

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2013 to June 30, 2014)

Part – A

1. Details of the Institution

1.1 Name of the Institution

Pioneer Institute of Professional Studies, Indore

1.2 Address Line 1

Sector-R, Mahalaxmi Nagar

Address Line 2

Opp. Bombay Hospital, Ring Road, Indore

City/Town

Indore

State

Madhya Pradesh

Pin Code

452010

Institution e-mail address

pipsind@gmail.com

Contact Nos.

9893936045, 0731-2570645

Name of the Head of the Institution:

Dr. CA Pramod Kumar Jain

Tel. No. with STD Code:

0731-2570645

Mobile:

094253-22230

Name of the IQAC Co-ordinator:

Dr. CA Prashant Jain

Mobile:

+91 9893936045

IQAC e-mail address:

pipsind@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

MPCOGN13915

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

Letter Ref No F.19.26/EC(SC-
4)/DO/2014/4 dated 11/12/2014

1.5 Website address:

www.pioneerinstitute.net

Web-link of the AQAR:

<http://pioneerinstitute.net/about-us/iqac/5714-iqac.html>

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	2.62	2009	14/06/2014
2	2 nd Cycle	A	3.02	2014	09/12/2019
3	3 rd Cycle	---	---	---	---
4	4 th Cycle	----	---	---	---

1.7 Date of Establishment of IQAC: DD/MM/YYYY

01/07/2009

1.8 AQAR for the year (for example 2010-11)

2014-15

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011))

- i. AQAR for year 2009-10 Submitted on 29/11/2013
- ii. AQAR for year 2010-11 Submitted on 29/11/2013
- iii. AQAR for year 2011-12 Submitted on 19/07/2013
- iv. AQAR for year 2012-13 Submitted on 23/08/2013
- v. AQAR for year 2013-14 Submitted on 08/11/2014

1.10 Institutional Status

University State ☐ Central ☐ Deemed ☐ Private ☐

Affiliated College Yes ☒ No ☐

Constituent College Yes ☐ No ☒

Autonomous college of UGC Yes ☒ No ☐

Regulatory Agency approved Institution Yes ☒ No ☐

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education ☒ Men ☐ Women ☐

Urban ☒ Rural ☐ Tribal ☐

Financial Status Grant-in-aid ☐ UGC 2(f) ☒ UGC 12B ☒

Grant-in-aid + Self Financing ☐ Totally Self-financing ☒

1.11 Type of Faculty/Programme

Arts ☐ Science ☐ Commerce ☒ Law ☐ PEI (Phys Edu) ☐

TEI (Edu) ☐ Engineering ☐ Health Science ☐ Management ☒

Others (Specify)

Computer Application

1.12 Name of the Affiliating University (for the Colleges)

Devi Ahilya Vishwavidyalaya,
Indore

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

UGC & DAVV

University with Potential for Excellence

-

UGC-CPE

-

DST Star Scheme

-

UGC-CE

-

UGC-Special Assistance Programme

-

DST-FIST

-

UGC-Innovative PG programmes

-

Any other (*Specify*)

-

UGC-COP Programmes

-

2. IQAC Composition and Activities

2.1 No. of Teachers

05

2.2 No. of Administrative/Technical staff

01

2.3 No. of students

Nil

2.4 No. of Management representatives

03

2.5 No. of Alumni

01

2.6 No. of any other stakeholder and
community representatives

03

2.7 No. of Employers/ Industrialists

02

2.8 No. of other External Experts

Nil

2.9 Total No. of members

15

2.10 No. of IQAC meetings held:

4

2.11 No. of meetings with various stakeholders:

No.

Faculty

40

Revised Guidelines of IQAC a

25

mission of AQAR

10

05

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Non-Teaching Staff

Students Alumni

Others

2.12 Has IQAC received any funding from UGC during the year? Yes ☐ No ☒

If yes, mention the amount

Nil

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

(ii) Themes

1. Institutional Quality Improvement: Role of Governance, Leadership & Management (Sponsored by NAAC) (26-27 September 2014)
2. Frontiers of Finance (28/03/2015)

2.14 Significant Activities and contributions made by IQAC

The IQAC worked actively and persistently to reach excellence in academic and administrative areas.
It ensured setting a global standard and inducing the best practices for faculty members, students and thus resulting in the overall institutional quality.
At regular intervals, the IQAC ensured suitable and result oriented performance of students and faculty members.
The IQAC also confirmed the transparency and reliability of evaluation system, ensuring the proper reach of support services;
Dissemination of knowledge research findings and academic development with other institutions was the major criteria.

2.15 Plan of Action by IQAC/Outcome

The IQAC and its members take utmost care to assure quality, which has contributed in a meaningful way and has acted as a change agent in the Institute. The IQAC has contributed to institutionalizing quality assurance strategies, processes, plan of action and the outcomes in following ways:

1. Ensuring timely, well-organized and progressive performance of academics, administrative and financial matters.
2. Focusing on the practical application
3. Focusing on excellent quality in academics and research.
4. Ensuring equitable access to and affordability to various sections of the society
5. Ensuring innovative teaching pedagogy through optimizing and integrating modern methods of teaching and learning
6. Prioritising evaluation procedures and its credibility.
7. Ensuring the sufficiency, preservation and functioning of the support structure and services.
8. Facilitating clearness and transparency to various stakeholders.

The IQAC has special concern and commitment for the well-being of the socially disadvantaged groups' like the Scheduled Castes (SCs), the Scheduled Tribes (STs), the Other Backward Classes (OBCs) and the Minorities, as they still continue to lag behind the rest of the society due to their social and economic backwardness. These Groups are empowered to act as agents of socio-economic change and development in the Institute as a result their presence and contributions towards the society are ensured.

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes ☒ No ☐

Management ☒ Syndicate ☐ Any other body ☐ IQAC

Provide the details of the action taken

Regular action on IQAC recommendations are taken by the Management. Further the Management and the statutory bodies constituted under Autonomous Status regularly take the action on IQAC suggestions such as updation in syllabus, organizing conferences and seminars, providing student support, enhancing sports facility, etc.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	01	Nil	01	Nil
PG	01	Nil	01	Nil
UG	05	Nil	05	Nil
PG Diploma	01	Nil	01	Nil
Advanced Diploma	Nil	Nil	Nil	Nil
Diploma	Nil	Nil	Nil	Nil
Certificate	Nil	Nil	Nil	Nil
Others	Nil	Nil	Nil	Nil
Total	08	Nil	08	Nil
Interdisciplinary	Nil	Nil	Nil	Nil
Innovative	Nil	Nil	Nil	Nil

- 1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options: Elective option
(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	7
Trimester	0
Annual	0

1.3 Feedback from stakeholders* Alumni ☒ Parents ☒ Employers ☒ Students ☒
(On all aspects)

Mode of feedback : Online ☐ Manual ☒ Co-operating schools (for PEI) ☐

**Please provide an analysis of the feedback in the Annexure*

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

The Syllabus and curriculum of BBA, BCA, B.Sc. (Computer Science), B.Com. has been updated as per Department of Higher Education & DAVV, Indore

1.5 Any new Department/Centre introduced during the year. If yes, give details.

Nil

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
29	25	01	3	--

2.2 No. of permanent faculty with Ph.D.

05

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V

2.4 No. of Guest and Visiting faculty and Temporary faculty

	03	00
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	NA	40	NA
Presented papers	NA	5	NA
Resource Persons	NA	NA	NA

2.6 Innovative processes adopted by the institution in Teaching and Learning:

The Innovative processes adopted by the institution has been made more rigorous and practical oriented, meeting the industry requirements. Following Co-Curricular Activities have been made more research and library oriented

- ✦ Paper Article Presentation,
- ✦ Developing Business Plan,
- ✦ GD PI and English Class,
- ✦ Decision Making for Purchase of Product,
- ✦ Critical Analysis of Product,
- ✦ Market Survey Report, Business file,
- ✦ CMA Data Form, SWOT Analysis of a Company,
- ✦ Case Analysis & Solving,
- ✦ Case Formulation,
- ✦ Minor Research Project,
- ✦ Major Research Project

- One page addendum
- Brand File
- Business File
- Business Plan
- Minor Research Project
- Research Paper
- Field Work
- Village Visits

2.7 Total No. of actual teaching days during this academic year

215

2.8 Examination/ Evaluation Reforms initiated by the Institution
(for example: Open Book Examination, Bar Coding,
Double Valuation, Photocopy, Online Multiple Choice Questions)

Nil

2.9 No. of faculty members involved in curriculum
Restructuring / revision/ syllabus development
as member of Board of Study/Faculty/Curriculum
Development workshop

10

2.10 Average percentage of attendance of students

77.5%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
MBA I	61	-	27.86	32.78	0.00	60.64
BBA I	25	-	24	24	0.00	48
BCA I	10	-	50	0	0.00	50
B.COM I (P)	25	-	16	32	0.00	48
B.COM I (CA)	20	-	05	45	0.00	50
BSC I	25	-	28	44	0.00	72
MBA III	69	-	71.01	21.73	0.00	92.74
BBA III	38	-	44.73	21.05	0.00	65.78
BCA III	06	-	33.33	16.66	0.00	49.99

B.COM III(P)	21	-	28.57	38.09	0.00	66.66
B.COM III(CA)	25	-	0	24	0.00	24
BSC III	14	-	71.42	21.42	0.00	92.84
BBA V	48	-	66.66	22.91	0.00	89.57
BCA V	13	-	69.23	15.38	0.00	84.61
B.COM V (P)	20	-	40	15	0.00	55
B.COM V (CA)	57	-	28.07	19.29	0.00	47.36
B.SC V	14	-	64.28	7.14	0.00	71.42

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

The institute has the concept of Lecture plan, teachers diary and QIP for the continuous monitoring and evaluation of teaching.

Lecture plan is planned under the guidance of senior faculty members for each subject leading to a standardize lecture format and comprehensive syllabus coverage. To monitor the execution of lecture plan is done through the Teachers diary which holds the day to day information of class room activities along with date and students presence.

College organizes Quality Improvement program every year for assessing the teaching quality of faculty members and gives feedback accordingly for further improvements.

College also collects student feedback during the semester for assessing the teaching quality. Also the Result Analysis of semester end examination is being done to understand the teaching trends.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	Nil
UGC – Faculty Improvement Programme	Nil
HRD programmes	Nil
Orientation programmes	Nil
Faculty exchange programme	Nil
Staff training conducted by the university	Nil
Staff training conducted by other institutions	Nil
Summer / Winter schools, Workshops, etc.	Nil
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	8	Nil	Nil	Nil
Technical Staff	4	Nil	Nil	Nil

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

To promote the Research in the institute the IQAC has taken an initiative by applying for major and minor projects to UGC.

IQAC has started providing 50% sponsorship to faculty members for outside participation Training to Faculty Members on UGC Guidelines and applying for Minor Research Projects has been conducted for faculty members. Most faculty members have applied for Minor Research Projects; Total application for Minor Research Project:-16

Further initiated for applying for Major Research Projects at UGC Online Portal. Most faculty members have applied for Major Research Projects; Total applications for Major Research Project-11.

IQAC has applied for Conference / Seminar / FDPs Grants / Teacher related Grants / Proposals with UGC for research promotion and Institute has received assistance from UGC for National Level Conference.

Encouragement to Faculty members for pursuing Ph.D. many faculty members have qualified NET / DET and are undergoing Course Work with DAVV

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	—	—	—
Non-Peer Review Journals	—	02	—
e-Journals	—	—	—
Conference proceedings	—	01	—

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects (other than compulsory by the University)	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

3.7 No. of books published i) With ISBN No. Nil Chapters in Edited Books Nil

ii) Without ISBN No. Nil

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy Nil

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	-	02	-	-	-
Sponsoring agencies	-	01-NAAC	-	-	-

3.12 No. of faculty served as experts, chairpersons or resource persons 01

3.13 No. of collaborations International National 10 Any other

3.14 No. of linkages created during this year 10

3.15 Total budget for research for current year in lakhs:

From Funding agency	Nil	From Management of University/College	6.75
Total	6.75		

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	NA
	Granted	NA
International	Applied	NA
	Granted	NA
Commercialised	Applied	NA
	Granted	NA

3.17 No. of research awards/ recognitions received by faculty and research fellows
Of the institute in the year

Total	International	National	State	University	Dist	College
NA	NA	NA	NA	NA	NA	NA

3.18 No. of faculty from the Institution who are Ph. D. Guides
and students registered under them

02
16

3.19 No. of Ph.D. awarded by faculty from the Institution
Note: 08 faculty members have submitted Ph.D. thesis

Nil

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF	Nil	SRF	Nil	Project Fellows	Nil	Any other	Nil
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3.21 No. of students Participated in NSS events:

University level	150	State level	-
National level	-	International level	-

3.22 No. of students participated in NCC events:

University level	Nil	State level	Nil
National level	Nil	International level	Nil

3.23 No. of Awards won in NSS:

University level	Nil	State level	Nil
National level	Nil	International level	Nil

3.24 No. of Awards won in NCC:

University level	NIL	State level	NIL
National level	NIL	International level	NIL

3.25 No. of Extension activities organized

University forum	5	College forum	25		
NCC		NSS	15	Any other	

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- Regular Activities conducted under Social Cell
- Field Surveys
- Village Visits (Meeting and understanding village problems)
- Health Camps
- Workshops and Seminars to girls for health issues
- Regular visits to NGOs, Orphanage
- Environment awareness
 - Saving the Birds event
 - Saving electricity, water and precious natural resources

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	Over 5.5 acres of land	Nil	Nil	Over 5.5 acres of land
Class rooms	23	Nil	Nil	23
Laboratories	03 Computer Labs	Nil	Nil	03 Computer Labs
Seminar Halls	Two Seminar Rooms (150 capacity each)	Nil	Nil	Two Seminar Rooms (150 capacity each)
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	Nil	Nil	Nil	Nil
Value of the equipment purchased during the year (Rs. in Lakhs)	Nil	Nil	Nil	Nil
Others	Board Room, Girls Hostel, Canteen, Training & Placement Cell, IQAC, R&D Cell, NSS Cell, Auditorium, Conference Hall, Central Library, Sports Facilities – Indore and Outdoor, Silent DG Power Backup, Large ground, gardens and lush green trees surrounding & Boundary Wall	Nil	Nil	Board Room, Girls Hostel, Canteen, Training & Placement Cell, IQAC, R&D Cell, NSS Cell, Auditorium, Conference Hall, Central Library, Sports Facilities – Indore and

				Outdoor, Silent DG Power Backup, Large ground, gardens and lush green trees surrounding & Boundary Wall
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4.2 Computerization of administration and library

➤ Renewal of e-library includes databases –EBSCO and J-Gate.
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4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	21,730		146	28,522/-	21,876	
Reference Books	5,457		50		5,507	
e-Books						
Journals (including Magazines)	126		-		126	
e-Journals	02 (EBSCO and J-GATE)		-		02 (EBSCO and J-GATE)	
Digital Database	02 (EBSCO and J-GATE)	1,32,510/- (EBSCO) 61,421/- (J- GATE)	-	-	02 (EBSCO and J-GATE)	1,32,510/- (EBSCO) 61,421/- (J- GATE)
CD & Video	2,692	-	87	-	2,779	-
Others (specify)						
Major Research Project	2,134	-	72	-	2,206	-
Minor Research Project	223	-	15	-	238	-
Ph.D. Thesis	13	-	09	-	22	-
Bound Periodicals	1,288	-	68	-	1,356	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	265	03	2 MBPS	LAB	LAB	09	03	06
Added	-	-	-	-	-	-	-	-
Total	265	03	2 MBPS	LAB	LAB	09	03	06

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

- Training by EBSCO and J-GATE experts for faculty and Students
- Continuous and rigorous training and Special Sec

4.6 Amount spent on maintenance in lakhs :

i) ICT	0.19
ii) Campus Infrastructure and facilities	Nil
iii) Equipments	Nil
iv) Others	2.55
Total :	2.74

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The IQAC has taken lot of care to regarding uploading of the ordinance, curriculum and syllabus of each subject of each program on its website for every student at the beginning of the session.

As the website is ever present and easily accessible to everyone thus it is one of the best way to communicate the changes and updations to all concerned.

In case of any change in evaluation process/ scheme of examination it is clearly displayed on the e-notice board.

Apart from this, Institute also uses other medium of communication such as SMS, E-mail and Formal Letter to Students and their Parents regarding the present operative process. The IQAC ensures open door policy of the Institute and ensures transparency in system.

IQAC meetings are conducted time to time, for taking consensus on all the decisions, deciding deadlines with the agreement and commitment from the staff and faculty, participatory management style, follow up meetings, follow up and information flow through e mail and institute website.

5.2 Efforts made by the institution for tracking the progression

Following methods are used for tracking the student progression during the sessions:

- Monthly attendance record (subject-wise)
- Unit-wise test record (Evaluation after completion of each unit)
- Tracking of CCA

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
385	141	29	-

(b) No. of students outside the state

12

(c) No. of international students

Nil

Men	No.	%	Women	No.	%

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
320	45	10	181	-	556	293	44	7	182	-	526

Demand ratio- 0.36

Dropout % - 8.2%

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

Support is provided to students appearing in ICAI, ICSI, ICMAI examinations

No. of students beneficiaries

90

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT
IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance

Various workshops, talks and guest and expert lectures are arranged by the college by the career guidance and placement cell. Renowned people from academicians and industrialists are invited regularly for guest lectures. Our students get the advantage of knowing their valuable proficiency. The college also arranges industrial visits to leading corporate houses for the practical exposure. The students are also motivated to participate and present research papers in National Conferences and partake in inter college competitions.

No. of students benefitted

185

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
23	115	32	-

5.8 Details of gender sensitization programmes

Following activities conducted by women empowerment cell:

1. Training Program was organized for Girls and Women “वीरंगना योजना” in association with by “खेल एवं युवा कल्याण विभाग, इंदौर, मध्य प्रदेश”
2. Health care and awareness program by Doctors
3. Free self defence program for girls on daily basis

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events Sports:

State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	-	-
Financial support from government	119	Rs. 14,39,080/-
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: NONE

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision: “To establish ourselves as one of the biggest learning solution organizations of the country by offering educational services of the highest quality matched by none. The focus is not just on academics but also on personality enrichment to enable future leaders to take shape.”

Mission: “To professionalize Indian management through teaching, research, training and Institution building to achieve dynamic and challenging positions.”

6.2 Does the Institution has a Management Information System

Yes

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

Curriculum development is designed to produce true professionals to cater the need of the industry and produce the personnel with high character and good values, as mentioned in the Quality Policy of the Institute. The curriculum developed is such that it caters to the local and national needs. This is ensured on the basis of regular feedbacks taken from various stake holders.

The Institute is promoting the Research skills in the students through an independent and fully functional R&D Cell established with support of AICTE.

6.3.2 Teaching and Learning

The management of the College continuously reviews the teaching learning process. This is done by way of regular meetings, academic monitoring, appraisal process, and feedback from stakeholders, etc. the Institute makes changes in the subjects and their syllabus with respect to the current changes in the industry. Adoption of Modern methods and ICT for efficient teaching. Organizing expert and industry lectures on regular basis.

6.3.3 Examination and Evaluation

Institute has designed a systematic plan for a proper and continuous evaluation of student's performance.

Institute has planned for, Unit Wise Test is conducted in the class after the completion of each unit. This is done within 7 days of completion of unit. The answer sheets are evaluated; thereafter questions are discussed with the students.

The detailed components helped Institute to evaluate student on various aspects not only in exam hall. Marks weightage for the attendance rewards those who are regular and punctual at classes. Unit wise test gives more option for student to improvise his performance as well as it gives chance to teacher to evaluate student topic wise rather than generalized evaluation. After test the questions are discussed in the class and test copy is shown to the student thus he can identify the mistakes and improve further.

Practical oriented teaching give student exposure to the practical aspects of the subject taught. It is also helpful for all-round evaluation of student's skills and knowledge. Attending Conference/Seminar/Workshop is also part of internal assessment. It motivates students for further updation with the current scenario.

All the variety components used for internal assessment of the student make the assessment a continuous and all-round. These components reward students for the regular efforts they are making. It brings out the best possible evaluation of the hard work and knowledge of the students.

6.3.4 Research and Development

Institute has a dedicated R&D cell that focuses on research efforts of faculty and students with the following objectives:-

- To create an environment conducive of research
- Encourage faculty and students to build the intellectual capital of the institution.
- To encourage research and other skills as needed by the industry among students, aimed to generate knowledge about market realities for students so as to gain knowledge beyond theoretical knowledge being imparted in classrooms.
- To design research activities so as to build communication skills, analytical and critical thinking skills, where faculty act as guides.
- To make faculty members more research-focused with a strong stress on producing research of publishable nature.
- To create knowledge of managerial implications for the industry, thus, encouraging institute-industry interface.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Institute prepares annual budget for the library and computer lab as to acquire the latest books, journals etc. and using technology and modern methods in teaching and learning.

For better comfort and ambience renovation and maintenance is done from time to time.

6.3.6 Human Resource Management

Human Resource Management for all the Teaching and Non-Teaching Staff in the following manner:

- Planning and allocating resources,
- Providing direction, vision, and goals,
- Developing an environment in which Teaching and Non-Teaching Staff choose motivation and contribution,
- Offering opportunities for both formal and informal development,
- Coaching successful contribution and performance development,
- Setting an example in work ethics, treatment of people, and empowerment worthy of being emulated by others,
- Removing obstacles that impede the employee's progress.

6.3.7 Faculty and Staff recruitment

The Institute has detailed & well defined process for faculty recruitment as mentioned below:-

Step 1: Identify a vacant position to be filled

Step 2: Develop a Results-Oriented Position Description

Step 3: Develop and Implement a Recruitment Strategy

Step 4: Establishment of a Committee

Step 5: Screening Candidate resumes and applications

Step 6: Interview and Selection Process (Mandatory presentation by the faculty to be recruited)

Step 7: Reference Checks

Step 8: Summations and Recommendations

Step 9: Job Offer

The objectives of the Recruitment and Selection Policy and Procedure includes:

- To ensure teaching requirement is met.
- To ensure that faculty to be recruited has been tested on content, delivery, presentation skill, communication skill, black-board management, subject syllabus requirement, level of teaching, etc. before finalization.
- To secure the widest possible response to employment vacancies.
- To encourage candidates from all sections of the community to apply for different positions/vacancies.
- To select the most suitable candidate to carry out the duties
- To make selection decisions which do not discriminate unfairly against any group or individual
- To give a good impression of Pioneer as a professional and progressive Institute.

6.3.8 Industry Interaction / Collaboration

The College has the following policies and strategies for development of Industry Interaction relationship:

- To improve the quality of education adequately to meet the needs of the industry and economy
- To have an education system that will operate at optimum efficiency and deliver quality students to employers
- To integrate industrial training and other inputs from the industry with the teaching learning processes so as to develop in the students:
 - Awareness about the job functions in the industry
 - Attitudes to adapt to industrial environment
 - Proper practical and relevant knowledge and skills
 - Capabilities to become self-employed
- To offer Research, Development, Consultancy and to solve industrial problems and imparting practical training of students in industries through SIP.
- To offer Growth Oriented Training Activities to students through various CCA.
- To assist the industry in the selection of suitable candidates to fill up jobs positions through campus interviews and other selection procedures through Placement Cell and to collaborate with the Industries for the Training & Placement of Institute.
- To get feedback on Institute pass outs from employers and involve them in design and review of curriculum.
- To share the experience and expertise between institutions and industry for mutual benefit through TPO Conferences.
- To develop good work culture in students.
- To organize need based student development activities through various Real and Live Projects.
- To organize extension/expert lectures by experts from industry by organizing Seminars and Guest Lectures. The topics are selected that are pertinent to Industry-Institute Interaction.
- To promote entrepreneurship through the activities of ED Cell.
- Arranging Industrial Visits of students to various industries
- Writing and developing Cases in collaboration by faculty and people from industries.
- Appointing Visiting faculty/professors from industries

6.3.9 Admission of Students

The admission in various courses of the Institute at UG and PG level is governed by the State Government Rules and Regulations. There is separate body named Admission and Fee Regulatory Committee which has been constituted by its own State Legislature / Act. The body along with the Directorate of Technical Education (DTE), Bhopal, Madhya Pradesh frames the Rules & Regulations related to admissions. Further, AICTE also frames rules and regulations related to professional PG level courses such as MBA (E.g. entrance test CMAT for MBA and PGDM Program). Admissions in various UG level courses are governed by the Department of Higher Education, Bhopal. Various parameters such as quota for admissions to SC/ST/OBC/ other categories students are governed by State Government Rules and Regulations. The Institute cannot fix any criterion (neither has any authority to do so) and further cannot take admissions directly for reserved candidates. The Institute has therefore not assessed / performed the demand / supply.

6.4 Welfare schemes for

Teaching	FDP, MDP, QIP, Workshops, Seminars, Research Case Studies, Regulatory Seminars, etc.
Non-Teaching	SDP, MS Office training workshops, Health related seminars, etc.
Students	Workshops, Seminars, Health camps, Village visits, NSS and EDC activities, etc.

6.5 Total corpus fund generated

No donations received. Institute is self-financed and meets expenses only by Tuition Fee

6.6 Whether annual financial audit has been done Yes ☒ No ☐

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	-	Yes	Director
Administrative	No	-	Yes	Principal

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes Yes ☐ No ☒

For PG Programmes Yes ☐ No ☒

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

The examination reforms are based on the recommendations of IQAC in consultation with the examination committee, which is carried to the final authority i.e. the Board of Studies, Academic Council and Governing Body of the Institute, to review examination reforms.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

Nil

6.11 Activities and support from the Alumni Association

The Institute has an alumni association functioning from many years. The Institute has taken software which is web based to connect all alumni. The Alumni software is web based and provides ease of access to all alumni to stay connected. Apart from the above, Student representatives are involved in alumni and board meetings.

On yearly basis college organizes alumni meet, where the college gets the updates about the market scenario and expectation of the market and society from the college.

The college gets feedback about college and curriculum filled by the alumni, which is further analysed to understand the lacking and strong points of the college.

The Feedback from alumni also enables college to evaluate the gap in the services provided and expectations of the society.

6.12 Activities and support from the Parent – Teacher Association

As the institute follows open door policy, there is regular interaction between Parents and teachers.

The section in charge/mentors monitors the attendance of the student and reports irregularity of any student to the class in-charge and the academic coordinator. The parents of irregular students are being brought the same in notice either by calling on phone or by writing letters and are asked to meet the Principal/Director, wherein the consequences are being told and remedial actions are suggested.

6.13 Development programmes for support staff

The college takes utmost care to develop its teaching, non-teaching and support staff. Various awareness programs related to their professional and personal life.

Institute send staff for various trainings and facilitate for higher education.

6.14 Initiatives taken by the institution to make the campus eco-friendly

The IQAC encourages the mentors and the floor in-charge to ensure the following

- Turning off monitor when not in use
- Checking that office equipment are off when not in use
- Encourage employees to turn off all office equipment after office hours
- Switch off the power point when not in use
- Usage of black and white printing instead of color printing
- Using double sided printing
- Selection of an energy efficient computer
- Encouraging usage of laptops
- Training all faculty and staff members
- Get into the habit of turning off the lights when they leave a room
- Unplug laptop and phone charger cords when they are not in use
- Using natural light as much as possible
- Using of only required lights
- Using low wattage lights
- Never leaving a tap dripping
- Plantation

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

Institute has initiated many social activities for Social and community development, which has improvised the popularity and collaboration with other social organization. Improved Institute -Alumni interaction through latest ICT and Social Networking (Facebook, website, Alumni Portal) has resulted into more job opportunities and industry interaction.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

Institute regularly conducts the meetings of IQAC, where various strategies and policies related to academics, co-curricular and extra-curricular activities, infrastructural development etc. are discussed. The following outcome was the result of the action plan of IQAC :

Faculty Development Program

- Quality Improvement Program for faculty members
- 19th National Management Conference
- National Conference on Frontiers of Finance

Student Development Activities

- Allotment of Field Work Projects to BBA I, BBA III and BBA V Semester students, was done along with guideline to carry out the project
- MBA-III Semester student were trained for doing SWOT analysis
- Spoken English and Personality Development classes were organized
- Mock GD Sessions for MBA III semester students were conducted and the feedbacks were given to students
- Mock Personal Interviews for MBA III semester students
- Seminars, Workshops, Open Forum Discussions

Research Activities

- Social Science Project allotted to the group of students for execution
- Major Research Project
- Minor Research Project
- A seminar by EBSCO

ED Cell Activities

Social and Entrepreneurship Cell Activities

Placements in top Companies

Summer Internship Program

Extra-Curricular Activities

- Induction and Invocation for fresher
- Inauguration of Pioneer Sports Club
- Annual fest “Udbhav” 2015
- International Yoga Day Celebration
- Swatch Bharat Abhiyan at College

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

Details given below:-

**Provide the details in annexure (annexure need to be numbered as i, ii,iii)*

Format for Presentation of Best Practices

1. Title of the Practice:

1. Co-Curricular Activities (CCA)
2. Research Orientation through Research Papers and Research Projects

2. Objectives of the Practice

The following are the objectives / intended outcomes of the best practice introduced by the Institute:-

- The objectives/intended outcomes of this “best practice” and its underlying principles or concepts of this practice are as follows:-
- Teaching beyond syllabus for Increasing Employability & Entrepreneurship
- To increase students’ practical knowledge and improve communication skills, presentation Skills- being requirements of the industry
- To orient students towards more practical approach with a view to enhance quality of learning.
- Overall Development of the students;
- To increase the usage of Library by students
- To develop commercial acumen
- To help students develop skills and attributes necessary for successful transition in to professional life
- To Develop a curriculum that will make students more competitive in handling the processes of Campus Selections
- Basics of Personality Development
- Confidence Building Exercise and Games
- Presentation and Oratory Skills
- Observation Skills
- To make a Long Lasting Impression and favorable impression

3. The Context

The Institute faced the biggest challenge of confirming the presence of all the students and ensuring their attendance to be more than 75%. One of the major challenges was maintaining the gap between the supply and demand, improving the quality of teaching and learning and the constraints on research capacity and innovation. It was a big challenge to transform the theoretical teaching into practical and to induce the research orientation of students.

The key challenge issues include improvements in teaching and learning, and a focus on learning outcomes. The issues that need to be concentrated is faculty development to improve teaching; increased integration between research and teaching; more international partnerships in teaching as well as research; better links between industry and research to stimulate innovation; and connecting institutions through networks, alliances.

4. The Practice

Communication Skills and Personality Development:

- To develop skills and attributes necessary for successful transition in to professional life
- To make students more competitive in handling the processes of Campus Selections
- Earn good grades.

- To enhance Presentation Skills, Oratory Skills and Observation Skills
- English spoken exercises
- Public speaking
- Speak in style
- Cross cultural dining etiquettes
- Dining etiquettes and mannerism
- Hesitation removal exercises
- Interpersonal skills
- Thought germination
- Listening skills

Paper Article Presentation

- To keep the students updated with the latest happenings.
- To improve the comprehension skills and analytical skills
- Developing the reading habits in the students
- To improve the communication and presentation skills of the students.

Business Plan

- To understand how business is started and run by Individual
- To know what are the resources needed to start a business
- To develop some understanding and interest for entrepreneurial skills.

Local, National and International Problems

- The activity helps students to understand the various local, national and International problem in cause effect terms.
- Choose any Local, National and International problem
- Define the problem
- Background of the problem
- Causes of problem
- Effects of the problem
- Solution/Recommendations

Product Decision Making:

- To develop the understanding of the students about how to make decision while purchasing a product/services.
- To improve the decision making skills of the students.
- To relate and understand the concepts of marketing practically.
- It helps to improve the decision making skills of the students.
- To develop understanding of various factors need to be considered while purchasing a product.
- How to evaluate the different brands on the basis of various parameters

Critical Analysis of a Product

- To help the students to understand critical features and various parameters of a product.
- To gain an understanding of a market

Market Survey Report

- To know how to prepare a market report

- To gain an understanding of a market.
- To relate and understand the concepts of Marketing practically
- To learn how to analyze the market.
- It is used to take Marketing decisions as to which marketing strategy to be followed:
 - new product development
 - changes in marketing strategies
 - How to compete more effectively.
- To correlate the subject knowledge to practical situations.
- To learn where to gather the important and relevant data of the market
- To help them become an entrepreneur in future.

Business File

- To make students understand the various transactions/documents which are required in day-to-day business/dealings.
- To understand the various transactions/documents which are required in day-to-day business/dealings.
- To follow Rules and regulations of the government while running the business.
- Understand the taxation and various regulatory procedures.
- To be able to understand and make the payment of statutory dues in time.
- To understand the statutory requirement
- To understand how to do banking transactions and related requirement

Summer Internship Program (SIP)

- To learn the intricacies of the various subjects.
- Choose which specialized field of his industry suits him well
- Choose it as his career field.
- Confidence, Knowledge
- Learning Attitude, Positive Attitude, Energy,
- Eagerness, Hardworking Attitude, Faith over self
- Valuable new skills
- Getting the practical experience that employers want to see on prospects resume

SWOT Analysis

- To analyze internal & external environment of the company.
- To gain an in depth knowledge of the company & Sector.
- To develop an entire overview about the company like strategies, competitors, challenges, list of products and services, business structure
- To know the complete information about the company like strategies, competitors, challenges, list of products and services, business structure.

Research Paper

- To increase orientation of students towards research.
- To increase the practical knowledge of the students.
- To encourage and increase research contribution of students.
- To increase orientation of students towards research.
- To increase the practical knowledge of the students.
- To encourage and increase research contribution of students.

Case Formulation

- It helps to understand the problem and to analyse the situation.

Case Analysis

- To obtain expertise in solving a case by analysing its Internal & External Environment.
- To get a fair idea of how organizations tackle problems & drive organization to profit.
- To develop an understanding of how to manage large amount of unstructured information.

The constraints / limitations faced are as follows:

- Constraints on research aptitude and innovation is a crucial issue. With a very low level of faculty members for Ph.D enrolment, the Institute sometimes suffers from having sufficient high quality researchers. Very few opportunities for interdisciplinary working is available.
- There is sometimes chronic shortage of faculty, poor quality teaching, outdated and rigid curricula and pedagogy, lack of accountability and quality assurance and separation of research and teaching.
- The lack of early stage research experience; a not so strong system for innovation, and low levels of industry engagement.
- One of the major constraints is uneven growth and access to opportunity as socially, the country is divided. There is a problem to access to higher education which is uneven with multidimensional inequalities in enrolment across population groups and geographies
- It has been also found that sometimes due to low quality of teaching and learning, issues related to quality is a difficulty.
- Every aspect of higher education is being reorganised and remodelled: funding, leadership and management, quality assurance, accountability, relationships with industry, international collaboration and the way teaching and research are conducted.
- Key challenges facing the system include quality assurance, disparity and wide gap between higher education and vocational skills and faculty development programs and training in higher education.
- There is an urgent need for systemic change in affiliated colleges to improve the quality of teaching and learning.
- There is currently limited collaboration with industry. The Institutes need to engage more with the industry in the development of systemic support.
- The Institute need International collaboration in but as fewer students have been taking up research careers in these areas, departments have declined, meaning a vicious circle of lack of employment opportunities for students.
- There is less demand for courses from mature learners and from current students looking to enhance their employability and develop entrepreneurial skills. There is little inclination of students towards entrepreneurship.
- Much more needs to be done to encourage the next generation of students to develop their skills towards analysis and problem-solving skills, communication skills, written skills etc.

5. Evidence of Success

1. Enhancement of soft skills like presentation skills, proper dressing, body language, English language etc. and thus to develop the overall personality of the students.
2. Practically relation of the theoretical concepts of Curriculum.
3. Reduction of Institute – Industry Gap i.e. increase in the acceptability of the students in the Industry.
4. Hands on experience to students related to field work.
5. Successfully making studies and education enjoyable to the students.

6. Development of a sense of competitive spirit, cooperation, leadership, diligence, punctuality, team spirit, self-discipline self-confidence as well to develop creative talents.
7. Development of a sense of responsibility and also students learn to manage things.
8. Updation of the students with the current happenings and newly developed concepts.

Some of the outcome of the best practices includes the following:-

- Engage students in active learning
- Set high and meaningful expectations
- Grant, get, and utilize regular, timely feedback
- Inculcating values and high beliefs
- Identify and broaden student styles and development
- Inquire and apply real-world applications
- Recognize and value benchmarks and methods for student assessment
- Generate prospects for student-faculty association
- Generate prospects for student-student relationship
- Promote student involvement through engaged time and quality effort

The Institute ensures relevance and links with what they are learning through:

1. Developing an inclination towards learning to be lifelong learners
2. Demonstrate talents they bring with them
3. Develop new and important talents and aptitudes to be successful in professional and personal life
4. Ensuring connectivity and interaction among various disciplines
5. Choosing best and appropriate activities and including them in CCA
6. Developing research skills
7. Commanding on multi-levels of activity and challenges
8. Ensuring authentic responsibility to students through Projects, Assignments etc. and making students' engage in active learning and working in collaboration with others
9. Refining managerial skills by mastering the core concepts of the curriculum
10. Utilize the strengths, learning styles, and knowledge of students.
11. Set individual learning goals by developing their personal skills and engaging them in higher-order thinking tasks as investigation, creation and assessment
12. Ensuring the study of ideas, solving problems and applying what they have learned through constructive hypotheses and decision making
13. Addressing cultural influences and individual learning styles

6. Problems Encountered and Resources Required

So far no such major problem have been registered and faced by the Institute.

7. Notes

Apart from the above activities, the Institute focus on student learning as the central indicator of institutional excellence challenges. The Institute believes in student-cantered education, where faculty members take on less responsibility for being sources of information, and take on greater responsibility as facilitators of a broad range of learning experience and where the students are invited to take more responsibility for increasing their own knowledge and skills.

The following model is helpful:

Areas	Faculty Member -Centered	Student-Centered
Knowledge	Transmitted from faculty	Constructed by students
Students' participation	Passive	Active
Role of a faculty	Leader/authority	Facilitator/partner in learning
Role of evaluation	Unit Wise test/ Internal Examination	Undergoing Tests for a continuous feedback
Emphasis	Getting correct concepts	Budding innovative and deeper thoughts
Academic culture	Competitive, Individualistic	Collaborative, Supportive

7.4 Contribution to environmental awareness / protection

The environmental audit helps to know whether or not the current and the future environmental efforts are actually making a difference. It acts as the beginning of the sustainable planning process. The audit also serve as a guide for educating stakeholders the current practices and resource used at the Institute. The focus is on scarcity of resources as there is sometimes excess use of paper, shortage of water during summer and excess energy

This is done through following ways:

- Turning off monitor when not in use
- Checking that office equipment are off when not in use
- Encourage employees to turn off all office equipment after office hours
- Switch off the power point when not in use
- Thinking before taking print out

■ The college has social and economic benefits that the green spaces provide on the health. The college environment has benefits of green spaces that help in the creation of a cleaner world. So far the college has planted more than 2,000 trees. These trees are planted in three layers across the complete boundary area of the campus. Tree plantation is also done when dignitaries arrive at the College.

☐ ☐

7.5 Whether environmental audit was conducted?

Yes

☒

No

☐

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

STRENGTHS

Autonomous Status
NAAC A Grade Accreditation
ISO 9001-2008 Certification
AICTE Approval
Permanent Affiliation with DAVV, Indore
Research Centre for Ph. D. in Management
Recognition u/s 12(B) by UGC, New Delhi
Top Rankings
Strong Institute – Industry Interface
Good track record of Placements
Various Institutional Membership
Chapter of CSI and ISTE
Rich Library Resource
Renowned Examination Centre
Two Faculty are Members of Board of Studies, Faculty of Management, DAVV, Indore
Strong Research Orientation
Innovations in Academics such as Minor Research Project, CCA, SIP, Industrial Visits, etc
Strong Institute-Alumni Interactions
Location Advantage
State of the art Physical Infrastructure
State of the art IT Infrastructure
Latest and Updated use of software (Automation)
Distinguished Web Presence
Participative Management Style

WEAKNESS

No Bank Facility within Institute Premises
No Post Office within the Colony
No Control over admissions
No Control over fee structure
No International and Global admissions
Less International and Global Publications
No aid / support / assistance available for capital expenditure from any agency

OPPORTUNITIES

To open an Extension Counter of Bank of India in Institute Premises
To acquire Deemed University Status
To offer more Consultancy to Industry
To seek more global exposure

CHALLENGES

Government Regulations & Controls
Delayed Admission Process
Competitions in Admissions and Placements
Mushrooming growth of Institutes in Indore and M.P. (Competition)
Political interference through Student Union
Support from University for better use of autonomy

8. Plans of institution for next year

Rev In order to enhance excellence in research teaching and learning the IQAC has planned to invite more experts from academics and industry, so as to enhance the value based education.

To focus on skill development and job oriented education.

Name: Dr. Prashant Jain

Signature of the Coordinator, IQAC

Name: Dr. P. K. Jain

Signature of the Chairperson, IQAC
