



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution		PIONEER INSTITUTE OF PROFESSIONAL STUDIES
• Name of the Head of the institution		Pramod Kumar Jain
• Designation		Principal
• Does the institution function from its own campus?		Yes
• Phone No. of the Principal		9425322230
• Alternate phone No.		0731-2570645
• Mobile No. (Principal)		9425322230
• Registered e-mail ID (Principal)		PIONEER@PIONEERINSTITUTE.NET
• Address		Sector-R, Mahalaxmi Nagar, Near BombayHospital
• City/Town		Indore
• State/UT		Madhya Pradesh
• Pin Code		452010
2.Institutional status		
• Autonomous Status (Provide the date of conferment of Autonomy)		25/04/2015
• Type of Institution		Co-education
• Location		Urban

• Financial Status	Self-financing				
• Name of the IQAC Co-ordinator/Director	Dr. CA Prashant Jain				
• Phone No.	07312570645				
• Mobile No:	9893936045				
• IQAC e-mail ID	pioneer@pioneerinstitute.net				
3.Website address (Web link of the AQAR (Previous Academic Year)	http://pioneerinstitute.net/about-us/igac/5714-igac.html				
4.Was the Academic Calendar prepared for that year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	yes				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 3	B+	2.62	2019	08/01/2020	07/01/2025
6.Date of Establishment of IQAC			01/07/2009		
7.Provide the list of Special Status conferred by Central and/or State Government on the Institution/Department/Faculty/School (UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC, etc.)?					
Institution/ Department/Faculty/School	Scheme	Funding Agency	Year of Award with Duration	Amount	
UGC	CPE	Nil	01/04/2016	00	
8.Provide details regarding the composition of the IQAC:					
• Upload the latest notification regarding the composition of the IQAC by the HEI	View File				
9.No. of IQAC meetings held during the year	4				
• Were the minutes of IQAC meeting(s) and compliance to the decisions taken	Yes				

uploaded on the institutional website?		
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded	
10. Did IQAC receive funding from any funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> If yes, mention the amount 		
11. Significant contributions made by IQAC during the current year (maximum five bullets)		
<p>Updation of IT Infrastructure Successful implementation of on line classes To inculcate self learning capabilities, IQAC encouraged for online certification courses Introduced online student Mentorship Conducted development programme for faculty and administrative staff Decentralized and participative management is enhanced</p>		
12. Plan of action chalked out by IQAC at the beginning of the academic year towards quality enhancement and the outcome achieved by the end of the academic year:		
Plan of Action	Achievements/Outcomes	
To conduct successful on line activities under IQAC	Online Webinars were conducted	
Motivation of the departments to organize seminar/conferences and workshops	Successfully implemented	
To successfully implement online classes	Successfully implemented	
To conduct MCQ based Internal Examination during COVID-19	Successfully implemented	
Online Admission through POAP [Pioneer Online Admission Portal]	Successfully implemented	
13. Was the AQAR placed before the statutory body?	Yes	
<ul style="list-style-type: none"> Name of the statutory body 		

Name of the statutory body	Date of meeting(s)
Governing Body	26/12/2020

14. Was the institutional data submitted to AISHE ?	Yes
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<ul style="list-style-type: none"> Year
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Year	Date of Submission
10/01/2019	10/01/2019

Extended Profile

1. Programme	
1.1 Number of programmes offered during the year:	10

2. Student	
2.1 Total number of students during the year:	500
2.2 Number of outgoing / final year students during the year:	300
2.3 Number of students who appeared for the examinations conducted by the institution during the year:	450

3. Academic	
3.1 Number of courses in all programmes during the year:	500
3.2 Number of full-time teachers during the year:	30
3.3	30

Number of sanctioned posts for the year:	
4.Institution	
4.1 Number of seats earmarked for reserved categories as per GOI/State Government during the year:	180
4.2 Total number of Classrooms and Seminar halls	26
4.3 Total number of computers on campus for academic purposes	60
4.4 Total expenditure, excluding salary, during the year (INR in Lakhs):	3,493,742.00

Part B

CURRICULAR ASPECTS

1.1 - Curriculum Design and Development

1.1.1 - Curricula developed and implemented have relevance to the local, national, regional and global developmental needs which are reflected in Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) of the various Programmes offered by the Institution.

The IQAC plays a central role in regulating the teaching-learning process through quality processes.

The Course and Program has learning objectives which include Programme Outcomes [POs], Programme Specific Outcomes [PSOs] and Course Outcomes [Cos] that determine the essential information and skill development.

The Regular Courses and Certificate Courses train students in specific skills and raise employment prospective of students to accomplish industry demands.

The Institute provide Remedial Teaching and Bridge Classes for slow learners, offers career-oriented, skill enhancing add-on courses through its skill training for job placement, self-employment and empowerment of students.

Implementation of Choice Based Credit System (CBCS) and various Electives has brought together student-centric teaching and learning methodology. The course delivery through an effective Lesson Plan and various Assessment support to achieve Programme Outcome, Program Specific Outcome [PSO].

The Courses focus on Employability, Entrepreneurship and Skill Development, where the Board of Studies, Academic Council and Governing Body develops need based curriculum, comprise innovation and updation as per industry needs. The curriculum justify the Institution's Vision, Mission, Philosophy and Objectives to address the needs of stakeholders.

Curriculum on Local and Regional Relevance

The students are prepared to get and give employment for the Small, Medium and Large-Scale Industries and are made fit for the manufacturing/ production, service industry, IT Companies etc.

The curriculum prepare students to be employed in Business Administration, Logistics and Environment Financial Management, IT, Human Resource Management, Marketing and Research.

The Job Oriented Certificate Courses, Value Added Courses and Electives hone the employability and entrepreneurship skills.

The Research and Field Projects, the CCA and study through National and International Journals address Local and Regional issues.

Curriculum on National/Global Relevance

The MoUs, the Certificate Courses on Personality, IT, Finance and Accounting, Mathematics and Aptitude sharpen skills to become employable at National and Global level by addressing the needs of the present.

ICT tools in teaching, learning and assessment are platforms for lifelong learning and the techniques used for upgradation of curriculum is enabled by IQAC, BOS, AC and GB of the Institute.

Feedback mechanism also overlays way for envisioning and reconsideration of need based syllabus, followed by faculty meetings, IQAC, Board of Studies meeting and Academic Council's suggestions and Governing Body's approval.

Provision of proper infrastructure, ICT, laboratories, well equipped library compete with the demands of the contemporary age.

Faculty members follow innovative pedagogy of teaching such as e-content development, usage of internet, LCD projectors and webinars apart from the traditional chalk and talk.

The programmes incorporates the reasoning skills, soft skills, employability skills, socially applicable projects, inculcation of standards and industry interface with a view to give impetus to the Higher Education Policy, UGC, DAVV and AICTE.

The management concerned papers and skills required to become entrepreneurs are also taught to inculcate entrepreneurial skills.

The value added Elective Courses in CBCS, Symposia, Certificate Courses, Field Visit, Internships, Major and Minor Projects, Workshops, Industry -Academia Linkage, MoUs and Extension Activities focus towards variety of skills.

The industry significant curriculum assures the stakeholders the inclusive progress of the students to outfit the local, national and global requirements.

File Description	Documents
Upload additional information, if any	View File
Link for additional information	http://pioneerinstitute.net/courses-offered/pg-courses/3119-master-of-business-administration.html

1.1.2 - Number of Programmes where syllabus revision was carried out during the year

0

File Description	Documents
Minutes of relevant Academic Council/BOS meeting	No File Uploaded
Details of syllabus revision during the year	View File
Any additional information	View File

1.1.3 - Number of courses focusing on employability/entrepreneurship/ skill development

offered by the Institution during the year

200

File Description	Documents
Curriculum / Syllabus of such courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approval for these courses	View File
MoUs with relevant organizations for these courses, if any	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of new courses introduced across all programmes offered during the year

0

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	No File Uploaded
Any additional information	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Programmes offered through Choice Based Credit System (CBCS)/Elective Course System

04

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	No File Uploaded
Any additional information	View File
List of Add on /Certificate programs (Data Template)	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates cross-cutting issues relevant to Professional Ethics, Gender, Human

Values, Environment and Sustainability, and Human Values into the curriculum

The cross cultural issues like Gender Equality, Environmental Sustainability, Human Values and Professional Ethics find an appropriate place when it comes to spreading the awareness and contributing towards the community.

The Institute reflects on the drive of education, which is to make each student recognize their individuality, comprehend the purpose in life through their linking and contribution to society, environment and to the community. The art of holistic education lies in the institutions' consciousness to offer wide-ranging curriculum for promoting students to absorb fundamental admiration for life and passionate affection of knowledge. Under the structure of autonomy, the institution considers the significance of the world's pressing situations and problems, such as environment, climate change, socio-economic and Gender issues. The Institute accepts as true in upholding healthy environment for all its students.

To integrate cross cutting issues, Institute conducts various core courses on Environmental Awareness, Basic Computer Course, Physical Education and communication English. Apart from these courses college conducts various awareness programs regularly for the students and faculty.

The Grievances Redressal Cell of the Institute is the place to the female to represent their personal, official, general issues and gender grievances.

The Anti-ragging Cell and Anti-ragging Squad is formulated to avoid ragging among the students.

The Institute is co-educational institute and sensitizes its staff and students on issues such as gender inclusion and environment by holding seminars, lectures, workshops, meetings on the relevant topics like women empowerment, and Celebration of women hood.

The Institute organizes extension lectures to bring awareness among all the females about hygiene and nutrition.

During the NSS Activities, GRAM (Grass Root Action Management) and Village Visits, various awareness programs are conducted. The Institute has adopted a Village "Kayastha Khedi" that works with the families and the community to enhance girl's attendance and performance in the educational institutions. The institution holds the tradition of imparting holistic education with emphasis on the

ethical and moral principles. For the holistic improvement of students, glowing tributes to freedom fighters, Beti Bachhao-Beti Padhao movement, birth and death anniversaries of great leaders and freedom fighters, the Independence Day, Republic Day etc. are organized.

The awareness about environmental pollution, hygiene is brought among the students by conducting lectures delivered by experts from different field and by conducting various activities. The Co-curricular activities such as NSS underline human qualities of trustworthiness, truthfulness, self-discipline, empathy and respect for the other. The NSS programme, GRAM and Village Visits is community oriented and is reflected through various activities, where special programs and several rallies are conducted on the occasions such as World AIDS Day, National Unity Day, blood donation camps, free health checkup camps, free eye checkup camps and dental checkup camps, tree plantation, various awareness rallies Anti Drugs, and Lectures by Medical Practitioner, National Integration and Voting Awareness etc. The Supporting Activities of NSS includes Visits to Orphanages, Old Age Homes, Visit to especially abled children, addressing relevant issues.

The Induction and Mentors Meeting is highlighted upon delivering lectures on health, human rights, right to information and consumer protection acts. Similarly the Institute offers the paper of Basic and Advance Computer and IT Course, Cyber Crime etc., enabling them to learn the latest technology which can help them make a better future. The departments are using ICT based teaching methods as per need.

The Institute has a system of coeducation, where boys and girls have equal rights and openings in all areas in relation to sustainable growth to be achieved. Gender equality is cultivated at every phase of policy and undertakings, with the aim of avoiding discrimination on the ground of gender to encourage equivalence between boys and girls.

Our Undergraduate and Post Graduate Programs Curriculum address the Gender issues through stories, narratives, articles, poetries, and the institution maintains to indoctrinate the gender issues through curriculum amongst students.

Apart from the above, the supporting activities are a regular feature for the students that includes National Youth Conference, Panel Discussions, Group Discussions, Demonstration of Documentaries, Talks and Paper Presentations on gender roles,

femininity, sexual harassment, Skit on violence against women, save girl child, female feticide, domestic violence and cybercrime against women, Women Health and Menstrual Hygiene are a regular feature.

The courses on Environment and Sustainability focus on ethical, cross-cultural, historical context of environmental issues and the links with human. This empowers the students to study about the ecosystem and other environmental factors. The Courses on Environmental Studies covers topics on Environmental Science, Renewable and Sustainable Energy, Energy Auditing, Preservation, Solar Energy Application, problems of pollution, solid waste disposal and degradation of environment, global warming, and the depletion of ozone layer.

Events and Programs on Human Values are conducted that is necessary and worthy of respect for our own sake. Human values are which help us to live in harmony with the world.

Demonstrations on Anti-Ragging as per UGC Regulations and the guidelines of Hon'ble Supreme Court are structured on a regular basis for all the students.

Various courses related to the Human Values and Professionalism insists universal, balanced, regular and absolute issues through behavior, work and realization of values like Fundamentals of Management, Human Resource Management, Human Resource Development, Knowledge Management and Leadership Organization, Business Ethics, Accounting for Managers etc.

Professional Ethics and Human values taught are taught through Finance, HR, Marketing and Communication Skills. The courses describes professionally thought standards of individual behaviour, work-related behaviour, values and regulatory principles. Codes of professional ethics are often established by professional organizations to help guide members in performing their job functions according to sound and consistent ethical principles and the Institute offers Advertising and Sales Promotion, E-Commerce, Change Management and Organization Development, Organizational Behaviour, Marketing Management, Research Methodology, Business and Economic Environment, Auditing, Financial Management, Business Laws, Entrepreneurial Development etc. are offered.

File Description	Documents
Upload the list and description of the courses which address issues related to Gender, Environment and Sustainability, Human Values and Professional Ethics in the curriculum	View File
Any additional information	View File

1.3.2 - Number of value-added courses for imparting transferable and life skills offered during the year

279

File Description	Documents
List of value-added courses	View File
Brochure or any other document relating to value-added courses	View File
Any additional information	View File

1.3.3 - Number of students enrolled in the courses under 1.3.2 above

157

File Description	Documents
List of students enrolled	View File
Any additional information	No File Uploaded

1.3.4 - Number of students undertaking field work/projects/ internships / student projects

0

File Description	Documents
List of programmes and number of students undertaking field projects / internships / student projects	View File
Any additional information	No File Uploaded

1.4 - Feedback System

1.4.1 - Structured feedback and review of the syllabus (semester-wise / year-wise) is obtained A. All 4 of the above

**from 1) Students 2) Teachers 3) Employers
and 4) Alumni**

File Description	Documents
Provide the URL for stakeholders' feedback report	http://pioneerinstitute.net/about-us/igac/7419-feedback-from-stakeholders.html
Upload the Action Taken Report of the feedback as recorded by the Governing Council / Syndicate / Board of Management	No File Uploaded
Any additional information	View File

**1.4.2 - The feedback system of the Institution
comprises the following**

File Description	Documents
Provide URL for stakeholders' feedback report	http://pioneerinstitute.net/about-us/igac/7419-feedback-from-stakeholders.html
Any additional information	No File Uploaded

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment of Students

2.1.1.1 - Number of students admitted (year-wise) during the year

447

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc.) as per the reservation policy during the year (exclusive of supernumerary seats)

142

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses students' learning levels and organises special programmes for both slow and advanced learners.

The institution takes different methods and incorporates them to enhance the overall academic performance of the students.

The class participation becomes very active through Four CCA per Semester, which is credit based; Two Written Tests; Improvement Tests; One Page Addition apart from the regular Syllabus, Class Participation, Seminar, Assignment and Remedial classes.

The Choice Based Credit System (CBCS) pattern offers various Electives that are which they can accumulate extra credits above the mandatory credits.

Effective learning is broadened as the student-centric course allows them to choose their subjects. The subjects are at basic and advanced level.

The Institute offers Core Subjects, Discipline Specific Elective [DSE], Dissertation, Projects, Generic Elective [GE] and Ability Enhancement Compulsory Course [AECC]

The Innovative Certificate Courses are offered in the restructured curriculum that facilitate the advanced learners to register and learn the latest trends and developments in their respective disciplines and across other disciplines (interdisciplinary certificate courses). The internship program augment the advanced learners to decide their profession. To motivate the advanced learners students are given exposure to research by encouraging them to interact with Academic, Industrial and Subject Experts on a regular basis. The Conference, Workshops and Seminars organized to

have exposure of learning for slow and advanced learners.

Thus, the institution strikes a balance in the growth of both slow and advanced learners.

The Field Work increases learning capacity that caters to advanced learners and slow learners to achieve their goals. Advanced learners are encouraged to take extra credit courses and are guided to explore the field of their choice through research.

The Orientation and Induction Programmes organized for the entrants in the opening of every

academic year, familiarize them to the institution. They are oriented on the Institute Website, Scheme of Examination, academic rules and regulations, library facilities, co-curricular and extracurricular activities, understand the course curriculum and career options.

The Bridge courses on English, Accountancy and Finance, Mathematics, Statistics, Personality, Aptitude and Career Enhancement are offered as a part of curriculum to enhance the career and employability skills.

Students are provided continuous support by the mentoring/ tutorial system. Individual attention is given to every student in all aspects of academic, social and personal life.

Students are motivated to participate in co-curricular and extracurricular activities.

Slow learners are helped by the mentors/tutors to improve their academic performance through

counseling and extra classes.

Remedial classes are conducted for the slow learners who are identified through their performance in Written Tests and other Continuous Internal Assessment and Comprehensive Examinations to improve their learning ability.

Advanced learners improve their teaching ability, leadership skills and strengthen the subject knowledge through NSS, Community and Extension Programs, Minor and Major Research Projects.

The Wi-Fi enabled campus and computers with internet facility give access to online educational portals at all time and promotes socio-constructivist mode of learning adding value and quality.

The KYS Form provides the Institution with a golden opportunity of varying economic and educational backgrounds, know their personal and social details, helps in interaction and observation of classroom behaviour, performance, challenges and difficulties in their learning processes as advanced learners and slow learners.

The Mentoring System [Mentor-Mentees system] enables to recognize and deliver individualized care to slow learners midway through the course.

The hesitation in using English language is wiped out through extra English classes and special tutorial classes.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://pioneerinstitute.net/courses-offered/certificatecourses/index.1.html

2.2.2 - Student – Teacher (full-time) ratio

Year	Number of Students	Number of Teachers
01/07/2020	447	36

File Description	Documents
Upload any additional information	No File Uploaded

2.3 - Teaching- Learning Process

2.3.1 - Student-centric methods such as experiential learning, participative learning and problem-solving methodologies are used for enhancing learning experiences:

The Institute have a prime focus on experiential learning, participative learning and problem-solving methodologies that enhances learning experiences for students. The Institute adopts Case-Based Learning, News Discussion and Study Circles that focus on developing the Problem-Solving Skills with regular education to supplement the education assistance to the students. The Group Discussions, Debates, Lab Lectures, Public Speech and Oratory Classes, and study through Harvard Business Review (HBR) and Case Studies and Case Analysis through International Journals are the various aspects of experiential

learning, participative learning and Problem-Solving Methodologies.

Introduction of Skill-based and Career Oriented Programs and specific Courses like Diploma in Agri- Business, Certificate Courses like Tally, Germination for Entrepreneurship Development, MS Office, MS

Word, MS PowerPoint, C, C++, Post Graduate Diploma in Food Safety and Quality Management and

Diploma in Digital Design and Marketing, Advanced Diploma in Digital Marketing, Diploma in Digital

Marketing, Certificate Course in Digital Marketing assures Experimental Learning. The Experiential

Learning also includes analyzing poems, dramas, stories and films. Discussions through soft skills on

Strategic Management, Business Communications, Entrepreneurship, E-

Business, E-Commerce and the

Mock Conversation, Interviews and Role-Playing Activities cover major part of Participative Learning.

Debates are also conducted on Current Topics, that results in diverse opinions and thought

processes. Discussion of Harvard Business Reviews and Case Study discussion through National and

International Journals develops and improves research orientation, Practical Knowledge and Logical

Thinking.

In the case of few Marketing Courses and courses in Mass Communication, students collect paper cuttings

related to different articles, current affairs, phrases and literary works that enhances Experiential

Learning. Problem Solving Methodologies includes discussion on Environmental Study, Computer based

Projects, Finance, Taxation, Accounting and Statistical Solutions. The Co - Curricular Activities (CCA)

and National Youth Conference; the Extra-Curricular Activities through Sports and Cultural Events along

with the Community Development Programs N.S.S activities teaches orient Research and Development,

along with Innovation.

Tutorial and Remedial Classes hone the problem solving skills.

Computer Lab Projects enhance understanding.

Incubation center teaches learning through experimentation.

Major Research Projects teams with students in groups, thus facilitating Inter-Personal Learning.

Attendance and Participation in Guest Lectures, Workshops, Seminars,

Conferences and Industry

Visits expose students to academic and industrial practices.

Student Area containing details of Co Curricular Activities, Class Assignments, Lecture Notes, Question

Bank, Academic Section, Examination Section, Syllabus, Curriculum, etc can be viewed by clicking below:-

<http://pioneerinstitute.net/students-section/index.1.html>

For more information on Innovative teaching:

<http://pioneerinstitute.net/Advantages/3143-teachingmethodology.html>

html

For more information on Project Based learning:

<http://pioneerinstitute.net/Advantages/3152-projectwork.html>

html

The various innovative practices followed by Institute post second cycle is attached as Additional

Information.

File Description	Documents
Upload any additional information	View File
Link for additional Information	http://pioneerinstitute.net/facilities/3107-computer-lab.html

2.3.2 - Teachers use ICT-enabled tools including online resources for effective teaching and learning

Information and Communication Technology has become an integral part of teaching, learning and evaluative process. It is used for FDPs, SDPs, QIPs and Teaching in the classroom effectively.

ICT Tools are also used for the Google Classroom and has is an online learning platform useful to both the teachers and the students.

Teachers communicate with the students at anytime and anywhere through this tool. Learning

materials, video lessons and other resources related to the course content are posted in the Google classroom. Students use this application to submit assignments, seminars in video form and other activity reports.

The ERP Software and Management Information System (MIS), TALLY facilitates to maintain a complete profile of students including personal and academic details, attendance, marks and fee payment details. It also acts as a Faculty Record Book that carries the complete details of the course. Every semester, feedback on teaching methodologies adopted by faculty members from the students is collected through MIS.

The institution organizes webinar for the students to have constructive discussion with experts.

E Resources

The college is a member of NDL where students can access digital collection of journals and articles related to the topic of their research.

CDs of live lectures of eminent professors from institutions of repute are available in the college library.

E-books and e-journals available in the library can be accessed by students at any time.

J-GATE and INFLIBNET [N-LIST] provides a wide range of articles and journals. Accuracy and credibility are a vital part in teaching and delivering the course content. Teachers rely on these resources to provide accurate research based information to students.

The institution uses Google Forms to take survey for assessment, feedback, reviews and to collect details on any area.

In the institution, teachers use ICT enabled software and hardware

for teaching - learning process.

It helps to improve Teaching skill, and plays a major role in innovative Teaching. It enhances the effectiveness of classroom teaching.

The academic schedule involving lesson plan, lab manuals and question banks with solutions are

made available at the very beginning of the semester.

Multimedia teaching aids like, LCD projectors, and internet enabled computer/laptops systems are available in ICT enabled classrooms.

The Digital Library are available. The faculty members effectively utilize Audio Visual aids to demonstrate the concepts to the students using the video courses (offline) are accessible to faculty and students from the server installed in the library.

Online tests and Computer Based Tests are conducted and e-assignments are given through

ACC software.

Sufficient number of books, journals, e-journals and e-books are available in the library. The research journals are available online and facility for accessing these journals

All the departments conduct seminars, workshops and guest lectures on the new developments in

the core subjects for effective teaching and learning by the faculty members and students in each semester.

The seminar hall is equipped with multimedia facilities using ICT tools.

Invited talks and webinars are conducted in seminar hall using ICT facilities.

The POAP [Pioneer On Line Admission Portal and ACC and Result Soft in the ERP software works as a comprehensive tool for faculty, students and administrators to overcome the challenges in the process of college admission and post admission, Class Attendance, Student Data, Result Process etc.

The entire college admission process is digitized with the tool starting from application, selection, intimation and admission.

The ERP is an online-platform that is meant to manage entire gambit of CBCS – from registration of course, student attendance, internal test assessment, model examination assessment, conversion of marks to grades, publication of results, grade card generation, preparation of students' particulars to be sent to the University for the Award of degree etc.

File Description	Documents
Provide link for webpage describing ICT enabled tools including online resources for effective teaching and learning process	http://pioneerinstitute.net/facilities/3107-computer-lab.html
Upload any additional information	View File

2.3.3 - Ratio of students to mentor for academic and other related issues

2.3.3.1 - Number of mentors

12

File Description	Documents
Upload year-wise number of students enrolled and full-time teachers on roll	View File
Circulars with regard to assigning mentors to mentees	View File

2.3.4 - Preparation and adherence to Academic Calendar and Teaching Plans by the institution

PREPARATION OF ACADEMIC CALENDAR:

At the onslaught of every semester, the Academic Committee and the IQAC of the Institute prepares an Academic Calendar which summarizes the Events, Examinations and other actions planned in that particular semester. Instruction is based on track plan made by the faculty and approved by the Principal/Director along with the course coordinator. The IQAC consists of Principal, Director, Faculty Members from diverse areas, Mentors and Controller of Examination, who prepares and suggest upon the academic calendar well in advance before the commencement of each semester. At the start of the academic year, the Principal conduct meetings to talk about the Academic Calendar, Timetable, and confirmation of Industrial Visits, Expert Talks, and the course file of the faculty.

The Academic Calendar contains important information regarding the Teaching-Learning Agenda, Various Events, Tentative Dates of Internal Examinations, Seminars, Workshops, Conference Days, External Viva and Practical, Workshops, Annual Fest, Internal Examination, External Examinations, list of holidays, Total Days and Total Working Days. The Institute adheres to the Academic Calendar and the IQAC monitors and measures learning after teaching. The calendar outlines the semester major and minor details.

TEACHING PLANS:

The Principal or the Director scans the lists of courses for the upcoming semester; where the Director finalizes the course allocation for the faculty members based on their choice and area of interest and expertise. In the outset of every semester, a Course File/Faculty File is produced. After carving up the topics, pedagogies for each of these are fixed. This is done by strictly adhering to the timeline of internal assessments. Each issue is finished inside the timeframe to allow the students enough time to comprehend the concepts. The curriculum of the Institute runs through structured planning and execution. Subject preference is selected from faculty members in subject wise preference sheet. Subjects are given as per area of specialization, past experience and industrial experience.

Provision of course plan in a structured, redesigned format by the members of the faculty is exercised.

Discussion of the course plans are done, if the same topic is taught

by different faculty members. The Course Coordinator coordinates the program. Finally, subjects are assigned. After the subjects are assigned, a Faculty File is given to all Faculty Member. The Faculty File consists on Time Table, Load Sheet, Rules and Regulations, Syllabus and Lesson Plans. The Institute has evolved and created its teaching methods to best suit the demands of the students. Established on the results and analysis methods that help individual batches to insure maximum productivity are developed and upgraded from time to time.

The Teaching program includes Collaborative Learning, Group Learning, use of e-Resources, Tests, Group Activities, Workbooks, Group Discussion, Addendum, Case Studies, Practices and Lab Sessions (in case the subject demands so) and so on Subjects are taught as per the Course Plan and record is maintained properly. Assessment of student's learning is done using Assignments, Projects and Written Tests.

To view Academic Calendar click: <http://pioneerinstitute.net/about-us/iqac/7130-academic-calendar.html>

File Description	Documents
Upload the Academic Calendar and Teaching Plans during the year	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full-time teachers against sanctioned posts during the year

30

File Description	Documents
Year-wise full-time teachers and sanctioned posts for the year	View File
List of the faculty members authenticated by the Head of HEI	No File Uploaded
Any additional information	View File

2.4.2 - Number of full-time teachers with PhD/ D.M. / M.Ch. / D.N.B Super-Specialty / DSc / DLitt during the year

09

File Description	Documents
List of number of full-time teachers with PhD./ D.M. / M.Ch. / D.N.B Super-Specialty / D.Sc. / D.Litt. and number of full-time teachers for 5 years	View File
Any additional information	View File

2.4.3 - Total teaching experience of full-time teachers in the same institution: (Full-time teachers' total teaching experience in the current institution)

30

File Description	Documents
List of teachers including their PAN, designation, Department and details of their experience	View File
Any additional information	No File Uploaded

2.5 - Evaluation Process and Reforms**2.5.1 - Number of days from the date of last semester-end/ year- end examination till the declaration of results during the year**

File Description	Documents
List of Programmes and the date of last semester-end / year-end examinations and the date of declaration of result	View File
Any additional information	No File Uploaded

2.5.2 - Number of students' complaints/grievances against evaluation against the total number who appeared in the examinations during the year

0

File Description	Documents
Upload the number of complaints and total number of students who appeared for exams during the year	No File Uploaded
Upload any additional information	No File Uploaded

2.5.3 - IT integration and reforms in the examination procedures and processes including Continuous Internal Assessment (CIA) have brought in considerable improvement in the Examination Management System (EMS) of the Institution

The Institute has an Examination Cell headed by the Controller of Examination, under the guidance of the Principal. The team consists of one Deputy Controller and one Assistant Controller, Office Assistant, two Computer Programmers, one Data Entry Operator and two Peons. The Examination has its own printing unit for printing of Question papers and other relevant confidential document and having separate printer machine for printing Mark Sheet. For smooth conduct of examination process, different Committees like, Examination Committee and Students Grievance Committee has been operating apart from Board of Studies and Academic Council. The Controller along with this Committee effectively handles Pre-examination and post examination process like Time Table generation, Attendance Sheet and appointment of the Execution Team. The Examination division has computers, printers, internet connectivity and has a separate room for data entry with well trained staff. Centralized conduction of Internal and Semester End Examinations leads to optimal utilization of physical as well as manpower resources, increased vigilance and smooth conduct of the examinations.

The Institute has taken numerous initiatives to make sure the better standards and improve precision, efficiency and transparency in the various steps involved in the conduction and declaration of results of examinations. Various kind of useful steps are implemented to minimize the errors and mistakes and ensure better accuracy and efficiency during paper setting, conduct of the examination, collection and coding-decoding and assessment, moderation of answer paper, entry of marks on the answer copies and mark lists, etc.

Uses of ICT The Examination Cell is utilizing the Information and Communication Technology (ICT) and the ERP Software plays a significant role in the following examination-related working: ERP Software System has been developed with the following features:

- Enrolment and Registration of students to Verification of students to Registration Cancellation
- Scanning of Students Photograph
- Hall Ticket Issue with Photograph
- Faculty Login for entering marks of different types of evaluation components
- Marks approval; verification by student and request for correction
- Support for Grading and percentage-based evaluation
- Student Tracking
- Compilation and Declaration of Results
- Printing of Mark sheets
- Result Processing
- Tabulation Chart
- Mark Sheet Generation
- Availability of Information and Results on Institute Website
- Availability of Wi-Fi Facility

AUTOMATION OF EXAMINATION SYSTEM: All type of programs supported are supported through ERP including Regular Programs, Certificate Courses, Diploma and Post Graduate Diploma; and the software is flexible to handle any type of course. The automation has resulted in an extensive improvement in the efficiency and transparency of the Examination Department and other stakeholders. The Faculty Members also provides effective method to track performance. The system is inexpensive and Zero Error Tolerant. A committee has been constituted by the Principal to look into the cases of malpractices, if any. After enquiry, appropriate action is taken in each case. Academic audit is conducted by all the departments.

A seperate section is available at Institute website for students related to Examination: <http://pioneerinstitute.net/students-section/examination/index.1.html>

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File Description	Documents
Upload any additional information	View File
Paste link for additional Information	http://pioneerinstitute.net/about-us/igac/7957-examination-reforms.html

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme Outcomes and Course Outcomes for all Programmes offered by the institution are stated and displayed on the website and communicated to teachers and students

PROGRAM OUTCOMES, PROGRAM SPECIFIC OUTCOMES, COURSE OUTCOMES AND THE MECHANISM OF COMMUNICATION:

The Institute has clearly stated learning outcomes of the Programs and Courses. The following mechanism is followed by the Institute to communicate the learning outcomes to the Faculty Members, students and Stakeholders: The Hard Copy of Syllabus and Learning Outcomes are available with the Faculty File and the Master File with the Director for ready reference to the Faculty Members and students. Programme Outcomes, Programme Specific Outcomes and Course Outcomes are displayed on the website for various Programs. The importance of the Learning Outcomes, Programme Outcomes, Programme Specific Outcomes and Course Outcomes are communicated to the Faculty Members in every IQAC Meeting and Institute's other Committee Members. The students are also made aware of the same through Mentor's Meetings. • Program Outcomes (POs): It characterizes knowledge, skills and attitudes, students should have

at the end of program. • Program Specific Outcomes (PSOs): PSOs describe what a specific program is capable to do. • The Course Outcomes (COs): It characterizes thought process and subsequent knowledge skills that a students acquires at the end of a course.

Apart from the above POs, PSOs and Cos, the following outcomes are also achieved:

KNOWLEDGE OUTCOMES: After the completion of the programs, students are able to show indication of a broad thoughtfulness of the professional, technical, social, linguistic and cultural diversity to have familiarity that will lead students with all-inclusive and reasonable approach.

SKILLS OUTCOMES: After Program completion, students are be able to show evidence of a familiarity with research methods, develop critical analysis, critical thinking, cultivate reasoning, exhibit skills in Writing, Reading, Speaking, Listening and judgmentally evaluate information from scholarly and widespread sources, including electronic (web) sources, video and audio sources and printed sources.

VALUE OUTCOMES: After Program completion, students should be able to demonstrate a fundamental awareness of the cultural and social bases of human predisposition, perception, racism, foster tolerance for the diversity of humanities, and human diversity.

The outcomes is applied to all Programs and the students should leave the Institute, having acquired certain aptitudes, principles, and assurances: • Ability to think and to reason inductively and deductively; to analyze and to synthesize; to think through moral and ethical issues; to construct a logical argument with appropriate evidence; • Ability to communicate clearly, substantively, and persuasively both orally and in writing; • Ability not only to answer questions through research and analysis but to exercise judgment about which questions are worth asking; • Knowledgeable about and committed to standards of intellectual honesty and use of information, knowing how to authenticate information, whether it comes from print sources or through new technologies. • Ability to collaborate with others from different disciplines in the recognition that multidisciplinary approaches are necessary to address the major issues facing society understanding the methods of scientific inquiry; that is, scientifically literate.

For details on courses offered
click <http://pioneerinstitute.net/courses-offered/index.1.html>

File Description	Documents
Upload COs for all courses (exemplars from the Glossary)	View File
Upload any additional information	View File
Link for additional Information	http://pioneerinstitute.net/about-us/igac/7958-program-outcomes-and-course-outcomes.html

2.6.2 - Attainment of Programme Outcomes and Course Outcomes as evaluated by the institution

The Institute works diligently in order to achieve the Program Outcomes, Program Specific Outcomes and Course Outcomes of each Program throughout the session under the guidance of IQAC. The Program Outcomes and Program Specific Outcomes are reviewed with the help of Course Outcomes of the significant courses through various direct and indirect methods including examinations, observations of student knowledge or skills aligned with assessable Course Outcomes, Faculty Diary, Lecture Plan, Student Satisfaction Survey, Employer Survey and Alumni Survey. The knowledge and skills described in the Course Outcomes are specifically tested in the External Examination/Yearly Examination, Internal/Quarterly/Half-Yearly Exams and Assignment. Average attainment is implemented by Student Satisfaction Survey, Employer Survey and Alumni Survey. The Program Outcomes and Program Specific Outcomes are reviewed with the help of Faculty Diary filled by each faculty taking classes. Also, the Faculty members make Lecture Plan for each Course, this helps in keeping a check on the attainment of Program Outcomes and Program Specific Outcomes. The attainment of Program Outcomes and Program Specific Outcomes is also checked through Syllabus Tracking.

Finally, Program Outcomes are evaluated with above mentioned data and the IQAC concludes the PO attainment level. The Institute offers various chances to students to demonstrate their understanding through oral or written methods. The outcome of the complete work out is that the assessment method does not become an obstacle while assessing students' accomplishment of CO, PO and PSO of Specific Course. Students can optimally express their knowledge and this develops their self-confidence. At the end of each Semester/Year, the Institute carry out examinations based on the result published based on the Course Outcomes are calculated. Assignments are allotted to the students such that students will refer the text and good reference books to find out the answers and understand the

projected aim of the given predicament.

Two Internal Examinations are conducted per Semester for the following reasons:

- To make certain that students have attained the preferred level of competencies.
- To evaluate, whether corresponding COs are achieved or not.

According to the performance of the student in the Internal Exams, plan is carried out with the respective COs for assessing the attainment level of the specific CO of the subject. These exams and results are also a measure of the attainment of CO, PO and PSO. Alumni Survey is also noteworthy evaluation tool to find out once in a year, Level of relevance of the curriculum with the expected skills of the Industries. The level of accomplishment of aim for the Specified Program is also evaluated as per the feedback by the Employers. Employer surveys are conducted timely for finding out whether the knowledge, skills and attitude learned from the Institution is successfully satisfying their expectation or not. The objective the conducting the Student Exit Survey/Alumni Survey is to make out following factors for future strategy formulation once in a Year.

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	http://pioneerinstitute.net/courses-offered/index.1.html

2.6.3 - Pass Percentage of students

2.6.3.1 - Total number of final year students who passed in the examinations conducted by Institution

377

File Description	Documents
Upload list of Programmes and number of students appear for and passed in the final year examinations	View File
Upload any additional information	View File
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire). Results and details need to be provided as a weblink

<http://pioneerinstitute.net/about-us/igac/index.1.html>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Promotion of Research and Facilities

3.1.1 - The institution's research facilities are frequently updated and there is a well-defined policy for promotion of research which is uploaded on the institutional website and implemented

The Incubation Center enable its students get firsthand experience in promotion of innovation driven activities and deliver a comprehensive and integrated range of support including Space, Mentoring, Training Programs, Networking and an array of other assistances. The students gain hands-on experience in innovation while being supported, developed and encouraged by Academicians, Industrialists and Management. The Institute aims to innovative high impact ventures in Social, Educational, Commercial and other spheres and revolutionize teaching and learning and hope to bring forth a revolution in how and what students study and succeed. The Institute has a conducive environment and provision for Innovation and Incubation. The required facilities are provided with guidance by experts, where students are encouraged to actively involve in the application of Skill. Through the Field Survey and Grass Root Action Management (GRAM), necessary support is provided for Documentation, Publication of Research Papers, Printing of the Project Report and an opportunity to attend National and International Conferences, Awareness Meetings, Workshops, Seminars and Guest Lectures on Entrepreneurship and Innovation.

The Tie Up with (National Entrepreneurship Network) NEN and Confederation of Indian Industry (CII), provides opportunities to network with outstanding entrepreneurs, outshining in their field,

and provide training in manufacturing and service sectors. The Industry Visits gives hands on experience and better Industrial Exposure along with Soft Skill Development Programs, Subscription to Subject Journals, E-Journals and Other Online Resources, Internet Connected Computers and a variety of Certificate Courses. The R & D Cell also facilitates creating research culture among faculty members and students as Supervisors in Minor and Major Research Projects, community Reports and guidance for publication of papers and articles in reputed journals. The Entrepreneurship Development Cell, the Training and Placement Cell helps student community invite eminent personalities from small and large industries.

The Social Cell conducts Community Development Programs, adds Theoretical foundation to Practical, conducts Village Visits, promote Entrepreneurial Education to the backward students, create Employment Opportunities to unemployed youth, increase standard of living and sensitize students to social issues and all-inclusive development. Each Year, the Institute conducts National Conference for the Youth that is for the students and by the students. The Conference is witnessed by famous and young speakers, students from all over the country, various sessions like Inaugural, Panel Discussion, Plenary session, Valediction Session and Research paper submissions. The Social Cell develops Leadership capabilities and organizes career guidance programmes in the village to create awareness among school going students for choosing their career oriented courses after finishing the schooleducation. It develops Managerial Skills and promotes Awareness Camps and Literary Programs. The above activities make the students aware of the social accountability and social environment which in turn converts them into responsible citizens with moral values.

Links for further details:-

https://www.facebook.com/pg/pioneerindore/photos/?tab=albums&ref=pag_e_internal

<http://pioneerinstitute.net/activities/6187-research-and-development.html>

<http://pioneerinstitute.net/activities/6188-entrepreneurship-development-cell.html>

<https://www.youtube.com/watch?v=jNpdFPcvO3Q>

<https://www.youtube.com/watch?v=m-VkOxCoAyg>

https://www.youtube.com/watch?v=Usj2efD_EYg

File Description	Documents
Upload the Minutes of the Governing Council/ Syndicate/Board of Management related to research promotion policy adoption	View File
Provide URL of policy document on promotion of research uploaded on the website	http://pioneerinstitute.net/about-us/igac/index.1.html
Any additional information	View File

3.1.2 - The institution provides seed money to its teachers for research

3.1.2.1 - Seed money provided by the institution to its teachers for research during the year (INR in lakhs)

NIL

File Description	Documents
Minutes of the relevant bodies of the institution regarding seed money	No File Uploaded
Budget and expenditure statements signed by the Finance Officer indicating seed money provided and utilized	View File
List of teachers receiving grant and details of grant received	No File Uploaded
Any additional information	No File Uploaded

3.1.3 - Number of teachers who were awarded national / international fellowship(s) for advanced studies/research during the year

0

File Description	Documents
e-copies of the award letters of the teachers	No File Uploaded
List of teachers and details of their international fellowship(s)	View File
Any additional information	No File Uploaded

3.2 - Resource Mobilization for Research

3.2.1 - Grants received from Government and Non-Governmental agencies for research projects, endowments, Chairs during the year (INR in Lakhs)

0

File Description	Documents
e-copies of the grant award letters for research projects sponsored by non-governmental agencies/organizations	View File
List of projects and grant details	No File Uploaded
Any additional information	No File Uploaded

3.2.2 - Number of teachers having research projects during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional Information	Nil
List of research projects during the year	View File

3.2.3 - Number of teachers recognised as research guides

03

File Description	Documents
Upload copies of the letter of the university recognizing teachers as research guides	No File Uploaded
Institutional data in Prescribed format	View File

3.2.4 - Number of departments having research projects funded by Government and Non-Government agencies during the year

0

File Description	Documents
Supporting document from Funding Agencies	View File
Paste link to funding agencies' website	Nil
Any additional information	No File Uploaded

3.3 - Innovation Ecosystem

3.3.1 - Institution has created an ecosystem for innovations and creation and transfer of knowledge supported by dedicated centres for research, entrepreneurship, community orientation, incubation, etc.

The Incubation Center enable its students get firsthand experience in promotion of innovation driven activities and deliver a comprehensive and integrated range of support including Space, Mentoring, Training Programs, Networking and an array of other assistances. The students gain hands-on experience in innovation while being supported, developed and encouraged by Academicians, Industrialists and Management. The Institute aims to innovative high impact ventures in Social, Educational, Commercial and other spheres and revolutionize teaching and learning and hope to bring forth a revolution in how and what students study and succeed. The Institute has a conducive environment and provision for Innovation and Incubation. The required facilities are provided with guidance by experts, where students are encouraged to actively involve in the application of Skill. Through the Field Survey and Grass Root Action Management (GRAM), necessary support is provided for Documentation, Publication of Research Papers, Printing of the Project Report and an opportunity to attend National and International Conferences, Awareness Meetings, Workshops, Seminars and Guest Lectures on Entrepreneurship and Innovation.

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<https://www.youtube.com/watch?v=m-VkOxCoAyg>

https://www.youtube.com/watch?v=Usj2efD_EYg

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://pioneerinstitute.net/activities/index.1.html

3.3.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR), Entrepreneurship and Skill Development during the year

File Description	Documents
Report of the events	No File Uploaded
List of workshops/seminars conducted during the year	View File
Any additional information	No File Uploaded

3.4 - Research Publications and Awards

3.4.1 - The Institution ensures implementation of its Code of Ethics for Research uploaded in the website through the following: Research Advisory Committee Ethics Committee Inclusion of Research Ethics in the research methodology course work Plagiarism check through authenticated software

A. All of the above

File Description	Documents
Code of Ethics for Research, Research Advisory Committee and Ethics Committee constitution and list of members of these committees, software used for plagiarism check	View File
Any additional information	No File Uploaded

3.4.2 - Number of PhD candidates registered per teacher (as per the data given with regard to recognized PhD guides/ supervisors provided in Metric No. 3.2.3) during the year

3.4.2.1 - Number of PhD students registered during the year

0

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and details like name of the guide, title of thesis, and year of registration	View File
Any additional information	No File Uploaded

3.4.3 - Number of research papers per teacher in CARE Journals notified on UGC website during the year

0

File Description	Documents
List of research papers by title, author, department, and year of publication	View File
Any additional information	No File Uploaded

3.4.4 - Number of books and chapters in edited volumes / books published per teacher during the year

0

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

3.4.5 - Bibliometrics of the publications during the year based on average Citation Index in Scopus/ Web of Science/PubMed**3.4.5.1 - Total number of Citations in Scopus during the year**

0

File Description	Documents
Any additional information	No File Uploaded
Bibliometrics of the publications during the year	No File Uploaded

3.4.6 - Bibliometrics of the publications during the year based on Scopus/ Web of Science – h-Index of the University

3.4.6.1 - h-index of Scopus during the year

0

File Description	Documents
Bibliometrics of publications based on Scopus/ Web of Science - h-index of the Institution	No File Uploaded
Any additional information	No File Uploaded

3.5 - Consultancy

3.5.1 - Revenue generated from consultancy and corporate training during the year (INR in lakhs)

00

File Description	Documents
Audited statements of accounts indicating the revenue generated through consultancy and corporate training	View File
List of consultants and revenue generated by them	No File Uploaded
Any additional information	No File Uploaded

3.5.2 - Total amount spent on developing facilities, training teachers and clerical/project staff for undertaking consultancy during the year

0

File Description	Documents
Audited statements of accounts indicating the expenditure incurred on developing facilities and training teachers and staff for undertaking consultancy	View File
List of training programmes, teachers and staff trained for undertaking consultancy	No File Uploaded
List of facilities and staff available for undertaking consultancy	No File Uploaded
Any additional information	No File Uploaded

3.6 - Extension Activities

3.6.1 - Extension activities carried out in the neighbourhood sensitising students to social issues for their holistic development, and the impact thereof during the year

Institute has separate and independent Social & Entrepreneurship Cell that makes noteworthy contribution to the society and environment by promoting Neighbourhood - Community network. The primary objective is strong concern for the society and social issues.

As a part of Institutional Social responsibility (ISR), one of the prominently introduced programs is Village Visit and Grass Root Action Management (GRAM), where a team of students and faculty members visit villages, with specific intention and objective of understanding socio-economic problem of village and further providing solutions to the problems.

This instils Survey Based Research Skills in the students and faculty and sensitizes them towards village problems.

The Institute is recognized NSS Centre from Devi Ahilya Vishwavidyalaya (DAVV), Indore and is a Self Financed Unit (SFU), where the NSS Officer and Coordinator ensures various community involvement.

The Institute has also taken care of the acute water problem faced by birds and animals, where the Team visits the near by area and spread awareness. Water pots are installed within and outside the campus for birds and animals so that they can get water.

Field Work and the Research Projects is undertaken by students, guided by Faculty Members that includes the problems of the Locality and the City. It also address the problems of National concerns.

The Institute is also involved in charitable activities such as donation and providing support to blinds, deaf, dumb, organized kite flying festival on makarsakranti, provided Free Education to students who belong to poor family and reside in slum areas. They are also given admission in the Schools, run by Pioneer Group, and the Faculty and Students are engaged in Teaching - Learning Process.

The Institute has a Day Care Cell that is dedicated to the Senior Citizens and involves them in intellectual, recreational activities.

The students learns to negotiate, communicate, manage conflict, leadership qualities, self-confidence and autonomy, become well mannered citizens and develops appreciation for others.

NSS Unit take part in various initiatives like organizing camps, Swachh Bharat initiatives, and awareness programmes on AIDS prevention.

IMPACT & SENSITIZATION:

Exposure to extension and outreach activities includes social issues and legal and social remedies on domestic violence, dowry, child abuse, Red Ribbon Club (RRC) for AIDS prevention and care. Anti-Tobacco rally, Peace Rally, beggars, female child, victims of violence, old and displaced persons. The Cell conducts activities for under privileged children and villagers; promote cleanliness in small villages, spread environmental issues, search solutions, build up relation and tie up with NGOs, Adopted Village Kayasth Khedi (?????? ????) Tehsil Name (Sanwer); District Indore; State (Madhya Pradesh), develops a passion and brotherhood, develop skill and aptitude for problem solving, develops social skills, communication skills, management skills, leadership skills, analytic skills, perceptual skills, Blood Donation Camps, Tree Plantation , Water Conservation, Health Check Ups, Rallies on social issues, Celebration of Independence Day, Republic Day, Women's Day, Yoga Day, Anniversaries of great personalities, Cashless Activities, Digital India, World Yoga Day, World Tobacco Prohibition Day, Women Empowerment Programs, Child Marriage, Career Guidance and Counselling Programs.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://pioneerinstitute.net/activities/6189-national-service-scheme.html

3.6.2 - Number of awards and recognition received by the Institution, its teachers and students for extension activities from Government / Government-recognised bodies during the year

01

File Description	Documents
Number of awards for extension activities in during the year	View File
e-copy of the award letters	No File Uploaded
Any additional information	No File Uploaded

3.6.3 - Number of extension and outreach programmes conducted by the institution through NSS/NCC/Red Cross/YRC, etc. during the year (including Government-initiated programmes such as Swachh Bharat, AIDS Awareness, and Gender Sensitization and those organised in collaboration with industry, community and NGOs)

06

File Description	Documents
Reports of the events organized	View File
Any additional information	No File Uploaded

3.6.4 - Number of students participating in extension activities listed in 3.6.3 during the year

114

File Description	Documents
Reports of the events	No File Uploaded
Any additional information	No File Uploaded

3.7 - Collaboration

3.7.1 - Number of collaborative activities during the year for research/ faculty exchange/ student exchange/ internship/ on-the-job training/ project work

04

File Description	Documents
Copies of documents highlighting collaboration	View File
Any additional information	No File Uploaded

3.7.2 - Number of functional MoUs with institutions of national and/or international importance, other universities, industries, corporate houses, etc. during the year (only functional MoUs with ongoing activities to be considered)

04

File Description	Documents
e-copies of the MoUs with institution/ industry/ corporate house	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other institutions etc. during the year	View File
Any additional information	No File Uploaded

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching-learning, viz., classrooms, laboratories, computing equipments, etc.

The Institute has adequate facilities for teaching and learning. The adequate availability of physical infrastructure includes:

Highlights of Physical Infrastructure:-

- Area: Over 5.5 acres of land
- All internal roads of Institute are covered with inter-lock tiles
- Lush green surroundings having more than 2,500 trees with gardens
- Built up Area: 1,50,000 Square Feet
- Huge Ground for Outdoor Games such as Cricket, Football, Volleyball & Basketball
- Indoor Games Facilities such as T.T., Badminton Academy, Chess, Rifle Shooting Academy and Carom

- Air Conditioned Conference Room (200 capacity)
- Two Seminar Rooms (150 capacity each)
- Board Room (30 capacity)
- Computer Lab
- Spacious Air-cooled Central Library (Separate Library facility for UG)
- Hostel Facility for Boys with 78 Students capacity with full time warden.
- Video Conferencing Facility
- Reprographic facility in the Library
- Power back up DG Set with 60 KVA Capacity
- Training & Placement Cell
- Counselling and Guidance Cell
- Research & Development Cell (R&D)
- Entrepreneurship Development Cell (EDC)
- Incubation Cell

Highlights of Library:-

- State-of-the-art Library Management Software LIBSYS
- Book Bank Facility for students
- Best Library award
- Access to J-GATE and INFLIBNET for numerous articles, journals and books
- Record of Hard Binding of Back Volumes of Journals
- Record of Minor and Major Research Projects undertaken by students
- Hard Bound Syllabus and Past year questions papers
- Hard Bound case booklets
- Case study books
- WIFI enabled Library with charging facility on reading tables for use of laptop
- Separate reading room space in library for newspaper reading
- Air Cooled Library
- Dictionaries, Motivational Books, Personality Development books
- Separate Library reading room
- Management Games and Management Movies

Highlights of Class Rooms and Computer Labs

There are 23 Lecture Theatres in total, with proper lighting, fans, windows, adequate furniture, almirahs, desks, chairs and tables.

The available physical infrastructure is optimally utilized beyond regular Institute hours, to conduct Certificate Courses, Co-Curricular Activities, Extra - Curricular Activities, Parent Teacher Meetings, Campus Recruitment Training Classes, Campus Recruitments, Meetings, Seminars, and Conferences.

Also they can access well-equipped college lab with latest computers with internet and other devices printer, scanner etc.

- Computer labs with latest machines with TFT screens for practical learning
- LCD Projectors installed in class rooms and lab for PPT Presentation and Animations
- E-Library: J-GATE and INFLIBNET in computer lab for project work
- Wi-Fi facility in campus
- Video Conferencing Facility available
- Hardware Lab for better understanding of basic hardware and their evolvement
- CMS based Website for sharing various academic information such as notices, PPT, lecture notes, assignments, case studies, question banks, etc.
- Technically qualified staff in Computer Lab having knowledge of cabling, LAN, hardware and software trouble shooting
- LCD projectors installed in class rooms, computer lab and conference hall

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://pioneerinstitute.net/facilities/index.1.html

4.1.2 - The institution has adequate facilities for cultural activities, yoga, sports and games (indoor and outdoor) including gymnasium, yoga centre, auditorium etc.)

To facilitate expansion and shape the over-all personality of promising and sporty students, the Institute makes immense attempt by providing superb infrastructural facilities, amenities for indoor and outdoor games, along with Cultural Facilities and Meditation

Centre. The Institute has facility of indoor and outdoor games, with Badminton Academy, Cricket Academy, Rifle Shooting Academy and Yoga and Meditation Centre with a state - of - the - art facilities of International Standards; equipping players to train with the finest and be ready to participate at State, National and Global tournaments. The Academy aims at facilitating students to take this sport as their career choices. Institute has an open ground for other activities, hosting various matches, with dedicated Coaches/Trainers/Teachers. Each year Institute organizes Annual Sports Meet where all types of games are played by the students and finally prizes are distributed.

Outdoor Games:

- Cricket
- Football
- Volleyball
- Basketball

Indoor Games:

- Carom
- Chess
- Table Tennis
- Badminton

The Institute has a wide range of sports, games, cultural and extra-curricular activities that are available for all boys and girls of Institute and other Institutions. The college provides Free Self-Defense Training to all the girls. The college has an open ground/space for the cultural activities accommodating approx. 3000 spectators to view power-packed performances in cultural activities. Facilities like Hostel to Boys, Residential Facilities to staff is available at very reasonable charge. Cafeteria, Health Centre and First aid and emergency care facilities are provided. The Medical Tie-Ups include Bombay Hospital; KIBS Hospital; Raj Shree Hospital; Rajas Eye Hospital. A Full Time Qualified Doctor is available from 9 AM to 5 PM. Students get quick accessibility to Bank; ATM; Post Office; Book Shops. The Banking Facility and Banking Tie-Ups include Bank of India; Punjab National Bank; State Bank of India. The Institute has free transport facility from Bombay Hospital for the students and as well as staff. All the above facilities are available within vicinity of 1 km.

There is separate Yoga Centre, Meditation and Prayer Hall in the Institute. The Institute has two NSS units, Boy's unit-50 and

Girl's-30, with One NSS Officer and One Female Mentor to take care of boys and girls, separately for One Units. The students get an exposure to show their courage, leadership, inter-personal skills and other talents in these two programs to enhance their overall personality. Budget sanctioned from government for NSS are fully utilized. Instruments are provided by the institution to the participants with musicians and choreographer. Separate Green Room Facility for boys and girls for preparation of cultural events is made available. Students are motivated to participate and unveil their talents on special occasions like Republic Day, Independence Day, Gandhi Jayanti and Swami Vivekananda Jayanti etc. Every year UDBHAV - The Annual Fest is organized.

Sports facilities: <http://pioneerinstitute.net/facilities/3139-sports-facility.html>

Various cultural activities: <https://www.youtube.com/user/pioneerindore/videos>

Cultural activities: https://www.facebook.com/pg/pioneerindore/videos/?ref=page_internal

File Description	Documents
Geotagged pictures	View File
Upload any additional information	View File
Paste link for additional information	http://pioneerinstitute.net/facilities/index.1.html

4.1.3 - Number of classrooms and seminar halls with ICT-enabled facilities

<http://pioneerinstitute.net/facilities/index.1.html>

File Description	Documents
Upload any additional information	View File
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure for infrastructure augmentation, excluding salary, during the year (INR in Lakhs)**3,493,742.00**

File Description	Documents
Upload audited utilization statements	No File Uploaded
Details of Expenditure, excluding salary, during the years	View File
Any additional information	No File Uploaded

4.2 - Library as a Learning Resource**4.2.1 - Library is automated using Integrated Library Management System (ILMS)**

The Library is automated using Integrated Library Management System (ILMS). LIBSYS Software is offered as Library management systems, offering solutions such as Library automation system, helping in planning the Academics, installing, nourishing and enhancing the Library with continuous innovations of Curriculum with reference to automation. The LIBSYS Software brings high level of certainty, offering delivered on-time, with high quality, better competence, and awareness for the Research Scholars in developing their Dissertation. LIBSYS Software supports all library functions to the Librarian like Acquisition, Cataloguing, Circulation, Serials, Article Indexing and all customizable reports. It has multi-tasking features and Unicode support including e-mail and book finder with interactive features like online reviews, ratings, renewals etc. to maintain library reports, students Major and Minor Projects and compliance along with Barcode Standards.

It delivers unmatched contentment to the Stakeholders, Library Staff and Teaching and Non Teaching Staff and manages ability of the library processes and procedures through its wide-ranging modules. All the books of the Library are bar-coded. The databases contains the data elements like entering new records into a given database, modifying precise or remove existing records, automatically preserve fast access files and retrieve records by their contents, sort the records in any sequence. The software supports all the library activities like acquisition, circulation, cataloguing, reports etc. and print catalogues and indexes.

The INFLIBNET promotes and implement automation of operations and services with standards and uniformity in techniques, methods,

procedures, to facilitate sharing and exchange of information to all stake holders. The Faculty and Students can get reliable access to document through on-line catalogue of serials, theses and dissertations, books, monographs, manuscripts and audio-visuals. Integrated Library Management System promotes R&D Cell, ED Cell and facilitates in providing Consultancies.

Library

Details: <http://pioneerinstitute.net/facilities/3133-library.html>

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://pioneerinstitute.net/facilities/3133-library.html

4.2.2 - Institution has access to the following: e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access to e-resources

File Description	Documents
Details of subscriptions like e-journals, e-books, e-ShodhSindhu, Shodhganga membership	View File
Upload any additional information	View File

4.2.3 - Expenditure on purchase of books/ e-books and subscription to journals/e-journals during the year (INR in lakhs)

67522

File Description	Documents
Audited statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Usage of library by teachers and students (footfalls and login data for online access)

4.2.4.1 - Number of teachers and students using the library per day during the year

290

File Description	Documents
Upload details of library usage by teachers and students	No File Uploaded
Any additional information	No File Uploaded

4.3 - IT Infrastructure

4.3.1 - Institution has an IT policy covering Wi-Fi, cyber security, etc. and has allocated budget for updating its IT facilities

The Institute has a well developed system for providing IT facilities. The maintenance of computer, Internet Wi-Fi networking and installation of software preservation and up gradation of hardware is done on contract basis. Maintenance and up-gradation is done from time to time. All Departments have LCD Projectors, Printers and Scanners with Internet facility via Wi-Fi for preparation of teaching learning materials. Software is installed in all computers and printers of all the departments and Hardware is maintained at frequent intervals. The Institute Website is monitored and updated from time to time. The computers and printers of Faculty Cabins, Administrative block, Computer Lab, Examination Department are connected in LAN and the maintenance is done from time to time.

The campus of the college has Wi-Fi facility with a speed of 50 MBPS. Most of the computers have internet facility via Wi-Fi and Classes have LCD for Power Point Presentation. The Institute take help of experts for maintenance and repairs of computers and also for up gradation of its website and it updated at frequent intervals. The classrooms are equipped with LCD projectors and supported by audio visual systems. The entire campus is monitored by CCTV facility, installed at strategic places help monitor the campus

activities. The marks achieved by students after every examination is updated on the automated system, allowing students to analyse the evaluation and revert if any mistakes that might have been made.

Each significant Information about upcoming events is available on the website that includes time and date along with all details. This allows the parents to be aware of the programs being conducted in Institute as well. For easier communication, circulars including important notices to students and parents are also posted on Website. Information about upcoming events is available on the website. This information includes the time and date along with details about the event. Following the completion of the event, pictures and minutes of the event are also uploaded for easy access. This allows the parents to be aware of the programs being conducted in college as well. The Academic Calendar, Syllabus, Internal Scheme, assignments, e Content etc. is updated in the beginning of every Semester. The technology at college is constantly updated. Biometric System of Attendance installed for each Teaching and Non Teaching Staff. The Institute has two internet connections; one is Hathway and the other is Airtel. The entire campus is monitored by CCTV facility. The CCTV installed at strategic places help monitor the campus activities.

Institute keeps updated with latest technology. Institute has i9 9900k configuration (latest processor) PC with 16 GB RAM, 4 GB NVIDIA Graphic Card, High speed SSD, Dedicated 1 TB HDD to keep up with latest technology.

Computer Lab: <http://pioneerinstitute.net/facilities/3107-computer-lab.html>

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://pioneerinstitute.net/facilities/3107-computer-lab.html

4.3.2 - Student - Computer ratio

Number of Students	Number of Computers
450	60

File Description	Documents
Upload any additional information	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution and the number of students on campus

File Description	Documents
Details of bandwidth available in the Institution	View File
Upload any additional information	No File Uploaded

4.3.4 - Institution has facilities for e-content development: Facilities available for e-content development Media Centre Audio-Visual Centre Lecture Capturing System (LCS) Mixing equipments and software for editing

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://pioneerinstitute.net/facilities/3107-computer-lab.html
List of facilities for e-content development (Data Template)	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of physical and academic support facilities, excluding salary component, during the year (INR in lakhs)

3,493,742.00

File Description	Documents
Audited statements of accounts	View File
Upload any additional information	No File Uploaded

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities – classrooms, laboratory, library, sports complex, computers, etc.

The Institute ensures optimal allocation and utilization of the available financial resources for maintenance and upkeep of different facilities by holding regular meetings. In LIBRARY, the requirement of books is taken from the expert faculty members and the finalized list of required books is approved by the Principal. The Students are motivated to register themselves in library and use the resources. To ensure return of books, No Dues from the library is mandatory for students before appearing in exam. The Library holdings consisting of books and journals require a separate treatment and maintenance including binding. The Librarian maintains the same. The stock verification is done as a part of regular maintenance. Central library is working 24/7 round the clock for academic benefits of students.

- The proper account of visitors on daily basis is maintained.
- Weeding out of old titles, schedule of issue/ return of books is noted by the Library Committee.
- Suggestion Boxes are installed for continuous feedback.

The BUILDING COMMITTEE looks for maintenance, upkeep of infrastructure, classroom furniture, fund requirement, repair of furniture and electrical equipments. The full time sweepers look for cleanliness of the building, well equipped with modern tools of cleaning mops, gloves and vacuum cleaner. A complaint register is maintained in which students and faculty can register their problems. Everybody is sensitized towards cleanliness and energy conservation. The technicians, plumbers, carpenters ensure the maintenance of classrooms and infrastructure and support systems such as road, parking, water, electricity, power back-up, internet, sanitation and green initiatives, sports ground, cultural centre, students' activity centre and securities. The COMPUTER LABORATORY is maintained through a maintenance team and non-repairable systems are disposed off. Equipments, instruments and appliances require a continuous maintenance and repair.

The computers are monitored and maintained time-to-time and are checked by technical assistant for any problem. The software updates and ICT tool and internet related problems are resolved. Full time Estate Manager is appointed who looks after infrastructure maintenance which includes civil, plumbing, electrical, furniture repair and other is done by estate office. The waste management is outsourced to external agencies to provide the clean and green ambience of the campus. Classrooms seminar hall and faculty room

have sufficient sitting capacity. The quality of drinking water is tested time-to-time. Fire extinguishers are refilled timely. Overhead water tanks are cleaned intermittently. Pest control is done in Library and Computer Labs regularly for maintain books safe from crickets and termites. Seize fire is kept in library for any fire emergencies. Electricity and physical facilities maintenance for Generator, printers, Seize fire CCTV cameras, Audio system, Digital Camera etc. is regularly done. Water purifier and Cold water storage is well maintained. Separate toilet is available for boys and girls as well as male and female staff. Parking facilities are available for students and staff. The Maintenance of Sports and Cultural Academy Regarding, incharge are appointed, who looks after Cricket Ground, Cultural Centre, Football Ground, Badminton Academy, Rifle Shooting Academy, Various Sports Academy and others.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://pioneerinstitute.net/facilities/index.1.html

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefitted by scholarships and freeships provided by the Government during the year

108

File Description	Documents
Upload self-attested letters with the list of students receiving scholarships	No File Uploaded
Upload any additional information	No File Uploaded

5.1.2 - Number of students benefitted by scholarships and freeships provided by the institution and non-government agencies during the year

108

File Description	Documents
Upload any additional information	No File Uploaded
Institutional data in prescribed format	View File

5.1.3 - The following Capacity Development and Skill Enhancement activities are organised for improving students' capabilities
Soft Skills
Language and Communication Skills
Life Skills (Yoga, Physical fitness, Health and Hygiene)
Awareness of Trends in Technology

A. All of the above

File Description	Documents
Link to Institutional website	http://pioneerinstitute.net/
Details of capability development and schemes	View File
Any additional information	View File

5.1.4 - Number of students benefitted from guidance/coaching for competitive examinations and career counselling offered by the institution during the year

105

File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The institution adopts the following mechanism for redressal of students' grievances, including sexual harassment and ragging: Implementation of guidelines of statutory/regulatory bodies
Creating awareness and implementation of policies with zero tolerance
Mechanism for submission of online/offline students' grievances
Timely redressal of grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of students' grievance redressal committee, prevention of sexual harassment committee and Anti-ragging committee	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded
Upload any additional information	View File

5.2 - Student Progression

5.2.1 - Number of outgoing students who got placement during the year

0

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded

5.2.2 - Number of outgoing students progressing to higher education

65

File Description	Documents
Upload supporting data for students/alumni	No File Uploaded
Details of students who went for higher education	View File
Any additional information	No File Uploaded

5.2.3 - Number of students qualifying in state/ national/ international level examinations during the year

5.2.3.1 - Number of students who qualified in state/ national/ international examinations (e.g.: IIT-JAM/NET/SET/JRF/ GATE /GMAT /CAT/ GRE/ TOEFL/Civil Services/State government examinations) during the year

0

File Description	Documents
Upload supporting data for students/alumni	View File
Any additional information	No File Uploaded

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports and/or cultural activities at inter-university / state /national / international events (award for a team event should be counted as one) during the year

0

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	No File Uploaded

5.3.2 - Presence of an active Student Council and representation of students in academic and administrative bodies/committees of the institution

The Student Council represent academic and administrative bodies and committees of the Institute and ensures active participation and motivation in various Co -Curricular and Extra-Curricular Activities and help in coordinating all the events related to academics and others and act as medium between faculty and students. The students are also apart of Formal Programs of National level and International level. The student representatives bring forward the views and suggestions of the entire class with respect to the faculty member, subjects, syllabus; share thoughts, interests, and concerns; help raise funds for annual function through sponsorships, including social events and community projects.

Various programs like Paper Presentations, Workshops and Seminars, National Conferences, especially Youth Conferences are organized by students' Committee and Council. The Council participate and motivates other students within the Institute and other Institutes to participate for developing networking and having a grand success. The students are responsible for all the major technical, cultural, literary and sports activities; develop their leadership skills through active participation in administration and collaboration; help in coordinating various events, act as mediator between their classmates and faculty members/mentors and communicate problems faced by students to the mentors or the management of

college. They maintain discipline in college campus, extends in preserving clean and green campus.

Student members of the associations also observe important days like National Festivals, Birth/Death Anniversaries of important leaders, International Women's Day, International Yoga Day, Sports Day, Blood Donation, Non-violence Day, Literacy Awareness Teachers Day, Joy of Giving Week, World Literacy Day, World AIDS Day, Tree Planation World Environment Day, Voters Awareness Programme, Swachh Bharat Abhiyan, Independence Day and Republic Day Celebration, Observing the Birth and Death Anniversaries, World Kidney Day, World Heart Day etc. The Council give suggestions for purchase of books, magazines for library to the Mentors and Subject Experts.

The following committees have student representatives:

1. Students Council
2. Anti-Ragging Committee
3. Sports Committee
4. NSS Committee
5. Alumni Association
6. Anti-Sexual Harassment Cell

Various other activities includes Intercollegiate occasions also like Special Lectures by experts, Discussions, Works, Meeting, National Level Forum and undertakings to develop the personality and skills as per their ability. They also organize Annual Day, Annual Cultural Meet, Cultural Festivals, especially Udbhav, Convocation, Alumni Meet and ensures maximum participation.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://pioneerinstitute.net/about-us/igac/7960-administrative-bodies-and-committees.html

5.3.3 - Number of sports and cultural events / competitions organised by the institution

0

File Description	Documents
Report of the event	No File Uploaded
List of sports and cultural events / competitions organised per year	View File
Upload any additional information	No File Uploaded

5.4 - Alumni Engagement

5.4.1 - The Alumni Association and its Chapters (registered and functional) contribute significantly to the development of the institution through financial and other support services

The Alumni Association contributes significantly to the development of the Institute through financial and non financial means. The Association regularly meets and interacts with the Director and the Principal. The Association is the flag deliverer of the expansions and progress of the Institute. The Alumni organizes lectures on personality development, holding interactive sessions to motivate students regarding social amendments and business persuasion. The Alumni also help the Institute by persuading industries and getting placements. The Alumni benefit students through Value Added Programs; Career Advising; Industry Institute Interaction; Mentoring; and Placement Assistance and Internship Programs.

The Alumni Association also benefits by bringing together students to act as a representative and coordinate, synchronize and promote their own awareness and knowledge; utilize experience, wisdom, ability for the benefit of the weaker section of the society; promote education, and medical relief useful to poor and the needy students; promote sports education, culture and knowledge through lectures; make students career oriented. The Alumni and existing students coordinate with each other to conduct and hold seminars, conferences, discussions, symposia, cultural programs, convocation ceremony etc. they are also together for the promotion of social, educational, cultural activities. The Alumni Association helps existing students to publish articles, magazines and orientations.

The Alumni are members of various committees such as Internal Quality Assurance Cell (IQAC) and Institute Development Committee. The members support the Institute by sharing their professional experience with current batch student and motivating them to opt for various Job Oriented Programs, Electives, Certifications and activities like delivering guest lectures and sessions on carrier program and current scenario of industrial culture, providing

internships and recruiting fresh graduates. They also support research work and research projects by providing them inputs for completion of their research work. The Institute conducts the Alumni Meet Annually, where the alumni members give feedback on curriculum provided by the Institute, give the inputs regarding latest tools and technologies to the current batch students in the form of lectures.

The feedback of alumni is assessed by the Principal and alumni association members to identify and fill the gaps in subject knowledge and understanding. Various programmes on interview skills, personality development and carrier counseling are organized based on the suggestions given by alumni. Infrastructure facilities are being regularly upgraded or expanded to meet the requirements and aspirations of students based on suggestions given by alumni in alumni meet. Alumni of the Institute are working in different sectors like production, quality assurance, quality control, research, regulatory affairs, management, marketing and academics interact with the students and faculty through alumni meet, mails and social media. The Alumni bring students up to date with various job opportunities and corporate requirements.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional Information	Nil

5.4.2 - Alumni's financial contribution during the year

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of an effective leadership in tune with 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."

<http://pioneerinstitute.net/about-us/3056-vision.html>

Mission

"To professionalize Indian management through teaching, research, training and Institution building to achieve dynamic and challenging positions."

Vision and mission is communicated to the students, teachers, staff and other stake holders through Institute's e-newsletters, posters at important places such as library, computer lab, administrative area, notice board, etc. the same are discussed with faculty & staff members during faculty and staff meetings.

<http://pioneerinstitute.net/about-us/3056-vision.html>

Nature of Governance:

The distinction leading to decentralization and participative management are the administrative ideology of governance. The significant factors responsibility, competence, clarity and ethics promotes a respectable governance and are reflected in the general functioning of the Institute through its Philosophy, Vision and Mission.

Perspective Plans:

Teaching and Learning Plan:

- Development of state-of-the-art facilities and ICT
- Implementation of Electives
- MoUs for Faculty and Student Exchange Programmes
- Academic excellence to match global standards
- Job Oriented Courses

Research and Development Plan:

- Educational associations with premier institutions through MOU

to have collaborative progress

- Promote participation of Faculty Members in FDPs and SDPs
- Promote inter-disciplinary research through National and International Conferences
- Promotion of publication in research journals having high Impact factor and listed in UGC list of Journals

Community Engagement Plan:

- Community Service
- Tie-ups with NGOs
- Adoption of more Villages
- Community Projects

Human Resource planning and Development Plan:

- Organize more FDPs
- Motivate faculty members for Research and Exchange Programmes
- Training and Development

Industry Interaction Plan:

- Invite Industry experts for talks and provide practical knowledge
- Strengthen Campus placement
- Promote faculty members and students to work on real projects for industries

Participation of teachers in the Decision Making Bodies:

Teachers find representation and participation in various Board of Studies (BOS) like BOS Management, BOS Commerce, BOS Computer Application and BOS Arts. They also represent themselves in the Academic Council, Governing Body, and IQAC and in all the Internal Committees/Cells set up for worthy governance. They play significant role in administration as Mentors and Heads. They are a part of Examination Cell, NSS, Social Cell, Entrepreneurship Development Cell, serve as Mentors, Counsellors, Flying Squad in Examination and Anti Ragging Cell, and Observers during examinations. In their role as faculty members and mentors, they get along and have interaction with parents and give feedback about academic performance of their children. They interact with Industry and Alumni, regarding latest trends in Market and plays a decisive role in building foundation of the Institute. They are involved in shaping and planning academics, co-curricular activities, extension work and extra curricular activities. They are involved in imparting value-based education,

assisting in the administration, give expertise, and upgrade domain knowledge and professional aptitude.

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	http://pioneerinstitute.net/about-us/3060-governing-body.html

6.1.2 - Effective leadership is reflected in various institutional practices such as decentralization and participative management

The hierarchical structure of the Institute functions on the basis of decentralization and participatory management. Roles and duties are brought out clearly at each level with acceptable authority allocated to discharge the duties effectively. The Principal and the Director are assisted by the IQAC Coordinator and members of the various committees who manage every aspect of the Institute. Under the mentoring system, the Mentors interact with the assigned Mentees, independently and jointly. The Parent-Teacher Meet familiarizes the parents with the improvement of their wards, gives suggestions, feedback in prescribed forms. The Controller of Examinations provides individual performance reports of each student and sends it to the respective mentors.

Decentralization:

The Governing Body delegates all the academic and operational decisions to the Principal in line with the vision and mission of the Institute. The Institute has a system for delegating authority and providing operative independence to all the functionaries to work towards decentralized system. The Director formulates common working procedures and entrusts its execution with the faculty members and Academic Coordinator. Faculty gives various representations, in various committees and cells and conduct various programs to showcase available talents. They are in-charge of various academic, co-curricular, and extracurricular activities, industrial visits, act as coordinator and convener for organizing Seminars/Workshops/Conferences/FDPs. They are also a part of the following Cells:

- IQAC
- Academic monitoring committee
- Examination Committee
- Training and Placement Cell
- Social Cell
- Entrepreneurship Development Cell
- Cultural Committee
- Grievance Cell
- Anti Ragging Cell
- SC/ST/OBC Cell
- Women Empowerment Cell
- Library Advisory Committee
- Equal Opportunity Cell
- R & D Cell
- Mentoring and Counselling Cell
- Internal Complaint Committee

<http://pioneerinstitute.net/about-us/3060-governing-body.html>

Student Level:

Students are empowered to play a dynamic role as a coordinator of extracurricular activities and social service.

Participative Management:

The Institute promotes a philosophy of participative management by connecting the staff and students through various activities. The students and faculty members are allowed to express, give suggestions for improvement and excellence.

Strategic Level:

The Principal, Director, Academic Coordinator and Staff Members are involved in outlining the policies and processes, framing strategies, rules and regulations pertaining to admission, placement, discipline, grievance, counselling, training & development, and library services for effectively implementation and ensure smooth and systematic functioning of the Institute. For various programs to be fixed by the Institute, all the staff members meet, discuss and share their opinion and plan for the event and IQAC helps in forming various committees involving students

too. Staff members are also involved in deciding academic activities and examinations to be conducted by the college.

Functional Level:

At functional level the faculty members participate in sharing the knowledge by deliberating on the latest trends in skill and knowledge. They are also involved in preparation of annual budget of the Institute, approved by the Principal.

Operational Level:

The GB gives suggestions and monitors the procurement, introduction of new programs and welfare activities. The Principal, Director and IQAC are responsible for Academic, Non Academic and Administrative Activities of the Institute.

File Description	Documents
Upload strategic plan and deployment documents on the website	View File
Upload any additional information	View File
Paste link for additional Information	http://pioneerinstitute.net/about-us/3060-governing-body.html

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ Perspective plan has been clearly articulated and implemented

The present Perspective Plan has been prepared for the period of five years commencing from the academic year 2014 to 2018, taking into consideration the quality indicators of seven criteria of NAAC.

The IQAC, provided the guidelines for preparing and the planning the IQAC meetings, where inputs and feedback from all stakeholders have been collected and used as the base in formulating the perspective plan. The IQAC maintains the documentation of various activities.

The IQAC, in the last Five Years has focussed on:

Improving in application of quality criteria for various academic and administrative activities;

Empower a superior environment through knowledge and technology improvement in teaching and learning process;

Taking Systematic feedback from students, parents and other stakeholders on quality-related institutional processes and disseminating information;

Organizing inter and intra institutional workshops, seminars, FDPs, QIPs, SDPs, Conferences with proper documentation;

Development and maintenance of institutional database through MIS and ERP for the purpose of maintaining/enhancing institutional quality;

Preparation of the (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC

Perspective/Strategic Plan and deployment documents

After the visit of NAAC peer team in II Cycle, the Institute has prepared the perspective/strategic plan by taking into account NAAC peer team's observations and recommendations for quality enhancement of the Institution during the previous re-accreditation.

Promotion of research culture and innovation is strengthened through the research committee, Research papers, Publications and participations in innovation based activities.

Increasing the numbers of computers and other ICT related equipments

Strengthening of computers and ICT enabled equipment for the betterment of academic and administrative activities such as CCTV cameras, LCD TV, Printer, Scanner, Projection Screen, Projector, Office Software's, and library, Xerox Photocopier Machine, Barcode Reader and Scanner, Key-board and mouse, pen drive, Speakers and

External Hard Disk.

Certificate Courses have been started for Skill Development and new Programs were introduced.

The Institute has strengthened ICT enabled teaching through INFLIBNET and J-GATE.

The Institute has strengthened counseling cell, seminars, guest lectures, training, guidance session, Personality Sessions, through Linkages and MoU Collaborations with Institutions and Industries.

ONE ACTIVITY SUCCESSFULLY IMPLEMENTED BASED ON THE STRATEGIC PLAN IS STRENGTHENING THE SPORTS INFRASTRUCTURE

- RIFLE ACADEMY:

The Pioneer Rifle Academy boasts of one of the best Infrastructures and trainers in the city. All the facilities of international level that must be provided to the shooters are available here.

- KARATE AND KICK BOXING ACADEMY:

Karate and Kick Boxing are extremely advantageous for Students of the Institute. It enhances co-ordination, balance, focus and life skills. Karate creates a sense of achievement and builds self-confidence.

- PIONEER BADMINTON ACADEMY:

Pioneer Institute announces the introduction of Badminton Academy, with a state-of-the-art badminton coaching center with International Standards; equipping players to train with the finest and be ready to participate at global tournaments.

This is a place where the talent reaches an unparalleled level of mental and physical development and maximize their potential to excel in Badminton Sport, supported by world-class training facilities in our academy.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	http://pioneerinstitute.net/about-us/3060-governing-body.html
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the various institutional bodies is effective and efficient as visible from the policies, administrative set-up, appointment and service rules, procedures, etc.

The college adopts participative management style. The decisions related to academics, administrative, financial growth and development are taken after inviting suggestions from faculty and staff, thereafter consensus is drawn.

The Governing Body and Administrative Set-Up:

The members of the apex bodies of the Institute i.e. Board of Studies (Management), Academic Council and Governing Body meets regularly and interact with faculty members and staff.

The Top Management is actively involved in:-

- Day-to-day running of the Institute
- Sharing their experience and practice in the class room through Lectures,
- Guiding students in the Major and Minor Research Projects and Research Papers
- Providing Counseling, Consultancy
- Training students for Entrepreneurship

Functions of Various Bodies:

The Institute has nominations from faculty members in Board of Studies, Academic Council and Governing Body of the Institute. They provide suggestions in development of the college in various aspects time to time in the meetings. Institute encourages autonomy in academic departments by allowing them to introduce new innovative teaching concepts in the class rooms. The accountability is ensured by approving any new change by meeting and approval of management.

Service Rules

Terms and conditions of service, leave rules, code of conduct for non teaching - administrative / technical staff including casual leave, earned leave, vacation leave, promotion, increment etc.

Procedures: The Principal is the Chairman of the Governing Body. The Governing Body is responsible for Policy making and to verifying the academic and administrative activities. The decision making processes are made at applicable levels in the organizational hierarchy. Statutory Bodies, Various Cells, IQAC, Faculty Members and Administrative Staff are a part of organizational structure.

An optimal level of decentralization in the departmental system and participative decision making process are in practice.

Recruitment: The Institute follows the service rules according to the AICTE and UGC norms, where the working hours is eight hours. The members have the benefits of PF, ESI, Casual Leaves, Earned Leaves, Medical Leaves and Maternity leaves.

The Recruitment Process is finalized by the external representatives from DAVV and Principal decides the worthiness of the faculty member by their performance in the interview.

Promotional policies:

All promotions are on merit-cum-seniority basis, where the committee consider promotion of teaching staff to the next higher position on the basis of the guidelines as per AICTE and UGC norms and qualifications.

Grievance Redressal Cell:

The Cell deals to the matters of staff members and students. If any stakeholder is dissatisfied with the result, the matter is dealt by the Principal.

If the Principal feels that the grievance is insignificant or unacceptable, he will take no act upon it; otherwise he informs the grievance committee and take action is taken accordingly.

File Description	Documents
Paste link to Organogram on the institution webpage	http://pioneerinstitute.net/about-us/3060-governing-body.html
Upload any additional information	View File
Paste link for additional Information	Nil

6.2.3 - Implementation of e-governance in areas of operation: Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Documen	View File
Screen shots of user interfaces	View File
Details of implementation of e-governance in areas of operation	View File
Any additional information	No File Uploaded

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff and avenues for their career development/ progression

The Institute has the following facilities available to all teaching and non- teaching staff.

- Faculty appointments are eligible for PF, gratuity and leave encashment.
- Personal, housing and vehicle loans are available without

difficulties.

- The Institute has provision for admissions of eligible wards of employees in school and Institute, as Pioneer Group runs Pioneer Convent, Pioneer International School and Pioneer Public School.
- ESI is available to the staff.
- Management grants interest free loans to the Aided, Unaided Teaching and Non-teaching faculty in times of need.
- Medical and Earned leaves are available to the staff.
- In case of accidents on the campus, entire treatment expenses are borne by the management.
- The Institute supports the under privileged staff to run their business after the Institute hours.
- First aid facility on the campus and emergency treatment is provided by the college.
- Financial help is given for supportive staff in the case of sickness and in emergency.
- The Institution sponsors 50% of the total Registration Fee to the Faculty Members and Staff for attending Workshops, Symposia, Training Seminars, Conferences and Faculty Development Programs.
- The Institute encourages its members to go for higher studies and considers the same as study leave.

Amenities provided:

- Well-furnished staff rooms equipped with intercom and personal computers, Wi-Fi connectivity, cupboards for books and files and a well-stocked department library.
- A well-planned library with a good collection of print and electronic resources.
- A well ventilated, residential space to the staff members.
- Badminton Court for Stress Release
- TT Facility for Playing
- Rifle Shooting Range
- A well ventilated, well lit, functional office space with separate workstations.
- A canteen providing wholesome food and beverages at reasonable rates.
- CCTV cameras to ensure safety and security.

- Fire safety equipment as per regulations.
- Mineral water for all members of the Institute.

Support for professional development:

- Financial assistance to participate in faculty improvement and professional development programs.
- Financial assistance to organize National and International conferences.
- 50% financial assistance to participate and present papers at National and International conferences and TA, DA facility.
- Felicitation on the College Day to staff who have rendered dedicated service of 10 Years and more to the Institution.
- Study leave
- Additional increments for securing M. Phil./Ph.D.
- Increment for qualifying NET/SET/SLET.
- Training for Administrative staff in accounting and other software packages.

Other Incentives:

- Cash Award for Regularity, Good Behaviour and Seniority for Staff who completed 10 Years of their Service.
- Uniforms for Staff.
- Free Excursion for teaching and non-teaching staff.

NAAC

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.pioneerjournal.in/

6.3.2 - Number of teachers provided with financial support to attend conferences / workshops and towards payment of membership fee of professional bodies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development / administrative training programmes organized by the Institution for its teaching and non-teaching staff during the year

15

File Description	Documents
Reports of the Human Resource Development Centres (UGC HRDC/ASC or other relevant centres)	View File
Upload any additional information	No File Uploaded

6.3.4 - Number of teachers who have undergone online/ face-to-face Faculty Development Programmes during the year: (Professional Development Programmes, Orientation / Induction Programmes, Refresher Courses, Short-Term Course, etc.)

14

File Description	Documents
Summary of the IQAC report	No File Uploaded
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	View File
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly

The Institute has a mechanism for internal and external audit, which is an ongoing continuous process in addition to the external auditors to verify and certify the entire Income and Expenditure and the Capital Expenditure of the Institute each year.

Qualified Internal Auditors from Academics and Chartered Accountants are permanently appointed and a team of staff under them do a comprehensive check and confirmation of all receipts of the transactions that are approved in each financial year.

The external audit is also carried out on an elaborate way. The errors or lapses pointed out by the audit team are straightway rectified and resolved and cautionary steps are taken to avoid reappearance of such mistakes in future.

The Management looks into the finance, administration, staff, financial and academic audit and gets all support in terms of finance, administration and financial audit.

The Administrative office look into the disbursement of salary, payments, advances and assist for different projects or training programmes.

Accounts are audited regularly. When there are additional expenses over and above the budget proposals, special sanction is to be taken from the Finance Committee. The Accounting and Auditing Committee looks after the internal audit and it is presented to the certified Chartered Accountant.

The external auditor is appointed in impartial and apparent manner. The external auditor is provided with adequate resources to carry out the audit and reports on the results of the audit to the Management of the Institute.

The Academic audit team checks the number of faculty members, their qualifications and experience, matching with the prescribed norms; papers published; conferences, seminars, workshops conducted and attended by faculty. They even interact with the students to find out the standards of teaching learning, problems or difficulties if any.

The external statutory auditors audits random voucher verification, cash verification, physical asset verification, statutory compliances verification, bank reconciliation, third party balance confirmation etc.

The Audit Reports of the institution for Financial Years: 2014-15, 2015-16, 2016-17, 2017-18 and 2018-19 is available with the Institution. The Institute regularly files Income Tax Returns on timely manner. The Management of the Institute are Qualified Chartered Accountants having expert knowledge in all regulatory

compliance and financial monitoring. The Institute also conducts regularly Academic and Administrative Audit from independent auditors and academic experts to know the gaps, if any. The gaps are duly acknowledged and promptly complied with.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://pioneerinstitute.net/about-us/igac/index.1.html

6.4.2 - Funds / Grants received from non-government bodies, individuals, and philanthropists during the year (not covered in Criterion III and V) (INR in lakhs)

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Details of funds / grants received from non-government bodies, individuals, philanthropists during the year	View File
Any additional information	No File Uploaded

6.4.3 - Institutional strategies for mobilisation of funds and the optimal utilisation of resources

The Institute is self-financed, where the funds are generated through the fees paid by the students. Deficit is managed by the available amount by the society.

The Institute has a well-defined mechanism to monitor effective and well-organized deployment of available financial resources for the development of the academic processes and organization expansion.

The Procedure includes the Institutional budget, which is prepared by Principal every year, taking into consideration recurring and non-recurring expenditures. All expenses related to various Cells like R& D Cell, Examination, Placement Cell, NSS, Social Cell, ED Cell and Expenses related to Software and IT, Library Books, Journals and Magazines, Repair & Maintenance, Printing & Stationary, Equipment & Consumables, Furniture & Fixtures are taken into account. All the

major financial decisions are taken by the Governing Body of the Society.

The Institute adheres to utilization of budget approved for academic expenses and administrative expenses by management.

All transactions have transparency through bills and vouchers. The bill payments are passed after testing and verification of each item. One person is appointed who is authorized to operate the transaction through bank.

The Director, along with the Principal and Finance Officer ensures the suitable equipment or items with correct specification is purchased.

The entire process of the procurement of the material is monitored by the Principal along with the Finance Department. The Financial Audit is conducted by Chartered Accountant, every financial year to verify the compliance.

The resource mobilization is also carried out by Students fees, Interest on corpus fund, Research grants or consultancy received from various government and non-government agencies or funding from alumni donors.

The adequate funds are allocated for effective teaching-learning practices that include Orientation Programmes, Workshops and Conferences, Training Programmes, Refresher Courses and maintenance of Infrastructure.

The Budget is used to meet day-to-day operative and organizational expenses and preservation of fixed assets.

The accounts of the Institute are regularly audited by internal auditor. At every year end the accounts are audited by independent qualified Chartered Accountant. The Society is self-reliant as far as fund requirement is concerned. The Accounts are regularly audited by the independent auditors.

The Financial Performance of the Institute is good and surplus is used in developmental work.

As the Management Personnel are qualified Chartered Accountants and hence regular monitoring of funds, expenditures are done. Tally ERP is used for all accounting and tracking of funds on daily basis.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional Information	http://pioneerinstitute.net/about-us/igac/index.1.html

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing quality assurance strategies and processes visible in terms of incremental improvements made during the preceding year with regard to quality (in case of the First Cycle): Incremental improvements made during the preceding year with regard to quality and post-accreditation quality initiatives (Second and subsequent cycles)

The Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes.

The following are the Two Practices institutionalized as a result of IQAC initiatives:

PRACTICE ONE:

REMEDIAL CLASS

The Remedial Courses are meant to develop the foundation and improve various learning skills and repair the problem areas. The Remedial classes are conducted for all the students at the start of the semester, that involves coaching and tutoring, through individualized teaching.

It helps students to overcome the difficulties in specific subject

areas. Individual attention is given to students, where the academic weaknesses are identified and solved that may obstruct learning.

The IQAC ensures the Remedial Classes to bridge the gap for areas in Finance, Mathematics, Computer and Personality Development.

It results in grasping the basic Mathematics and reading skills, computer proficiency through better teaching tools that improves the basic skills they need to advance to a higher academic level.

Students who suffer from communication in the classroom become more academically proficient.

PRACTICE TWO:

1. Introduction of Bridge Courses: In the area of Business Analytics, Information Technology, Environment, Financial Analysis

1. Introduction of E-Learning System: Developing e-Content, Video lectures, Video Clippings, Virtual Classes
2. English Proficiency Programs: Strengthening reading and comprehension, writing, speaking and listening skills

IV: Facility Enrichment: Mobile Information Dissemination System

V: Introduction of Skill Oriented Courses: Tally ERP, MS office training, website designing, graphic designing, software training

VI: Introduction of Short Term Certificate Courses Entrepreneurship, E-Commerce, Business Analysis, Supply chain management

VII: Skill Development and Job Oriented Training: Business Research Skill, Cyber Security / Cyber law, Web Designing and Maintenance

VIII: Automation of existing Examination System: Procurement of software to automate examination and result processing systems and developing capabilities

IX: Strengthening Learning Resources: E-learning through webinars and Video Conferencing, E-content generation like online notes and videos

X: Industry specific curriculum development

Enhancing skill of faculty and student

RESEARCH

Strengthening and upgrading existing research activities for student and teachers (SPSS Training, Research Methodology workshops and developing research projects)

Promotion of research through conduction of Seminar / Conferences / Workshops at National & International level.

Enhancement of E-Library Resources (Subscription of International reputed E-Library resources)

Upgradation of existing Research and Development Cell

Encouraging and enhancing community linked research

EXTENSION

- Rural Development Activities
- Literacy Campaign
- Computer Awareness

Conducting more health awareness program and camps

Awareness Program on Social Issues

- Swachh Bharat, Energy Conservation
- Digital India
- Farmer Insurance
- Direct Benefit Transfer of Subsidy

Strengthening EDC Cell

- Establishing Incubation Centre for Start-Ups

Awareness program on business ethics and Indian Ethos

- Upgradation of Computer Lab
- Developing a stress management center by promoting Yoga and Meditation
- Upgradation of Sports facility
- New Equipment procurement
- Ground Maintenance
- Auditorium Enrichment and upgradation
- Adoption of one village for rural development

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://pioneerinstitute.net/about-us/iqac/index.1.html

6.5.2 - The institution reviews its teaching-learning process, structures and methodologies of operation and learning outcomes at periodic intervals through its IQAC as per norms

Yes, regular institutional reviews are done for keeping a check on the teaching learning process, structures & methodologies of operations and learning outcomes. The IQAC has set various standards to include few innovative methods, with standardized formats of procedures, formats, methods of evaluation and assessment. The IQAC ensures the development and achievement of various quality standards for various academic and administrative accomplishments. The students' assessment and evaluation is based on the performance in various courses and subjects. It also ensures the assessment and attainment of Course Objectives, Course Outcomes and Programme Outcomes. The IQAC develops and maintains the data after the Feedback given by various stakeholders. It is analyzed in depth with corrective action.

Institute considers internal and external audits to be conducted periodically, ensuring effective implementation of academic procedures for ensuring and supporting excellence. For this purpose, IQAC has designed integrated framework in the form of structured course file, academic record book, daily class conduction record and daily course coverage report in the Faculty Diary. The IQAC ensures

the development of Quality Culture among all stakeholders of the Institute and periodically reviews the teaching learning process, structures & methodologies of operations and learning outcomes:

- Proper planning of all academic activities is done and it gets reflected in Academic calendar which is prepared well in advance before the beginning of the semester.
- Subject allocation is done, based on the proficiency of the teachers.
- Time tables are prepared with separate time slots for Training and Placement activities, seminar, tutorials and slow learner activities.
- Individual faculty members prepare systematic Teaching Plan/Lecture Plan along with correlation to the Course Outcomes (COs), Program Outcome (POs) and Program Specific Outcome (PSOs). They maintain a Personal Course file which contains the syllabus and their lecture plans.
- Each Faculty member discuss the previous year question papers, theory and objective questions, class test question papers, and reports the same to the IQAC Coordinator and the Director with the progress of the slow learners. The same is verified by the Academic Coordinator/Director and Principal.
- Teaching Plan/Lecture Plan, notes on technical topics, question bank are posted on Institute Website.
- The ICT ensures better and more participatory teaching learning process.
- Effective internal examination and semester evaluation systems ensure proper documentation and progress of students.
- In alignment with the outcome based approach, the question papers for the internal class tests are prepared with a specific pattern that enables assessment and fulfillment of Course Outcomes (COs) for each course.
- Defaulter student list and projected internal marks are displayed on notice boards.
- Student feedback is taken, for each semester or each year, through structured questionnaire. The necessary modifications or improvements as per the feedback are executed. Feedbacks are reviewed the Principal and Director and is communicated to the faculty members. The concerned faculty then plans for improvements which are monitored on a regular basis for their effectiveness.
- Parent-teacher meeting is conducted, that enable discussion, obtaining parent feedback and taking improvement measures.

The Case Based Methodology in teaching learning, through renowned Business Articles, National and International Journals, particularly

Harvard Business Review [HBR], gives a comprehension towards applied orientation in resolving the real professional situation that helps in decision making, analyzing business situation, developing thought process, inculcates managerial skills. Presentations are taken, with a submission of hard copy and soft copy and assessment is done. The teaching learning process is supported by Training Programs that has helped to boost employability. The same is ensured through aptitude test, group discussions, personal interviews, role play and current awareness, which is a part of Remedial and Bridge Classes and Regular Classes; and the entry, is done in Faculty Diary on daily basis. The IQAC plans various learner-centric educational approach like curricular and extracurricular activities, industry visits, assignments, interactive, participative, experimental techniques, audio-visual mode of teaching, seminars, debates, lectures by experts from other Institutes and Universities that enhances leadership quality, networking and personality development. The same is documented in its quarterly e-news letter.

The Institute Website clearly announces and declares the quality standards and parameters amongst stakeholders, through its vision, mission, objectives and philosophy. For Faculty and students, various workshops, seminars, conferences, FDPs, SDPs are organized. The documentation and impact of various events is maintained through e-news letter. Both the Faculty Members and Students are motivated to involve and connect with the Industry for developing cases and understanding organizations. This also enhances professional development and association with corporate. The Preparation and submission of Annual Quality Assurance Report (AQAR) is ensured and is uploaded on the website.

The IQAC Coordinator and Members, as per the Policy ensures holding extra classes for course completion on time, arrangement of remedial classes and doubt clearing classes for slow learners or under privileged students. It also looks after the research cell activities for students and faculty members. The IQAC also ensures development of infrastructure, with quality and quantity of books in the library, a provision of Wi-Fi facility, upgrading infrastructure facilities, consultancy and extension activities etc. Each faculty member records daily sessions delivered, practical's conducted and research activities performed. This academic record is periodically monitored by Academic Coordinator by checking course coverage report filled by faculty member. On the basis of this diary, the syllabus coverage tracker is prepared by academic coordinator and Internal Tests are planned. If syllabus could not be covered as per schedule, faculty members take extra hours to fulfill the syllabus required.

Academic and Administrative Audit (AAA) is carried out each year by independent Academic Experts and Independent Auditor. The Gaps identified are immediately addressed and complied by the Principal. At last, the Director and the Principal review the various academic activities and guide the faculty members consequently.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

6.5.3 - Quality assurance initiatives of the institution include Regular meeting of the IQAC Feedback collected, analysed and used for improvement of the institution Collaborative quality initiatives with other institution(s) Participation in NIRF Any other quality audit recognized by state, national or international agencies (such as ISO Certification)

File Description	Documents
Paste the web link of annual reports of the Institution	http://pioneerinstitute.net/about-us/iqac/index.1.html
Upload e-copies of accreditations and certification	No File Uploaded
Upload details of quality assurance initiatives of the institution	View File
Upload any additional information	No File Uploaded

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The Institute follows Co-education system. Approximately 50% students are females and more than 50% teaching staff are females. Institute maintains equal standards for recruitment of staff for

male and female. There is no biasness in any area or any functions due to gender. The head of the Institute i.e. Director is female. Over the past Twenty Two and more years, the Institute has become a diverse setting, the chief objective is personal security for all along with physical, academic, emotional and financial well-being. The Institute ensures women safety at the workplace, through increased participation, encouraging and supporting them. The Safety and Security for female staff and students is ensured through 24x7 Security, Common Room for girl students to relax. Whole campus is kept under surveillance by way of CCTV camera.

Meetings are arranged by the Local Police Station for women safety. Mentor Meeting, Parents and Students Meetings are conducted. In all Industrial visits, excursions, female faculty accompany the female students. The Complaint box, first aid box is accessible for them. Students communicate their opinions with the female faculty and they are counseled on various issues like managing pressure, anger, identifying and clarifying disputes. The female teachers who are Mentors ensure safety of girls. The attendants maintain cleanliness in the girls' common room. Special programmes for gender sensitization are arranged. The selection is based on merit for recruiting whether male or female. The Women Empowerment Cell, Grievance Cell looks after the issues pertaining to women in particular. Precautions are taken during transport, in the campus, canteen, library, and sports area to monitor the movement of students and ensure safety of the students. Closed Circuit records the activities in the campus. Specific cleaning schedule is given to the housekeeping people and followed meticulously. Women Empowerment Cell (Committee for curbing the sexual harrasment and violence against women) is headed by the Director (Female) as the Chairperson. In all the administrative bodies of the Institute, female members are members. They actively participate in all the decision making process of the Institute.

Women Grievances cell is efficient to deal with the cases (if any) very assertively with its team of Principal, Director and Members, along with Students, with special constitution of women faculty members. So far no complaint have been registered. Women are encouraged to fight against all kind of injustice, prejudice and discrimination resulting from gender bias. The management is especially concerned about health and security and thus provides 24*7 doctor's service and so a fully functional OPD with a full time doctor is available in the campus for medical care, minor issues and first aid. Various National Level Seminars, Workshops, Youth Conferences are organized for stress free life, problems of Youth, their troubles and traumas. These programs are for the students, of

the students and by the students, where dignified and eminent resource persons are invited. Sick room facility is available for students with obligatory facilities.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional Information	http://pioneerinstitute.net/about-us/igac/7960-administrative-bodies-and-committees.html

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation: Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power-efficient equipment

C. Any 2 of the above

File Description	Documents
Geotagged Photographs	No File Uploaded
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the institution for the management of the following types of degradable and non-degradable waste (within a maximum of 200 words)

Waste management activities in the college includes management of solid, liquid, e-wastes etc., from its origin till final disposition, including collection, segregation, transport, supervision and regulation of waste till it reaches proper disposal. Proper waste management is significant in college so as to protect our environment from degradation and reduction of financial burden. The college puts efforts in proper waste management practices and manage Solid Waste systematically by placing Dustbins everywhere in the campus to collect waste. The solid waste received from the classrooms and canteens are disposed regularly. Dustbins are placed in the classrooms, staffrooms and in common areas to collect the waste. The wastage is cleared regularly. Paper waste collected from the classrooms, staffrooms and offices are sent for recycling.

Metal waste and other recyclable wastes are sold to the authorized vendors. Usage of plastic is banned in the campus as a green

initiative.

The Liquid Waste Management is disposed in a systematic way through proper drainage system to drain out wastewater. Eco-friendly floor cleaners are used.

Waste water from the college is collected and taken for recycling. The recycled water is used for watering the lawns, plants and trees, cricket ground and the garden near the hostel.

Regarding the E-Waste Management the students and teachers are sensitized about the adverse effects of e-wastes. Esource reduction is achieved through minor repairs of devices by the lab assistants and major repairs by technician and reused. Separate bins are provided across the campus to collect the E-waste from all the departments. The collected material is sent for recycling through an authorized vendor.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geotagged photographs of the facilities	No File Uploaded
Any other relevant information	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

A. Any 4 or all of the above

File Description	Documents
Geotagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

A. Any 4 or All of the above

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

File Description	Documents
Geotagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy undertaken by the institution

7.1.6.1 - The institution's initiatives to preserve and improve the environment and harness energy are confirmed through the following:

A. Any 4 or all of the above

1. Green audit
2. Energy audit
3. Environment audit
4. Clean and green campus recognitions/awards
5. Beyond the campus environmental promotional activities

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	View File

7.1.7 - The Institution has a disabled-friendly and barrier-free environment: Ramps/lifts for easy access to classrooms and centres Disabled-

A. Any 4 or all of the above

friendly washrooms Signage including tactile path lights, display boards and signposts
 Assistive technology and facilities for persons with disabilities: accessible website, screen-reading software, mechanized equipment, etc.
 Provision for enquiry and information:
 Human assistance, reader, scribe, soft copies of reading materials, screen reading, etc.

File Description	Documents
Geotagged photographs / videos of facilities	View File
Policy documents and brochures on the support to be provided	No File Uploaded
Details of the software procured for providing assistance	No File Uploaded
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e. tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic and other diversities (within a maximum of 200 words).

The Institute embraces all-inclusiveness and diversity, as presence and social belonging that enables students to perform to their maximum capacity. Constant and collective efforts are taken to build a self-motivated site that suits diverse students. The Institute identifies gender equality as a key driver for supportable growth of both the genders. The

Gender Equality Policy centers on equivalent access, prospects and rights for women and men.

Program for the Differently Abled ensures that every single member of the Institute is conscious of the care to be revealed to the differently abled members. By providing barrier-free environment, needed facilities and human and technological assistance, the Institute takes unceasing efforts to make the differently abled feel included in every part of the activity of the Institute.

The Institute provides a friendly atmosphere for the students from different states making them feel at home. Students display cultural values, through proceedings, to create thoughtfulness of different

cultures during celebrated regional or cultural festivals. Regional festivals, religious festivals and shared celebrations.

The Institute gives an opportunity for the students to come together without any bias or disparity.

The Institute has curriculum with insertion of topics related to human rights, peace, tolerance, love, consideration, synchronization, advancement of social values, awareness on environmental protection and ethics.

Value Education inculcates a set of values related to societal, religious and cultural ethics. Extra-curricular activities showed by the Institute create or develop attitudes that help the students to achieve supportable lifestyle. Programmes on tolerance and harmony are organized to make the students to do away with undesirable attitude and create a sense of belongingness.

The activities provide an incredible opportunity to students to work with varied groups and encourage mixing with multiethnic people. The departments and the clubs regularly conduct awareness and coordination programmes to manifest socio-communal harmony and broad-mindedness among students.

An environment is fashioned in the classrooms in which students learn to escalate the variety and get informed on tolerance and diversity. The Institute, well known for its ground-breaking practices and knowledge-creation is also acknowledged for developing socially responsible citizens who work towards comprehensiveness.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File

7.1.9 - Sensitization of students and employees of the institution to constitutional obligations: values, rights, duties and responsibilities of citizens:

The Institute teaches all students that India, as a country, includes individuals with different backgrounds viz., cultural, social, economic, linguistic, and ethnic diversities governed and guided by the Constitution irrespective of caste, religion, race and sex.

The college establishes policies that reflect core values. The Code of conduct is reflected prepared for students and staff and everyone obeys the conduct and the rules.

The Institute celebrates Vigilance Awareness Week, to spread awareness regarding sanitation, living standards of life, and knowing one's personality, a separate NSS unit is started exclusively to encourage the students and the unit is successfully conducting activities to serve the society. Apart from the above, the philosophy of Beti Bachao, Beti Padhao Jan Aandolan is also encouraged.

Sensitizing students about values, rights, duties and responsibilities of citizens empowers them with knowledge so that they can use far beyond the classrooms thus creating a healthy campus culture. The syllabus on Business Ethics, EVS, E-Ship etc. discusses personal, family and social values including values of justice, liberty, equality and fraternity. Sessions through Lectures and Workshops are conducted to teach the students to use social media for the right purpose. Right to Privacy is insisted through these sessions.

Moral values like empathy, equality, peace, harmony, co operation, cohesiveness, truthfulness are taught to students which help to build their personality and shape their character.

The lighting ceremony on each auspicious occasion denotes equality, human dignity, unity and integrity.

File Description	Documents
Details of activities that inculcate values necessary to transform students into responsible citizens	No File Uploaded
Any other relevant information	No File Uploaded

7.1.10 - The institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic sensitization programmes in this regard: The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff Annual awareness programmes on the Code of Conduct are organized

A. All of the above

File Description	Documents
Code of Ethics - policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programmes, etc. in support of the claims	No File Uploaded
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Institution Organizes National Festivals and Birth and Death Anniversaries of great Indian Personalities. Our students are on a mission towards better India by breaking the boundaries of religion and caste. Thoughts of great Indian personalities are sowed into the young minds through programs and events which are conducted in the premises. The Institution practices pluralist approach towards all religion functions and encourages the students and faculty to showcase the same. Staff and students get to know the importance of national integrity in the country in general and their role in it in particular.

National Festivals/ Birth and Death Anniversaries of great Indian Personalities like:-

- Independence Day
- Republic Day
- Gandhi Jayanthi
- Teachers Day
- Youth Day

- Ambedkar Jayanthi are celebrated with great enthusiasm.

1. 26th JANUARY REPUBLIC DAY

Republic Day is celebrated on 26 January to commemorate the adoption of constitution. On this day, various formal events including flag-hoisting and march-past are organized and the event is followed by "Constitution Awareness Program" in which students and staff members were informed of their duties towards our nation and rights given to them by the constitution. By organizing such type of events institute does its share to immersed patriotism and awareness to next generation.

2. 15th AUGUST INDEPENDENCE DAY

It is celebrated every year, it is a grand event marked with the flag hosting by the Chief Guest. Cultural activities related to independence movement are exhibited. Students participate in various activities with great enthusiasm. Programs like Dance, Song, Skit competition are organized to foster the talents of the budding talents.

3. 5th SEPTEMBER (DR. SARVPALLI RADHA KRISHNAN BIRTH ANNIVERSARY)

On 5th September, we celebrate Dr. Radhakrishnan's birthday as Teacher's Day with great fervor. The students organize a programme for the teachers. The Institution celebrates Teacher's Day commemorating the birthday of Dr. Sarvepalli Radha Krishnan, a great teacher and a staunch believer of constructive education. Students at Pioneer Institute perform various cultural events for the teachers.

4. 2nd OCTOBER MAHATMA GANDHI BIRTH ANNIVERSARY

Gandhi Jayanthi is celebrated at Pioneer Institute in memory of Father of the Nation, who devoted his whole life preaching Truth and following Ahimsa. The Institute organizes Mass Pledge on 'Swaachh Bharat Abhiyaan' in which students and Faculty Members participate in mass. Cleanliness drive is taken up on the Campus and also some lectures are delivered by eminent followers of the Gandhian philosophy. The students also presented a mime act to depict the importance of peace and harmony. Various competitions are held on of Gandhi Jayanthi like

5. 31st OCTOBER EKATA DIVAS (BIRTH ANNIVERSARY OF SARDAR PATEL)

The Institute attempts to create awareness among the Students and Faculty Members about Sardar Patel's contribution towards India's freedom struggle and ensures national integration. The day is marked by taking of pledges to uphold the nation's unity, mass mobilization, Run for Unity, poster and quiz competitions to highlight the importance of Sardar Patel. Cultural programmes and folk dance are performed by students on this occasion.

Link: <http://pioneerinstitute.net/about-us/iqac/7447-celebration-of-national-festivals.html>

File Description	Documents
Annual report of the celebrations and commemorative events for during the year	No File Uploaded
Geotagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Provide the weblink on the Institutional website regarding the Best practices as per the prescribed format of NAAC

INSTITUTE BEST PRACTICES

[Pioneer Internal Quality Assurance Cell (IQAC) Initiative]

1. Title of the Practice:

"Automation of Student and Examination related functions using ERP"

2. Objectives of the Practice:

The main objective of the entire system is to provide a user friendly interface and powerful data system which make this system more useful. The College ERP system computerizes all the details of the college system which are updated by admin only can access by the students and faculties. ERP on college management system reduces the most of the human work that are done earlier to managing the college system. Once the details are entered into the system by the

authorized person then there is no need for other users to deal with separate section. Only a person that is having an administrative authorization is enough to maintain all the reports and records of the system. The security can also be provided as per the requirements. The main thing is that our system reduces the human works at a great effort. It can be helpful such that - Records are always updated. - Manpower is decreased or reduced. - Large amount of data regarding college and their modules can be stored. - Accurate and perfect calculations are made. - Maintenance of file is efficient and flexible.

3. The Context:

A Higher Education ERP system can be used as a solution to integrate and increase the efficiency. We proposed a comparison framework of ERP solutions for higher education management. Due to a constant change in education landscape, it has become mandatory for higher education institutions to adopt the latest education ERP solution to handle all academic & non-academic activities effectively and provide a better learning environment to students including quality education. The replacement of the older legacy systems with centralized ERP brings quick and quantifiable improvement in the administration process. The software includes a set of tools which modernizes the campus along with upgrading the planning and management of processes related to student enrollment, courses, library, exams, result declaration etc.

An ERP system automates and streamlines all the processes functioning within the boundaries of the institution to significantly improve the effectiveness of allocating and operating academic resources better.

College ERP system provides a simple interface for maintenance of different student, department, faculties, library and others information. All the colleges usually have a number of departments and educational modules such as courses, seminar hall, etc. Managing all these departments and other modules manually is a very difficult and hard, ineffective and expensive task. So here we propose an ERP system for college. Our college ERP system has all the information about the students, teachers, events, library, departments and other respected information. The system allows the admin to add students, faculties and any other events. Our system allows a faculty to enter or input student's attendance into the database which can later be viewed by students and faculties. The students can view his/her

attendance through a separate student login. The admin can upload the timetables for various departments for exam preparation. The time table is then available to be viewed by faculties and students on the web portal. These systems have easy user interface and have powerful data management system which makes this system is very useful.

Enterprise Resource Planning (ERP) (ACCSOFT 2.0) college web application is the one kind of web application which integrates all the modules and functionalities of college system on a single system that can be handled by the administrative head and access by the students and faculties with valid user id and password. As we know that, a college consists of different departments, such as course departments, fees management, library, event management etc. Nowadays applications and uses of information technologies is increased as compared to before, each of these individual departments has its own computer system to do their own functionalities. By having one main system they can interact with each other from their respected system by having valid user id and password.

4. The Practice

The designed software for college database contains up to date or accurate information of the college. That should improve efficiency and flexibility of college record management and to provide a common and or simple platform for everyone to access the student's information.

Simplify Admission Process

Admission process in colleges, universities or any other educational institutions is more often complicated and long. Each application consists of many pieces of information about the candidate including their date of birth, marks, specialization, and more. To determine the candidate's eligibility, we need to check all these records. If the task is done manually, the process becomes extremely time-consuming. However, with the help of ERP software, this procedure to enroll best-fit students gets simple. The system displays all the necessary components at a single place, which makes them easily accessible to the administrator and thus speeds up the accreditation process.

Centralized Data Management

Educational institutions need to store tremendous amounts of information about students, books, exams schedules and other data. An ERP solution integrates the whole campus and all the branches in a common system to make the process of data management easy. The software enables sharing of stored data across all departments to keep faculty, staffs, and students updated on important announcements. This makes a better control of internal and external communication in our institution and never experiences a communication breakdown.

Cost Effective

One of the most prominent advantages of ERP implementation in our institution is its cost-effectiveness. The software cuts down manual tasks involved in the fundamental methods of campus administration such as admission, payroll and others to reduce the number of man-hours, resulted in saving of money. The expenditure spared can be used for imperative educational purposes.

Quicker Management Process

Education ERP system provides easy and quick access to information about students, staff, timetables, examinations, admissions, fees, reporting, and so on. This helps the management to consider and analyze various aspects of the institution faster, leading to growth in planning capabilities. The improved data access also boosts well-informed decision-making through strategic data analysis.

Improve Resource Management

An efficient ERP system puts an end to manual maintaining of cumbersome resource databases. The software can track real-time resource usage, enabling you to optimize operations, allocate and monitor all activities in the institution in a seamless manner. This helps accelerate day-to-day activities and work out things well in time in case of any issue or problem.

Data Security

Keeping track of the data manually is quite a tedious task. For this, we have a robust ERP solution that can automate the process of recording, thus making the process simple and effortless.

Our educational institution needs to keep records of students for the ongoing academic year as well as the alumni, faculty, books, and other resources of single or multiple campuses. Combined, the amount

of data becomes huge and storing these physically on the shelves is never secure. ERP software can store this enormous amount of information securely. The application has a BACK UP system to preserve the info, which is quite impossible to have if it is stored in files.

ERP MANAGEMENT AT A GLANCE

MODULES IN THE ERP

- Admission Management
- Payroll Management
- User Management
- Scholar Management
- Attendance & Leave Management
- Scholar Activities Management
- Result Processing
- Internal Result Processing, Final Result Processing
- Teachers Diary & Lesson Plan

Generate Student Report

Student Management

Pioneer Institute of Professional Studies Management System

Generate Faculty Report

Generate Course Report

Generate Fees Report

Check User Login Details

Login Management

Fees Management

Course Management

Faculty Management

Admin

Check Roles of Access

Login to System

Manage College Details

Manage User Permission

Manage System Admins

Manages Modules

Manage Faculty Details

Manage Student Details

Manage Course Details

Manage Attendance Details

Manage Employee Profiles

Send Emails to User

Forgot Password

Check Credentials

Manage Roles of User

Student Evolution System

Student Management

Exam Management

Grade Management

Registration Management

Result Management

Generate Result Report

Generate Registration Report

Generate Exam Report

Generate Student Report

Generate Grade Details

5. Evidence of Success

This best practice resulted in achieving the following as measure of success:-

- Web enabled
- Individual login for parents, staff and students
- Access from anywhere
- Mobile app for student and staff
- Individual model based dash board
- Individual student dash board
- Management and staff dashboard
- Easy access to find out the details
- Safe and secure of data or information and files
- Lowering the task weigh
- Increasing efficiency
- Better control
- Real time reports

Evidence of Success: Highlight of some main Modules of the ERP system: 1. User login / Admin login

2. Forget password control by admin and or by user

3. Update details/delete/add detail by admin

4. **Academics Information:** This module gives the information about

- **Course:** This contains the information about the number of the courses offered by the college

- **All Master Entries:** This contains the number of staff available in each department

5. **Scholar / Student Master:** This module gives information about

- **Profile:** This provides personal details of the student.

- **Bulk Update Student Record:**

- **Marks:** This shows the internal/external marks of a respected student.

- **Student Strength Report:**

- **Student Custom Report:**

6. **Faculty / Employee Information:** This module deals mainly with

- **Profile:** This provides personal details of the staff

7. **Result Processing:** It is perhaps the most sensitive process in any university or in any educational institute because the future of students is depending on their results. Hence all the educational institutes require trustable, reliable, foolproof and secure software for their result processing/ examination department. Here is the short explanation of the process and workflow of ResultSoft 2.0. It's reliable and secure as any educational institute would want and also covers the all the possible tasks that are carried by examination department of a university.

Result Generation Information: All Examination and Result generation tasks are done with the help of RESULTSFT 2.0 Module.

Checking for Exam Eligibility

After examination form filled by students. Institute will appoint three verifier who will check student's eligibility for appearing in exam.

First will be from Library to verify library no dues of student second will be from accounts department to verify fees no dues and third will be from academic department to verify students' attendance.

Admit Card Generation

After student is verified by all three departments admin will enable his/her name for Admit Card download. After that student can login to web site and download his/her Admit Card.

Nominal Roll List Creation

The examination forms data that is saved in software's database will be used to prepare nominal roll list by exam department for further result processing. This list can be printed for notice board display. Nominal roll list will have all the information related with student, his attempt (1st or more), his regularity (regular or ATKT) and the subjects in which he is going to appear in exam.

Grade Scheme Creation: Student grades system should simplify the capture of grades; improve delivery of grade information and tracking of grade appeals, assuring data integrity and compliance with university graduation policy.

Marking Scheme Module:

- Marks Entry Module:
- Result Processing Module: Result Processing

A. For Regular Students

Result Processing will be done on the basis of Course / Branch and semester for regular students. After this processed result is saved marks entry will be locked automatically.

B. For ATKT Students

Result processing for ATKT students will be done separately for

which the marks of non ATKT subjects will be picked from previous exam.

Similarly Result Processing for ATKT and REVALAUTION Modules

8. Result Declaration & Mark Sheets Generation:

A. Mark Sheets Generation

After the result processing is done for a class, the mark sheets can be printed for that class. Mark sheets will be printed on preprinted papers given by university.

Tabulation Register (TR Sheet):

Mark sheet Print by Crystal Reports:

B. Upload Result for Online Mark Sheet

Exam department can upload result on web site. After that students can login to their accounts and see their mark sheets online.

Various Reports such as Pass Sheet/Pass Sheet with subjects/Result Sheet/Analysis Sheet/Pass Sheet with Grand Total can be generating from Report Module e.g.

6. Problems Encountered and Resources Required

The success depends on the skills and experience of the workforce, including education and how to make the system work properly. Sharing internal information between departments can reduce the efficiency of the software. There were various problems and challenges faced in implementing the ERP such as coordination amongst the various departments, data gathering, data migration, security implementation, shifting from manual to automation, staff behavior challenges, etc.

An ERP implementation will probably be the most complex technology project ever undertaken on campus. Therefore, executives at institute and college community must know as much about ERP systems

and the ERP project as practical. Service for students should be a major priority with an ERP system implemented within the institute.

In the coming years the biggest challenge of our college will be the attempt to manage the complexity in one systematic vision through an information system that can be shaped and up-to date with the evolution of technology.

INSTITUTE BEST PRACTICES

[Pioneer Internal Quality Assurance Cell (IQAC) Initiative]

1. Title of the Practice:

"Industry Centric Certificate and Diploma Courses enhancing skills and employability of students"

2. Objectives of the Practice:

Various objectives of Industry Centric Certificate and Diploma Courses:-

1. To bridge the skill gap between institute and industry and implement industry interaction
2. To provide Industrial Training & Exposure to students for career enhancement
3. To meet the institution needs
4. To enhance the skill set of students
5. To provide the experience of industrial working ambience
6. To promote advancement of research and implementation professional skill sets in students
7. To provide an experience and importance of team-work.
8. To collaborate for possible R&D work.

3. The Context:

Industry Centric Certificate and Diploma Courses enhancing skills and employability of students were started post second cycle accreditation. These courses were planned to be started with key focus on enhancing skills and employability of students. These courses were initiated by the IQAC and designed with the help of subject experts. After draft was prepared these were put up before the Board of Studies, Academic Council and Governing Body for approvals. Suggestions of Board members were duly considered in

structuring of these courses. The area identification was a major challenge which was done after careful industrial requirement analysis. One major analysis was done in the area of agriculture management, where it was found that none of the Institutes are offering agriculture management related programs. This requirement was addressed by the Institute and lot many students passed out in this program. They were directly benefitted as is evident from their success stories of obtaining licenses, etc.

4. The Practice

About the industry centric certificate and diploma courses:

4.1 Certificate Course on Research Methodology (CCRM)

Programme Outcomes:

- The Objective of this course to pay attention to the most important dimension of Research i.e. Research Methodology. It will enable the Researchers to develop the most appropriate methodology for their Research Studies.
- The mission of the course is to impart research skills to the beginners and help improve the quality of Research by the existing researchers.

Course Specific Outcomes:

- The Course Structure is designed in a way that the learning of Research Methodology can move from Mugging up syndrome to fun-practical method; from a teaching process to an experimental process, from memorizing to brainstorming, from clearing the examination to feedback learning, from knowledge transfer to knowledge creation, from competitive learning to collaborative learning.
- The Participants of the Course will start the course by reading the provided literature at the end of the course they will find themselves equipped enough to author a book or two themselves.

Course Outcome:

- The Course Structure is designed in a way that the learning of Research Methodology can move from Mugging up syndrome to fun-practical method; from a teaching process to an experimental process, from memorizing to brainstorming, from clearing the examination to feedback learning, from knowledge transfer to

knowledge creation, from competitive learning to collaborative learning.

Industry Centric Outcome:

- It inculcates scientific and inductive thinking, important for the Industry. The Primary objective of the industry is met out through Online Surveys, Report Based Customized Questionnaires, key decision making; while the Secondary objective like working on Government Statistical Databases, Company Websites and Annual Reports, Trade Publications, Online Databases, Offline Databases such as CD-ROMs, Reading Research Reports, Understanding Key Market Players etc.

4.2 GERMINATION: A Certification Module for Developing Entrepreneurship

Programme Outcomes:

- To educate and equip potential and early stage entrepreneurs by providing Entrepreneurship education and training, designed and developed by national and international experts.
- To mobilise upcoming entrepreneurial talent and connect it to networks of ideas, mentors and funding, thereby providing them an easy platform to succeed on the path of entrepreneurship.

Course Specific Outcomes:

- To catalyse a culture shift to encourage entrepreneurship through state and national level linkages through internship opportunities and exchange trips to global entrepreneurship hubs.
- Aims to create an enabling ecosystem for entrepreneurship development through entrepreneurship education & training, advocacy, and easy access to entrepreneurship network.
- The course also aims to promote development of social enterprises for inclusive growth.

Course Outcome:

- Aims to create an enabling ecosystem for entrepreneurship development through entrepreneurship education & training, advocacy, and easy access to entrepreneurship network.
- The course also aims to promote development of social enterprises for inclusive growth.

Industry Centric Outcome:

- A student can benefit an Industry by the understanding of writing Business Plan, Entrepreneurial Marketing and Consulting Methodologies, Entrepreneurship Case Studies, Business Practices, Career counselling, Product demonstration, Advertising, Marketing management, Tourism and hospitality. The Students can work as Product Developers, Corporate Managers, Marketing Managers, Business Consultants and Market Analysts.

4.3 Certificate Course in Financial Derivatives

Programme Outcomes:

- Understand how risks in derivatives transactions differ from traditional banking products and why special care needs to be taken in measuring and monitoring these risks
- Distinguish market, credit, operational, liquidity and reputation risk in derivatives products and understand how they inter-relate

Course Specific Outcomes:

- The aim of this course is to give participants an overview of the different risks encountered in derivatives transactions, how they interrelate and how they can be measured and monitored.

Course Outcome:

- Identify the different types of exposure within each risk group and derivative type and review how these exposures can be measured
- Review lessons learned from risk management failures in derivatives transactions in order to establish best practice in the monitoring and mitigation of risks

Industry Centric Outcome:

- A Student can get the understanding of Finance, he/she can work in area of finance, stock market, analyse the risk and take decisions accordingly. This course will help generate employability.

4.4 C-Language Certificate Course

Programme Outcomes:

- To familiarize the trainee with basic concepts of computer programming and developer tools.
- To present the syntax and semantics of the "C" language as well as data types offered by the language
- To allow the trainee to write their own programs using standard language infrastructure regardless of the hardware or software platform

Course Specific Outcomes:

- Learn how to program in C
- Learn about program flow
- Learn about functions, methods and routines
- How to use arguments and return value
- How to run a simple C program

Course Outcome:

- Students gain valuable knowledge of fundamental programming concepts such as data types, internal data representations, operators, expressions, loops for repetitions, control structures, arrays, input and output, functions, debugging, etc.
- Studying C provides a solid foundation for students who want to learn advanced programming skills such as object-oriented programming, event-driven programming, multi-thread programming, real-time programming, embedded programming, network programming, parallel programming, other programming languages, and new and emerging computing paradigms such as grid-computing and cloud computing.

Industry Centric Outcome:

- The Industry can be benefited through candidates proficient in hand-crafting own website, developing technology business, knowledge of input-output functions, data types, knowledge of control flow statements, operators, arrays, modular programming, file handling, usage in structures and defined data types.
- It is for the best interests of a company to faster develop IT and programming skills of such candidates, translate into simplified production processes and develop higher standards

and best practices in the organization. This learning brings efficiency and accuracy to a company and earn good reputation.

4.5 Certificate Course in MS-OFFICE

Programme Outcomes:

- Explain Microsoft Word 2010 functions abilities and uses.

Course Specific Outcomes:

- Gain a good business standard level of knowledge in key Microsoft Office programmes - Word, Excel, Outlook, Access and PowerPoint.

Course Outcome:

- Recognize when to use each of the Microsoft Office programs to create professional and academic documents.
- Use Microsoft Office programs to create personal, academic and business documents following current professional and/or industry standards.
- Apply skills and concepts for basic use of computer hardware, software, networks, and the Internet in the workplace and in future coursework as identified by the internationally accepted Internet and Computing Core (IC3) standards.

Industry Centric Outcome:

- The certifications help qualify for a variety of positions and candidates can support Industry by becoming Office Manager, Executive Assistant, Administrative Assistant, SharePoint Specialist, Database Specialist, Research Analyst, Project Coordinator, IT Support Technician, SharePoint Specialist, Database Specialist, Workbook Developer, Research Analyst, Project Coordinator etc.

4.6 MS-Excel Professional Certificate

Programme Outcomes:

- This intensive hands-on one-day training course has been designed to provide delegates with a very advanced set of tools and concepts for Excel 2007, 2010, 2013 or 2016 in order to further increase their knowledge and productivity.

Course Specific Outcomes:

- This advanced excel certification course will help the student:
- Master Excel Functions and Formulas that save time and increases productivity
- Cut hours of labour by using Pivot tables to analyse data
- Discover new tools to share your work
- Find new and more efficient ways to analyse data
- Add colour and images to improve readability and get messages across to the audience more effectively
- Learn the tricks to produce professional charts and graphs
- Include diagrams in marketing reports and sales presentations to boost sales and readability
- Find new ways to visualise data
- Reduce workload each month by automating repetitive tasks by using macros
- Import data using Power Pivot
- Prepare better for your exam with tips, tricks & strategies

Course Outcome:

- This certificate in Excel and Access is designed to prepare students for working with Microsoft Excel and Access in a business environment.
- The certificate offers a balanced set of classes that prepares students for using advanced features of both Excel and Access needed by industry.
- Emphasis is placed on Excel functions as well as Access' relational database techniques.
- Within Excel, students create a variety of workbooks, utilizing charts, PivotTables, various functions, macros, lists and tables.
- With Access, students create a variety of objects, including tables, queries, forms, reports and macros, as well as VBA programming.
- In the VBA for Excel and Access, VBA is used in both Excel and Access to program advanced functionality that may be needed within these applications.
- Much attention is paid to design principles, including normalization, securing databases, and other current topics in

the database field.

- Students will demonstrate understanding of the topics via projects using various real-world workbooks and databases.
- Opportunities available after the completion of this certificate include, but are not limited to, administrative aides, database administrators, designers and developers, and database systems analysts.
- In addition, courses help prepare students to take the Microsoft MOS certification exam in Excel and Access.

Industry Centric Outcome:

- The following job profiles are the most popular and demanding in the Industry that a candidate excels into. Candidates can serve as Data Analyst, Metrics and Analytics Specialist, MIS Executive, Financial Analyst, Market Research Analyst and many more.

4.7 Certificate Course in Tally (ERP.9)

Programme Outcomes:

- The objective of the course is to acquaint students with the accounting concept, tools and techniques influencing business organization
- To educate the students about the usefulness/importance of Tally ERP-9 software for simplifying the accounting methods & procedures.
- To train the students to create/load the company, group, security control, back-up etc.
- To make the students proficient towards creating the accounting records and extract the financial statements and other statements related to inventory management, depreciation accounting and VAT procedure and records.
- To impart practical training on this software so that the students could apply its various aspect in their day to day business/professional activities.

Course Specific Outcomes:

- After successfully qualifying practical examination, students will be awarded certificate to work with well-known accounting software i.e. Tally ERP.9
- Students do possess required skill and can also be employed as

Tally data entry operator.

Course Outcome:

- Student will do by their own create company, enter accounting voucher entries including advance voucher entries, do reconcile bank statement, do accrual adjustments, and also print financial statements, etc. in Tally ERP.9 software

Industry Centric Outcome:

- Tally software teaches in handling complex business accounting, inventory transactions, handling TDS, various Taxes, generate reports for taxation and returns that can be uploaded electronically and performing all kinds of accounting operations as required by the industry.

4.8 Diploma in Computer Application (DCA)

Programme Outcomes:

- This course will enable students from all fields to get a grip on the fundamentals of IT. We have designed this course to meet today's standard of education.

Course Specific Outcomes:

- To train the students to handle independently various categories of computers and programming. The course content comprises of Computer Programming in C, C++ and JAVA; Packages such as Oracle-VB, MS Office-Web Designing and Tally with MS Dos and Windows as operating systems.

Course Outcome:

- At the end of the course student should be able to use accounting and business terminology, explain the objective of financial reporting and related key accounting assumptions and principles.

Industry Centric Outcome:

- Industry is benefitted by getting skilled Computer Operator, Web Designer, skilled Accountant, Software Developer, C++ Developer, Basics Computer Skills, MS Office Applications, and proficient candidates knowing Basics of Internet, E-Business,

Software Hacking & IT security, PC Assembly and Troubleshooting and Software Engineering.

- The various subjects teaches Networking, Database Development, Programming Development Tools, Languages, Technical writing, Software design, Graphic design, animation, Web and e-commerce development.

4.9 Post Graduate Diploma in Computer Application (PGDCA)

Programme Outcomes:

- At the end of the Program, students will be able to: PGDCA equips the students with skills required for designing, developing applications in Information Technology. Students will able to learn the latest trends in various subjects of computers & information technology.

Course Specific Outcomes:

- After studying this student will be able to know about terms and concepts of Microsoft suite completely.(like MS-word, power-point-excel sheets, outlook express)

Course Outcome:

- Able to create fundamentals of structure programming with basic structure
- Able to develop program In such a way that machine can take decision by programming
- Able to know importance of an array by real life example as well as technical problem solving.
- Able to develop functions and enrich their skill to library function and user define side.
- Able to develop a small type of data storing with File Handling
- Able to know the importance of reference process by pointer

Industry Centric Outcome:

- Industry is promoted by getting skilled IT Support Analyst, IT Consultant, Technical Sales Representative, Web Designer, Application Analyst and Systems Analyst
- Various Industries can be benefitted including Insurance Firms, Health Industry and Entertainment Sector, Electronic Industry, Research Firms, Educational Organizations and Banking Industry etc.

4.10 Diploma in Digital Marketing / Diploma in Digital Design and Marketing/ Advance Diploma in Digital Marketing/ Certificate Course in Digital Marketing

Program Outcomes (Digital Marketing)

Program outcomes are not discipline-specific but relate to generic skills that allow for professional and personal growth outside of a formal educational setting. The Digital Marketing program focus on:

- Embrace the tools and techniques required to succeed in the new media environment.
- Learn to develop and execute digital marketing plans, including aspects such as website building and optimization, development of content scheme, use of social media, advertising, conversion and nurturing leads, and tracking and monitoring.
- Learn the fundamentals and vital concepts of advertising and communication. Gain a sense of how advertising works, and what mechanisms work best for different marketing objectives.
- Learn how to assess and evaluate the performance of digital marketing campaigns through behavioural and attitudinal engagement metrics and measures, and make use of a broad spectrum of digital and consumer analytic tools and techniques.
- Gain an understanding of how analytic techniques and research processes are being refined and re-engineered, in the multi-media environment of marketing and advertising.

Program Specific Outcomes (Digital Marketing):

- Analyse the confluence of marketing, operations, and human resources in real-time delivery.
- Demonstrate cognitive knowledge of the skills required in conducting online research and research on online markets, as well as in identifying, assessing and selecting digital market opportunities.
- Explain emerging trends in digital marketing and critically assess the use of digital marketing tools by applying relevant marketing theories and frameworks.
- Investigate and evaluate issues in adapting to globalised markets that are constantly changing and increasingly networked.
- Interpret the traditional marketing mix within the context of

a changing and extended range of digital strategies and tactics.

- Comprehend the importance of conversion and working with digital relationship marketing.
- Analyse cross-cultural and ethical issues in globalised digital markets.

Course Outcomes (Digital Marketing):

- Develop digital advertising campaigns such as presentations, websites and social media, brochures, reports and newsletters
- Make use of tools such as WordPress, HTML and CSS, Google Adwords and Google Analytics
- Learn to improve writing and create content for promotional purposes
- Plan and implement a successful marketing strategy to position a brand, maintain its reputation and build a website
- Conduct surveys to identify the interests and concerns of key stakeholders
- Build, optimize and analyze PPC campaigns on Google Ads and Bing Ads

Industry Centric Outcome:

- The Industry can get developed candidates for digital advertising, presentations, websites and social media, drafting brochures, reports and newsletters, candidates with knowledge in WordPress, HTML, Google Adwords and Google Analytics etc.
- The Institute offers the Course at the Junior and Advanced Level. At the Junior & Mid Level, the Industry can get skilled candidates as Digital marketing intern, Digital marketing executive, Social media specialist, Google Ads specialist, Email marketing specialist, Web Analyst, Online executive, Content marketing executive.
- On the other hand, at the Higher Level, the Industry can get skilled candidates as Digital Marketing Strategist, Digital Marketing Manager, Social Media Manager, Digital Marketing Head, Advertising manager and Digital Branding Head.

5. Evidence of Success

The following Programs were started during the last five years which were duly approved by the Board of Studies, Academic Council and Governing Body:-

SN

Name of Diploma Course / Certificate Program

Duration

1.

Diploma in Food Safety & Quality Management (DFSQM)

1 Year

1.

Diploma in Agri Business Management

1 Year

1.

Diploma in Computer Application (DCA)

1 Year

1.

Post Graduate Diploma in Computer Application (PGDCA)

1 Year

1.

Diploma in Digital Design and Marketing

1 Year

1.

Diploma in Digital Marketing

1 Year

1.

Advanced Diploma in Digital Marketing

20 Months

1.

Certificate Course on Research Methodology (CCRM)

6 Months

1.

GERMINATION: A Certification Module for Developing Entrepreneurship

6 Months

1.

Certificate Course in Financial Derivatives

6 Months

1.

C-Language Certificate Course

6 Months

1.

Certificate Course in MS-OFFICE

6 Months

1.

MS-Excel Professional Certificate

6 Months

1.

Certificate Course in Tally (ERP.9)

6 Months

1.

Certificate Course in Digital Marketing

6 Months

The success of this best practice i.e. introduction of industry centric specific courses is evident from many students. It will not be possible to elaborate on each and every courses or programs. However, one such big example of evidence of success is Diploma in Agri Business Management. Following are the details highlighting the successful implementation of this best practice DIABM.

DIPLOMA IN AGRI BUSINESS MANAGEMENT

The Certificate Course, Diploma in Agriculture Business Management; take an activity-based approach to raising learners' awareness about government expectations in the field like license formalities and other documentations and the practical approach to agriculture based businesses. The duration of this course is one year. The course supports learners in preparation for vocational training, for achieving an employability qualification, or for getting a job. The Institute offers an extensive course work in agribusiness.

Diploma in Agri-Business Management is a Diploma Course for the future Agri-business leaders. During the One Year Full Time Diploma Course, students are trained with the Agri-Business skills and develop an understanding of latest Agri-Business trends. Students are exposed to the core Agri-Business concepts and their practical applications. The focus is on developing professionals in Agri-Business in India - an agricultural country.

The students get better exposure to the conceptual understanding of various fundamentals of Agriculture and Business processes during the course. The course is academically superior and logically thought-provoking. At Institute, the focus is on enhancing the Subject Knowledge, Business Skills, Intellectual Ability and Soft Skills through practical oriented teaching.

Typically, the classes in the Diploma in Agri-Business Management deal with:

- Agribusiness Management
- Agricultural Industries Marketing
- Financial Management
- Commodity Trading

- Technology

The emphasis of this Certificate Course is on developing business acumen and learning about the best practices in the various fields of agribusiness. Agribusiness is defined as agriculture conducted on commercial principles, or the various industries trading in agricultural produce and services. The management, organization, scoping, marketing, profitability and trade of agricultural products are some of the key topics that Agribusiness course will cover. The Agribusiness course focuses on specific areas of the Agribusiness sector, like food processing, environment, management, international food policy, farming, seed supply, agrichemicals, farm machinery, sale and distribution.

Agribusiness is a sub-field of business, management and organisation studies that deals with making profit from agriculture and corporate farming. Agribusiness includes the production, processing, and inventory of agricultural goods. It involves the management of agronomic equipment and technologies, raw materials, suppliers, work force and other resources involved in agriculture. Similar disciplines include: animal management, forestry and nature management, management of the living environment, agricultural economics, and rural enterprise.

Students get an insight into the processes of production and supply chain, from raw production to reaching the consumer, and all the stages in between: trade, management and consultancy, activities of businesses involved in horticulture and food chains. It typically covers topics such as agricultural economics, farm product marketing, quality management, the sustainability of agricultural chains, agribusiness international marketplaces, international agribusiness and trade, food and agribusiness, international horticulture and marketing, agricultural entrepreneurship, agribusiness management, sustainable agribusiness and innovation, food marketing and retail.

The students of agribusiness can work in a diverse range of industries and positions like managing seed production, farm management, international marketing or retail sales. Professionals can practice in product development corporations, retail marketing firms, food processing companies, consultancy agencies, and public, governmental or financial institutions.

The outcomes of this course as follows:-

1. The students of DIPLOMA IN AGRI BUSINESS MANAGEMENT got

government approvals and licenses to open new businesses in the field.

2. Some of the students were successfully able to launch new businesses through this course because course increased their employability.

3. All the students got practical exposure to the industry and successfully completed their training in the industries.

DIPLOMA IN AGRI BUSINESS MANAGEMENT

6. Problems Encountered and Resources Required

There is no work / task in this world which can be achieved without facing problems. There were several challenges and several problems encountered in implementation of these industry centric courses. Few of them are highlighted below:-

1. Identification of the courses
2. Alignment of the courses with industry requirements
3. Assessing industry requirements and mapping them to the program objectives
4. Gathering Technical / Subject expertise in different domains
5. Marketing of these courses and programs to reach the target audience
6. Getting Board approvals for the courses to a limited extent
7. Convincing students about success of the programs

Institute successfully sailed through these problems and implemented this best practice.

File Description	Documents
Best practices in the Institutional website	http://pioneerinstitute.net/about-us/igac/7446-best-practices.html
Any other relevant information	http://pioneerinstitute.net/about-us/igac/7446-best-practices.html

7.3 - Institutional Distinctiveness

7.3.1 - Highlight the performance of the institution in an area distinct to its priority and thrust (within

a maximum of 200 words)

Due to the outbreak of COVID and the lockdown in March 2020, the College stopped the physical education and still maintained its standards and remained up to its commitment.

The Institute conducted online classes successfully, completed the syllabus on time, declared result on time, following the guidelines of Higher education Department.

NAAC

Part B

CURRICULAR ASPECTS

1.1 - Curriculum Design and Development

1.1.1 - Curricula developed and implemented have relevance to the local, national, regional and global developmental needs which are reflected in Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) of the various Programmes offered by the Institution.

The IQAC plays a central role in regulating the teaching-learning process through quality processes.

The Course and Program has learning objectives which include Programme Outcomes [POs], Programme Specific Outcomes [PSOs] and Course Outcomes [Cos] that determine the essential information and skill development.

The Regular Courses and Certificate Courses train students in specific skills and raise employment prospective of students to accomplish industry demands.

The Institute provide Remedial Teaching and Bridge Classes for slow learners, offers career-oriented, skill enhancing add-on courses through its skill training for job placement, self-employment and empowerment of students.

Implementation of Choice Based Credit System (CBCS) and various Electives has brought together student-centric teaching and learning methodology. The course delivery through an effective Lesson Plan and various Assessment support to achieve Programme Outcome, Program Specific Outcome [PSO].

The Courses focus on Employability, Entrepreneurship and Skill Development, where the Board of Studies, Academic Council and Governing Body develops need based curriculum, comprise innovation and updation as per industry needs. The curriculum justify the Institution's Vision, Mission, Philosophy and Objectives to address the needs of stakeholders.

Curriculum on Local and Regional Relevance

The students are prepared to get and give employment for the Small, Medium and Large-Scale Industries and are made fit for the manufacturing/ production, service industry, IT Companies etc.

The curriculum prepare students to be employed in Business Administration, Logistics and Environment Financial Management, IT, Human Resource Management, Marketing and Research.

The Job Oriented Certificate Courses, Value Added Courses and Electives hone the employability and entrepreneurship skills.

The Research and Field Projects, the CCA and study through National and International Journals address Local and Regional issues.

Curriculum on National/Global Relevance

The MoUs, the Certificate Courses on Personality, IT, Finance and Accounting, Mathematics and Aptitude sharpen skills to become employable at National and Global level by addressing the needs of the present.

ICT tools in teaching, learning and assessment are platforms for lifelong learning and the techniques used for upgradation of curriculum is enabled by IQAC, BOS, AC and GB of the Institute.

Feedback mechanism also overlays way for envisioning and reconsideration of need based syllabus, followed by faculty meetings, IQAC, Board of Studies meeting and Academic Council's suggestions and Governing Body's approval.

Provision of proper infrastructure, ICT, laboratories, well equipped library compete with the demands of the contemporary age.

Faculty members follow innovative pedagogy of teaching such as e-content development, usage of internet, LCD projectors and webinars apart from the traditional chalk and talk.

The programmes incorporates the reasoning skills, soft skills, employability skills, socially applicable projects, inculcation of standards and industry interface with a view to give impetus to the Higher Education Policy, UGC, DAVV and AICTE.

The management concerned papers and skills required to become entrepreneurs are also taught to inculcate entrepreneurial skills.

The value added Elective Courses in CBCS, Symposia, Certificate Courses, Field Visit, Internships, Major and Minor Projects, Workshops, Industry -Academia Linkage, MoUs and Extension Activities focus towards variety of skills.

The industry significant curriculum assures the stakeholders the inclusive progress of the students to outfit the local, national and global requirements.

File Description	Documents
Upload additional information, if any	View File
Link for additional information	http://pioneerinstitute.net/courses-offered/pg-courses/3119-master-of-business-administration.html

1.1.2 - Number of Programmes where syllabus revision was carried out during the year

0

File Description	Documents
Minutes of relevant Academic Council/BOS meeting	No File Uploaded
Details of syllabus revision during the year	View File
Any additional information	View File

1.1.3 - Number of courses focusing on employability/entrepreneurship/ skill development offered by the Institution during the year

200

File Description	Documents
Curriculum / Syllabus of such courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approval for these courses	View File
MoUs with relevant organizations for these courses, if any	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of new courses introduced across all programmes offered during the year

0

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	No File Uploaded
Any additional information	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Programmes offered through Choice Based Credit System (CBCS)/Elective Course System

04

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	No File Uploaded
Any additional information	View File
List of Add on /Certificate programs (Data Template)	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates cross-cutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability, and Human Values into the curriculum

The cross cultural issues like Gender Equality, Environmental

Sustainability, Human Values and Professional Ethics find an appropriate place when it comes to spreading the awareness and contributing towards the community.

The Institute reflects on the drive of education, which is to make each student recognize their individuality, comprehend the purpose in life through their linking and contribution to society, environment and to the community. The art of holistic education lies in the institutions' consciousness to offer wide-ranging curriculum for promoting students to absorb fundamental admiration for life and passionate affection of knowledge. Under the structure of autonomy, the institution considers the significance of the world's pressing situations and problems, such as environment, climate change, socio-economic and Gender issues. The Institute accepts as true in upholding healthy environment for all its students.

To integrate cross cutting issues, Institute conducts various core courses on Environmental Awareness, Basic Computer Course, Physical Education and communication English. Apart from these courses college conducts various awareness programs regularly for the students and faculty.

The Grievances Redressal Cell of the Institute is the place to the female to represent their personal, official, general issues and gender grievances.

The Anti-ragging Cell and Anti-ragging Squad is formulated to avoid ragging among the students.

The Institute is co-educational institute and sensitizes its staff and students on issues such as gender inclusion and environment by holding seminars, lectures, workshops, meetings on the relevant topics like women empowerment, and Celebration of women hood.

The Institute organizes extension lectures to bring awareness among all the females about hygiene and nutrition.

During the NSS Activities, GRAM (Grass Root Action Management) and Village Visits, various awareness programs are conducted. The Institute has adopted a Village "Kayastha Khedi" that works with the families and the community to enhance girl's attendance and performance in the educational institutions. The institution holds the tradition of imparting holistic education with emphasis on the ethical and moral principles. For the

holistic improvement of students, glowing tributes to freedom fighters, Beti Bachhao-Beti Padhao movement, birth and death anniversaries of great leaders and freedom fighters, the Independence Day, Republic Day etc. are organized.

The awareness about environmental pollution, hygiene is brought among the students by conducting lectures delivered by experts from different field and by conducting various activities. The Co-curricular activities such as NSS underline human qualities of trustworthiness, truthfulness, self-discipline, empathy and respect for the other. The NSS programme, GRAM and Village Visits is community oriented and is reflected through various activities, where special programs and several rallies are conducted on the occasions such as World AIDS Day, National Unity Day, blood donation camps, free health checkup camps, free eye checkup camps and dental checkup camps, tree plantation, various awareness rallies Anti Drugs, and Lectures by Medical Practitioner, National Integration and Voting Awareness etc. The Supporting Activities of NSS includes Visits to Orphanages, Old Age Homes, Visit to especially abled children, addressing relevant issues.

The Induction and Mentors Meeting is highlighted upon delivering lectures on health, human rights, right to information and consumer protection acts. Similarly the Institute offers the paper of Basic and Advance Computer and IT Course, Cyber Crime etc., enabling them to learn the latest technology which can help them make a better future. The departments are using ICT based teaching methods as per need.

The Institute has a system of coeducation, where boys and girls have equal rights and openings in all areas in relation to sustainable growth to be achieved. Gender equality is cultivated at every phase of policy and undertakings, with the aim of avoiding discrimination on the ground of gender to encourage equivalence between boys and girls.

Our Undergraduate and Post Graduate Programs Curriculum address the Gender issues through stories, narratives, articles, poetries, and the institution maintains to indoctrinate the gender issues through curriculum amongst students.

Apart from the above, the supporting activities are a regular feature for the students that includes National Youth Conference, Panel Discussions, Group Discussions, Demonstration of Documentaries, Talks and Paper Presentations on gender roles,

femininity, sexual harassment, Skit on violence against women, save girl child, female feticide, domestic violence and cybercrime against women, Women Health and Menstrual Hygiene are a regular feature.

The courses on Environment and Sustainability focus on ethical, cross-cultural, historical context of environmental issues and the links with human. This empowers the students to study about the ecosystem and other environmental factors. The Courses on Environmental Studies covers topics on Environmental Science, Renewable and Sustainable Energy, Energy Auditing, Preservation, Solar Energy Application, problems of pollution, solid waste disposal and degradation of environment, global warming, and the depletion of ozone layer.

Events and Programs on Human Values are conducted that is necessary and worthy of respect for our own sake. Human values are which help us to live in harmony with the world.

Demonstrations on Anti-Ragging as per UGC Regulations and the guidelines of Hon'ble Supreme Court are structured on a regular basis for all the students.

Various courses related to the Human Values and Professionalism insists universal, balanced, regular and absolute issues through behavior, work and realization of values like Fundamentals of Management, Human Resource Management, Human Resource Development, Knowledge Management and Leadership Organization, Business Ethics, Accounting for Managers etc.

Professional Ethics and Human values taught are taught through Finance, HR, Marketing and Communication Skills. The courses describes professionally thought standards of individual behaviour, work-related behaviour, values and regulatory principles. Codes of professional ethics are often established by professional organizations to help guide members in performing their job functions according to sound and consistent ethical principles and the Institute offers Advertising and Sales Promotion, E-Commerce, Change Management and Organization Development, Organizational Behaviour, Marketing Management, Research Methodology, Business and Economic Environment, Auditing, Financial Management, Business Laws, Entrepreneurial Development etc. are offered.

File Description	Documents
Upload the list and description of the courses which address issues related to Gender, Environment and Sustainability, Human Values and Professional Ethics in the curriculum	View File
Any additional information	View File

1.3.2 - Number of value-added courses for imparting transferable and life skills offered during the year

279

File Description	Documents
List of value-added courses	View File
Brochure or any other document relating to value-added courses	View File
Any additional information	View File

1.3.3 - Number of students enrolled in the courses under 1.3.2 above

157

File Description	Documents
List of students enrolled	View File
Any additional information	No File Uploaded

1.3.4 - Number of students undertaking field work/projects/ internships / student projects

0

File Description	Documents
List of programmes and number of students undertaking field projects / internships / student projects	View File
Any additional information	No File Uploaded

1.4 - Feedback System

1.4.1 - Structured feedback and review of the syllabus (semester-wise / year-wise) is obtained from 1) Students 2) Teachers 3) Employers and 4) Alumni	A. All 4 of the above								
<table border="1"> <thead> <tr> <th>File Description</th><th>Documents</th></tr> </thead> <tbody> <tr> <td>Provide the URL for stakeholders' feedback report</td><td>http://pioneerinstitute.net/about-us/igac/7419-feedback-from-stakeholders.html</td></tr> <tr> <td>Upload the Action Taken Report of the feedback as recorded by the Governing Council / Syndicate / Board of Management</td><td>No File Uploaded</td></tr> <tr> <td>Any additional information</td><td>View File</td></tr> </tbody> </table>	File Description	Documents	Provide the URL for stakeholders' feedback report	http://pioneerinstitute.net/about-us/igac/7419-feedback-from-stakeholders.html	Upload the Action Taken Report of the feedback as recorded by the Governing Council / Syndicate / Board of Management	No File Uploaded	Any additional information	View File	
File Description	Documents								
Provide the URL for stakeholders' feedback report	http://pioneerinstitute.net/about-us/igac/7419-feedback-from-stakeholders.html								
Upload the Action Taken Report of the feedback as recorded by the Governing Council / Syndicate / Board of Management	No File Uploaded								
Any additional information	View File								
1.4.2 - The feedback system of the Institution comprises the following									
<table border="1"> <thead> <tr> <th>File Description</th><th>Documents</th></tr> </thead> <tbody> <tr> <td>Provide URL for stakeholders' feedback report</td><td>http://pioneerinstitute.net/about-us/igac/7419-feedback-from-stakeholders.html</td></tr> <tr> <td>Any additional information</td><td>No File Uploaded</td></tr> </tbody> </table>	File Description	Documents	Provide URL for stakeholders' feedback report	http://pioneerinstitute.net/about-us/igac/7419-feedback-from-stakeholders.html	Any additional information	No File Uploaded			
File Description	Documents								
Provide URL for stakeholders' feedback report	http://pioneerinstitute.net/about-us/igac/7419-feedback-from-stakeholders.html								
Any additional information	No File Uploaded								
TEACHING-LEARNING AND EVALUATION									
2.1 - Student Enrollment and Profile									
2.1.1 - Enrolment of Students									
2.1.1.1 - Number of students admitted (year-wise) during the year									
447									
<table border="1"> <thead> <tr> <th>File Description</th><th>Documents</th></tr> </thead> <tbody> <tr> <td>Any additional information</td><td>No File Uploaded</td></tr> <tr> <td>Institutional data in prescribed format</td><td>View File</td></tr> </tbody> </table>	File Description	Documents	Any additional information	No File Uploaded	Institutional data in prescribed format	View File			
File Description	Documents								
Any additional information	No File Uploaded								
Institutional data in prescribed format	View File								
2.1.2 - Number of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc.) as per the reservation policy during the year (exclusive of supernumerary seats)									
142									

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses students' learning levels and organises special programmes for both slow and advanced learners.

The institution takes different methods and in corporates them to enhance the overall academic performance of the students.

The class participation becomes very active through Four CCA per Semester, which is credit based; Two Written Tests; Improvement Tests; One Page Addition apart from the regular Syllabus, Class Participation, Seminar, Assignment and Remedial classes.

The Choice Based Credit System (CBCS) pattern offers various Electives that are which they can accumulate extra credits above the mandatory credits.

Effective learning is broadened as the student-centric course allows them to choose their subjects. The subjects are at basic and advanced level.

The Institute offers Core Subjects, Discipline Specific Elective [DSE], Dissertation, Projects, Generic Elective [GE] and Ability Enhancement Compulsory Course [AECC]

The Innovative Certificate Courses are offered in the restructured curriculum that facilitate the advanced learners to register and learn the latest trends and developments in their respective disciplines and across other disciplines (interdisciplinary certificate courses). The internship program augment the advanced learners to decide their profession. To motivate the advanced learners students are given exposure to research by encouraging them to interact with Academic, Industrial and Subject Experts on a regular basis. The

Conference, Workshops and Seminars organized to have exposure of learning for slow and advanced learners.

Thus, the institution strikes a balance in the growth of both slow and advanced learners.

The Field Work increases learning capacity that caters to advanced learners and slow learners to achieve their goals. Advanced learners are encouraged to take extra credit courses and are guided to explore the field of their choice through research.

The Orientation and Induction Programmes organized for the entrants in the opening of every

academic year, familiarize them to the institution. They are oriented on the Institute Website, Scheme of Examination, academic rules and regulations, library facilities, co-curricular and extracurricular activities, understand the course curriculum and career options.

The Bridge courses on English, Accountancy and Finance, Mathematics, Statistics, Personality, Aptitude and Career Enhancement are offered as a part of curriculum to enhance the career and employability skills.

Students are provided continuous support by the mentoring/tutorial system. Individual attention is given to every student in all aspects of academic, social and personal life.

Students are motivated to participate in co-curricular and extracurricular activities.

Slow learners are helped by the mentors/tutors to improve their academic performance through counseling and extra classes.

Remedial classes are conducted for the slow learners who are identified through their performance in Written Tests and other Continuous Internal Assessment and Comprehensive Examinations to improve their learning ability.

Advanced learners improve their teaching ability, leadership skills and strengthen the subject knowledge through NSS, Community and Extension Programs, Minor and Major Research Projects.

The Wi-Fi enabled campus and computers with internet facility give access to online educational portals at all time and promotes socio-constructivist mode of learning adding value and quality.

The KYS Form provides the Institution with a golden opportunity of varying economic and educational backgrounds, know their personal and social details, helps in interaction and observation of classroom behaviour, performance, challenges and difficulties in their learning processes as advanced learners and slow learners.

The Mentoring System [Mentor-Mentees system] enables to recognize and deliver individualized care to slow learners midway through the course.

The hesitation in using English language is wiped out through extra English classes and special tutorial classes.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://pioneerinstitute.net/courses-offered/certificatecourses/index.1.html

2.2.2 - Student – Teacher (full-time) ratio

Year	Number of Students	Number of Teachers
01/07/2020	447	36

File Description	Documents
Upload any additional information	No File Uploaded

2.3 - Teaching- Learning Process

2.3.1 - Student-centric methods such as experiential learning, participative learning and problem-solving methodologies are used for enhancing learning experiences:

The Institute have a prime focus on experiential learning, participative learning and problem-solving methodologies that enhances learning experiences for students. The Institute adopts Case-Based Learning, News Discussion and Study Circles that focus on developing the Problem-Solving Skills with regular education to supplement the education assistance to the students. The Group Discussions, Debates, Lab Lectures, Public Speech and Oratory Classes, and study through Harvard Business Review (HBR) and Case Studies and Case Analysis through International Journals are the various aspects of experiential

learning, participative learning and Problem-Solving Methodologies.

Introduction of Skill-based and Career Oriented Programs and specific Courses like Diploma in Agri- Business, Certificate Courses like Tally, Germination for Entrepreneurship Development, MS Office, MS

Word, MS PowerPoint, C, C++, Post Graduate Diploma in Food Safety and Quality Management and

Diploma in Digital Design and Marketing, Advanced Diploma in

Digital Marketing, Diploma in Digital

Marketing, Certificate Course in Digital Marketing assures Experimental Learning. The Experiential

Learning also includes analyzing poems, dramas, stories and films. Discussions through soft skills on

Strategic Management, Business Communications, Entrepreneurship, E-Business, E-Commerce and the

Mock Conversation, Interviews and Role-Playing Activities cover major part of Participative Learning.

Debates are also conducted on Current Topics, that results in diverse opinions and thought

processes. Discussion of Harvard Business Reviews and Case Study discussion through National and

International Journals develops and improves research orientation, Practical Knowledge and Logical

Thinking.

In the case of few Marketing Courses and courses in Mass Communication, students collect paper cuttings

related to different articles, current affairs, phrases and literary works that enhances Experiential

Learning. Problem Solving Methodologies includes discussion on Environmental Study, Computer based

Projects, Finance, Taxation, Accounting and Statistical Solutions. The Co - Curricular Activities (CCA)

and National Youth Conference; the Extra-Curricular Activities through Sports and Cultural Events along

with the Community Development Programs N.S.S activities teaches orient Research and Development,

along with Innovation.

Tutorial and Remedial Classes hone the problem solving skills.

Computer Lab Projects enhance understanding.

Incubation center teaches learning through experimentation.

Major Research Projects teams with students in groups, thus facilitating Inter-Personal Learning.

Attendance and Participation in Guest Lectures, Workshops, Seminars, Conferences and Industry

Visits expose students to academic and industrial practices.

Student Area containing details of Co Curricular Activities, Class Assignments, Lecture Notes, Question

Bank, Academic Section, Examination Section, Syllabus, Curriculum, etc can be viewed by clicking below:-

<http://pioneerinstitute.net/students-section/index.1.html>

For more information on Innovative teaching:

[http://pioneerinstitute.net/Advantages/3143-teachingmethodology.](http://pioneerinstitute.net/Advantages/3143-teachingmethodology.html)

html

For more information on Project Based learning:

[http://pioneerinstitute.net/Advantages/3152-projectwork.](http://pioneerinstitute.net/Advantages/3152-projectwork.html)

html

The various innovative practices followed by Institute post second cycle is attached as Additional

Information.

File Description	Documents
Upload any additional information	View File
Link for additional Information	http://pioneerinstitute.net/facilities/3107-computer-lab.html

2.3.2 - Teachers use ICT-enabled tools including online resources for effective teaching and learning

Information and Communication Technology has become an integral part of teaching, learning and evaluative process. It is used for FDPs, SDPs, QIPs and Teaching in the classroom effectively.

ICT Tools are also used for the Google Classroom and has is an online learning platform useful to both the teachers and the students.

Teachers communicate with the students at anytime and anywhere through this tool. Learning

materials, video lessons and other resources related to the course content are posted in the Google classroom. Students use this application to submit assignments, seminars in video form and other activity reports.

The ERP Software and Management Information System (MIS), TALLY facilitates to maintain a complete profile of students including personal and academic details, attendance, marks and fee payment details. It also acts as a Faculty Record Book that carries the complete details of the course. Every semester, feedback on teaching methodologies adopted by faculty members from the students is collected through MIS.

The institution organizes webinar for the students to have constructive discussion with experts.

E Resources

The college is a member of NDL where students can access digital collection of journals and articles related to the topic of their research.

CDs of live lectures of eminent professors from institutions of repute are available in the college library.

E-books and e-journals available in the library can be accessed by students at any time.

J-GATE and INFLIBNET [N-LIST] provides a wide range of articles and journals. Accuracy and credibility are a vital part in

teaching and delivering the course content. Teachers rely on these resources to provide accurate research based information to students.

The institution uses Google Forms to take survey for assessment, feedback, reviews and to collect details on any area.

In the institution, teachers use ICT enabled software and hardware for teaching - learning process.

It helps to improve Teaching skill, and plays a major role in innovative Teaching. It enhances the effectiveness of classroom teaching.

The academic schedule involving lesson plan, lab manuals and question banks with solutions are

made available at the very beginning of the semester.

Multimedia teaching aids like, LCD projectors, and internet enabled computer/laptops systems are available in ICT enabled classrooms.

The Digital Library are available. The faculty members effectively utilize Audio Visual aids to demonstrate the concepts to the students using the video courses (offline) are accessible to faculty and students from the server installed in the library.

Online tests and Computer Based Tests are conducted and e-assignments are given through

ACC software.

Sufficient number of books, journals, e-journals and e-books are available in the library. The research journals are available online and facility for accessing these journals

All the departments conduct seminars, workshops and guest lectures on the new developments in

the core subjects for effective teaching and learning by the faculty members and students in each semester.

The seminar hall is equipped with multimedia facilities using ICT tools.

Invited talks and webinars are conducted in seminar hall using ICT facilities.

The POAP [Pioneer On Line Admission Portal and ACC and Result Soft in the ERP software works as a comprehensive tool for faculty, students and administrators to overcome the challenges in the process of college admission and post admission, Class Attendance, Student Data, Result Process etc.

The entire college admission process is digitized with the tool starting from application, selection, intimation and admission.

The ERP is an online-platform that is meant to manage entire gambit of CBCS – from registration of course, student attendance, internal test assessment, model examination assessment, conversion of marks to grades, publication of results, grade card generation, preparation of students' particulars to be sent to the University for the Award of degree etc.

File Description	Documents
Provide link for webpage describing ICT enabled tools including online resources for effective teaching and learning process	http://pioneerinstitute.net/facilities/3107-computer-lab.html
Upload any additional information	View File

2.3.3 - Ratio of students to mentor for academic and other related issues

2.3.3.1 - Number of mentors

12

File Description	Documents
Upload year-wise number of students enrolled and full-time teachers on roll	View File
Circulars with regard to assigning mentors to mentees	View File

2.3.4 - Preparation and adherence to Academic Calendar and Teaching Plans by the institution

PREPARATION OF ACADEMIC CALENDAR:

At the onslaught of every semester, the Academic Committee and the IQAC of the Institute prepares an Academic Calendar which summarizes the Events, Examinations and other actions planned in that particular semester. Instruction is based on track plan made by the faculty and approved by the Principal/Director along with the course coordinator. The IQAC consists of Principal, Director, Faculty Members from diverse areas, Mentors and Controller of Examination, who prepares and suggest upon the academic calendar well in advance before the commencement of each semester. At the start of the academic year, the Principal conduct meetings to talk about the Academic Calendar, Timetable, and confirmation of Industrial Visits, Expert Talks, and the course file of the faculty.

The Academic Calendar contains important information regarding the Teaching-Learning Agenda, Various Events, Tentative Dates of Internal Examinations, Seminars, Workshops, Conference Days, External Viva and Practical, Workshops, Annual Fest, Internal Examination, External Examinations, list of holidays, Total Days and Total Working Days. The Institute adheres to the Academic Calendar and the IQAC monitors and measures learning after teaching. The calendar outlines the semester major and minor details.

TEACHING PLANS:

The Principal or the Director scans the lists of courses for the upcoming semester; where the Director finalizes the course allocation for the faculty members based on their choice and area of interest and expertise. In the outset of every semester, a Course File/Faculty File is produced. After carving up the topics, pedagogies for each of these are fixed. This is done by strictly

adhering to the timeline of internal assessments. Each issue is finished inside the timeframe to allow the students enough time to comprehend the concepts. The curriculum of the Institute runs through structured planning and execution. Subject preference is selected from faculty members in subject wise preference sheet. Subjects are given as per area of specialization, past experience and industrial experience.

Provision of course plan in a structured, redesigned format by the members of the faculty is exercised.

Discussion of the course plans are done, if the same topic is taught by different faculty members. The Course Coordinator coordinates the program. Finally, subjects are assigned. After the subjects are assigned, a Faculty File is given to all Faculty Member. The Faculty File consists on Time Table, Load Sheet, Rules and Regulations, Syllabus and Lesson Plans. The Institute has evolved and created its teaching methods to best suit the demands of the students. Established on the results and analysis methods that help individual batches to insure maximum productivity are developed and upgraded from time to time.

The Teaching program includes Collaborative Learning, Group Learning, use of e-Resources, Tests, Group Activities, Workbooks, Group Discussion, Addendum, Case Studies, Practices and Lab Sessions (in case the subject demands so) and so on Subjects are taught as per the Course Plan and record is maintained properly. Assessment of student's learning is done using Assignments, Projects and Written Tests.

To view Academic Calendar click: <http://pioneerinstitute.net/about-us/iqac/7130-academic-calendar.html>

File Description	Documents
Upload the Academic Calendar and Teaching Plans during the year	View File

2.4 - Teacher Profile and Quality**2.4.1 - Number of full-time teachers against sanctioned posts during the year**

30

File Description	Documents
Year-wise full-time teachers and sanctioned posts for the year	View File
List of the faculty members authenticated by the Head of HEI	No File Uploaded
Any additional information	View File

2.4.2 - Number of full-time teachers with PhD/ D.M. / M.Ch. / D.N.B Super-Specialty / DSc / DLitt during the year

09

File Description	Documents
List of number of full-time teachers with PhD/ D.M. / M.Ch. / D.N.B Super-Specialty / D.Sc. / D.Litt. and number of full-time teachers for 5 years	View File
Any additional information	View File

2.4.3 - Total teaching experience of full-time teachers in the same institution: (Full-time teachers' total teaching experience in the current institution)

30

File Description	Documents
List of teachers including their PAN, designation, Department and details of their experience	View File
Any additional information	No File Uploaded

2.5 - Evaluation Process and Reforms**2.5.1 - Number of days from the date of last semester-end/ year- end examination till the declaration of results during the year**

File Description	Documents
List of Programmes and the date of last semester-end / year-end examinations and the date of declaration of result	View File
Any additional information	No File Uploaded

2.5.2 - Number of students' complaints/grievances against evaluation against the total number who appeared in the examinations during the year

0

File Description	Documents
Upload the number of complaints and total number of students who appeared for exams during the year	No File Uploaded
Upload any additional information	No File Uploaded

2.5.3 - IT integration and reforms in the examination procedures and processes including Continuous Internal Assessment (CIA) have brought in considerable improvement in the Examination Management System (EMS) of the Institution

The Institute has an Examination Cell headed by the Controller of Examination, under the guidance of the Principal. The team consists of one Deputy Controller and one Assistant Controller, Office Assistant, two Computer Programmers, one Data Entry Operator and two Peons. The Examination has its own printing unit for printing of Question papers and other relevant confidential document and having separate printer machine for printing Mark Sheet. For smooth conduct of examination process, different Committees like, Examination Committee and Students Grievance Committee has been operating apart from Board of Studies and Academic Council. The Controller along with this Committee effectively handles Pre-examination and post examination process like Time Table generation, Attendance Sheet and appointment of the Execution Team. The Examination division has computers, printers, internet connectivity and has a separate room for data entry with well trained staff. Centralized conduction of Internal and Semester End Examinations leads to optimal utilization of physical as well as manpower resources, increased vigilance and smooth conduct of the examinations.

The Institute has taken numerous initiatives to make sure the

better standards and improve precision, efficiency and transparency in the various steps involved in the conduction and declaration of results of examinations. Various kind of useful steps are implemented to minimize the errors and mistakes and ensure better accuracy and efficiency during paper setting, conduct of the examination, collection and coding-decoding and assessment, moderation of answer paper, entry of marks on the answer copies and mark lists, etc.

Uses of ICT The Examination Cell is utilizing the Information and Communication Technology (ICT) and the ERP Software plays a significant role in the following examination-related working: ERP Software System has been developed with the following features:

- Enrolment and Registration of students to Verification of students to Registration Cancellation
- Scanning of Students Photograph
- Hall Ticket Issue with Photograph
- Faculty Login for entering marks of different types of evaluation components
- Marks approval; verification by student and request for correction
- Support for Grading and percentage-based evaluation
- Student Tracking
- Compilation and Declaration of Results
- Printing of Mark sheets
- Result Processing
- Tabulation Chart
- Mark Sheet Generation
- Availability of Information and Results on Institute Website
- Availability of Wi-Fi Facility

AUTOMATION OF EXAMINATION SYSTEM: All type of programs supported are supported through ERP including Regular Programs, Certificate Courses, Diploma and Post Graduate Diploma; and the software is flexible to handle any type of course. The automation has resulted in an extensive improvement in the efficiency and transparency of the Examination Department and other stakeholders. The Faculty Members also provides effective method to track performance. The system is inexpensive and Zero Error Tolerant. A committee has been constituted by the Principal to look into the cases of malpractices, if any. After enquiry,

appropriate action is taken in each case. Academic audit is conducted by all the departments.

A separate section is available at Institute website for students related to Examination: <http://pioneerinstitute.net/students-section/examination/index.1.html>

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A seperate section is available at Institute website for students related to Examination: <http://pioneerinstitute.net/students-section/examination/index.1.html>

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	http://pioneerinstitute.net/about-us/igac/7957-examination-reforms.html

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme Outcomes and Course Outcomes for all Programmes offered by the institution are stated and displayed on the website and communicated to teachers and students

PROGRAM OUTCOMES, PROGRAM SPECIFIC OUTCOMES, COURSE OUTCOMES AND THE MECHANISM OF COMMUNICATION:

The Institute has clearly stated learning outcomes of the Programs and Courses. The following mechanism is followed by the Institute to communicate the learning outcomes to the Faculty Members, students and Stakeholders: The Hard Copy of Syllabus and Learning Outcomes are available with the Faculty File and the Master File with the Director for ready reference to the Faculty Members and students. Programme Outcomes, Programme Specific Outcomes and Course Outcomes are displayed on the website for various Programs. The importance of the Learning Outcomes, Programme Outcomes, Programme Specific Outcomes and Course Outcomes are communicated to the Faculty Members in every IQAC Meeting and Institute's other Committee Members. The students are also made aware of the same through Mentor's Meetings.

- Program Outcomes (POs): It characterizes knowledge, skills and attitudes, students should have at the end of program.
- Program Specific Outcomes (PSOs): PSOs describe what a specific program is capable to do.
- The Course Outcomes (COs): It characterizes thought process and subsequent knowledge skills that a students acquires at the end of a course.

Apart from the above POs, PSOs and Cos, the following outcomes are also achieved:

KNOWLEDGE OUTCOMES: After the completion of the programs, students are able to show indication of a broad thoughtfulness of the professional, technical, social, linguistic and cultural diversity to have familiarity that will lead students with all-inclusive and reasonable approach.

SKILLS OUTCOMES: After Program completion, students are be able to show evidence of a familiarity with research methods, develop critical analysis, critical thinking, cultivate reasoning, exhibit skills in Writing, Reading, Speaking, Listening and judgmentally evaluate information from scholarly and widespread sources, including electronic (web) sources, video and audio sources and printed sources.

VALUE OUTCOMES: After Program completion, students should be able

to demonstrate a fundamental awareness of the cultural and social bases of human predisposition, perception, racism, foster tolerance for the diversity of humanities, and human diversity.

The outcomes is applied to all Programs and the students should leave the Institute, having acquired certain aptitudes, principles, and assurances:

- Ability to think and to reason inductively and deductively; to analyze and to synthesize; to think through moral and ethical issues; to construct a logical argument with appropriate evidence;
- Ability to communicate clearly, substantively, and persuasively both orally and in writing;
- Ability not only to answer questions through research and analysis but to exercise judgment about which questions are worth asking;
- Knowledgeable about and committed to standards of intellectual honesty and use of information, knowing how to authenticate information, whether it comes from print sources or through new technologies.
- Ability to collaborate with others from different disciplines in the recognition that multidisciplinary approaches are necessary to address the major issues facing society understanding the methods of scientific inquiry; that is, scientifically literate.

For details on courses offered click <http://pioneerinstitute.net/courses-offered/index.1.html>

File Description	Documents
Upload COs for all courses (exemplars from the Glossary)	View File
Upload any additional information	View File
Link for additional Information	http://pioneerinstitute.net/about-us/iqac/7958-program-outcomes-and-course-outcomes.html

2.6.2 - Attainment of Programme Outcomes and Course Outcomes as evaluated by the institution

The Institute works diligently in order to achieve the Program Outcomes, Program Specific Outcomes and Course Outcomes of each Program throughout the session under the guidance of IQAC. The Program Outcomes and Program Specific Outcomes are reviewed with the help of Course Outcomes of the significant courses through various direct and indirect methods including examinations,

observations of student knowledge or skills aligned with assessable Course Outcomes, Faculty Diary, Lecture Plan, Student Satisfaction Survey, Employer Survey and Alumni Survey. The knowledge and skills described in the Course Outcomes are specifically tested in the External Examination/Yearly Examination, Internal/Quarterly/Half-Yearly Exams and Assignment. Average attainment is implemented by Student Satisfaction Survey, Employer Survey and Alumni Survey. The Program Outcomes and Program Specific Outcomes are reviewed with the help of Faculty Diary filled by each faculty taking classes. Also, the Faculty members make Lecture Plan for each Course, this helps in keeping a check on the attainment of Program Outcomes and Program Specific Outcomes. The attainment of Program Outcomes and Program Specific Outcomes is also checked through Syllabus Tracking.

Finally, Program Outcomes are evaluated with above mentioned data and the IQAC concludes the PO attainment level. The Institute offers various chances to students to demonstrate their understanding through oral or written methods. The outcome of the complete work out is that the assessment method does not become an obstacle while assessing students' accomplishment of CO, PO and PSO of Specific Course. Students can optimally express their knowledge and this develops their self-confidence. At the end of each Semester/Year, the Institute carry out examinations based on the result published based on the Course Outcomes are calculated. Assignments are allotted to the students such that students will refer the text and good reference books to find out the answers and understand the projected aim of the given predicament.

Two Internal Examinations are conducted per Semester for the following reasons:

- To make certain that students have attained the preferred level of competencies.
- To evaluate, whether corresponding COs are achieved or not.

According to the performance of the student in the Internal Exams, plan is carried out with the respective COs for assessing the attainment level of the specific CO of the subject. These exams and results are also a measure of the attainment of CO, PO and PSO. Alumni Survey is also noteworthy evaluation tool to find out once in a year, Level of relevance of the curriculum with the expected skills of the Industries. The level of accomplishment of aim for the Specified Program is also evaluated as per the feedback by the Employers. Employer surveys are conducted timely

for finding out whether the knowledge, skills and attitude learned from the Institution is successfully satisfying their expectation or not. The objective the conducting the Student Exit Survey/Alumni Survey is to make out following factors for future strategy formulation once in a Year.

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	http://pioneerinstitute.net/courses-offered/index.1.html

2.6.3 - Pass Percentage of students

2.6.3.1 - Total number of final year students who passed in the examinations conducted by Institution

377

File Description	Documents
Upload list of Programmes and number of students appear for and passed in the final year examinations	View File
Upload any additional information	View File
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire). Results and details need to be provided as a weblink

<http://pioneerinstitute.net/about-us/igac/index.1.html>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Promotion of Research and Facilities

3.1.1 - The institution's research facilities are frequently updated and there is a well-defined policy for promotion of research which is uploaded on the institutional website and implemented

The Incubation Center enable its students get firsthand experience in promotion of innovation driven activities and deliver a comprehensive and integrated range of support including Space, Mentoring, Training Programs, Networking and an array of other assistances. The students gain hands-on experience in innovation while being supported, developed and encouraged by Academicians, Industrialists and Management. The Institute aims to innovative high impact ventures in Social, Educational, Commercial and other spheres and revolutionize teaching and learning and hope to bring forth a revolution in how and what students study and succeed. The Institute has a conducive environment and provision for Innovation and Incubation. The required facilities are provided with guidance by experts, where students are encouraged to actively involve in the application of Skill. Through the Field Survey and Grass Root Action Management (GRAM), necessary support is provided for Documentation, Publication of Research Papers, Printing of the Project Report and an opportunity to attend National and International Conferences, Awareness Meetings, Workshops, Seminars and Guest Lectures on Entrepreneurship and Innovation.

The Tie Up with (National Entrepreneurship Network) NEN and Confederation of Indian Industry (CII), provides opportunities to network with outstanding entrepreneurs, outshining in their field, and provide training in manufacturing and service sectors. The Industry Visits gives hands on experience and better Industrial Exposure along with Soft Skill Development Programs, Subscription to Subject Journals, E-Journals and Other Online Resources, Internet Connected Computers and a variety of Certificate Courses. The R & D Cell also facilitates creating research culture among faculty members and students as Supervisors in Minor and Major Research Projects, community Reports and guidance for publication of papers and articles in reputed journals. The Entrepreneurship Development Cell, the Training and Placement Cell helps student community invite eminent personalities from small and large industries.

The Social Cell conducts Community Development Programs, adds Theoretical foundation to Practical, conducts Village Visits, promote Entrepreneurial Education to the backward students, create Employment Opportunities to unemployed youth, increase standard of living and sensitize students to social issues and all-inclusive development. Each Year, the Institute conducts National Conference for the Youth that is for the students and by the students. The Conference is witnessed by famous and young

speakers, students from all over the country, various sessions like Inaugural, Panel Discussion, Plenary session, Valediction Session and Research paper submissions. The Social Cell develops Leadership capabilities and organizes career guidance programmes in the village to create awareness among school going students for choosing their career oriented courses after finishing the schooleducation. It develops Managerial Skills and promotes Awareness Camps and Literary Programs. The above activities make the students aware of the social accountability and social environment which in turn converts them into responsible citizens with moral values.

Links for further details:-

https://www.facebook.com/pg/pioneerindore/photos/?tab=albums&ref=page_internal

<http://pioneerinstitute.net/activities/6187-research-and-development.html>

<http://pioneerinstitute.net/activities/6188-entrepreneurship-development-cell.html>

<https://www.youtube.com/watch?v=jNpdFPcvO3Q>

<https://www.youtube.com/watch?v=m-VkOxCoAyg>

https://www.youtube.com/watch?v=Usj2efD_EYg

File Description	Documents
Upload the Minutes of the Governing Council/ Syndicate/Board of Management related to research promotion policy adoption	View File
Provide URL of policy document on promotion of research uploaded on the website	http://pioneerinstitute.net/about-us/igac/index.1.html
Any additional information	View File

3.1.2 - The institution provides seed money to its teachers for research

3.1.2.1 - Seed money provided by the institution to its teachers for research during the year (INR in lakhs)**NIL**

File Description	Documents
Minutes of the relevant bodies of the institution regarding seed money	No File Uploaded
Budget and expenditure statements signed by the Finance Officer indicating seed money provided and utilized	View File
List of teachers receiving grant and details of grant received	No File Uploaded
Any additional information	No File Uploaded

3.1.3 - Number of teachers who were awarded national / international fellowship(s) for advanced studies/research during the year**0**

File Description	Documents
e-copies of the award letters of the teachers	No File Uploaded
List of teachers and details of their international fellowship(s)	View File
Any additional information	No File Uploaded

3.2 - Resource Mobilization for Research**3.2.1 - Grants received from Government and Non-Governmental agencies for research projects, endowments, Chairs during the year (INR in Lakhs)****0**

File Description	Documents
e-copies of the grant award letters for research projects sponsored by non-governmental agencies/organizations	View File
List of projects and grant details	No File Uploaded
Any additional information	No File Uploaded

3.2.2 - Number of teachers having research projects during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional Information	Nil
List of research projects during the year	View File

3.2.3 - Number of teachers recognised as research guides

03

File Description	Documents
Upload copies of the letter of the university recognizing teachers as research guides	No File Uploaded
Institutional data in Prescribed format	View File

3.2.4 - Number of departments having research projects funded by Government and Non-Government agencies during the year

0

File Description	Documents
Supporting document from Funding Agencies	View File
Paste link to funding agencies' website	Nil
Any additional information	No File Uploaded

3.3 - Innovation Ecosystem

3.3.1 - Institution has created an ecosystem for innovations and creation and transfer of knowledge supported by dedicated centres for research, entrepreneurship, community orientation, incubation, etc.

The Incubation Center enable its students get firsthand experience in promotion of innovation driven activities and deliver a comprehensive and integrated range of support including

Space, Mentoring, Training Programs, Networking and an array of other assistances. The students gain hands-on experience in innovation while being supported, developed and encouraged by Academicians, Industrialists and Management. The Institute aims to innovative high impact ventures in Social, Educational, Commercial and other spheres and revolutionize teaching and learning and hope to bring forth a revolution in how and what students study and succeed. The Institute has a conducive environment and provision for Innovation and Incubation. The required facilities are provided with guidance by experts, where students are encouraged to actively involve in the application of Skill. Through the Field Survey and Grass Root Action Management (GRAM), necessary support is provided for Documentation, Publication of Research Papers, Printing of the Project Report and an opportunity to attend National and International Conferences, Awareness Meetings, Workshops, Seminars and Guest Lectures on Entrepreneurship and Innovation.

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<https://www.youtube.com/watch?v=jNpdFPcv03Q>

<https://www.youtube.com/watch?v=m-Vk0xCoAyg>

https://www.youtube.com/watch?v=Usj2efD_EYg

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://pioneerinstitute.net/activities/index.1.html

3.3.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR), Entrepreneurship and Skill Development during the year

File Description	Documents
Report of the events	No File Uploaded
List of workshops/seminars conducted during the year	View File
Any additional information	No File Uploaded

3.4 - Research Publications and Awards

3.4.1 - The Institution ensures implementation of its Code of Ethics for Research uploaded in the website through the following: Research Advisory Committee Ethics Committee Inclusion of Research Ethics in the research methodology course work Plagiarism check through authenticated software

A. All of the above

File Description	Documents
Code of Ethics for Research, Research Advisory Committee and Ethics Committee constitution and list of members of these committees, software used for plagiarism check	View File
Any additional information	No File Uploaded

3.4.2 - Number of PhD candidates registered per teacher (as per the data given with regard to recognized PhD guides/ supervisors provided in Metric No. 3.2.3) during the year

3.4.2.1 - Number of PhD students registered during the year

0

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and details like name of the guide, title of thesis, and year of registration	View File
Any additional information	No File Uploaded

3.4.3 - Number of research papers per teacher in CARE Journals notified on UGC website during the year

0

File Description	Documents
List of research papers by title, author, department, and year of publication	View File
Any additional information	No File Uploaded

3.4.4 - Number of books and chapters in edited volumes / books published per teacher during the year

0

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

3.4.5 - Bibliometrics of the publications during the year based on average Citation Index in Scopus/ Web of Science/PubMed

3.4.5.1 - Total number of Citations in Scopus during the year

0

File Description	Documents
Any additional information	No File Uploaded
Bibliometrics of the publications during the year	No File Uploaded

3.4.6 - Bibliometrics of the publications during the year based on Scopus/ Web of Science – h-Index of the University

3.4.6.1 - h-index of Scopus during the year

0

File Description	Documents
Bibliometrics of publications based on Scopus/ Web of Science - h-index of the Institution	No File Uploaded
Any additional information	No File Uploaded

3.5 - Consultancy

3.5.1 - Revenue generated from consultancy and corporate training during the year (INR in lakhs)

00

File Description	Documents
Audited statements of accounts indicating the revenue generated through consultancy and corporate training	View File
List of consultants and revenue generated by them	No File Uploaded
Any additional information	No File Uploaded

3.5.2 - Total amount spent on developing facilities, training teachers and clerical/project staff for undertaking consultancy during the year

0

File Description	Documents
Audited statements of accounts indicating the expenditure incurred on developing facilities and training teachers and staff for undertaking consultancy	View File
List of training programmes, teachers and staff trained for undertaking consultancy	No File Uploaded
List of facilities and staff available for undertaking consultancy	No File Uploaded
Any additional information	No File Uploaded

3.6 - Extension Activities

3.6.1 - Extension activities carried out in the neighbourhood sensitising students to social issues for their holistic development, and the impact thereof during the year

Institute has separate and independent Social & Entrepreneurship Cell that makes noteworthy contribution to the society and environment by promoting Neighbourhood - Community network. The primary objective is strong concern for the society and social issues.

As a part of Institutional Social responsibility (ISR), one of

the prominently introduced programs is Village Visit and Grass Root Action Management (GRAM), where a team of students and faculty members Visit Villages, with specific intention and objective of understanding socio-economic problem of village and further providing solutions to the problems.

This instils Survey Based Research Skills in the students and faculty and sensitizes them towards village problems.

The Institute is recognized NSS Centre from Devi Ahilya Vishwavidyalaya (DAVV), Indore and is a Self Financed Unit (SFU), where the NSS Officer and Coordinator ensures various community involvement.

The Institute has also taken care of the acute water problem faced by birds and animals, where the Team visits the near by area and spread awareness. Water pots are installed within and outside the campus for birds and animals so that they can get water.

Field Work and the Research Projects is undertaken by students, guided by Faculty Members that includes the problems of the Locality and the City. It also address the problems of National concerns.

The Institute is also involved in charitable activities such as donation and providing support to blinds, deaf, dumb, organized kite flying festival on makarsakranti, provided Free Education to students who belong to poor family and reside in slum areas. They are also given admission in the Schools, run by Pioneer Group, and the Faculty and Students are engaged in Teaching - Learning Process.

The Institute has a Day Care Cell that is dedicated to the Senior Citizens and involves them in intellectual, recreational activities.

The students learns to negotiate, communicate, manage conflict, leadership qualities, self-confidence and autonomy, become well mannered citizens and develops appreciation for others.

NSS Unit take part in various initiatives like organizing camps, Swachh Bharat initiatives, and awareness programmes on AIDS prevention.

IMPACT & SENSITIZATION:

Exposure to extension and outreach activities includes social issues and legal and social remedies on domestic violence, dowry, child abuse, Red Ribbon Club (RRC) for AIDS prevention and care. Anti- Tobacco rally, Peace Rally, beggars, female child, victims of violence, old and displaced persons. The Cell conducts activities for under privileged children and villagers; promote cleanliness in small villages, spread environmental issues, search solutions, build up relation and tie up with NGOs, Adopted Village Kayasth Khedi (?????? ????) Tehsil Name (Sanwer); District Indore; State (Madhya Pradesh), develops a passion and brotherhood, develop skill and aptitude for problem solving, develops social skills, communication skills, management skills, leadership skills, analytic skills, perceptual skills, Blood Donation Camps, Tree Plantation , Water Conservation, Health Check Ups, Rallies on social issues, Celebration of Independence Day, Republic Day, Women's Day, Yoga Day, Anniversaries of great personalities, Cashless Activities, Digital India, World Yoga Day, World Tobacco Prohibition Day, Women Empowerment Programs, Child Marriage, Career Guidance and Counselling Programs.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://pioneerinstitute.net/activities/6189-national-service-scheme.html

3.6.2 - Number of awards and recognition received by the Institution, its teachers and students for extension activities from Government / Government-recognised bodies during the year

01

File Description	Documents
Number of awards for extension activities in during the year	View File
e-copy of the award letters	No File Uploaded
Any additional information	No File Uploaded

3.6.3 - Number of extension and outreach programmes conducted by the institution through NSS/NCC/Red Cross/YRC, etc. during the year (including Government-initiated programmes such as Swachh Bharat, AIDS Awareness, and Gender Sensitization and those

organised in collaboration with industry, community and NGOs)

06

File Description	Documents
Reports of the events organized	View File
Any additional information	No File Uploaded

3.6.4 - Number of students participating in extension activities listed in 3.6.3 during the year

114

File Description	Documents
Reports of the events	No File Uploaded
Any additional information	No File Uploaded

3.7 - Collaboration

3.7.1 - Number of collaborative activities during the year for research/ faculty exchange/ student exchange/ internship/ on-the-job training/ project work

04

File Description	Documents
Copies of documents highlighting collaboration	View File
Any additional information	No File Uploaded

3.7.2 - Number of functional MoUs with institutions of national and/or international importance, other universities, industries, corporate houses, etc. during the year (only functional MoUs with ongoing activities to be considered)

04

File Description	Documents
e-copies of the MoUs with institution/ industry/ corporate house	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other institutions etc. during the year	View File
Any additional information	No File Uploaded

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching-learning, viz., classrooms, laboratories, computing equipments, etc.

The Institute has adequate facilities for teaching and learning. The adequate availability of physical infrastructure includes:

Highlights of Physical Infrastructure:-

- Area: Over 5.5 acres of land
- All internal roads of Institute are covered with inter-lock tiles
- Lush green surroundings having more than 2,500 trees with gardens
- Built up Area: 1,50,000 Square Feet
- Huge Ground for Outdoor Games such as Cricket, Football, Volleyball & Basketball
- Indoor Games Facilities such as T.T., Badminton Academy, Chess, Rifle Shooting Academy and Carom
- Air Conditioned Conference Room (200 capacity)
- Two Seminar Rooms (150 capacity each)
- Board Room (30 capacity)
- Computer Lab
- Spacious Air-cooled Central Library (Separate Library facility for UG)
- Hostel Facility for Boys with 78 Students capacity with full time warden.
- Video Conferencing Facility
- Reprographic facility in the Library
- Power back up DG Set with 60 KVA Capacity
- Training & Placement Cell
- Counselling and Guidance Cell
- Research & Development Cell (R&D)
- Entrepreneurship Development Cell (EDC)
- Incubation Cell

Highlights of Library:-

- State-of-the-art Library Management Software LIBSYS
- Book Bank Facility for students
- Best Library award
- Access to J-GATE and INFLIBNET for numerous articles, journals and books
- Record of Hard Binding of Back Volumes of Journals

- Record of Minor and Major Research Projects undertaken by students
- Hard Bound Syllabus and Past year questions papers
- Hard Bound case booklets
- Case study books
- WIFI enabled Library with charging facility on reading tables for use of laptop
- Separate reading room space in library for newspaper reading
- Air Cooled Library
- Dictionaries, Motivational Books, Personality Development books
- Separate Library reading room
- Management Games and Management Movies

Highlights of Class Rooms and Computer Labs

There are 23 Lecture Theatres in total, with proper lighting, fans, windows, adequate furniture, almirahs, desks, chairs and tables.

The available physical infrastructure is optimally utilized beyond regular Institute hours, to conduct Certificate Courses, Co-Curricular Activities, Extra - Curricular Activities, Parent Teacher Meetings, Campus Recruitment Training Classes, Campus Recruitments, Meetings, Seminars, and Conferences.

Also they can access well-equipped college lab with latest computers with internet and other devices printer, scanner etc.

- Computer labs with latest machines with TFT screens for practical learning
- LCD Projectors installed in class rooms and lab for PPT Presentation and Animations
- E-Library: J-GATE and INFLIBNET in computer lab for project work
- Wi-Fi facility in campus
- Video Conferencing Facility available
- Hardware Lab for better understanding of basic hardware and their evolvement
- CMS based Website for sharing various academic information such as notices, PPT, lecture notes, assignments, case studies, question banks, etc.
- Technically qualified staff in Computer Lab having

knowledge of cabling, LAN, hardware and software trouble shooting

- LCD projectors installed in class rooms, computer lab and conference hall

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://pioneerinstitute.net/facilities/index.1.html

4.1.2 - The institution has adequate facilities for cultural activities, yoga, sports and games (indoor and outdoor) including gymnasium, yoga centre, auditorium etc.)

To facilitate expansion and shape the over-all personality of promising and sporty students, the Institute makes immense attempt by providing superb infrastructural facilities, amenities for indoor and outdoor games, along with Cultural Facilities and Meditation Centre. The Institute has facility of indoor and outdoor games, with Badminton Academy, Cricket Academy, Rifle Shooting Academy and Yoga and Meditation Centre with a state - of - the - art facilities of International Standards; equipping players to train with the finest and be ready to participate at State, National and Global tournaments. The Academy aims at facilitating students to take this sport as their career choices. Institute has an open ground for other activities, hosting various matches, with dedicated Coaches/Trainers/Teachers. Each year Institute organizes Annual Sports Meet where all types of games are played by the students and finally prizes are distributed.

Outdoor Games:

- Cricket
- Football
- Volleyball
- Basketball

Indoor Games:

- Carom
- Chess
- Table Tennis
- Badminton

The Institute has a wide range of sports, games, cultural and extra-curricular activities that are available for all boys and girls of Institute and other Institutions. The college provides Free Self-Defense Training to all the girls. The college has an open ground/space for the cultural activities accommodating approx. 3000 spectators to view power-packed performances in cultural activities. Facilities like Hostel to Boys, Residential Facilities to staff is available at very reasonable charge. Cafeteria, Health Centre and First aid and emergency care facilities are provided. The Medical Tie-Ups include Bombay Hospital; KIBS Hospital; Raj Shree Hospital; Rajas Eye Hospital. A Full Time Qualified Doctor is available from 9 AM to 5 PM. Students get quick accessibility to Bank; ATM; Post Office; Book Shops. The Banking Facility and Banking Tie-Ups include Bank of India; Punjab National Bank; State Bank of India. The Institute has free transport facility from Bombay Hospital for the students and as well as staff. All the above facilities are available within vicinity of 1 km.

There is separate Yoga Centre, Meditation and Prayer Hall in the Institute. The Institute has two NSS units, Boy's unit-50 and Girl's-30, with One NSS Officer and One Female Mentor to take care of boys and girls, separately for One Units. The students get an exposure to show their courage, leadership, inter-personal skills and other talents in these two programs to enhance their overall personality. Budget sanctioned from government for NSS are fully utilized. Instruments are provided by the institution to the participants with musicians and choreographer. Separate Green Room Facility for boys and girls for preparation of cultural events is made available. Students are motivated to participate and unveil their talents on special occasions like Republic Day, Independence Day, Gandhi Jayanti and Swami Vivekananda Jayanti etc. Every year UDBHAV - The Annual Fest is organized.

Sports facilities: <http://pioneerinstitute.net/facilities/3139-sports-facility.html>

Various cultural activities: <https://www.youtube.com/user/pioneerindore/videos>

Cultural activities: https://www.facebook.com/pg/pioneerindore/videos/?ref=page_internal

File Description	Documents
Geotagged pictures	View File
Upload any additional information	View File
Paste link for additional information	http://pioneerinstitute.net/facilities/index.1.html

4.1.3 - Number of classrooms and seminar halls with ICT-enabled facilities

<http://pioneerinstitute.net/facilities/index.1.html>

File Description	Documents
Upload any additional information	View File
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure for infrastructure augmentation, excluding salary, during the year (INR in Lakhs)

3,493,742.00

File Description	Documents
Upload audited utilization statements	No File Uploaded
Details of Expenditure, excluding salary, during the years	View File
Any additional information	No File Uploaded

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The Library is automated using Integrated Library Management System (ILMS). LIBSYS Software is offered as Library management

systems, offering solutions such as Library automation system, helping in planning the Academics, installing, nourishing and enhancing the Library with continuous innovations of Curriculum with reference to automation. The LIBSYS Software brings high level of certainty, offering delivered on-time, with high quality, better competence, and awareness for the Research Scholars in developing their Dissertation. LIBSYS Software supports all library functions to the Librarian like Acquisition, Cataloguing, Circulation, Serials, Article Indexing and all customizable reports. It has multi-tasking features and Unicode support including e-mail and book finder with interactive features like online reviews, ratings, renewals etc. to maintain library reports, students Major and Minor Projects and compliance along with Barcode Standards.

It delivers unmatched contentment to the Stakeholders, Library Staff and Teaching and Non Teaching Staff and manages ability of the library processes and procedures through its wide-ranging modules. All the books of the Library are bar-coded. The databases contains the data elements like entering new records into a given database, modifying precise or remove existing records, automatically preserve fast access files and retrieve records by their contents, sort the records in any sequence. The software supports all the library activities like acquisition, circulation, cataloguing, reports etc. and print catalogues and indexes.

The INFLIBNET promotes and implement automation of operations and services with standards and uniformity in techniques, methods, procedures, to facilitate sharing and exchange of information to all stake holders. The Faculty and Students can get reliable access to document through on-line catalogue of serials, theses and dissertations, books, monographs, manuscripts and audio-visuals. Integrated Library Management System promotes R&D Cell, ED Cell and facilitates in providing Consultancies.

Library

Details: <http://pioneerinstitute.net/facilities/3133-library.html>

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://pioneerinstitute.net/facilities/3133-library.html

**4.2.2 - Institution has access to the following:
e-journals e-ShodhSindhu Shodhganga
Membership e-books Databases Remote
access to e-resources**

File Description	Documents
Details of subscriptions like e-journals, e-books, e-ShodhSindhu, Shodhganga membership	View File
Upload any additional information	View File

4.2.3 - Expenditure on purchase of books/ e-books and subscription to journals/e-journals during the year (INR in lakhs)

67522

File Description	Documents
Audited statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Usage of library by teachers and students (footfalls and login data for online access)

4.2.4.1 - Number of teachers and students using the library per day during the year

290

File Description	Documents
Upload details of library usage by teachers and students	No File Uploaded
Any additional information	No File Uploaded

4.3 - IT Infrastructure

4.3.1 - Institution has an IT policy covering Wi-Fi, cyber security, etc. and has allocated budget for updating its IT facilities

The Institute has a well developed system for providing IT facilities. The maintenance of computer, Internet Wi-Fi networking and installation of software preservation and up gradation of hardware is done on contract basis. Maintenance and up-gradation is done from time to time. All Departments have LCD Projectors, Printers and Scanners with Internet facility via Wi-Fi for preparation of teaching learning materials. Software is installed in all computers and printers of all the departments and Hardware is maintained at frequent intervals. The Institute Website is monitored and updated from time to time. The computers and printers of Faculty Cabins, Administrative block, Computer Lab, Examination Department are connected in LAN and the maintenance is done from time to time.

The campus of the college has Wi-Fi facility with a speed of 50 MBPS. Most of the computers have internet facility via Wi-Fi and Classes have LCD for Power Point Presentation. The Institute take help of experts for maintenance and repairs of computers and also for up gradation of its website and it updated at frequent intervals. The classrooms are equipped with LCD projectors and supported by audio visual systems. The entire campus is monitored by CCTV facility, installed at strategic places help monitor the campus activities. The marks achieved by students after every examination is updated on the automated system, allowing students to analyse the evaluation and revert if any mistakes that might have been made.

Each significant Information about upcoming events is available on the website that includes time and date along with all details. This allows the parents to be aware of the programs being conducted in Institute as well. For easier communication, circulars including important notices to students and parents are also posted on Website. Information about upcoming events is available on the website. This information includes the time and date along with details about the event. Following the completion of the event, pictures and minutes of the event are also uploaded for easy access. This allows the parents to be aware of the programs being conducted in college as well. The Academic Calendar, Syllabus, Internal Scheme, assignments, e Content etc. is updated in the beginning of every Semester. The technology at college is constantly updated. Biometric System of Attendance

installed for each Teaching and Non Teaching Staff. The Institute has two internet connections; one is Hathway and the other is Airtel. The entire campus is monitored by CCTV facility. The CCTV installed at strategic places help monitor the campus activities.

Institute keeps updated with latest technology. Institute has i9 9900k configuration (latest processor) PC with 16 GB RAM, 4 GB NVIDIA Graphic Card, High speed SSD, Dedicated 1 TB HDD to keep up with latest technology.

Computer Lab: <http://pioneerinstitute.net/facilities/3107-computer-lab.html>

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://pioneerinstitute.net/facilities/3107-computer-lab.html

4.3.2 - Student - Computer ratio

Number of Students	Number of Computers
450	60

File Description	Documents
Upload any additional information	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution and the number of students on campus

File Description	Documents
Details of bandwidth available in the Institution	View File
Upload any additional information	No File Uploaded

4.3.4 - Institution has facilities for e-content development: Facilities

available for e-content development Media Centre Audio-Visual Centre Lecture Capturing System (LCS) Mixing equipments and software for editing

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://pioneerinstitute.net/facilities/3107-computer-lab.html
List of facilities for e-content development (Data Template)	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of physical and academic support facilities, excluding salary component, during the year (INR in lakhs)

3,493,742.00

File Description	Documents
Audited statements of accounts	View File
Upload any additional information	No File Uploaded

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities – classrooms, laboratory, library, sports complex, computers, etc.

The Institute ensures optimal allocation and utilization of the available financial recourses for maintenance and upkeep of different facilities by holding regular meetings. In LIBRARY, the requirement of books is taken from the expert faculty members and the finalized list of required books is approved by the Principal. The Students are motivated to register themselves in library and use e resources. To ensure return of books, No Dues from the library is mandatory for students before appearing in exam. The Library holdings consisting of books and journals require a separate treatment and maintenance including binding. The Librarian maintains the same. The stock verification is done as a part of regular maintenance. Central library is working 24/7 round the clock for academic benefits of students.

- The proper account of visitors on daily basis is maintained.

- Weeding out of old titles, schedule of issue/ return of books is noted by the Library Committee.
- Suggestion Boxes are installed for continuous feedback.

The BUILDING COMMITTEE looks for maintenance, upkeep of infrastructure, classroom furniture, fund requirement, repair of furniture and electrical equipments. The full time sweepers looks for cleanliness of the building, well equipped with modern tools of cleaning mops, gloves and vacuum cleaner. A complaint register is maintained in which students and faculty can register their problems. Everybody is sensitized towards cleanliness and energy conservation. The technicians, plumbers, carpenters ensure the maintenance of classrooms and infrastructure and support systems such as road, parking, water, electricity, power back-up, internet, sanitation and green initiatives, sports ground, cultural centre, students' activity centre and securities. The COMPUTER LABORATORY is maintained through a maintenance team and non-repairable systems are disposed off. Equipments, instruments and appliances require a continuous maintenance and repair.

The computers are monitored and maintained time-to-time and are checked by technical assistant for any problem. The software updates and ICT tool and internet related problems are resolved. Full time Estate Manager is appointed who looks after infrastructure maintenance which includes civil, plumbing, electrical, furniture repair and other is done by estate office. The waste management is outsourced to external agencies to provide the clean and green ambience of the campus. Classrooms seminar hall and faculty room have sufficient sitting capacity. The quality of drinking water is tested time-to-time. Fire extinguishers are refilled timely. Overhead water tanks are cleaned intermittently. Pest control is done in Library and Computer Labs regularly for maintain books safe from crickets and termites. Seize fire is kept in library for any fire emergencies. Electricity and physical facilities maintenance for Generator, printers, Seize fire CCTV cameras, Audio system, Digital Camera etc. is regularly done. Water purifier and Cold water storage is well maintained. Separate toilet is available for boys and girls as well as male and female staff. Parking facilities are available for students and staff. The Maintenance of Sports and Cultural Academy Regarding, incharge are appointed, who looks after Cricket Ground, Cultural Centre, Football Ground, Badminton Academy, Rifle Shooting Academy, Various Sports Academy and others.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://pioneerinstitute.net/facilities/index.1.html

STUDENT SUPPORT AND PROGRESSION**5.1 - Student Support****5.1.1 - Number of students benefitted by scholarships and freeships provided by the Government during the year****108**

File Description	Documents
Upload self-attested letters with the list of students receiving scholarships	No File Uploaded
Upload any additional information	No File Uploaded

5.1.2 - Number of students benefitted by scholarships and freeships provided by the institution and non-government agencies during the year**108**

File Description	Documents
Upload any additional information	No File Uploaded
Institutional data in prescribed format	View File

5.1.3 - The following Capacity Development and Skill Enhancement activities are organised for improving students' capabilities Soft Skills Language and Communication Skills Life Skills (Yoga, Physical fitness, Health and Hygiene) Awareness of Trends in Technology

A. All of the above

File Description	Documents
Link to Institutional website	http://pioneerinstitute.net/
Details of capability development and schemes	View File
Any additional information	View File

5.1.4 - Number of students benefitted from guidance/coaching for competitive examinations and career counselling offered by the institution during the year

105

File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The institution adopts the following mechanism for redressal of students' grievances, including sexual harassment and ragging: Implementation of guidelines of statutory/regulatory bodies Creating awareness and implementation of policies with zero tolerance Mechanism for submission of online/offline students' grievances Timely redressal of grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of students' grievance redressal committee, prevention of sexual harassment committee and Anti-ragging committee	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded
Upload any additional information	View File

5.2 - Student Progression**5.2.1 - Number of outgoing students who got placement during the year**

0

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded

5.2.2 - Number of outgoing students progressing to higher education

65

File Description	Documents
Upload supporting data for students/alumni	No File Uploaded
Details of students who went for higher education	View File
Any additional information	No File Uploaded

5.2.3 - Number of students qualifying in state/ national/ international level examinations during the year**5.2.3.1 - Number of students who qualified in state/ national/ international examinations (e.g.: IIT-JAM/NET/SET/JRF/ GATE /GMAT /CAT/ GRE/ TOEFL/Civil Services/State government examinations) during the year**

0

File Description	Documents
Upload supporting data for students/alumni	View File
Any additional information	No File Uploaded

5.3 - Student Participation and Activities**5.3.1 - Number of awards/medals for outstanding performance in sports and/or cultural activities at inter-university / state /national / international events (award for a team event should be counted as one) during the year**

0

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	No File Uploaded

5.3.2 - Presence of an active Student Council and representation of students in academic and administrative bodies/committees of the institution

The Student Council represent academic and administrative bodies and committees of the Institute and ensures active participation and motivation in various Co -Curricular and Extra-Curricular Activities and help in coordinating all the events related to academics and others and act as medium between faculty and students. The students are also apart of Formal Programs of National level and International level. The student representatives bring forward the views and suggestions of the entire class with respect to the faculty member, subjects, syllabus; share thoughts, interests, and concerns; help raise funds for annual function through sponsorships, including social events and community projects.

Various programs like Paper Presentations, Workshops and Seminars, National Conferences, especially Youth Conferences are organized by students' Committee and Council. The Council participate and motivates other students within the Institute and other Institutes to participate for developing networking and having a grand success. The students are responsible for all the major technical, cultural, literary and sports activities; develop their leadership skills through active participation in administration and collaboration; help in coordinating various events, act as mediator between their classmates and faculty members/mentors and communicate problems faced by students to the mentors or the management of college. They maintain discipline in college campus, extends in preserving clean and green campus.

Student members of the associations also observe important days like National Festivals, Birth/Death Anniversaries of important leaders, International Women's Day, International Yoga Day, Sports Day, Blood Donation, Non-violence Day, Literacy Awareness Teachers Day, Joy of Giving Week, World Literacy Day, World AIDS Day, Tree Planation World Environment Day, Voters Awareness Programme, Swachh Bharat Abhiyan, Independence Day and Republic Day Celebration, Observing the Birth and Death Anniversaries, World Kidney Day, World Heart Day etc. The Council give suggestions for purchase of books, magazines for library to the

Mentors and Subject Experts.

The following committees have student representatives:

1. Students Council
2. Anti-Ragging Committee
3. Sports Committee
4. NSS Committee
5. Alumni Association
6. Anti-Sexual Harassment Cell

Various other activities includes Intercollegiate occasions also like Special Lectures by experts, Discussions, Works, Meeting, National Level Forum and undertakings to develop the personality and skills as per their ability. They also organize Annual Day, Annual Cultural Meet, Cultural Festivals, especially Udbhav, Convocation, Alumni Meet and ensures maximum participation.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://pioneerinstitute.net/about-us/igac/7960-administrative-bodies-and-committees.html

5.3.3 - Number of sports and cultural events / competitions organised by the institution

0

File Description	Documents
Report of the event	No File Uploaded
List of sports and cultural events / competitions organised per year	View File
Upload any additional information	No File Uploaded

5.4 - Alumni Engagement

5.4.1 - The Alumni Association and its Chapters (registered and functional) contribute significantly to the development of the institution through financial and other support services

The Alumni Association contributes significantly to the development of the Institute through financial and non financial means. The Association regularly meets and interacts with the Director and the Principal. The Association is the flag deliverer of the expansions and progress of the Institute. The Alumni organizes lectures on personality development, holding interactive sessions to motivate students regarding social amendments and business persuasion. The Alumni also help the Institute by persuading industries and getting placements. The Alumni benefit students through Value Added Programs; Career Advising; Industry Institute Interaction; Mentoring; and Placement Assistance and Internship Programs.

The Alumni Association also benefits by bringing together students to act as a representative and coordinate, synchronize and promote their own awareness and knowledge; utilize experience, wisdom, ability for the benefit of the weaker section of the society; promote education, and medical relief useful to poor and the needy students; promote sports education, culture and knowledge through lectures; make students career oriented. The Alumni and existing students coordinate with each other to conduct and hold seminars, conferences, discussions, symposia, cultural programs, convocation ceremony etc. they are also together for the promotion of social, educational, cultural activities. The Alumni Association helps existing students to publish articles, magazines and orientations.

The Alumni are members of various committees such as Internal Quality Assurance Cell (IQAC) and Institute Development Committee. The members support the Institute by sharing their professional experience with current batch student and motivating them to opt for various Job Oriented Programs, Electives, Certifications and activities like delivering guest lectures and sessions on carrier program and current scenario of industrial culture, providing internships and recruiting fresh graduates. They also support research work and research projects by providing them inputs for completion of their research work. The Institute conducts the Alumni Meet Annually, where the alumni members give feedback on curriculum provided by the Institute, give the inputs regarding latest tools and technologies to the current batch students in the form of lectures.

The feedback of alumni is assessed by the Principal and alumni

association members to identify and fill the gaps in subject knowledge and understanding. Various programmes on interview skills, personality development and carrier counseling are organized based on the suggestions given by alumni. Infrastructure facilities are being regularly upgraded or expanded to meet the requirements and aspirations of students based on suggestions given by alumni in alumni meet. Alumni of the Institute are working in different sectors like production, quality assurance, quality control, research, regulatory affairs, management, marketing and academics interact with the students and faculty through alumni meet, mails and social media. The Alumni bring students up to date with various job opportunities and corporate requirements.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional Information	Nil

5.4.2 - Alumni's financial contribution during the year

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of an effective leadership in tune with 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."

<http://pioneerinstitute.net/about-us/3056-vision.html>

Mission

"To professionalize Indian management through teaching, research, training and Institution building to achieve dynamic and challenging positions."

Vision and mission is communicated to the students, teachers, staff and other stake holders through Institute's e-newsletters, posters at important places such as library, computer lab, administrative area, notice board, etc. the same are discussed with faculty & staff members during faculty and staff meetings.

<http://pioneerinstitute.net/about-us/3056-vision.html>

Nature of Governance:

The distinction leading to decentralization and participative management are the administrative ideology of governance. The significant factors responsibility, competence, clarity and ethics promotes a respectable governance and are reflected in the general functioning of the Institute through its Philosophy, Vision and Mission.

Perspective Plans:

Teaching and Learning Plan:

- Development of state-of-the-art facilities and ICT
- Implementation of Electives
- MoUs for Faculty and Student Exchange Programmes
- Academic excellence to match global standards
- Job Oriented Courses

Research and Development Plan:

- Educational associations with premier institutions through MOU to have collaborative progress
- Promote participation of Faculty Members in FDPs and SDPs
- Promote inter-disciplinary research through National and International Conferences
- Promotion of publication in research journals having high Impact factor and listed in UGC list of Journals

Community Engagement Plan:

- Community Service
- Tie-ups with NGOs
- Adoption of more Villages
- Community Projects

Human Resource planning and Development Plan:

- Organize more FDPs
- Motivate faculty members for Research and Exchange Programmes
- Training and Development

Industry Interaction Plan:

- Invite Industry experts for talks and provide practical knowledge
- Strengthen Campus placement
- Promote faculty members and students to work on real projects for industries

Participation of teachers in the Decision Making Bodies:

Teachers find representation and participation in various Board of Studies (BOS) like BOS Management, BOS Commerce, BOS Computer Application and BOS Arts. They also represent themselves in the Academic Council, Governing Body, and IQAC and in all the Internal Committees/Cells set up for worthy governance. They play significant role in administration as Mentors and Heads. They are a part of Examination Cell, NSS, Social Cell, Entrepreneurship Development Cell, serve as Mentors, Counsellors, Flying Squad in Examination and Anti Ragging Cell, and Observers during examinations. In their role as faculty members and mentors, they get along and have interaction with parents and give feedback about academic performance of their children. They interact with Industry and Alumni, regarding latest trends in Market and plays a decisive role in building foundation of the Institute. They are involved in shaping and planning academics, co-curricular activities, extension work and extra curricular activities. They are involved in imparting value-based education, assisting in the administration, give expertise, and upgrade domain knowledge and professional aptitude.

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	http://pioneerinstitute.net/about-us/3060-governing-body.html

6.1.2 - Effective leadership is reflected in various institutional practices such as decentralization and participative management

The hierarchical structure of the Institute functions on the basis of decentralization and participatory management. Roles and duties are brought out clearly at each level with acceptable authority allocated to discharge the duties effectively. The Principal and the Director are assisted by the IQAC Coordinator and members of the various committees who manage every aspect of the Institute. Under the mentoring system, the Mentors interact with the assigned Mentees, independently and jointly. The Parent-Teacher Meet familiarizes the parents with the improvement of their wards, gives suggestions, feedback in prescribed forms. The Controller of Examinations provides individual performance reports of each student and sends it to the respective mentors.

Decentralization:

The Governing Body delegates all the academic and operational decisions to the Principal in line with the vision and mission of the Institute. The Institute has a system for delegating authority and providing operative independence to all the functionaries to work towards decentralized system. The Director formulates common working procedures and entrusts its execution with the faculty members and Academic Coordinator. Faculty gives various representations, in various committees and cells and conduct various programs to showcase available talents. They are in-charge of various academic, co-curricular, and extracurricular activities, industrial visits, act as coordinator and convener for organizing Seminars/Workshops/Conferences/FDPs. They are also a part of the following Cells:

- IQAC
- Academic monitoring committee
- Examination Committee
- Training and Placement Cell

- Social Cell
- Entrepreneurship Development Cell
- Cultural Committee
- Grievance Cell
- Anti Ragging Cell
- SC/ST/OBC Cell
- Women Empowerment Cell
- Library Advisory Committee
- Equal Opportunity Cell
- R & D Cell
- Mentoring and Counselling Cell
- Internal Complaint Committee

<http://pioneerinstitute.net/about-us/3060-governing-body.html>

Student Level:

Students are empowered to play a dynamic role as a coordinator of extracurricular activities and social service.

Participative Management:

The Institute promotes a philosophy of participative management by connecting the staff and students through various activities. The students and faculty members are allowed to express, give suggestions for improvement and excellence.

Strategic Level:

The Principal, Director, Academic Coordinator and Staff Members are involved in outlining the policies and processes, framing strategies, rules and regulations pertaining to admission, placement, discipline, grievance, counselling, training & development, and library services for effectively implementation and ensure smooth and systematic functioning of the Institute. For various programs to be fixed by the Institute, all the staff members meet, discuss and share their opinion and plan for the event and IQAC helps in forming various committees involving students too. Staff members are also involved in deciding academic activities and examinations to be conducted by the college.

Functional Level:

At functional level the faculty members participate in sharing the knowledge by deliberating on the latest trends in skill and knowledge. They are also involved in preparation of annual budget of the Institute, approved by the Principal.

Operational Level:

The GB gives suggestions and monitors the procurement, introduction of new programs and welfare activities. The Principal, Director and IQAC are responsible for Academic, Non Academic and Administrative Activities of the Institute.

File Description	Documents
Upload strategic plan and deployment documents on the website	View File
Upload any additional information	View File
Paste link for additional Information	http://pioneerinstitute.net/about-us/3060-governing-body.html

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ Perspective plan has been clearly articulated and implemented

The present Perspective Plan has been prepared for the period of five years commencing from the academic year 2014 to 2018, taking into consideration the quality indicators of seven criteria of NAAC.

The IQAC, provided the guidelines for preparing and the planning the IQAC meetings, where inputs and feedback from all stakeholders have been collected and used as the base in formulating the perspective plan. The IQAC maintains the documentation of various activities.

The IQAC, in the last Five Years has focussed on:

Improving in application of quality criteria for various academic and administrative activities;

Empower a superior environment through knowledge and technology improvement in teaching and learning process;

Taking Systematic feedback from students, parents and other stakeholders on quality-related institutional processes and disseminating information;

Organizing inter and intra institutional workshops, seminars, FDPs, QIPs, SDPs, Conferences with proper documentation;

Development and maintenance of institutional database through MIS and ERP for the purpose of maintaining/enhancing institutional quality;

Preparation of the (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC

Perspective/Strategic Plan and deployment documents

After the visit of NAAC peer team in II Cycle, the Institute has prepared the perspective/strategic plan by taking into account NAAC peer team's observations and recommendations for quality enhancement of the Institution during the previous re-accreditation.

Promotion of research culture and innovation is strengthened through the research committee, Research papers, Publications and participations in innovation based activities.

Increasing the numbers of computers and other ICT related equipments

Strengthening of computers and ICT enabled equipment for the betterment of academic and administrative activities such as CCTV cameras, LCD TV, Printer, Scanner, Projection Screen, Projector,

Office Software's, and library, Xerox Photocopier Machine, Barcode Reader and Scanner, Key-board and mouse, pen drive, Speakers and External Hard Disk.

Certificate Courses have been started for Skill Development and new Programs were introduced.

The Institute has strengthened ICT enabled teaching through INFLIBNET and J-GATE.

The Institute has strengthened counseling cell, seminars, guest lectures, training, guidance session, Personality Sessions, through Linkages and MoU Collaborations with Institutions and Industries.

ONE ACTIVITY SUCCESSFULLY IMPLEMENTED BASED ON THE STRATEGIC PLAN IS STRENGTHENING THE SPORTS INFRASTRUCTURE

- RIFLE ACADEMY:

The Pioneer Rifle Academy boasts of one of the best Infrastructures and trainers in the city. All the facilities of international level that must be provided to the shooters are available here.

- KARATE AND KICK BOXING ACADEMY:

Karate and Kick Boxing are extremely advantageous for Students of the Institute. It enhances co-ordination, balance, focus and life skills. Karate creates a sense of achievement and builds self-confidence.

- PIONEER BADMINTON ACADEMY:

Pioneer Institute announces the introduction of Badminton Academy, with a state-of-the-art badminton coaching center with International Standards; equipping players to train with the finest and be ready to participate at global tournaments.

This is a place where the talent reaches an unparalleled level of

mental and physical development and maximize their potential to excel in Badminton Sport, supported by world-class training facilities in our academy.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	http://pioneerinstitute.net/about-us/3060-governing-body.html
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the various institutional bodies is effective and efficient as visible from the policies, administrative set-up, appointment and service rules, procedures, etc.

The college adopts participative management style. The decisions related to academics, administrative, financial growth and development are taken after inviting suggestions from faculty and staff, thereafter consensus is drawn.

The Governing Body and Administrative Set-Up:

The members of the apex bodies of the Institute i.e. Board of Studies (Management), Academic Council and Governing Body meets regularly and interact with faculty members and staff.

The Top Management is actively involved in:-

- Day-to-day running of the Institute
- Sharing their experience and practice in the class room through Lectures,
- Guiding students in the Major and Minor Research Projects and Research Papers
- Providing Counseling, Consultancy

- Training students for Entrepreneurship

Functions of Various Bodies:

The Institute has nominations from faculty members in Board of Studies, Academic Council and Governing Body of the Institute. They provide suggestions in development of the college in various aspects time to time in the meetings. Institute encourages autonomy in academic departments by allowing them to introduce new innovative teaching concepts in the class rooms. The accountability is ensured by approving any new change by meeting and approval of management.

Service Rules

Terms and conditions of service, leave rules, code of conduct for non teaching - administrative / technical staff including casual leave, earned leave, vacation leave, promotion, increment etc.

Procedures: The Principal is the Chairman of the Governing Body. The Governing Body is responsible for Policy making and to verifying the academic and administrative activities. The decision making processes are made at applicable levels in the organizational hierarchy. Statutory Bodies, Various Cells, IQAC, Faculty Members and Administrative Staff are a part of organizational structure.

An optimal level of decentralization in the departmental system and participative decision making process are in practice.

Recruitment: The Institute follows the service rules according to the AICTE and UGC norms, where the working hours is eight hours. The members have the benefits of PF, ESI, Casual Leaves, Earned Leaves, Medical Leaves and Maternity leaves.

The Recruitment Process is finalized by the external representatives from DAVV and Principal decides the worthiness of the faculty member by their performance in the interview.

Promotional policies:

All promotions are on merit-cum-seniority basis, where the

committee consider promotion of teaching staff to the next higher position on the basis of the guidelines as per AICTE and UGC norms and qualifications.

Grievance Redressal Cell:

The Cell deals to the matters of staff members and students. If any stakeholder is dissatisfied with the result, the matter is dealt by the Principal.

If the Principal feels that the grievance is insignificant or unacceptable, he will take no act upon it; otherwise he informs the grievance committee and take action is taken accordingly.

File Description	Documents
Paste link to Organogram on the institution webpage	http://pioneerinstitute.net/about-us/3060-governing-body.html
Upload any additional information	View File
Paste link for additional Information	Nil

6.2.3 - Implementation of e-governance in areas of operation: Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Documen	View File
Screen shots of user interfaces	View File
Details of implementation of e-governance in areas of operation	View File
Any additional information	No File Uploaded

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff and avenues for their career development/ progression

The Institute has the following facilities available to all teaching and non- teaching staff.

- Faculty appointments are eligible for PF, gratuity and leave encashment.
- Personal, housing and vehicle loans are available without difficulties.
- The Institute has provision for admissions of eligible wards of employees in school and Institute, as Pioneer Group runs Pioneer Convent, Pioneer International School and Pioneer Public School.
- ESI is available to the staff.
- Management grants interest free loans to the Aided, Unaided Teaching and Non-teaching faculty in times of need.
- Medical and Earned leaves are available to the staff.
- In case of accidents on the campus, entire treatment expenses are borne by the management.
- The Institute supports the under privileged staff to run their business after the Institute hours.
- First aid facility on the campus and emergency treatment is provided by the college.
- Financial help is given for supportive staff in the case of sickness and in emergency.
- The Institution sponsors 50% of the total Registration Fee to the Faculty Members and Staff for attending Workshops, Symposia, Training Seminars, Conferences and Faculty Development Programs.
- The Institute encourages its members to go for higher studies and considers the same as study leave.

Amenities provided:

- Well-furnished staff rooms equipped with intercom and personal computers, Wi-Fi connectivity, cupboards for books and files and a well-stocked department library.
- A well-planned library with a good collection of print and electronic resources.
- A well ventilated, residential space to the staff members.
- Badminton Court for Stress Release

- TT Facility for Playing
- Rifle Shooting Range
- A well ventilated, well lit, functional office space with separate workstations.
- A canteen providing wholesome food and beverages at reasonable rates.
- CCTV cameras to ensure safety and security.
- Fire safety equipment as per regulations.
- Mineral water for all members of the Institute.

Support for professional development:

- Financial assistance to participate in faculty improvement and professional development programs.
- Financial assistance to organize National and International conferences.
- 50% financial assistance to participate and present papers at National and International conferences and TA, DA facility.
- Felicitation on the College Day to staff who have rendered dedicated service of 10 Years and more to the Institution.
- Study leave
- Additional increments for securing M. Phil./Ph.D.
- Increment for qualifying NET/SET/SLET.
- Training for Administrative staff in accounting and other software packages.

Other Incentives:

- Cash Award for Regularity, Good Behaviour and Seniority for Staff who completed 10 Years of their Service.
- Uniforms for Staff.
- Free Excursion for teaching and non-teaching staff.

NAAC

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.pioneerjournal.in/

6.3.2 - Number of teachers provided with financial support to attend conferences / workshops and towards payment of membership fee of professional bodies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development / administrative training programmes organized by the Institution for its teaching and non-teaching staff during the year

15

File Description	Documents
Reports of the Human Resource Development Centres (UGC HRDC/ASC or other relevant centres)	View File
Upload any additional information	No File Uploaded

6.3.4 - Number of teachers who have undergone online/ face-to-face Faculty Development Programmes during the year: (Professional Development Programmes, Orientation / Induction Programmes, Refresher Courses, Short-Term Course, etc.)

14

File Description	Documents
Summary of the IQAC report	No File Uploaded
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	View File
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly

The Institute has a mechanism for internal and external audit, which is an ongoing continuous process in addition to the external auditors to verify and certify the entire Income and Expenditure and the Capital Expenditure of the Institute each year.

Qualified Internal Auditors from Academics and Chartered Accountants are permanently appointed and a team of staff under them do a comprehensive check and confirmation of all receipts of the transactions that are approved in each financial year.

The external audit is also carried out on an elaborate way. The errors or lapses pointed out by the audit team are straightway rectified and resolved and cautionary steps are taken to avoid reappearance of such mistakes in future.

The Management looks into the finance, administration, staff, financial and academic audit and gets all support in terms of finance, administration and financial audit.

The Administrative office look into the disbursement of salary, payments, advances and assist for different projects or training programmes.

Accounts are audited regularly. When there are additional expenses over and above the budget proposals, special sanction is to be taken from the Finance Committee. The Accounting and Auditing Committee looks after the internal audit and it is presented to the certified Chartered Accountant.

The external auditor is appointed in impartial and apparent manner. The external auditor is provided with adequate resources to carry out the audit and reports on the results of the audit to

the Management of the Institute.

The Academic audit team checks the number of faculty members, their qualifications and experience, matching with the prescribed norms; papers published; conferences, seminars, workshops conducted and attended by faculty. They even interact with the students to find out the standards of teaching learning, problems or difficulties if any.

The external statutory auditors audits random voucher verification, cash verification, physical asset verification, statutory compliances verification, bank reconciliation, third party balance confirmation etc.

The Audit Reports of the institution for Financial Years: 2014-15, 2015-16, 2016-17, 2017-18 and 2018-19 is available with the Institution. The Institute regularly files Income Tax Returns on timely manner. The Management of the Institute are Qualified Chartered Accountants having expert knowledge in all regulatory compliance and financial monitoring. The Institute also conducts regularly Academic and Administrative Audit from independent auditors and academic experts to know the gaps, if any. The gaps are duly acknowledged and promptly complied with.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://pioneerinstitute.net/about-us/igac/index.1.html

6.4.2 - Funds / Grants received from non-government bodies, individuals, and philanthropists during the year (not covered in Criterion III and V) (INR in lakhs)

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Details of funds / grants received from non-government bodies, individuals, philanthropists during the year	View File
Any additional information	No File Uploaded

6.4.3 - Institutional strategies for mobilisation of funds and the optimal utilisation of resources

The Institute is self-financed, where the funds are generated through the fees paid by the students. Deficit is managed by the available amount by the society.

The Institute has a well-defined mechanism to monitor effective and well-organized deployment of available financial resources for the development of the academic processes and organization expansion.

The Procedure includes the Institutional budget, which is prepared by Principal every year, taking into consideration recurring and non-recurring expenditures. All expenses related to various Cells like R& D Cell, Examination, Placement Cell, NSS, Social Cell, ED Cell and Expenses related to Software and IT, Library Books, Journals and Magazines, Repair & Maintenance, Printing & Stationary, Equipment & Consumables, Furniture & Fixtures are taken into account. All the major financial decisions are taken by the Governing Body of the Society.

The Institute adheres to utilization of budget approved for academic expenses and administrative expenses by management.

All transactions have transparency through bills and vouchers. The bill payments are passed after testing and verification of each item. One person is appointed who is authorized to operate the transaction through bank.

The Director, along with the Principal and Finance Officer ensures the suitable equipment or items with correct specification is purchased.

The entire process of the procurement of the material is monitored by the Principal along with the Finance Department. The Financial Audit is conducted by Chartered Accountant, every financial year to verify the compliance.

The resource mobilization is also carried out by Students fees, Interest on corpus fund, Research grants or consultancy received

from various government and non-government agencies or funding from alumni donors.

The adequate funds are allocated for effective teaching-learning practices that include Orientation Programmes, Workshops and Conferences, Training Programmes, Refresher Courses and maintenance of Infrastructure.

The Budget is used to meet day-to-day operative and organizational expenses and preservation of fixed assets.

The accounts of the Institute are regularly audited by internal auditor. At every year end the accounts are audited by independent qualified Chartered Accountant. The Society is self-reliant as far as fund requirement is concerned. The Accounts are regularly audited by the independent auditors.

The Financial Performance of the Institute is good and surplus is used in developmental work.

As the Management Personnel are qualified Chartered Accountants and hence regular monitoring of funds, expenditures are done. Tally ERP is used for all accounting and tracking of funds on daily basis.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional Information	http://pioneerinstitute.net/about-us/iqac/index.1.html

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing quality assurance strategies and processes visible in terms of incremental improvements made during the preceding year with regard to quality (in case of the First Cycle): Incremental

improvements made during the preceding year with regard to quality and post-accreditation quality initiatives (Second and subsequent cycles)

The Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes.

The following are the Two Practices institutionalized as a result of IQAC initiatives:

PRACTICE ONE:

REMEDIAL CLASS

The Remedial Courses are meant to develop the foundation and improve various learning skills and repair the problem areas. The Remedial classes are conducted for all the students at the start of the semester, that involves coaching and tutoring, through individualized teaching.

It helps students to overcome the difficulties in specific subject areas. Individual attention is given to students, where the academic weaknesses are identified and solved that may obstruct learning.

The IQAC ensures the Remedial Classes to bridge the gap for areas in Finance, Mathematics, Computer and Personality Development.

It results in grasping the basic Mathematics and reading skills, computer proficiency through better teaching tools that improves the basic skills they need to advance to a higher academic level.

Students who suffer from communication in the classroom become more academically proficient.

PRACTICE TWO:

1. Introduction of Bridge Courses: In the area of Business

Analytics, Information Technology, Environment, Financial Analysis

1. Introduction of E-Learning System: Developing e-Content, Video lectures, Video Clippings, Virtual Classes
2. English Proficiency Programs: Strengthening reading and comprehension, writing, speaking and listening skills

IV: Facility Enrichment: Mobile Information Dissemination System

V: Introduction of Skill Oriented Courses: Tally ERP, MS office training, website designing, graphic designing, software training

VI: Introduction of Short Term Certificate Courses Entrepreneurship, E-Commerce, Business Analysis, Supply chain management

VII: Skill Development and Job Oriented Training: Business Research Skill, Cyber Security / Cyber law, Web Designing and Maintenance

VIII: Automation of existing Examination System: Procurement of software to automate examination and result processing systems and developing capabilities

IX: Strengthening Learning Resources: E-learning through webinars and Video Conferencing, E-content generation like online notes and videos

X: Industry specific curriculum development

Enhancing skill of faculty and student

RESEARCH

Strengthening and upgrading existing research activities for student and teachers (SPSS Training, Research Methodology workshops and developing research projects)

Promotion of research through conduction of Seminar / Conferences / Workshops at National & International level.

Enhancement of E-Library Resources (Subscription of International reputed E-Library resources)

Upgradation of existing Research and Development Cell

Encouraging and enhancing community linked research

EXTENSION

- Rural Development Activities
- Literacy Campaign
- Computer Awareness

Conducting more health awareness program and camps

Awareness Program on Social Issues

- Swachh Bharat, Energy Conservation
- Digital India
- Farmer Insurance
- Direct Benefit Transfer of Subsidy

Strengthening EDC Cell

- Establishing Incubation Centre for Start-Ups

Awareness program on business ethics and Indian Ethos

- Upgradation of Computer Lab
- Developing a stress management center by promoting Yoga and Meditation
- Upgradation of Sports facility
- New Equipment procurement
- Ground Maintenance
- Auditorium Enrichment and upgradation
- Adoption of one village for rural development

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://pioneerinstitute.net/about-us/igac/index.1.html

6.5.2 - The institution reviews its teaching-learning process, structures and methodologies of operation and learning outcomes at periodic intervals through its IQAC as per norms

Yes, regular institutional reviews are done for keeping a check on the teaching learning process, structures & methodologies of operations and learning outcomes. The IQAC has set various standards to include few innovative methods, with standardized formats of procedures, formats, methods of evaluation and assessment. The IQAC ensures the development and achievement of various quality standards for various academic and administrative accomplishments. The students' assessment and evaluation is based on the performance in various courses and subjects. It also ensures the assessment and attainment of Course Objectives, Course Outcomes and Programme Outcomes. The IQAC develops and maintains the data after the Feedback given by various stakeholders. It is analyzed in depth with corrective action.

Institute considers internal and external audits to be conducted periodically, ensuring effective implementation of academic procedures for ensuring and supporting excellence. For this purpose, IQAC has designed integrated framework in the form of structured course file, academic record book, daily class conduction record and daily course coverage report in the Faculty Diary. The IQAC ensures the development of Quality Culture among all stakeholders of the Institute and periodically reviews the teaching learning process, structures & methodologies of operations and learning outcomes:

- Proper planning of all academic activities is done and it gets reflected in Academic calendar which is prepared well in advance before the beginning of the semester.
- Subject allocation is done, based on the proficiency of the teachers.
- Time tables are prepared with separate time slots for Training and Placement activities, seminar, tutorials and slow learner activities.
- Individual faculty members prepare systematic Teaching Plan/Lecture Plan along with correlation to the Course

Outcomes (COs), Program Outcome (POs) and Program Specific Outcome (PSOs). They maintain a Personal Course file which contains the syllabus and their lecture plans.

- Each Faculty member discuss the previous year question papers, theory and objective questions, class test question papers, and reports the same to the IQAC Coordinator and the Director with the progress of the slow learners. The same is verified by the Academic Coordinator/Director and Principal.
- Teaching Plan/Lecture Plan, notes on technical topics, question bank are posted on Institute Website.
- The ICT ensures better and more participatory teaching learning process.
- Effective internal examination and semester evaluation systems ensure proper documentation and progress of students.
- In alignment with the outcome based approach, the question papers for the internal class tests are prepared with a specific pattern that enables assessment and fulfillment of Course Outcomes (COs) for each course.
- Defaulter student list and projected internal marks are displayed on notice boards.
- Student feedback is taken, for each semester or each year, through structured questionnaire. The necessary modifications or improvements as per the feedback are executed. Feedbacks are reviewed the Principal and Director and is communicated to the faculty members. The concerned faculty then plans for improvements which are monitored on a regular basis for their effectiveness.
- Parent-teacher meeting is conducted, that enable discussion, obtaining parent feedback and taking improvement measures.

The Case Based Methodology in teaching learning, through renowned Business Articles, National and International Journals, particularly Harvard Business Review [HBR], gives a comprehension towards applied orientation in resolving the real professional situation that helps in decision making, analyzing business situation, developing thought process, inculcates managerial skills. Presentations are taken, with a submission of hard copy and soft copy and assessment is done. The teaching learning process is supported by Training Programs that has helped to boost employability. The same is ensured through aptitude test, group discussions, personal interviews, role play and current awareness, which is a part of Remedial and Bridge Classes and Regular Classes; and the entry, is done in Faculty Diary on daily

basis. The IQAC plans various learner-centric educational approach like curricular and extracurricular activities, industry visits, assignments, interactive, participative, experimental techniques, audio-visual mode of teaching, seminars, debates, lectures by experts from other Institutes and Universities that enhances leadership quality, networking and personality development. The same is documented in its quarterly e-news letter.

The Institute Website clearly announces and declares the quality standards and parameters amongst stakeholders, through its vision, mission, objectives and philosophy. For Faculty and students, various workshops, seminars, conferences, FDPs, SDPs are organized. The documentation and impact of various events is maintained through e-news letter. Both the Faculty Members and Students are motivated to involve and connect with the Industry for developing cases and understanding organizations. This also enhances professional development and association with corporate. The Preparation and submission of Annual Quality Assurance Report (AQAR) is ensured and is uploaded on the website.

The IQAC Coordinator and Members, as per the Policy ensures holding extra classes for course completion on time, arrangement of remedial classes and doubt clearing classes for slow learners or under privileged students. It also looks after the research cell activities for students and faculty members. The IQAC also ensures development of infrastructure, with quality and quantity of books in the library, a provision of Wi-Fi facility, upgrading infrastructure facilities, consultancy and extension activities etc. Each faculty member records daily sessions delivered, practical's conducted and research activities performed. This academic record is periodically monitored by Academic Coordinator by checking course coverage report filled by faculty member. On the basis of this diary, the syllabus coverage tracker is prepared by academic coordinator and Internal Tests are planned. If syllabus could not be covered as per schedule, faculty members take extra hours to fulfill the syllabus required.

Academic and Administrative Audit (AAA) is carried out each year by independent Academic Experts and Independent Auditor. The Gaps identified are immediately addressed and complied by the Principal. At last, the Director and the Principal review the various academic activities and guide the faculty members consequently.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

6.5.3 - Quality assurance initiatives of the institution include Regular meeting of the IQAC Feedback collected, analysed and used for improvement of the institution Collaborative quality initiatives with other institution(s) Participation in NIRF Any other quality audit recognized by state, national or international agencies (such as ISO Certification)

File Description	Documents
Paste the web link of annual reports of the Institution	http://pioneerinstitute.net/about-us/iqac/index.1.html
Upload e-copies of accreditations and certification	No File Uploaded
Upload details of quality assurance initiatives of the institution	View File
Upload any additional information	No File Uploaded

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The Institute follows Co-education system. Approximately 50% students are females and more than 50% teaching staff are females. Institute maintains equal standards for recruitment of staff for male and female. There is no biasness in any area or any functions due to gender. The head of the Institute i.e. Director is female. Over the past Twenty Two and more years, the Institute has become a diverse setting, the chief objective is personal security for all along with physical, academic, emotional and financial well-being. The Institute ensures women safety at the workplace, through increased participation,

encouraging and supporting them. The Safety and Security for female staff and students is ensured through 24x7 Security, Common Room for girl students to relax. Whole campus is kept under surveillance by way of CCTV camera.

Meetings are arranged by the Local Police Station for women safety. Mentor Meeting, Parents and Students Meetings are conducted. In all Industrial visits, excursions, female faculty accompany the female students. The Complaint box, first aid box is accessible for them. Students communicate their opinions with the female faculty and they are counseled on various issues like managing pressure, anger, identifying and clarifying disputes. The female teachers who are Mentors ensure safety of girls. The attendants maintain cleanliness in the girls' common room. Special programmes for gender sensitization are arranged. The selection is based on merit for recruiting whether male or female. The Women Empowerment Cell, Grievance Cell looks after the issues pertaining to women in particular. Precautions are taken during transport, in the campus, canteen, library, and sports area to monitor the movement of students and ensure safety of the students. Closed Circuit records the activities in the campus. Specific cleaning schedule is given to the housekeeping people and followed meticulously. Women Empowerment Cell (Committee for curbing the sexual harrasment and violence against women) is headed by the Director (Female) as the Chairperson. In all the administrative bodies of the Institute, female members are members. They actively participate in all the decision making process of the Institute.

Women Grievances cell is efficient to deal with the cases (if any) very assertively with its team of Principal, Director and Members, along with Students, with special constitution of women faculty members. So far no complaint have been registered. Women are encouraged to fight against all kind of injustice, prejudice and discrimination resulting from gender bias. The management is especially concerned about health and security and thus provides 24*7 doctor's service and so a fully functional OPD with a full time doctor is available in the campus for medical care, minor issues and first aid. Various National Level Seminars, Workshops, Youth Conferences are organized for stress free life, problems of Youth, their troubles and traumas. These programs are for the students, of the students and by the students, where dignified and eminent resource persons are invited. Sick room facility is available for students with obligatory facilities.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional Information	http://pioneerinstitute.net/about-us/igac/7960-administrative-bodies-and-committees.html

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation: Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power-efficient equipment

C. Any 2 of the above

File Description	Documents
Geotagged Photographs	No File Uploaded
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the institution for the management of the following types of degradable and non-degradable waste (within a maximum of 200 words)

Waste management activities in the college includes management of solid, liquid, e-wastes etc., from its origin till final disposition, including collection, segregation, transport, supervision and regulation of waste till it reaches proper disposal. Proper waste management is significant in college so as to protect our environment from degradation and reduction of financial burden. The college puts efforts in proper waste management practices and manage Solid Waste systematically by placing Dustbins everywhere in the campus to collect waste. The solid waste received from the classrooms and canteens are disposed regularly. Dustbins are placed in the classrooms, staffrooms and in common areas to collect the waste. The wastage is cleared regularly. Paper waste collected from the classrooms, staffrooms and offices are sent for recycling.

Metal waste and other recyclable wastes are sold to the authorized vendors. Usage of plastic is banned in the campus as a green initiative.

The Liquid Waste Management is disposed in a systematic way through proper drainage system to drain out wastewater. Eco-friendly floor cleaners are used.

Waste water from the college is collected and taken for recycling. The recycled water is used for watering the lawns, plants and trees, cricket ground and the garden near the hostel.

Regarding the E-Waste Management the students and teachers are sensitized about the adverse effects of e-wastes. Esource reduction is achieved through minor repairs of devices by the lab assistants and major repairs by technician and reused. Separate bins are provided across the campus to collect the E-waste from all the departments. The collected material is sent for recycling through an authorized vendor.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geotagged photographs of the facilities	No File Uploaded
Any other relevant information	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

A. Any 4 or all of the above

File Description	Documents
Geotagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

A. Any 4 or All of the above

File Description	Documents
Geotagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy undertaken by the institution

7.1.6.1 - The institution's initiatives to preserve and improve the environment and harness energy are confirmed through the following: <ol style="list-style-type: none"> 1. Green audit 2. Energy audit 3. Environment audit 4. Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities 	A. Any 4 or all of the above
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File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	View File

7.1.7 - The Institution has a disabled-friendly and barrier-free environment: Ramps/lifts for easy access to classrooms and centres Disabled-friendly washrooms Signage including tactile path lights, display boards and signposts Assistive technology and facilities for persons with disabilities: accessible website, screen-reading software, mechanized equipment, etc. Provision for enquiry and information: Human assistance,	A. Any 4 or all of the above
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reader, scribe, soft copies of reading materials, screen reading, etc.

File Description	Documents
Geotagged photographs / videos of facilities	View File
Policy documents and brochures on the support to be provided	No File Uploaded
Details of the software procured for providing assistance	No File Uploaded
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e. tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic and other diversities (within a maximum of 200 words).

The Institute embraces all-inclusiveness and diversity, as presence and social belonging that enables students to perform to their maximum capacity. Constant and collective efforts are taken to build a self-motivated site that suits diverse students. The Institute identifies gender equality as a key driver for supportable growth of both the genders. The

Gender Equality Policy centers on equivalent access, prospects and rights for women and men.

Program for the Differently Abled ensures that every single member of the Institute is conscious of the care to be revealed to the differently abled members. By providing barrier-free environment, needed facilities and human and technological assistance, the Institute takes unceasing efforts to make the differently abled feel included in every part of the activity of the Institute.

The Institute provides a friendly atmosphere for the students from different states making them feel at home. Students display cultural values, through proceedings, to create thoughtfulness of different cultures during celebrated regional or cultural festivals. Regional festivals, religious festivals and shared celebrations.

The Institute gives an opportunity for the students to come together without any bias or disparity.

The Institute has curriculum with insertion of topics related to human rights, peace, tolerance, love, consideration, synchronization, advancement of social values, awareness on environmental protection and ethics.

Value Education inculcates a set of values related to societal, religious and cultural ethics. Extra-curricular activities showed by the Institute create or develop attitudes that help the students to achieve supportable lifestyle. Programmes on tolerance and harmony are organized to make the students to do away with undesirable attitude and create a sense of belongingness.

The activities provide an incredible opportunity to students to work with varied groups and encourage mixing with multiethnic people. The departments and the clubs regularly conduct awareness and coordination programmes to manifest socio-communal harmony and broad-mindedness among students.

An environment is fashioned in the classrooms in which students learn to escalate the variety and get informed on tolerance and diversity. The Institute, well known for its ground-breaking practices and knowledge-creation is also acknowledged for developing socially responsible citizens who work towards comprehensiveness.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File

7.1.9 - Sensitization of students and employees of the institution to constitutional obligations: values, rights, duties and responsibilities of citizens:

The Institute teaches all students taht India, as a country,

includes individuals with different backgrounds viz., cultural, social, economic, linguistic, and ethnic diversities governed and guided by the Constitution irrespective of caste, religion, race sex.

The college establishes policies that reflect core values. The Code of conduct is reflected prepared for students and staff and everyone obey the conduct and the rules.

The Institute celebrates Vigilance Awareness Week, to spread awareness regarding sanitation, living standards of life, and knowing one's personality, a separate NSS unit is started exclusively to encourage the students and the unit is successfully conducting activities to serve the society. Apart from the above, the philosophy of Beti Bachao, Beti Padhao Jan Aandolan is also encouraged.

Sensitizing students about values, rights, duties and responsibilities of citizens empowers them with knowledge so that they can use far beyond the classrooms thus creating a healthy campus culture. The syllabus on Business Ethics, EVS, E-Ship etc. discusses personal, family and social values including values of justice, liberty, equality and fraternity. Sessions through Lectures and Workshops are conducted to teach the students to use social media for the right purpose. Right to Privacy is insisted through these sessions.

Moral values like empathy, equality, peace, harmony, co operation, cohesiveness, truthfulness are taught to students which help to build their personality and shape their character.

The lighting ceremony on each auspicious occasion denotes equality, human dignity, unity and integrity.

File Description	Documents
Details of activities that inculcate values necessary to transform students into responsible citizens	No File Uploaded
Any other relevant information	No File Uploaded

7.1.10 - The institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic sensitization programmes in this regard: The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff Annual awareness programmes on the Code of Conduct are organized	A. All of the above
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File Description	Documents
Code of Ethics - policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programmes, etc. in support of the claims	No File Uploaded
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Institution Organizes National Festivals and Birth and Death Anniversaries of great Indian Personalities. Our students are on a mission towards better India by breaking the boundaries of religion and caste. Thoughts of great Indian personalities are sowed into the young minds through programs and events which are conducted in the premises. The Institution practices pluralist approach towards all religion functions and encourages the students and faculty to showcase the same. Staff and students get to know the importance of national integrity in the country in general and their role in it in particular.

National Festivals/ Birth and Death Anniversaries of great Indian Personalities like:-

- Independence Day
- Republic Day
- Gandhi Jayanthi
- Teachers Day

- Youth Day
- Ambedkar Jayanthi are celebrated with great enthusiasm.

1. 26th JANUARY REPUBLIC DAY

Republic Day is celebrated on 26 January to commemorate the adoption of constitution. On this day, various formal events including flag-hoisting and march-past are organized and the event is followed by "Constitution Awareness Program" in which students and staff members were informed of their duties towards our nation and rights given to them by the constitution. By organizing such type of events institute does its share to immersed patriotism and awareness to next generation.

2. 15th AUGUST INDEPENDENCE DAY

It is celebrated every year, it is a grand event marked with the flag hosting by the Chief Guest. Cultural activities related to independence movement are exhibited. Students participate in various activities with great enthusiasm. Programs like Dance, Song, Skit competition are organized to foster the talents of the budding talents.

3. 5th SEPTEMBER (DR. SARVPALLI RADHA KRISHNAN BIRTH ANNIVERSARY)

On 5th September, we celebrate Dr. Radhakrishnan's birthday as Teacher's Day with great fervor. The students organize a programme for the teachers. The Institution celebrates Teacher's Day commemorating the birthday of Dr. Sarvepalli Radha Krishnan, a great teacher and a staunch believer of constructive education. Students at Pioneer Institute perform various cultural events for the teachers.

4. 2nd OCTOBER MAHATMA GANDHI BIRTH ANNIVERSARY

Gandhi Jayanthi is celebrated at Pioneer Institute in memory of Father of the Nation, who devoted his whole life preaching Truth and following Ahimsa. The Institute organizes Mass Pledge on 'Swaachh Bharat Abhiyaan' in which students and Faculty Members participate in mass. Cleanliness drive is taken up on the Campus and also some lectures are delivered by eminent followers of the Gandhian philosophy. The students also presented a mime act to depict the importance of peace and harmony. Various competitions are held on of Gandhi Jayanthi like

5. 31st OCTOBER EKATA DIVAS (BIRTH ANNIVERSARY OF SARDAR PATEL)

The Institute attempts to create awareness among the Students and Faculty Members about Sardar Patel's contribution towards India's freedom struggle and ensures national integration. The day is marked by taking of pledges to uphold the nation's unity, mass mobilization, Run for Unity, poster and quiz competitions to highlight the importance of Sardar Patel. Cultural programmes and folk dance are performed by students on this occasion.

Link: <http://pioneerinstitute.net/about-us/iqac/7447-celebration-of-national-festivals.html>

File Description	Documents
Annual report of the celebrations and commemorative events for during the year	No File Uploaded
Geotagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Provide the weblink on the Institutional website regarding the Best practices as per the prescribed format of NAAC

INSTITUTE BEST PRACTICES

[Pioneer Internal Quality Assurance Cell (IQAC) Initiative]

1. Title of the Practice:

"Automation of Student and Examination related functions using ERP"

2. Objectives of the Practice:

The main objective of the entire system is to provide a user friendly interface and powerful data system which make this system more useful. The College ERP system computerizes all the details of the college system which are updated by admin only can access by the students and faculties. ERP on college management

system reduces the most of the human work that are done earlier to managing the college system. Once the details are entered into the system by the authorized person then there is no need for other users to deal with separate section. Only a person that is having an administrative authorization is enough to maintain all the reports and records of the system. The security can also be provided as per the requirements. The main thing is that our system reduces the human works at a great effort. It can be helpful such that - Records are always updated. - Manpower is decreased or reduced. - Large amount of data regarding college and their modules can be stored. - Accurate and perfect calculations are made. - Maintenance of file is efficient and flexible.

3. The Context:

A Higher Education ERP system can be used as a solution to integrate and increase the efficiency. We proposed a comparison framework of ERP solutions for higher education management. Due to a constant change in education landscape, it has become mandatory for higher education institutions to adopt the latest education ERP solution to handle all academic & non-academic activities effectively and provide a better learning environment to students including quality education. The replacement of the older legacy systems with centralized ERP brings quick and quantifiable improvement in the administration process. The software includes a set of tools which modernizes the campus along with upgrading the planning and management of processes related to student enrollment, courses, library, exams, result declaration etc.

An ERP system automates and streamlines all the processes functioning within the boundaries of the institution to significantly improve the effectiveness of allocating and operating academic resources better.

College ERP system provides a simple interface for maintenance of different student, department, faculties, library and others information. All the colleges usually have a number of departments and educational modules such as courses, seminar hall, etc. Managing all these departments and other modules manually is a very difficult and hard, ineffective and expensive task. So here we propose an ERP system for college. Our college ERP system has all the information about the students, teachers,

events, library, departments and other respected information. The system allows the admin to add students, faculties and any other events. Our system allows a faculty to enter or input student's attendance into the database which can later be viewed by students and faculties. The students can view his/her attendance through a separate student login. The admin can upload the timetables for various departments for exam preparation. The time table is then available to be viewed by faculties and students on the web portal. These systems have easy user interface and have powerful data management system which makes this system is very useful.

Enterprise Resource Planning (ERP) (ACCSOFT 2.0) college web application is the one kind of web application which integrates all the modules and functionalities of college system on a single system that can be handled by the administrative head and access by the students and faculties with valid user id and password. As we know that, a college consists of different departments, such as course departments, fees management, library, event management etc. Nowadays applications and uses of information technologies is increased as compared to before, each of these individual departments has its own computer system to do their own functionalities. By having one main system they can interact with each other from their respected system by having valid user id and password.

4. The Practice

The designed software for college database contains up to date or accurate information of the college. That should improve efficiency and flexibility of college record management and to provide a common and or simple platform for everyone to access the student's information.

Simplify Admission Process

Admission process in colleges, universities or any other educational institutions is more often complicated and long. Each application consists of many pieces of information about the candidate including their date of birth, marks, specialization, and more. To determine the candidate's eligibility, we need to check all these records. If the task is done manually, the process becomes extremely time-consuming. However, with the help of ERP software, this procedure to enroll best-fit students gets

simple. The system displays all the necessary components at a single place, which makes them easily accessible to the administrator and thus speeds up the accreditation process.

Centralized Data Management

Educational institutions need to store tremendous amounts of information about students, books, exams schedules and other data. An ERP solution integrates the whole campus and all the branches in a common system to make the process of data management easy. The software enables sharing of stored data across all departments to keep faculty, staffs, and students updated on important announcements. This makes a better control of internal and external communication in our institution and never experiences a communication breakdown.

Cost Effective

One of the most prominent advantages of ERP implementation in our institution is its cost-effectiveness. The software cuts down manual tasks involved in the fundamental methods of campus administration such as admission, payroll and others to reduce the number of man-hours, resulted in saving of money. The expenditure spared can be used for imperative educational purposes.

Quicker Management Process

Education ERP system provides easy and quick access to information about students, staff, timetables, examinations, admissions, fees, reporting, and so on. This helps the management to consider and analyze various aspects of the institution faster, leading to growth in planning capabilities. The improved data access also boosts well-informed decision-making through strategic data analysis.

Improve Resource Management

An efficient ERP system puts an end to manual maintaining of cumbersome resource databases. The software can track real-time resource usage, enabling you to optimize operations, allocate and monitor all activities in the institution in a seamless manner. This helps accelerate day-to-day activities and work out things well in time in case of any issue or problem.

Data Security

Keeping track of the data manually is quite a tedious task. For this, we have a robust ERP solution that can automate the process of recording, thus making the process simple and effortless.

Our educational institution needs to keep records of students for the ongoing academic year as well as the alumni, faculty, books, and other resources of single or multiple campuses. Combined, the amount of data becomes huge and storing these physically on the shelves is never secure. ERP software can store this enormous amount of information securely. The application has a BACK UP system to preserve the info, which is quite impossible to have if it is stored in files.

ERP MANAGEMENT AT A GLANCE

MODULES IN THE ERP

- Admission Management
- Payroll Management
- User Management
- Scholar Management
- Attendance & Leave Management
- Scholar Activities Management
- Result Processing
- Internal Result Processing, Final Result Processing
- Teachers Diary & Lesson Plan

Generate Student Report

Student Management

Pioneer Institute of Professional Studies Management System

Generate Faculty Report

Generate Course Report

Generate Fees Report

Check User Login Details

Login Management

Fees Management

Course Management

Faculty Management

Admin

Check Roles of Access

Login to System

Manage College Details

Manage User Permission

Manage System Admins

Manages Modules

Manage Faculty Details

Manage Student Details

Manage Course Details

Manage Attendance Details

Manage Employee Profiles

Send Emails to User

Forgot Password

Check Credentials

Manage Roles of User

Student Evolution System

Student Management

Exam Management

Grade Management

Registration Management

Result Management

Generate Result Report

Generate Registration Report

Generate Exam Report

Generate Student Report

Generate Grade Details

5. Evidence of Success

This best practice resulted in achieving the following as measure of success:-

- Web enabled
- Individual login for parents, staff and students
- Access from anywhere
- Mobile app for student and staff
- Individual model based dash board
- Individual student dash board
- Management and staff dashboard
- Easy access to find out the details

- Safe and secure of data or information and files
- Lowering the task weigh
- Increasing efficiency
- Better control
- Real time reports

Evidence of Success: Highlight of some main Modules of the ERP system: 1. User login / Admin login

2. Forget password control by admin and or by user

3. Update details/delete/add detail by admin

4. Academics Information: This module gives the information about

- Course: This contains the information about the number of the courses offered by the college
- All Master Entries: This contains the number of staff available in each department

5. Scholar / Student Master: This module gives information about

- Profile: This provides personal details of the student.
- Bulk Update Student Record:
- Marks: This shows the internal/external marks of a respected student.
- Student Strength Report:
- Student Custom Report:

6. Faculty / Employee Information: This module deals mainly with

- Profile: This provides personal details of the staff

7. Result Processing: It is perhaps the most sensitive process in any university or in any educational institute because the future of students is depending on their results. Hence all the educational institutes require trustable, reliable, foolproof and secure software for their result processing/ examination department. Here is the short explanation of the process and workflow of ResultSoft 2.0. It's reliable and secure as any educational institute would want and also covers the all the

possible tasks that are carried by examination department of a university.

Result Generation Information: All Examination and Result generation tasks are done with the help of RESULTSOFT 2.0 Module.

Checking for Exam Eligibility

After examination form filled by students. Institute will appoint three verifier who will check student's eligibility for appearing in exam.

First will be from Library to verify library no dues of student second will be from accounts department to verify fees no dues and third will be from academic department to verify students' attendance.

Admit Card Generation

After student is verified by all three departments admin will enable his/her name for Admit Card download. After that student can login to web site and download his/her Admit Card.

Nominal Roll List Creation

The examination forms data that is saved in software's database will be used to prepare nominal roll list by exam department for further result processing. This list can be printed for notice board display. Nominal roll list will have all the information related with student, his attempt (1st or more), his regularity (regular or ATKT) and the subjects in which he is going to appear in exam.

Grade Scheme Creation: Student grades system should simplify the capture of grades; improve delivery of grade information and tracking of grade appeals, assuring data integrity and compliance with university graduation policy.

Marking Scheme Module:

- Marks Entry Module:
- Result Processing Module: Result Processing

A. For Regular Students

Result Processing will be done on the basis of Course / Branch and semester for regular students. After this processed result is saved marks entry will be locked automatically.

B. For ATKT Students

Result processing for ATKT students will be done separately for which the marks of non ATKT subjects will be picked from previous exam.

Similarly Result Processing for ATKT and REVALAUTION Modules

8. Result Declaration & Mark Sheets Generation:

A. Mark Sheets Generation

After the result processing is done for a class, the mark sheets can be printed for that class. Mark sheets will be printed on preprinted papers given by university.

Tabulation Register (TR Sheet):

Mark sheet Print by Crystal Reports:

B. Upload Result for Online Mark Sheet

Exam department can upload result on web site. After that students can login to their accounts and see their mark sheets online.

Various Reports such as Pass Sheet/Pass Sheet with subjects/Result Sheet/Analysis Sheet/Pass Sheet with Grand Total can be generating from Report Module e.g.

6. Problems Encountered and Resources Required

The success depends on the skills and experience of the workforce, including education and how to make the system work

properly. Sharing internal information between departments can reduce the efficiency of the software. There were various problems and challenges faced in implementing the ERP such as coordination amongst the various departments, data gathering, data migration, security implementation, shifting from manual to automation, staff behavior challenges, etc.

An ERP implementation will probably be the most complex technology project ever undertaken on campus. Therefore, executives at institute and college community must know as much about ERP systems and the ERP project as practical. Service for students should be a major priority with an ERP system implemented within the institute.

In the coming years the biggest challenge of our college will be the attempt to manage the complexity in one systematic vision through an information system that can be shaped and up-to date with the evolution of technology.

INSTITUTE BEST PRACTICES

[Pioneer Internal Quality Assurance Cell (IQAC) Initiative]

1. Title of the Practice:

"Industry Centric Certificate and Diploma Courses enhancing skills and employability of students"

2. Objectives of the Practice:

Various objectives of Industry Centric Certificate and Diploma Courses:-

1. To bridge the skill gap between institute and industry and implement industry interaction
2. To provide Industrial Training & Exposure to students for career enhancement
3. To meet the institution needs
4. To enhance the skill set of students
5. To provide the experience of industrial working ambience
6. To promote advancement of research and implementation professional skill sets in students
7. To provide an experience and importance of team-work.
8. To collaborate for possible R&D work.

3. The Context:

Industry Centric Certificate and Diploma Courses enhancing skills and employability of students were started post second cycle accreditation. These courses were planned to be started with key focus on enhancing skills and employability of students. These courses were initiated by the IQAC and designed with the help of subject experts. After draft was prepared these were put up before the Board of Studies, Academic Council and Governing Body for approvals. Suggestions of Board members were duly considered in structuring of these courses. The area identification was a major challenge which was done after careful industrial requirement analysis. One major analysis was done in the area of agriculture management, where it was found that none of the Institutes are offering agriculture management related programs. This requirement was addressed by the Institute and lot many students passed out in this program. They were directly benefitted as is evident from their success stories of obtaining licenses, etc.

4. The Practice

About the industry centric certificate and diploma courses:

4.1 Certificate Course on Research Methodology (CCRM)

Programme Outcomes:

- The Objective of this course to pay attention to the most important dimension of Research i.e. Research Methodology. It will enable the Researchers to develop the most appropriate methodology for their Research Studies.
- The mission of the course is to impart research skills to the beginners and help improve the quality of Research by the existing researchers.

Course Specific Outcomes:

- The Course Structure is designed in a way that the learning of Research Methodology can move from Mugging up syndrome to fun-practical method; from a teaching process to an experimental process, from memorizing to brainstorming, from clearing the examination to feedback learning, from knowledge transfer to knowledge creation, from competitive learning to collaborative learning.
- The Participants of the Course will start the course by

reading the provided literature at the end of the course they will find themselves equipped enough to author a book or two themselves.

Course Outcome:

- The Course Structure is designed in a way that the learning of Research Methodology can move from Mugging up syndrome to fun-practical method; from a teaching process to an experimental process, from memorizing to brainstorming, from clearing the examination to feedback learning, from knowledge transfer to knowledge creation, from competitive learning to collaborative learning.

Industry Centric Outcome:

- It inculcates scientific and inductive thinking, important for the Industry. The Primary objective of the industry is met out through Online Surveys, Report Based Customized Questionnaires, key decision making; while the Secondary objective like working on Government Statistical Databases, Company Websites and Annual Reports, Trade Publications, Online Databases, Offline Databases such as CD-ROMs, Reading Research Reports, Understanding Key Market Players etc.

4.2 GERMINATION: A Certification Module for Developing Entrepreneurship

Programme Outcomes:

- To educate and equip potential and early stage entrepreneurs by providing Entrepreneurship education and training, designed and developed by national and international experts.
- To mobilise upcoming entrepreneurial talent and connect it to networks of ideas, mentors and funding, thereby providing them an easy platform to succeed on the path of entrepreneurship.

Course Specific Outcomes:

- To catalyse a culture shift to encourage entrepreneurship through state and national level linkages through internship opportunities and exchange trips to global entrepreneurship hubs.

- Aims to create an enabling ecosystem for entrepreneurship development through entrepreneurship education & training, advocacy, and easy access to entrepreneurship network.
- The course also aims to promote development of social enterprises for inclusive growth.

Course Outcome:

- Aims to create an enabling ecosystem for entrepreneurship development through entrepreneurship education & training, advocacy, and easy access to entrepreneurship network.
- The course also aims to promote development of social enterprises for inclusive growth.

Industry Centric Outcome:

- A student can benefit an Industry by the understanding of writing Business Plan, Entrepreneurial Marketing and Consulting Methodologies, Entrepreneurship Case Studies, Business Practices, Career counselling, Product demonstration, Advertising, Marketing management, Tourism and hospitality. The Students can work as Product Developers, Corporate Managers, Marketing Managers, Business Consultants and Market Analysts.

4.3 Certificate Course in Financial Derivatives

Programme Outcomes:

- Understand how risks in derivatives transactions differ from traditional banking products and why special care needs to be taken in measuring and monitoring these risks
- Distinguish market, credit, operational, liquidity and reputation risk in derivatives products and understand how they inter-relate

Course Specific Outcomes:

- The aim of this course is to give participants an overview of the different risks encountered in derivatives transactions, how they interrelate and how they can be measured and monitored.

Course Outcome:

- Identify the different types of exposure within each risk group and derivative type and review how these exposures can be measured
- Review lessons learned from risk management failures in derivatives transactions in order to establish best practice in the monitoring and mitigation of risks

Industry Centric Outcome:

- A Student can get the understanding of Finance, he/she can work in area of finance, stock market, analyse the risk and take decisions accordingly. This course will help generate employability.

4.4 C-Language Certificate Course

Programme Outcomes:

- To familiarize the trainee with basic concepts of computer programming and developer tools.
- To present the syntax and semantics of the "C" language as well as data types offered by the language
- To allow the trainee to write their own programs using standard language infrastructure regardless of the hardware or software platform

Course Specific Outcomes:

- Learn how to program in C
- Learn about program flow
- Learn about functions, methods and routines
- How to use arguments and return value
- How to run a simple C program

Course Outcome:

- Students gain valuable knowledge of fundamental programming concepts such as data types, internal data representations, operators, expressions, loops for repetitions, control structures, arrays, input and output, functions, debugging, etc.
- Studying C provides a solid foundation for students who want to learn advanced programming skills such as object-oriented programming, event-driven programming, multi-thread programming, real-time programming, embedded programming, network programming, parallel programming,

other programming languages, and new and emerging computing paradigms such as grid-computing and cloud computing.

Industry Centric Outcome:

- The Industry can be benefited through candidates proficient in hand-crafting own website, developing technology business, knowledge of input-output functions, data types, knowledge of control flow statements, operators, arrays, modular programming, file handling, usage in structures and defined data types.
- It is for the best interests of a company to faster develop IT and programming skills of such candidates, translate into simplified production processes and develop higher standards and best practices in the organization. This learning brings efficiency and accuracy to a company and earn good reputation.

4.5 Certificate Course in MS-OFFICE

Programme Outcomes:

- Explain Microsoft Word 2010 functions abilities and uses.

Course Specific Outcomes:

- Gain a good business standard level of knowledge in key Microsoft Office programmes - Word, Excel, Outlook, Access and PowerPoint.

Course Outcome:

- Recognize when to use each of the Microsoft Office programs to create professional and academic documents.
- Use Microsoft Office programs to create personal, academic and business documents following current professional and/or industry standards.
- Apply skills and concepts for basic use of computer hardware, software, networks, and the Internet in the workplace and in future coursework as identified by the internationally accepted Internet and Computing Core (IC3) standards.

Industry Centric Outcome:

- The certifications help qualify for a variety of positions and candidates can support Industry by becoming Office Manager, Executive Assistant, Administrative Assistant, SharePoint Specialist, Database Specialist, Research Analyst, Project Coordinator, IT Support Technician, SharePoint Specialist, Database Specialist, Workbook Developer, Research Analyst, Project Coordinator etc.

4.6 MS-Excel Professional Certificate

Programme Outcomes:

- This intensive hands-on one-day training course has been designed to provide delegates with a very advanced set of tools and concepts for Excel 2007, 2010, 2013 or 2016 in order to further increase their knowledge and productivity.

Course Specific Outcomes:

- This advanced excel certification course will help the student:
- Master Excel Functions and Formulas that save time and increases productivity
- Cut hours of labour by using Pivot tables to analyse data
- Discover new tools to share your work
- Find new and more efficient ways to analyse data
- Add colour and images to improve readability and get messages across to the audience more effectively
- Learn the tricks to produce professional charts and graphs
- Include diagrams in marketing reports and sales presentations to boost sales and readability
- Find new ways to visualise data
- Reduce workload each month by automating repetitive tasks by using macros
- Import data using Power Pivot
- Prepare better for your exam with tips, tricks & strategies

Course Outcome:

- This certificate in Excel and Access is designed to prepare students for working with Microsoft Excel and Access in a business environment.
- The certificate offers a balanced set of classes that prepares students for using advanced features of both Excel

and Access needed by industry.

- Emphasis is placed on Excel functions as well as Access' relational database techniques.
- Within Excel, students create a variety of workbooks, utilizing charts, PivotTables, various functions, macros, lists and tables.
- With Access, students create a variety of objects, including tables, queries, forms, reports and macros, as well as VBA programming.
- In the VBA for Excel and Access, VBA is used in both Excel and Access to program advanced functionality that may be needed within these applications.
- Much attention is paid to design principles, including normalization, securing databases, and other current topics in the database field.
- Students will demonstrate understanding of the topics via projects using various real-world workbooks and databases.
- Opportunities available after the completion of this certificate include, but are not limited to, administrative aides, database administrators, designers and developers, and database systems analysts.
- In addition, courses help prepare students to take the Microsoft MOS certification exam in Excel and Access.

Industry Centric Outcome:

- The following job profiles are the most popular and demanding in the Industry that a candidate excels into. Candidates can serve as Data Analyst, Metrics and Analytics Specialist, MIS Executive, Financial Analyst, Market Research Analyst and many more.

4.7 Certificate Course in Tally (ERP.9)

Programme Outcomes:

- The objective of the course is to acquaint students with the accounting concept, tools and techniques influencing business organization
- To educate the students about the usefulness/importance of Tally ERP-9 software for simplifying the accounting methods & procedures.
- To train the students to create/load the company, group, security control, back-up etc.

- To make the students proficient towards creating the accounting records and extract the financial statements and other statements related to inventory management, depreciation accounting and VAT procedure and records.
- To impart practical training on this software so that the students could apply its various aspect in their day to day business/professional activities.

Course Specific Outcomes:

- After successfully qualifying practical examination, students will be awarded certificate to work with well-known accounting software i.e. Tally ERP.9
- Students do possess required skill and can also be employed as Tally data entry operator.

Course Outcome:

- Student will do by their own create company, enter accounting voucher entries including advance voucher entries, do reconcile bank statement, do accrual adjustments, and also print financial statements, etc. in Tally ERP.9 software

Industry Centric Outcome:

- Tally software teaches in handling complex business accounting, inventory transactions, handling TDS, various Taxes, generate reports for taxation and returns that can be uploaded electronically and performing all kinds of accounting operations as required by the industry.

4.8 Diploma in Computer Application (DCA)

Programme Outcomes:

- This course will enable students from all fields to get a grip on the fundamentals of IT. We have designed this course to meet today's standard of education.

Course Specific Outcomes:

- To train the students to handle independently various categories of computers and programming. The course content comprises of Computer Programming in C, C++ and JAVA; Packages such as Oracle-VB, MS Office-Web Designing and

Tally with MS Dos and Windows as operating systems.

Course Outcome:

- At the end of the course student should be able to use accounting and business terminology, explain the objective of financial reporting and related key accounting assumptions and principles.

Industry Centric Outcome:

- Industry is benefitted by getting skilled Computer Operator, Web Designer, skilled Accountant, Software Developer, C++ Developer, Basics Computer Skills, MS Office Applications, and proficient candidates knowing Basics of Internet, E-Business, Software Hacking & IT security, PC Assembly and Troubleshooting and Software Engineering.
- The various subjects teaches Networking, Database Development, Programming Development Tools, Languages, Technical writing, Software design, Graphic design, animation, Web and e-commerce development.

4.9 Post Graduate Diploma in Computer Application (PGDCA)

Programme Outcomes:

- At the end of the Program, students will be able to: PGDCA equips the students with skills required for designing, developing applications in Information Technology. Students will able to learn the latest trends in various subjects of computers & information technology.

Course Specific Outcomes:

- After studying this student will be able to know about terms and concepts of Microsoft suite completely.(like MS-word, power-point-excel sheets, outlook express)

Course Outcome:

- Able to create fundamentals of structure programming with basic structure
- Able to develop program In such a way that machine can take decision by programming
- Able to know importance of an array by real life example as well as technical problem solving.

- Able to develop functions and enrich their skill to library function and user define side.
- Able to develop a small type of data storing with File Handling
- Able to know the importance of reference process by pointer

Industry Centric Outcome:

- Industry is promoted by getting skilled IT Support Analyst, IT Consultant, Technical Sales Representative, Web Designer, Application Analyst and Systems Analyst
- Various Industries can be benefitted including Insurance Firms, Health Industry and Entertainment Sector, Electronic Industry, Research Firms, Educational Organizations and Banking Industry etc.

4.10 Diploma in Digital Marketing / Diploma in Digital Design and Marketing/ Advance Diploma in Digital Marketing/ Certificate Course in Digital Marketing

Program Outcomes (Digital Marketing)

Program outcomes are not discipline-specific but relate to generic skills that allow for professional and personal growth outside of a formal educational setting. The Digital Marketing program focus on:

- Embrace the tools and techniques required to succeed in the new media environment.
- Learn to develop and execute digital marketing plans, including aspects such as website building and optimization, development of content scheme, use of social media, advertising, conversion and nurturing leads, and tracking and monitoring.
- Learn the fundamentals and vital concepts of advertising and communication. Gain a sense of how advertising works, and what mechanisms work best for different marketing objectives.
- Learn how to assess and evaluate the performance of digital marketing campaigns through behavioural and attitudinal engagement metrics and measures, and make use of a broad spectrum of digital and consumer analytic tools and techniques.
- Gain an understanding of how analytic techniques and research processes are being refined and re-engineered, in the multi-media environment of marketing and advertising.

Program Specific Outcomes (Digital Marketing):

- Analyse the confluence of marketing, operations, and human resources in real-time delivery.
- Demonstrate cognitive knowledge of the skills required in conducting online research and research on online markets, as well as in identifying, assessing and selecting digital market opportunities.
- Explain emerging trends in digital marketing and critically assess the use of digital marketing tools by applying relevant marketing theories and frameworks.
- Investigate and evaluate issues in adapting to globalised markets that are constantly changing and increasingly networked.
- Interpret the traditional marketing mix within the context of a changing and extended range of digital strategies and tactics.
- Comprehend the importance of conversion and working with digital relationship marketing.
- Analyse cross-cultural and ethical issues in globalised digital markets.

Course Outcomes (Digital Marketing):

- Develop digital advertising campaigns such as presentations, websites and social media, brochures, reports and newsletters
- Make use of tools such as WordPress, HTML and CSS, Google Adwords and Google Analytics
- Learn to improve writing and create content for promotional purposes
- Plan and implement a successful marketing strategy to position a brand, maintain its reputation and build a website
- Conduct surveys to identify the interests and concerns of key stakeholders
- Build, optimize and analyze PPC campaigns on Google Ads and Bing Ads

Industry Centric Outcome:

- The Industry can get developed candidates for digital advertising, presentations, websites and social media, drafting brochures, reports and newsletters, candidates

with knowledge in WordPress, HTML, Google Adwords and Google Analytics etc.

- The Institute offers the Course at the Junior and Advanced Level. At the Junior & Mid Level, the Industry can get skilled candidates as Digital marketing intern, Digital marketing executive, Social media specialist, Google Ads specialist, Email marketing specialist, Web Analyst, Online executive, Content marketing executive.
- On the other hand, at the Higher Level, the Industry can get skilled candidates as Digital Marketing Strategist, Digital Marketing Manager, Social Media Manager, Digital Marketing Head, Advertising manager and Digital Branding Head.

5. Evidence of Success

The following Programs were started during the last five years which were duly approved by the Board of Studies, Academic Council and Governing Body:-

SN

Name of Diploma Course / Certificate Program

Duration

1.

Diploma in Food Safety & Quality Management (DFSQM)

1 Year

1.

Diploma in Agri Business Management

1 Year

1.

Diploma in Computer Application (DCA)

1 Year

1.

Post Graduate Diploma in Computer Application (PGDCA)

1 Year

1.

Diploma in Digital Design and Marketing

1 Year

1.

Diploma in Digital Marketing

1 Year

1.

Advanced Diploma in Digital Marketing

20 Months

1.

Certificate Course on Research Methodology (CCRM)

6 Months

1.

GERMINATION: A Certification Module for Developing Entrepreneurship

6 Months

1.

Certificate Course in Financial Derivatives

6 Months

1.

C-Language Certificate Course

6 Months

1.

Certificate Course in MS-OFFICE

6 Months

1.

MS-Excel Professional Certificate

6 Months

1.

Certificate Course in Tally (ERP.9)

6 Months

1.

Certificate Course in Digital Marketing

6 Months

The success of this best practice i.e. introduction of industry centric specific courses is evident from many students. It will not be possible to elaborate on each and every courses or programs. However, one such big example of evidence of success is Diploma in Agri Business Management. Following are the details highlighting the successful implementation of this best practice DIABM.

DIPLOMA IN AGRI BUSINESS MANAGEMENT

The Certificate Course, Diploma in Agriculture Business Management; take an activity-based approach to raising learners' awareness about government expectations in the field like license formalities and other documentations and the practical approach to agriculture based businesses. The duration of this course is one year. The course supports learners in preparation for vocational training, for achieving an employability qualification, or for getting a job. The Institute offers an extensive course work in agribusiness.

Diploma in Agri-Business Management is a Diploma Course for the future Agri-business leaders. During the One Year Full Time Diploma Course, students are trained with the Agri-Business skills and develop an understanding of latest Agri-Business trends. Students are exposed to the core Agri-Business concepts and their practical applications. The focus is on developing professionals in Agri-Business in India - an agricultural country.

The students get better exposure to the conceptual understanding of various fundamentals of Agriculture and Business processes during the course. The course is academically superior and logically thought-provoking. At Institute, the focus is on enhancing the Subject Knowledge, Business Skills, Intellectual Ability and Soft Skills through practical oriented teaching.

Typically, the classes in the Diploma in Agri-Business Management deal with:

- Agribusiness Management
- Agricultural Industries Marketing
- Financial Management
- Commodity Trading
- Technology

The emphasis of this Certificate Course is on developing business acumen and learning about the best practices in the various fields of agribusiness. Agribusiness is defined as agriculture conducted on commercial principles, or the various industries trading in agricultural produce and services. The management, organization, scoping, marketing, profitability and trade of agricultural products are some of the key topics that Agribusiness course will cover. The Agribusiness course focuses on specific areas of the Agribusiness sector, like food processing, environment, management, international food policy, farming, seed supply, agrichemicals, farm machinery, sale and distribution.

Agribusiness is a sub-field of business, management and organisation studies that deals with making profit from agriculture and corporate farming. Agribusiness includes the production, processing, and inventory of agricultural goods. It involves the management of agronomic equipment and technologies, raw materials, suppliers, work force and other resources involved in agriculture. Similar disciplines include: animal management, forestry and nature management, management of the living

environment, agricultural economics, and rural enterprise.

Students get an insight into the processes of production and supply chain, from raw production to reaching the consumer, and all the stages in between: trade, management and consultancy, activities of businesses involved in horticulture and food chains. It typically covers topics such as agricultural economics, farm product marketing, quality management, the sustainability of agricultural chains, agribusiness international marketplaces, international agribusiness and trade, food and agribusiness, international horticulture and marketing, agricultural entrepreneurship, agribusiness management, sustainable agribusiness and innovation, food marketing and retail.

The students of agribusiness can work in a diverse range of industries and positions like managing seed production, farm management, international marketing or retail sales. Professionals can practice in product development corporations, retail marketing firms, food processing companies, consultancy agencies, and public, governmental or financial institutions.

The outcomes of this course as follows:-

1. The students of DIPLOMA IN AGRI BUSINESS MANAGEMENT got government approvals and licenses to open new businesses in the field.
2. Some of the students were successfully able to launch new businesses through this course because course increased their employability.
3. All the students got practical exposure to the industry and successfully completed their training in the industries.

DIPLOMA IN AGRI BUSINESS MANAGEMENT

6. Problems Encountered and Resources Required

There is no work / task in this world which can be achieved without facing problems. There were several challenges and several problems encountered in implementation of these industry centric courses. Few of them are highlighted below:-

1. Identification of the courses
2. Alignment of the courses with industry requirements

3. Assessing industry requirements and mapping them to the program objectives
4. Gathering Technical / Subject expertise in different domains
5. Marketing of these courses and programs to reach the target audience
6. Getting Board approvals for the courses to a limited extent
7. Convincing students about success of the programs

Institute successfully sailed through these problems and implemented this best practice.

File Description	Documents
Best practices in the Institutional website	http://pioneerinstitute.net/about-us/igac/7446-best-practices.html
Any other relevant information	http://pioneerinstitute.net/about-us/igac/7446-best-practices.html

7.3 - Institutional Distinctiveness

7.3.1 - Highlight the performance of the institution in an area distinct to its priority and thrust (within a maximum of 200 words)

Dur to the outbreak of COVID and the lockdown in March 2020, the College stopped the physical education and still maintained its standrads and remained up to its committment.

The Institute conducted online classes successfully, completed the syllabus on time, declared result on time, folloeing the guidelines of Higher education Department.

File Description	Documents
Appropriate link in the institutional website	http://pioneerinstitute.net/about-us/igac/7445-pioneer-day-care-center.html
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

- Maintenance of academic standard and environment conducive to learning.
- Initiate major curricular revision to broaden education and enhance skill based courses.
- Revising pedagogic content and teaching methodologies, and develop a new curriculum and system of assessment.
- We are planning to conduct a large number of pre-placement activities for the final year students of various courses, so as to help them optimally utilize the benefits of placement opportunities. This is being initiated on basis of feedback received from various stakeholders.
- The biggest issue today is stress among youngsters. It is visible in ever increasing rates of suicide, drug abuse, depression etc. among the college students. In order to help them understand life, healthy competition and beauty of 'everydayness' without stress, we plan to conduct various seminars on stress, numerous workshops and regular classes on Yoga and Meditation.
- More extension lectures, industrial interaction and industrial visits will be scheduled, so as to bridge the gap between classroom teaching and industrial requirements
- More activities of Social Outreach would be organized like Blood donation camps, blood donations, plantation drives, environment awareness events etc.
- Enhancing academic excellence.
- Development of skills of the students by inculcating core values among them further by imparting value-based education.
- To increase more number of innovative projects and start ups.
- To enhance students placement with higher package in dream corporate.
- To increase the number of collaborative research and consultancy with industries.
- Value-added courses imparting transferable and life skills to be conducted.
- To introduce certificate programs.
- To motivate students to undertake more field projects and internships.
- To motivate faculty to enrol /complete doctoral programmes.
- To provide seed funding assistance to faculty members for promoting research culture.
- To increase admissions in research programmes
- To motivate faculty members to publish research papers in the UGC approved referred

- journals, SCOPUS indexed journal, books etc.,
- To provide incentive to faculty members who receive state, national and international
- recognition/awards.
- To enhance the availability and usage of e-journals, books and to increase annual budget for
- purchase of books and journals.
- To conduct capability enhancement and developments programs such as soft skills training
- life skills, vocational skills, yoga, self-defense, Values etc.
- To encourage students to participate in intercollegiate activities Viz. Quiz, Debates, sports
- and other events.
- ?To conduct career guidance program, awareness session on opportunities for higher studies/
- placement motivation, entrepreneurial avenues, competitive exams etc.
- To implement 'e-governance' in Planning and Development, Administration, Finance and
- Accounts through the implementation of College Management System.
- To provide sponsors for faculty to attend conference/workshop/seminars etc.
- To conduct professional development programs for teaching/non-teaching staff
- To conduct academic /administrative audit.
- To organize more number of programs relating to gender sensitization, environmental
- consciousness and sustainability, universal values & ethics etc.,
- To undertake green initiatives promoting eco friendliness and enhance the measures towards
- divyangjan friendliness.