Annual Quality Assurance Report (AQAR)

(For Maharaja Surajmal Institute)

(Revised as per Revised Accreditation Framework in November, 2017)

राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
An Autonomous Institution of the University Grants Commission
P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, **Bengaluru - 560 072** India

The institutions need to submit yearly the Annual Quality Assurance Report (AQAR) to NAAC by end of September every year positively. A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle's accreditation. During the institutional visit the NAAC peer teams will interact with the IQACs to know the progress, functioning as well as quality sustenance initiatives undertaken by them.

The Annual Quality Assurance Report (AQAR) may be the part of the Annual Report. The AQAR shall be approved by the statutory bodies of the HEIs (such as Governing Council/ Executive Council/Board of Management) for the follow up action for necessary quality enhancement measures.

The IQACs may create its exclusive window tab on its institutional website for keeping the records/files of NAAC, Peer Team Reports, AQAR, and Certificate of Accreditation Outcomes and regularly upload/ report on its activities, as well as for hosting the AQAR.

Revised Accreditation Framework
NAAC has launched Revised Accreditation Framework since July, 2017 and hence AQAR format also modified, in cognizance with the new methodology. The tools and parameters are designed in the new AQAR format are in such a way that the preparation of AQAR would facilitate the HEI's for upcoming cycles of Accreditation. Data collected/prepared infuses quality enhancement measures undertaken during the years. Further, it also adds quality enhancement and quality sustenance measures undertaken in teaching, learning, research, extension and support activities of the Institution. It is hoped that new AQAR would facilitate Educational Institutions for creating a good database at Institutional level for enhancing the quality culture.

As per the Revised Accreditation Framework (RAF), the NAAC Accredited institutions need to submit the AQAR online. NAAC is in the process of ICT integration in Assessment and Accreditation. The login id for the online submission for AQAR submission will be the e-mail id used for the IIQA. The AQAR submission is part of the post accreditation module, in due course of time. NAAC portal will have the facility to submit the AQAR online and Institutions will receive automated response. AQAR of the preceding year be submitted to the NAAC within six months i.e. the institutions should submit the AQAR before 31st December of every year.

The Higher Education Institutions need not submit the printed/hard copy of AQAR to NAAC.

Mandatory Submission of AQAR by IQAC

The Executive Committee of NAAC has decided that **regular submission of AQARs is mandatory for 2nd and subsequent cycles of accreditation with effect from 16th September 2016**:

The following are the pre-requisites for submission of IIQA for all Higher Education Institutions (HEIs) opting for 2nd and subsequent cycles of A& A:

- Having a functional IQAC.
- The minutes of IQAC meeting and compliance to the decisions should be uploaded on the institutional website.
- Mandatory submission of AQARs on a regular basis for institutions undergoing the second and subsequent cycles of Assessment and Accreditation by NAAC.
- Upload the AQAR's on institutional website for access to all stakeholders.

Note: The terms and abbreviation used in AQAR are in accordance with respective manuals for assessment of NAAC. Please refer institutional manual for glossary and abbreviations terms used in AQAR.

The Annual Quality Assurance Report (AQAR)18-19 of the IQAC
(For Affiliated/Constituent Colleges)

Institutions Accredited by NAAC need to submit an Annual self-reviewed progress report i.e. Annual Quality Assurance Report (AQAR) to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the IQAC at the beginning of the Academic year. *The AQAR period would be the Academic Year.(For example, July 1, 2018 to June 30, 2019)*

Part – A

Data of the Institution

(data may be captured from IIQA)

1. Name of the Institution   **Maharaja Surajmal Institute**

- Name of the Head of the institution :   **Prof. (Dr.) Rachita Rana**

- Designation: **Director**

- Does the institution function from own campus: **Yes**

- Phone no./Alternate phone no.:   **011-25552667**

- Mobile no.:   **9891113744**

- Registered e-mail: **principalmsi@yahoo.co.in**

- Alternate e-mail :   **iqac@msi-ggsip.org**

- Address   :   **C-4, Janakpuri, New Delhi**

- City/Town   :   **New Delhi**

- State/UT   :   **Delhi**

- Pin Code   :   **110058**

2. Institutional status:
- Affiliated / Constituent: **Affiliated**
- Type of Institution: Co-education/Men/Women: **Co-education**
- Location : Rural/Semi-urban/Urban: **Urban**

Financial Status: Grants-in aid/ UGC 2f and 12 (B)/ Self financing: **Self financing**

- Name of the Affiliating University: **Guru Gobind Singh Indraprastha University**

- Name of the IQAC Co-ordinator :   **Dr. Rajeshwari Malik , Dr. Monika Davar**
- Phone no. :   **011-25552667**

Alternate phone no.:
- Mobile: **9811637781, 9899065934**

- IQAC e-mail address: **iqac@ msi-ggsip.org**

- Alternate Email address: **rajeshwarimalik@msi-ggsip.org, monikadavar@msi-ggsip.org**

3. Website address: www.msi-ggsip.org : www.msi-org/SSR.doc

  Web-link of the AQAR: www.msi-org/AQAR (18-19).pdf

4. Whether Academic Calendar prepared during the year? **Yes**

Yes/No....., if yes, whether it is uploaded in the Institutional website: **Yes (Annexure 1)**

Weblink: "http://msi-ggsip.org/academic-calendar/"

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1st	**B**	**2.70**	2012	from:2012 to: 2017
2nd	**A**	**3.02**	2017	from:2017 to: 2021
3rd				from: to:
4th				from: to:
5th				from: to:

6. Date of Establishment of IQAC: Latest Revision 25/08/2018

7. Internal Quality Assurance System

7.1 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
1. IQAC Meetings held regularly	1) **20/09/2018** 2) **15/01/2019** 3) **28/05/19** 4) **18/03/2019**	**19** **20** **19** **19**
2. JAC (2018-19)	**04.06.2019** **Result-82.58%**	**Maharaja Surajmal Institute**
3. AAC (2018-19)	**22.01.2019** **Result-90.53%**	**Maharaja Surajmal Institute**
4. AQAR	**Submitted on time for Session 2018-19**	**Maharaja Surajmal Institute**

Note: Some Quality Assurance initiatives of the institution are:
   (Indicative list)

- *Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback from all stakeholders collected, analysed and used for improvements*
- *Academic Administrative Audit (AAA) conducted and its follow up action*
- *Participation in NIRF*
- *ISO Certification*
- *NBA etc.*
- *Any other Quality Audit*

8. Provide the list of funds 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
N/A				

9. Whether composition of IQAC as per latest NAAC guidelines: Yes/No: **Yes**

  *upload latest notification of formation of IQAC:"http://msi-ggsip.org/IQAC Composition/"

10. No. of IQAC meetings held during the year: **04**

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website   Yes/No: **Yes**

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?   Yes/No: **Yes, from NAAC for organising conference**
        If yes, mention the amount: **Rs.75000/-**   Year: **2018-19 (Annexure 5)**

12. Significant contributions made by IQAC during the current year (maximum five bullets).
- Academic Calendar for the session was more holistic in approach and it's successful implementation was monitored by IQAC.
- Many activities were organised by IQAC under Corporate Outreach Programs initiated to bridge the skill gap.
- Institutional Social Responsibility activities were given due importance.
- Academic autonomy was ensured through systematic check points.
- More Faculty Development Programs, workshops and seminars were organised for ensuring quality in higher education and creating awareness to bridge the gap between traditional pedagogy and 21st century learner.

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

Plan of Action	Achievements/Outcomes
1. Academic Calendar (Holistically designed)	The Academic Calendar for the session 2018-19 was more elaborate and was successfully executed.

2.Corporate Outreach Programs initiated to bridge the skill gap	Many activities were organised during the session. Detail report in annexure.......
3. Institutional Social Responsibility activities were given due importance	Many activities were organised during the session. Detail report in annexure.......
4. Academic autonomy was ensured through systematic check points	All courses follow a lecture plan and all teachers prepare a course-file for their respective subjects each semester.
5. Faculty Development Programs were organised to ensure the continuous learning for teachers.	Three faculty development programs were organised during the session.

14. Whether the AQAR was placed before statutory body?   Yes /No: **Yes**

 Name of the statutory body: Governing Body, Maharaja Surajmal Institute
Date of meeting(s): 14th January'2019 and 12th March'2019

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning?
   Yes/No: YES (for II Cycle of NAAC Accreditation)   Date: 8.10.17-9.10.17

16. Whether institutional data submitted to AISHE: Yes/No: **YES**

        Year: **2010**   Date of Submission: **25/02/2019 (latest update)**

17. Does the Institution have Management Information System? **Yes/ No**: **YES**
   If yes, give a brief description and a list of modules currently operational.
The institution is steadily moving from the traditional to automated Management Information Systems (MIS). The following systems are fully functional in the Institute from last few years.
   1. Biometric Attendance System for Staff
   2. Library is fully automated and uses the software Alice for windows by Soft link Asia Pvt. Ltd.
   3. Institutional email system
   4. Result and Students Performance Analysis Software
   5. University Rank Apps (Result Checker Apps)
   6. Online system for Daily Reports
   7. MOOC and Google Classroom
   8. CCTV and Security Systems
   9. Publications in e-version
   10. Android based Apps for various societies and events
 Apart from all these the students are encouraged to develop apps, websites and software as per the requirements. A special software development cell is highly active working on various projects. The social media profile of the institute is also actively managed by the team of students. The latest news, updates and information is provided to various stakeholders through facebook, LinkedIn, and other social media platforms.

Part-B

CRITERION I–CURRICULAR ASPECTS
1.1 Curriculum Planning and Implementation
1.1.1 Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

MSI is committed to provide the distinctive learning environment and skills, for understanding of self and others, to learn to solve personal and social problems and continually improving the overall performance of the 'Quality Management Systems'.

The vision and mission of the Institute is stated below:

VISION

"Developing new paradigms in education in management, computer application, e-business, teacher education and national values leading to student empowerment with an inclination for creative and cohesive group functioning in a global scenario"

MISSION

MSI is committed to provide the distinctive learning environment for the development of professional competencies and skills, for understanding of self and others, to learn to solve personal and social problems and continually improving the overall performance of the "Quality Management System".

The vision and mission of Maharaja Surajmal Institute are corroborated with the objectives of the society and reflects the commitment of the Institute towards holistic development of the students and inculcating national and human values in them through academic, co-curricular and socially meaningful activities.

Mission of MSI focuses on student empowerment and developing functioning and performing in the global scenario. Managing business in the globalised scenario is the need of the hour and thus courses are formulated by GGSIPU to equip students to face this challenge. Also, the Institution focuses on developing new paradigms and inculcating national values for holistic development of the students.

The teaching, learning and evaluation schedules are strictly as per the Academic calendar notified by the GGSIP University. The institute has well qualified, dedicated and experienced faculty. The pedagogy at MSI provides ample opportunities for students to develop into trained and competent professionals by keeping abreast of the ever changing technologies. The Institute aims to achieve and excel as premiere technical/ management institution of the country. The traditional classroom teaching is supplemented by regular tests, tutorials, group discussions, extensive lab work, projects, seminars and industrial exposure by way of industry visits and summer training. While teaching students and keeping pace with the evolving definitions and concepts, a sincere effort is also made to cover the latest developments in each subject area. The classroom environment is congenial and makes learning proactive and the students learn a sense of team spirit, responsibility and professional integrity. It helps in building a healthy student-faculty bond, which develops students to their fullest potential and harnesses the best in the teachers.

The institute and Faculty members adopt numerous policies for bridging the knowledge gap of the enrolled 'weak' students to enable them to cope with the programme of their choices as well as promote, reward and facilitate 'advanced' learners. This includes mentorship, tutorials and remedial teaching. The entire approach is student centric.

For well -planned curriculum delivery, lesson plan file is prepared by every Faculty member before commencement of Semester. As per the lesson plan the contents are delivered to the students and it is monitored by respective program coordinators and head of the departments and members of IQAC Committee. Internal tests are conducted to evaluate the performance of students. Students regularly make present power point presentations. Continuous review of the progress of syllabus completion, performance of the students, association activities are done in the department level meetings.

1.1.2 Certificate/ Diploma Courses introduced during the Academic year: **N/A**

Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	focus on employability/ entrepreneurship	Skill development
N/A				

1.2 Academic Flexibility:

1.2.1 New programmes/courses introduced during the Academic year: **N/A**

Programme with Code	Date of Introduction	Course with Code	Date of Introduction
N/A			

1.2.2 Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the Academic year.: **N/A**

Name of Programmes adopting CBCS	UG	PG	Date of implementation of CBCS / Elective Course System	UG	PG
Elective- BCOM311(Investment Management)	B.Com (H)	**N/A**	Since Academic Session- 2017 till date (As per University Norms)	B.Com (H)	N/A
Already adopted (mention the year) First batch of B.Com (H) 2015-18					

1.2.3 Students enrolled in Certificate/ Diploma Courses introduced during the year:

	Certificate	Diploma Courses
No of Students	**N/A**	**N/A**

1.3 Curriculum Enrichment

1.3.1 Value-added courses imparting transferable and life skills offered during the year: **N/A**

Value added courses	Date of introduction	Number of students enrolled
Refer: Annexure 4		

1.3.2 Field Projects / Internships under taken during the year

Project/Programme Title	No. of students enrolled for Field Projects / Internships
Summer Internship	All second year students of BBA , B.Com(H)
Summer Internship	All second year students of BCA
PSE II & School Internship Programme	187

1.4 Feedback System

1.4.1 Whether structured feedback received from all the stakeholders.

1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents
Yes	Yes	Yes	Yes	Yes

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

The feedback is collected at various levels viz. Students, Parents, Teachers and Alumni. This feedback is analyzed at higher level of management and steps are taken to improve the functioning. Feedback of stakeholders is sought regularly about infrastructure and learning resources for ensuring their constant satisfaction. Accordingly, continuous review of infrastructure and learning resources is carried out by respective committees and the recommendations are integrated for upgrading, maintaining and utilizing physical, academic and support facilities. Feedback is also taken from faculties, stakeholders and experts regarding industry trends and feedback to identify new demands of industry. Structured feedback is taken from students, alumni, employers and experts from academia, industry and research through course/programme review feedback

A team of faculties takes feedback of internal and external subject experts including feedback of all course faculties of campuses to define/review the course objectives, contents, learning outcomes and assessment tools and put up the recommendations. Feedback is taken from eminent experts to integrate their feedback while defining curriculum/ programme. Feedback from students is also taken through class presentative meetings, and corrective measures are taken accordingly to improve the teaching-learning processes.

Students Feedback:

The feedback is collected at various levels during the academic session. The academic feedback taken every week from the class representatives.

General Feedback: feedback is taken on regularly regarding the general facilities including mess, canteen, general hygiene and cleanliness. The actions to problems of urgent /Immediate nature are addressed by the authority immediately. The other problems which require management decisions are put up before the Chairman and also addressed accordingly. The comments are accumulated at various levels in the course of the academic session the feedback taken every week from the student representatives of individual class.

Feedback is taken on regular basis regarding the overall facilities such as computer lab, mess, canteen, well known hygiene and cleanliness. The actions to issues of urgent /on the spot nature are addressed by using the authority straight away. The alternative issues which require management approval are addressed to the Honourable Chairman.

Faculty Feedback:

The academic & behaviour feedback from the students are analysed and the essential corrective measures recommended to faculty members. The remarks is likewise shared with department for any corrective measures

Syllabus Coverage: One hundred % syllabus coverage feedback is likewise gathered from the the Individual Subject Teacher.

Parents Feedback:

The parents' meet performed by using university each month of the semester aside from different problems permits mother and father to give tips concerning the curriculum of their wards that is duly cited with the aid of the applicable individuals within the college.

Alumni feedback:

The alumni of the college who've moved on to industry or for higher studies additionally give a feedback on how their years in the institution have helped them perform of their places of work/study. The alumni additionally supply constructive tips on helping the students gain extra recognition and improving themselves.

CRITERION II -TEACHING-LEARNING AND EVALUATION

2.1 Student Enrolment and Profile

2.1. 1 Demand Ratio during the year

Name of the Programme	Number of seats available	Number of applications received	Students Enrolled
BBA (G)	300+1(J&K)	The admission to various	301

BBA(B&I)	120	programs at MSI i.e. BBA, BBA (B&I), BCA and B.Ed. is through the Common Entrance Tests (CET) for each course conducted by GGSIP. Lakhs of applications are received for each course.	120
B.Ed. (2018-20)	100		100
BCA	180		180
B.Com (H)	60		
			60

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 full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018 - 2019	1260 (BBA and BBA (B&I))	**N/A**	36+1*	**N/A**	**N/A**
2018 - 2019	540 (BCA)		20		
2018 - 2019	180 (B.Com (H))		09		
2018 - 2019	200 (B.Ed)		13		

- Guest Faculty

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	Number of smart classrooms	E-resources and techniques used
40+6* (BBA & BBA(B&I)	All	LCD Projector Laptop	Some of the Classrooms are with installed LCD	05	Presentations, Videos, Online resources, Quiz, Case Studies
20+4* (BCA)	All	LCD Projector Laptop	2 Class Rooms with installed LCD(BCA)	02	Presentation, NPTEL Lectures, Videos, Quiz, Case Studies
14+2* (B.Ed.)	All	Projectors,	01	01	PPTs

		Interactive Boards			&Educational Lectures
09 (B.Com (H))	4	Computers Projectors Internet Connections	1	1	Power point Presentation

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

Students are supported through remedial coaching classes and mentoring. Final year students are provided with mentoring from passed out students/Alumni to help them analyse job profiles and career options after completion of their graduation. Visiting and Guest lecturers also mentor students regarding overall development and further educational courses after graduation. Alumni committee is established to bridge the gap between current batch students and pass out for employability skills enhancement required in industry. Students are encouraged to participate in various Seminars, Workshops & Symposiums. Subject wise special remedial classes are provided for slow learners.

The mentors extends various support to students, such as-

- Grievance Redressal Cell has been set up for listening and execution of complaints of students.
- Placement cell has been set up to provide placement services related information to B.Ed. students.
- Co-curricular and cultural events are organised.
- Periodical Seminars and workshops are conducted for B.Ed. students.

Appreciation Ceremony is organised to appreciate meritorious & regular students (100% attendance)

The students who are little slow in their grasping as compared to their counterparts are identified on the basis of their class participation, pass percentage, classroom performance, and regularity in submission of assignments, punctuality and personal interactions. The institute through its teachers handles it sensitively, and pays required attention to learners with various paces. The institution adopts following strategies for facilitating and motivating the identified slow and better learners.

For Slow Learners:

- Every department organizes a series of programmes like remedial classes, mock test, debates, group discussions, proficiency and personality development workshops.
- The Mentors are appointed to meet the needs of the slow learners. They provide them personal, academic and social counseling.
- The mentors help the students, particularly slow learners to develop their personality and move ahead. Class Coordinator is appointed for every class to take special care, to monitor, guide, and help the slow learners improve.

On the other side, the institute also identifies, the advance learners, and work on them as per the requirements. Advanced learners are facilitated with state of the art facilities in terms of well-equipped library provided with latest edition of books, online journals, computer labs, internet and other amenities. Co-curricular or extra co-curricular activities encourage participative learning approach. Advance learners are also encouraged to take up internships and industry based projects. Students also participate in research activities of the teachers and learn beyond the prescribed course curriculum. The various activities like management -technical fest, quiz, debates, seminars, exhibitions, colloquium etc., are conducted for advanced learners to motivate them and help them excel in all the fields. As a result of well-groomed advanced learners, the institute has bagged 27 Gold Medals so far, higher than any other affiliated Institute of GGSIPU.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor: Mentee Ratio
1260 (BBA and BBA (B&I))	40+1*	1: 30
540 (BCA)	20	1:27
180 (B.Com (H))	09	1:20
200 (B.Ed)	13	1: 15

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
5+3 (Ad-hoc)	**5+3 (Ad-hoc)**	**Nil**	**5+3**	**01**

2.4.2 Honours and recognitions 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
	N/A		

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 (Aug-Dec 2018 Jan-June2019)	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BBA (Gen) BBA (B &I) BCA BCA B.Com (H)	017 18 020 146	Aug-Dec 2018- I, III & V Semester Jan-June2019- II,IV and VI Semester	December, 2018 May, 2019	April , 2019 July , 2019 April , 2019
B.Ed.	021	Aug-Dec 2018- I and III &V Semester	December, 2018	July , 2019

| | | Jan-June2018- II, and IV Semester | May, 2019 | |

2.5.2 Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Continuous Assessment having weight age from 25%-50% in internal marks, depending upon course objectives, learning outcomes and pedagogy. Various components for continuous assessment are defined and used. End semester Internal Examination – written examination is held every semester end. The weight age of end semester internal examination varies from 75%- 50%.Students subject knowledge is assessed through direct and indirect methods of Assessment methodology/tools like comprehensive examination, case studies are decided keeping in mind the parameters/learning outcomes to be measured and the desired emphasis during the delivery of a programme as prescribed in the course curriculum.

The students who are little slow in their grasping as compared to their counterparts are identified on the basis of their class participation, pass percentage, classroom performance, and regularity in submission of assignments, punctuality and personal interactions. The institute through its teachers handles it sensitively, and pays required attention to learners with various paces. Revision lectures to help the students to have insight to the previously covered topics and connecting with the new topics. Parents are also kept in the loop, the institute provide academic counselling through parent teacher meeting (PTM) periodically, to enhance the communication between parents-teachers-students.

*Class room Interaction & Co-curricular activities :*Teachers also verify the students through numerous mechanisms along with ordinary interaction with college students, quizzes, assignments, every day attendance and mid-term examinations. Hence the students are assessed and marks provided to them in session with the department and as per the institute suggestions/coverage. The internal and outside idea marks then will become the very last cease semester fulfilment of the scholar.

2.5.3 Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The institute adheres to the Academic Calendar prepared according to the calendar provided by GGSIP University. Every year we prepare the academic calendar for the institute and also a department wise activity schedule for smooth functioning. This ensures that the curriculum is enriched through related activities like gust lecture, extension series and industry interaction. For the academic session academic calendar was prepared and followed for conduct of examination and other activities. The academic calendar is displayed on the institute website and also shares with the head of the departments so as to ensure proper execution. A copy of academic calendar for session 2018-19 is attached **(Annexure 1)** for reference.

Being an institute affiliated to GGSIP University, we follow the academic schedule provided by the university. The Institute prepares their own academic calendar for various programmes which follow the timelines/guidelines and academic schedule of the affiliating University. Generally, the GGSIP University gives guidelines on the following in their academic schedule, along with annual cultural and sports meet schedule.

- Beginning of the academic sessions.
- Last working day of the semester.
- Mid-term examination schedule.
- Annual Sports meet
- Annual cultural Fest
- End term theory and Practical examination schedule.
- Vacation schedule.

The same academic calendar is published on institute's website before the beginning of every academic

year. It provides plan for the academic year to students, teachers and parents. Considering the academic calendar, each department functions according to the teaching plan prepared at the department level.

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)

www.msi-ggsip.org

The teaching learning process is the back bone of the academic system of any institution. Hence, Institute gives utmost care on teaching learning process so as the communication reaches all the students of different groups at grass root levels. With the advent of technology, teaching methodology has also appropriately evolved. The faculty members concentrate on teaching in addition to research and extension services and have evolved the best possible strategies and techniques of teaching to facilitate learning of students.

The learning outcomes are clearly defined as per courses of the University. They are influential in achieving the mission and objectives of the University. While defining the learning outcomes, following are taken care of :

- They are articulated as complete declarative sentences that clearly describe the knowledge, skills, and competencies that students are expected to acquire as a result of completing their programme of study
- The resources (faculty, library, labs, technology etc) and pedagogy to be adopted for effective course delivery and student learning are determined in consonance with the learning outcomes to be achieved
- The outcomes are assessed and measured to identify the extent to which goals are accomplished.
- The gaps identified after the analysis are addressed through the properly laid action plan The outcomes assessment plan also specifies the performance targets/criteria (measurable objectives) that are used by the domain to determine the extent to which the programme learning outcomes are being achieved

The assessment of student learning outcomes is done by using direct and indirect measurement tools like viva, internal examination scheme. Assessment methodology/tools are decided keeping in mind the parameters/learning outcomes to be measured and the desired emphasis during the delivery of a programme as prescribed in the course curriculum.

2.6.2 Pass percentage of students
Won Gold Medal ' Ms. Joshita Dua , 01821201815) BBA (B&I) 2015-18 , 88.79%

Programme Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage
017	BBA (G)	267	245	91.76%
018	BBA (BI)	106	95	89.62%
021	B.Ed.	92	91	98.91%
020	BCA	175	162	92.57%
146	B.Com (H)	43	43	100%

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):

The institute ensures that the students are provided various platforms to reach the authorities with their suggestion and feedback. Apart from the formal feedback taken in each semester, the students can convey their concern if any, through a suggestion box placed at the main entrance. Also the students can send email or contact through website. Overall satisfaction is thoroughly evaluated through the feedback

system.
Weblink: msi-ggsip.org/contact-us.

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 Resource Mobilization for Research

3.1.1 Research funds sanctioned and received from various agencies, industry and other organisations:
N/A

Nature of the Project	Duration	Name of the funding Agency	Total grant sanctioned	Amount received during the Academic year
Major projects		N/A		
Minor Projects		MHRD	1. 40,000/- 2. 20,000/- **(Annexure 5)**	In progress
Interdisciplinary Projects		**N/A**	**N/A**	**N/A**
Industry sponsored Projects		**N/A**	**N/A**	**N/A**
Projects sponsored by the University/ College	**N/A**	**N/A**	**N/A**	**N/A**
Students Research Projects *(other than compulsory by the College)*		**N/A**	**N/A**	**N/A**
International Projects		**N/A**	**N/A**	**N/A**
Any other(Specify)		**N/A**	**N/A**	**N/A**
Total		**N/A**	**N/A**	**N/A**

3.2 Innovation Ecosystem:

3.2.1 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(s)
N/A		

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

Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category
N/A				

3.2.3 No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Centre	Name	Sponsored by
N/A		

Name of the Start-up	Nature of Start-up	Date of commencement

- Entrepreneurship Development cell has been established to develop global entrepreneurial mind-

set citizen sensitive to professional and human values for students.

- To facilitate networking and establish collaborations for undertaking multi-disciplinary and interdisciplinary research, E cell regularly invites eminent experts for promoting entrepreneurship amongst students.
- Few E cell students have got funding from government initiatives and agencies for their start up.

MSI has been north Delhi Centre for EAC Camp by DST, Govt. Of India.

3.3 Research Publications and Awards

3.3.1 Incentive to the teachers who receive recognition/awards

State	National	International
N/A		

3.3.2 Ph. Ds awarded during the year *(applicable for PG College, Research Center)*

Name of the Department	No. of Ph. Ds Awarded
N/A	**N/A**

3.3.3 Research Publications in the Journals notified on UGC website during the year

	Department	No. of Publication	Average Impact Factor, if any
National	BBA	05	**-**
International	BBA	13	3.8
International	B.Ed.	1+2	5
International	BCA	2+15	-
National	B.Com (H)	11	-

3.3.4 Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	No. of publication
BBA	05
BCA	1 International Conference Proceedings 1 National Conference Proceedings 1 Book
B.Com (H)	2
B.Ed	

Publication details in <u>Annexure 2</u>

3.3.5 Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index : N/A

Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citations

Annexure 2

3.3.6 h-index of the Institutional Publications during the year. (based on Scopus/ Web of science):Nil

Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self citations	Institutional affiliation as mentioned in the publication
				N/A		

3.3.7 Faculty participation in Seminars/Conferences and Symposia during the year :

No. of Faculty	International level	National level	State level	Local level
Attended Seminars/ Workshops	5	213	-	-
Presented papers	10	74	-	-
Resource Persons	-	3	1	-

3.4 Extension Activities

3.4.1 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 co-ordinated such activities	Number of students participated in such activities
Industrial Visit	Colgate-Palmolive warehouse	2	14 August, 2018 30 B.Com student
Industrial Visit	Barclays, Noida	2	24th, 25th, January, 12th , 13 th, 14th, 15th, 19th, 20th, 21st, 22nd, 27th February, 15th, 20th March 100 BBA III Year students
Industrial Visit	Intech Networks, Noida	5	BCA Students
NCERT Visit	NCERT	3	B. Ed Students
NCERT Visit	NCERT	3	Bed II Year students
Field trip to National Science Centre	National Science Centre	3	BCA Students
SEBI Visit	SEBI	1	BBA/B.com Students

3.4.2 Awards and recognition received for extension activities from Government and other recognized bodies during the year:

Name of the Activity	Award/recognition	Awarding bodies	No. of Students benefited
		N/A	

3.4.3 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	Organising unit/ agency/	Name of the activity	Number of teachers coordinated such	Number of students participated in such

scheme	collaborating agency		activities	activities
Swachh Bharat Sarveykshan-19	Karvy Systems	Internship for three weeks	01	15

3.5 Collaborations

3.5.1 Number of Collaborative activities for research, faculty exchange, student exchange during the year:

Nature of Activity	Participant	Source of financial support	Duration
N/A			

3.5.2 Linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc. during the year (**Placement and Internship Report- <u>Annexure 3</u>**)

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration **(From-To)**	Participant
Internship	Summer Internship	IDBI Federal, UAS International, AIM India Sharekhan, Alue Corporation , Times Group Etc.	1st June to 31st July	All second year students & few first year students
Industrial Academia	MPR STR		2 months (6 weeks) June-July 2019	Second and Third year Students(43+58)91
Internship	School Internships	Various schools in Delhi NCR8	4 Months (Aug-Nov'2018)	III Semester or Second year students of B.Ed

3.5.3 MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year: N/A

Organisation	Date of MoU signed	Purpose and Activities	Number of students/teachers participated under MoUs
Annexure 5			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 Physical Facilities

4.1.1 Budget allocation, excluding salary for infrastructure augmentation during the year 2018-19

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
Rs. 3,30,92,200/-	Rs. 2,33,35,145/-

4.1.2 Details of augmentation in infrastructure facilities during the year

Facilities	Existing	Newly added
Campus area	7376.6 Sq M	
Class rooms	35	
Laboratories	7	
Seminar Halls	2	
Classrooms with LCD facilities	9	

Classrooms with Wi-Fi/ LAN	33	
Seminar halls with ICT facilities	2	
Video Centre	1	
No. of important equipments purchased (≥ 10 lakh) during the current year.		LCD Projector-5 Desktop Computers-40
Value of the equipment purchased during the year (Rs. in Lakhs)		(Projector Cost) Rs. 1,86,500/- (Computer Cost) Rs. 15,22,000/-
Others(Rooms with Audio-Video Facilities)	12	

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 partially)	Version	Year of automation
Alice for Windows (AFW) developed by Softlink Asia Pvt. Ltd.	Fully	6.16 Latest	2007

4.2.1 Library Services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books for BBA , B.Com, BCA and B.Ed	24327 Books	-	541 Books	Rs.1,28,064/-	24868 Books	
Reference Books for BBA , B.Com, BCA and B.Ed	3565 Books	-	112 Books	-	3677 Books	
e-Books	-	-	1247	-	1247	
Journals	85	-	+13 (-13)	Rs. 62,829/-	85	Rs.123070 /- (2018-2019)
e-Journals for BBA , B.Com, BCA and B.Ed	2981	Rs. /-	33364	-	36345	Rs. /- (Jan-Dec 2019)
Digital Database	-	-	-	-	-	Previous Year's Question Papers, WebOPAC, NPTEL, NDL, DELNET membership, Swayam etc
CD & Video for BBA , B.Com, BCA and B.Ed	681	-	1	-	682	-
Library automation BBA , B.Com, BCA and B.Ed	Fully	-	Fully	-	Fully	

Weeding (Hard & Soft) BBA , B.Com, BCA and B.Ed	-	-	-	-	-	
Others (specify)						21 General & Technical Magazines and 15 Newspapers

4.3 IT Infrastructure								

4.3.1 Technology Upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available band width (MGBPS)	Others
Existing BCA	208	8	Spectra net Pvt. Ltd.	Wifi Enabled Campus	8	17 (Staff)	53 BBA/BCA /B.Com	100 Mbps	-
Added	40(Replaced)								
Total	208	8			8	70	53	100 Mbps	-

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

100 MBPS

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
Subject Notes and Previous year Question papers of all Departments	https://sites.google.com/site/centrallibrarymaharajasurajmal/home/e-resources/useful-resources-for-students
DELNET	www.delnet.nic.in
DELNET E-Books reference	http://www.e-booksdirectory.com/
DELNET E-Journal (Management)	http://164.100.247.25/basisbwdocs/manag.html
DELNET E-Journal (Computer Science)	http://164.100.247.25/basisbwdocs/computerscience.html
DELNET E-Journal (Education)	http://164.100.247.25/basisbwdocs/education_journal.htm

4.3.4 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
Dr. Vanita Anand	5 –E Model of LP Constructivist Approach ICT in Teaching Learning Assessment of	SWAYAM	JAN 2018 onwards

	Constructivist Classroom		
Dr. Rajesh Gill	508 learning in Art i) Need & Importance of Visual Art and Performing Art and understanding Child Art ii) Exploration & Experimentation with different methods of Visual Arts: Block Printing iii) Exploration & Experimentation with different methods of Visual Arts: Collage Making	SWAYAM	March 2018 onwards

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 2018-19			
Assigned budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
Rs. 2,12,50,000/-	Rs. 1,63,48,426/-	Rs. 1,34,287,200/-	Rs. 1,08,271,516/-

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, provide link)

Institute makes budgetary provision under different heads for maintaining and utilizing the campus infrastructure facilities. Institute development committee assigned enough funds for maintenance and repairing. The allocated funds are utilized under the observation of various monitoring committees such as Purchase committee, Repair and maintenance committee, Sports Committee, Library committee, Lab Maintenance Committee, Students Feedback committee etc. of the college.

To maintain and upkeep the infrastructure Institute facilities and equipments, following activities are undertaken by college:-
- There is Stock Maintenance Committee in every department, who maintains the stock register by physically verifying the items round the year.
- Department wise annual stock verification is done by concerned Head of the Department.
- Regular maintenance of Computer Laboratory equipments are done by Laboratory
Assistant along with Laboratory attendant and they are headed by Lab Maintenance Committee Convenor.
- Overall development of campus is done by Campus Discipline and Cleanliness Committee of the college.
- Regular cleaning of water tanks, proper garbage disposal, pest control, landscaping and maintenance of lawns is done by Institute Fourth Class Employees.
- College campus maintenance is monitored through regular inspection.
- Upkeep all facilities and cleanliness of environment in men's and women's hostel is maintained through Hostel monitoring committee.
- Outsourcing is done for maintenance and repairing of IT infrastructure such as computers,

internet facilities including Wi-Fi and broadband. Updating of softwares is done by lab assistants.

- Outsourcing is done for the maintenance of wooden, furniture, electrification, and plumbing.
- Regular maintenance of the water cooler and water purifier is done by outsourcing agent.
- The maintenance of the reading room and stock verification of library books is done regularly by library staff.
- The URL for Institutional Website: http://msi-ggsip.org/.
- The URL to Institutional Library is : https://sites.google.com/site/centrallibrarymaharajasurajmal/

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	Institutional Scholarship for meritorious students (Scholarship Accounts for 1st & 2nd Topper of each class/course of MSI - A.Y. 2017-18)	58	Rs. 5,03,300.00/-
Financial support from other sources			
a) National	Post Matric Scholarship for students with disabilities (2017-2018) NSP	1	Applied
	Post Matric Scholarship for Minorities (2017-2018) NSP	2	Applied
	Post Matric Scholarship for Central Armed Police Forces and Assam Rifles (2017-2018) NSP	5	Applied
	Merit cum Means Income Linked Financial Assistance (2017-18) through GGSIPU	12	2,82,250.00
	Post Matric Scholarship for SC (2017-2018) on E district Portal	13	Applied
	Merit Scholarship for SC/ST/OBC/Minority (2017-18) on E district Portal	3	Applied
	Financial Assistance EWS (2017-18) through GGSIPU	9	1,82,780.00
	Delhi Government	2	Rs. 63, 500/- Rs. 31, 750/-
b) International	-	-	-
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 implementation	Number of students enrolled	Agencies involved

Annexure 4

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 by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed
B.Ed. 2017-18	*Career counselling & aptitude building *Mentoring *Alumni Connect *Expert Industry Guidance	186	5 Pursuing PG Courses	Appearing in CTET 1 student cleared UGC NET	22
B.Com 2017-18	*Career counselling & aptitude building *Mentoring *Alumni Connect *Expert Industry Guidance	50	50	Approx. 24 for competitive exams and higher studies	27
BCA	*Career counselling & aptitude building *Mentoring *Alumni Connect *Expert Industry	178	2 students pursuing MS from International University 15 Students pursuing MCA/MBA from GGSIPU, Amity, Delhi University.	Approx 25 Students cleared MCA/MBA Entrances of various universities both National and International.	115

	Guidance				

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	No. of grievances redressed	Average number of days for grievance redressal
Nil	Nil	Nil

5.2 Student Progression

5.2.1 Details of campus placement during the year 2018-19   **(Annexure 3)**

On campus			Off Campus		
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Name of Organizations Visited	Number of Students Participated	Number of Students Placed
Companies Visited for BBA Students: Piramal Group Concentrix Corporation IGIA (INDIGo) British Telecom Convergys IHS Markit Amazon ICICI Prudendiatal FIS(Google Adwords) Adity Birla Insurance Aedifex Labs (P) Ltd. G Cartel Fashion (P) Ltd Netcore Info Ltd. Shyam Spectra Edutrainer Reliance Jio Genpact Usha International Reliance Ind. Ltd(Reliance Trends) Policy	191	191	Royal Bank Of Scotland, Dine Out, FIS– Google Adwords, Aon Hewitt, Tommy Hilfiger, E&Y Indus Valley Partners etc	130	15

Bazaar.Com Jaro Education					
Companies Visited for BCA Students: SAP Labs ZS Associates British Telecom Concentrix Corporation Wipro Wipro Cust. Care Deliotte IBM India Capgemini Infosys Amazon Google Adwords (FIS) JUV Technology TCS Mahindra Comvival	110	110	WIPRO	1	1
Companies Visited for BCOM Students Concentrix Corporation British Telecom Convergys Amazon ICICI Prudendiatal Shyam Spectra Edutrainer Policy Bazaar.Com Usha International Genpact Reliance Jio	28	22			
Schools visited for B.Ed. Students			SCHOOLS IN DELHI, NCR.	40	22

5.2.2 Student progression to higher education in percentage during the year

Year	Number of students	Programme	Department	Name of	Name of

	enrolling into higher education	graduated from	graduated from	Institution joined	Programme admitted to
2018- 19	15	B. Ed.	Education	Jamia Milia Islamia GGSIP University IGNOU	M. Com. M. Ed./ M. A. (English) M. Com./ M.A. English
2018- 19	1	BCA	Department of Computer Application	Delhi University	M. Sc (OR)
2018- 19	4	BCA	Department of Computer Application	IGNOU	MCA
2018- 19	1	BCA	Department of Computer Application	Amity	MBA
2018- 19	8	BCA	Department of Computer Application	GGSIP University	MCA
2018- 19	1	BCA	Department of Computer Application	Symbiosis Pune	PGDITM
2018- 19	18	BCOM(H)	Department of Commerce	Amity University Narsee Monjee College, Mumbai Nift-Kolkatta Canada-To Study Abroad GTB College IP University Main Campus	MBA MBA Masters In Fashion Technology International Business B.Ed, MBA

5.2.3Students 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	No. of Students selected/ qualifying	Registration number/roll number for the exam
NET	1	
SET	Nil	
SLET	Nil	
GATE	Nil	
GMAT	20	
CAT	120+	
GRE	25	
TOFEL	30	
Civil Services		
State Government Services		
Any Other		

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

Activity	Level	Participants
36	College Level Inter College Level	A large number of students participated in Inter-College, intra-college activities held during the academic session

Annexure 4 (Activities During 2018-19)

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/ International	Sports	Cultural	Student ID number	Name of the student
2017-18	NIL					

5.3.2 Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

We at MSI are firm believer that Overall growth of students is possible only when we give student a platform to express themselves in their areas of interest other than academic front.

We have total 9 societies run and managed by Student's coordinator and overall coordination is done by Cultural Committee of the College.

Various Societies are namely:
- Antra Core Music Society,
- Innovision Photography and Videography Society
- Natraj Dance Society
- Sifar Theatre Society
- Tarak Literacy Society
- Veda Quiz Society
- BitsPlease Technical Society
- Enactus Entrepreneurship Society
- Urja Computer Society

Details of Activities conducted by various societies are available in Annexure 4

5.3 Alumni Engagement:

5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words):

We have presently 500 Alumni enrolled in MSI Alumni Association from BBA, BCA, B.Com, B.Ed. courses. We conduct yearly Alumni get together, which witnesses a huge participation of Alumni's. Generally, Alumni Meet is organised once a year.

Our current batch of students and faculty come together to organises a huge welcome and interaction session for MSI Alumni's. As a part of welcome ceremony various societies of MSI present their programmes in the form of dance, drama, discussion and portray how new students have taken up the responsibility to become the face of MSI. After the welcome ceremony, college management and director interact with Alumni. Then some of the Alumni share their success stories and discuss about the measures required to take MSI to greater heights. All faculty members participate in the gathering to appreciate the progress and success of their students in the 21st century world and feel proud of the various positions achieved by their students in reputed organisations.

Finally, a sumptuous lunch is organized for Management, faculty, Alumni and students.

Applied For

We are in the process of registration for MSI Alumni Association.

5.3.2 No. of enrolled Alumni:

Approx. 500

5.3.3 Alumni contribution during the year (in Rupees)**:**

Nil

5.3.4 Meetings/activities organized by Alumni Association**:**

Alumni meet was successfully organized on 12th Aug 2017. More than 70 Alumni participated in the meet and college students presented a cultural programme for the Alumni. Alumni were also invited to share their experiences and give feedback to the institute for quality improvement.

Detailed report of Alumni Meet 12th Aug 2017 is available in (Annexure 5)

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)

- We at MSI have decentralised style of working.
- We have open door policy, where anyone can talk to Director or Management by taking permission.
- For participative management, the Director, HODs, Faculty and student representatives form the core part of the IQAC team.
- We have flexibility at departmental level also as class coordinator or faculty members can suggest and implement curriculum enrichment and enhancement. Faculty members prepare their subject notes and Lecture plan, which are upgraded every semester. Subject notes prepared by faculty are available at the college website for reference.
- Every department prepares a roadmap for the upcoming semester in terms of infrastructural and academic growth. Departmental budget is prepared by taking suggestions from Head of Department, Class Coordinator and faculty representative.

6.1.2 Does the institution have a Management Information System (MIS)?
 Yes/No/Partial: **YES**

- MSI has Integrated Library Management System -ILMS.
- All Systems are networked and linked.
- We use Biometric for Attendance Management system.

- We have Daily Report Management System.
- We have networked CCTV camera installed in each class rooms and surrounding areas, to provide a secure arena.

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)**:**

- **Curriculum Development- Developed at University Level**
  Maharaja Surajmal Institute is affiliated to GGSIP University, New Delhi and follows the curriculum and syllabus prescribed by the University for all its courses. Affiliated Institutions are not allowed to design their own curriculum. Rather, after every 5 to 6 years, University revise their syllabus and Senior faculty members from our college have been a part of the curriculum development committee formulated by university and have contributed to curriculum development. For each course different college become Central authority, which gathers revised syllabus and suggestion for the subjects. Maharaja Surajmal Institute was Central Authority for revising BBA syllabus, appointed by GGSIP University lately in 2017.

- **Teaching and Learning-**
  At Maharaja Surajmal Institute we follow a holistic approach for growth and development of students, our teaching and learning methodology includes brainstorming, presentations, quizzes, inquiry learning, hands on activities, case studies etc.
    - We provide adequate infrastructural facilities for teaching learning.
    - We have well qualified and experienced faculty members.
- We provide Computer Laboratories with latest configuration hardware and original licenced software.
- We have concept of mentoring to provide special care for students who are considered as slow learners. Each faculty mentor has a group of 15-20 students whose overall growth and development are continuously monitored to faculty and their problems are discussed.
- We at MSI believes that Education is a never-ending process, hence we motivate our faculty members to join Orientation Programme, Refreshers Courses, Workshops and FDPs to upgrade their skills and constantly be in the process of learning so that they can percolate the benefits of their updated knowledge and skills to students.
- We motivate our faculty members to pursue higher studies.
- We aspire to be abreast with the latest innovations and technological developments, so we encourage our faculty members to use innovative teaching methodologies.
- MSI is WI-Fi enabled campus and provides facility for students to use internet as a resource in their studies.
- At MSI we have centralized IT savvy Library where student can utilise online resources for their knowledge building.
- MSI Library has huge library with over 27 thousand titles and various journals, magazines, newspapers etc. all available for students.
- We take special care for students with special needs by providing remedial classes, and give them permission to record classroom lectures.

- **Examination and Evaluation-**
  As per University rules, there is one Midterm examination to be conducted in a semester by the institution and at the end of semester End Term Examination is conducted by University, which is a centralized process managed by University.
  We at MSI follows a disciplined strategy for evaluating our students, which includes
    - Continuous evaluation is done through class tests, assignments, viva and presentations.

- For comprehensive evaluation: Students are evaluated on all parameters of personality.
- ICT is used for evaluation of results.

- **Research and Development**-
  - All the departments of the institute have access to well-equipped computer laboratories with adequate infrastructural facilities to carry out the research projects.
  - For promoting research MSI has purchased subscription for various online research journals and libraries to provide latest resources for the faculty members.
  - The Institute Central library facilitates research-oriented books, journals & e-journals for research reference.
  - Almost all faculty members are provided with personal computer which helps them carry out their research work.
  - The institute has Wi-Fi enabled internet facilities for the fast access to online resources.
  - The faculty members are encouraged to publish their research contributions in various National & International Journals and conferences.
  - The Institute encourages the research scholars by providing on-duty leave to focus on their research.
  - The institute motivates the faculty members to attend research-oriented seminars/workshops/conferences, etc., by providing special duty leave.
  - The Institute encourages faculty members to pursue Ph.D programmes in reputed universities.
  - The institute supports the researchers by providing high end computing facility with necessary software and with modern equipments.

- Library, ICT and Physical Infrastructure / Instrumentation-
  The library materials via Web- OPAC & library has also subscribed for online databases that can be browsed from 9 AM to 6.30 PM.
  - Each terminal is having internet facility.
  - Library is having reprographic facility within the institute's campus.
  - For security of library materials, we are having five fire extinguishers within the library.
  - Library is having 1 server and 16 computers (7 for library staff and 9 computers for students & faculty).
  - Detailed list of currently subscribed journalsis also uploaded on library website (printed & online). Library is having computer terminals for searching content online. Besides this regular e-mail has been sent to faculty to upgrade them with the latest information of library.
  - CD Collection: Library also maintains the CD's received along with the books. The users can get them issued.

- Human Resource Management-
  We strictly believe in the motto of team building and collective decision making.
  - The Institute organizes various orientation and enrichment programmes for both teaching and non-teaching staff members for upgrading their skills in the latest technology.

- Salary, pay-scale and increments are given to staff members as per Government norms which leads to employee satisfaction.
- The management contributes an amount equal to the employee share for EPF with Pension scheme and Group insurance.
- Institute grants Medical, Casual, On Duty and Special Leave to its faculty members. And Non Teaching gets Medical, Causal and Earned Leave as per the norms of University. It also provides Maternity Leave according to norms to its female members.
- MSI provide Special Leave for pursuing higher studies, attending enrichment courses/seminars/conferences/workshops and exam duties.
- The faculty and staff members are entitled to avail summer and winter vacations as per guidelines of the University.
- MSI has Biometric, CCTV facility which are used for human resource management.

- Industry Interaction / Collaboration-
  Efforts are made to build and maintain excellent rapport with the Top Management of various Organizations and Industries and forge collaborative Industry, Academia alliances. This provides a unique and rare opportunity provided to students to learn the theoretical concepts practically. Institute is in process of initiating Memoranda of Understanding with major companies, where the component of learning that focuses on the application of theory in an authentic industrial context. Some of the major companies which visited the campus in the last academic session are:
  - Visit organised for BBA Students to MAX Insurance
  - Special Visit of BBA, BCom(H) Student's to FICCI
  - Visit to attend Seminar on Trading in Stock Market
  - Educational visit to Yamuna Biodiversity Park.
  - Visit to attend Financial Literary Session by ICICI CSR
  - Visit organised for BCA Students to Pronto Labs.

- Admission of Students -
  MSI is an affiliate College of GGSIP University. The admission is done through Entrance Examination conducted by University and based on their online admission procedure, students are admitted to Colleges based on their preferences and ranks. College is allowed to admit 10% students under Management seats, which is done on the basis of percentage in 12th examination and rank in CET Exam.

6.2.2 : Implementation of e-governance in areas of operations

- Planning and Development
- Administration
- Finance and Accounts
- Student Admission and Support
  MSI provides updated information related to Student Admission process and help.
- Examination

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	Name of the professional body for which membership fee is provided	Amount of support

		provided		
2018	Dr. Promila Dabas	Orientation Programme (92) CPDHE UGC	UGC CPDHE	1000/-

6.3.2 Number of professional development / administrative training programmes organized by the College 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	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non-teaching staff)
2019	National conference –India Yes to Mega Reforms: Issues, Challenges and Implication(Future of work and 4th Industrial Revolution)		23rd February, 2019	All Teaching Staff and Faculty from other institutes	
2019	Two day National Conference on "Quality Assurance in Higher Education: Practices and Issues" (Sponsored by National Assessment and Accreditation Council)		16th -17th May, 2019	All Teaching Staff and Faculty from other institutes	
2019	FDP on "Contemporary Issues and Challenges in Management, Education and Information Technology		5th -9th February, 2019	All Teaching Staff	

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	Date and Duration (from – to)
Seminar on Education in Rural Areas: Current Status, Challenges and Solutions at SMES , Delhi	1	17th to 21st July 2018
International conference on Changing Paradigms in Interdisciplinary Research in Higher Education across the globe and its Relevance in Teacher Education at GGSIP university (USE), MHRD sponsored under PMMMNMTT scheme	1	22-24 January, 2019

6th International Conference on Computing for Sustainable Global Development at BVICAM, New Delhi (INDIA)	1	13th - 15thMarch, 2019
International Symposium on Mathematics in Data Science, on the occasion of Silver Jubilee Year of Gwalior Academy of Mathematical Sciences at Jiwaji University, Gwalior, Madhya Pradesh.	1	11th-13th Dec. 2018
FDP on "Data Science and Big Data Analytics" Organized by ICT Academy (An Initiative of Government of India, State Governments and Industry) at IITM ,Janakpuri, ND	1	10-14th Dec 2018
International ICT Academy Bridge Programme 2018 at Shangri-La's - Eros Hotel, New Delhi	1	12-Dec 2018
FDP on "Emotional Intelligence" Organized by ICT Academy (An Initiative of Government of India, State Governments and Industry) at JIMS Vasant Kunj	1	27-28 Dec 2018
International meet of Indian Mathematical Society at Mata Vaishnav Devi University, Katra, Jammu	1	27-30 November 2018
"Nai Talim, Experiential Learning and work education in school and teacher education curriculum" at University School of Education at GGSIP University	1	13th - 19th Dec 2018
National conference of educators for Nai Talim and experiential learning in school and Teacher Education Curriculum and practices at Mahatma Gandhi National Council of Rural Education, Hyderabad	2	27-28 Feb 2019
Workshop on 'Research methodology and Research Tools' at Ramanujan College, University of Delhi	1	3-13 Oct.2018
FDP on Financial Modelling and Intellectual Property Rights at RDIAS, Delhi	1	12 Jan. 2019
Two day National Dialogue on "Teacher Education in India: Present Status and Challenges" at Banasthali University, Rajasthan	1	16-17 February,2019

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

Teaching		Non-teaching	
Permanent	Fulltime	Permanent	Fulltime/temporary

	99	32	

6.3.5 Welfare schemes for	
Teaching	Group Insurance Schemes, EPF, 10 Academic Leave per year and the institute sponsors the research publications and registrations to academic conferences. Institute organises workshops, FDPs, seminars and conferences. Best faculty award has been initiated comprising hefty cash prize. Also, on festive occasions, lunches are organised. Subsidised in campus housing and subsidised meals are also provided in the hostel mess
Non teaching	Earned Leave, EPF, Maternity Leave are provided.
Students	Gold medals and cash prizes are awarded to merit holders in sports and academics. Industrial trips are organised and several workshops, training sessions are conducted for their overall improvement. In campus hostel facility with quality housing and meal is provided to students. Regular interaction with parents is done to ensure a coordinated effort for the welfare of the students.

6.4 Financial Management and Resource Mobilization

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

6.4.2 Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III) - **NO**

Name of the non government funding agencies/ individuals	Funds/ Grants received in Rs.	Purpose

6.4.2 Total corpus fund generated

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	√	GGSIP University	√	Director
Administrative	√	GGSIP University	√	Director

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

- In the Current Session Parent Teacher Meeting was held on 09.09.2017 and 17.02.18.
- Parents are cordially invited for Orientation Programme of their wards on their first Day of College every year.
- We conduct regular meetings and telephonic contact with the parents on monthly basis after attendance. Feedback from parents is given due consideration.
- Parents are always invited for Appreciation Ceremony of Meritorious Students on Annual Day.

6.5.3 Development programmes for support staff (at least three)

- Workshop on work- Life balance and Stress Management
- Workshop on Stress Management
- Workshop on memory enhancement techniques

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

- Regular health check-up camps in college to ensure the well-being of the employees
- 'Holistic' approach towards all the stake holders
- More open interactive and progress oriented organisational culture

6.5.5

a. Submission of Data for AISHE portal   (Yes /No)   : YES
b. Participation in NIRF   (Yes /No)   : NO
c. ISO Certification   (Yes /No)   : NO
d. NBA or any other quality audit   : (Yes /No)   : NO

6.5.6 Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting activity	Duration (from-----to------)	Number of participants
2018 -19	Academic Calendar for the session was more holistic in approach	Every Semester	Annexure 1	Prepared by HODs & implemented by all Departments
2018 -19	Corporate Outreach Programs initiated to bridge the skill gap	Every Semester	Annexure 4	BBA, B.Com (Hons.) and BCA students and faculty
2018 -19	Institutional Social Responsibility activities were given due importance	Every Semester	Annexure 4	All staff members and students
2018 -19	Academic autonomy was ensured through systematic check points	Every Semester		By IQAC members
2020 18- 1917 -18	Faculty Development Programs were organised to ensure the continuous learning for teachers.	Every Semester	Annexure 2	All faculty members

CRITERIONVII –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-To**)	Participants	
Poster Making Competition on Women Empowerment	8th March '2019	15	5

7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as: Percentage of power requirement of the College met by the renewable energy sources.

The institute makes every effort to integrate cross cutting issues as Gender, Climate Change, Environmental Education, Human Rights, ICT etc., into the curriculum. The Institute provides various means to educate or aware the students on Climate Change and Environmental Education. Institute has dedicated environmental society which is basically an ECO club of students that organizes many events and aims at promoting and increasing environmental consciousness, awareness and responsibility amongst the Institute youth and the populace. Every year a plantation drive is done in the campus having a special budget/sponsorship for the event. Dustbins are installed at various positions and cleanliness is maintained. Conscious efforts are made to switch off lights and fans when not in use, to save energy. The institute has installed solar panels for supplementing the need of power supply to the hostel. Cleanliness drive is organized to create awareness and motivation among students to keep the environment clean.

7.1.3 Differently abled (Divyangjan) friendliness

The institution fully adheres to the governmental policies regarding the needs of differently-abled students; we work proactively for their inclusion and acceptance in the institution. Seats are reserved by the GGSIPU at the time of admission in various programmes. The institution aims at creating a friendly environment for differently- abled students by providing ramps and lifts to facilitate their easy movement. Wheel chairs and special toilets are available in the institute to facilitate the stay of differently-abled students. The provision of writer in the examination is also available to support the differently- abled students. Besides, due to the reservation policy adopted by the GGSIPU, students learn to cope with their differently abled peers during the course of their study. The different activities – literary, cultural or sports events ensure that all students get a chance to participate according to their ability.

Items Facilities	Yes/No	No. of Beneficiaries
Physical facilities	Yes	All Students
Provision for lift	Yes	All Students and Staff
Ramp/ Rails	Yes	All Students
Braille Software/facilities	Yes	All Students with visual disability
Rest Rooms	Yes	All Students
Scribes for examination	Yes	All Students with disability
Special skill development for differently abled students	N/A	
Any other similar facility		

7.1.4 Inclusion and Situatedness

Enlist most important initiatives taken to address locational advantages and disadvantages during the year

Year	Number of initiatives to address	Number of initiatives taken to engage with	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and

					staff
locational advantages and disadvantages	and contribute to local community				

N/A

7.1.5 Human Values and Professional Ethics

Code of conduct (handbooks) for various stakeholders

Title	Date of Publication	Follow up (maximum 100 words each)
N/A		

7.1.6 Activities conducted for promotion of universal Values and Ethics

Activity	Duration (from-------to-------)	Number of participants
Annexure 4		

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

The campus has green landscaping of plants and trees, through various activities like :
- Swachh Bharat Abhiyan -Poster Making Competition-
- Swachhta Pakhwada- Cleanliness Drive
- Plantation Drive
- No Plastic Campus
- Green landscaping with trees and plants
- Students participate in campaigns like "Adopt a tree"
- Plantation Drive
- Awareness about deforestation
- Conserve native species of plants and trees

7.2 Best Practices

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

BEST PRACTICE- I
Title of the Practice: Keeping faculty abreast with contemporary areas of the discipline so as to impart quality education.

Goal Aims and Objectives: The Institute organizes Faculty Development Programs (FDP's), seminars, workshops etc. for enhancing and upgrading knowledge of faculty members. Such practices have deep impact on quality enhancement and overall development of faculty as well as students. It positively impacts the academic functioning of the Institute and facilitates the role of teacher as educators and mentors. The Institution conducts the FDP's/seminars/workshops/Guest Lectures with the following objectives:
- To upgrade their knowledge and skills
- To improve their effectiveness as teachers and mentors
- To promote research work in their field of specialize
- To inculcate values and ethics
- To bring innovation and creativity in teaching-learning process
- To develop sensitization towards environment and other social issues

Various programs to enhance knowledge of faculty are conducted on timely basis in MSI. These includes FDP's/seminars/workshops, interactive sessions and motivational lectures from eminent persons on topics related to research, management, interpersonal communication, values and ethics etc. These talks acquaints the teachers with best practices across the world, helps in developing right research attitude, building professional ethics and becoming an effective teacher.

BEST PRACTICE- II
Title of the Practice: Pedagogy addressing outcome based education and heterogeneity of intellectual evolution (NO ONE IS LEFT BEHIND)

Objectives of the Practice : The objectives/intended outcomes of this best practice are:
- To facilitate effective teaching learning process in all the courses.
- To accomplish holistic growth of students and enhance their learning experiences and outcomes.

To ensure effective teaching learning, students are actively involved in the teaching learning process through student centred innovative pedagogies such as inquiry approach, constructive strategies, project learning, brainstorming sessions, ICT based learning and presentations.

Monthly attendance of the students is intimated to the students and their parents. On the basis of low attendance, students are detained from appearing in examination (at the end of the semester). Each department submits an annual report on the activities comprising academic activities, research and extension activities. Innovations in teaching/learning, publications, staff and student achievements, extra and co- curricular activities are also highlighted in the report. Annual reports of various departments are consolidated at the Director's office, which further goes to the Governing Body. To ensure quality sustenance and enhancement, the Institute periodically conducts the performance audit of the departments(by Internal Quality Assurance Cell) which includes review of Teaching – learning methodologies, result analysis, research output, Faculty Development Programs attended/conducted and Extension activities, Co-curricular and extra-curricular activities conducted during the year.

The link for the best practices exercised in the current semester are as follows:

www.msi-ggsip.org/FDP , www.msi-ggsip.org/PTMnotice.docx

TALENT DEVELOPMENT BANK
7.3 Institutional Distinctiveness
Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust Provide the weblink of the institution in not more than 500 words. Maharaja Surajmal Institute (MSI) is a self-financing, quality conscious and trend setting Institute with focus on providing equal opportunities for development of human potentials for every segment of society including the differentiated one. The MSI is a venture of its own kind where academics and professionals have joined hands to aid and direct the agenda of education. The Institute, situated in the heart of Janakpuri is spread over about 8 acres of land and has best of Infrastructure and academic facilities with highly qualified and experienced staff and state of the art computer labs. The Institute has been established through the dedicated and selfless endeavours of educationists and social workers who are deeply concerned with the standards of education and are determined to upgrade the quality, content and direction of education.MSI has an Intellectual capital comprising of 90 faculty members dedicated to facilitate acquisition of conceptual understanding, skills and requisite behavioral qualities to groom students into tomorrow's **Global Professionals**. In terms of placement, MSI boasts of not only a steady stream of campus recruiters but we have also assurances for future tie-ups and recruitment opportunities for our students. Every year, students of MSI bag Gold Medals, receive merit certificates and achieve excellent results in exams held by Guru Gobind Singh Indraprastha University (GGSIPU) Also, MSI holds the reputation of being one of the best colleges under the GGSIPU. The vision and mission statement highlighting its distinctness are place prominently on the institute website. Also the ranking received at different survey like Times of India, India Today and inspections like JAC, NAAC, AAC are displayed on the home page of the institute.

8. **Future Plans of action for next academic year (500 words)**

Continuing with the tradition of striving for excellence, the Academic Calendar would be prepared, as per the Academic Calendar of the Affiliating University with additional activity. This year, we plan to make the Academic Calendar more 'action-oriented', especially as per the needs of various Departments. More extension lectures, industrial interaction and industrial visits will be scheduled, so as to bridge the gap between classroom teaching and industrial requirements. Also, keeping in mind the high level of stress among youth, new activities would be planned for the mental well-being of the youth. More activities of Social Outreach would be organised like donation camps, blood donations, plantation drives, environment awareness events etc. Apart from increasing the activities in these regular areas, we at MSI plan to do the following additional things in the next academic session.

1. Start NSS in the institution: National Service Scheme (NSS), is the Governments ambitious scheme to inculcate the sense of service, nationalism and humanity among youth. Through this scheme we would sensitize the students to share their 'blessings' with the not-so- blessed people of the society. The process has been initiated, and the necessary formalities from university are likely to be completed soon.

2. Pre-Placement Activities: 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.

3. Shibui Talk Series: 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 start a talk series, called Shibui Talks (Japanese word meaning beauty in Simplicity).

4. Alumni Registration: In this academic session, we also plan to expedite the process of registration for the alumni. Currently more than one thousand alumni are regularly in touch with the institution, contributing towards making the institute a centre for excellence. Through registration, we would be able to unleash the huge potential of the alumni placements at respectable positions in different organisations globally.

5. Course Management: To implement the curriculum in a more effective manner, it is planned to follow new formats for lesson plan and evaluation. These have already been circulated to faculty members. Also progression of each student will be tracked to cater to individual differences.

6. Recycle-Reuse-Reduce: Keeping in mind the environment being harmed unnecessarily because of use of paper for reporting and record keeping, we at MSI would like to initiate the triple R solution for various processes. The aim is to move towards paperless office, for which we would identify various processes which can be made completely paperless in the first stage. Adding more processes to have a seamless system with minimum use of paper and hence contribute towards protecting tress and saving the earth.

7. Also, keeping pace with the increasing demand, we plan to add two more batches for BBA, and B.Com (H) in the second shift. This intake would be from next academic session.

Name _____   *Name _____*

_____   *_____*

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

_____***_____

Abbreviations:

CAS	-	Career Advancement Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution

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For Communication with NAAC

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