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

> Near Bombay Hospital

City/Town

> Indore

State

> Madhya Pradesh

Pin Code

> 452010

Institution e-mail address

> pioneer@pioneerinstitute.net

Contact Nos.

> 0731-2570645, 9893936045, 9425322230

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:

pioneer@pioneerinstitute.net

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/accreditation/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	1st Cycle	B	2.62	2009	14/06/2014
2	2nd Cycle	A	3.02	2014	09/12/2019
3	3rd Cycle	---	---	---	---
4	4th Cycle	----	---	---	---

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

01/07/2009

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

2015-16

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((*for example AQAR 2010-11submitted 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
 vi.   AQAR for year 2014-15 Submitted on 10/06/2015

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 | 04 |

2.2 No. of Administrative/Technical staff | 02 |

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 | 48 |

Non-Teaching Staff | 21 | Students Alumni | 10 | 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. | 3 | International | 1 | National | 2 | State | - | Institution Level | - |

   (ii) Themes | Three Days Workshop on Research Methodology sponsored by AIMS
    A Roadmap to Globalization in the Present Digital Era
    National Level Youth Conference on Gray Matters of the Nation |

2.14 Significant Activities and contributions made by IQAC

> The IQAC has worked vigorously and resolutely to reach distinction in theoretical and practical capacities.
> It has applied the quality standards of NAAC as per the defined criteria and has integrated up-to-date procedures of education and insight.
> IQAC has organized various inter and intra institutional events on quality related themes and promoted quality circles;
> Documentation of the various programs/activities of the Institute is ensured, leading to quality improvement
> Disseminated information on the various quality parameters of higher education
> The cell confirms comprehensive criterions and best practices for faculty members, students. Implemented various Development and Improvement Programs for Faculty and Students.
> The IQAC monitors the well-being of the college in all respects.
> Research based work culture is promoted more actively Result oriented performance of students and faculty members are ensured at various levels at frequent intervals.
> Facilitated the creation of a learner-centric environment conducive for quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process

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:

- Ensuring appropriate, effective and advanced performance of academics, administrative and financial matters.
- Focusing on the practical oriented approach of teaching and learning, academics and research, Integrating contemporary methods of teaching and learning,
- Ensuring impartial access to and affordability to all students and various sections of the society, state-of-the-art education, directness and clearness to various stack holders, adequacy, safeguarding and operational of the support structure and facilities.
- Classification of best evaluation techniques and its verification of its trustworthiness.

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
Refer Annexure-i	Refer Annexure-ii

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

Consistent execution on IQAC recommendations, NAAC Peer Team recommendations and recommendations taken by the Principal. Further the Management and the statutory bodies constituted under Autonomous Status regularly take the action on IQAC suggestions such as updation in curriculum, syllabus, organizing National and International Events, conferences and seminars for Faculty and Students, providing student support, enhancing sports facility, etc.

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	06	Nil	06	Nil
PG Diploma	01	Nil	01	Nil
Advanced Diploma	Nil	Nil	Nil	Nil
Diploma	Nil	Nil	Nil	Nil
Others	Nil	Nil	Nil	Nil
Total	09	Nil	09	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 all the courses are as per Choice Based Credit System, and as per the guidelines of UGC.

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

Yes, NSS Self finance Unit (SFU) recognized by DAVV, Indore established

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
48	44	00	04	--

2.2 No. of permanent faculty with Ph.D.

08

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	2	0	0	4	0	0	0	02	02

2.4 No. of Guest and Visiting faculty and Temporary faculty

00		03		00

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	NA	49	NA
Presented papers	NA	37	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

270

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

Yes

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

30

2.10 Average percentage of attendance of students

65%

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	48	-	72.38	39.62	0.00	81.54
BBA I	52	-	100.00	0.00	0.00	61.36
BCA I	13	-	100.00	0.00	0.00	30.00
B.COM I (P)	15	-	47.37	31.58	21.05	73.08
B.COM I (CA)	22	-	33.33	38.10	28.57	67.74
BSC I	22	-	66.67	33.33	0.00	80.00
MBA III	42	-	88.15	11.85	0.00	91.84
BBA III	45	-	82.93	17.07	0.00	80.39
BCA III	12	-	100.00	0.00	0.00	38.46
B.COM III(P)	28	-	66.67	33.33	0.00	81.82
B.COM III(CA)	24	-	96.43	3.57	0.00	96.55
BSC III	22	-	100.00	0.00	0.00	92.86
BBA V	11	-	100.00	0.00	0.00	91.67
BCA V	9	-	100.00	0.00	0.00	100.00
B.COM V (P)	9	-	100.00	0.00	0.00	83.33
B.COM V (CA)	11	-	66.67	33.33	0.00	33.33

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

- Through regular interaction with the administration and department representatives, the IQAC offers important suggestions for the overall development of the Teaching and Learning Process.
- The Principal, Management Representatives, senior members of Faculty & students are part of the IQAC.
- Results and students performance is analysed and corrective measures are taken.
- The academic calendar is planned collectively, in consultation with other departments, so that students get maximum benefit.
- All the activities aim at strengthening the knowledge base of the students as well as give exposure to the real world scenario.
- Faculty Members are encouraged to attend seminars, conferences, workshops and publish papers.
- The institute has the concept of Academic Coordinator and Mentoring System that monitors the smooth functioning of Lecture Plans, Teachers Diary, various Quality improvement Programs for Faculty and Students.
- Lecture plan is planned by faculty, involving Expert and Senior faculty members for each subject leading to a standardize lecture format and comprehensive syllabus coverage.
- The execution of lecture plan is done through the Teachers diary
- The Teachers Diary grasps the daily information of class room activities along with date and students present.
- Quality Improvement Program as well as Faculty Improvement Program are a regular feature for further perfection.
- In each Semester, student feedback regarding Teaching Faculty and Subjects is taken.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	12
UGC – Faculty Improvement Programme	-
HRD programmes	05
Orientation programmes	06
Faculty exchange programme	02
Staff training conducted by the university	03
Staff training conducted by other institutions	09
Summer / Winter schools, Workshops, etc.	19
Others	15

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	21	0	01	0
Technical Staff	2	0	0	0

Criterion – III

3. Research, Consultancy and Extension

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

The IQAC Sensitize and promotes Research Climate in the following way:
- ➢ Motivates faculty members to submit proposals for minor and major research project to funding agencies. IQAC provides 50% sponsorship to faculty members for outside participation.
- ➢ Supporting faculty members to participate in Conference and reimbursing registration fees and providing duty leave
- ➢ Encouraging teachers to go for FDP.
- ➢ Motivating teachers to publish papers in journals and publish books.
- ➢ Supporting student research projects.
- ➢ Encouraging the students to take part in research based activities lie poster and paper presentation
- ➢ IQAC applies for Conference / Seminar / FDPs Grants and National Level Workshops.
- ➢ Encouragement to Faculty members for pursuing Ph.D. many faculty members have qualified NET 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	_	02	_

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   Yes

3.11 No. of conferences organized by the Institution

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

3.12 No. of faculty served as experts, chairpersons or resource persons   [03]

3.13 No. of collaborations   International [-]   National [10]   Any other [-]

3.14 No. of linkages created during this year   [05]

3.15 Total budget for research for current year in lakhs:

From Funding agency [Nil]   From Management of University/College [12.00]

Total [12.00]

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 | 01 |
     and students registered under them | 08 |

3.19 No. of Ph.D. awarded by faculty from the Institution | 03 |

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

JRF | 02 | SRF | | Project Fellows | - | Any other | - |

3.21 No. of students Participated in NSS events:

University level | - | State level | 02 |

National level | 01 | International level | - |

3.22 No. of students participated in NCC events:

University level | - | State level | - |

National level | - | International level | - |

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 | - | College forum | 22 |
NCC | - | NSS | 09 | 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 and GRAM (Grass Root Action Management), where meeting and understanding village problems is undertaken.

- Health Camps and Free Check Ups.

- Workshops and Seminars to girls for health issues

- Regular visits to NGOs, Orphanage

- Environment awareness

    o Saving the Birds event

    o Saving electricity, water and precious natural resources

    o Plastic Free Pioneer

    o Environmental Awareness Programs and Video Demonstration to students and community people.

    o Awareness Week Celebration, Anti-Tobacco Week, Compulsory Halmet Wearing and Safe Driving.

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 (≥ 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, 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 for the campus	Internal Accruals	Board Room, 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

4.2 Computerization of administration and library

> ➢ Renewal of e-library includes databases –EBSCO and J-Gate.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	21730		832		22562	
Reference Books	5457		391		5848	
e-Books						
Journals (including Magazines)	126				102	
e-Journals	02 (EBSCO and J-GATE)		-		02 (EBSCO and J-GATE)	
Digital Database	02 (EBSCO and J-GATE)	1,32,510/- (EBSCO) 61,416/- (J-GATE)	-	-	02 (EBSCO and J-GATE)	1,40,831/- (EBSCO) 61,416/- (J-GATE)
CD & Video	2,642	-	157	-	2,799	-
Others (specify)						
Major Research Project	2134	-	82	-	2216	-
Minor Research Project	223	-	25	-	248	-
Ph.D. Thesis	13	-	5	-	18	-
Bound Periodicals	1,100	-	188	-	1,288	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart -ments	Other s
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 Section
- Certificate Courses on MS Office

4.6 Amount spent on maintenance in lakhs :

i) ICT

4.25

ii) Campus Infrastructure and facilities

6.30

iii) Equipments

2.5

iv) Others

2.5

Total:

15.55

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> - IQAC organize and deliver lectures from time to time to make the students aware of the changing global scenario.
> - Students are given support service in seeking jobs opportunities.
> - The IQAC to cultivate skills, competencies and value among students. These are imparted through courses and activities.
> - At the beginning of the academic session, the IQAC plans for the support services to the students to be undertaken throughout the year. 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.
> - Monitoring is done through meeting of the IQAC and this directs the future course of action.
> - It is the responsibility of the IQAC to motivate and to maintain Academic Diary day wise to the faculty members that ensures quality of teaching and accountability.
> - IQAC act as the better internal communication for the students. The Grievances Re-dressal Cell also works for students support.
> - The IQAC ensures uploading of the ordinance, rules, mandatory disclosures, curriculum and syllabus of each subject of each program on its website for every student at the beginning of the session.
> - All the changes, notices and disclosures are communicated through Institute Website. 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. As per the diverse courses, whatsapp groups and email ids are used for various mode of communication.
> - In case of any change in evaluation process/ scheme of examination it is clearly displayed on the e-notice board.
> - The IQAC ensures open door policy of the Institute and ensures transparency in system.

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)
- ➢ Track Record of Internal Tests, Presentations and accuracy in evaluation of Internal Marks
- ➢ Tracking of Co - Curricular Activities, Certificate Programs
- ➢ Regular PTM with Faculty Mentors, communicating students' progression
- ➢ Regular observation
- ➢ Regular meetings/monitoring
- ➢ Faculty involvement through counselling system.
- ➢ Regular feedback from students
- ➢ Tutorial system, remedial coaching for helping poor students, guidance to students.
- ➢ Continuous and comprehensive evaluation method.
- ➢ Continuous evaluation through conducting series of examinations internal examinations.
- ➢ Proper recording of attendance which helps in avoiding drop out and unauthorised absence of students
- ➢ Conduction of PTA meetings at regular intervals for all semester students
- ➢ Regularly monitoring the college sports teams to ensure better performance and better results.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
389	115	15	-

(b) No. of students outside the state

08

(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
294	39	7	173	00	513	261	47	6	190	00	504

Demand ratio- 0.36   Dropout % - 5%

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

> ➢ Support is provided to students appearing in MBA Entrance, ICAI, ICSI, ICMAI examinations.
> ➢ Bridge Classes and Remedial Classes to have an upper edge and crack competitive exams.
> ➢ Exchange students to seminars, quiz competition and other programmes organised by other institutions
> ➢ Faculty members provide study materials which help the students for preparation of their NET examination.
> ➢ A study circle is formed. The study circle procured different reference and text books of Mathematics, English and Mental Ability for giving additional practice to students for solving papers and problems.
> ➢ The Training and placement cell provides coaching to various competitive exams grooming and personality development, group discussions and other examinations.

No. of students beneficiaries   72

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

> ➢ The Institute gets a form filled by the students known as KYS Form, i.e. Know Your Student.
> ➢ Various workshops, talks and guest and expert lectures are arranged by the career guidance and placement cell.
> ➢ Celebrated academicians and industrialists are invited repeatedly for guest lectures.
> ➢ Through Institute-Industry Interaction, the students get the advantage of knowing their treasured aptitude.
> ➢ Various industrial visits to leading corporate houses for the practical exposure are arranged. The students are also motivated to participate and present research papers in National and International Conferences and partake in inter - college competitions.

Personal Problem:
Issue of self-esteem, Transition to College, Depression, Anxiety, Confusion or Stress, Loneliness, Anger, Difficulty in making decisions, Uncertainty about the future, Alcoholism and Smoking

Academic issues:
Trouble with concentrating on studies or attending classes, Poor academic performance, long absent, Lack of communication, Difficulty in adjusting to college life etc.

Student Career Guidance:
Skill Enhancement Training, Training for Effective Communication, Corporate Grooming Programme, Techniques in Group Discussion, Interview Skills and Aptitude.

No. of students benefitted | 250 |

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
32	152	105	28

5.8 Details of gender sensitization programmes

Following activities conducted by women empowerment cell:
1. Training Program was organized for Girls and Women "वीरांगना 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
4. Chhatra Suraksha Meeting on regular basis by the nearby Police of Lasudia Police Station, Indore.
5. Women Grievance Cell
6. Self Protection Sessions

5.9 Students Activities

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

State/ University level | 46 | National level | 12 | International level | 35 |

No. of students participated in cultural events

State/ University level | | National level | 60 | International level | |

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

State/ University level | 4 | National level | 2 | International level | - |

Cultural: State/ University level | | National level | 44 | International level | |

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	-	-
Financial support from government	197	3730630
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 | 25 |

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 Curriculum includes Skill Development Courses, Ability Enhancement Courses and Generic Courses.

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

Active participation of faculty members is done through representation in Board of Studies in various subjects as well as via participation in various meetings organized for curriculum development and execution

Curriculum Development is through Teaching Plans and Methodologies, Subject allotted as per Specialization of Teachers, Feed Back from Visiting Faculty, Alumni and Parents is taken.

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.

The focus is on adoption of modern methods and ICT for efficient teaching. The teaching is through HBR, International Journals, Refereed Journals, Field Projects, Subject Presentations and Teaching and Learning beyond Syllabus. Expert Lectures are organized from academics for specific topics from the syllabus and industry lectures on regular basis.

Guest Faculty, Feed Back, Remedial Class, well established library, ICT, Innovation Practice in Teaching, Seminars is an integral part of teaching and learning process.

Technology enabled teaching and learning, Use of LCD projectors and audio-visual facility for teaching, Lecturers, e-classes, giving the students downloaded study materials is also a part of teaching and learning.

Engage faculty in prosecuting effective teaching and learning so as to facilitate critical thinking, problem solving, oral and written communication skills in students.

The Institute believes that the correct evaluation of a student is the evaluation done on continuous basis. The Institute has made its first initiative for that through making the internal and external marks weightage ratio of 60:40 which improvised the role of internal assessment in the course structure. It enhanced the scope of the teacher/Institute for evaluating student for his actual performance throughout the semester. The college declares the examination schedule sufficiently prior (approx. 30 days before the examination). Till now the Institute was successful in executing the schedule declared for exams.

Pre and Post examination meetings are organized along with every member involved in it. Thus taking corrective measure for next exam and any updation if required can be discussed.
Examination Committee and other faculty members give regular inputs to Management regarding examination reforms.
Institute has implemented several examination reforms which have improved the examination system.

The Internal Evaluation consists of Three Components of 20 marks each, essential for regular and accurate assessment of students.

6.3.4 Research and Development

> ➢ R & D creates an environment conducive of research, for faculty members' students so as to build the intellectual capital of the institution.
> ➢ It instils research and other skills as needed by the industry among students. The research is carried out by the students, aimed to generate knowledge about market realities for students such that they gain knowledge beyond theoretical knowledge being imparted in classrooms.
> ➢ The research inculcates knowledge of a broader level, build skills amongst students that include communication skills, analytical and critical thinking skills.
> ➢ The Faculty guidance is recognized as an important input to student research.
> ➢ Faculty members are more research-focused with a strong stress on producing research of publishable nature.
> ➢ Research is a major faculty responsibility that provides teaching services and also creates new knowledge through research.
> ➢ The R & D creates knowledge of managerial implications for the industry, thus, encouraging institute-industry interface.
> ➢ Institutional support to faculty members in terms of all administrative, infrastructural and provision for undertaking R&D activities.

6.3.5 Library, ICT and physical infrastructure / instrumentation

> ➢The Institute has a well-stocked library with a number of journals. E-library includes J-Gate and Inflibnet also form part of the resources made available by the institute for research purposes.
> ➢The Library is separately located in a well architecture building in the campus and is well furnished with all resources including e-library resources.
> ➢The Library has separate Hall with stacks for housing the books, journals, magazines and reference books with a big and well-furnished reading hall.
> ➢The library has a collection of books, e-books, a number of journals and audio-video cassettes.
> ➢The number of books, journals and periodicals are updated every year.
> ➢The library provides reprographic facilities for the benefit of students and research scholars.
> ➢The library provides open access system for the users including students, research scholars and teaching faculty.
> ➢ The library has internet connection with 2 MBPS speed (Wi-Fi). Also it has 3 dedicated computers systems for public access.
> ➢ College has a dedicated website for Journal and other publications (www.pioneerjournal.in) it provides the various publications of the college online.
> ➢ Reputed Vendors and Publishers visit our library frequently to show latest arrival of books (catalogue in library).
> ➢ Sample copy of various latest books are received by the Library for teachers' evaluation and feedback.
> ➢ The Library also receives information time to time for new arrivals from E-Library Network.

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

- ➢ Ensuring that unlawful discrimination is unacceptable
- ➢ The equality of opportunity is a major feature of Human Resource Planning and Development
- ➢ The HR policy ensures that planning should be done in a way that no job applicant is discriminated on the grounds of belonging to a particular group, such as those of race, colour, ethnic or national origin, religion and belief, political opinion or affiliation, gender and marital status
- ➢ The recruitment and selection process is crucially important to any equal opportunities policy.
- ➢ To ensure that employees making selection and recruitment decisions will not discriminate on any of the grounds mentioned in whether consciously or unconsciously, in making these decisions
- ➢ Promotion and advancement will be made on merit and all decisions relating to this will be made within the overall framework and principles of this policy.
- ➢ Job descriptions will be reviewed regularly to ensure that they are in line with the equal opportunities policy.
- ➢ Job requirements will be reflected accurately in any personnel specifications
- ➢ To adopt a consistent and non-discriminatory approach to the advertising of vacancies
- ➢ All applicants will receive fair treatment and will be considered solely on their ability and potential to do the job related to their subject expertise
- ➢ Ensuring that the policy is circulated to all the members of the college
- ➢ To maintain a working environment in which no employee or worker feels under threat or demoralized
- ➢ To review the results of monitoring procedure at regular intervals
- ➢ To assess the effectiveness of the implementation of the HR Policy

6.3.7 Faculty and Staff recruitment

The Institute has detailed & well defined process for faculty recruitment as mentioned below:-
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 aim of the Recruitment and Selection Policy and Procedure includes:

- To ensure teaching and non-teaching staff 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.

6.5 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?

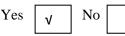| Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	-	Yes	Director
Administrative	No	-	Yes	Principal

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?

> NA

6.11 Activities and support from the Alumni Association

> The Institute has a strong alumni base of around 1000 alumni. We organize alumni meet once in a year. The alumni share their learning and experience of the industry and they guide and motivate to the existing students. Representative from Alumni are members of Board of Studies and Academic Council of the Institute and their opinion and suggestions are considered while framing the syllabus / curriculum. 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.
>
> For alumni the Institute organizes alumni meet during which a session is kept for their views and suggestion towards the curriculum and syllabus development. They share the real world experiences which helps college in making curriculum more practical and updated. A separate feedback format is filled by the alumni. Parent meeting is also held regularly to take their views in curriculum development. Further, Board of Studies and Academic Council have nominees from alumni and industry to take their views during decision making process of curriculum.
>
> 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.
>
> On yearly basis college organizes parents meeting and alumni meet, where the college gets the updates about the market scenario and expectation of the market and society from the college. Also college gets feedback about college and curriculum filled by the alumni and parents, which is further analysed to understand the lacking and strong points of the college. Feedback from alumni and parents also enables college to evaluate the gap in the services provided and expectations of the society.
>
> 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. Feedback of the parents is also taken once in a year about the facilities and services offered by the Institute. There valuable suggestions are also considered in the Board Meetings for further improvements.

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.
- ➤ The college has a facility of Sick room with first aid box, Homoeopathy Clinic (OPD) within the campus where qualified doctor is available daily, conduction of awareness camps and health check-up for all students and staff.
- ➤ Tie-up with the leading hospitals such as:
  - – Bombay Hospital
  - – Rajas Eye Hospital
  - – KIBS Hospital
  - - Raj Shree Hospital
- ➤ Institute has conducted various FDP and SDP for mass benefit of teaching and non-teaching staff. Institute provides financial assistance to the needy staff. Further Institute has never hesitated in supporting ground staff and clerical level staff in providing any kind of assistance. To illustrate, the Institute has sponsored completely the medical operation of kidney of one of the staff and treatment of hand plaster for Librarian.
- ➤ Institute has provided staff quarters for welfare of ground staff and Institute provides them free of cost electricity, water and educational facility to their children. Institute has generated employment for the ground staff family members also. Institute has regularly conducted health check-up, eye check-up and organizes health awareness programs.
- ➤ The teaching and non-teaching staff members are eligible for Provident Fund as per the rules of the scheme. Staff members contribute an amount per month, and an equal amount is contributed by the Institute.
- ➤ The Institute insures all teaching and non-teaching staff members against accidents and illness, including hospitalization.
- ➤ Apart from this, primary medical assistance is available at the Institute for first level Medical Care.
- ➤ The Institute offers all its members subsidized food from mess and college canteen
- ➤ The Institute organizes picnics and excursions for all staff members every year.
- ➤ The Institute encourages various programs to encourage its teaching staff members to better themselves through subsidy scheme to purchase laptops and facilitating professional training through workshops sponsored by the Institute.
- ➤ All teaching staff is encouraged for higher studies, supporting them in completing Ph.D. and clearing NET.

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.

The following techniques are used for innovation in teaching and developing personality:

- Students learn by actively participating in observing, speaking, writing, listening, thinking and doing. Through various activities, they all are engaged in thinking, comparison, analysis and projection.
- An understanding and overview is developed through new paper articles, presentation and media submissions.
- Updating News that includes new information and narratives through classes on current affairs.
- Discussions and Presentations in PD Classes which includes questions and suggestions about how to handle issues.
- Motivational videos are used in lectures to enhance student's personality.
- Active Learning through Power Point.
- Helping Students in Research through J Gate and EBSCO.
- Making Active Learning Work through Study Circles.
- Learning through Group Assessments.
- Developing Competence that deals with knowledge, self-knowledge and zeal for learning.
- Developing Character through integrity, conviction, congruence and ethics.
- Instilling a goal of Commitment to achieve
- Creativity building by innovativeness, research, cognitive flexibility.
- Instilling Responsibility by facilitating lecture-discussion and downloading of handouts and reading materials in advance.
- Move from projects to Project Based Learning
- Teaching concepts not facts
- Distinguishing concepts from critical information through One Page Addendum
- Make skills as important as knowledge through Presentations and Projects
- Being innovative in themselves through self-designed questionnaire preparation, collection of data and research paper submission
- Developing mathematical skills like speed, accuracy, neatness, brevity, estimation, the college provides Remedial Classes.
- To develop logical thinking, reasoning power, analytical thinking, critical-thinking, CCA is offered as a mandatory part of curriculum.
- To develop power of decision-making through the SWOT activity
- To develop the technique of problem solving in Placement preparation Classes.
- To develop ability to analyze, to draw inferences and to generalize from the collected data and evidences through Major and Minor Research Projects.
- To develop own independent efforts through making Power Point Presentations

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 out come was the result of the action plan of IQAC :

➢ 2Oth National Conference on Youth "I am Red"
➢ Co-Curricular Activities
Major Research Project
SWOT Analysis
Paper Article Presentation
Local, National & International Problem
Field Work Survey
Subject Presentation
➢ Summer Internship Program (SIP)
➢ Industrial Visit
➢ Student Development Programs
➢ Workshop on EBSCO
➢ Anti-Ragging Meeting
➢ Social & Entrepreneurship Cell
➢ Health Awareness Seminar on Occasion of World Heart Day
➢ Eye Check-up Camp
➢ Stall by Rotary Paul Harris School
➢ Activities under NSS SFU 01
➢ Awareness about the Harmful Effects of Weeds
➢ NSS Day Celebration
➢ Induction Program: UG
➢ Induction Program: PG
➢ Extra-Curricular Activity
➢ Recreational Activity: Pool Lunch & Sports
➢ Cricket Match
➢ 69th Independence Day Celebration
➢ Seminar on Sahaj Yoga
➢ Seminar on Food Habits
➢ Tribute to Dr. APJ Abdul Kalam
➢ Teachers Day Celebration
➢ 21st National Conference on Mapping for Excellence: Challenges Ahead in Evidence Based Management
➢ Mock GD & PI
➢ Social & Entrepreneurship Cell
➢ Display Stall by Rotary Paul Harris School
➢ Co-Curricular Activities
➢ Activities under NSS SFU 01
➢ Seminar by Consumer Guidance Society of India
➢ 7 Days NSS Camp at Kayasthkhedi, Sanwer
➢ NAAC Sponsored Seminar on Teaching, Learning & Evaluation
➢ Faculty Improvement Program: Sharpen the Edge

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

> **Refer Annexure iii and iv**

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

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 consumption. The audit helps to improve and solve the problems.

The focus is on switching the ordinary incandescent light bulbs to Compact Florescent Light (CFL) bulbs in the computer labs, administrative office, Directors' cabin and the Principal's cabin to cut off the power supply completely at each floor when not needed. It is done when the use of power is not required in the entire floor. The students are inculcated the responsibility in each class, putting off lights/fans when not required. The faculty creates awareness through talks on energy misuse and methods to conserve energy. Minor steps like shutting down computers when not in use, turning off computer monitors or other electric appliances at the end of the day etc. are practiced.

The Institute has also introduced the concept of water harvesting through storage of rainwater on surface for future use and recharge to groundwater. The rain harvesting is done through recharge to groundwater. The aim was to lessen the water scarcity problems at all times and lessen water refills through water tankers, which is needed to overcome water shortage. There should not be any financial burden for extra water supply. The Institute is pioneer in its efforts to call the question papers on e mail/soft copy. The Institute also ensures recycling of paper, practice a student's single ID card and accomplishing borrowing, lending and internet usage records on the single card that helps to cut down the card consumption. The practice is to print on both the sides of the sheets to control usage of paper. The Institute looks green and beautiful because of the lawns, trees and huge garden.

* **Energy conservation:**
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
- 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
- Use of solar energy

* **Use of renewable energy**
Institute is using solar powered geysers in hostel to save electricity.

* **Water harvesting**
The Institute is having a large rooftop area; the filtering system is having accommodation for the excess flow. A system is designed with three concentric circular chambers in which the outer chamber is filled with sand, the middle one with coarse aggregate and the inner-most layer with pebbles. The roof area is bigger and flatter that helps in capturing more rainwater. The massive plantation also supports. Institute has constructed and has in place water recharging system.

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 Accreditation
College with Potential for Excellence (CPE) Status
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

8. **Plans of institution for next year**

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 publication of Research Papers in Journals approved by UGC

To focus on skill development and job oriented education.

Encourage student to be job givers rather than job seekers.

Institute is also planning to introduce new courses.

Name: CA Dr. Prashant Jain   *Name: CA Dr. Pramod Kumar Jain*

_____   _____

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

_____***_____

ANEXURE-I

Academic Calendar

For July-Dec-2015

		UG III & V	UG I	MBA I & III
1-Jul-15	Wednesday	SEM BREAK	SEM BREAK	SEM BREAK
2-Jul-15	Thursday	SEM BREAK	SEM BREAK	SEM BREAK
3-Jul-15	Friday	SEM BREAK	SEM BREAK	SEM BREAK
4-Jul-15	Saturday	SEM BREAK	SEM BREAK	SEM BREAK
5-Jul-15	Sunday	**Sunday**	**Sunday**	**Sunday**
6-Jul-15	Monday		SEM BREAK	SEM BREAK
7-Jul-15	Tuesday		SEM BREAK	SEM BREAK
8-Jul-15	Wednesday		SEM BREAK	SEM BREAK
9-Jul-15	Thursday		SEM BREAK	SEM BREAK
10-Jul-15	Friday		SEM BREAK	SEM BREAK
11-Jul-15	Saturday		SEM BREAK	SEM BREAK
12-Jul-15	Sunday	**Sunday**	**Sunday**	**Sunday**
13-Jul-15	Monday		SEM BREAK	SEM BREAK
14-Jul-15	Tuesday		SEM BREAK	SEM BREAK
15-Jul-15	Wednesday		SEM BREAK	SEM BREAK
16-Jul-15	Thursday			
17-Jul-15	Friday			
18-Jul-15	Saturday	**HOLIDAY**	**HOLIDAY**	**HOLIDAY**
19-Jul-15	Sunday	**Sunday**	**Sunday**	**Sunday**
20-Jul-15	Monday			
21-Jul-15	Tuesday			
22-Jul-15	Wednesday			
23-Jul-15	Thursday			
24-Jul-15	Friday			
25-Jul-15	Saturday			
26-Jul-15	Sunday	**Sunday**	**Sunday**	**Sunday**
27-Jul-15	Monday			
28-Jul-15	Tuesday			
29-Jul-15	Wednesday			
30-Jul-15	Thursday			
31-Jul-15	Friday			
1-Aug-15	Saturday			
2-Aug-15	Sunday	**Sunday**	**Sunday**	**Sunday**
3-Aug-15	Monday			
4-Aug-15	Tuesday			
5-Aug-15	Wednesday			
6-Aug-15	Thursday			
7-Aug-15	Friday			

8-Aug-15	Saturday			
9-Aug-15	Sunday	**Sunday**	**Sunday**	**Sunday**
10-Aug-15	Monday			
11-Aug-15	Tuesday			
12-Aug-15	Wednesday			
13-Aug-15	Thursday			
14-Aug-15	Friday			
15-Aug-15	Saturday	**HOLIDAY**	**HOLIDAY**	**HOLIDAY**
16-Aug-15	Sunday	**Sunday**	**Sunday**	**Sunday**
17-Aug-15	Monday		INDUCTION	
18-Aug-15	Tuesday			INDUCTION
19-Aug-15	Wednesday			
20-Aug-15	Thursday			
21-Aug-15	Friday			
22-Aug-15	Saturday			
23-Aug-15	Sunday	**Sunday**	**Sunday**	**Sunday**
24-Aug-15	Monday			
25-Aug-15	Tuesday			
26-Aug-15	Wednesday			
27-Aug-15	Thursday			
28-Aug-15	Friday			
29-Aug-15	Saturday	**HOLIDAY**	**HOLIDAY**	**HOLIDAY**
30-Aug-15	Sunday	**Sunday**	**Sunday**	**Sunday**
31-Aug-15	Monday	INTERNAL		
1-Sep-15	Tuesday	INTERNAL		
2-Sep-15	Wednesday	INTERNAL		
3-Sep-15	Thursday			
4-Sep-15	Friday	EDC	EDC	EDC
5-Sep-15	Saturday	**HOLIDAY**	**HOLIDAY**	**HOLIDAY**
6-Sep-15	Sunday	**Sunday**	**Sunday**	**Sunday**
7-Sep-15	Monday			
8-Sep-15	Tuesday			
9-Sep-15	Wednesday			
10-Sep-15	Thursday			
11-Sep-15	Friday			
12-Sep-15	Saturday			
13-Sep-15	Sunday	**Sunday**	**Sunday**	**Sunday**
14-Sep-15	Monday			
15-Sep-15	Tuesday			
16-Sep-15	Wednesday			
17-Sep-15	Thursday			
18-Sep-15	Friday			
19-Sep-15	Saturday	YOUTH CONF	YOUTH CONF	YOUTH CONF
20-Sep-15	Sunday	**Sunday**	**Sunday**	**Sunday**

Date	Day			
21-Sep-15	Monday			
22-Sep-15	Tuesday			
23-Sep-15	Wednesday			
24-Sep-15	Thursday			
25-Sep-15	Friday	**HOLIDAY**	**HOLIDAY**	**HOLIDAY**
26-Sep-15	Saturday			
27-Sep-15	Sunday	**Sunday**	**Sunday**	**Sunday**
28-Sep-15	Monday		INTERNAL	
29-Sep-15	Tuesday		INTERNAL	
30-Sep-15	Wednesday		INTERNAL	
1-Oct-15	Thursday			
2-Oct-15	Friday	**HOLIDAY**	**HOLIDAY**	**HOLIDAY**
3-Oct-15	Saturday			
4-Oct-15	Sunday	**Sunday**	**Sunday**	**Sunday**
5-Oct-15	Monday			INTERNAL
6-Oct-15	Tuesday			INTERNAL
7-Oct-15	Wednesday			INTERNAL
8-Oct-15	Thursday	INTERNAL		INTERNAL
9-Oct-15	Friday	INTERNAL		
10-Oct-15	Saturday	INTERNAL		
11-Oct-15	Sunday	**Sunday**	**Sunday**	**Sunday**
12-Oct-15	Monday	VIVA		
13-Oct-15	Tuesday	VIVA		
14-Oct-15	Wednesday	PARTENERING P	PARTENERING P	PARTENERING P
15-Oct-15	Thursday			
16-Oct-15	Friday			
17-Oct-15	Saturday			
18-Oct-15	Sunday	**Sunday**	**Sunday**	**Sunday**
19-Oct-15	Monday			
20-Oct-15	Tuesday			
21-Oct-15	Wednesday			
22-Oct-15	Thursday	**HOLIDAY**	**HOLIDAY**	**HOLIDAY**
23-Oct-15	Friday	**HOLIDAY**	**HOLIDAY**	**HOLIDAY**
24-Oct-15	Saturday	**HOLIDAY**	**HOLIDAY**	**HOLIDAY**
25-Oct-15	Sunday	**Sunday**	**Sunday**	**Sunday**
26-Oct-15	Monday			
27-Oct-15	Tuesday	**HOLIDAY**	**HOLIDAY**	**HOLIDAY**
28-Oct-15	Wednesday		INTERNAL	INTERNAL
29-Oct-15	Thursday		INTERNAL	INTERNAL
30-Oct-15	Friday		INTERNAL	INTERNAL
31-Oct-15	Saturday		VIVA	INTERNAL
1-Nov-15	Sunday	**Sunday**	**Sunday**	**Sunday**
2-Nov-15	Monday			
3-Nov-15	Tuesday			

4-Nov-15	Wednesday			
5-Nov-15	Thursday			
6-Nov-15	Friday			
7-Nov-15	Saturday			
8-Nov-15	Sunday	**Sunday**	**Sunday**	**Sunday**
9-Nov-15	Monday	**HOLIDAY**	**HOLIDAY**	**HOLIDAY**
10-Nov-15	Tuesday	**HOLIDAY**	**HOLIDAY**	**HOLIDAY**
11-Nov-15	Wednesday	**HOLIDAY**	**HOLIDAY**	**HOLIDAY**
12-Nov-15	Thursday	**HOLIDAY**	**HOLIDAY**	**HOLIDAY**
13-Nov-15	Friday	**HOLIDAY**	**HOLIDAY**	**HOLIDAY**
14-Nov-15	Saturday	**HOLIDAY**	**HOLIDAY**	**HOLIDAY**
15-Nov-15	Sunday	**Sunday**	**Sunday**	**Sunday**
16-Nov-15	Monday			
17-Nov-15	Tuesday			
18-Nov-15	Wednesday			
19-Nov-15	Thursday			
20-Nov-15	Friday			
21-Nov-15	Saturday			VIVA
22-Nov-15	Sunday	**Sunday**	**Sunday**	**Sunday**
23-Nov-15	Monday			VIVA
24-Nov-15	Tuesday	EXTERNAL VIVA	EXTERNAL VIVA	EXTERNAL VIVA
25-Nov-15	Wednesday	**HOLIDAY**	**HOLIDAY**	**HOLIDAY**
26-Nov-15	Thursday	PL	PL	PL
27-Nov-15	Friday	PL	PL	PL
28-Nov-15	Saturday	PL	PL	PL
29-Nov-15	Sunday	**Sunday**	**Sunday**	**Sunday**
30-Nov-15	Monday	PL	PL	PL
1-Dec-15	Tuesday	FINAL EXAM	FINAL EXAM	FINAL EXAM
2-Dec-15	Wednesday	FINAL EXAM	FINAL EXAM	FINAL EXAM
3-Dec-15	Thursday	FINAL EXAM	FINAL EXAM	FINAL EXAM
4-Dec-15	Friday	FINAL EXAM	FINAL EXAM	FINAL EXAM
5-Dec-15	Saturday	FINAL EXAM	FINAL EXAM	FINAL EXAM
6-Dec-15	Sunday	**Sunday**	**Sunday**	**Sunday**
7-Dec-15	Monday	FINAL EXAM	FINAL EXAM	FINAL EXAM
8-Dec-15	Tuesday	FINAL EXAM	FINAL EXAM	FINAL EXAM
9-Dec-15	Wednesday	FINAL EXAM	FINAL EXAM	FINAL EXAM
10-Dec-15	Thursday	FINAL EXAM	FINAL EXAM	FINAL EXAM
11-Dec-15	Friday	FINAL EXAM	FINAL EXAM	FINAL EXAM
12-Dec-15	Saturday	FINAL EXAM	FINAL EXAM	FINAL EXAM
13-Dec-15	Sunday	**Sunday**	**Sunday**	**Sunday**
14-Dec-15	Monday	FINAL EXAM	FINAL EXAM	FINAL EXAM
15-Dec-15	Tuesday	FINAL EXAM	FINAL EXAM	FINAL EXAM
16-Dec-15	Wednesday	FINAL EXAM	FINAL EXAM	FINAL EXAM
17-Dec-15	Thursday	FINAL EXAM	FINAL EXAM	FINAL EXAM

18-Dec-15	Friday	FINAL EXAM	FINAL EXAM	FINAL EXAM
19-Dec-15	Saturday	FINAL EXAM	FINAL EXAM	FINAL EXAM
20-Dec-15	Sunday	**Sunday**	**Sunday**	**Sunday**
21-Dec-15	Monday	FINAL EXAM	FINAL EXAM	FINAL EXAM
22-Dec-15	Tuesday	FINAL EXAM	FINAL EXAM	FINAL EXAM
23-Dec-15	Wednesday	FINAL EXAM	FINAL EXAM	FINAL EXAM
24-Dec-15	Thursday	FINAL EXAM	FINAL EXAM	FINAL EXAM
25-Dec-15	Friday	**HOLIDAY**	**HOLIDAY**	**HOLIDAY**

For January-June-2016

		UG	MBA
4-Jan-16	Monday		
5-Jan-16	Tuesday		
6-Jan-16	Wednesday		
7-Jan-16	Thursday		
8-Jan-16	Friday		
9-Jan-16	Saturday		
10-Jan-16	Sunday	Sunday	Sunday
11-Jan-16	Monday		
12-Jan-16	Tuesday		
13-Jan-16	Wednesday		
14-Jan-16	Thursday		
15-Jan-16	Friday		
16-Jan-16	Saturday		
17-Jan-16	Sunday	Sunday	Sunday
18-Jan-16	Monday		
19-Jan-16	Tuesday		
20-Jan-16	Wednesday		
21-Jan-16	Thursday		
22-Jan-16	Friday		
23-Jan-16	Saturday		
24-Jan-16	Sunday	Sunday	Sunday
25-Jan-16	Monday		
26-Jan-16	Tuesday	Holiday	Holiday
27-Jan-16	Wednesday		
28-Jan-16	Thursday		
29-Jan-16	Friday		
30-Jan-16	Saturday		
31-Jan-16	Sunday	Sunday	Sunday
1-Feb-16	Monday		
2-Feb-16	Tuesday		
3-Feb-16	Wednesday		
4-Feb-16	Thursday		

5-Feb-16	Friday		
6-Feb-16	Saturday		
7-Feb-16	Sunday	Sunday	Sunday
8-Feb-16	Monday		
9-Feb-16	Tuesday		
10-Feb-16	Wednesday		
11-Feb-16	Thursday		
12-Feb-16	Friday		
13-Feb-16	Saturday		
14-Feb-16	Sunday	Sunday	Sunday
15-Feb-16	Monday		
16-Feb-16	Tuesday		
17-Feb-16	Wednesday		
18-Feb-16	Thursday		
19-Feb-16	Friday		
20-Feb-16	Saturday		
21-Feb-16	Sunday	Sunday	Sunday
22-Feb-16	Monday	**Holiday**	**Holiday**
23-Feb-16	Tuesday		INTERNAL
24-Feb-16	Wednesday		INTERNAL
25-Feb-16	Thursday	**INTERNAL**	**INTERNAL**
26-Feb-16	Friday	**INTERNAL**	**INTERNAL**
27-Feb-16	Saturday	**INTERNAL**	**INTERNAL**
28-Feb-16	Sunday	Sunday	Sunday
29-Feb-16	Monday		
1-Mar-16	Tuesday		
2-Mar-16	Wednesday		
3-Mar-16	Thursday		
4-Mar-16	Friday		
5-Mar-16	Saturday		
6-Mar-16	Sunday	Sunday	Sunday
7-Mar-16	Monday	Holiday	Holiday
8-Mar-16	Tuesday		
9-Mar-16	Wednesday		
10-Mar-16	Thursday		
11-Mar-16	Friday		
12-Mar-16	Saturday		
13-Mar-16	Sunday	Sunday	Sunday
14-Mar-16	Monday		
15-Mar-16	Tuesday		
16-Mar-16	Wednesday		
17-Mar-16	Thursday		
18-Mar-16	Friday		
19-Mar-16	Saturday		
20-Mar-16	Sunday	Sunday	Sunday

Date	Day		
21-Mar-16	Monday		
22-Mar-16	Tuesday		
23-Mar-16	Wednesday		
24-Mar-16	Thursday	**Holiday**	**Holiday**
25-Mar-16	Friday	Holiday	Holiday
26-Mar-16	Saturday		
27-Mar-16	Sunday	Sunday	Sunday
28-Mar-16	Monday		
29-Mar-16	Tuesday	Holiday	Holiday
30-Mar-16	Wednesday		
31-Mar-16	Thursday		
1-Apr-16	Friday		
2-Apr-16	Saturday		INTERNAL
3-Apr-16	Sunday	Sunday	Sunday
4-Apr-16	Monday	INTERNAL	INTERNAL
5-Apr-16	Tuesday	INTERNAL	INTERNAL
6-Apr-16	Wednesday	INTERNAL	INTERNAL
7-Apr-16	Thursday		INTERNAL
8-Apr-16	Friday	National Seminar	National Seminar
9-Apr-16	Saturday	National Seminar	National Seminar
10-Apr-16	Sunday	Sunday	Sunday
11-Apr-16	Monday		
12-Apr-16	Tuesday		
13-Apr-16	Wednesday		
14-Apr-16	Thursday	Holiday	Holiday
15-Apr-16	Friday	Holiday	Holiday
16-Apr-16	Saturday		
17-Apr-16	Sunday	Sunday	Sunday
18-Apr-16	Monday		
19-Apr-16	Tuesday		
20-Apr-16	Wednesday		
21-Apr-16	Thursday		
22-Apr-16	Friday	EXTERNAL VIVA	COMP VIVA
23-Apr-16	Saturday	EXTERNAL VIVA	COMP VIVA
24-Apr-16	Sunday	Sunday	Sunday
25-Apr-16	Monday	PL	PL
26-Apr-16	Tuesday	PL	PL
27-Apr-16	Wednesday	PL	PL
28-Apr-16	Thursday	PL	PL
29-Apr-16	Friday	PL	PL
30-Apr-16	Saturday	PL	PL
1-May-16	Sunday	Sunday	Sunday
2-May-16	Monday	FINAL EXAM	FINAL EXAM

3-May-16	Tuesday	FINAL EXAM	FINAL EXAM
4-May-16	Wednesday	FINAL EXAM	FINAL EXAM
5-May-16	Thursday	FINAL EXAM	FINAL EXAM
6-May-16	Friday	FINAL EXAM	FINAL EXAM
7-May-16	Saturday	FINAL EXAM	FINAL EXAM
8-May-16	Sunday	Sunday	Sunday
9-May-16	Monday	FINAL EXAM	FINAL EXAM
10-May-16	Tuesday	FINAL EXAM	FINAL EXAM
11-May-16	Wednesday	FINAL EXAM	FINAL EXAM
12-May-16	Thursday	FINAL EXAM	FINAL EXAM
13-May-16	Friday	FINAL EXAM	FINAL EXAM
14-May-16	Saturday	FINAL EXAM	FINAL EXAM
15-May-16	Sunday	Sunday	Sunday
16-May-16	Monday	FINAL EXAM	FINAL EXAM
17-May-16	Tuesday	FINAL EXAM	FINAL EXAM
18-May-16	Wednesday	FINAL EXAM	FINAL EXAM
19-May-16	Thursday	FINAL EXAM	FINAL EXAM
20-May-16	Friday	FINAL EXAM	FINAL EXAM
21-May-16	Saturday	Holiday	Holiday
22-May-16	Sunday	Sunday	Sunday
23-May-16	Monday		FINAL EXAM
24-May-16	Tuesday		FINAL EXAM
25-May-16	Wednesday		FINAL EXAM
26-May-16	Thursday		FINAL EXAM
27-May-16	Friday		FINAL EXAM
28-May-16	Saturday		
29-May-16	Sunday	Sunday	Sunday
30-May-16	Monday		

Annexure-ii

Academic Achievements

S. NO	PARTICULARS	DATE
1	2Oth National Conference on Youth "I am Red"	24 Sept
2	Co-Curricular Activities	
	• Major Research Project	
	• SWOT Analysis	
	• Paper Article Presentation	
	• Local, National & International Problem	
	• Field Work Survey	
	• Subject Presentation	
3	Summer Internship Program (SIP)	
4	Industrial Visit	
	• Ritspin Synthetics	3 Sept
	• Safexpress	8 Sept
	• JK Files & Tools	12 Sept
5	Student Development Program	
	• Motivational Seminar by Ms. Prerna Chaturvedi	20 July
	• Seminar on MS Office by Mr. Amol Raut	20 July
	• Seminar by Rooman Technology	17 August
	• Seminar on "National Stock Exchange" from Indira Securities	1 Sept
	• Seminar on "Communication Skills & Personality Development"	11 Sept
	• Workshop on EBSCO	18 Sept
6	Anti-Ragging Meeting	23 July
7	Chatra Suraksha Meeting	2 Sept

8	Social & Entrepreneurship Cell	
	• **Reciting of VANDE-MATRAM**	**14 Aug**
	• **Celebration of Sadbhawna Diwas**	**20 Aug**
	• **Health Awareness Seminar on Occasion of World Heart Day**	**30 Sept**
	• **Eye Check-up Camp**	**12 Aug**
	• **Stall by Rotary Paul Harris School**	**21 Aug**
9	Activities under NSS SFU 01	
	• **Yuva Diwas**	
	• **Awareness about the Harmful Effects of Weeds**	**21 Aug**
	• **NSS Day Celebration**	**24 Sept**
10	Induction Program: UG	**29 July to 1 August**
11	Induction Program: PG	**11 Sept**
12	Extra-Curricular Activity	
	• **Recreational Activity: Pool Lunch & Sports**	**6 July**
	• **Cricket Match**	**12 July**
	• **69th Independence Day Celebration**	**15 Aug**
	• **Seminar on Sahaj Yoga**	**4 Sept**
	• **Seminar on Food Habits**	**4 Sept**
	• **Tribute to Dr. APJ Abdul Kalam**	**4 Sept**
13	Teachers Day Celebration	
	• **21st National Conference on Mapping for Excellence: Challenges Ahead in Evidence Based Management**	**10 Oct**
	• **Essay Writing Competition under Vigilance Awareness Week**	**26 Oct**
	• **Seminar by Finoption**	**7 Oct**
14	**Mock GD & PI**	

15	**Social & Entrepreneurship Cell**	
	• **Display Stall by Rotary Paul Harris School**	
16	**Co-Curricular Activities**	
	• **Field Work Survey**	
	• **Subject Presentation**	
	• **Case Analysis & Case Formulation**	
	• **Minor Research Project**	
17	**Activities under NSS SFU 01**	
	• **Seminar by Consumer Guidance Society of India**	**27 Feb**
	• **7 Days NSS Camp at Kayasthkhedi, Sanwer**	**11 Feb – 17 Feb**
18	**NAAC Sponsored Seminar on Teaching, Learning & Evaluation**	**8-9 April**
19	**Faculty Improvement Program: Sharpen the Edge**	**3-20 May**

Annexure-iii

Innovative teaching approaches introduced by the Institute for improving learning:-

Teaching approaches/methods/practices adopted	Outcome/ learning	Method of evaluation	Efforts by institute
One page addendum to existing syllabus	Teaching the Practical Application of the Theory and learning orientation	CCA presentations / Viva	Implemented the concept in all subjects of PG Course
Brand file	Students awareness about Brand and various terminologies used in Branding & Packaging	Evaluation of Submission	Implemented as part of CCA
Field work	To learn the real world situation related to Social, Economical, Environmental, Cultural issues	Project Report Evaluation	Implemented as part of CCA
Village Visit	To learn the socio economic problems in village from different angles and to impart "Survey Skills" as part of Research Orientation	Submission of Report & its evaluation by faculty member	Implemented as part of CCA
Research paper	Research Orientation	On basis of review of paper by faculty	Given weightage in the form of marks as an addition feature of CCA for PG Course
Minor Research Project	Research Orientation	Viva by External Expert	Made compulsory for all students at PG course
Major Research Project	Research Orientation	Viva by External Expert	Designed an elaborated process in two phases for evaluation.

Teaching approaches/methods/practices adopted	Outcome/ learning	Method of evaluation	Efforts by institute
Case Module	• Real-World example of the content or steps in the instructional systems design approach. • It connects theory to practice. • Practical examples or uses of information that students have already learned in courses. • It is an actual administrative situation involving a decision to be made or a problem to be solved. • Students teach themselves, with the Instructor being an active guide, rather than just a talking. The focus is on students learning through their joint, co-operative effort. • Practice client interaction skills. Practice use of analytical skills	Mock Interviews and GD	For all theory subjects independent unit is dedicated for case module
Co-Curricular Activities (CCA)	Teaching beyond syllabus for Increasing Employability & Entrepreneurship	Presentations, Submission & Evaluation by faculty members	Introduced in MBA and BBA program as part of Curriculum.

Innovative aspects and experiments introduced by the college since obtaining autonomy

1. **Internal External Marks Ratio**: Internal Marks Weightage increased to 40% in all the courses having External marks 60 % weightage.

2. **Continuous Internal Assessment**: Various components have been introduced to evaluate the internal performance of the student throughout the semester. Internal assessment:-

   - **Written Test**: It comprises of 20 marks. To test the subject knowledge of the student two written test is conducted in the mid of the semester.

   - **Assignment**: It comprises of 10 marks. Faculty members of all subjects ask question to assess the practical knowledge of student.

   - **Subject Presentation/HBR Presentation:** It comprises of 10 marks. Faculty members of all subjects allot one topic per subject to student and student will present the same in form of Power Point Presentation.

   - **Co-Curricular Activities**: CCA activities are designed in line with curriculum of course. The practical aspect of the syllabus is being covered through various activities. The CCA activities includes: (any combination of following is implemented in one semester)
     - Communication Class, Paper Article Presentation, Local, National & International Problems; Business Plan (Project Report).
     - Decision making, product analysis, Market Survey report, English language, GD & PI, and business File.
     - Summer Training Project Presentation, English Language, GD and PI, SWOT Analysis of a Company, Business File and Research Paper.
     - Case Formulation & Analysis, Case Solving, Research Paper.

3. **Minor Research Project and Research Paper**: Understanding the importance of practical learning the institute has introduced Minor Research Project as a part of Research Methodology Paper in MBA Second Semester. Minor Project has been given a weightage of 20 marks. This is a group activity. A group of students perform a comprehensive research of industry/market operations, which help them to understand the world better.

Also student has to prepare a research paper on same topic for which he has done a minor research project.

4. **Dual Specialization**: Understanding the need of market Institute offers a dual specialization to student. Student has to opt two subjects in Third Semester. He will study 3 papers of each specialization opted. Thus equal weightage is given to both subjects.

5. **Major Research Project Phase wise**: MRP being an important part of MBA degree is given a proper weightage. The MRP research process includes Synopsis development, Data Collection, Data Analysis and Report writing, covering the major R&D aspect of teaching & learning.

6. **Introduction of CBCS Scheme:** From 2015 onwards CBCS scheme was applicable for all courses and according to this scheme the courses are divided in to Core Courses, Ability Enhancement Courses, Generic Courses and Skill Development Courses. This scheme provide a flexibility to students to choose subjects according to their interest.

7. **Research Area:** Innovative concepts included such as Field Work, One Page Addendum, practical learning, Village Survey, Grass Root Action Management etc.

Syllabus Updation: Institute since obtaining autonomy has changed syllabus, included new subjects also to align academics more towards the industrial and current requirements.