguards.
- Asset register, maintenance log, energy and waste records.
- Photographs or media records where appropriate and consented.

23.2 Data quality and privacy

Institutional data shall be accurate, consistent, dated and traceable to original records. Personal information shall be collected only for legitimate institutional purposes, accessed only by authorised persons and retained in accordance with applicable law and institutional policy. Public reports shall use aggregated information wherever possible.

23.3 Annual IDP report

At the end of each academic year, the IQAC shall compile an IDP progress report showing planned activities, activities completed, expenditure, output indicators, and outcomes, reasons for delays, corrective actions and priorities for the following year. The report shall be placed before the competent institutional authority.

24. CONCLUSION AND INSTITUTIONAL COMMITMENT

The Institutional Development Plan 2026–2031 provides a coordinated framework for the next phase of development of Dr. R.K. Shanmugam College of Arts and Science. It builds on the institution's reported academic programmes, campus resources, student support systems, research activities, innovation initiatives, industry partnerships and commitment to affordable education.

The successful implementation of this plan depends on the collective participation of the management, Principal, IQAC, Deans, Heads of Departments, faculty, non-teaching staff, students, alumni, industry partners and community stakeholders. The institution shall review progress regularly, allocate resources responsibly, maintain documentary evidence and revise priorities in response to student needs, regulatory changes and institutional performance.

The college reiterates its commitment to quality education, equity, academic integrity, research and innovation, employability, good governance and sustainable campus development. All proposed activities shall be implemented subject to applicable UGC regulations, Government of Tamil Nadu directions, Annamalai University requirements, other statutory approvals and the financial capacity of the institution.

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