Yearly Status Report - 2018-2019

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 own campus	**Yes**
Phone no/Alternate Phone no.	**0731-2570645**
Mobile no.	**9425322230**
Registered Email	**PIONEER@PIONEERINSTITUTE.NET**
Alternate Email	**pipsind@gmail.com**
Address	**Sector-R, Mahalaxmi Nagar, Near Bombay Hospital**
City/Town	**Indore**
State/UT	**Madhya Pradesh**
Pincode	**452010**

2. Institutional Status

Autonomous Status (Provide date of Conformant of Autonomous Status)	**29-Apr-2015**
Type of Institution	**Co-education**
Location	**Urban**
Financial Status	**private**
Name of the IQAC co-ordinator/Director	**Dr. CA Prashant Jain**
Phone no/Alternate Phone no.	**07312570645**
Mobile no.	**9893936045**
Registered Email	**pioneer@pioneerinstitute.net**
Alternate Email	**prashant@pioneerinstitute.net**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://pioneerinstitute.net/about-us/iqac/5714-iqac.html

4. Whether Academic Calendar prepared during the year

Yes

if yes,whether it is uploaded in the institutional website: Weblink :	http://pioneerinstitute.net/about-us/iqac/7130-academic-calendar.html

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
2	**A**	**3.02**	**2014**	**14-Jun-2014**	**09-Dec-2019**

6. Date of Establishment of IQAC

01-Jul-2009

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries

Entrepreneur development	14-Feb-2019 1	87
Training Program for Faculty	06-Apr-2019 7	25
[View File]()		

8. Provide the list of Special Status conferred by Central/ State Government-UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
MANAGEMENT	CPE	NOT APPLICABLE	2016 2016	0
[View File]()				

9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	[View File]()
10. Number of IQAC meetings held during the year :	**4**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	[View File]()
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

12. Significant contributions made by IQAC during the current year(maximum five bullets)

The research capabilities are strengthened through conventional and modern approaches to increase research, focus on outcome for individual faculty members and to explore the impact of various strategies on research outcomes. Primary Data, Secondary Data, Semi Structured Interviews, Document Review, and Observation are used to collect data and do further analysis. The Institute, after the Second Cycle showed a promising improvement in learning and research outcomes, creating a pipeline for producing indigenous researchers and has contributed towards building a good institutional research environment and standing for itself. Also the Institute has developed research infrastructure, systems and services to strengthen research capability, including equipment and facilities, research leadership and the research workforce through targeted recruitment, creation of research career pathways and retaining with a focus on early and midcareer academicians.

13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
Fit India	Seminar on Yoga
National Unity	National Unity Day Celebration
Cultural Activities	Annual Fest UDBHAV
Stress Management	Seminar on Stress Management
GST	Course on GST and Seminar on GST was conducted
Women Safety	Smart Girl Workshop
Development of Entrepreneurship	ED Cell Activities
[View File]	

14. Whether AQAR was placed before statutory body ?	No
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	No
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	Yes, the Institute is well functioning with an information system which takes attention of various activities such as online admission, office management, students' feedback and uninterrupted internal assessment process. IT resources are delivered to all students of the Institute as well as faculty members and staff. The Institute confirm the reliability of IT resources made available to the academic and administrative necessities. The established official website provides comprehensive information to all the stakeholders. The Library is fully mechanized and digitalized. Online Examination through ERP portal for UG and PG students is also in place. Institute conducts the online test regarding for all UG and PG students.

The information system and ERP [Result Soft] takes care of the exam activities in the form of appointment of examiners, collection of the question papers, collection and compilation of continuous evaluation marks and declaration of results using CGPA system. The everyday attendance of teaching and nonteaching staff members are recorded in the information system which also helps in payroll of all employee of the institution. All important notifications to all stakeholders of the college is notified through SMS. The IQAC cell framed a procedure to maintain the class timetable, course plan, lab lectures, notes of lesson maintained by individual faculty in the form of e notes, evaluation procedures, action plan of the department, responsibilities shared by faculty, and academic matters of the department. It also enables students to learn beyond curriculum and advanced learning in the subjects of their liking.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Design and Development

1.1.1 – Programmes for which syllabus revision was carried out during the Academic year

Name of Programme	Programme Code	Programme Specialization	Date of Revision
BBA	9	HR MKT FIN	02/01/2018
BA	2Y	HONS MASS COMMUNICATION	01/01/2018
BA	3Y	HONS ECONOMICS	01/01/2018
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1.1.2 – Programmes/ courses focussed on employability/ entrepreneurship/ skill development during the Academic year

Programme with Code	Programme Specialization	Date of Introduction	Course with Code	Date of Introduction
PG Diploma	PGDM	Nill	7	Nill
BBA	Foreign Trade	Nill	9	01/01/2018
BA	(Hons) Mass Communication	Nill	2Y	01/01/2018
BA	(Hons) Economics	Nill	3Y	01/01/2018
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1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the Academic year		
Programme/Course	Programme Specialization	Dates of Introduction
PG Diploma	FOOD SAFETY AND QUALITY MANAGEMENT	Nill
[View File](#)		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective Course System implemented at the College level during the Academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BBA	Foreign Trade	01/06/2018

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Quantitative Techniques	02/07/2018	96
[View File](#)		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
MBA	MANAGEMENT	44
PGDM	MANAGEMENT	40
BBA	MANAGEMENT	38
BCA	COMPUTER	6
BSc	COMPUTER	13
PGDCA	COMPUTER	100
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained

The Institute collects the feedback on curriculum aspects and courses from different stakeholders such as the students, alumni, Faculty and Employers. Institution has IQAC Cell and various BOS for different Departments Academic Council and GB in order to ensure and analyse the academic excellence at student and faculty levels. Periodical analysis is made by IQAC from the following: student performance, faculty performance in every semester, Utilization of infrastructure and requirements for quality enrichment. The Institute thoroughly reviews the curriculum for every academic year. The

College maintains an IQAC as a quality consistence and quality enhancement measure. In supervision of IQAC, various departments and committees like Career Guidance, Anti-Ragging and Sexual Harassment Committee, etc. reinforce the curriculum by incorporating updated information and diurnal social issues. Institute collects the feedback physically from stockholders viz. Students, Parents and Teachers on Curriculum which as per CBCS. Further college website invites all stockholder to provide feedback through online. The college conducts annual Alumni Meet, in which suggestions and feedback is received from Alumni students. Feedback from industrial management, and professionals is obtained through online. The provided feedback data is presented to the IQAC, further to various Boards, AC and GB for necessary implementation in curriculum. Alumni surveys are conducted during alumni interaction at the alumni association meeting held every year or whenever any alumni visits the college, feedback is taken.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
MBA	Management	240	172	172
PG Diploma	Management	45	42	42
BBA	Management	120	47	47
BCA	Computer	60	6	6
BSc	Computer Science	60	6	6
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	244	302	36	36	36

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
36	36	5	21	2	21
View File of ICT Tools and resources					
View File of E-resources and techniques used					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

MENTOR-MENTEE PROGRAM Students sometimes find it hard to talk to their parents and friends, so Mentor

serves as a trustworthy intimate, helping a students work through every day struggles. They act as career counselors, define career goals and action plans to reach professional goals by building networking opportunities for students. Each mentor is responsible for a group of mentees in each semester. At the end of each semester, the overall performance of the students is measured based on the results. The Institute's Mentoring System is a valuable strategy, providing students with emotional and influential support they need to realize in their life. By providing information, guidance, and encouragement, a mentor plays an significant role in fostering students' Institute's aspiration. The mentoring for students also connectes and engages, ultimately improving student outcomes. The Mentoring provides professional socialization and personal support to facilitate success in the academics and beyond and enhances students chances for success. During Mentors meeting, all Mentors also talk about these common symptoms of stress in students: • Headaches and stomachaches • Sleep disturbance • Changes in eating habits • Quick to anger or frequent tears • No participation or less participation • Nervous or anxious habits • Withdrawing from friends • Behavioral regression The returns of mentoring affect both mentor and mentee. The mentee feels reinforced by the involvement, feels more satisfied, have greater clarity, have a well-defined career path, and professional skill set to move forward self-reliantly. The Mentoring Program is enduring, with professional and personal relationships, demonstrating greater achievement and experience. The Mentors provide career assistance, social and emotional support, serve as models, assistes in an identity transformation and self-exploration. The objectives of Mentor-Mentee Culture is to provide information and guidance to the students regarding their academic and future career, and also to give support in handling the students' issues which include financial difficulties, nervousness and emotional problems, family and peer interactions, time management, and self-esteem. OBJECTIVES MENTOR: ? To improve communication and personal skills of students. ? To develop leadership and management qualities amongst the students. ? To reinforce study skills and knowledge among the students. ? To increase self-confidence and motivation of the students. ? To increase the networks for the students who are left out on their own. ? To give appreciation for the abilities and understandings of the students. ? Contribution towards the fulfilment and personal growth of the students. ? Guiding on company culture. ? Strengthen on active listening skills. ? Providing added sense of purpose and responsibility for one's career. ? Helping to treat stress, anxiety, depression, and poor performance. ? Enhancing the lab productivity and efficiency. ? Boosting preparation for tenure and promotion. MENTEE: ? Understanding more about the support offered by an advisor. ? Increased clarity on career path. ? Growing knowledge and experience under expert guidance. ? Research experiences guided to a higher level. ? Developing and strengthening more connections. ? Building a stronger professional skill set. ? Reflecting with others on growing competencies and challenges. ?

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
715	36	1:20

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
36	36	Nill	10	12

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	Mr. Ramnath Suryavanshi	Professor	Felicitated and honoured by CII and FSSAI
Nill	Mr. Sanjeev Sabharwal	Professor	Lecture on Organic Farming at Irrigation Management Training Institute in Kota
2019	Mr. Rajan Ranade	IQAC / CIQA	Coordinating

			coordinator	Sixteen (16) Old Age homes.

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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BCom	4	I	27/04/2018	02/07/2018
MBA	1	I	12/09/2019	31/01/2020

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2.5.2 – Average percentage of Student complaints/grievances about evaluation against total number appeared in the examinations during the year

Number of complaints or grievances about evaluation	Total number of students appeared in the examination	Percentage
1	546	0.18

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

[https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101930/2.6.1_156467892 8_3604.pdf](https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101930/2.6.1_1564678928_3604.pdf)

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
3	BCA	Computers	6	6	100
2	BBA	Management	44	43	97.72
6	BSc	Computers	13	12	92.3
4	BCom	Commerce	28	25	89.28

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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

http://pioneerinstitute.net/about-us/iqac/7519-final-naac-ssr.html

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Promotion of Research and Facilities

3.1.1 – The institution provides seed money to its teachers for research

Yes
Name of the teacher getting seed money

	Ms. Shubhi Modi			

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3.1.2 – Teachers awarded National/International fellowship for advanced studies/ research during the year

Type	Name of the teacher awarded the fellowship	Name of the award	Date of award	Awarding agency
National	Mr. Ramnath Suryavanshi	Felicitated and honoured by CII and FSSAI	02/07/2018	Felicitated and honoured by CII and FSSAI

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3.2 – Resource Mobilization for Research

3.2.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Major Projects	1825	Ministry of MHRD	10	10

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3.2.2 – Number of ongoing research projects per teacher funded by government and non-government agencies during the years

0

3.3 – Innovation Ecosystem

3.3.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Seminar on Food Safety	Management	06/07/2018
Seminar on Intellectual Property Rights by Dr.P.K. Jain	Management	18/01/2018
Entrepreneurship Development:Shaping Innovation through Entrepreneurial Education	Management	24/09/2018
QIP on Case Study Presentation on HBR	Management, Arts, Computer, Commerce	21/01/2019

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3.3.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
A State Level Award Received by Honorable Chief Minister	Dr. Ashvini Kumar Dwivedi	Chief Minister of Madhya Pradesh Shri Shivraj	02/07/2018	Expert Faculty

of Madhya Pradesh Shri Shivraj Singh Chouhan at Bhopal.		Singh Chouhan at Bhopal.			
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3.3.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
Breakfast Joint	Bablu Singh	Self	Bablu Ji Punjabi Restaurant	Breakfast Joint	11/07/2019
[View File](#)					

3.4 – Research Publications and Awards

3.4.1 – Ph. Ds awarded during the year

Name of the Department	Number of PhD's Awarded
Management	Nill

3.4.2 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Management	47	4
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3.4.3 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
MANAGEMENT	52
[View File](#)	

3.4.4 – Patents published/awarded during the year

Patent Details	Patent status	Patent Number	Date of Award
NIL	Nill	0	Nill
No file uploaded.			

3.4.5 – Bibliometrics of the publications during the last academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NIL	NIL	NIL	2018	0	0	Nill
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3.4.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication

Nill	Nill	Nill	2018	Nill	Nill	Nill

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3.4.7 – Faculty participation in Seminars/Conferences and Symposia during the year

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	Nill	2	1	1

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3.5 – Consultancy

3.5.1 – Revenue generated from Consultancy during the year

Name of the Consultan(s) department	Name of consultancy project	Consulting/Sponsoring Agency	Revenue generated (amount in rupees)
Dr. Naresh Singh	Emergence and Growth of Social Entrepreneurship in India with Special Reference to Issues of Growth, Poverty and Inequality	Indian Council of Social Science Research, Ministry of Human Resource Development, Government of Indiia	1000000

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3.5.2 – Revenue generated from Corporate Training by the institution during the year

Name of the Consultan(s) department	Title of the programme	Agency seeking / training	Revenue generated (amount in rupees)	Number of trainees
Ms Aakanksha Jain	Improving Team Performance	Aayam Academy	3000	31

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3.6 – Extension Activities

3.6.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Rakhi Stalls by Rotary Paul Harris	NGO	30	70
NSS Camp- 7 days	NSS	30	25

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3.6.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
State Level Award Ceremony	Awarded by Smt. Sumitra Mahajan and CM Shivraj Singh Chouhan for creditable work in	Smt. Sumitra Mahajan and CM Shivraj Singh Chouhan	5

	the field of homeopathy treatment			
		View File		

3.6.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Swachh Bharat	NSS	Swachh Bharat Internship	2	16
Aids Awareness	NSS	Aids Awareness	2	25
Gender Issue	NSS	Gender Issue	2	30
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3.7 – Collaborations

3.7.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
MOU	75	Pioneer Institute of Professional Studies	15
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3.7.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
MoU	MoU	Star English and Grooming Club	02/07/2018	31/12/2020	110
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3.7.3 – MoUs signed with institutions of national, international importance, other institutions, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
JP Classes	02/07/2018	Training and Internship of Students, Experimentations and Research Activites	59
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
7	10

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Existing

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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
LIBSYS	Fully	6.1	2011

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	22973	112979	Nill	Nill	22973	112979
Reference Books	6143	6100	Nill	Nill	6143	6100
e-Books	550	5900	Nill	Nill	550	5900
Journals	85	75813	Nill	Nill	85	75813
e-Journals	13	40000	Nill	Nill	13	40000
Digital Database	Nill	Nill	Nill	Nill	Nill	Nill
CD & Video	2895	2900	Nill	Nill	2895	2900
Library Automation	1	121000	Nill	Nill	1	121000

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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	NIL	NIL	Nill

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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	60	1	1	1	1	2	3	4	0
Added	0	0	0	0	0	0	1	0	0
Total	60	1	1	1	1	2	4	4	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

100 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
CMS Website for e-content management	http://pioneerinstitute.net/students-section/index.1.html

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
4.82	**4.82**	**4.82**	**4.82**

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website)

   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 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 equipment. 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 center, students' activity center and securities. The Computer Lab is maintained through a maintenance team and non-repairable systems are

disposed off. Equipment, 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 ambiance 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, in charge are appointed, who looks after Cricket Ground, Cultural Center, Football Ground, Badminton Academy, Rifle Shooting Academy, Various Sports Academy and others.

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

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Minority	25	200000
Financial Support from Other Sources			
a) National	Post Matric Scholarship and JK	176	500000
b)International	NIL	Nill	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Remedial coaching	01/07/2018	132	Pioneer Institute of Professional Studies
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed

2018	Guidance for competitive examinations and Career Counselling	110	50	3	86
Nill	Guidance for competitive examinations and Career Counselling	150	65	2	82
View File					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
Nill	Nill	Nill

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
10	77	32	05	33	20
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2018	46	Pioneer Institute of Profess	Nill	Nill	Nill
View File					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Any Other	Nill
View File	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
3	Inter college	100
View File		

5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	Winner-Dance	National	Nill	1	DX1703191	Komal Bhandari
2018	Winner-Singing	National	Nill	1	DC1710525	Mahima Jinwal
2018	Winner-Chess	National	1	Nill	DX1703211	Vaidanshi Rana
2019	Winner-Table Tennis	National	1	Nill	DX1706776	Ayush Kumar
2019	Winner-Cricket	National	1	Nill	DC1418735	Anuj Jain
2019	Winner-Volleyball	National	1	Nill	DX1707986	Arpit Kumar Gupta
2019	Winner-Cricket	National	1	Nill	DX1803188	Gagan Bisen
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

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, and 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.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

Yes. The Institute has Alumni Association. 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.

5.4.2 – No. of registered Alumni:
500

5.4.3 – Alumni contribution during the year (in Rupees) :
10000

5.4.4 – Meetings/activities organized by Alumni Association :
1

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

Two practices of decentralization and participative management during the last year Institution practices Decentralization and Participative Management. The institution promotes the culture of participative management at the strategic level, functional level and operational level. At Strategic level, the Principal, governing body, faculty members and the IQAC are involved in defining policies procedures, framing guidelines and rules regulations pertaining to admission, examination, code of conduct-discipline, grievance, support services, finance etc. 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. At Functional level faculty members share knowledge among themselves, students and staff members while working for a committee. Principal and faculty members are involved in joint research and have published papers. At Operational level, the Principal and faculty members interact with government and external agencies and faculty members maintain interactions with the concerned departments of affiliating university. Students and office staff join hands with the Principal and faculty for the execution of different academic, administrative, extension related, co- and extracurricular activities. I. Different sub-committees are constituted to devise, plan and strategize academic, cultural and socially relevant value-based projects, which promote the all round development. The students clubs and sub-committees, constituted to promote cooperation, initiative and leadership among students which encourages students to organize readings and discussions of original content as well as material from areas beyond the syllabus. II. 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 and are a part of Examination Cell, NSS, Social Cell, ED Cell serve as Mentors, Counsellors, Flying Squad in Examination and Anti Ragging Cell, and Observers during examinations. They have interaction with parents and give feedback about academic performance of their children. They interact with Industry and Alumni and 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. 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 academic 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.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	Frequent meetings of Boards of studies to advice the Academic Board on all academic matters associated with the development, implementation, and operation of academic programmes are held followed by Academic Council and Governing Body Meetings. The CBCS allows General skill training programmes, Soft skill training, Interdisciplinary certificate program as part of Centre of Excellence. – The system is followed by two Internal Examinations and assignments. Centralized Valuation System ensures announcement of results at the earliest. Mechanism to address student grievances on evaluation is taken promptly. The negligible number of grievances is an evidence for the efficiency of the Evaluation Process.
Teaching and Learning	Student feedbacks and parent feedbacks are active to augment teaching learning process. The Institute confirm effective teaching and learning through use of the up-to-date available ICT. The Institute has well equipped labs and library that enables the students with broader learning experience. Remedial classes are arranged for the slow learners other than peer learning. Students are exposed to Field Projects and Industry Visits. The various certificate courses enhance technical and communication skills of students. All students undertake projects for one semester as part of experiential learning.
Research and Development	The research plan and strategic plan comprises of review, analysis, report, and re-planning. The faculty members who are pursuing Ph.D. are encouraged and motivated to complete their Ph.D. work early by allowing special casual leaves. They are financially supported

	by the Institute. Those who have completed their Ph.D. are recognized, increments and salary hike is given as per the rules of the institute, resulting in increase in the number of doctorates. Faculty members are also encouraged to publish their research work in the quality journals and 50 reimbursement is given to the faculty for their attendance in Seminars, Conferences and Workshops.
Library, ICT and Physical Infrastructure / Instrumentation	Library has been updated enormously. New journals, magazines, books were procured. Infrastructural requirements were reviewed in the beginning of academic session. The College Library maintains books, magazines, journals, e-resources and thesis with thorough care. The library also drives the utilization of e-resources Library has internet and e Library section with WiFi facility for students to use their laptops in the college premises. Library ensures the availability of daily newspapers. Institute has CCTV facility for monitoring the safety.
Human Resource Management	A diverse workforce of industry practitioners, academicians is maintained and gender equality with unique HR policies is established. Focus on study, employee wellness and healthy environment is built. Overall satisfaction among employees is symbolic of objectively good practices. Medical Insurance and PF as a welfare practice among employee is present. Qualified faculty members are recruited with enrichment programs, organized periodically to motivate faculty members to maximize their performance in teaching and research. The institution provides sound value system, ecofriendly ambience with state of art infrastructure, student counselling cell, self defense program are given significant importance.
Industry Interaction / Collaboration	MoUs are signed with various institutions and industries for internships, industrial visits, innovation and summer projects to hone employability skills and better placements. The collaboration with other educational and other institutions are encouraged so that students could regularly visit the press, companies and media houses to gain first-hand knowledge of the

	skills.
Admission of Students	At the Under Graduate and Post Graduate Level the admission process is carried out keeping in mind principles of justice, equity and inclusiveness by strictly adhering to the Government and University norms for autonomous colleges.

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
Planning and Development	Institute has MIS, ERP, Tally accounting software to manage general administration, autonomous system, examinations, continuous evaluation, student feedback. The institute is working under CCTV surveillance E-governance has been implemented and entirely used for the college activities like planning and development. The institution has a robust IT support which records the academic and administrative activities of the Institution. Members biometric attendance, timetable, library information system, SMS facilities, daily absent report, information and reminders regarding the faculty development, conduction of special programmes for students and teachers is focused upon.
Administration	The College operates in both vertical and horizontal directions. Heads of the department disburses the information by conducting the faculty meetings/ through email/ SMS to the stakeholders which include staff, students and their parents. Each programme is managed by a programme coordinator. CCTV surveillance is used to monitor and security purpose. E-notice Board is used for display of messages/ circulars and notices to faculty and students. Staff attendance through Bio metrics system, correspondence to university through e mail, information on the college websites, online official groups is an important part.
Finance and Accounts	Functions of the finance and accounts are distinct and are strictly followed with appropriate accounting practices, making record of each financial transaction using e-governance instrument with the help of TALLY. Ledgers, Balance Sheet, Day Books, Cash Books, Income Expenditure Statements.

	Other Reports are inevitably produced from the vouchers entered, keeping records of receipt of funds, projects, consultancy income, donations, staff salary and all types of purchases and payment of various utility bills and taxes. Tally software is in operation for administrative work like Payment of salaries, accountability and Student Records. Fully computerized Administrative and Finance section, Maintenance the college accounts through latest Accounting software.
Student Admission and Support	Students who desire to take admission for UG and PG programs of the institute are required to register in the college website and make formal application online. It has an option for General Merit list, Reserved Category Merit list, verification of documents, personal interview, and online payment of fee. Online feedback system has been taken up to foster transparency by inviting innovative ideas / suggestions for improvement in various academic and administration functions. LIBSYS software is used in the central library that provides centralized management such as book issue, book circulation history, administration, cataloging, reporting.
Examination	The Institute has integrated examination platform which meticulously addresses all the pre examination, examination and post examination processes. Centralized conduct of examination (both internal and external) under an internal Controller of Examinations, attendance, assignment etc. is present. For the end sem examination three sets of question papers invited from a panel of setters. Students may, if needed, apply for scrutiny / copy challenge The average time taken by the College for the declaration of the results of end semester examination is 45 days and of internal examinations is 10 days from the date of the last examination. The College has separate Examination cell with equipped ITC tools necessary for examination purposes. Before the commencement of the exams, students download their hall tickets. Students also see their exam timetable, exam hall and their seating arrangements in the website. Autonomous Section is

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2018	Mr. Altmash Malik	National Conference on, A Study on Customers Perception towards the Viewership of Corporate Social Responsibillity Advertisement	Chrisitan Eminent College, Indore	600
2019	Dr. Kumkum Sinha	12th International Conference, Enterpreneurship, Innovation Good Governance for Global Leadership	Prestige Institute of Management and Research, Indore	1000
[View File](#)				

6.3.2 – Number of professional development / administrative training programmes organized by the Colleges for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	QIP	QIP	02/04/2018	22/11/2018	20	10
[View File](#)						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
QIP	32	02/04/2018	22/04/2018	21
[View File](#)				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
36	36	15	15

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
3	3	5

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The institute has its own internal audit which is a continuous ongoing process in addition to the external audit. The internal auditors verify and certify the total income and expenditures of the institution each year. For this purpose qualified auditors are permanently appointed. Internal and external audit is an ongoing continuous process in addition to the external auditors to verify and certify the entire Income and Expenditure and the Capital. College IQAC constitutes committees for smooth functioning of academic, administrative, and financial activities. The external financial audit is conducted in accordance with auditing standards accepted in India. Qualified Internal Auditors from Academics and Chartered Accountants are do a comprehensive check and confirm receipts of the transactions that are approved in each financial year. The external audit is also carried out on an elaborate way. The Management looks into the finance, administration, staff, financial and academic audit disbursement of salary, payments, advances and each voucher is signed by management and posted in Tally ERP.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NIL	0	NIL
[View File]()		

6.4.3 – Total corpus fund generated

00

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Yes	Yes	Yes
Administrative	Yes	Yes	Yes	Yes

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

The College does have a formal Parent Teacher Association. However, the college ensures a healthy interaction with the parents. The key areas of the support and activities from PTA are as follows: ? Feedback collected from the parents in terms of revision in curriculum during the meeting as parents are also one of the stake holders in education sector. ? The parents meet with members of IQAC - Internal Quality Assurance Cell, which drives the institutional academic

and non-academic activities where the inputs from the parents are considered. ? Some of the parents are industrial experts where the institution identified them and invite them as a guest speaker or industrial advisor in designing and delivering the curriculum. Apart from the above, PTA meeting helps in monitoring the students progress and their academic performance and if any improvement needed it is communicated with the respective parents. Also job placement and opportunities are discussed with the parents in order to make their son/daughter to prepare for such job placements opportunities. The institution progress and potential plans will be discussed during PTA meeting to ensure the students are in par with the institutions planning. At the onset of the academic year, parents of first year students attend the meeting. Departments also organize their departmental orientation for an interactive dialogue with students and parents. The academic performance of respective wards are shared. Feedback from parents on the Quality of Teaching, Facilities and Services provided are sought from them which enable to improve the teaching Learning Process. Parents are informed about the wards' attendance. Feed backs from parents are Analyzed and Consolidated and immediate steps are taken. Feedback / Suggestions from parents, Information on contacts for Industrial Visits / Expert lecture / etc. and Information on leads /contacts for placement of students are taken.

6.5.3 – Development programmes for support staff (at least three)

Quality Improvement Program QIP, FDP Conferences Workshops Lectures and Guest Lectures

6.5.4 – Post Accreditation initiative(s) (mention at least three)

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 over come 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 2.Introduction of E-Learning System: Developing e-Content, Video lectures, Video Clippings, Virtual Classes 3.English Proficiency Programs: Strengthening reading and comprehension, writing, speaking and listening skills 4.Facility Enrichment: Mobile Information Dissemination System 5.Introduction of Skill Oriented Courses: Tally ERP, MS office training, website designing, graphic designing, software training 6.Introduction of Short Term Certificate Courses Entrepreneurship, E-Commerce, Business Analysis, Supply chain management 7.Skill Development and Job Oriented Training: Business Research Skill, Cyber Security / Cyber law, Web Designing and Maintenance 8.Automation of existing Examination System: Procurement of software to automate examination and result processing systems and developing capabilities 9.Strengthening Learning Resources: E-learning through webinars and Video Conferencing, Econtent generation like online notes and videos 10.Industry specific curriculum development: Enhancing skill of faculty and student

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes

b)Participation in NIRF	Yes
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Workshop By Dr. Prashant Jain	02/01/2018	03/01/2018	06/01/2018	50

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Womens Day Celebration	08/03/2018	08/03/2018	40	20
Smart Girl Workshop	06/02/2018	06/02/2018	40	20
Journey of Women Entreprenuers	01/03/2018	01/03/2018	40	30
Women Felicitation Ceremony	21/10/2018	21/10/2018	25	20
INCUBATION CELL conducted a program to train women and develop entrepreneurial skill	14/01/2018	14/01/2018	40	35

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
40

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	Nill
Ramp/Rails	Yes	Nill
Rest Rooms	Yes	Nill
Special skill development for	Yes	Nill

| differently abled students | | | | | | | |

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	25	32	02/08/2018	7	Day Care Center	Social Service of Senior Citizens of near by area	25

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7.1.5 – Human Values and Professional Ethics

Title	Date of publication	Follow up(max 100 words)
Human Values and Professional Ethics	02/01/2018	The Code of Conduct of Professional Ethics of Teachers contained in the UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Colleges and Measures for the Maintenance of Standards in Higher Education Swachh Bharat campaign is also undertaken actively. The departments undertook various activities such as rally to bring mass awareness in the public about the ill effects of plastic use, and the importance of rain water harvesting. Regarding the Examination Ethics and Values, Hall ticket is duly verified by an authorized person is mandatory to appear for an examination. Use of mobile phones by staff or students inside the examination hall is strictly prohibited. In case of an emergency, the students or staff can contact the mobile

inspection squad available on each and every floor during the examination hours.
•Students are not permitted to leave the examination hall until and unless they submit their answer sheets. • Any attempts to copy, cheat or disturb fellow students during examination will not be tolerated and disciplinary action will be taken against the guilty. • Students are expected to maintain a cordial behavior towards the staff and between themselves. • Any damage to college property or its premises is not tolerated and disciplinary action is taken against the guilty.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Womens Day Celebration	08/03/2018	25/05/2018	60

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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Use of Bicycles and Public Transport Use of bicycles and public transport is encouraged by the Institute amongst the students. The Management, Faculty Members, Staff and Students residing nearby are encouraged to come by bicycles, which helps in stoppage of the release of carbon dioxide in the campus. The Institution is located in the heart of the city and so Faculty Members, Staff and Students can use public transport for safety, security and fuel conservation. 2. Plastic Free Campus Student and faculty initiated a wonderful drive and made the entire campus a Plastic free campus. Use of plastic bags and cups are discouraged in the campus. Even in the canteen usage of steel plates or paper plates and steel cups or paper cups are mandatory. 3. Pedestrians Friendly Roads: There are pedestrian friendly roads within the campus duly covered by blocks. The campus has wide, well maintained paverts and blocks, covering every corner and connection of it. It has foot paths on both the sides. The surrounding is used by the locale residents for walking in early mornings and late in the evenings. 4. Green landscaping with trees and plants Institute has taken several measures for planting to make Green Campus. The major area is covered with trees and lawns. A number of trees exist at different places in the college. Institute is actively involved in various pollution awareness programmes helping in preserving a green campus. Different plantation programs takes place to create environment consciousness amongst students. Apart from the above, a Maintenance Committee regularly takes initiatives on green initiatives. 5. The green campus concept has redefined the environmental culture and developed new prototype by creating ecological

solutions to environmental, social and economic needs of the community. The Green Campus Initiatives includes:- • Green audit of the institute is conducted annually • Tree Plantation is done every year by the NSS. • Recycled water is utilized for maintaining green campus. • Rain water harvesting and solid waste management. • The college has planted number of trees of diverse variety. • The Question Papers are also not taken on hard paper rather a soft copy of the same is accepted

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

The Institute follows several best practices. The various best practices are listed as under:- 1. Automation of Student and Examination related functions using ERP 2. Industry Centric Certificate and Diploma Courses enhancing skills and employability of students 3. Green Practices like Green Audits, Plastic free campus, display and awareness, use of cycle, car pooling, waste management, paper disposal using crushers, etc. 4. Day Care Center - Being Responsbile towards the society (senior citizen residents of Mahalaxmi Nagar Indore) 5. Free Yoga sessions for Mahalaxmi Nagar residents within the campus 6. Use of renewable resources such as Solar Panels on roof top, Solar Gysers, etc. 7. Centralized Office 8. Academic and Administrative Audit (AAA) is done every year 9. All Institute activities are published in the form of Quarterly Newsletter DARPAN and Annual Report - The Prism Out the above best practices the following are the top two best practices which are highlighted as per the NAAC Format:- BEST PRACTICE # 1 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. 3. The Context: 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. 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. 4. The Practice ERP system in brief is explained below:- 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. 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 acrossall departments to keep faculty, staffs, and students updated on important announcements. 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 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. 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 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 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. BEST PRACTICE # 2 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 RD 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) 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 Industry Centric Outcome: A student can benefit an Industry by the understanding of writing

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

http://pioneerinstitute.net/about-us/iqac/7446-best-practices.html

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

1. Title of the Practice: Pioneer Day Care Centre: Being Responsible 2. Objectives of the Practice: Pioneer Institute of Professional Studies has been established since 1996 and has always believed in social service and community development as one of the core objectives. The Social and Entrepreneurship Cell has always thrived for community development. Keeping this objective in mind, Pioneer Day Care Centre: Being Responsible was established within campus for senior citizen residents of Mahalaxmi Nagar, Indore. Pioneer Day Care Centre is an initiative by the Institute which is dedicated to the service of senior citizens who are residents of Mahalaxmi Nagar, Indore, enabling them to live an independent life with respect, sovereignty and dignity. Also numerous activities such as discussions, birthday celebrations, anniversary celebrations, knowledge sharing sessions etc. are held on a regular basis. The Day Care Center provides a safe, secure environment in which they spend part of the day. It offers them enjoyable and educational activities, shared relations, peer support, helps in building careers groups etc. the planned and tailored activities improves abilities and health conditions, together with creation and amusement through arts, crafts, musical entertainment, mental stimulation games such as bingo, stretching or other gentle exercise, discussion groups (for books, films, or current events, for example), holiday and birthday celebrations, local outings, education, family counselling, assistance with activities of daily living (self-care) etc. 3. The Context: We offer support for senior citizens like socialization opportunities, entertainment, exercise programs, refreshment, sports and games, yoga, productive sessions (like

Parenting Session), Gaurav Samman, Birthday Celebration, Anniversary Celebration, Diwali Celebration etc. Our management, students and staff attend and support all the functions organized by the Pioneer Day Care Centre. Pioneer Day Care Centre also conducts computer skills courses, discussion on various social issues, tree plantation etc. that prove out beneficial for the staff and students. Apart from this, several fun-activities including cardplaying, puzzles, light exercise, carom, indoor fun games, birthday celebrations etc. We at Pioneer feel intense enjoyment when doing a voluntary activity that offers a consuming sense of positive engagement. Sometimes, its the result of being free to play without expectations or the pressure of potential consequences, much like children do. Fun lightens the heart. Pioneer Day Care Centre provides a possibility for doing such light activities. Each one of us from staff can work as per our unique personal interests and capabilities. Pioneer Day Care Centre lets us focus on voluntary activities that dont come with any kind of obligation or that offer some flexibility in how one can enjoy them. Senior Citizens at our Day Care Centre can invite their friends—or even their grandkids, to join them at the club. It is very rewarding to have such mix of people at our club. Senior Citizens tend to list physical activities as being their favorite pastimes. According to a study, four of the top five activities most commonly cited by senior citizens as being their favorites were active in nature.

Provide the weblink of the institution
http://pioneerinstitute.net/about-us/iqac/7445-pioneer-day-care-center.html

8.Future Plans of Actions for Next Academic Year

• Maintenance of academic standard and environment conducive to learning. • Enhance engagement with educational and research institutions in the region with joint workshops and joint research by providing seed funding. • Initiate major curricular revision to broaden education and enhance skill based courses. • Our placement cell is very much dedicated towards the growth of student. Therefore we are planning for global placement opportunities for our students. • 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 utilise 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 organised 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.