Yearly Status Report - 2019-2020

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	**prashant@pioneerinstitute.net**
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)	**25-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

Constituted committee for preparation of autonomy	02-Aug-2019 3	7
Internal Academic Audit	11-Dec-2019 5	30
Seminar on Promoting Positive Mental Health Amongst Women	08-Jan-2020 1	155
International Seminar Brand Canada	20-Jan-2020 1	65
Brainstorming Session on Business Ideas Related to Food	17-Jan-2020 1	75
Awareness programme on add-on courses and courses specially designed to cater the needs of the students	22-Feb-2019 1	89

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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	NIL	2020 2016	0

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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)

1. Plastic Free Pioneer 2. Day Care Center conducted National Level Symposium 3. Placements in good Companies 4. IQAC worked continuously in imparting the Curriculum, Teaching, Learning Methodology and Evaluation Reforms by bringing the quality management system in all aspects of the academic activities 5. Organised seminars and conferences for both students and faculty members of Institute and outside Institute

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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
To conduct Internal Academic Audit	Internal Academic Audit was conducted by Internal Assessment Committee for days. Inspection reports were submitted to the Principal and Compliance reports was also submitted to the Principal and IQAC by all the departments.
Effective implementation of Mentor-Mentee programme	Designed A Structured Mentor-Mentee Programme
Students' satisfaction survey & their feedback on curriculum & teachers to be obtained	Students' satisfaction survey & their feedback on curriculum & teachers were obtained in December and March
Mechanism for Assessing learning levels of the Students	Designed Test
To celebrate different days.	Days like Science Day, Women's Day, World Health Day, and World Environment Day were successfully organised.
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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:	Yes
Year of Submission	2019
Date of Submission	01-Dec-2019
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) | The Enterprise Resource Planning (ERP) Software for automation of academic and non academic processes is used in the institute to maintain and analyze the data related to various processes of institute. Various modules like Faculty Profile, Students database, ACC soft for Academics, Result soft for Examination, MCQ and Objective Question bank preparation, SMS to the parents and students, Admit Card generation etc. can be done effectively and efficiently. The ERP System has been implemented for the Academic and Administrative Actions/Requirements. The modules which are presently implemented on ERP are as follows: Online Registration, Admission and Payment Gateway Integration, Academic, Examination, Attendance, Hostel, Library, Accounts, Establishment, Payroll, Feedback, Recruitment, Mobile App, Other Integrations (Alumni students, Other websites), Test Prep (For Online Test) etc. regarding the student support, the record of fees collected from students is maintained through the software "Tally ERP 9 College Model". It incorporates relevant information required for the calculation of fees to be collected from the students. The software helps to extract the record of the students through excel which cancels the manual work related to preparation of roll calls and records of the students. Both internal and external evaluation marks are recorded digitally The library provides requisition forms for books requisition and uses Library Information Management Software for their day to day functioning very effectively. The Accounts section looks after the Salary record of the teachers and the staff and is maintained by the accounts department in excel and the information is commonly shared. Every department maintains depository of documents related to the record of the students, staff members and the activities and programmes of the department. The departments send the reports or data to the offices or to the Principal and the Director through email whenever demanded. The network of systems is connected to a server from which the data can be easily extracted |

whenever needed. To record the students' attendance on daily basis and to share the same with their parents, WhatsApp is being used. This app becomes useful in sharing important notification with the students and parents instantly.

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
Nill	NIL	NIL	Nill

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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
MBA	Fundamental of Management	02/01/2019	FT -101 C	Nill

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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
Nill	NIL	Nill

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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
MBA	Marketing, HR, Finance, IT, Production/Operations	Nill
BCA	Computer Application	Nill
BBA	Marketing, HR, Finance	Nill
BBA	Foreign Trade	Nill
BCom	Commerce & Accounts	Nill
BCom	Computer Application	Nill
BCom	Tax Procedure and Practices	Nill
BSc	Computer Science	Nill

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	01/07/2019	Nill
No file uploaded.		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Economics and Mass Communication	5
BBA	Marketing	11
BCA	Computer Science	9
BCom	Finance	5
MBA	Marketing	45
PG Diploma	Computer Application	25
PGDCA	Computer Application	25
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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
BBA	Management	120	16	16
MBA	Management	240	95	92
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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
2019	Nill	Nill	Nill	Nill	Nill

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	28	21	2	9
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
Nill	36	Nill

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	Nill	Nill

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
2019	Dr. Ashvini Kumar Dwivedi	Professor	Regulations of Homeopathic Medicinal Products : Advancing Global Collaboration
2019	Dr. Ashvini Kumar Dwivedi	Professor	Homeopathic Medicinal
2019	Dr. Ashvini Kumar Dwivedi	Professor	Awarded by CM Kamalnath for his excellent work in the area of Cancer, Aplastic Animia, Prostate
2019	Dr. Ashvini Kumar Dwivedi	Professor	Nayiduniya News Paper Coverage
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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
BBA	2	I	12/12/2019	01/07/2020
MBA	1	III	16/12/2019	02/04/2020

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
Nill	450	0

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)

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

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
Nill	BCom	Computer Application I Year	7	5	71.43
Nill	BCom	Plain I Year	12	6	50.00
Nill	BCom	Tax I Year	6	5	83.33
Nill	BCom	Computer Application II Year	14	11	78.57
Nill	BCom	Plain II Year	2	1	50
Nill	BCom	CA and Plain IV Year	3	2	66.67
Nill	MBA	Management	115	91	79.13
Nill	MBA	Management	45	45	100
Nill	BBA	Management	40	36	90.00
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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/7448-self-study-report.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

Dr. Mona Tawar	

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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
Nill	**NIL**	**NA**	**Nill**	**NA**

[View File](#)

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
Total	**Nill**	**Nill**	**Nill**	**Nill**

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

2

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 Intellectual Property Rights by Mr. Ramnath Suryavanshi	**Management**	**12/08/2019**
Seminar on Food Safety by Mr. Ramnath Suryavanshi	**Management**	**09/09/2019**
Seminar on Intellectual Property Rights by Dr.P.K. Jain	**Management**	**27/09/2019**
Seminar on Intellectual Property Rights by Dr. Prashant Jain	**Management**	**07/10/2019**
Entrepreneurship Development:Shaping Innovation through Entrepreneurial Education by Mr. Sanjeev Sabharwal	**Management**	**15/11/2019**
QIP on IPR	**Management**	**06/01/2020**
QIP on IPR	**Management**	**02/02/2020**

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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
NIL	NA	NA	Nill	NA
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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
Milk Dairy	Lakhan Jhanwar	Self	Maheshwar Doodh Bhandar	Milk Dairy	14/01/2020
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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	3

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)
Nill	NIL	Nill	00
No file uploaded.			

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	Nill
No file uploaded.	

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	NA	NA	Nill	0	0	Nill
No file uploaded.						

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
NIL	NIL	0	Nill	Nill	Nill	0

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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	35	35	35

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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)
NIL	NA	NA	0

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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
NIL	NIL	0	0	0

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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
National Webinar Immunity and Homeopathy	Homeopathy Centre	30	256
Talk with Dr. Prakash Garhwal	NSS	30	86
Seminar on Promoting Positive Mental Health Amongst Women	Seminar on Promoting Positive Mental Health Amongst Women	30	114
Seminar by Day Care Centre on What We Inherit and What Our Next Generation Will Inherit	Seminar by Day Care Centre on What We Inherit and What Our Next Generation Will Inherit	30	177
Seminar by Day Care Centre ???? ?????? ??? ???? ???? ?? ?? ???? ??? ?? ???? ???	Seminar by Day Care Centre ???? ?????? ??? ???? ???? ?? ?? ???? ??? ?? ???? ???	30	110
'Ek Kadam Madad ki Aur'	NGO 'Ek Kadam Madad ki Aur'	30	105
Stall by Paul	Social Cell and	29	82

Harris Rotary Club	Day Care Centre		
Knowledge Exchange	NGO	30	95
Join Hands for Cause	Social Cell and Day Care Centre	30	101

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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
NIL	NA	NA	Nill

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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
National Webinar Immunity and Homeopathy	Homeopathy Centre	Webinar	30	256

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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
Student Exchange	35	Self	01
Research Exchange	05	Cyber Infrastructure Private Ltd	30
Research Exchange	15	Hot Wax Systems Private Ltd.	30

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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	Training and Internship of Students	Cleanmax Laundromart	Nill	Nill	03
MoU	MoU	Cleanmax Laundromart	Nill	Nill	05

MoU	MoU	Cii Indian Women Network (Iwn)	Nill	Nill	02
MoU	MoU	Vishisht College	Nill	Nill	12
MoU	MoU	Chameli Devi Group Of Institutes	Nill	Nill	15
MoU	MoU	Institute Of Management and Entreprenuer Studies	Nill	Nill	27

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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
NIL	Nill	NA	Nill

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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
2000000	1985408

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Existing
Classrooms with Wi-Fi OR LAN	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	22962	4125958	72	13787	23034	4139745
Reference Books	6132	1379700	68	15300	6200	1395000
e-Books	550	Nill	320	Nill	870	Nill
Journals	85	67030	Nill	Nill	85	67030
e-Journals	13	Nill	13	Nill	26	Nill
Digital Database	2895	57900	21	420	2916	58320
CD & Video	2895	57900	21	420	2916	58320
Weeding (hard & soft)	3	10000	Nill	Nill	3	10000
Others(specify)	8	83612	Nill	Nill	8	83612

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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

No file uploaded.

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	2	2	1	3	4	50	0
Added	0	0	0	0	0	0	0	0	0
Total	60	1	2	2	1	3	4	50	0

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

50 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
NIL	Nill

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
500000	481927	500000	481927

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 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.

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	Fee Concession to Merit and Minority Students	45	200000
Financial Support from Other Sources			
a) National	State Government Scholarship	105	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
Bridge courses	Nill	170	Pioneer Institute of Professional Studies
Soft skill development	Nill	144	PEPGI
Guidance for competitive examinations	Nill	132	Mr. Anish Patel
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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
2019	Preparation for competitive examinations	25	15	3	3
2019	Skill based courses for better	15	95	Nill	Nill

2019	Soft Skill Development	11	23	6	6
2019	Remedial Coaching	75	85	1	1
2020	CA/CPT	35	Nill	1	Nill
2020	Soft Skill Development	210	199	13	13
2020	Remedial Coaching	118	123	Nill	Nill
2020	Bridge Courses	172	187	Nill	Nill
2020	Personal Counselling	112	233	Nill	Nill

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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
Bajaj Finserv	12	7	Equity Pandit Financial Services Pvt Ltd	15	8

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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
2019	31	PIONEER	BBA	DY PATIL	MBA

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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	2

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

Activity	Level	Number of Participants
Rifle Shooting	Local	7
Cricket	Local	36
Badminton	Local	24
Football	Local	12

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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
2019	1	National	1	Nill	1	Utkarsh Barve

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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, 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

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:

750

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

35000

5.4.4 – Meetings/activities organized by Alumni Association :
01

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	The Institute runs its curriculum, as per the UGC Norms of CBCS and Higher Education Department in an efficient manner. We offer various Electives and CCA and continuously updated information from the industry as per the modifications in the industry scenario to develop our curriculum in terms of providing certification courses along with the industries to enhance students' domain knowledge in the present scenario. In addition, we encourage students to learn on line Certificate Courses. For curriculum development of regular and certification courses, the Board of Studies, AC and GB is constituted as per the norms of UGC, accompanied with Industry and academic experts to fill the Gap of present curriculum and industrial requirements.
Teaching and Learning	In the academic year 2019-2020, we had planned for a regular academic activity beginning from 1 July 2019- 30 June 2020. Regular academic committees and department committee members were designed, and a regular syllabus is followed as per the guidelines of the UGC, Higher Education Department and DAVV. The teaching-learning process includes regular assessment tests and for 2019-20 Session, the examinations were conducted, where the odd semester exams were conducted in a normal mode, and the even semester was conducted through online mode due to the pandemic Covid-19. Besides the classroom activity, the Institute organized Guest Lectures, Seminars and Workshops, National Conference, Webinars and Faculty Development Programs. During the middle of the session, in March 2020, the Covid-19 pandemic hit all over the world, and it resulted in deferment of Classroom activities. Immediately, with the help of technology, we changed our policy according to the new changes, and all faculty members moved over to teaching-learning by the online mode and finished their syllabus in due passage

	of time by making use of origin through Google Meet App. The Internal examinations were held in the online mode and the Final/Semester End Examinations were conducted on the basis of the guidelines issued by the Higher Education Department.
Examination and Evaluation	The Internal Examinations and Evaluation are conducted using a variety of methods including Open Book Tests, Presentations, Group Discussions, Book Review, Case Studies, etc. Flexibility in the evaluation methods for internal exams enables perfect assessment in accordance with the prerequisite of the course and a room for a better utilization and enhancement of the students' skills. In 2020, due to Covid-19 Pandemic, the Tests One for internal evaluation is conducted on the ERP system (online) in the MCQ format for all the subjects and Practical are conducted online via Google Meet App. The External examiners are involved in the process of paper setting as reviewers and in the procedure of assessment as moderators for the semester end examination. This ensures that a neutral perspective is maintained throughout the evaluation process. The Examination committee is responsible for maintaining transparency and work on zero error. Any thing fractional is presented before the committee and decision is taken regarding the action to be taken on a case-to-case basis. The centralized examination cell is in effective operation. The performance of the students is keenly scrutinized in Assessment Tests and Main Examination. Their performance is evaluated through the internal and external mode of examination. The internal examinations are evaluated through appearing in assessment tests or participation in either presentations/tutorials/assignment/debates/quizzes/presentations/case studies/viva voce/projects and lab projects/works and viva are considered. The Institute assess the internship and in-plant training also, as a part of the curriculum. For the internship and training experience of a student, the faculty team appraise every students industry experience that supports to encourage other students to gain dissimilar industry exposures.

	Regarding internal marks awarding system, we take the best two performances out of three, into account for awarding internal marks. For carrying out the setting of Main Paper valuation, the Principal selects the experts.
Research and Development	The Institute has Research and Development Cell to explore the research needs in terms of guidance, promotion of research, infrastructural development, administrative support, and special facilities for academic research. The cell with the IQAC prepares policy documents for conducting research and promote antiplagiarism. The policies have been communicated to all stakeholders and are implemented. Teachers will be motivated to publish their research and the Institute provides seed to its faculty members.
Library, ICT and Physical Infrastructure / Instrumentation	Complete automation of Library and library services has been priority and The Institute has made concerted efforts for complete automation. Issuing of books, book searching is automated which has made processes simpler. The Xerox machines and Printers are in Library as well as in the Examination section. The Digital library initiative is prevalent. Very old and rare manuscripts are available in hard and in soft arrangement. A part of the yearly financial budget is also devoted for Annual Maintenance Contracts for preservation of computers in the campus, equipment's, generators, UPS and repairs to the infrastructure. Smart class rooms are also available.
Human Resource Management	The Human Resource Management encourages students to develop entrepreneurship skills, instead of looking for employment, and train the students to open up new startups and incubation center. The students are encouraged to pursue higher education along with few into the participation of open and closed placement activities. The Human Resource Management encourages students and faculty members to encompass in research and development undertakings, presenting papers in conferences, text-book, chapter writing, workshops, FDP and QIP for faculty quality improvement in teaching learning process. Our non-

	teaching staff are also encouraged to undergo updation of their skill sets so that they are well equipped to guide the students in their labs and for their own betterment. Various training programs are organized for non-teaching staff for improving their technical skills and mental well-being.
Industry Interaction / Collaboration	Industry-Institute Interaction is an integral part of the Institute. The Cell plans and organizes variety of industry related activities to bridge the gap between Industries and Academia and helps to foster effective interaction between Industry and Institute. The Entrepreneurship development programs are also conducted.
Admission of Students	The online application process covers application for the admission process and the final selection. Verification of documents are carried out to check eligibility requirements and errors. Any queries and issues are tackled through emails and telephonic conversations. The Admission department facilitates the implementation of reservation policies for SC, ST and OBC students. Pre-admission orientation for the session is also conducted.

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 headed by Controller of Examinations and is assisted by a Deputy Controller and Assistant Controller of examinations.

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
2019	Nil	NA	NA	Nill
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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)
2020	Seminar on Promoting Positive Mental Health Amongst Women	Seminar on Promoting Positive Mental Health Amongst Women	08/01/2020	08/01/2020	25	10
2020	National Seminar-1C	National Seminar-1C	22/05/2020	22/05/2020	25	10

2020	National Webinar-2 Talk with Dr. Prakash Garhwal	National Webinar-2 Talk with Dr. Prakash Garhwal	26/05/2020	26/05/2020		25	10
2020	National Webinar -3Mind Management	National Webinar -3Mind Management	28/05/2020	28/05/2020		25	10

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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
Soft skills for Teachers	30	13/07/2019	22/07/2019	10
E contents and ICT tools for innovative and effective teaching	30	01/07/2019	08/07/2019	7

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
29	29	10	10

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
02	02	04

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

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6.4.3 – Total corpus fund generated

0

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	PARTANI BADJATYA ASSOCIATES	Yes	IQAC
Administrative	Yes	PARTANI BADJATYA ASSOCIATES	Yes	IQAC

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] and Seminars and Workshops Faculty Development Program [FDP] Well being Programs – Yoga And Meditation

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	No
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
2019	E contents and ICT tools for innovative and effective teaching	01/07/2019	01/07/2019	08/07/2019	30
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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	07/03/2019	07/03/2019	49	35
Smart Girl Workshop	06/05/2019	06/05/2019	55	26
INCUBATION CELL conducted a program to train women and develop entrepreneurial skill	03/09/2019	04/09/2019	61	59
Journey of Women Entreprenuers	03/01/2020	06/01/2020	63	46

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
Provision for lift	No	Nill
Ramp/Rails	Yes	Nill
Braille Software/facilities	No	Nill
Rest Rooms	Yes	Nill
Scribes for examination	Yes	Nill
Special skill development for differently abled students	No	Nill
Any other similar facility	Yes	Nill

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

2019	7	7	19/03/2019	1	Visit to NGO (Jwala for Women Empowerment)	Students visited NGO Jwala and did social service	75

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7.1.5 – Human Values and Professional Ethics

Title	Date of publication	Follow up(max 100 words)
Academics	19/01/2019	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
Swasth Bharath Yatra	29/01/2019	29/01/2019	47
Anubhuti NGO, Arunabh	30/01/2019	30/01/2019	26
NSS Camp	01/02/2019	08/02/2019	45
NSS Day Camp (Girls) to Baigamkhedi	04/02/2019	04/02/2019	22

[View File](#)

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/7519-final-naac-ssr.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

8. Future Plans Of Action for Next Academic Year (500 Words): The IQAC has identified the broad objectives which the Institute will strive to achieve during this period, which are mentioned as under: ? To generate an empowering environment for all-inclusive development of students, faculty and support staff through introduction of new vocational courses ? To facilitate unceasing upgradation and updation of information and use of expertise, by faculty and students and enhancing educational excellence ? To fulfil its community duties, in the method of providing recognized education, distribution of knowledge, organizing programmes and activities for the benefit of the public and other stakeholders ? To create awareness and initiate measures for guarding and promoting environment ? To encourage and facilitate research culture, to promote research by students and faculty ? To provide additional thrust to focus on the areas to achieve the objectives ? To introduce new courses that remain significant to the changing needs of the stakeholders ? To monitor quality assurance and quality improvement activities ? To systematize various office administration procedures ? To add more information online on the college web-site relating to admission, examinations, courses, rules, committees, attendance, activities, programmes, seminars, workshops, extension activities. ? To give more support for staff benefit and welfare measures ? To purchase books, e-books, journals, e journals and magazines and upgrade Library Resources and include more digital content, which can be retrieved by Students and Faculty virtual ? Digital Content in the form of video lectures, study notes, etc. to be made available on the web-site by teachers ? To facilitate faculty exchange programmes with other academic institutions and linkages and encouraging faculty members and students for research activities like to organize and to participate in state or national level seminars, conferences, workshops, etc. ? To organize educational, religious and historical tours for students and staff ? To sign MOUs with various agencies and institutions to promote Academia – Industry Linkages ? To enable placements, internship, training, etc. for the students ? To be more active for Incubation Cell for new Ideas to be transformed into business ideas ? To foster and strengthen relationship of Alumni with the Institution ? To facilitate a research environment in the college by encouraging faculty to undertake research and consultancy assignments ? To encourage faculty to organize faculty improvement programmes, national and international conferences ? To provide additional formal education on broader area to needy and deserving students, by providing fee

concessions, fee waiver etc. ? To organize programmes for the benefit of students and society and community ? To continue to organize Extension Activities for the benefit of the Society and to create awareness on various social issues ? To Introduce Job-oriented and Skill based courses ? To give drive to and create awareness about Cleanliness ? To do the plantation of more trees and plants ? To give additional drive to campus placements initiatives ? To enhance sports infrastructure, identify more on students' capacity for various sports and cultural activities