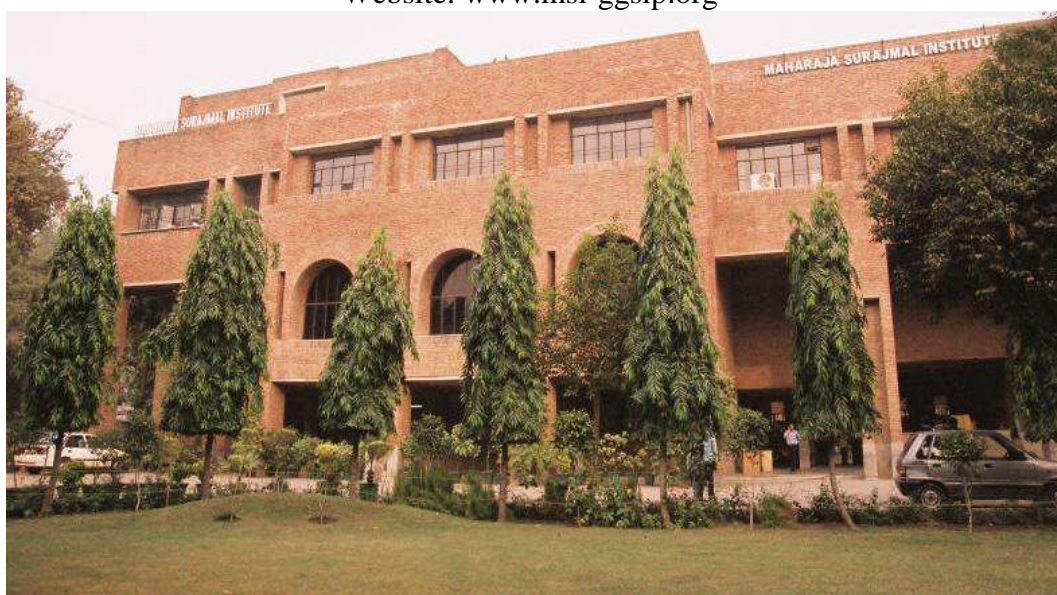# MAHARAJA SURAJMAL INSTITUTE

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MSI
Self-Study Report (Cycle II)
(2017- 2022)
Submitted to

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
P.O. Box No. 1075, Nagarbhavi, Bangalore – 560072
March 2017

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PREFACE

The NAAC accreditation of higher education institutes in India has helped to enhance the qualitative and quantitative growth of human resource development which was envisioned in the constitution of free and democratic India. The NAAC has provided them an opportunity to assess themselves in order to earmark their benchmarking for mapping the word maps.

Maharaja Surajmal Institute will be going for second cycle of accreditation and it has been accreditated with Grade 'B' in its first cycle. The recommendations of the first Cycle NAAC peer team and the continuous assessment of the Academic and Administrative Audit (AAA) Panel have helped us to provide better qualitative and contextualized education to the students.

The IQAC has provided its expertise to comply with the queries, recommendations and suggestions made by the NAAC Peer Team. The efforts have been made to improve the quality of the academic, sports, cultural, extension and research activities through various policies and strategic initiatives.

The Institute is well set for the Second Cycle of Accreditation by the NAAC. In view of this, we are submitting herewith the Self-Study Report (SSR) to the NAAC, Bangaluru. The Institute has made a remarkable growth in terms of its academic, sports, cultural, research and extension activities during the last five years.

The Steering Committee and the Internal Quality Assurance Cell (IQAC) have shouldered the responsibility in the preparation of this SSR. The administrative staff of the Institute has also provided the best of their services while preparing the SSR and separate files are being prepared for each sub-point for the Peer Team.

I am indebted to all the members of Institute teaching and non-teaching staff who worked as a team and helped in preparation of the SSR in a coordinated manner and providing all the requisite information.
My deep sense of gratitude also to the Governing Body of the institute for all the encouragement and support it has provided in preparation of this report.

Place: New Delhi   **Prof. (Dr.) Rajesh Kr. Tyagi**
Date: **Director- MSI**

EXECUTIVE SUMMARY

Maharaja Surajmal Institute 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.

We at MSI perceives challenges as opportunities and looks forward to explore each and every important issue concerned with society at various platforms like conferences, seminars, panel discussions etc. All the resources of our Institute are to build a new cadre of global professionals. The management, faculty and students under the stewardship of our Hon'ble President Shri S.P. Singh, share the same vision, goals, purpose, ideas, rich values and glorious traditions of MSI family to attain new heights.

Guru Gobind Singh Indraprastha University (GGSIPU) is first University established in 1998 by Govt. of NCT of Delhi under the provisions of Guru Gobind Singh Indraprastha University Act, 1998 read with its Amendment in 1999 The University is recognized by University Grants Commission (UGC), India under section 12B of UGC Act.

It is a teaching and affiliating University with the explicit objective of facilitating and promoting "studies, research and extension work in emerging areas of higher education with focus on professional education, for example engineering, technology, management studies, medicine, pharmacy, nursing, education, law, etc. and also to achieve excellence in these and connected fields and other matters connected therewith or incidental thereto."

Admission Process

As the Institute is affiliated to the GGSIP University, admissions to various programs are strictly based on the norms laid down by the university. The admission process is absolutely transparent and consistent and is purely merit based.The University conducts admission process every year in the month of April and May. It is performed in two parts:

1. CET: It is mandatory for all students willing to take admission to appear in Common Entrance Test (CET) and clear the same.
2. Counselling: All students who clear the CET assigned a rank and then they are called in counselling as per their rank and are allotted seat in institute according to the choice of student and availability of seats.

   MSI adhers to student centric behavior guided by the ethos of equal opportunities and principle of inclusivity of all sections of the society, while going through the admission process. All the rules and regulations stipulated by the University are strictly adhered to.

MSI has got a Sprawling **Campus spread over 8 acres** of land surrounded by congenial environment having well furnished classrooms, conference hall, seminar hall, auditorium and Well stacked Central **Library** containing **27354** volumes, **72** National and **17** International journals (printed), periodicals, magazines and newspapers and on-line journals total 4368.

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. In the current session **(2016), 558** campus placements and in the last year (2015), **610** under-graduate BBA and BCA students have been placed in reputed organizations.

Course Category: Courses

The Institute is running four undergraduate courses namely BBA, BCA, B.Ed. and B.Com. (Honours).The BBA and BCA courses are being run in two shifts whereas B.Ed. and B.Com.(Honours) in one shift. The details are as following:

Bachelor of Business Administration

Department of Business Administration is running BBA course in two streams i.e. BBA (General) and BBA (Banking and Insurance). It aims to make students develop core competency in key areas of business management. It covers various aspect of business to communicate, analyze situations, present own views in front of a large audience, take decisions using quantitative and qualitative factors, and develop a holistic view of the different functional areas of business environment. As per the curriculum, students go for summer training or internship for getting real life hand on experience on real life projects. The intake of BBA (General) is 180 in first shift and 120 in second shift.

Similarly, intake of BBA (Banking and Insurance) is 60 in first shift and 60 in second shift.

Bachelor of Commerce (Honours)

The B.Com. (Honours) course is being run since 2015-2016. It annual intake for this course is 60. The course is created to create competence in particular areas of Accounting and its various dimensions along with a wide range of managerial skills. The course curriculum includes in depth subject-matter expertise by focusing on the concepts that includes the knowledge of basic theories, principles, methods and procedures of commerce and accounting. The curriculum of the B. Com. (Hons.) degree course is rigorous and progressive, and prepares its graduates for careers in commerce and accountancy as well as for other professional roles such as economic, business and security analysts and opens gateway of opportunities in both higher education to pursue Master's-level courses such as M. Com and MBA and professional courses in commerce and accountancy such as CA, CS, ICWA, CIMA, CFA and CMA etc.

Bachelor of Computer Applications

This course was started in 1999 as BIS (Hons.) Degree and later on changed to BCA Degree. The course is aimed to sync with fast moving developments in the field of information technology and communication. It caters to provide IT Companies with expert professionals. BCA Course is an undergraduate program after 10+2 where students are prepared for various areas of computer applications including the latest developments in the industry. BCA course is aimed at overall development of the students to make them ready for higher education such as MCA and for opportunities in IT Companies as well.

It has intake of 120 students in first shift and 60 students in evening shift.The duration of course of three years.

Bachelor of Education

Department of Education is running Bachelor of Education (B.Ed.) programme since 1999. The B.Ed. programme is recognized by NCTE. The duration of B.Ed. course is 2 years from session 2015-2016. At present we have well qualified team teachers who adopt all modern teaching methods of curriculum transaction to a batch of 100 students. We strive to equip the prospective teachers with appropriate teaching competencies, innovative methods of teaching and latest audio-visual techniques so that they can become effective teachers of 21st century. This effort of teachers reflects in the results of students and all these things make our Institute one of the most sought Institute in GGSIP University.

Placement Cell

The institute has developed an active **Placement Cell** which introduces the students to the corporate world environment. The Placement Cell is putting all efforts for organizing several Placement activities throughout the academic year for the students. The Placement Cell is managed by faculty members and students representatives, under the guidance of Hon'ble Director-MSI and Director-Placements.

The **Placement Cell** at MSI provides total support and guidance to the students in getting **Summer Training and Final Placements** in reputed organizations. The Placement Cell also assists in bringing excellence in the overall personality by Counseling and Self-Development sessions. The corporate sector experts are

regularly invited to share their rich experiences by way of Guest Lectures, Orientation Programs and Presentations, Seminars, felicitations and Get-togethers.

Maharaja Surajmal Institute Journal of Research

It is our immense pleasure to invite you to submit original papers in prescribed Paper Template for publication in our MSI Multidisciplinary, Bi-annual, Online International Journal with an ISSN (Online).

The Institute encourages teachers to organize and attend national/international seminars and conferences, and grants them leave as per University guidelines. It also grants sabbatical to senior teachers to facilitate their research work. To foster research interests among the faculty, the Institute also brings out an interdisciplinary, Bi-annual, Online International Journal with an ISSN (Online) msijournal@msi-ggsip.org.

Society and Governing Body

Inspired by the life and ideals of Maharaja Surajmal, a great Indian patriot and enlightened ruler of Bharatpur during the eighteenth century, Surajmal Memorial Education Society was established in 1972 and registered under Societies Registration Act 1860. The main aim of the Society is to disseminate quality education in the technical and professional areas, especially those beneficial to the students from rural and hitherto educationally deprived regions of our country.

The membership of Surajmal Memorial Education Society is spread over all parts of India. However, the main component is from the states of Uttar Pradesh, Delhi, Haryana and Rajasthan. Under the leadership and guidance of its **President, Shri S.P. Singh**, the Society looks forward to expand its educational programmes in the newly emerging areas and to serve as a participant in the efforts to develop appropriate human resources for the country's development.

SMES has been successfully running various premier schools and technical and professional institutions like Maharaja Surajmal Institute, Maharaja Surajmal Institute of Technology, Maharaja Surajmal School and Maharani Kishori Devi Girl's School. Apart from this, the Research and Publication Centre of SMES has

already proved their devotion and dedication for research by publishing over a dozen publications along with various seminars, conferences and workshops.

Infrastructure

In order to meet the infrastructural requirements of all its stakeholders, the institute has always taken into consideration/cognizance all the suggestions pertaining to the same and implemented all necessary infrastructural changes/development through a proper mechanism.

The infrastructure consists of well lit lecture halls, fully furnished labs, seminar halls, staff rooms, a large size play ground etc. The institute has fully air-conditioned auditorium with a seating capacity of over 550 persons and four Seminar halls with well-equipped modern audio-visual equipment, including LCD projectors. The Maharaja Mahendra Pratap Hostel provides accommodation to 230 students including 100 girls in a spacious and elegant four-storied building with all connected facilities. MSI building is Wi-Fi enabled and also has an impressive dedicated internet bandwidth of 100 Mbps.The institute also has smart class rooms with audio visual aids for efficient teaching-learning process. The theoretical knowledge is supplemented by providing hands-on experience to the students through practical experiments conducted in various laboratories. Modern and air-conditioned networked computers labs cover entire range of Computer Science & IT subjects. The software is updated and upgraded frequently as per the requirements and demands of the training. High speed, around–the–clock internet access using a radio link is also available. Students are offered real software projects relating to the current industry requirements to facilitate smooth transition from academics to industrial environment. Faculty is supported by a well trained technical staff. A full backup power supply, round the clock, is available in the campus. The central library, spreading over 542.79sq. mtr, is fully computerized and Wi-Fi enabled. It houses a huge collection of over 27,354 books and numerous referred international and national journals to aid teaching learning process.

Understanding the importance of sports in a life of students, apart from studies, institute provides facilities for various indoor and outdoor games such as football, badminton, volleyball carom, table tennis chess etc.

Teaching Methodology

The teaching, learning and evaluation schedules are strictly as per the Academic calendar notified by the GGSIP University. The institute has a well qualified, dedicated and experienced faculty. The most contemporary teaching methodologies at MSI provide ample opportunities for students to develop into all round professionals by keeping abreast of the ever changing technologies. The Institute aims to achieve and excel the high standards set by premiere technical institutions 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 engineering fundamentals and keeping pace with the evolving definitions and concepts, a sincere effort is also made to cover the latest innovations in each subject area. The classroom atmosphere is synergetic with interactive and participative sessions. This makes learning proactive and and the students learns 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 on their part too 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. The entire approach is student centric.

SWOT ANALYSIS OF THE INSTITUTION

Strengths

- Centrally located in the institutional area of Janakpuri, New Delhi as per availability of built-up area and sanctioned building plan with safety measures. Ownership of land and building by the society as per norms.
- Medal Securing Institute ☺ MSI: The brand image of the institute is its biggest strength, which makes us the first choice at the centralized admission process at GGSIP University.
- MSI's biggest strength is its highly qualified, experienced, dedicated and proactive faculty. People are sincere towards their duties and the organization, which is visible in excellent results and high retention of faculty members.
- The institute emphasizes a multidisciplinary pedagogical approach in the teaching learning process. The success of pedagogical techniques teachers use is reflected in the excellent academic result.
- The student teacher ratio (STR) has always been maintained, hence the faculty is able to pay attention to the students in best possible way and vice-versa the students also find the faculty approachable.
- The Institute has a proactive placement cell which ensures that students willing to take up jobs after graduation get proper placement opportunities on campus. The institute has excellent placement record.
- Students are also encouraged to pursue higher studies.
- Eco- friendly and amicable working atmosphere, good infrastructure.
- Experienced, dedicated and highly qualified faculty members.
- The institute firmly believes in timely and effective implementation of the curriculum through various teaching pedagogies and blended learning, holistic development of students is achieved.
- The Institute is sensitive to the needs of differently-abled students.
- Air-conditioned seminar Halls, fully equipped with state-of-art audio-visual devices.
- Well maintained state of art computer labs, with internet facility.
- The Institute has maintained good conferencing/Instructional facilities, ancillary and other essential facilities.
- High speed internet facility i.e. 100 Mbps with Wi-Fi is accessible for students and staff.
- Constant encouragement given to faculty members for pursuing research and interaction with intellectuals through participation in conferences and workshops.
- Well stacked library with good number of national and international journals.

- A perfect blend of co-curriculum and sports activities. A holistic idea of education that emphasizes the development of the total person in respect of every student. The students work through various Societies, Clubs and Cells, managed and run by the students themselves.

Weaknesses

- International collaborations for students and faculty exchange is one big area of improvement at MSI.
- The course curriculum and examination structure are finalized by the affiliating university, and hence there is lack of flexibility, as it does not change as industry dynamics.
- There is sporadic industry-interaction and not regular, this area needs to be improved.
- Since the Alumni association is still not registered or formalized. This big resource is not being optimally used.
- The students do not have much say in the curriculum execution, as the teachers are constantly under pressure to follow standard methods of professing.

Opportunities

- Institute Collaboration with repute and foreign universities for student-faculty exchange program.
- Industry-Institute Interaction cell should be established and activated for a fruitful and regular liaison with industry and bridging a gap between the teaching and industry demands.
- Developing more Certificate program, Carrier building sessions, Counseling sessions Skill- Upgradation and Value Added Courses for empowering students.
- Expand the range of programs which would add into the growth and recognition of the Institute.
- Developing the placement opportunities for students in core companies.
- More workshops and extra co-curricular activities should be planned in an effective manner for the betterment of the students.

Threats and Challenges

- Getting permanent affiliation from our affiliating university.
- Getting 12B recognition from the UGC.
- Growing competition from other Institutes and universities. The students are today more aware and active than ever before.
- Lack of academic autonomy especially in the curriculum and syllabus design. Therefore, need a dynamic curriculum that easily adapts to new technology.
- Better placements in terms of job profiles and package offered to the students.
- Government regulations with regard to fee structure for students.
- Maintaining the quality of education offered by the Institute.
- Coping with growing emotional and psychological needs of students.
- Changing social, political and economic scenario leading to unpredictable future.

PROFILE OF THE I N S T I T U T E

1. Name and Address of the Institute:

Name :	**Maharaja Surajmal Institute**
Address :	C-4, Janak Puri, New Delhi
City :	Pin :110058	State :Delhi
Website :	www.msi-ggsip.org

2. For Communication:

Designation	Name	Telephone with STD code	Mobile	Fax	Email
Principal/ Director	Prof. (Dr.). Rajesh Kumar Tyagi	011-25552667, 011-25528117	9891936051	91-11-2552811 16	principalmsi@yahoo.co.in
Vice Principal/ Deputy Director	Prof. Jagbir Ahlawat		9911571256		dydirector@msi-ggsip.org
Steering Committee Co-ordinator	Dr. Rajeshwari Malik /Dr. Monika Davar		9899065934		Rajmalik2007@gmail.com / Monika davar@ msi-ggsip.org

3. Status of the Institution:

Affiliated Institute	√
Constituent Institute	
Any other (specify)	

4. Type of Institution:

a. By Gender

i	For Men	
Ii	For Women	
iii	Co-Education	√

b. By Shift

i	Regular (Ist Shift & IInd Shift)	√
Ii	Day	
iii	Evening	

5. It is a recognized minority institution? : No

6. Source of funding

Government	
Grant-in-aid Self-financing	
Any other	√ (Self-financing)

7. a. **Date of establishment of the Institute**: 01/08/1999

    b. **University to which the Institute is affiliated /or which governs the Institute (If it is a constituent Institute):**

Guru Gobind Singh Indraprastha University, Sector 16 C,
Dwarka, Delhi-110078

c. **Details of UGC recognition**:

Under Section	Date, Month & Year	Remarks(If any)
i. 2 (f)	22/12/2003	-
ii. 12 (B)	NO	-

(The Certificate of recognition u/s 2 (f) of the UGC Act enclosed): Annexure III

d. **Details of recognition/approval by statutory/regulatory bodies other than UGC (AICTE, NCTE, MCI, DCI, PCI, RCI etc.):** All the courses of BBA, B.Com (H), BCA (Both Shifts) and B.Ed. are recognized / approved by affiliating University (GGSIP University, New Delhi)

Under Section/ clause	Recognition/ Approval details Institution/ Department	Day, Month and Year	Validity	Remarks
i.	NCTE Recognition of B.Ed Course	05 June, 2015	Till Date	Letter No.:F.No./NRC/NCTE/DH-171/2015/111081-86

(Enclosed the last recognition/approval letter of all the courses) and NCTE letter: Annexure IV

8. **Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated Institutes? NO**
9. **Is the Institute recognized**
   a. **by UGC as a Institute with Potential for Excellence (CPE)?**

   Yes ☐   No ☑ √

   If yes, date of recognition: Not Applicable
   b. **for its performance by any other governmental agency?**

   Yes ☐   No ☑ √

   If yes, Name of the agency Not Applicable
   Date of recognition: Not Applicable
10. **Location of the campus:**
    (area in sq.mts)

Location *	Urban
Campus area in sq. mts.	321125.200 in sq.meters
Built up area in sq. mts.	7597.710 in sq. meters

(* Urban, Semi-urban, Rural, Tribal, Hilly Area, Any others specify)
11. **Facilities available on the campus (Tick the available facility and**

provide numbers or other details at appropriate places) or in case the institute has an agreement with other agencies in using any of the listed facilities provide information on the facilities covered under the agreement.

a. **Auditorium/seminar complex with infrastructural facilities** :
One meticulously planned, state of the art Auditorium with seating capacity of 550 persons and three well equipped air conditioned Seminar Halls with seating capacity of 120 persons in the campus (SMES).

b. **Sports facilities**:
Play ground: Yes (Indoor and outdoor sports facilities)
Swimming pool: No
Gymnasium: No

c. **Hostel**
* **Boys' hostel**: Yes
  i. Number of hostels: One
  ii. Number of inmates: 67 rooms on twin sharing basis
  iii. Facilities (mention available facilities): T.V. room, Mess, Canteen, Common room, indoor and outdoor games, Bank facility etc.

* **Girls' hostel**: Yes
  i. Number of hostels:One
  ii. Number of inmates: 50 rooms on twin sharing basis
  iii. Facilities (mention available facilities): T.V. room, Mess, Canteen, Common room, indoor and outdoor games, Bank facility etc.

d. **Working women's hostel :** Yes
  i. Number of inmates : 01
  ii. Facilities (Same as above)

e. **Residential facilities for teaching and non-teaching staff (give numbers available — cadre wise):** 07 staff quarters.

f. **Cafeteria :** Yes (In house)

g. **Health centre: First aid, Inpatient, Outpatient, emergency care facility, Ambulance… Health centre staff:** The Institute has a medical room in campus with a First-Aid facility. In front of Gate No.3, the Institute has a Government Dispensery. Within 50 meters proximity of the campus, a super speciality hospital is available.

Qualified doctor	**Full time**		**Part-time**	√
Qualified Nurse	**Full time**		**Part-time**	

h. **Facilities like banking, post office, book shops:** Banking facility within the campus; Post office in front of Gate No.3.

i. **Transport facilities to cater to the needs of students and staff:**

Centrally located and well connected through public transports (Buses & Delhi Metro)

j. Animal house: Not applicable

k. Biological waste disposal: Not applicable

l. Generator or other facility for management/regulation of electricity and voltage: Yes (Two fully automatic generators with 250 KVA & 125 KVA capacity available for entire campus coverage)

m. Solid waste management facility: No

n. Waste water management: No

o. Water harvesting: Yes

12. **Details of programmes offered by the Institute (Give data for current academic year)**

SI. No.	Programme Level	Name of the Programme/ Course	Dura-tion (Years)	Entry Qualification	Medium of instruction	Sanctioned/ approved Student strength	No. of students admitted
1.	Under Graduate	BBA(Gen) 1st Shift	3	10+2 examination + other conditions*	English for all	180	180+1**
		BBA(Gen) 2nd Shift	3	10+2 examination + other conditions*	undergraduate	120	120
		BBA(B&I) 1st Shift	3	10+2 examination + other conditions*	courses	60	60
		BBA(B&I) 2nd Shift	3	10+2 examination + other conditions*		60	58
		B.Com(H)	3	10+2 examination + other conditions*		60	**60**
		BCA 1st Shift	3	10+2 examination + other conditions*		120	120+1**
		BCA 2nd Shift	3	10+2 examination + other conditions*		60	60
		B.Ed	2	10+2 examination + other conditions*		100	100
2.	Post-Graduate /Integrated Programmes PG/ M.Phil./ Ph.D/ Certificate courses/ UG Diploma/ PG Diploma/	-	-	-	-	-	-

*Other conditions are given in admission Brochure of GGSIP University clearly
**Foreign category

13. **Does the Institute offer self-financed Programmes? :** NO

14. **New programmes introduced in the Institute during the last five years if**

any?: Yes [B.Com(H) was introduced in the Institute with an intake of 60 seats in the academic session 2015-2016].

15. **List the departments: (respond if applicable only and do not list facilities like Library, Physical Education as departments, unless they**

are also offering academic degree awarding programmes. Similarly, do not list the departments offering common compulsory subjects for all the programmes like English, regional languages etc.)

Faculty	Departments (eg. Physics, Botany, History etc.)	UG	PG	Research
Science	-	-	-	-
Arts	-	-	-	-
Commerce	-	-	-	-
Any Other (Specify)	1.Department of Business Administration & Commerce 2. Department of Computer Science 3. Department of Education	All UG Departments	-	-

16. **Number of Programmes offered under (Programme means a degree course like BA, BSc, MA, M. Com…)**
   a. Annual system: No
   b. Semester system:Yes [08 (*BBA(Gen)1st Shift, BBA(Gen)2nd Shift, BBA(B&I)1st Shift, BBA (B&I) 2nd Shift, B. Com(H), BCA 1st Shift, BCA 2ndShift, B.Ed*]
   c. Trimester system: No

17. **Number of Programmes with**
   a.   Choice Based Credit System: 8(Yes)*

   b.   Inter/Multidisciplinary Approach: No

   c.   Any other (specify and provide details):   No

* *The total number of the credits of the BBA Programme is 156. However, for the award of the BBA degree, a student should secure at least 150 credits. The total number of the credits of the BBA (B&I) Programme is 168. However, for the award of the BBA (B&I) degree, a student should secure at least 160 credits. The total number of the credits of the BCA Programme is 160. However, for the award of the BCA degree, a student should secure at least 150 credits. The total number of the credits of the B.Com Programme is 160. However, for the award of the B.Com degree, a student should secure at least 150 credits. The total Credits in B.Ed Program are 80; the student shall have to earn all the credits.*

18. **Does the Institute offer UG and/or PG programmes in Teacher Education?**

   Yes √   No ☐
   If yes, B.Ed programme
   a. **Year of Introduction of the programme(s):** 01/08/1999 **and number of batches that completed the programme:** Sixteen (16).
   b. NCTE recognition details (if applicable)
      Notification No.:F.No./NRC/NCTE/DH-171/2015/111081

Date: 05/06/2015, Validity: Till further orders

c. **Is the institution opting for assessment and accreditation of Teacher Education Programme separately?**: NO

Yes ☐ No ☑

19. **Does the Institute offer UG or PG programme in Physical Education?**
Not Applicable

Yes ☐ No ☑

20. Number of teaching and non-teaching positions in the Institution

Positions	Teaching faculty						Non-teaching staff		Technical staff	
	Professor		Associate Professor		Assistant					
	*M	*F	*M	*F	*	*F	*	*	*M	*
Sanctioned by the UGC / University / State Government *Recruited*	-	-	-	-	-	-	-	-	-	
Yet to	-	-	-	-	-	-	-	-	-	-
Sanctioned by the Management/ society or other authorized bodies *Recruited*	04+1***	-	04+1***	5+4**+3***	16+3***	44+5***	20	07	3	3
	04+1***	-	04+1***	5+4**+3***	16+3***	44+5***	20	07	3	3
Yet to	-	-	-	-	-	-	-	-	-	-

*M-Male *F-Female
* *Faculty members working as Readers
*** 13 Faculty members working as Contract (Guest Faculty) on hourly basis

21. Qualifications of the teaching staff:

Highest qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent Teachers							
Ph.D.	3	0	4	5+4*	6	18	35+4*
D.Lit	0	0	0	0	0	01	01
M.Phil.	0	0	0	0	2	3	5
MBA/M.Com /MCA/ M.Ed/ M.Tech/M.S./ M.I.T/M.Sc.	1	0	0	0	8	23	32
Temporary Teachers							
Ph.D.	1**		1**	2**	1**	0	5**

D.Lit	0	0	0	0	0	0	0
MBA/M.Com	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0
MBA/M.Com /MCA/ M.Ed/ M.Tech/M.S./ M.I.T/M.Sc.	0		0	1**	2**	5**	8**

   *Faculty members working as Readers
   **13Faculty members working as Contract (Guest Faculty) on hourly basis

22. Number of Visiting Faculty /Guest Faculty engaged with the Institute: 10

23. Furnish the number of the students admitted to the Institute during the last four academic years.

Categories	Year 1 (2013-2014)		Year 2 (2014-2015)		Year 3 (2015-2016)		Year 4 (2016-2017)	
	Male	Female	Male	Female	Male	Female	Male	Female
SC	38	26	32	21	45	34	59	24
ST	01	01	01	01	02	03	03	01
OBC	--	-	-	-	-	-	-	-
General	303	167	330	155	412	231	381	242
Others	13	18	18	18	24	176	35	15

24. Details on students enrollment in the Institute during the current Academic year (2016-2017):

Type of students	UG	PG	M. Phil	Ph.D.	Total
Students from the same state where the Institute is located	678	-	-	-	678
Students from other states of	79	-	-	-	79
NRI students	-	-	-	-	-
Foreign students	3	-	-	-	3
Management Quota(D + OD)	76	-	-	-	76
Total	760	-	-	-	760

25. Dropout rate in UG and PG (average of the last two batches)

   UG   Nil   PG   Not Applicable

26. Unit Cost of Education
   (Unit cost = total annual recurring expenditure (actual) divided by total number of students enrolled)

   (a) Including the salary component   Rs.54785/-

   (b) Excluding the salary component   Rs.15923/-

27. Does the Institute offer any programme/s in distance education mode (DEP)?

Yes [ ]   No [√]

28. Provide Teacher-student ratio for each of the course Offered:

Course	Teacher-Student Ratio
BBA, BCA & B.Com(H)	1:20
B.Ed.	16 faculty members for a total students strength of 200 as per NCTE norms

29. Is the Institute applying for

Accreditation: Cycle 1 [ ] Cycle 2 [√] Cycle 3 [ ] Cycle 4 [ ]

Re-Assessment: [ ]

30. Date of accreditation* (applicable for Cycle 2, Cycle 3, Cycle 4 and re-assessment only)

Cycle1: (15/09/2012) Accreditation Result: CGPA of 2.70 (B Grade)-BBA & BCA
CGPA of 2.39 (B Grade)-B. Ed

* Enclose copy of accreditation certificate(s) and peer team report(s) as an Annexure:Annexure I & II

31. Number of working days during the last academic year (2015-2016).

244 (excluding Sundays)

32. Number of teaching days during the last academic year (2015-2016) *(Teaching days means days on which lectures were engaged excluding the examination days)*

229

33. Date of establishment of Internal Quality Assurance Cell (IQAC)

IQAC:(i)26/07/2014;(ii)28/03/2016-Revised for the compliance of all the recommendations left to be covered in last academic session 2016-2017 before the submission of our SSR for accreditation of cycle 2.

Almost all the Recommendations for Quality Enhancement of the Institution given by Peer Team of NAAC in 2012 were fulfilled by the Institution. Apart from the NAAC Peer Team suggestions, all suggestions made by Joint Assessment Committee, Department of Higher Education, Government of NCT of Delhi/GGSIP University and Academic Audit Cell of affiliating body (GGSIP University) are also followed time to time by the IQAC/Academic Committee/Governing Body and other useful Committees of the Institute regularly after each semester of the academic session.

34. Details regarding submission of Annual Quality Assurance Reports (AQAR) to NAAC.
AQAR   (i): (30/06/2016)

AQAR   (ii): (30/06/2016)
AQAR   (iii): (30/06/2016)
AQAR   (iv): (30/06/2016)

---------- Forwarded message ----------
From: CAPU AQAR <capuaqar@gmail.com>
Date: Tuesday, July 5, 2016
Subject: EC_61_A&A_23-24 dated 15-9- 2012-Maharaja Surajmal Institute, New Delhi (2012-13);
EC_61_A&A_23-24 dated 15-9- 2012-Maharaja Surajmal Institute, New Delhi (2013-14);
EC_61_A&A_23-24 dated 15-9- 2012-Maharaja Surajmal Institute, New Delhi (2014-15) and
EC_61_A&A_23-24 dated 15-9- 2012-Maharaja Surajmal Institute, New Delhi (2015-16) [AQAR 2012-2016 MSI]
To: monika davar <monikadavar@msi-ggsip.org>
NAAC/AQAR ACK/JUNE/ 2016/
Maharaja Surajmal Institute
C-4 Janak Puri, New Delhi
Subject: Acknowledgement of AQAR
We are acknowledging the receipt of Online Submission of Annual Quality Assurance Report (AQAR)
for the year : 2012-13 /2013-14/2014-15/2015-16
For any queries related to AQAR, you may kindly contact capuaqar@gmail.com or 080-23005125
(Aqar direct help line).
THANKS WITH REGARDS
CAPU-AQAR
(CENTRAL APPLICATION PROCESSING UNIT)
080-23005125 / 24

35. Any other relevant data (not covered above) the Institute would like to include.

Maharaja Surajmal Institute has initiated separately the process of NAAC accreditation for BBA+ BCA programmes and B.Ed programme for which the common Peer Team visited in 2012 from 07th August 2012 to 11th August 2012. All the three programmes affiliated to Guru Gobind Singh Indraprastha University, New Delhi are running in the same Institute (Maharaja Surajmal Institute). Hence, for cycle 2, the institution is not opting for assessment and accreditation of Teacher Education Programme separately.

CRITERION I: CURRICULAR ASPECTS

1.1 Curriculum Planning and Implementation
1.1.1 State the vision, mission and objectives of the institution, and describe how these are communicated to the students, teachers, staff and other stakeholders.

Maharaja Surajmal Institute was established by Surajmal Memorial Education Society in 1999 and is affiliated to Guru Gobind Singh Indraprastha University (GGSIPU), New Delhi.

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 in line 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 make the students well equipped to face this challenge. Also, the Institution focuses on developing new paradigms and inculcating national values for all round development of the students.

The Institute is realizing its vision and mission by assuring quality service to all its stakeholders, parents, students, alumni, employees, employers and the community with the following quality policy/ objectives:

OBJECTIVES
The objectives of the Institute are:

1. To facilitate learning among students through the use of appropriate methods, techniques and innovative practices based on constant feedback.
2. To inculcate in the students the desire for excellence combined with right attitudes, values and ideologies.
3. To achieve excellence through diligence, critical thinking and effective decision making.

4. To foster the inter-cultural integration.
5. To inculcate among the students the values as enshrined in Indian culture and heritage and to take pride in our value systems
6. To foster democratic values such as values of citizenship, communal harmony, and national cohesion.
7. To promote and strengthen healthy interactions and working in tandem of the faculty with the non-teaching staff.

QUALITY POLICY
The quality policy of Maharaja Surajmal Institute is to achieve the highest standards in academics, research and industry academia interaction.
This is achieved by:
- Implementing quality system and processes with provisions of constructive feedback and continual improvement.
- Networking with leading business, industry and research organizations culminating in holding seminars/workshops at National and International levels and enhancing the research publication.
- Fostering culture for doing creative and innovative work.
- Being consistent, reliable and sincere in all our system and processes.
- Providing state-of –the –art infrastructure and required amenities conductive for teaching, research and industrial applications.
- Enhancing the competence of faculty to a high level and to make them adopt latest and innovative methods in teaching-learning process.
- Inculcating moral and ethical values among students and staff.
- Aspiring and endeavoring towards making the institution an "Institution of excellence" and a benchmark for others to follow.

COMMUNICATION WITH DIFFERENT STAKEHOLDER
Different stakeholders like faculty, students, staff and parents are communicated through various means such as
- Through Institute website: www.msi-ggsip.org
- Through display boards at prominent areas like reception, canteen, central library and seminar hall, Head of Department (HOD), director and president's room etc.
- Through admission brochures, newsletter, annual magazine "CREATION" etc.
- Through orientation program, Alumni meet and parents-teachers (PTM) meeting.
- Industry interaction is done through project work of the students.

1.1.2 How does the institution develop and deploy action plans for effective implementation of the curriculum? Give details of the process and substantiate through specific example(s).
- Since the Institute is affiliated to GGSIPU, it follows the academic calendar and curriculum prescribed by the university on the website of GGSIP University – www.ipu.ac.in
- The Institute develops action plans against the objective and targets for effective implementation of the curriculum prescribed

by GGSIPU in the beginning of the academic year with the consultation of head of different departments, deputy director and director.

- The seminars, Faculty Development Program (FDP), workshop, industrial visit, cultural and technical events, and internal quality assessments are planned in the academic calendar and are monitored by IQAC and higher authorities.
- The time table committee too meets before the commencement of the classes and the master time table for the Institute as well as for each department is prepared well in time and uploaded on Institute's website.
- The list of courses/papers offered, along with other information, is given in the prospectus of the Institute.
- Subject allocation to faculty is done keeping in mind various factors like specialization in subject, year of experience and their willingness.
- The first day of the Institute is the orientation day where the first year students are informed about the course structure, papers, reading lists, time table and other such information as necessary for the effective implementation of the curriculum.
- Every faculty maintains course files of their respective subjects and is further reviewed / approved on a continuous basis by the HOD and director. Contents of course file are as follows:
  - o Academic Calendar
  - o Time Table
  - o Copy of Syllabus
  - o Teaching Process
  - o List of students
  - o List of ICT used
  - o Lesson Planning
  - o Attendance Register
  - o Course performance sheet
  - o List of Academically weak students
  - o Corrective actions on the academically weak students
  - o Class Notes
  - o Assignment sheets
  - o Tutorial sheets
  - o Previous question papers
- Apart from traditional chalk and talk method faculty is encouraged to impart the curriculum through innovative teaching and learning systems such as power point presentations, assignments, class quizzes, seminars, tutorials and surprise test, which help the students to achieve their academic goals.
- The regular departmental, student–mentor, HODs, parent-teacher meetings helps in taking suitable measures for the effective implementation of the academic process.
- The syllabus, lecture plan, previous year question papers, tutorial sheets, lecture notes, power point presentations, and video lectures for

courses are provided on Google Classroom/MOODLE which are downloadable/ accessible to students.

- The progress of syllabus coverage is monitored periodically by IQAC(Revised).
- Periodical feedback from students is collected and analyzed for necessary action to improve teaching learning process.
- Teacher's maintain the records of attendance and it is monitored by HODs periodically.
- In addition to the course content as mentioned in the course plan, students are encouraged to participate in different co-curricular, technical events for overall development. Special guest lecture, talk by eminent personalities, workshops, lecture series on famous personalities and hands on series are conducted from time to time by each department.

1.1.3 What type of support (procedural and practical) do the teachers receive (from the University and/or institution) for effectively translating the curriculum and improving teaching practices?

- The Institute encourages its faculty to participate in the orientation/refresher courses/ workshops/ seminars/ training and skill up-gradation programmes on latest technologies and emerging areas to update the knowledge and to improve the teaching practices.
- The Institute also has provision of reimbursement of registration fee and TA / DA expenses for participation in conferences / seminars / workshops, etc.
- Ten Academic leaves (AL) in a year are provided for attending conference/FDP/seminar/for meeting guide.
- The Institute also provides study leave for doing PhD/course work
- Existence of awards like Best Teacher/Appreciation, to motivate and recognize faculty's contribution.

- Every department of the Institute regularly organizes FDP/ expert lecture/workshops on latest emerging areas inside and outside of curriculum, so that they can reach out to the students with competency.
- The Institute also provides computing facility to individual teacher (Desktops with Internet facility), to enable its faculty to ensure effective delivery of curriculum.Internet is accessible for faculty as well as students. The whole campus is Wi-Fi enabled with a shared speed of 100 mbps.
- The Institute has a well-stocked fully computerized library with latest editions of books by eminent authors and is having a huge collection of books on education, management, computer science, engineering, commerce, education, science and humanities to cater to the needs and requirements of the faculty as well as students.

About Maharaja Surajmal Central Library (MSCL)

The Institute has a well furnished & efficiently organized central library which has a carpet area of about 542.79 sq meters. It is well stocked with latest editions of books by eminent authors on various subjects to cater to needs and requirements of its readers.

Highlights

- Fully computerized library with internet connectivity on all the computers. It is also having Photocopier & Scanner facility for its users.
- Wi-Fi facility is also provided to the users of library.
- Library has a rich collection of 27354 books (9727 titles) covering various subjects of management, computer science, education and humanities.
- Library has also a Research Wing for scholars where they can refer to reference material and rare collections of manuscripts for their research work on community.
- Library Patrons can search the library database of Books, Journals, Magazines, audio-visual materials & CDs via WebOPAC facility.
- It subscribes to 72 National & 17 International Printed Journals. Also, it has subscribed to 14 Magazines & 15 Newspapers.
- It also subscribes to following UGC/AICTE/GGSIPU mandatory e-resources:
  1. **InfoTrac Management Collection (IMC)-** 1070 E-Journals
  2. **IEEE (ASPP+POP)** – 2874 E-Journals,
  3. **Science direct** – 275 E-Journals,
  4. **Springer Link** – 149 E-Journals,

- Library has also taken DELNET membership since 2015.
  Browse Maharaja Surajmal Central Library (MSCL) website for more
  details: http://sites.google.com/site/centrallibrarymaharajasurajmal/

Library Status

(a) Number of Titles   : 9727

(b) Total Number of Volumes   : 27354

(c) Number of Journals   : 89 Total Journals

    (Indian & International)   : 72 (N) & 17 (I)

(d) Computerization   : Yes, Library is fully computerized like Cataloguing, Circulation, Serial Control, Barcoding, Web-OPAC search, Report Generation, Management of Record of users and books etc.

(e) Internet Connectivity   : Yes (13 computers including 1 server with Internet Connectivity on all systems)

(f) Photocopier Facility, etc.   : Yes, 2 Printers (including one Scanner, Photocopier cum Printer)

Library Status of MSI

Comparative Status		2013-2014	2014-2015	2015-2016	2016-2017
Titles (in numbers)		8743	8979	9270	9727
Reference (in numbers) (Included in Titles & Volumes)		3157	3191	3198	3398
Total Books (in numbers)		24653	25409	26272	27354
Journals (in numbers)	National	73	71	72	72
	International	20	19	17	17
Magazines		14	14	14	14
New Titles added		640 BBA-165 BCA-87 B.Ed-388	236 BBA-106 BCA-60 B.Ed-70	291 BBA & B.Com - 60 BCA-47 B.Ed-184	457 BBA & B.Com - 152 BCA-38 B.Ed-267
Total Volumes added		1720 BBA-681	756 BBA-	863 BBA &	1082 BBA &

	BCA-404 B.Ed-635	385 BCA-183 B.Ed-188	B.Com - 187 BCA-240 B.Ed-436	B.Com - 501 BCA-173 B.Ed-408

1. Book Bank   No
   (Whether available or not)
2. Library Computerized/automated or not   Yes
3. Access to Electronic resources by students /Faculty   Yes
4. If Yes
   a) Journals -National & International
      1. InfoTrac Management Collection (IMC) – 1070 E-Journals,
      2. DELNET Membership
      3. IEEE (ASPP+POP) – 2874 E-Journals
      4. Science direct – 275 E-Journals
      5. Springer Link – 149 E-Journals
         Total Journals – 4368 E-Journals
   b) Networked Databases   Yes

5. Whether online reservation of books available or not Available

II. Details of Library (MSI)

A. Books (Programmes wise)

S.No.	Details of Books	Details of available Books	
		Title	**Volumes**
1	BBA (G), BBA (B&I), B.Com (H)	3543	11484
2	BCA	1439	5221
3	B.ED	4745	10649
	Total	**9727**	**27354**

B. Printed Journals (Programmes wise)

S.No.	Details of Journals/ Periodicals	Details of available Journals	
		National	**International**
1	BBA (G), BBA (B&I), B.Com (H)	36	9
2	BCA	12	3
3	B.Ed	24	5
	Total	**72**	**17**

Note: - List of Journals Enclosed.
C. No. of Newspapers subscribed   15
D. General Magazines subscribed   14

III. Details of Digital Facilities

S. No.	Digital Facilities	Status	Details
(i)	Library operation computerized	Yes	Management (Record of users and books), Cataloguing , Circulation , Barcoding, Web-OPAC Search Etc …
	Internet Facilities	Yes	13 computers
	Reading room	Yes	14 tables, 100 chairs
	Photocopy	Yes	Yes

Library Status

A. Books (Programmes wise)

S.No.	Details of Books	Details of available Books		Details of required Books as per GGSIPU Norms	
		Title	Volumes	Title	Volumes
1	BBA (G), BBA (B&I), B.Com (H)	3543	11484	1200	4800
2	BCA	1439	5221	400	1600
3	B.Ed	4745	10649	400	1600
	Total	**9727**	**27354**	**2000**	**8000**

B. Printed Journals (Programmes wise)

S.No.	Details of Journals/ Periodicals	Details of available Journals		Details of required Journals as per GGSIPU Norms	
		National	International	National	International
1	BBA (G), BBA (B&I), B.Com (H)	36	9	36	9
2	BCA	12	3	12	3
3	B.Ed	24	5	12	3
	Total	**72**	**17**	**60**	**15**

- Every department of the Institute is in process to establish its own departmental library apart from the central library resources.
- Faculty is also supported by efficient technical staff for effectively translating the curriculum and improving teaching practices in labs.

1.1.4. Specify the initiatives taken up or contribution made by the institution for effective curriculum delivery and transaction on the Curriculum provided by the affiliating University or other statutory agency.

The Institute takes various measures for effective curriculum delivery. The highlights of teaching-learning process are as follows:

- The Institute schedules the academic calendar well in advance at the start of the year with ample time frame for not only the regular teaching-learning process, but also to accommodate the various events like seminar/ guest lecture/ workshops/ FDP's/ Hands-on-series and many more.
- The Institute has developed a rich culture to recruit and retain best faculty from all over India. The Institute has 90 experienced and qualified full time faculty members comprising of Professors, Associate professors and Assistant Professors.
- The Institute has well equipped laboratories to fulfill the requirement of the curriculum. These are periodically reviewed by IQAC and HODs for necessary up-gradation and changes according to curriculum.
- All students, faculty members and employees of the Institute are entitled to make use of the Library facilities on regular basis.
- The Institute has subscription to many reputed online journals, high speed internet for lecture/course material preparation by each faculty.
- All the departments are provided with modern teaching facilities like classrooms with projectors, LCD's, seminar hall etc.
- Wi-Fi and high connectivity internet facilities are enabled in the campus for students, faculty and staff members.
- Periodical assessment by IQAC cell ensures coverage of topics as per syllabus and teaching schedule.
- Preparing the course plan with details of number of lectures to be delivered on each unit of the curriculum.
- Eminent academicians are periodically invited for delivering lectures in the seminars and conferences.
- A robust power supply backup is available for the entire campus round the clock.
- The Institute has a well-stocked, fully computerized library with a huge collection of books on education, management, computer science, engineering, science and humanities apart from the latest editions of books by eminent authors to cater to the needs of the faculty as well as students.
- Students are offered reallife software projects relating to the current industrial requirements to facilitate smooth transition from academics to industrial environment.
- Each Department organizes field trips to various places of academic interests.
- Teachers integrate ICT in teaching by providing updated knowledge of the subject with different modes of communication through:
  - ➢ Presentation

➢ Role play
➢ Group discussion

1.1.5 How does the institution network and interact with beneficiaries such as industry, research bodies and the university in effective operationalization of the curriculum?

- The main stakeholders of the Institute are students, parents and staff and the chief beneficiaries are the software and core industries, research organizations, government organizations and various public enterprises.
- Eminent personalities from industries / renowned academicians are invited to be members of Governing Body and Advisory Committee of the Institute. The Governing body meets twice a year to discuss in detail the curriculum delivery, value additions to prescribed syllabus and content beyond syllabus to enhance the employability of the students.
- The faculty members are encouraged to submit research proposals to various government research organizations/public and private sectors to receive the research grants and promote research activities in the departments.
- Seminar/ expert lectures /workshops/hands on series are arranged by collaborating with the industries/research organizations on the latest trends and growing needs of market.
- Faculty members are encouraged to attend the conferences which help them in effective operationalization of curriculum.
- The faculty members of the Institute keep regularly in touch with their counterparts at the affiliating university.
- Professors/ eminent personalities from the reputed universities are also invited to the Institute from time to time to give seminars and talks to the faculty members.
- The various suggestions proposed are analyzed by the Academic Committee and Governing Body of the Institute and the approved suggestions are conveyed to the affiliating University through communications by the head of the institution.
- Students are motivated to do research projects in collaboration with faculty members and whatever they require for the research projects is made available by the institute from time to time; reimbursement of paper publication fee is one such example.

1.1.6 What are the contributions of the institution and/or its staff members to the development of the curriculum by the University?(number of staff members/departments represented on the Board of Studies, student feedback, teacher feedback, stakeholder feedback provided, specific suggestions etc.

- Many faculty members of the Institute have applied for recognized supervisor for Ph.D programme of GGSIPU and the recognition is in process. Some of them are :

S.No	Name of Faculty	Email.Id	Subject
1.	Prof. Rajesh Kumar Tyagi	director@msi-ggsip.org	Computer Science
2.	Prof. Jagbir Ahlawat	dydirector@msi-ggsip.org	Management
3.	Prof. Harish Singh	harishsingh@msi-ggsip.org	Mathematics
4.	Dr. Amit Chaudhary	amitchaudhary@msi-ggsip.org	Computer Science
5.	Dr.Kavita Pahreja	kavitapabhreja@msi-ggsip.org	Computer Science
6.	Dr.Rajeshwari Malik	rajeshwarimalik@msi-ggsip.org	Management
7.	Dr.Monika Tushir	monikatushir@msi-ggsip.org	Management

- The curriculum design and development process is carried out by the affiliating university based on the needs of the society. However, a large number of faculty members of various departments are part of syllabus designing Committee of GGSIP University. Also almost all the faculty members are part of paper setters and are going for Project Viva duties of Project Work and Computer Labs.
- The Institute collects regular feedback from all its stake holders, viz., students, parents, faculty, etc. The suggestions proposed are analyzed by higher authorities and the recommendations are communicated to the affiliating University on regular basis for implementation in the curriculum.
- Institute follows the curriculum formulated by GGSIPU. Courses are redesigned after 5 years on the basis of the assessment given by the faculty. While redesigning, interest and level of the students is kept in mind along with the changing global needs.
- Institute also organize Project Competition and other activities among students in order to improve Minor Project Report/Major Project Report/Summer Training Report and other skills.Some of them organized in academic session 2016-2017 are:
-

S.No	Programme	Date	Organised by
1.	Self Defence Workshop 2016 by Delhi Police	23rd Sept. 2016	MSI
2.	Gender Sensitization Workshop 2016	14th Oct. 2016	MSI
3.	Intra Project Competition 2016 & Inauguration of Centre for Women Development	15th October 2016	MSI
4.	Annual Sports Meet 2017	09th & 10th January 2017	MSI

5.	Genesis 2017	13th & 14th Jan. 2017	MSI
6.	Role of Media: Speaker Ms. Meenakshi Sheoran	08th February 2017	MSI

- Regular FDP's are done for faculty members to meet the development of the curriculum by the University as per Society needs. Recently, the following three FDP's are organized in 2016-2017:

S.No	Programme	Date	Organised by
I.	One week FDP on Research Methodology and Data Analysis	16th to 23rd December 2016	MSI
II.	Lecture series of Swami Vivekananda Birth Anniversary(1st Speaker: Prof. Makarand Paranjape, JNU & 2nd Speaker: Prof. S.S.Yadav, I.I.T., Delhi)	12th January 2017	MSI
III.	Faculty Development Programme on "Contemporary Issues And Challenges In Management, Education, And Information Technology":Speakers-Dr. Mahesh Vidyalankar, Retired Prof., Delhi University, Topic: Human values and Ethics ; Dr. Ramashray Sharma, Topic: Morality and Ethics; Prof. N.P. Singh (IT), MDI, GURGAON, Topic:"Research Methodology"; Sh. H.S. Bhatia,Held key positions in Corporate Sector (till Sept 2013) - LG Electronics-Business Group Head,Sony India - RM West , DishTV - Sr. Vice President, Airtel - Chief Operating Officer ,Videocon-CMO(Chief Marketing Officer) ,Managing Director "Pluss Digital Ventures Pvt Ltd ,Topic: "Sprit of Entrepreneurship "; Prof. Rajesh Kr. Tyagi, Director, MSI, Topic: "Connecting dots"; Prof. S.C. Sharma, Director, IBS ,Topic: "Challenges in management education and producing effective managers"; Ms. Sumita Singh, Sr. Vice President & Chief Marketing Officer, Elsevier, Topic: "Global Marketing trends and challenges"; Prof. Poonam Bansal, Dy. Director, MSIT, Topic: "Issues and Challenges in Indian Education System";Shri Kaptan Singh(Vice President, SMES & Shri S.P. Singh (President, SMES),Topic: Morality and Ethics ,.	09th to 11th February, 2017.	MSI

ONE WEEK FDP on *"Research Methodology and Data Analysis" from 16th* December 2016, Friday to 23rd December 2016, Friday

1.1.7 Does the institution develop curriculum for any of the courses offered (other than those under the purview of the affiliating university) by it? If "yes", give details on the process ("Needs Assessment", design, development and planning) and the courses for which the curriculum has been developed.

Our Affiliating GGSIP University does not allow any other than those under the purview of the affiliating university to run or develop curriculum etc.

1.1.8 How does institution analyze /ensure that the stated objectives of curriculum are achieved in the course of implementation?
The Institute develops a comprehensive communication system amongst all the stakeholders to ensure that the stated objectives of the curriculum are effectively achieved. The Institute ensures following measures while implementing courses:

- The Institute strictly follows the academic calendar published by the GGSIP University. The Institute also fully adheres to the University regulations regarding the curriculum.

- At the beginning of the course the outcome of the course are explained to the students by the concerned faculty. The same are practiced to be achieved by means of effective implementation of syllabus.

- Institute has IQAC which collects information about coverage of syllabus, number of assignments given, assignments checked, Lab experiment

conducted / performed in lab and action taken and deviation in syllabus coverage, if any.

- The important bodies of the Institute such as Governing Body and Academic Committees periodically review the performance of faculty and students to ascertain the deviation, if any, from the proposed objectives and to suggest corrective measures for improvement.
- Result analysis of internal examination and university examination in comparison with other Institutes are conducted on regular basis also.
- Top ten and bottom ten students are identified in the starting of semester and remedial action is taken to ensure proper curriculum delivery to weak students.
- The Institute ensures the successful completion of curriculum prescribed by the GGSIPU by conducting departmental audit, IQAC and academic audit.
- Class test, projects and assignments are conducted routinely and in the process, identification of slow learners is also achieved. Tutorials and remedial teaching is arranged for them.
- The Institute has a structured feedback mechanism to obtain information from students on the performance of the faculty members. Feedback is received periodically through an interactive system and mentor-student meetings. This feedback survey helps to capture the perceptions of the students about the achievement of the curriculum objectives and improvising the teaching methodology of the teacher, if required.Feedback from parents is also collected during PTM / orientation programme. All types of feedbacks are conveyed to the relevant authorities through proper channel.

1.2 Academic Flexibility
1.2.1 Specifying the goals and objectives, give details of the certificate/diploma/skill development courses etc., offered by the institution.

The main objective of certificate/diploma/skill development course is to encourage the students to enrich the knowledge and to fill the gap between industry and academia to meet their future employability needs. Therefore, Maharaja Surajmal Institute organizes various training and skill up-gradation training on regular basis to provide the required platform to faculty and students. Some of the initiative details are:

- As per GGSIPU syllabus, a student has to undergo 8 weeks industrial training in BBA. As Institute better know future employability needs of student, Maharaja Surajmal Institute organizes training courses for the students in Institute campus itself. The topic/area for such training courses is finalized by faculty members under the supervision of senior faculty members.
- Institute recognizes the significance of communication skills and interpersonal skills for the overall development of students. In order to equip them for the challenges of job search and placement, Institute organizes personality development special sessions for 01st Year students in all departments.

1.2.2 Does the institution offer programmes that facilitate twinning /dual degree? If yes, give details.

As the Institute is affiliated to the Guru Gobind Singh Indraprastha University, Delhi, the University does not provide any such flexibility.

1.2.3 Give details on the various institutional provisions with reference to academic flexibility and how it has been helpful to students in terms of skills development, academic mobility, progression to higher studies and improved potential for employability. Issues may cover the following and beyond: 'Range of Core / Elective options offered by the University and those opted by the Institute'.

In order to incorporate flexibility the core and elective subjects are offered as per GGSIPU curriculum and the students have the flexibility to make a choice among the electives. Elective is floated if one-third of the total number of students opt for the same. Details of elective subject offered by various departments in last three year are:

S. No	Year	Department	Elective Subject Name (With Subject Codes)
1	2016-17	B.Ed	Guidance and Counseling (B. Ed 216) Health and Physical Education (B. Ed 220) Life Skills Education (234)
		BCA	Artificial Intelligence -BCA-312 Software Testing -BCA-307 Web Based Programming-BCA-315
		B.Com	-
2	2015-16	B.Ed	No elective subject in this session because two year programme started from this session (2015-16) and elective subjects are only in fourth semester.
		BCA	Artificial Intelligence -BCA-312 Software Testing -BCA-307 Web Based Programming-BCA-315
3	2014-15	B.Ed	Educational Guidance and Counseling (B.ED 108) Educational Technology (B. ED 110) Educational Evaluation (B. ED 114) Elementary Education (B. ED 134)
		BCA	Artificial Intelligence -BCA-312 Software Testing-BCA-307 Microprocessor-BCA-309 Advanced Computer Network-BCA-311 Web Based Programming-BCA-315
4.	2013-14	B.Ed	Educational Guidance and Counseling (B. ED 108) Educational Technology (B. ED 110) Educational Evaluation (B. ED 114)

			Elementary Education (B. ED 134)
		BCA	Artificial Intelligence -BCA-312 Network Security BCA-314 Software Testing-BCA-307 Advanced Computer Network BCA-311 Web Based Programming-BCA-315

The Institute is flexible enough and allows its students in selecting their elective subjects.

Core option

The students must compulsorily register for all the core subjects as per the syllabus of the GGSIPU. The syllabus is designed by the university.

- **Choice based credit system and range of subject options**
  NIL
- **Courses offered in modular form**
  Institute offers no course in modular form and all the departments strictly follow the curriculum which is defined /designed by the GGSIPU
- **Credit transfer and accumulation facility**
  NIL
- **Lateral and vertical mobility within and cross programme courses**
  Institute follows eligibility conditions & admission criteria as per GGSIPU norms for lateral and vertical mobility within and cross programme courses.
- **Enrichment Courses**
  All departments of Institute conduct technical/non-technical events, seminars, workshop, FDP's, expert lectures on latest topics to enhance the knowledge of the students and faculties.

1.2.4 Does the institution offer self-financed programmes? If 'yes', list them and indicate how they differ from other programmes, with reference to admission, curriculum, fee structure, teacher qualification, salary etc.

The institution does not offer self-financed programmes of its own. All the programmes (BBA, BBA (B&I), BCA & B.Ed)-both shifts are affiliated to GGSIPU which are self-financed programmes. Admission to these courses is centralized through counseling by University on the basis of common entrance test conducted by the University. Curriculum, fee structure, teacher qualification and salary are as per University and UGC norms.

1.2.5 Does the Institute provide additional skill oriented programmes, relevant to regional and global employment markets? If 'yes', provide details of such programme and the beneficiaries.

Institute does not offer any skill oriented programme. However, each department of the Institute conducts various workshops/ seminar/ expert lectures /training programs on regular basis to enhance employability skills and knowledge. The main aim of these activities is to increase employability of students and to give ideas to work on different disciplines.

1.2.6. Does the university provide the flexibility of combining the conventional face-to-face and Distance Mode of Education for students to choose the courses/ combination of their choice? If yes how does the institution take advantage of such provision for the benefit of students?

NO, the Institute is affiliated to GGSIPU, Delhi which does not allow any distance mode flexibility.

1.3 Curriculum Enrichment

1.3.1 Describe the efforts made by the institution to supplement the University's Curriculum to ensure that the academic programmes and Institution's goals and objectives are integrated?

The Institute vowed to leave no stone unturned in supplementing the university's curriculum to realize the goals and objectives of the institution. Some of the efforts made by the Institute are:

- Well qualified and experienced faculty members.
- Library with internet facility for students and faculty members.
- High speed, round–the–clock Internet/Wi-Fi access
- NPTEL/ MOOC/Online Videos
- Fully equipped laboratory facilities
- In- house Industrial Training for students/visiting Industrial training.
- Organizing Seminar/ workshops/ Hands-On/ Expert talk for student and faculty.
- Dedicated placement department in the campus which is putting in all-out efforts for organizing several placement activities throughout the academic year for students. Special session to hone up technical skills and much needed communication skills are conducted on a regular basis.
- The Institute has a well-equipped language lab with Language software, CG Lab, Linux Lab, Web Tech Lab, Java Lab, .NET Lab, DS Lab, DBMS Lab, C++ Lab, IT Lab to assist students in training soft skills.
- Organizing Industrial visits
- Providing all support/ research facility to faculty
- Organizing various training and skill up-gradation programmes to provide the required platform to faculty and students.

1.3.2 What are the efforts made by the institution to enrich and organize the curriculum to enhance the experiences of the students so as to cope with the needs of the dynamic employment market?

Being an affiliated institution of GGSIPU, Maharaja Surajmal Institute is bound to follow the guidelines prescribed by the university. However, the institution has provided many platforms for the students as well as for faculty to enrich their knowledge on emerging trends/topics which are required for the dynamic employment market. The Institute has effective feedback mechanism from alumni, and students which is properly analyzed /verified/inspected by Academic and Governing Body on regular basis. Efficient measures are taken by Institute to

incorporate feedback inputs for enhancing employability. Some of the efforts to enrich the program are:

- Organizing Seminar /Workshop/ FDP's for student as well as faculty.
- Encouraging student for participating in technical/management events for overall development'
- Implementing mentoring system to fill the gap between faculty and students where students are advised/ trained/ counseled to be groomed not only for current market/industry requirements but also for the society at large.
- Organizing various training and skill up-gradation programmes to provide the required platform to faculty & students.

1.3.3 Enumerate the efforts made by the institution to integrate the cross cutting issues such as Gender, Climate Change, Environmental Education, Human Rights, ICT etc., into the curriculum?

Maharaja Surajmal Institute is governed by Surajmal Memorial Education Society (SMES) which is established with an aim to disseminate quality education in the technical and professional areas, especially for those students who are from hitherto educationally deprived regions of our country. The institute makes every effort to integrate cross cutting issues as Gender, Climate Change, Environmental Education, Human Rights, ICT etc., into the curriculum.

Gender

All students are treated equally by the Institute management, administration and faculty irrespective of their gender and social status. Therefore, Institute has Sexual Harassment Committee under the command of Dr. Kavita Pabhreja.This committee provides an exclusive platform for women employees and girl students to share their grievances either in person or in writing.

The Institute campus is safe and provided with full CCTV coverage. Institute campus has separate hostel for both girls and boys which is comfortably furnished and make a good home away from home. Separate common rooms both for boys and girls are also available in the Institute campus.

- As per notice dated 22nd August 2016, Sexual Harassment Committee has been constituted for the session 2016-2017, again headed by Dr. Kavita Pabhreja. The Committee is:
  a) Dr.Kavita Pabhreja
  b) Dr.Promila Dabas
  c) Dr.Vijay Dahiya
  d) Dr.Amit chaudhary
  e) Mr.Manoj Kumar
  f) Ms.Tarunim Sharma
  g) Ms.Pinki Rani(NGO)

- As per the circular Reference No. GGSIPU/USEM/2016/657 dated 03/11/2016 circulated in GGSIPU, the following points circulated in our affiliating university are also be kept in mind in regard to complaint committee in our campus:

☐   *A committee nominating 3 Males and 3 Females counselor from Teaching/ Non-Teaching Staff to interact with the students /hostellers.*

☐   *At least 3 training programmes during the academic year for girl students and female staff in coordination with Crime against Women Cell, Delhi Police (MSI has already conducted 2 programmes).*

☐   *8th March should be celebrated as International Women's Day/Women Safety Week /Gender Sensitization Day should be conducted in the campus.*

☐   *Girls Common Room should be conducted immediately in the campus.*

☐   *In order to effectively monitor the scope and significance of gender sensitization initiatives on the campus, it is imperative that the task force be headed by Senior Female Faculty of MSI.*

- Maharaja Surajmal Institute has taken initiatitives keeping the scope and significance of gender sensitization. In the academic session 2016-2017, MSI has conducted two training programmes for girl students and female staff in coordination with Crime against Women Cell, Delhi Police

    1. Self Defence Workshop (23 September 2016)

    2. Gender Sensitization Workshop (14 October 2016): Maharaja Surajmal Institute organized Inaugural Ceremony of Centre for Women Development on 15th October 2016.

Workshop on Self-Defence by
Women Cell: Special police unit for women and children
Date: September 23rd, 2016
Organized for: Girl Students of MSI

Climate Change and Environmental Education

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.

Human Rights

The Institution follows the policy of zero tolerance to ragging. Therefore, complying with the directives of the Hon'ble Supreme Court of India, the Institute has an anti-ragging committee headed by Paramveer Singh for overseeing the implementation of the provisions of the Anti-Ragging verdict. The Anti-Ragging Committee and Anti-Ragging Squad are clearly displayed on our website.

The committee comprises of teaching faculty, administrators and women representatives who monitor the measures taken by the Institute for the prevention of ragging. The committee looks into the specific instances of ragging and complaints of ragging; and suggests appropriate action / punishment against individuals who indulge in ragging.

Human Values and Professional Ethics is one of the mandatory subject for students as per GGSIPU curriculum. Through this subject Institutes aims at helping the students not only to inculcate the skills of ethical decision making but also to apply these skills to tackle the current challenges by understanding the need and importance of value-education and human rights within both the national and the global context.

- MSI organized a lecture on "Art of Living" on 5 March 2016.
- Institute organized a FDP on "Values and Ethics and its relevance to present education system" on 30 April 2016.
- Institute organized a lecture series on Swami Vivekananda on 12th January 2017 recently.
- Institute organized a FDP on "Values and Ethics and its relevance to present education system" from 09th February 2017 to 11th February 2017

ICT

Faculty members are encouraged to use effective delivery mechanism for lectures/education through power point presentation/ video lectures for making the class room teaching interactive and interesting. Class rooms with projectors, seminar halls with audio/video/PA system are available for all departments in the Institute. NPTEL video lectures are also available for student as well as for faculty.

This year Institute has also introduced effective learning management system (moodle) which is a learning platform designed to provide educators, administrators and learners with a single robust, secure and integrated system to create personalized learning environments.

1.3.4 What are the various value-added courses/enrichment programmes offered to ensure holistic development of students?

Value added courses/ enrichment programmes are offered by the department/ institution in addition to the prescribed university curriculum and syllabi for the holistic development of students as citizens.

LIST OF VALUE ADDED COURSES OFFERED:

Establishment of Language Lab

The Institute recognizes the significance of communication skills and interpersonal skills for the overall development of our students. In order to equip them for the challenges of job search and placement, Institute provide them with sufficient practice into various communication and employability skills. The Institute has a well-equipped language lab with Language software, CG Lab,

Linux Lab, Web Tech Lab, Java Lab, .NET Lab, DS Lab, DBMS Lab, C++ Lab, IT Lab to assist students in training soft skills.

Personality Development and Soft Skills

The personality development consists of evolution of excellent qualities of a virtuous human being. In the Institute, various Personality Development activities are conducted throughout the year; these are:

- Mock Interviews
- Seminars/Workshops on Latest Technologies.
- Sessions for Resume Writing/GDs/Personal Interviews/ Vocabulary development
- Industrial Visits
- Eco Club
- Avensis (Technical Fest)
- Genesis (Cultural Fest)
- Annual Sports Meet

Moral and Ethical Values

- Human Values and Ethics and Environmental Science are the compulsory subjects for all the students.
- Organizing lecture series on Ram Niwas Mirdhaji every year and inviting eminent personality for delivering lectures on human values, social issues etc.
- Organizing Art of Living Course for faculty and students.

Some of the events organized in this academic year are

- Institute organized a FDP on "Values and Ethics and its relevance to present education system" on 30 April 2016.
- Institute organized a lecture series on Swami Vivekananda on 12th January 2017 recently.
- Institute organized a FDP on "Values and Ethics and its relevance to present education system" from 09th February 2017 to 11th February 2017.

Community Orientation

Some of the events which are regularly conducted by the institute are:

- Every year Maharaja Surajmal Institute co-ordinates "Talent Development Camp" that was started in year 1999.It includes a three week intensive education camp for students of 11th and 12th class from the rural areas who have scored more than 60% marks in the previous examinations. The society bears all the expenses on boarding and lodging of the students for whole duration of the camp. The eighteenth camp was organized in 2016.
- Blood donation camp,Tree plantation drive and Winter Cloth collection and donation(DAN UTSAV) are done on regular basis yearly.

Better career options

- Institute organizes various training and skill up-gradation programmes to provide the required platform to faculty and students.

- Various multidisciplinary, advanced technologies, industry relevant training programmes are conducted by departments in collaboration with industries.

1.3.5 Citing a few examples enumerate on the extent of use of the feedback from stakeholders in enriching the curriculum?

Feedback is always a guide to improvement. In Maharaja Surajmal Institute, we consider feedback as a tailoring mechanism for the departmental activities. Whether it is course content, teaching, teaching methodology, Laboratories or libraries, sports, hostel or mess, each aspect is strengthened based on the feedback obtained from various sources or stakeholders.

Feedback from different stakeholders are collected and analyzed by Institute and necessary actions are taken. Based on Industry feedback emphasizing the importance of communication skills in market, a dedicated language lab was established; extra communication class for sixth semester (BBA/BCA)students is also a step in the same direction.

Different feedbacks taken from different stakeholders are:

- Student feedback
- Parents
- Managment
- Institute passout feedback
- Alumni feedback
- Feedback of seminar/workshop/conference/ FDP's conducted/ attended by the Institute.

These feedbacks are properly analyzed and become the basis of conducting seminars/workshops/hands-on-series on different areas/fields. Also, Institute takes necessary steps towards the development of students as well as faculty for realizing its mission and vision

*The management of the Institute does not give any formal feedback.*The Chairman, Treasurer and other members of the Governing Body usually discuss any major administrative/ functional problem of the Institute and ratify the decision/ give suggestions for improved working of the Institute. Besides this, the teachers are also authorized to approach the Chairman on an independent level concerning an issue of concern. On an informal level too, the Chairman of the Governing Body and the Principal do keep in regular touch over the issues concerning overall development of the Institute.

1.3.6 How does the institution monitor and evaluate the quality of its enrichment programmes?

The Institute constantly interacts with various stakeholders such as alumni, industry, employers, research agencies, parents, faculty members, university, etc., from time to time on various aspects namely curriculum, academic improvements, infrastructure, support facilities, etc. Feedback from the Faculty (Based on interaction with the faculty on parameters such as salary, leaves, research facilities, recognition of their contribution, their respect, promotions and overall academic environment) and feedback from the Students and Alumni (Based on Interaction with the alumni and students on parameters such as teaching environment in the campus, support for conducting extracurricular activities such

as field visits, cultural festivals etc, administrative support, career guidance and counseling and support for training and placement and student's interaction with experts from industry and academia) are taken on regular basis. The feedback is properly analyzed and inspected by Academic and Governing Body. The institute also maintains an Internal Quality Assurance Cell (IQAC) to build and ensure a quality culture at the institutional level.

1.4 Feedback System

1.4.1 What are the contributions of the institution in the design and development of the curriculum prepared by the University?

Maharaja Surajmal Institute is affiliated to the Guru Gobind Singh Indraprastha University and follows the syllabus/scheme prescribed by the same. A systematic procedure is followed in the institution to suggest inputs/ any changes/ up gradations in the curriculum and is solely handled by the university in consultation with participating members of the affiliated Institutes. During recent revision of syllabus, many faculty members of the Institute have been nominated as Members/ Convener/ Coordinators for different subjects. Almost all the faculty members are the evaluators and subject/course coordinators during GGSIPU examinations.

1.4.2 Is there a formal mechanism to obtain feedback from students and stakeholders on Curriculum? If 'yes', how is it communicated to the University and made use internally for curriculum enrichment and introducing changes/new programmes?

There a formal mechanism to obtain feedback from students and stakeholders on Curriculum. For educational institutions striving for excellence, it is essential that they evaluate the effectiveness of their programs, and the efficiency of student services offered by them. Such evaluation is incomplete if it does not include feedback from its stakeholders. Therefore, Maharaja Surajmal Institute also has a formal mechanism to obtain feedback from students and other stakeholders and is also incorporated within teaching and learning process at MSI.

Various feedbacks obtained by the students and stakeholders are:

a) **Students' Feedback:** The student feedback (related to faculty) is taken twice in every semester by every department of the Institute i.e. first feedback before first sessional exam and the second before the second sessional exam. Students are also encouraged to submit their feedback regarding the functioning of the non-teaching staff, infrastructure related issues, library facilities and computer laboratories available for them in the Institute.This feedback is discussed within the department as well as with the Director and appropriate measures are taken to improve the teaching-learning process.

b) **Parent's Feedback**: The Parent's feedback is obtained during parent's teacher's meeting (PTA) and orientation program on regular basis. during interaction with them regarding the attendance and the academic performance of their ward.

c) **Alumni Feedback:** Alumni feedback is also obtained during alumni meet which is regularly conducted by MSI. Regular Departmental meetings, held at regular intervals, are forums where departmental functioning is discussed, suggestions invited and performances reviewed.This is in an

informal manner, both at the Institute level as well as at departmental level. This helps in improving the market acceptability and beyond the coursework teaching as this feedback comes from the ones already in the employment market and knowing fully well as to what were the shortcomings they possessed, both in securing a job and working on field.

1.4.3 How many new programmes/ courses were introduced by the institution during the last four years? What was the rationale for introducing new courses/ programmes?)

A new programme / course, **B. Com (H)** was introduced in August 2015 with student intake of 60 affiliated with GGSIP University.

S. No.	Academic Session	Recommendation given by Joint Assessment Cell for improvement of Institute during their visit on May 18, 2015	Affiliating University: GGSIPU
			B.Com(H)
1	2015-2016		Intake of 60 Students

Regarding Cadre ratio also, the JAC has considered the formula prescribed by our affiliating University (GGSIPU) and the five Readers have been treated as three senior faculty members.

CRITERION II: TEACHING –LEARNING AND EVALUATION

2.1 Student Enrolment and Profile

2.1.1 How does the Institute ensure publicity and transparency in the admission process?

Admission Process: The admission process is 100% transparent and equal for all, as per norms of the university. Maharaja Surajmal Institute (MSI), in its '***Pursuit for Excellence***' has always followed the 'centralized admission and counseling' process by Guru Gobind Singh Indraprastha University) GGSIPU. The institute website, presents the updated admission related information, in accordance with university norms for the potential students. The completely adheres to the university guidelines and norms for admission process. The University advertises the admission to its various programmes and the relevant details related to programme on its website, leading dailies and through the admission brochures. The admission brochure includes the following details:

- The University Profile.
- List of Programmes and the affiliated Institutions running these programmes.
- Eligibility Criteria
- Details of Common Entrance Test (CET)
- Seat allocation
- Reservation of Seats
- Fee Structure
- Documents required for admission
- Admission procedure for foreign students
- Undergraduate and Post graduate programmes and various specializations
- Profile of affiliated institutes

The Institute, on its part, advertises its profile in the admission brochure of the University. Institute receives the list of students eligible for admission after centralized online counselling conducted by GGSIP University. Hence, the admission process is thoroughly transparent including the announcement of last date for closure of admissions and commencement of regular classes. Besides, during the time of admission, the institutes also ensures and assigns some faculty members from each department in the institute, to guide students who come personally to seek information related to admission in various programme or information related to the institution. The institute has its admission committee, and the convener attends various admission related meetings at the university, and accordingly plans the counseling and document verification sessions.

Publicity: The Institute website, www.mis-ggsip.org, presents information about the institution, vision, mission, policies, its infrastructure, laboratory, courses, faculty, activities, location, affiliation, library and placement. This showcases the 'life at MSI' to the potential students. The Institute has come to gain the reputation of being one of the best institutes affiliated to GGSIP University and most of its publicity is through word of mouth by its stakeholders. Also in today's technology enabled world, the e-WoM, is also there, because of the students

actively creating a buzz online through various social-media platforms. There is adequate awareness about the institution and its achievements among the public at state and national level. The institute is regularly seen in the various ranking list by various organizations. Recently the institution is ranked at 10th position, all over India, and 2nd in Northern India by prestigious national daily 'The Times of India'2016.

2.1.2   Explain in detail the criteria adopted and process of admission (Ex. (i) merit (ii) common admission test conducted by state agencies and national agencies (iii) combination of merit and entrance test or merit, entrance test and interview (iv) any other) to various programmes of the Institution.

The admission of students to various programs at MSI i.e. BBA, BBA (B&I), BCA and B.Ed. is done through the Common Entrance Tests (CET) for each course conducted by GGSIP University to which the Institute is affiliated. The decisions regarding admission are taken by the University. It is the University that conducts the entrance examination and the counselling. The Institute gets a list of students eligible for admission from the University, after the Institute has been allotted to them. While admitting the students, the representatives from the University adhere to the eligibility and reservation criteria mentioned in the prospectus. A centralized online counselling is conducted, and students are admitted according to their CET rank and preferences stated by them to ensure transparency of the process. The number of seats filled and the number of seats vacant under every category in each institute is displayed on the University website at the end of each day of counselling. The procedure adopted by the GGSIP University is as below.

1. Issue of notification published in the leading dailies, university website.
2. Distribution of the information booklet along with the application form.
3. Submission of application to GGSIP University.
4. Conduct of CET examination.
5. Preparation of merit list based on the marks obtained in the Qualifying Examination and Government reservation policy.
6. Centralized online counselling process for admission and issue of online admission letters. Selected candidates list is displayed on the university website and notice board.
7. Commencement of classes as per the GGSIP University notifications and guidelines.

2.1.3   Give the minimum and maximum percentage of marks for admission at entry level for each of the programmes offered by the Institute and provide a comparison with other Institutes of the affiliating university within the city/district.

Maharaja Surajmal Institute is among the most preferred Institutes for various professional courses at under-graduate level. The ranks cutoff, i.e. the highest and the lowest ranks in all programs are reviewed to analyze the variation in the quality of students joining the institute. This gauges the quality of input, and hence plays a key role in placements and market acceptability. It is an indicator of the students' preference to the institution over other institutions in the region

and the steps that need to be taken to further improve its position, or as in our case to maintain the top slot. There are more than 60 Institutes affiliated to GGSIPU which offer BBA, BCA and B.Ed. programmes. Following is the course wise list of the students with first rank and the last rank admitted to different courses at MSI for the academic year 2016-2017.

Admission Year 2016-2017

Institute Name	Course	Total Intake	First Rank	Last Rank
Maharaja Surajmal Institute	BBA (Shift – I)	180	48	2985
	BBA(B&I) (Shift – I)	60	17	4761
	BBA(G)- Shift II	120	508	4940
	BBA(B&I)- Shift II	60	1288	6656
	B.Com (H)	120	245	2106
	BCA – Shift I	120	18	1165
	BCA – Shift II	60	246	1310
	B.Ed.	100	2	591

2.1.4 Is there a mechanism in the institution to review the admission process and student profiles annually? If yes what is the outcome of such an effort and how has it contributed to the improvement of the process?

YES, we do have a system to review the admission process. Although the admission process is governed by the state government and GGSIP University and is under the control of the institution, the student profiles are analysed every year after admission. This helps in understanding the social, economic and academic background of the students so that special attention is given to the academically weak students and scholarships are offered to the meritorious /economically weak students.

- An orientation programme is conducted for the newly admitted students for various courses in order to sensitize them to the various on-campus facilities, regulations and examination procedures etc.
- A centralized database is created through the admission form of the Institute, which include demographic information like school performance, Occupation of the parents etc.
- The institute use time-table and other learner-centered pedagogy and appropriate methodologies to facilitate effective learning outcome.
- The institution has a well-conceived plan for continuously monitoring the student progress through an organization structure which includes class

coordinator for each class (60 Students), Programme Coordinator and Head of the Department, for each department.

- The student welfare department helps through various scholarships announced by different agencies to help them in solving their financial problems.
- Extra classes or remedial classes are scheduled as per requirements to bridge the gap between slow learners and others and provide academic support.
- Infrastructural facilities for differently-abled students are available in the institute.
- On Annual day, every year, meritorious students (first and second rank holders) from every course are offered scholarship of Rs.15,000 and Rs.10,000 respectively.

2.1.5 Reflecting on the strategies adopted to increase/improve access for following categories of students, enumerate on how the admission policy of the institution and its student profiles demonstrate/reflect the National commitment to diversity and inclusion

- **SC/ST**
- **OBC**
- **Women**
- **Differently- abled**
- **Economically weaker sections**
- **Minority community**
- **Children of Ex-Servicemen/Sports personnel**

The GGSIPU follows the reservation policy to accommodate students from the disadvantaged communities, differently- abled, children of ex-servicemen, Sports personnel etc.

The reservation policy for the University Schools, Government Institutes and Self Financing Institutes/ Institutions affiliated with this University, other than minority institution, for the CETs is as follows:-

For the Self Financing Institutions Located in NCT of Delhi except minority status institutions

- DSC : Delhi region Scheduled Caste
- DST : Delhi region Scheduled Tribe
- DDef : Delhi region Defence
- DPWD : Delhi region Persons With Disability
- ODSC : Outside Delhi region Scheduled Caste
- ODST : Outside Delhi region Scheduled Tribe
- ODDef : Outside Delhi region Defence
- ODPWD : Outside Delhi region Persons With Disability

Candidates belonging to Scheduled Castes/Scheduled Tribes/Widows or Wards of Defence Personnel/ Persons With Disability will be allowed 5% relaxation of

marks in the minimum eligibility requirement, irrespective of the fact whether there exists any reservation for any category of such candidates or not.

85% of the sanctioned intake (minus the management quota which is 10% of total seats unless surrendered by the institution for common counselling) shall be allocated for Delhi Region wherein reservation of seats shall be as under:

- DSC - 15%
- DST - 7.5%
- DDef - 5%
- DPWD - 3%

15% of the sanctioned intake (minus the management quota which is 10% of total seats unless surrendered by the institution for common counselling) shall be allocated for outside Delhi Region wherein reservation of seats shall be as under:

- ODSC - 15%
- ODST - 7.5%
- ODDef - 5%
- ODPWD - 3%.

10% of the total seats (as per CET Code) will be allocated as management quota (unless surrendered by the Institute/institute) seats as per policy of Govt. of NCT of Delhi in self-financing institutions.

Hence the institute is committed to the strategy of diversity and inclusion in society.

2.1.6 Provide the following details for various programmes offered by the institution during the last four years and comment on the trends. i.e. reasons for increase / decrease and actions initiated for improvement.

The institute has an excellent track record of almost 100% admissions for the sanctioned intake by GGSIPU. The institute has an exemplary academic andplacement record, good infrastructure and well qualified teachers.Institute ranks top among the affiliated institute of GGSIPU for BBA, BCA and B.Ed.

Program	2012-2013		2013-2014		2014-2015		2015-2016		2016-2017	
	Approved Intake	Admitted	Approved Intake	Admitted	Approved Intake	Admitted	Approved Intake	Admitted	Approved Intake	Admitted
BBA (G) Shift –I	60	60	120	120	120	122	180	180+6*	180	181
BBA	60	59	60	57	60	56	60	60	60	60

(B&I) Shift -I									
BBA (T& TM) Shift -I	60	58							
BBA (G) Shift -II	60	59	120	116	120	110	120	120	120	120
BBA (B&I) Shift -II	60	60	60	51	60	53	60	60	60	58
B.Com (H)							60	59	60	60
BCA Shift -I	60		60	59	60	57	120	120	120	120+1*
BCA Shift -I	60	60	60	56	60	58	60	59	60	60
B.Ed.	100	100	100	100	0	0	100	100	100	100

* Foreign student

2.2 Catering to Diverse Needs of Students

2.2.1 How does the institution cater to the needs of differently- abled students and ensure adherence to government policies in this regard?

The institution not just fully adheres to the government policies regarding the needs of differently-abled students, but also works 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.

2.2.2 Does the institution assess the students"needs in terms of knowledge and skills before the commencement of the programme? If,yes",give details on the process.

The institute begins every academic session with an *'Orientation Program-Shubharamabh'*, which consists Vedic Hawan, Induction programme, and some cultural programmes as ice-breakers for parents and new students. This orientation programme brings the two stakeholders on one platform, and the institute highlights the importance of the professional courses, semester system, credit system, course schedule, curriculum coverage, examination pattern, assessment methods including facilities available at the institution. It also showcases the issues and challenges in meeting the desired learning objectives.

Faculty members also give an over view of the opportunities and challenges in the field of study of individual courses. In the orientation programme the students are informed about various technical/cultural/sports/environmental clubs/societies in the institutes so that they can enroll themselves in the areas of their expertise and keep themselves updated about diversified platforms. Glimpses of various facilities are made available to the students

2.2.3 What are the strategies drawn and deployed by the institution to bridge the knowledge gap of the enrolled students (Bridge/Remedial/Add-on/Enrichment Courses, etc.) to enable them to cope with the programme of their choice?

All the students do not learn at the same pace, and it is morally not possible to segregate the students on basis of their learning pace, as it can negatively affect the motivation level of the students.

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 counselling.
- 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.
- The class presentations and home assignments help the students to have in depth knowledge of the subject and build one-to-one interaction between student and teacher.
- 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 counseling through parent teacher meeting (PTM) periodically, to enhance the communication between parents-teachers-students.
- The institute provides notes through Moodle/ Handouts/ PPTs/Question Bank to facilitate slow learners to bridge the knowledge gap.
- The students are motivated to join different clubs and societies like karn, Natraj, Eco-club, Literary society, cultural club, sports teams etc. as per their interest, for holistic learning and growth.

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 23 Gold Medals so far, higher than any other affiliated Institute of GGSIPU.

2.2.4 How does the Institute sensitize its staff and students on issues such as gender, inclusion, environment etc.?

The office bearers of SMES, the parent organization of MSI are committed to the social inclusion and sustainable growth and development.

MSI's vision and mission is to impart holistic education in various domains like management, computer education and with emphasis on the ethical and moral principles, sensitizes its staff and students on issues such as gender inclusion, environment etc. by holding variety of guest lecturers/seminars on ethical values and constitution value.

The female staff and students are given due representation in all the committees constituted in the institute. Girl students are provided separate common room and hostel facility. 24x7 security is provided both in the campus and in the girls' hostel to ensure the safety of girls. Sexual Harassments committee is well

established in the institute for girl students/female staff members and is available round the clock for guidance and help. The students' grievance cell comprises of senior female faculty members to ensure that there is no gender bias.

The institution practices the spirit of equality and no partiality is shown to students or staff on basis of caste, colour, creed or gender.

Women Development Cell has been constituted, in the institute, which works towards the development of women centric projects / research projects.

The institute also organizes the 'Self-Defense' workshop for the girl students in collaboration with Delhi Police. Many Lectures with environment centric themes, and ethical values and morals are held to make the students and staff aware about the local and global environmental issues and ethics. A trend of tree plantation by the experts called for the guest lecture/FDP/seminars is followed to inculcate the value of "GO GREEN" among the students and faculty members. Apart from this, the university also offers a subject on Environmental Sciences [BBA-312] to students of final in BBA department.

2.2.5 How does the institution identify and respond to special educational/learning needs of advanced learners?

Advanced learners are facilitated with state of the art facilities in terms of well-equipped library provided with latest edition of books, online journals, modern labs and other amenities. Students are allowed to borrow additional books in the library and study rooms are available in the library till 06.30 pm. The institute has a central library with a huge collection of books and national and international journals. The library also has all infrastructural facilities including computers with internet facilities.

OPAC: Web-OPAC facility on the entire computer Terminals available at Central Library, Book-Bank and entire Institute.

Library Status of MSI and digital details

Comparative Status		2013-2014	2014-2015	2015-2016	2016-2017
Titles (in numbers)		8743	8979	9270	9727
Reference (in numbers) (Included in Titles & Volumes)		3157	3191	3198	3398
Total Books (in numbers)		24653	25409	26272	27354
Journals (in numbers)	National	73	71	72	72
	International	20	19	17	17
Magazines		14	14	14	14

New Titles added	640 BBA-165 BCA-87 B.Ed-388	236 BBA-106 BCA-60 B.Ed-70	291 BBA & B.Com -60 BCA-47 B.Ed-184	457 BBA & B.Com -152 BCA-38 B.Ed-267
Total Volumes added	1720 BBA-681 BCA-404 B.Ed-635	756 BBA-385 BCA-183 B.Ed-188	863 BBA & B.Com -187 BCA-240 B.Ed-436	1082 BBA & B.Com -501 BCA-173 B.Ed-408

S. No.	Digital Facilities	Status	Details
(i)	Library operation computerized	Yes	Management (Record of users and books), Cataloguing , Circulation , Barcoding, Web-OPAC Search Etc …
	Internet Facilities	Yes	13 computers
	Reading room	Yes	14 tables, 100 chairs
	Photocopy	Yes	Yes

- Meritorious students are rewarded with scholarships on Annual Day.
- Institute has regular classroom lectures supported with audio visual aids along with blackboard and white boards.
- Every year Educational tours/ Industrial visits are organized for the students so that they get the right industrial exposure.
- We regularly invite experts from prestigious institutions like IIM, IIT, JNU, DU, GGSIP University and industries for extension lectures.
- University has the provision of tutorial classes in some of the required subjects which help the advanced learner to have in depth knowledge of the subject.
- The provision of e-content for webinars is available for the advanced learner. The teachers facilitate and share these resources on regular bases.
- The Institute provides the internet with 50MBPS speed, so if the students want they can enroll in an online course of their interest by MOOC (Massive Open Online Course) etc.
- Video lectures (NPTEL Lectures) are used by faculty member.

2.2.6 How does the institute collect, analyse and use the data and information on the academic performance (through the programme duration) of the students at risk of drop out (students from the disadvantaged sections of society, physically challenged, slow learners, economically weaker sections etc.who may discontinue their studies if some sort of support is not provided)?

The institute proudly claims that 'NO STUDENT' has ever left the Institute because of being part of any disadvantaged section of the society. The university system is also, supportive, as it believes in reappears and do not fail any student. For any course to be completed the university has specified N+2 years, keeping in mind the variation in the learning pace of the students.

Academic performance of the students; from the disadvantaged sections of society, physically challenged, slow learners, economically weaker sections etc. is assessed by the teachers during their lectures in classroom. We use marks as index for identifying slow learners. These students who do not seem to cope with the pace of learning are advised and counselled by the faculty members, mentor/program coordinators and the Head of the Departments. They are especially advised and counselled so as to help them improve themselves. Students are subjected to various methods of evaluation like vocal responses in the class, individual responses in the presentations and the performance in the midterm examination. Based on their performance, students are identified as slow and advanced learners. The morale of the slow learners is boosted by counselling sessions, remedial classes and intensive interactive sessions. They are also given advice after class hours and are motivated by providing additional learning material such as text books and solved question papers from examination.

A batch of 20 students is assigned to a mentor, a teaching faculty. The mentor acts as a counsellor and is responsible for the holistic development and welfare of the 20 students. Continuous evaluation provides opportunity for counselling students with feedback to enhance their academic performance and behavior. Students are counselled periodically, fortnight/month, about their academic performance, financial problem, hostel problem and other personal problems. required, parents are invited for counselling along with the students. Parents/Guardians are informed about the performance of the students and their attendance on regular basis.

In addition to counselling the students, a regular parent teacher meeting ensures that there is nil drop-out due to any reasons. The management has always been gentle and magnanimous in dealing with students from poor economic background and extended financial support in hostel, boarding and other areas. The institution aims at creating a friendly environment for differently abled students by providing ramps and lifts to facilitate their easy movement. Besides, due the reservation policy adopted by the GGSIPU, students learn to cope with their differently- abled peers during the course of their study.

The institute 'stresses' on treating students as 'Each One as Unique' and hence handle them with care.

2.3 Teaching-Learning Process

2.3.1 How does the Institute plan and organise the teaching, learning and evaluation schedules? (Academic calendar, teaching plan, evaluation blue print, etc.)

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.

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 recent academic calendar of the university and the institute for year 2016-2017 is enclosed along

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. The unit wise syllabus is planned by the faculty and discussed and approved by the head of department.

In addition to the basic academic requirements, MSI organizes co-curricular and extracurricular activities such as conference, seminars, guest-lectures, sports day, cultural day, industrial visit etc. and their probable dates are planned in the academic schedule. The academic schedule need to be followed is published in the academic calendar and made available to the students and the faculty well before the commencement of the academic session through website.

Every department prepares its academic schedule at the beginning of the semester, and IQAC cell monitors the progress twice a year. Any noncompliance, if found, is to be resolved/closed with the due consultation of higher authorities.

The evaluation blue print as per the university guidelines consists of the following components-

Theory and practical examinations consist of two components namely, external evaluation 75% marks and internal evaluation 25% marks in case of theory exams and external evaluation 60% marks and internal evaluation 40% marks in case of practical examination. The distribution is 50% internal and 50 % external for summer /minor and major project reports. The mid-semester exams are conducted at institute level, the question papers for the midterm examination are common for all classes designed by the subject teachers collectively. The external evaluation is the responsibility of the affiliating university. The internal evaluation consists of the following components.

Midterm Examination – I   10 %

Midterm Examination – II   10 %
Assignments   5 %
                                ----
                                     25 %

Recently, from last academic session university has changed the pattern to single mid-term examination, therefore for the batch 2016 onwards, the evaluation pattern is as follows:

Mid-term Examination   20 %
Assignments   5%
                                ----
                                     25 %

The institute believes in academic autonomy, and hence teachers are given freedom to deliver their respective subjects in the best possible manner. In order to bring uniformity, and monitor the progress, all the teachers maintain the teacher's semester file, containing the following details:

1) Attendance Register – for the semester
2) Lesson Plan for each subject (dully signed by the immediate senior)
3) Question papers for previous years
4) Any class assignments used for deliberation
5) Any supportive notes / handouts / newspaper –journal references or website used for the subject delivery
The Class coordinators maintain the following records for their respective class beyond the above mentioned file:
1) Attendance of the students month-wise
2) Communication with the parents/guardian regarding student's attendance and performance.
3) Course completion record for various subjects
4) Record of any communication with the class as mentor
An internal examination cell is available in the institute for the smooth conduct of various examinations.
Timetable is prepared and displayed on the notice boards. The departments also carry out internal assessment based on student's test performance and punctuality. The final evaluation of students is done according to the university schedule. Towards the end of each session / semester, theory and practical examinations are conducted by the university and evaluation is carried out. The exam results are declared and mark sheets are issued by the affiliating university. All the examination records are tabulated and the data is maintained by the each department. The result is analyzed to monitor performance of individual students, class as a whole and the department. The Institute encourages innovative methodologies for evaluation viz. namely, assignments, presentations, group exercises, case studies, and other experiential learning methods.

2.3.2. How does IQAC contribute to improve the teaching –learning process?

MSI has a well-established IQAC cell .Every department prepares its objective and targets at the start of the academic session and the institute's IQAC cells monitors the progress of the objective and targets twice in a year. Any noncompliance if found is to be resolved/closed with the due consultation of higher authorities. Two internal Audits and one external audit are planned every year for each department to check and monitors whether all the processes are followed or complied as per the guidelines of GGSIPU.

2.3.3. How is learning made more student-centric? Give details on the support structures and systems available for teachers to develop skills like interactive learning, collaborative learning and independent learning among the students?

The focus is academics, in all spheres, emB. Edded with holistic development. In its journey of fifteen years, the institute has consciously built-up an 'Organizational Culture' which is conducive for regular teacher development, and focus is student –centric. Open communication is encouraged and appreciated. Goals and objectives are not flowing from top-to-bottom, but are prepared through participative management.

The faculty member of each department, at the beginning of semester prepares the course outcome of their respective subject. The teaching learning practice is followed by the teachers to meet this defined course outcome. There are specified program outcome of each undergraduate programme. The attainment of these course outcomes are mapped with the programme outcome to ensure that there should be no gap in attaining these programme outcome.

The institute supports student-centric learning through its efforts at creating a learning environment which allows students to think, answer and ask questions. The basic strategy adopted is to provide students with a diversity of learning experiences. Being a common teaching method, lectures are supported by assignments, discussions, projects and motivation towards the research work also.

The student-centric learning is promoted through different types of interactions to ensure that real communication takes place in the classroom. There are various methods used to make learning student-centric. The strategies in this regard are as follows –

1. The lectures are made more interactive.

2. The teachers adopt presentation and group discussion method to make the topics more interesting and to promote the interactive and collaborative learning.

3. The teachers frequently give the illustrations and discuss special technical conditions to acquaint the students with the practical insight of the subject.

4. The visits to industries, institution of higher education and research, national laboratories and non-governmental organizations are periodically arranged to make the subjects teaching a learning experience.

5. The Lab-manual containing suitable assignments in order to develop reading and research habits are made available to the students of all classes.

6. Students are counselled by individual class -coordinators/mentors / program coordinators.

7. Strengthening of library resources and services.

8. Moreover, the students themselves organize and participate in various technical events. These programs are fully "student-centric" and they nurture their organizational and managerial skills apart from enriching their technical knowledge.

9. Annual Magazines and Bi-annual newsletters and the institute Journal help the students to showcase their literary and technical creativity and make learning more exciting.

10. The institute offers a lot of support services to its teachers for making the learning student centric.

11. The institute provides a well-stocked fully computerized air-conditioned library with a collection of the latest books and journals which the faculty uses effectively to provide comprehensive and latest information to the students. Students are also encouraged to use the library independently that enhances their knowledge.

12. Apart from it, the institute provides three state of the art seminar halls where students participate in GDs, Debates and Seminars.

13. The institute also encourages the use of internet and computers by the staff and students to keep them abreast with the latest developments in their respective field of study.

The Emphasis is on helping the students to acquire critical thinking, interpersonal communication skill, listening, problem solving and knowledge management skills, Team work during minor and major project and group interaction all of which enable the students for lifelong learning.

2.3.4 How does the institution nurture critical thinking, creativity and scientific temper among the students to transform them into life-long learners and innovators?

The institute focuses on holistic development of the students. We at MSI concentrate on making the students original thinkers to motivate the management and scientific temper through critical thinking and logical reasoning that can trigger creativity and analytical skills. The institute has a large number of active societies and cells.

The faculty motivates the students to participate and do well in various competitive management fests, technical events, group discussions, quizzes etc. The long list of prizes won by our students in such events bears a testimony to it. From the first year itself students are motivated to do small real time projects based on the concepts taught in the respective subjects. Students are encouraged to do research based projects in their final year.

All the departments have professional society associations under which several programs are conducted to nurture creativity and scientific temper among the students. The programs organized by the associations include

- Guest lectures on latest topics
- Expert lectures on emerging technologies
- Student seminars
- Workshops to enhance technical skills of the students
- Technical Quiz
- Paper presentations
- Major and minor projects
- Educational tour/Industrial visit
- Essay writing
- Participation in national and international conferences.

University also acknowledges the top three student project in every department which is evaluated by the external authorities appointed by the university across the all affiliated institutes and cash prizes and certificates are issued to the winners by the GGSIP University.

2.3.5 What are the technologies and facilities available and used by the faculty for effective teaching? Eg: Virtual laboratories, e-learning - resources from National Programme on Technology Enhanced Learning (NPTEL) and National Mission on Education through Information and Communication Technology (NME-ICT), open educational resources, mobile education, etc.

- The use of modern multi-media teaching aids like OHP, multimedia projectors, internet enabled computer systems are usually employed in class rooms makes the teaching learning process more effective. The students are also encouraged to use computer software packages for meaningful analysis of research presentations. Students extensively use technology to update and make interactive presentations in the classes.

- Faculty is provided training in teaching methodologies by the experts from various prestigious institutes like IITs, JNU, DU, and GGSIPU. Institute regularly invites distinguished personalities and various award winners in the faculty development programmes. Each department conducts guest lectures by inviting experts in related fields on a regular basis both from reputed Universities, Institutes and Industry. Each department also conducts one day seminar or workshop as per the requirements of the new developments in the subjects for the students.

- NPTEL video lectures are used by the faculty and the students in various areas , and also multidisciplinary subjects.

- Advanced teaching aids such as LCD projectors are available in each department. The teaching aids like slides, comparative charts, photographs, pictorial materials, and information and communication tools, practical training booklets (Lab Manuals) etc. are used as per requirement to make the teaching and learning experience more effective and interesting.

- Current issues of many National and International journals are also available in the central library. The journals and books are issued to the faculty and students for a fixed time period.

- The institute has one of the most wide and best stacked libraries in the region. There are numerous books and journals available, The details are given in section 2.2.5, and the e-resources are as follows:

Electronic Resource Management package for e-journals

S.No.	Online Journal Name	No. of Journals	Publisher Name
1	Infotrec Management Collection (IMC)	1070 E-Journals	Ceneage Learning India Pvt. Ltd.
2	All-Society Periodicals Package, POP: Proceedings Order Plans}	2864 (169+2695 E-Journals)	IEEE
3	Science Direct	275 E-Journals	Elsevier
4	Springer Link	149 E-Journals	Springer
Library has also taken DELNET membership since 2015.			

*Detailed information regarding seminars/workshops conducted by each department is presented in the evaluation report of the department.

2.3.6 How are the students and faculty exposed to advanced level of knowledge and skills (blended learning, expert lectures, seminars, workshops etc.)?

The various means by which the students and faculty are exposed to advanced level of knowledge and skills are-

- The internet facility provided to faculty members and students to access e-journals to keep pace with the recent developments in the various subjects.
- Students and faculty facilitated to advanced level of knowledge and learning by an access to the latest reference and text books in library and departmental library.
- Faculty and students are encouraged to participate in international and national conferences, symposium, seminars and workshops to interact with experts in their field and remain updated with the recent global developments in their respective fields.
- Institute conducts lectures and seminars by experts from industry, university and other national laboratories or organizations on various issues; faculty members and students are encouraged to participate in and reap benefits from these events.
- Educational tours/Industrial visits are conducted for students to provide them with an exposure to industry and the current industry needs.
- Over the past many years the faculty have been participating in the conferences and presenting research papers in national and international seminars/Conferences. The institute reimburses the full registration fees along with the travel cost for such participations.

- The Institute encourages the students to participate in national and international seminars, conferences and workshops.
- The students are encouraged to have insight into a few latest topics in the subject even though they are beyond the scope of the syllabus and give presentation on those topics in seminars in 7th semester.
- The faculty is encouraged to participate in in-house training, faculty development programs and orientation programs.
- The faculty is encouraged to carryout research work within the institution and in collaboration with other institutions and research organizations.

2.3.7 Detail (process and the number of students / benefitted) on the academic, personal and psycho-social support and guidance services (professional counseling/mentoring/academic advice) provided to students?

- A batch of 20 students is assigned a mentor, a teaching faculty. The mentor acts as a counsellor and is responsible for the holistic development and welfare of the 20 students. Continuous evaluation provides opportunity for counselling students with feedback to enhance their academic performance and behaviour. Each department has one teacher as a class-coordinator to hear the problems of students and give appropriate guidance and motivation.
- A grievance cell consists of senior faculty members who listen to the students' grievance and provide timely guidance.
- The institution also has students' Career guidance Cell/Placement Cell which facilitates students counselling and guidance.
- Students are counselled periodically; fortnightly/monthly, with regard to their academic performance, financial problems, hostel accommodation issues and other personal problems. If required, parents are also invited for counselling along with the students. Parents/Guardians are informed about the performance and attendance report of the students on regular basis.
- MSI believes that the teachers should be a true friend, philosopher and a guide for the students.
- Career Advisory aspect is taken care of by arranging expert lectures and interactive sessions with the help of experts from the industry. Student placement co-coordinators are identified from the final year students to take training and help from the placement cell.
- The placement cell prepares the students for placement in reputed multinational companies.

2.3.8 Provide details of innovative teaching approaches/methods adopted by the faculty during the last four years? What are the efforts made by the institution to encourage the faulty to adopt new and innovative approaches and the impact of such innovative practices on student learning?

- The institute encourages the teachers to keep themselves abreast with the latest developments in their respective fields. They are encouraged to use computers, internet and library resources to enrich their teaching. The institute faculty is also provided training in using ICT tools. The faculty members in the institute adopt approaches/methods such as seminars,

conferences and special lectures. The faculty members are encouraged to participate in National/International seminars and conferences. They are provided financial assistance for this purpose. The faculty members who attend such seminars/ conferences share their experience and information with students and other faculty members.

- Staffs are encouraged to pursue Ph.D. programs and to take up individual and collaborative research work within various research organizations.
- Study leave is provided to faculty members who wish to pursue Masters or Ph.D. programs.
- The faculty members use the MOODLE for sharing important subject notes with the students.
- All the faculty members of various departments are also encouraged to organize FDP, Workshops, Training Programs and Seminars.

(Note: Research papers and publications are shown in individual evaluation report of the department.)

2.3.9 How are library resources used to augment the teaching-learning process?

Central library is the highlight of the Surajmal Group of Institutions. MSI has centralized library for all its courses. The library resources are used to augment the teaching learning process. Faculty members, through Heads of departments, can order for books from these catalogues. The range of subjects represented by the library collection reflects our institution's ever growing zest for newer areas of study and research. Most faculty members have their personal collection of a large number of books and they share the books and journals with the fellow colleagues and students. Faculty member can efficiently use the library facility and could share their knowledge of innovative research topics, reviews, methodology, data gathering and information output with the learners. Students are also encouraged to make use of library services. They are provided with a student ID card which enables them to access books issued from the library. Students are given library periods in the time table to instill reading habits among them.

E-Book Bank facility in the institute is in process, which will help the students in reffering/using the E-Books without any monetary burden. The students today are all the time on the devices, hence e-book bank is a creative idea for their need.

2.3.10. Does the institution face any challenges in completing the curriculum within the planned time frame and calendar? If yes",elaborate on the challenges encountered and the institutional approaches to overcome these.

No. The institute has a well laid down system to plan the schedule in advance and monitor the coverage of syllabus on regular basis to ensure curriculum completion within the given schedule. The institute's IQAC committee has a process to keep track of the coverage of syllabus in various subjects. At the end of every month course coverage is reviewed by the HODs and Director and if the gaps are identified, the necessary action is taken by the HODs.

The affiliating university, GGSIPU follows semester systems and prepares a tight schedule for completing the course curriculum. Extra lectures, hand outs and important study materials are uploaded on Moodle to help teachers in completing the curriculum within the planned time frame. All teachers prepare their respective subject files and the lesson plan for timely completion of the subjects.

2.3.11 How does the institute monitor and evaluate the quality of teaching learning?

The institute believes in ACADEMIC AUTONOMY, and provides the teachers a stress free environment to do their best. Teachers are given autonomy to treat their subjects in the best possible way to meet students needs. Teaching and learning process is best attained by interactive process between the teacher and the students. The success of the teacher however, depends on their innate ability and art of their teaching methodology and thorough preparation for the class. These processes cannot be quantified or generalized. The standard methods of teaching, learning and evaluation which are proven over the years are being followed. Institution makes regular effort to enhance the skills and ability of faculty members by organizing in house- training programs and or deputing the faculty member for faculty development programme.

The Institute monitors the quality of teaching by several means such as-

- **Preparation of Subject Files for each Semester**: This file is prepared by the faculty members for all the subjects they teach in that particular semester. Faculty members prepare the course file for the subjects taught by them. The course file is checked by the other senior subject expert to ensure the quality of lecture notes.
- **Evaluation of teachers by students**: The institution has a feedback system to evaluate the teachers by students. At the end of each semester, the feedback from students is obtained by online feedback system for all subjects. In this feedback, questions regarding performance of the teachers are sought. Their feedback is analysed by the concerned HODs. Based on assessment of performance, HOD gives necessary directions for the improvement in the teaching methods. Director and management alsomonitor the feedback system and takes appropriate corrective actions. The faculty whose feedback is not up to the mark is counselled by the Head of the Department / Director. Institute has a provision to take feedback from the pass out batch regarding facilities, infrastructure, and suggestion for the improvement in teaching learning methodologies adopted etc.
- **Self-appraisal of Faculty Members**: All the faculty members are required to submit self-appraisal report every year in the prescribed format. There is a standard method of evaluating the teaching, research and administrative activities of the faculty. The information furnished by the faculty member is analysed by the HODs, Director and the score sheet of each faculty member is submitted to the management.
- **IQAC internal audit of the departments**: The IQAC also monitors and evaluates both the academic and administrative aspects of all the departments twice in a year and suggests remedial measures for improvement to boost the

work culture of the department and thereby improving the quality of teaching and learning in management review meetings.

- **Students' result analysis**: Institute has the provision of analysis of students' performance after the announcement of their semester result. If the result of the students,in a subject, is not found up to the mark, necessary steps are taken to find out the reasons and the concerned faculty members are counselled and motivated to work towards improvement.

2.4 Teacher Quality

2.4.1 Provide the following details and elaborate on the strategies adopted by the Institute in planning and management (recruitment and retention) of its human resource (qualified and competent teachers) to meet the changing requirements of the curriculum

MSI, values people as the biggest resource and take utmost care to get and retain the best teachers. The institution follows the GGSIP University norms and UGC guidelines in the selection process of faculty members in order to ensure that qualified and competent persons are selected by a well-defined procedure. The institute has more than sufficient number of qualified and competent teachers to handle the courses offered.

Recruitment Procedure

- *Advertisement for the post*: Through newspaper advertisement/website the candidates are requested to send their resume to the Institute.
- *Scrutiny of applications*: While scrutinizing the applications, UGC qualification norms are followed by the institute. The submitted resumes are analyzed by the Screening Committee and the eligible candidates are intimated for interview by sending e-mail/Post after fixing the interview date.
- *Selection committee:* The selection committee comprises of the Management, Director General, Director, and a team of external subject experts. The candidates are asked to demonstrate their teaching skills or achievements through a presentation in the presence of the selection committee. A personal interview is then conducted to assess the knowledge of the candidate. The selection committee members analyze the performance of the candidate and based on the performance in the interview, candidates are selected.
- *Issue of appointment letter*: The Director of the institute issues the appointment letter. The appointments are approved by the Governing Body during its regular meetings.

Retention of the faculty:

The Institute has a very high retention ratio of faculty members. To attract the new faculty and to retain the existing teachers the institute provides requisite facilities such as:

- Institute offers high salaries as per UGC norms and 6th Pay commission.

- The Institute also increases the amount of dearness allowance and travel allowance as per government rules and provides Employees provident fund facility to its staff members.
- Institute has an excellent infrastructural support including research facilities like library and internet.
- Institute provides study leaves for pursuing Ph.D. casual leaves, medical leaves and special leaves to attend seminar, conferences and workshops.
- Timely promotion to the eligible faculty members is considered to motivate the faculty members and keep the retention high.
- Institute provides on duty leaves to the faculty members to take part in university evaluation process etc.

The details of the faculty members are given as below:

Highest qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent Teachers							
Ph.D.	3	0	4	5+4*	6	18	36+4*
D.Lit	0	0	0	0	0	1	01
M.Phil.	0	0	0	0	2	3	5
MBA/M.Com /MCA/ M.Ed/ M.Tech/M.S./ M.I.T/M.Sc.	1	0	0	0	8	23	32
Temporary Teachers							
Ph.D.	1**		1**	2**	1**	0	5**
D.Lit	0	0	0	0	0	0	0
MBA/M.Com	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0
MBA/M.Com /MCA/ M.Ed/ M.Tech/M.S./ M.I.T/M.Sc.	0		0	1**	2**	5**	8**

*Faculty members working as Readers
**13 Faculty members working as Contract (Guest Faculty) on hourly basis
2.4.2 How does the institution cope with the growing demand/ scarcity of qualified senior faculty to teach new programmes/ modern areas (emerging areas) of study being introduced (Biotechnology, IT, Bioinformatics etc.)? Provide details on the efforts made by the institution in this direction and the outcome during the last three years.

- As far as the recruitment in various departments and in various disciplines like management, commerce, computer science and education are concerned; our institution has made a lot of efforts to recruit the best

quality teachers. The institution conducts seminars and faculty development programmes at regular intervals to upgrade the managerial and technological skill of faculties. Various faculty development programmes on topics such as Research methodology and Management Techniques, Linux Environment, FOSS and LaTeX were conducted. In addition the institute invites experts to deliver guest lecturers and to conduct workshops in selected areas of interest. Guest faculty members are invited on regular basis to update the knowledge of faculty and students on special subjects such as Gender Sensitization, Stress Management, Foreign Trade Policy in India and how to start an export business, Reasoning and Vedic Maths etc.

- To attract the new faculty and to retain the existing faculty the institute provides requisite facilities like salaries as per UGC norms and 6th Pay commission, research facilities like library and internet, study leaves, casual leaves, medical leaves and special leaves to attend seminar, conferences and workshops and on duty leave to take part in university evaluation process etc.
- The Institute also increases the amount of dearness allowance as per government rules and also provides provident fund facility to its staff members.
- More guest lectures are arranged in the identified and specific fields. As stated earlier, the institute has more than sufficient number of qualified and competent teachers to handle the courses offered.
- Institute has highly qualified teacher with expertise in various departments. Thirty eight faculty members have Ph.D. degree and twenty five are pursuing Ph.D. from various reputed universities.

Courses like biotechnology and bioinformatics are not offered by our institute.

2.4.3 Providing details on staff development programmes during the last four years elaborate on the strategies adopted by the institution in enhancing the teacher quality.

At MSI, the motto is regular up gradation and growth. The Management has a very positive attitude towards the professional development of the faculty in acquiring the knowledge of recent developments and engaging them in the research activities. Following are some of the highlights:

1. Study leave: The Institution grants study leave to the faculty members to complete M.Tech/Ph.D. degree. The Institution provides study leave of up to one academic year to the faculty to undertake research. At the end of the leave they need to submit a report of the research.
2. Encourage participation in National/International Conference / Seminars: The Institution provides full registration fee along with travel grant to the faculty.
3. In-service training: Faculty Development programmes are conducted by the institute for the skill enhancement of faculty members.
4. The Institution provides financial support for organizing national seminars and workshops and faculty development programme.

5. The incentive scheme has been introduced to promote research and publication activities among faculty members. This scheme involves special recognition for faculty members with best faculty award of Rs.51, 000/-.

The institution extends full support for the professional development of the faculty. The faculties are encouraged to pursue their M.Tech../Ph.D. programme. The institution deputes its teachers to attend faculty development programmes, national/international conferences, seminars and training programs organized by other institutes, universities and research organizations. The institution also conducts number of seminars, workshops and special lectures for the benefit of its faculty members and students. The institute has conducted number of workshops/seminars/faculty development programme during last four years. The Institute grants duty leaves according to the nature of work.

2.4.4 What policies/systems are in place to recharge teachers? (eg: providing research grants, study leave, support for research and academic publications teaching experience in other national institutions and specialized programmes industrial engagement etc.)

The MSI has various policies/system in place for the professional development of the faculty in acquiring the knowledge of recent developments and engaging them in the research activities. Following are some of the highlights:

1. The Institution provides sabbatical leave of one academic year to the faculty to undertake research. At the end of the leave they need to submit a report of the research.
2. Study leave: The Institution has provision of study leave for the faculty interested in pursuing higher studies (M.Tech/PhD).
3. Deputation to National/International Conference / Seminars: The Institution provides special leave, full registration fee along with travel grant to the faculty members to encourage them to participate and present their research findings in national/international conference /seminars.
4. In-service training: Faculty development programmes are conducted in the institute to provide insight into the latest technologies and teaching methodologies.
5. The Institution provides financial support for organizing national seminars, expert lectures, workshops and faculty development programme.
6. The incentive scheme has been introduced to promote research and publication and various academic activities among faculty members. This scheme involves special recognition with an award of Rs.51, 000/- as best faculty award.

2.4.5. Give the number of faculty who received awards / recognition at the state, national and international level for excellence in teaching during the last four years. Enunciate how the institutional culture and environment contributed to such performance/achievement of the faculty.

The institute provides necessary infrastructure and other required support to encourage teachers to excel in their teaching. The study centric environment and

conducive atmosphere of the institute encourages teachers to prove their mettle. The institute functions under the able guidance of Prof.B.S Panwar, as Director General, who is conferred with the following awards:

Adjunct Professor University of Regina Saskatchewan Canada, 2012.
Recipient Mobility Exchange Grant of Shastri Indo-Canadian, 2013.

Dr. Rajesh Gill has been awarded '*Haryana Gaurav Award*', by Kaliraman Foundation, Haryana on 26th February'2017.

The faculty regulary presents paper on prestigious platforms like IIMs and IITs. The institute liberally gives academic leave (special casual) leave to the faculty to update themselves of the new developments in their respective areas through particiapation and interaction in seminars, conferences and workshops.

2.4.6. Has the institution introduced evaluation of teachers by the students and external Peers? If yes, how is the evaluation used for improving the quality of the teaching-learning process?

Evaluation is necessary for growth. At MSI the teacher's performance is evaluated every semester.

- Evaluation of teachers by students: The institution has a feedback system for the evaluation of the teachers by students. At the end of each semester, the feedback from students is obtained for all subjects. The feedback Proforma has multiple parameters to judge the performance of the teachers. Their feedback is analysed by the Director. Based on assessment of performance, the Director gives necessary directions for the improvement in the teaching methods.Director also monitors the feedback system and takes appropriate corrective actions. Feedback from pass out batch is sought regarding the teaching learning effectiveness and further improvement areas.
- Self-appraisal of Faculty Members: All the faculty members are required to submit self-appraisal report every year in the prescribed format. Maharaja Surajmal Institute has evolved a standard method of evaluating the teaching research and administrative activities of the faculty. The information furnished by the faculty member is analysed by the HOD and Director of the institute**.**
- IQAC cell: The IQAC Cell formulated by the institution evaluates both the academic and administrative aspects of all the departments and suggests remedial measures for improvement to boost the work culture of the department and thereby improving the quality of teaching and learning.
- In addition teachers are evaluated by the affiliating university during the Academic Audit conducted by GGSIPU and JAC (Joint Assessment Committee) process.

2.5 Evaluation Process and Reforms

2.5.1 How does the institution ensure that the stakeholders of the institution especially students and faculty are aware of the evaluation processes?

To ensure that the stakeholders of the institution especially students and faculty and even parents are aware of the evaluation processes; the institution takes the following measures:

Propagation of Information: The evaluation methods are communicated to the students through the institute prospectus, Institute website, and orientation programs conducted in the beginning of the session and even through announcements in the class rooms. On orientation day Parents are also invited and information on evaluation process & guidelines is shared with them in detail.

• Internal Assessment (IA) procedure is uploaded on both Universities as well as institute website. It is also published in the Institute prospectus.

• The distribution of marks for various components that include internal & external theory exam, assignments, Viva-voce, assignments, presentation etc. and the evaluation schedule are available on the Institute website, student official email ids & notice boards well in advance of the commencement of the session.

• University examination datasheets and centres which are uploaded in the university website are displayed timely on the notice boards for students and teachers.

• The progress or development of the students is observed by the teachers through class tests, written assignments, Viva Voce, interactive sessions, presentations, case studies.

- Regular PTM (Monthly) department wise held in institute to discuss the progress of students with their parents & feedback of parents are also recorded. Students with low attendance (below 75%) given due attention at PTM & undertaking are also signed by them & their parents for the same.
- Guidelines are also mentioned on answers sheet of internal as well as external exam.
- Results of Internal exam are displayed on notice board and answer sheets are discussed with students individually by respective subject teachers.
- The marks are sent to the university only after each student has signed his/her Internal Assessment records after addressing the discrepancies, if any reported by the student.

2.5.2   What are the major evaluation reforms of the university that the institution has adopted and what are the reforms initiated by the institution on its own?

The institution follows the reforms initiated by the Guru Gobind Singh Indraprastha University in their evaluation policies and practices. The major reforms of the university are listed as below:

The passing marks in course(s) of a programme shall be uniform across courses of a particular programme and shall be specified by the Syllabi and Scheme of Teaching and Examination. The pass marks shall be defined as the percentage of total marks (sum of both the teachers' continuous evaluation and term end examination) and shall not be less than 40 percent.

Change in the Criteria for the Internal Assessment with effect from 2015-16 batch. Prior to the academic session 2015-16, conducting two Terminal Tests (Class Tests) in a semester was mandatory for each institution in the process of carrying out the Internal Assessment of students. But from the academic session 2015-16 onwards, the Guru Gobind Singh Indraprastha University has made the conduct of one Terminal Test in each semester as mandatory instead of two Terminal Tests for the Batch admitted in 2015-16 onwards. In place of second Terminal test the institute assigns projects, assignments an presentations to the students to enhance class participation. The University has initiated the provision of calculation of Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA). Performance in a semester will be expressed as Semester Grade Point Average (SGPA) and shall be rounded to two decimal digits. Cumulative performance of all the semesters together will reflect performance in the whole programme and it will be known as cumulative Grade Point Average (CGPA), and shall be rounded to two decimal digits.

Promotion of the students to the next academic year: The Examination Division of GGSIP University has issued an ordinance highlighting that all the students existing on the rolls of University during the academic year 2014-15 should be promoted to the next year irrespective of the credits acquired by them, after declaration of results of May/ June 2015 End Term Examinations, in the previous year and/or the year in which they have studied during the academic year 2014-15 or detention from appearing in any end term examinations of academic year 2014-15 subject to the condition that such students can complete all the requirements for award of degree within the maximum permissible duration specified in the relevant Ordinances.

The GGSIPU will be conducting Supplementary Examination for final year students only. The students who have passed all papers prior to final year and left back papers of final year only for all the courses would be eligible for appearing in the Supplementary Examination to be conducted by University.

OMR sheets indicating marks obtained by the students are signed by the subject teachers. These are further cross checked by another head of the department and finally counter signed by the Director. These sheets are submitted to the University for Compilation of results. University has adopted centralized evaluation system for End Term Examination in which faculty from the Institutions also participates.

Evaluation Reforms initiated by Institute

- The Institute allows the students to improve their performance through multiple tests and assignment schemes as a part of the initiative taken by the Institute for effective evaluation of the students.

- Those students who lag behind in a subject and are less involved are counselled by teachers and provided extra attention in terms of extra classes, doubt clearing sessions.

- The answer sheets of the internal exam and assignments are delivered to and discussed with students so as to ensure transparency in checking.

- After every class respective subject teacher devote 10 minutes for oral assessment.

2.5.3 How does the institution ensure effective implementation of the evaluation reforms of the university and those initiated by the institution on its own?

Institute rigorously follows the evaluation reforms of the university by communicating the same to the students and faculty through institute website, student official email ids, lecture plans and classroom discussions. The effectiveness is monitored by the examination committee of the institute, both for the external as well as internal exams. The controller of examination, decides the schedule for the internal examination as per the university guidelines. The questions papers are prepared by the teachers and answer sheets evaluated. The results are compiled by the examination committee, in order to monitor the timely and smooth conduct of exams.

2.5.4 Provide details on the formative and summative evaluation approaches adopted to measure student achievement. Cite a few examples which have positively impacted the system.

University is the sole authority for implementation of reforms in examination and evaluation, for bringing about a positive change in the evaluation practices; the institution adopts both formative and summative methods of evaluation as per the guidelines of the GGSIP University.

Formative approach to evaluation includes measuring the students' achievement through viva in lab, group discussions, presentations and assignments including their marks obtained in midterm examination. The evaluation through these approaches gives lot of information about student achievement and the gaps identified if any. The concerned teacher may get some direction about the student and necessary steps regarding his/her improvement can be pondered over. All faculty members follow the formative approach to measure students' achievements and performance through

- Group discussion
- Two midterm theory examination
- Assignments/quiz/class test
- Viva voice in each lab session
- Regularity and Punctuality

- Presentation

- Case studies

- Intra Institute project competition

The summative evaluation is done after the announcement of result of end term examination. The performance of students is evaluated and corrective measure in terms of extra class and teaching support to clear their backlogs are provided to the students.

Internal Assessment Monitoring Committee: The institution ensures effective implementation of the evaluation reforms of the university and those initiated by the institution on its own through Academic supervisory committee and internal assessment monitoring committee (Institute and departmental).

- Attendance Committee: The Attendance committee ensures that the paper wise monthly attendance of students is compiled and uploaded on the website so that the students can report any discrepancy and have the time to cover-up the shortfall of attendance.

- Regular Meetings: There is constant interaction between the Principal and the faculty to discuss and deliberate upon all matters related to the evaluation process and practices of Internal Assessment.

- Uniform Policy: The teachers also deliberate the progress of the classes they teach, and evolve a uniform policy of evaluation at the departmental level.

- Department Meetings: The departments hold regular meetings to ensure that the teachers take regular class tests, assignment, presentations etc. as a part of the initiative taken by the Institute for effective evaluation of the students.

- Adherence to Norms: The Institute strictly adheres to the mandatory University Evaluation norms and teachers are granted duty leave for participation in Departmental meetings at the University related to evaluation. It is mandatory for all the teaching faculty members to take part in the evaluation process.

Formative Assessment: Formative approach to evaluation includes measuring the students' achievement through verbal tests (Viva voce), presentations, assignments and class test consistently.

 • Feedback through Evaluation: The evaluation through these approaches gives lot of information about students' achievement after teaching a particular unit.

Even if some students don't perform well in a test, sometimes an extra chance is given to the student for his/her evaluation.

• Identification for Remedial Measures: Another aim of the assessment is to identify the areas in which the students require additional help to enable them to improve their performance.

• Multi-disciplinary Approach: A multi-disciplinary teaching methodology brings in perspectives from various disciplines. For example, core papers of students of B.Com/BBA are taught by faculty with the relevant specialization from different disciplines. Besides, most courses have inter-disciplinary papers as well their respective core papers.

• Personality Development and Communication Skills: PDCSis an integral part of the BBA course to improve proficiency in the language and develop soft skills. Business Communication and Technical Communication is an integral component of the syllabi of students of commerce and science.

• Mandatory Internship: Mandatory internship before the final year for some courses such as BBA,BCA &B.Ed. helps bridge the gap between theory and practice and encourages interface with the industry.

• Research Oriented Approach: A research oriented approach is used in the classroom to evolve original thinking. Research methodology is a key component of the curricula followed in the classroom.

• Result Analysis: Results are analysed by the departments and remedial measures adopted.

• Projects are assigned to the students in certain subjects. Project report on topic of presentation is submitted by the students for evaluation purpose.

The evaluation scheme for each course is mentioned and explained in detail in section 2.3. 1.
The long list of gold medals and even bigger list of prizes won in co-curriculars is testimony to our approach. Students' exposure to intra Institute and inter Institute/university event like participation in workshops, seminars, debates, etc. provide students a sense of confidence, increase their knowledge and awareness level, which in turn help them in better application of subject knowledge. This has also been reflected in their academic performance. These facts give evidence of the impact of formative and summative approach adopted by the Institute.

2.6.   Student performance and Learning Outcomes

2.6.1   Does the Institute have clearly stated learning outcomes? If 'yes', give details on how the students and staff are made aware of these?

Yes, the Institute has well laid out learning outcomes which are communicated to students and faculty members from time to time through various medium..The Institute uses following avenues to make the students and faculty members aware of the learning outcomes:

1. **Vision and mission of the institute** whichclearly imbibes these outcomes, is conveyed through institute's website, notice boards, prospectus, newsletters, etc.
2. **Course curriculum** states expected learning outcomes for each subject of all the courses. The same are made known to all the stakeholders through University Syllabus which is available on Websites of university and Institute.
3. **Lesson Plan** – The institute has a practice of planning the semesters well in advance to facilitate smooth execution of work. Individual Faculty members prepare their lesson plan in the beginning of every semester for every subject taught by them. This ensures that the learning outcomes are achieved well in time.
4. **Interactive sessions with students like Orientation Programmes, Director's address, etc.**are utilized for informing students about the learning outcomes of their course/program.
5. Apart from aforementioned modes, **meeting of staff with Institute's Director, departmental meeting by HOD** are conducted to disseminate the expected learning outcomes to the faculty members.

2.6.2 Enumerate on how the institution monitors and communicates the progress and performance of students through the duration of the course/programme? Provide an analysis of the students' result/achievements (Programme/course wise for last four years) and explain the differences if any and patterns of achievement across the programmes/courses offered.

1. For the assessment of the student performance, summative and formative assessment approaches are followed to get the intended learning outcomes.
2. The institute monitors the progress and performance of students through continuous assessment done at regular intervals using mid-term internal examinations and end-term university examinations.
3. Mid-term examinations are organized during the semester. It is a 75 mark exam and the question papers are set by subject expert on the basis of university exam pattern and standards. The marks scored are scaled done and used for internal assessment marks given out of 25.
4. Students are communicated about their marks through notice boards, emails, or in person. They are shown the answer scripts of internal exams to ensure improvements in end term exam.
5. Faculty members also conduct regular class tests; take class presentations and assignments for interim assessment of students' performance.
6. A candidate's performance is a sum of midterm and end term examination. Each subject has a maximum of 100 marks comprising of 25 marks for mid-term and 75 marks for end-term examination.
7. Assessment in practical subjects is done through lab practical exam conducted during the semester by the subject faculty. For the end-term

examination, the university appoints an external examiner for ensuring transparent and unbiased evaluation of student learning.

8. MPR/STR are to be submitted by students after successful completion of their internships or industrial training. Each student is provided a mentor for guidance in preparing the said report. Regular discussion sessions are conducted at each stage of report preparation. Students have to submit progress reports periodically and make presentation before submission to defend their reports.

9. The parents are informed about the performance of the students telephonically or through emails/letters via post.

10. Performance of students are also discussed with their guardians during parent-teachers meeting

11. The Institute aims at inclusive learning and thus the weak students (third basket students) who don't perform well are called for a counseling session with the faculty members. The HOD's and Class coordinators inform the parents of such students. Parents are invited for discussing their ward's performance and take corrective actions for improvements.

Students' Achievements

THRIVING EXCELLENCE SINCE THE START OF THE INSTITUTE
UNIVERSITY TOPPERS & GOLD MEDALISTS AT
GGSIPU

SL. NO.	ENROLEMENT NO.	NAME OF THE STUDENT	BATCH	PROGRAMME
		Gold Medalists		
1	99/MS/B.Ed./48	Ruchil Chawla	1999-2000	B. Ed.
2	A/MSBB/4012	Khushboo	2000-2004	BBA (H) 4 years
3	B/MSBB/29623	Rimple Gossain	2001-2004	BBA (General)
4	35/MSI/BBA/2003	Sachin Aggarwal	2003-2006	BBA (General)
5	68/MSI/BBA-B&I/2003	Supriya Singh	2003-2006	BBA (B&I)
6	0201491704	Karan Kapoor	2004-2007	BBA (General)
7	0111491804	Anshu Chaudhary	2004-2007	BBA (B&I)
8	32/MSI/BBA(T&TM)/2004	Deepika Jain	2004-2007	BBA (T&TM)
9	0561491805	Meetali Behl	2005-2008	BBA (B&I)

10	0181495005	Saloni Malhotra	2005-2008	BBA (T&TM)
11	0711491707	Anjali Gupta	2007-2010	BBA (General)
12	0611495007	Ankita Batra	2007-2010	BBA (T&TM)
13	0021491808	Shanteri K. Rao	2008-2011	BBA (B&I)
14	02814901709	Nilisha Sharma	2009-2012	BBA (General)
15	04821201809	Rahul Seth	2009-2012	BBA (B&I)
16	00714905009	Anshuman Kumar Das	2009-2012	BBA (T&TM)
17	05514902009	Rashmi Bisht	2009-2012	BCA
18	01014902010	Komal Singh	2010-2013	BCA
19	03114905011	Dennis Babu	2011-2014	BBA (T&TM)
20	03021201712	Ankita Sharma	2012-2015	BBA (General)
21	01314901812	Varan Beriwal	2012-2015	BBA (B&I)
22	03614905012	Ridhi Sabharwal	2012-2015	BBA (T&TM)
23	03014901813	Meenakshi Kaushik	2013-2016	BBA (B&I)

Exemplary Performances (All courses)

1	01014902010	Komal Singh	2010-2013	BCA
2	01321202010	Rohit Arora	2010-2013	BCA
3	02521202010	Ankit Yadav	2010-2013	BCA
4	05414902010	Yogesh Beria	2010-2013	BCA
5	04514902011	Himanshu Jain	2011-2014	BCA
6	02121202011	Radhika Arora	2011-2014	BCA
7	04821202012	Neha Jain	2012-2015	BCA
8	01621202012	Naina	2012-2015	BCA

9	014621202012	Harshita Bisht	2012-2015	BCA
10	03014902012	Neeru Mehandiratta	2012-2015	BCA
11	01814902012	Pravar Agrawal	2012-2015	BCA
12	01314902012	Nidhi Bhatnagar	2012-2015	BCA
13	03021201712	Ankita Sharma	2012-2015	BBA (General)
14	01314901812	Varan Beriwal	2012-2015	BBA (B&I)
15	04521202013	Aanchal Malhotra	2013-2016	BCA

2.6.3 How are the teaching, learning and assessment strategies of the institution structured to facilitate the achievement of the intended learning outcomes?

The Institute aims to help students to reach their potential through the provision of a supportive, vibrant and challenging learning environment.

- All the staffs are involved in the construction of this learning environment. All students are valued equally during their learning journey with institute. Accordingly, the curriculum, teaching and learning and assessment at institute are student centric.
- The Institute's management has formulated academic committees that aim at enhancing the quality of learning, teaching and assessment across the Institute by providing academic leadership for the continued development of excellence in academic practice.
- Every department has its well-defined program outcome and course outcome .The student and faculty members are well aware of the program outcome and course outcome as they are readily available on website and display board.
- The Institute is committed for creating an environment where students are supported to achieve their potential and work towards creating an inclusive learning community.
- In terms of lifelong learning this strategy is intended to be learner centric, recognizing students' prior learning, experience and abilities.
- This requires the identification of individual learning goals and emphasizes the importance of reviewing student progress against agreed objectives.
- Students are active partners with shared responsibilities for their own learning and achievement. This strategy recognizes the need to develop progressively self-directed and confident learners with the knowledge, skills, attitudes and values, which enhance their employability and progression opportunities. It acknowledges that students learn most

effectively if they are supported as individuals to achieve personal development.

Measures taken are as follows:

1. The Institute publishes the Academic Calendar every year well in advance, and is communicated to stakeholders, to know well-in-advance the way programmes are going to be conducted.
2. Regular teaching is done as per the time table which is prepared at the beginning of the academic year.
3. Syllabus is covered as per the teaching plan prepared by the concerned faculty. The faculties maintain their Academic Diaries/Subject files which are signed by the Director at the end of every month.
4. The Course Coverage reports are prepared by class coordinators and submitted to the HOD at the end of each month.
5. Various extracurricular, co-curricular activities are organized regularly for developing a flamboyant learning environment.
6. Personal counseling is done in the classes to get the intended learning outcomes.
7. The teaching, learning and assessment processes are reviewed by the management and University through the practice of Academic and Administrative Audit (AAA) by the peer team. This also helps to get the intended learning outcomes.

2.6.4 What are the measures/initiatives taken up by the institution to enhance the social and economic relevance (quality Jobs, entrepreneurship, innovation and research aptitude) of the courses offered?

- Every institute has social as well as economic responsibility. The courses run by institute have both social and economic relevance. Institute understands its responsibility in the socio economic parameters.
- Students are guided regarding the future prospects of various options. Further they are sensitized to the social responsibilities through guest lectures and motivational talks.
- The students are motivated through personality development programmes.
- Students are encouraged to organize and participate in activities for social and community service within and outside the campussuch as Blood donation camps.
- Institute has an Eco-club managed by students'community which addresses the environmental concern regularly among the students and faculty.Eco club of MSIhas regularly organized awareness programmes for the students in form of debates, declamations and poster making competitions. It is constantly working towards the creation of society that aims at promoting and increasing environmental consciousness, awareness and responsibility amongst the institute youth and the populace. The club work with lung foundation and GGSIPU and had organized regular tree-plantation drives at the campus.

- The Institute through the orchestrated efforts of teachers, supporting non-teaching staff and administrative officers has been generating highly skilled employable and socially responsible man power. Institute has developed self-reliant, enterprising and employable human resource.
- Many industrial houses conduct job placement in the institute campus.

- The institution has established an E-Cell that teaches the students on how to establish their own businesses and be "job givers" and not "job seekers". It regularly organize interactions with entrepreneur and startups ,'/or dissemination of knowledge.

2.6.5 How does the institution collect and analyse data on student learning outcomes and use it for planning and overcoming barriers of learning?

The institute monitors the performance of the students on a regular basis. It has specified procedure to collect and analyze data on student learning outcomes; the following points are adopted by the institute in this context:

- Regular class tests and interactions
- Midterm and continuous evaluation comprising of internal tests, assignments, group discussions and seminar presentations.
- Tutorials
- Viva-voice and mock interview
- Annual system of examination for all courses.
- Course exit survey

Institute has taken following steps to overcome barriers:

- Providing Question bank of various subjects to the students.
- Providing Lecture notes through online portal MOODLE.
- Timely redressal of students' grievances.
- By showing answer books to students to make them understand their relative strengths and weaknesses.
- Minimum attendance limit for students to minimize absenteeism.
- Extra classes for weak students to solve their problems.

The periodic evaluation of teachers helps in the improvement of learning outcome.The regular evaluation of the teachers by the students, feedback on teaching methodologies, course delivery, attitude, strengths and weaknesses, difficulties faced in the subject give a clear idea about the problems faced by the students. These issues are then addressed by the Management Review meetings and the corrective measures/ suggestions are implemented under the guidance of the Director with the consent of the management.

2.6.6 How does the institution monitor and ensure the achievement of learning outcomes?

The institution has a clearly defined, set mechanism to monitor the learning outcomes. At the start of academic year the faculty members of every department prepare the course outcome of their respective subject. The teaching learning

practice is followed by the teacher to meet this defined course outcome. There are specified program outcome of each undergraduate programme. The attainment of these course outcomes are mapped with the program outcome to ensure that there should be no gap in attaining these program outcome.

Following steps has been taken to ensure the achievement of learning outcomes

- At least 75% Attendance is compulsorily in each semester.
- Tutorials and laboratory hours are fixed as per the guidelines of the university. The tutorials and assignments are corrected within a short duration and the marks are entered in work register, which acts as a ready reckoner for the academic progress of the students. In every lab hours the viva-voice of the students is taken to judge the understanding of the students in the practical work carried out by them. The Lab assessment sheets are filled by the faculty members for accessing the performance of the students during lab hours in terms of punctuality, understanding, timely file correction etc.
- Based on the participation in the class and the marks scored in the tutorials and assignments, the student level is judged by the faculty member and appropriate action is taken. At the end of each end term examination, progress reports which consist of midterm test results and attendance status are submitted to the class-coordinator for further action.
- Counselling is given to slow learners through the class-coordinator and mentor. Parents of such students are called to meet their respective faculty member, if required. During this continuous assessment, students who lag in these courses are given additional help and guidance. They are also given additional lab practice. The faculty members are encouraged to conduct surprise tests, quizzes, etc. to monitor the academic progress of each student.

2.6.7 Does the institution and individual teachers use assessment/evaluation as an indicator for evaluating student performance, achievement of learning objectives and planning? If "yes" provide details on the process and cite a few examples.

YES.

- The institution uses assessment and evaluation both as an indicator for evaluating the performance of students. The students who excel in the academics, sports or extra-curricular activities are given due advantage with extra support from faculty member. General classroom behaviour of the students is also kept in mind when evaluation of a student is undertaken.
- Every department has its well-defined program outcome and course outcome. The student and faculty members are well aware about the program outcome and course outcome as they are readily available on website and display boards. The COs/POs attainment along with course exit survey calculated by every faculty member for each course to monitor the learning outcome of the students in the respective subject.

Example: Students are assessed on the basis of their performance in the internal examinations and classroom/lab activity regularly. Every teacher maintains the course attainment sheet by giving due weightage to regularity, writing skills, their understanding in the subject/experiment taught etc. If any gap has been identified the corrective measure has been taken by the faculty to fill the GAP.Performance of students in soft skills is also taken into consideration for assessing the performance. These aspects are discussed in the class and laboratory by the respective class teacher. The institute has the provision of meeting with class representatives in which Director General, Director, HODs discuss various issues and areas of improvements identified. The outcome of the meetings is used to take up remedial measure such as extra classes, counselling and review of teaching learning process.

Any other relevant information regarding Teaching-Learning and Evaluation which the Institute would like to include.

To ensure a student centric learning, the institution adopts the following best practices in respect of teaching, learning and evaluation process:
- The institution is achieving its goals and objectives through well chalked out academic calendar which is distributed well before the commencement of the academic sessions to the students and teachers.

- Complete transparency in admission, evaluation, faculty recruitment and administration.

- Appointment of class-coordinators and mentors for continuous monitoring and assessment.

- Lecture method is supplemented by the ICT.

- Organizing seminars, workshops, industrial visits and industrial visit.

- Highly qualified and experienced teachers.

- Courses commence with Orientation Programme.

- Conducting periodic class tutorials and home assignments.

- Organizing group discussions, presentations.

- Organizing revision lectures.

- Encouraging advanced learners to participate in various Curricular and co-curricular activities.

- Providing handouts to facilitate slow learners or advanced leaner to have deep insight into the subject matter.

- Felicitating meritorious students by rewarding them on Annual Day.

- The student attendance is communicated to the parents by means of SMS and uploading of data on the Institution website.

- Internal vigilance squad is appointed during examinations to curb malpractices.

- Teachers are evaluated regularly in every subject by the students through online feedback system.

- Continuous assessment enables effective performance of the student.

- Students undergo industrial training in partial fulfillment of the curriculum which helps them to understand the practical aspect of their education.

- Smart classrooms with LCD, Projectors, Speakers, etc. are provided in all departments.

CRITERION III: RESEARCH, CONSULTANCY AND EXTENSION

3.1 Promotion of Research
3.1.1 Does the institution have recognized research center/s of the affiliating University or any other agency/organization?

At present the institute does not have any recognized research centers in the campus, but we are planning for future collaborations with the leading organisations of repute in the field of education, management and technology in this regard.

3.1.2 Does the Institution have a research committee to monitor and address the issues of research? If so, what is its composition? Mention a few recommendations made by the committee for implementation and their impact.

The Institute has an experienced research advisory board which monitors and addresses the issues related to research work in the Institute from time to time. They give their valuable advice and guidance regularly to enhance the research culture of the institute. The Advisory boards of researchers and technocrats include the following eminent dignitaries.

Sr. No.	Name	Department/ Designation	Organization
1	Shri Kaptan Singh	Chairman	SMES
2	Prof. B.S. Panwar	Director General	SMES
3	Prof.Inderjeet Dagar	Principal	Institute of Vocational Studies, Delhi University
4	Sh.P.S.Gahlot	Managing Director	Indian Potash Ltd., Himachal Pradesh
5	Prof. R.K. Tyagi	Director	MSI
6	Prof. Jagbir Ahlawat	Deputy Director	MSI
7	Prof. Harish Singh (Convenor)	Professor	MSI
8	Dr. Amit Chaudhary	Associate Professor	MSI
9	Dr. kavita Pabhreja	Associate Professor	MSI
10	Dr. Monika Tushir	Associate Professor	MSI
11	Dr. Vijay Dahiya	Associate Professor	MSI
12	Dr.Promila Dabas	Assistant Professor	MSI
14	Dr. Anviti Rawat	Assistant Professor	MSI

Recommendations of the Research Advisory Board are as follows:

i. The faculty members should publish their research work in the refereed Journals.

ii. The students should also do the research work in collaboration with faculty members in their respective research areas.

iii. The management should provide the faculty members with the proper support

system for pursuing their research work.

iv. Better research facilities should be provided in the campus to motivate both, the faculty members and the students.

Impact of the recommendations:

i. Many faculty members are encouraged to attend the seminars and workshops of their respective interests.

ii. More research papers are publicated by the faculty members as well as by the students in the referred journals, conferences and seminars.

iii. The students of this institute won several prizes in the various project competitions.

iv. More FDP's and workshops are being organized by different departments on regular basis.

v. Some faculty members got themselves registered as research supervisors in different universities for guiding the PhD. Students.

vi. The faculty members pursuing PhD are given Special Casual Leaves (SCL) to coordinate with their respective Ph.D. supervisors.

vii. Student groups are made to do research under the supervision of the faculty member and the senior faculty members continuously monitor the progress of their research work.

3.1.3 What are the measures taken by the institution to facilitate smooth progress and implementation of research schemes/ projects?

i. Adequate infrastructure and facilities are provided to the faculty as well as students to do their research work efficiently and on time.

ii. Financial help in terms of registration fee and traveling allowance is also provided to the faculty members to publish their research work in refereed Journals or conference proceedings.

iii. Academic leaves are also provided as per the requirement from time to time to the faculty members to pursue Ph.D.

iv. Two special leaves are provided to the faculty members to meet their supervisors and discuss the progress of their research.

v. Interactive sessions of the faculty members are organized with eminent professors / professionals from various leading institutions and industries to provide an environment to exchange their views on the latest technical/ research areas.

3.1.4 What are the efforts made by the institution in developing scientific temper and research culture and aptitude among students?

i. The Institute conducts various expert lectures, seminars and workshops on the recent technical developments to create the awareness among the students about the current and future technical / research developments.

ii. The progress of the research oriented minor and major projects for the second year and final year students are monitored through a monthly progress report and presentation. The students are required to present their work to their respective mentors and evaluation is done as per the departmental rules and regulations.

iii. For the proper documentation of the seminar reports , minor and major

project reports which are mostly research related documents, each department constitutes a committee, which prepares necessary guidelines for these documents and motivates the students to follow the prescribed formats and publish their research work/paper, based on their projects, in collaboration with the faculty members.

3.1. 5 Give details of the faculty involvement in active research (Guiding student research, leading Research Projects, engaged in individual/collaborative research activity, etc.

The faculty members of the institute are involved in the collaborative research work in various capacities. Majority of the faculty members are Ph.D. degree holders or Ph.D. pursuing candidates from various universities across the country. Experienced faculty members are also acting as the research supervisors for the PhD candidates.

Apart from the collaborative research in terms of pursuing their higher education from various universities, some of the faculty members are also involved in the collaborative research activity by doing projects under the supervision of leading organizations. This provides a platform to the faculty members to apply their knowledge gained to the real life scenarios.

3.1.6 Give details of workshops/ training programs/sensitization programs conducted/organized by the institution with focus on capacity building in terms of research and imbibing research culture among the staff and students.

The varoious departments of the institute regularly organize a large number of research related activities in the form of workshops, seminars, conferences and project presentations for both, the students and faculty members. A list of the events conducted by the institute departments in the past five years is given below:

List of the Conferences/Seminars/Workshops conducted by the institute

S.No	Aacdemic Session	National Conference	International Conference	National Seminar	FDP	Others
1	2012 - 13	2	1	1	1	-
2	2013 – 14	1	1	1	-	1
3	2014 – 15	1	-	-	1	-
4	2015 – 16	-	-	-	2	-
5	2016 – 17	-	-	-	3	1

3.1.7 Provide details of prioritized research areas and the expertise available with the institution.

The institute motivates all the faculty members and the students to do research in different domains. Some of the prioritized research areas and the expertise available in the institute are listed below:

Sr. No.	Name	Designation	Department	Specialization Field
1	Prof. (Dr.) R.K.Tyagi	Professor	BCA	Modelling and Simulation of

				Nano devices and Cloud Computing
2	Prof. Jagbir Ahlawat	Professor	BBA	Marketing Mgmt.
3	Prof. Harish Singh	Professor	BBA	Mathematics
4	Dr. Rajeshwari Malik	Associate Professor	BBA	Management
5	Dr. Monika Tushir	Associate Professor	BBA	Finance
6	Dr. Jasbir Singh	Associate Professor	BBA	Economics, IBM
7	Dr. Rajeev Dahiya	Associate Professor	BBA	Marketing Mgmt.
8	Dr. Parul Deshwal	Associate Professor	BBA	Management
9	Dr. Shavita	Associate Professor	BBA	Commerce, Marketing
10	Dr Vijay Dahiya	Associate Professor	BBA	Mathematics
11	Dr.Kavita Pabreja	Associate Professor	BCA	Data Mining
12	Dr.Amit Chaudhary	Associate Professor	BCA	Machine Learning and Soft Computing
13	Dr. Suhasini Prashar	Reader	BBA	Economics
14	Dr. Supriya Choudhary	Reader	BBA	Commerce
15	Dr. AlkaMittal	Reader	BBA	Finance
16	Dr. Anita Sharma	Reader	BBA	Finance
17	Dr. Seema Shokeen	Assistant Professor	BBA	Management, Commerce
18	Dr. Punam Ahlawat	Assistant Professor	BBA	Management
19	Dr. Vandana Deswal	Assistant Professor	BBA	Management
20	Dr. AlkaMittal	Reader	BBA	Finance
21	Dr. Anita Sharma	Reader	BBA	Finance
22	Dr. Vijeta Banwari	Assistant Professor	BBA	Economics
23	Dr. Preeti Malik	Assistant Professor	BBA	HRM
24	Dr. Ruchika Gahlot	Assistant Professor	BBA	Management

25	Dr. Abheyender Singh	Assistant Professor	BBA	English Literature
26	Dr. HerambNayak	Assistant Professor	BBA	Marketing Mgmt.
27	Dr. Anupama Sharma	Assistant Professor	BBA	HRM

3.1.8 Enumerate the efforts of the institution in attracting researchers of eminence to visit the campus and interact with teachers and students?

The Institute motivates the faculty as well as the students to invite the expert speakers from various reputed organizations to conduct various technical activities in the campus. The institute organises seminars, conferences and workshops for attracting researchers of eminence to visit the campus and interact with teachers and students. The management provides full support in organizing such events in the form of infrastructural as well as financial help.Apart from those different professional student groups of the institute such as software development cell, E-Cell, CSI etc. organizes both, technical and cultural events on a regular basis.

3.1.9 What percentage of the faculty has utilized Sabbatical Leave for research activities? How has the provision contributed to improve the quality of research and imbibe research culture on the campus?

The majority of the faculty members are Ph.D. holders and they are through with their higher studies, but a few number of faculty members are involved in the higher studies like M.Tech or Ph.D. and other research activities. They are provided special casual leaves to meet their research supervisors. No faculty has availed the sabbatical leave for the purpose of higher studies or research activities.

3.1.10 Provide details of the initiatives taken up by the institution in creating awareness/advocating/transfer of relative findings of research of the institution and elsewhere to students and community (lab to land)

The institute provides the financial help to the faculty members to present and publish research papers in various reputed conference proceedings and Journals. The detail of the publications done by the faculty members in last four years is given below:

Papers published and presented

2012-13			
	International	**National**	**Others**
Peer Review Journals	27	20	-
Non-Peer Review Journals	1	6	-
e-Journals	35	0	-
Conference proceedings	10	31	0
Others (Seminar, Chapter Edited, Chapter in a book etc.)	13		
Books Published	02		
2013-14			
	International	**National**	**Others**

Peer Review Journals	29	10	0
Non-Peer Review Journals	3	4	-
e-Journals	27	-	-
Conference proceedings	36	20	-
Others (Seminar, Chapter Edited, Chapter in a book etc.)	-		
Books Published	-		
2014 – 15			
	International	**National**	**Others**
Peer Review Journals	39	11	-
Non-Peer Review Journals	10	10	-
e-Journals	19	1	-
Conference proceedings	7	51	-
Others (Seminar, Chapter Edited, Chapter in a book etc.)	-		
Books Published			
2015-16			
	International	National	Others
Peer Review Journals	21	01	-
Non-Peer Review Journals	15	0	02
e-Journals	14	0	-
Conference proceedings	05	05	-
Others (Seminar, Chapter Edited, Chapter in a book etc.)	-		
Books Published	01		
For Academic Session 2016–17: *Total no of papers published by the faculty members of MSI for the session 2016 – 17 till date is 81 and it is still continuing. The data for the entire session will be made available to the peer team during the visit.*			

Total number of publications in which papers published in national and international jpournals/books published etc. are given in Annexure Nos. V, VI, VII, VIII (Department wise and Institution wise)

3.2 Resource Mobilization for Research

3.2.1 What percentage of the total budget is earmarked for research?

Give details of major heads of expenditure, financial allocation and actual utilization.

Every year the institute allocates the budget for research and development under various financial heads. The budget allocated is utilised for conducting seminars, internet expenses, wifi connectivity, faculty development programmes, library-journals/ periodicals and library E-Journals.

Session	Major Expenditure Heads	Finance Allocated (In Rs.)	Actual Utilization (In Rs.)	% of Total Budget
2012-	Conference/FDP/Seminar	2,00,000	52,652	26.3%

2013	Internet Expenses	2,75,000	2,72,244	98.99%
	Library (Books, Journals, E-Journals)	7,00,000	4,56,959	65.27%
2013-2014	Conference/FDP/Seminar	5,00,000	2,72,926	54.58%
	Internet Expenses	3,00,000	2,43,122	81.04%
	Library (Books, Journals, E-Journals)	7,00,000	4,90,235	70.03%
2014-2015	Conference/FDP/Seminar	5,00,000	1,05,541	21.10%
	Internet Expenses	4,00,000	70,167	17.54%
	Library (Books, Journals, E-Journals)	5,50,000	5,17,219	94.03%
2015-2016	Conference/FDP/Seminar	2,00,000	1,69,346	84.67%
	Internet Expenses	1,50,000	-	-
	Library (Books, Journals, E-Journals)	5,50,000	2,89,074	52.55%
2016-2017	Conference/FDP/Seminar	2,00,000	62,500	31.25%
	Internet Expenses	3,00,000	40,687	13.56%
	Library (Books, Journals, E-Journals)	4,50,000	1,72,385	38.30%

3.2.2 Is there a provision in the institution to provide seed money to the faculty for research? If so, specify the amount disbursed and the percentage of the faculty that has availed the facility in the last four years?

No direct seed money is provided for the research, but the registration fee and travelling allowance for publishing papers in Journals/Conferences and fee for participation in seminars and workshops is provided to faculty members.

3.2.3 What are the financial provisions made available to support student research projects by students?

Students are motivated to do research projects in collaboration with faculty members and their requirements for the research projects is fulfilled by the Institute from time to time in the form of reimbursement of paper publication fee and other assistance. The faculty may also sponsors the student for research depending on his/her interest in the project.

3.2.4 How does the various departments/units/staff of the institute interact in undertaking inter-disciplinary research? Cite examples of successful endeavors and challenges faced in organizing interdisciplinary research.

The institute has a research committee which constantly works towards the promotion of interdisciplinary research by conducting conferences, workshops and seminars. The students are also motivated to do Minor and Major Projects in inter-disciplinary fields due to easy access of the resources and guidance from different departments of the institute.

3.2.5 How does the institution ensure optimal use of various equipment and research facilities of the institution by its staff and students?

The Institute provides high speed 100 Mbps shared internet facility in the campus to both faculty and students to access the various online research journals, magazines and other electronic information for their research work. The institute provides full licensed softwares for the research work in the campus.

To access efficiently the central library, the institute has a Web-OPAC (Online Public Access Catalog) software facility on the entire computer Terminals available at Central Library. Computer systems with latest configuration are provided in the various labs of different departments. Online journal subscription to various reputed journals like IEEE journals, Science Direct Journals, Springer link, Infotrec Management Collection (IMC) and DELNET membership is available to all the students and faculty members.

3.2.6 Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facility? If 'yes' give details.

At present the Institute is not receiving any grants or finances from industry or other beneficiary agency for the research facility, but the faculty is motivated to do research in collaboration with the leading institutions.

3.2.7 Enumerate the support provided to the faculty in securing research funds from various funding agencies, industry and other organizations. Provide details of ongoing and completed projects and grants received during the last four years.

The institute is working on the creating the research culture and has established the 'Research Committee of Maharaja Surajmal Institute' This committee coordinates and reports the research related activities of departments within the institute. Whilst measures are put in place to support research by means of mentorship, training courses, as well as financial support as per rules of the institute, it also constantly explores the possible support from external agencies.

A strategic objective of the Committee is the building of research capacity to increase both the quality and quantity of academic research, in order to be regarded as a leading Faculty not only in India, but internationally.

Specific aims of the Research Committee are as follows:

1. Formulation of Research Strategy.
2. Enhancement of the Research Culture of the Faculty.
3. Introduction of Incentives to Promote Research Endeavours.
4. Monitoring of progress with Research Programmes.
5. Coordination of the Annual Research Report and its Quality.
6. Coordination of Submissions to External Organisations.
7. Organising Research Colloquiums.
8. Department wise need based procurement of journals
9. Creating a hyperlink of MSI Journal of Research and News Letter on the institute website.
10. Compilation of Research Data for the last 5 Years.

11. Collaboration with other external agencies or leading research groups.
12. Procurement of majorly required softwares.

(A) Brief Outline of Work done by Research Committee (till Dec'16):

1. More FDP's in models of teaching/Research Methodology/ Statistics and Micro teaching, etc. will be organized very soon in order to fulfill the recommendations of NAAC/Inspection bodies: MSI has organized a one week FDP on 'Research Methodology' from 16th December 2016 to 23rd December 2016]

2. The Institute must go for 12(B) Affiliations /Permanent Affiliation/5 Year Affiliation so that the faculty members become eligible to apply for Minor/Major Project Proposals from UGC: Things are in process (Reminder for 5 Year NOC has been sent again to GGSIPU in which MSI is fully eligible as per rules.

3. Project work of the students will be strengthened more by organizing INTRA COMPETITION in the institute: Maharaja Surajmal Institute organized project presentation competition for the students of BBA and BCA on 15th October 2016.

4. Guidelines and Application format of GGSIPU & UGC will be executed for taking grant of Conferences: One Lakh Grant from GGSIPU has been approved for conducting 2 days National Conference. MSI is planning to organize this conference on 19th and 20th of May 2017.

5. Project Proposals should be given by each Doctorate Faculty member for applying to different professional bodies: Notice has been forwarded Director regarding Project Proposals to research agency like UGC/DST/DRDO/SIRO/AICTE/IEEE/CSI etc.

6. Need based procurement of SCI Journals list have been circulated among faculty members in order to fulfill the requirements of GGSIPU as a Guide for Ph.D. students: Its already completed.

7. Compilation of Research Data for the last 5 Years has been done by NAAC Committee: This is also being done regulary.

8. Organizing of Research Colloquiums during last five years: Research Colloquiums for the last five years (since 2012) has been compiled.Committee.

3.3 Research Facilities
3.3.1 What are the research facilities available to the students and research scholars within the campus?
The Institute provides the computer systems with higher configuration in the labs for the students as well as to the faculty members in their room's alongwith high speed internet connectivity and subscription to various online resources and licensed softwares and some other licensed database software available for the research work.Some other facilities are listed below:-

OPAC (Online Public Access Catalog)**:** Web-OPAC facility on the entire computer Terminals available at Central Library & entire Institute.

S. No.	Online Journal Name	No. of Journals	Publisher Name
1.	InfoTrac Managment Collection (IMC)	1070 E-Journals	Cengage Learning India Pvt. Ltd.
2.	IEEE (ASPP+ POP) {ASPP: All-Society Periodicals Package, POP: Proceedings Order Plans}	2874 E-Journals	IEEE
3.	Science Direct	275 E-Journals	Elsevier
4.	Springer Link	149 E-Journals	Springer
5.	DELNET Membership		DELNET

Apart from the online resources a large database of the offline material is also provided to the students and faculty members including books, journals, Periodicals, Magazines and newspapers that are given below:-

Library holdings	Year -1 2012-2013		Year - 2 2013-2014		Year - 3 2014-2015		Year - 4 2015-2016	
	Number	Total Cost	Number	Total Cost	Number	Total Cost	Number	Total Cost
Journals/ Periodicals	88	93298	90	80220	90	124436	88	125688
e-resources	4851	42527	8990	71975	11611	71500	12008	66500

3.3.2 What are the institutional strategies for planning, upgrading and creating infrastructural facilities to meet the needs of researchers especially in the new and emerging areas of research?

The Institute takes the yearly budget requirements of each department and allocates the budget for the better planning, upgradation and creating more infrastructural facilities in their respective departments and better environment for research. The management discusses the requirements given by the different departments in Governing Body meetings and then allocates the required funds to the departments/Institute. With these funds new hardware/ software tools are purchased or upgraded regularly. Also the calibration of the existing instruments is done for efficient utilization of the resources. Faculty members are asked for the new book requirements and subscription of the new journals and magazines as per the latest research requirements and studies.

3.3.3 Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facilities? If 'yes', what are the instruments / facilities created during the last four years.

At present the Institute is not receiving any grants or finances from industry or

other beneficiary agency for the research facility, but the faculty is motivated to do research in collaboration with the leading institutions and we are in a process of receiving grants from the same in near future for developing more and more research facilities in the Institute.

3.3.4 What are the research facilities made available to the students and research scholars outside the campus / other research laboratories?

The Institute arranges industrial visits regularly for the students of different disciplines in various reputed core industries. The students get the opportunities to interact with industry experts and understand the recent requirements of the industry. Based on this, they develop new technical skills and are motivated to come up with new ideas to solve the current problems of the industries.

3.3.5 Provide details on the library/ information resource center or any other facilities available specifically for the researchers?

For any research work to be completed successfully the information resource availability plays a big role. In the Institute a library is the place where anyone can find the relevant information for his/ her requirement. The institute has a large central library with internet and e-resources facility. To access the library resources easily and efficiently, the institute has OPAC (Online Public Access Catalog): Web-OPAC facility on the entire computer Terminals available at Central Library.

3.3.6 What are the collaborative researches facilities developed/ created by the research institutes in the Institute? For ex. Laboratories, library, instruments, computers, new technology etc.

Although the institute does not have any research facilities developed in the institute in collaboration with leading organizations directly, but the institute is collaborated with 'The Computer Society of India' (CSI) which provides several faciities to enhance the research environment for both, the students and the faculty memebers.

3.4 Research Publications and Awards
3.4.1 Highlight the major research achievements of the staff and students in terms of Original research contributing to product improvement:

The institute has a strong 'publication and paper presentation' pool. The faculty members are regularly publishing papers in reputed national and international journals and are also contributing towards the research by publishing several subject related and general books too. They attend workshops, seminars and conferences regularly to upgrade themselves. The Institute is also promoting them in terms of financial support and academic leaves.The Institute is also giving Best faculty awards in order to create competitive environment among faculty members in pursuing research apart from teaching activities. The students work with the faculty members for app development, research papers and small research projects for enhanced learning. The students also develop mobile apps, websites and run small business under the mentorship of teachers.

3.4.2 Does the Institute publish or partner in publication of research journal(s)? If 'yes', indicate the composition of the editorial board, publication policies and whether such publication is listed in any international database?

The institute has launched its bi annual online Journal by the name of – "**MAHARAJA SURAJMAL INSTITUTE JOURNAL OF RESEARCH**". The main aim of the journal is to increase the productivity and research capabilities of the faculty members of the institute. It will also provide a platform to the faculty members to enhance their research areas by providing more and more publications for the same.

3.4.3 Give details of publications by the faculty and students:

The Institute encourages the faculty members to publish the research papers in reputed journals, conference proceedings and also provides them with the financial support in terms of registration fee and academic leaves for the publications. As a result the faculty members have a huge number of publications in their account. Students are also encouraged to do the publications in the form of research papers and articles and get them published in collaboration with the faculty members.The details of the publication department-wise and for the whole institute are given in annexure V, VI, VII and VIII of the report.

3.4.4 National/ international Recognition of the faculty:

The Institute always motivates the faculty members to excel in the field of research and innovation. The faculty members participate in the research oriented events and excel in the same. The faculty members are also honoured with the BEST FACULTY AWARD for their esteem contribution in the field of research and academics. Following faculty members have been awarded with the best faculty award for the academic years 2012-13, 2013-14 and 2014-15.

Prof. (Dr.) Jagbir Ahlawat for the Academic Year2013
Dr.Jasbir Singh for the Academic Year 2014
Dr. Poonam Beniwal for the Academic Year 2015

3.5 Consultancy

3.5.1 Give details of the systems and strategies for establishing institute-industry interface?

- The institute has a centralized placement cell which collects the current requirements of the industries and shares that information with the students to prepare the students according to the current industry requirements.
- The institute also has an active Alumni Cell, which guides the students about the industry environments and requirements on regular basis.The process of registration of alumni association is in progress.
- The institute has a strong industry – institute relationship which helps the students to get internships in the reputed industries.
- Institute has an active E-Cell which organizes the entrepreneurship activities in the institute and invites experts from various industries.
- The institute organizes regular industrial visits for the students to reduce the gap between the industry demands and the current education system which will help them to accommodate in the industry easily immediately after their graduation is

completed.

3.5.2 What is the stated policy of the institution to promote consultancy? How is the available expertise advocated and publicized?

The institute follows the norms and guidelines of the affiliating university for consultancy and industry collaboration.

3.5.3 How does the institution encourage the staff to utilize their expertise and available facilities for consultancy services?

Faculty members act as resource persons at various organizations regularly for delivering lectures in their area of specialization.

3.5.4 List the broad areas and major consultancy services provided by the institution and the revenue generated during the last four years.

The institute provides the consultancy in areas like business management, software development and education. Senior faculties from each department act as resource person and mentors to students and alumni, who wish to start their own ventures. There are many small start-ups run and managed by the students under teachers' guidance. Also, the insitiue as part of its corporate social responsibility initiatives organize a three week 'Talent Deveolpment Camp' for the meritorious students from the rural background in the campus which helps them to nurture their personalities.

3.5.5 What is the policy of the institution in sharing the income generated through consultancy (staff involved: Institution) and its use for institutional development?

The institute follows the norms and guidelines of the affiliating university for consultancy and industry collaboration. The resource sharing is also as per university guidelines, where a portion of the fund should be deposited with 'Research and Consultancy Development Fund'.

3.6 Extension Activities and Institutional Social Responsibility (ISR)

The institute is highly active in extension and ISR activities. We collectively work towards the holistic growth and development of all sections of the society. The institute has a large bouquet of socities for the students, in order to provide them various platforms for nuturing and polishing their skills. The students according to their area of interest and capacities participate in these societies and get an opportunity to take up the social responsibility at both the institutional as well as socital level. The student societies organize several events regularly as a part of extension activities.Some of the societies running under the institute are Sifar, Veda,Natraj, Tark, Antra –Encore, Innovisions, E- Cell, Oorja, and many more. The institute also has a center for women development, which works for the upliftment and progress of the female students and faculty members of the institute, in the area of academics, co-curricular, self-defense and research.

Also, part of institutional social responsibility, we organize various social outreach programs like daan utsav, awareness walks, eco-club activities and a three week talent development camp for the students from the rural background in the campus which helps them to nurture their personalities. This is a huge platform for these students, as they are provided a varity of servies like health and

medical check ups, Delhi darshan, career counsellings, skill analysis and co-curriculars.

3.6.1 How does the institution promote institution-neighborhood-community network and student engagement, contributing to good citizenship, service orientation and holistic development of students?

The institute conducts various workshops for the students regularly to promote the community network which contributes in developing them to be a good citizen. The institute has organised a workshop on self defence and gender sensitization for the students. The Institute with the help of various student groups organizes Blood Donation camps, Daan Utsav and tree planation drives and helping the lower strata of the population through various modes of donations like free education to the poor, donating clothes etc. on the regular basis for the neat and clean environment which helps in the holistic development of an individual. Some of the events conducted by the various societies for the holistic development of the students are Plantation and Environmental awareness drive (Eco Club), Fire Mock Drill, Visit to Orphanage and Daan Utsav (Humanity Club), Workshop on Gender Sensitization , Blood Donation and many more.

3.6.2 What is the Institutional mechanism to track students' involvement in various social movements / activities which promote citizenship roles?

Various commitees has been constituted to look after these groups. The institute deputes teacher advisors to the different student groups which monitors the progress of these groups and guide them. Also a collective report is prepared regarding the participations in various activities throughout the session, which can help to monitor these movements.

3.6.3 How does the institution solicit stakeholder perception on the overall performance and quality of the institution?

The institute invites its stake-holders to visit the institute and provide their valuable suggestions. The institute also organizes the Parents –Teacher's Meetings on the regular basis to share the progress of the students with their parents from time to time. The institute also maintains a regular contact with the parents to share the performance of their ward through SMS, E-mails etc. This regular interaction with the stake-holders help in constantly improving the standards of the teaching –learning progress.

3.6.4 How does the institution plan and organize its extension and outreach programmes? Providing the budgetary details for last four years, list the major extension and outreach programmes and their impact on the overall development of students.

The institute is regularly providing/ extending/ outreaching the following categories regularly on yearly basis for the welfare of he students: kindly refer to point no 3.2.1
Apart form above, some of the students received financial help apart from

academic leaves from the institute. Regular placements are given to students from placement cell exclusively opened for the students of the institute.Regular employees are appointed for this purpose.

3.6.5 How does the institution promote the participation of students and faculty in extension activities including participation in NSS, NCC, YRC and other National/ International agencies?

As per UGC norms, the institute is not eligible to start NSS/NCC as the affiliating University also doesn't have any such out-reach program. The institute continuously bridges this gap through various outreach exercises in collaboration with different NGOs like, For the welfare of the MSI students, NGO (Juvenile Care) was invited by Department of Education. Students work in coordination with NGO's. Regular Blood Donation Camps/Plantation Drives/Daan Utsav are held in premises.

3.6.6 Give details on social surveys, research or extension work (if any) undertaken by the Institute to ensure social justice and empower students from under-privileged and vulnerable sections of society?

The institute provides the free summer educational camp (Talent Development Camp) for the students belonging to rural areas every year. During this camp free accommodation and food is provided to all the participating students. Basic knowledge of computer application and management is provided to the students during this session. Faculty members share their knowledge with the students by conducting classes for various subjects related to comunication skills, computer application, management, analytical skills etc.

3.6.7 Reflecting on objectives and expected outcomes of the extension activities organized by the institution, comment on how they complement students' academic learning experience and specify the values and skills inculcated.

The students and faculty organize different activities such as summer educational camp, interInstitute technical and cultural activities in which they occupy various posts and learn how to work in group, how to communicate, how to share their knowledge. These activities help the students to transform them to be a good human being and responsible citizens.

3.6.8 How does the institution ensure the involvement of the community in its reach out activities and contribute to the community development? Detail on the initiatives of the institution that encourage community participation in its activities?

The institute helps the students to get scholarships under different schemes from university/ government as well as from the institute itself. Several students have been benefitted with such scholorships in various capacities. One of the girl student (Komal Aggarwal of BBA Programme) of the institute has also been awarded with the Education Scholorship under the umbrella of Prime Minister's 'Beti Bachao Beti Padhao' Scheme in 2016.1st and 2nd topper of each programme of the Institute are being awarded scholarships during Annual Day

Programme of the Institute. A special budget has been demarcated for this purpose.

3.6.9 Give details on the constructive relationships forged (if any) with other institutions of the locality for working on various outreach and extension activities.

The institute along with its sister organisation MSIT work very constructively in the locality. We regularly organize plantation drives, blood donations, awareness walks like Play Holi Safe and Naturally, Say no to crackers etc. Also students volunteer and collaborate with various NGOs for the social outreach.

3.6.10 Give details of awards received by the institution for extension activities and/contributions to the social/community development during the last four years.

Our Society Surajmal Memorial Education Society has been awared with 'Diamond Eye Award' for total quality Commitment & Excellence in Education from OMAC (a highly reputed Paris based International Organization) in Geneva, Switzerland before our affiliating University (GGSIPU).

Global Recognition of SMES

Diamond Eye Award

The esteemed office bearers of SMES, Sh. S.P. Singh ji and Sh. Ajit Singh Chaudhary were in Geneva, Switzerland in November 2011, to receive the coveted "Diamond Eye Award for Total Quality Commitment & Excellence in Education" from OMAC, a highly reputed Paris based international organization.

3.7 Collaboration

3.7.1 How does the institution collaborate and interact with research laboratories, institutes and industry for research activities. Cite examples and benefits accrued of the initiatives - collaborative research, staff exchange, sharing facilities and equipment, research scholarships etc.

Regular Summer training are being provided to students by Placement cell in various Industries for their research orientation project works in BBA & BCA programmes and Projects Competitions are also organized in the Institute.

3.7.2 Provide details on the MoUs/collaborative arrangements (if any) with institutions of national importance/other universities/ industries/Corporate (Corporate entities) etc. and how they have contributed to the development of the institution.

Computer Society of India (CSI) is regularly funding the Institute for organizing professional development activities for BCA Students.

3.7.3 Give details (if any) on the industry-institution-community interactions that have contributed to the establishment / creation/up-gradation of academic facilities, student and staff support, infrastructure facilities of the institution viz. laboratories / library/ new technology /placement services etc.NIL

3.7.4 Highlighting the names of eminent scientists / participants, who contributed to the events, provide details of national and international conferences organized by the Institute during the last four years.

The institute invites scientists and experts from different organizations such as IIT, NSIT, NIT, DTU, and GGSIPU for exposition in FDP's, Seminars, Expert Lectures, and Technical Talks from time to time.

3.7.5 How many of the linkages/collaborations have actually resulted in formal MoUs and agreements? List out the activities and beneficiaries and cite examples (if any) of the established linkages that enhanced and/or facilitated –

- Curriculum development/enrichment : NIL
- Internship/ On-the-job training: Institute forwards the summer internship letters of all the students to various industries.
- Summer placement: NIL
- Faculty exchange and professional development: NIL
- Research: Various FDP, workshop and seminars are conducted by the institute a list may be referred from point 3.1.6 to motivate the students and faculty members for the research work.
- Consultancy: NIL
- Extension NIL
- Publication: Financial help is provided for the publication and academic leaves are also given to the faculty members to pursue higher studies.
- Student Placement: Our Placement cell has many Industries tie ups and as a result the placement of the students is increasing year after year.
- Twinning programs: NIL
- Introduction of new courses: NIL
- Student exchange: NIL
- Any other: N/A

3.7.6 Detail on the systemic efforts of the institution in planning, establishing and implementing the initiatives of the linkages/ collaborations.

The institute puts its full efforts in planning, establishing and initiating the linkage between the institute and the industry.Different industry experts are invited to deliver expert lecters in the FDP's and workshop's in the institute.The Training and Placement cell of the institute has its linkages with different industries and as result the placement process in the institute is a continuous event throughout the year with which several students get an opportunity to perform and grow in the dynamic industry.

CRITERION IV: INFRASTRUCTURE AND LEARNING RESOURCES

4.1 Physical Facilities

4.1.1 What is the policy of the Institution for creation and enhancement of infrastructure that facilitate effective teaching and learning?

Maharaja Surajmal Institute not only ensures the availability of the infrastructure, like buildings, class rooms, seminar hall, library and laboratories etc. as per the norms laid by Guru Gobind Singh Indraprastha University but also enhances them from time to time. The institute comes under the aegis of SMES (Surajmal Memorial Education Society) which has some committees and bodies which frame policies of the institute related to various aspects including infrastructure. The following committees of SMES hold meetings regularly for creation and enhancement of infrastructure of the institute.

- *Executive Committee* consisting of 21 members is selected through elections. The committee has the final decision making power on the recommendations made by the rest of the committees.
- *Finance Committee* is responsible for approval and sanction of the annual budget of the institute.
- *Purchase Committee* looks after the purchase of hardware, software, lab equipment, ACs, projectors, stationery, chairs, tables, etc.
- *Construction Committee* is responsible for modification in the structure of the campus.
- *Maintenance Committee* maintains the infrastructure of the institute like maintenance of building, power supply, water supply, etc.
- *Academic Committee* looks after the performance and improvement of the faculty.
- *Discipline Committee* looks after the issues related to student and staff discipline.
- *Establishment Committee* deals with recruitment of the staff.

The institute also has following bodies:

- *Governing Body* which holds meetings quarterly where the member secretary and teacher's representatives put up reports related to academics and extra-curricular activities of all the departments of the institute.
- *Advisory Body* whose members are distinguished faculty members from various reputed institutes. The members are part of the selection committee during recruitment of faculty members.

4.1.2 Detail the facilities available for:

a) Curricular and co-curricular activities – classrooms, technology enabled learning spaces, seminar halls, tutorial spaces, laboratories, botanical garden, animal house, specialized facilities and equipment for teaching, learning and research etc.

The institute is located in heart-of Delhi in a lush green campus, well connected through public transport modes like bus and metro. It has five story building, with ample classrooms, conference and seminar halls, labs and also spacious state-of-the art auditorium. The details of various parts are as follows:

i. Class rooms: The institute has five floors (including ground floor) and there are adequate numbers of spacious class rooms with seating capacity of 66-70 students on each floor. The rooms are well lighted, well-ventilated with good acoustics. Some of the classrooms have inbuilt LCD projectors, for better understanding of concepts through audio/video mode.

ii. Technology Enabled learning facility: The institute has four departments-BBA, BCA, B.Ed and B.Com (H). Every department has facility of projectors, so that lectures can be delivered through PowerPoint presentations, videos, etc.

iii. Seminar Hall: The institute has two seminar halls with seating capacity of around 120. It is regularly used for conducting various seminars, student project presentations, talks, FDPs, ICT-based programs, cultural activities etc. Auditorium: The institute has a state of art-auditorium with seating capacity of more than 550, frequently used for seminars and Tutorial spaces: There are adequate number of rooms which are used for tutorial purpose. Many subjects have one mandatory tutorial period in a week for the students.

iv. Laboratories/Workshops: The institute has well equipped laboratories with ICT facilities and equipment related to the curriculum; each of them has state of the art instruments and facilities. All the laboratories are air-conditioned.

v. Specialized Facilities and equipment available for teaching, learning and research: The institute provides high-speed internet to the students so that they can access videos from NPTEL, MIT Open Course Ware, freevideolectures.com, etc. The library of the institute provides access to many journals and e-journals which can be used by faculty and students for research.

b) Extra-curricular activities: sports, outdoor and indoor games, gymnasium, auditorium, NSS, NCC, cultural activities, Public speaking, communication skills development, yoga, health and hygiene etc.

i. *Sports:* There is a spacious playground in the campus where students can play cricket, football, etc.

ii. Two badminton courts are also available in the campus. Every year a two day sports event is organized in which students participate in various sports like long jump, high jump, 100/200/400m race,

iii. Javelin throw, disc throw, etc.

iv. *Outdoor Games:* Facilities for outdoor games like cricket, football, volleyball, badminton are available, in the form of a spacious playground and two badminton courts.

v. *Indoor Games:* Facilities for the indoor games like table-tennis, chess, carom, etc. are provided to students in the Institute campus.

vi. *Auditorium:* The institute has a modern, well equipped auditorium with good acoustics for various events such as seminars, conferences, cultural events etc. The seating capacity of the hall is 540.

vii. *Cultural Activities:* Every year the institute organizes annual cultural festival called "Genesis" in collaboration with its sister institutions. The festival finds participation of students from various Institutes of Delhi NCR in various events like solo dance, group dance, singing, mono-acting, street play, battle of bands, etc.

Societies running under the Maharaja Surajmal Institute

  i. SIFAR (Drama Society) : SIFAR- The theatre society of Maharaja Surajmal Institute is a very well known society. The society bagged various prizes at state and national level at various reputed Universities. TEAM SIFAR participated in SRM University on 30th September 2016 and in Ideal Institute of management and technology on 4th October2016. They presented their annual street play 2016-17 named AASHRAY. SIFAR's Team's performance was highly appreciated and secured 1st position in both the events.

  ii. TARK (Literary Society): Over the past few months, TARK, the literary society of Maharaja Surajmal Institute has been embellishing the shelves of the Institute with trophies and awards, with the presidents of the society, Rahul Prabhakar and Monami Dey paving the way for all the members to do so. Tanmay Mehra showcasing his outstanding oratory skills, secured the first position in 'just a minute', a competition conducted by Lady Hardinge Medical Institute, New Delhi. In October 2016, TARK proved victorious, with Tanmay securing three other positions and Shivank and Rahul winning two more as a team.

  iii. NATRAJ (Dance Society): Natraj is the official dance society of MSI. Society conducted dance auditions for the year 2016, on 23 August 2016. The Natraj dance society conducted a dance workshop on 24 September 2016. The basic motive was to provide exposure to all the students about discipline and self-assessment in this art form.

  iv. ANTRA - Indian Music Society and ENCORE – Western Music Society: "Antra-Encore" the official Music Society of Maharaja Surajmal Institute's. Antra focuses on mastering Indian Music covering vocals , instruments like Harmonium, Indian flute , shehnai , tabla and more whereas Encore focuses on A cappella (singing without instrumental accompaniment , in layman terms , producing music with ones' vocals only) for group performances and will take up solo singing , quartet and band competitions side by side. Music Society "Antra-Encore" performed in a very prestigious event "PULSE" hosted by AIIMS, NEW DELHI from 17th September till 20th September 2016. The society bagged four prizes viz: 3rd prize in Carnatic Vocals solo, 2nd position in Western Duet, 3rd Position in Western Group and 3rd Position in Instrumental Solo.

  v. VEDA (Quiz Society) : Veda-The Quiz Society of Maharaja Surajmal Institute conducted and participated in the various quizzes at state and national level. Veda conducted first Recruitment-cum-Orientation Quiz for the fresh admissions in the courses BBA, BCA, B. Com (Hons) and B. Ed on 12th August 2016.

  vi. INNOVISION - (Photography and film society) : Innovision is the newly founded society of MSI for Photography events at the Institute level. The society conducted basic photography workshops and Photowalks for its members, so that they know the technical aspects in detail. Society conducted Orientation, a Photowalk – shahpur jat and a basic workshop in the current semester. members of the society participated in a seminar at shivaji Institute. Innovision was contacted for covering the Seminar on Gandhian practices

(attended by MLAs and other High Ranking Government officials) at Zakir Hussain Institute, Delhi University.

vii. OORJA (MSI News Portal Society) : "OORJA"-The Official News Portal Society of Maharaja Surajmal Institute is a newly created society of the institute. It is a digital platform for the Students and the Teachers. The main objective of the society is to create a common platform for each and every member of the Institute to receive all the information and stay in touch with the upcoming events. The society also aims at bridging the gap between different Institute societies.

viii. RANGMANCH: The Society, therefore, aims to educate the whole person,expand the strength, connecting education with the world of work, skills development by providing educational seminars and workshops which enables the students to work on their talents. To develop capacity within students to be confident, creative and productive users of new technologies and ideas.

ix. MSI ECO CLUB: MSI Eco club organizes plantation drive every year to create awareness amongst students regarding the role of trees in conserving the environment. The students and faculty members plant saplings. This event highlights the significance of afforest ration and responsibility of every citizen to take measures for conserving the environment and moving towards sustainable development. It organised a plantation drive on 1st October 2016 to mark occasion of Mahatma Gandhi Jayanti and promoted the Clean – Green week.

Public Speaking, Communication Skills Development: Personality development activities are regularly organized in the institute to improve communication skills of the students. Special sessions and seminars are organized for students.

4.1.3 How does the institution plan and ensure that the available infrastructure is in line with its academic growth and is optimally utilized? Give specific examples of the facilities developed/augmented and the amount spent during the last four years (Enclose the Master Plan of the Institution / campus and indicate the existing physical infrastructure and the future planned expansions if any).

The institution not only ensures the availability of the infrastructure like buildings, class rooms, requisite furniture, library laboratory requirements, etc.(as per the norms laid by the UGC, New Delhi and Guru Gobind Singh Indraprastha University, New Delhi) but also augments it from time to time. Annual budget is sanctioned by Finance Committee considering the needs of each department and the institute as a whole.

The facilities developed/augmented during the last four years are listed below:
- A new floor has been added to the institute having 7 classrooms, and 3 staff rooms. All the classrooms and staff room of this floor are air-conditioned.
- CCTVs have been deployed all over the campus.
- All the labs are air-conditioned
- New canteen has been constructed and is now functional.
- AC has been provided in two reading rooms the Central library.

A total amount of more than Rs 38,270,087 has been spent during last four years to develop and augment the facilities of the institute.

The institute has acquired an area of 1020.758 sq. meter having 7 classrooms and 3 staff rooms.
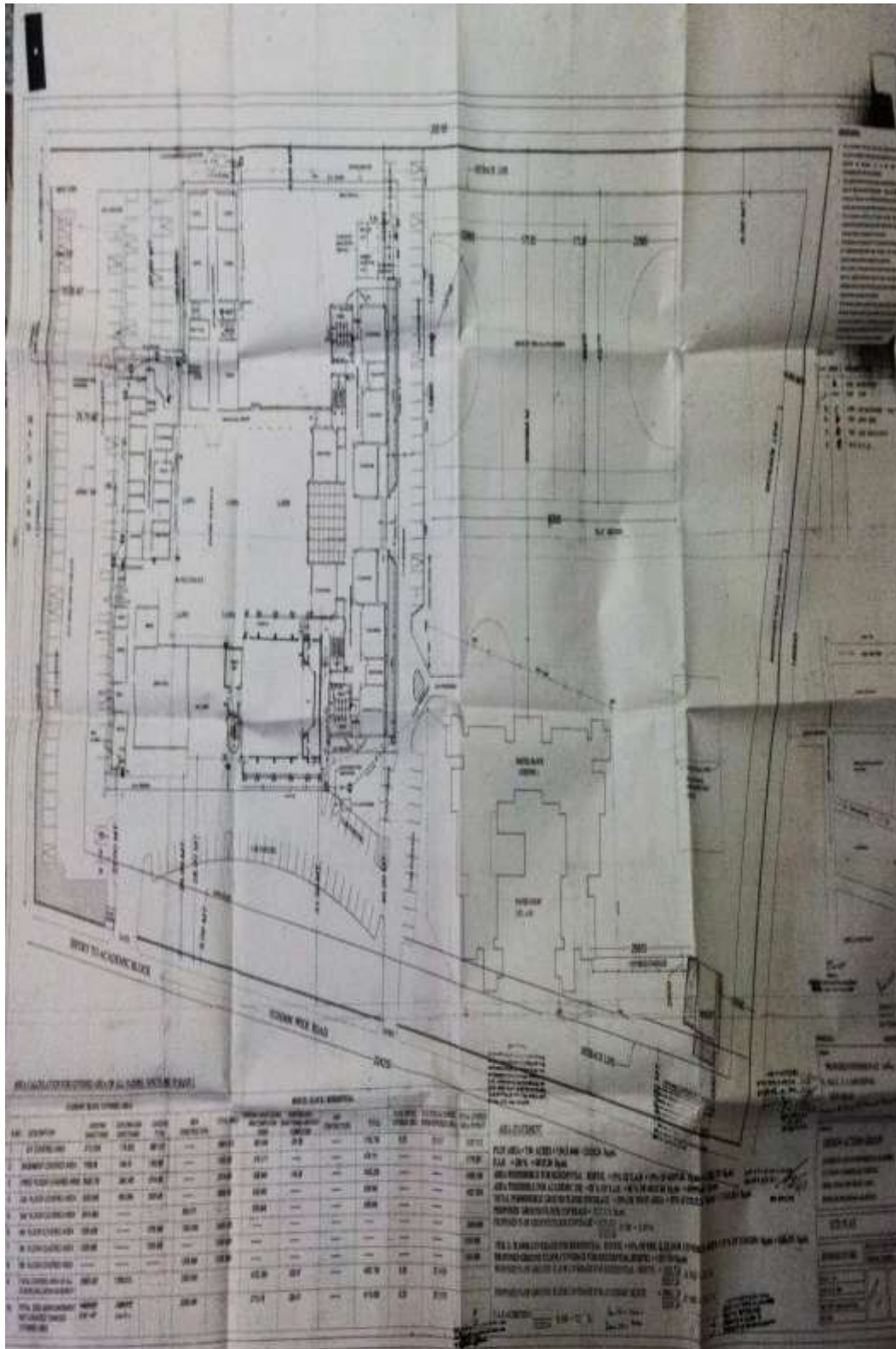
Figure 1 Master Plan of the campus

4.1.4 How does the institution ensure that the infrastructure facilities meet the requirements of students with physical disabilities?

The institute is sensitive to the special needs of disabled students. It ensures that infrastructure facilities are made available to the students with physical disabilities. The institute has a ramp to help students on wheelchair to reach the lift. Thereafter the student can reach any floor using the facility of the lift. The institute has a wheelchair in reserve, in case of any need. There is also a special toilet on the ground floor which can be utilized by a person with physical disability.

4.1.5 Give details on the residential facility and various provisions available within them:

Hostel Facility – Accommodation available

The institute is having Raja Mahender Pratap hostel, for its students within the campus. There is a separate accommodation for boys and girls. The hostel is fully furnished and provides a homely environment. The girl's hostel accommodates 106 students and the boy's hostel can accommodate 134 students. Mess facility is also provided to hostel students at reasonable rates.

Recreational Facilities: Gymnasium, Yoga Center, etc.

The hostels have facilities for outdoor sports like volleyball, cricket, basketball and badminton and indoor games like carom, chess, Table tennis. etc. Television is also available in the hostel for recreation.

Computer facility including access to internet in the hostel

Computer with internet facility is available in the hostel. The hostel is situated adjacent to the main building of the institute, and students can access computer with internet facility in the labs.

Facilities for medical emergencies

The institute has engaged two doctors named Dr. R.K. Deshwal and Dr. Vikas from Shri Ram Hospital. First aid boxes are available at various locations and in each hostel in case of any incident. There is a super-specialty hospital within 100 meters from the institute. There is a government dispensary just in front of the hostel. There are many private nursing homes and doctors within 100-200m range.

Library facility in the hostels

The hostel students avail the central library facility during Institute timings. The library has a reading room where students can access newspapers, magazines, etc.

Internet and Wi-Fi facility

The hostel is situated adjacent to the main building of the institute, and students can access internet and WiFi facility in campus.

Recreational facility - common room with audio-visual equipment

The hostellers have a TV room where they can watch their favorite shows and movies.

Available residential facility for the staff and occupancy
Residential facility is available for staff members. There are 7 staff quarters available, all of which are occupied currently.

Constant supply of safe drinking water
The facility of aquaguard water coolers is available in all the buildings of the institute as well as in all the hostels. Provisions have been made for rain water harvesting and waste water treatment / recycling as well.

Security
A reputed security agency is employed for providing security to students, faculty and staff. Security guards are available (24X7) in Institute campus as well as in hostel. CCTV cameras are also installed at major location for security reasons. For safety against fire accidents, fire extinguishers are available at each floor. For safety, proper lightening conductors are available and earthing of building has been done.

4.1.6 What are the provisions made available to students and staff in terms of health care on the campus and off the campus?

The institute has a medical room in the campus. The institute has engaged two doctors named Dr. R.K. Deshwal and Dr. Vikas from Shri Ram Hospital and one psychlolgist Dr. Shipli Sharma. There is a government dispensary just in front of the institute. There is a super-specialty hospital at a distance of 100 meters approximately. There are many private nursing homes and doctors within 100-200m range.

4.1.7 Give details of the Common Facilities available on the campus – *spaces for special units like IQAC, Grievance Redressal unit, Women's Cell, Counselling and Career Guidance, Placement Unit, Health Centre, Canteen, recreational spaces for staff and students, safe drinking water facility, auditorium, etc.*

The institute has many common facilities on the campus. Also for smooth functioning, the institute has the following committees.
Following are the special units and committees available on the campus:-

- Student Grievance Committee

S. No.	Name of the faculty	Designation
1	Dr. Rajeev Dahiya	Convener
2	Mr. Suraj Pal Chauhan	Co-Convener
3	Dr. Vivek Solanki	Member
4	Dr. Poonam Beniwal	Member
5	Dr. Abheyender Singh	Member
6	Ms. Arti Malik	Member

- Sexual Harassment Cell

S. No.	Name of the faculty	Designation
1	Dr. Kavita Pabreja	Presiding Officer
2	Dr. Promila Dabas	Member

3	Dr. Vijay Dahiya	Member
4	Dr. Amit Choudhary	Member
5	Mr. Manoj Kumar	Member
6	Ms. Tarunim Sharma	Member
7	Ms. Pinki Rani	External Member from NGO

- IQAC cell Composition

S.No	Name	Designation	Designation in IQAC
1	Prof Rajesh K Tyagi	Director, MSI	Chairperson
2	Dr. Monika Davar	Assistant Prof., B.Ed.	Coordinator
3	Sh. J.P. Vidhyalankar	Management	Member
4	Dr. T.P. Singh	Nominee Local Society	Member
5	Sh. Raj Singh Gahlot	Nominee - Industry	Member
6	Dr. Jagbir Ahlawat	Professor, BBA	Member
7	Dr. Harish Singh	Professor, BBA	Member
8	Dr. Kavita Pabreja	Associate Professor,BCA	Member
9	Dr. Amit Choudhary	Associate Professor,BCA	Member
10	Mr. Kumar Gaurav	Assistant Professor, BCA	Member
11	Dr. Monika Tushir	Associate Professor,BBA	Member
12	Dr. Vijay Dahiya	Associate Professor,BBA	Member
13	Ms. Niti Panwar	Assistant Professor, BBA	Member
14	Dr. Promila Dabas	Assistant Professor	Member
15	Sh. N.S. Bisht	Administrative Officer	Memeber

The main function of IQAC is to develop a system for quality improvement in the performance of institution, and also to channelize all efforts and steps of the institution towards promoting its overall academic and co-curricular excellence.

- Centre for Women Development

The institute also has a centre for women Development inaugurated on 15th October 2016. The main aim of the centre is for the upliftment and progress of the female students and faculty members of the institute, in the area of academics, co-curricular, self-defence and research. It has been formed to supplement, strengthen and reinforce the grievance redressal cell, whereby a female member, if hesitant otherwise, can directly approach the women cell for relief.

The institute has adequate facilities and following spaces to conduct meetings and hold activities organized by the above given committees: There is a conference room in the building for meetings, conferences etc. There are two seminar halls for activities related to FDPs, counseling, workshops etc. There is a dedicated space for placement department in the institute.

Besides the above, following facilities are also available in the campus:
- There is a dedicated space for placement cell in the institute.

- There is also provision of medical room in the building.
- Separate common rooms for boys and girls are available.
- A spacious canteen is available with exhaustive menu for students and faculty.
- There is a big playground and two badminton courts which can be used by students and faculty members for recreational purpose.
- Safe drinking water is provided through water coolers with aquaguard at each floor.
- There is a spacious auditorium with a seating capacity of 540 people. Various events are organized in the auditorium like orientation programs, cultural fest, placement talks, etc.

4.2 Library as a Learning Resource

4.2.1 Does the library have an Advisory Committee? Specify the composition of such a committee. What significant initiatives have been implemented by the committee to render the library, student/user friendly?

Yes, we have a library Committee which plays important role in the development of library. The role of Library Advisory Committee (LAC) is to make recommendations to Library concerning library needs. These issues may include policy matters, collections, services, and facilities. The committee is headed by Kavita Pabreja (Convener) along with the representatives from each department, in order to ensure right inputs for all streams.

> Dr. Kavita Pabreja – Convener
> Ms. Reetu Verma- Co Convener
> Ms. Vinita Tomar – Member- BCA
> Mr. Sundeep Kumar – Member- BCA
> Dr. Vandana Deswal – Member- BBA
> Dr. Ruchika Gahlot – Member- BBA
> Dr. Arti Bahuguna – Member- B. Ed

Library related issues are being put up by the librarian before the committee. After the approval of the library committee these are put up for the approval of director.

Initiatives/Responsibilities of Library Advisory Committee:

- Facilitate coordination between Students, Faculty and the library. That is to obtain the advice and views of Students & Faculty on library needs in their area, and report these views to library.
- Participating in regular meetings with Librarian concerning library related problems and suggestions.
- Help in getting recommendations for new books.
- Help in getting recommendations for new journals (Printed & online journals), online databases, magazines etc.
- Overall, advice Library of specific findings, issues, problems and concerns related to the library and make recommendations to library related matters.

4.2.2 Provide details of the following:

- **Total area of the library (in Sq. Mts.)** : 542 sq mtr
- **Total seating capacity:** 100 students
- **Working hours (on working days, on holidays, before**
- **examination days, during examination days, during vacation) :**
9:00 AM to 6:30 PM (Mon-Sat) & 9:00 AM to 5:00 PM (during external exams and summer vacations)
- **Layout of the library (individual reading carrels, lounge area for browsing and relaxed reading, IT zone for accessing e-resources:**
- Internet browsing area with five computer terminals at central library.
- Web-OPAC facility on the entire computer Terminals available at central library.
- Open access for users in the stack area.
- Reference books stack are kept in the reading room.
- Circulation counters for getting the books and other material issue/return by the faculty and students.
- Reading room at central library.
- Journal, magazine and newspaper display at *reading area*.

4.2.3 How does the library ensure purchase and use of current titles, print and e-journals and other reading materials? Specify the amount spent on procuring new books, journals and e-resources during the last four years.

Library Holdings	Year-1 2012-2013		Year-2 2013-2014		Year-3 2014-2015		Year-4 2015-2016		Year-5 2016-2017	
	Number	Total Cost	Number	Total Cost	Number	Total Cost	Number	Total Cost	Number	Total Cost
Text Books	915	313131	1043	361550	722	303983	856	214716	867	174699(In Process)
Reference Books	336		677		34		7		215	
Journals/ Periodiocals	88	93298	90	80220	90	124436	88	125688	89	111892 (In process)
E-Resources	4851	42525	8990	71975	11611	55000	12008	55000	4368	55000
Any Other (specify)					DEL NET	16500	DEL NET	11500	DELNET	11500

4.2.4 Provide details on the ICT and other tools deployed to provide maximum access to the library collection?

OPAC: Web-OPAC facility on the entire computer Terminals available at Central Library.

Electronic Resource Management package for e-journals

S.No.	Online Journal Name	No. of Journals	Publisher Name
	IEEE (ASPP+ POP) {ASPP: All-Society Periodicals Package, POP: Proceedings Order Plans}	2874 (179+2695 E-Journals)	IEEE
2	Science Direct	275 E-Journals	Elsevier
3	Springer Link	149 E-Journals	Springer
4	InfoTrac Management Collection (IMC)	1070 E-Journals	Cengage Learning India Pvt. Ltd.
5	DELNET Membership		DELNET

Federated searching tools to search articles in multiple databases : Yes, library database consisting of Books, Printed Journals & CD's can be searched via OPAC/WebOPAC.

Library Website : Yes, it is available. It gets updated on regular basis. It gives brief information about the library, its collection like Journals, magazines, newspapers, online databases and other useful free e-resources URLs. Library users can also access online databases and NPTEL videos through library website. Virtual library link guides the users. Library URL: https://sites.google.com/site/centrallibrarymaharajasurajmal/home/.

In-house/remote access to e-publications: Remote access to e-publication/online journals via username & passwords (Online databases are accessed via IP addresses).

Library automation: Yes, we are having fully automated library. All the processes like Management (Record of users and books), Cataloguing, Circulation, Periodicals, Barcoding, Web-OPAC Search etc. are fully done with the help of library management software "Alice for Windows" provided by Softlink Asia Pvt. Ltd (Since 2006).

Total number of computers for public access: 5 computers with headphones for watching audio and video lectures such as NPTEL.

Total numbers of printers for public access: Two
Internet band width/ speed: 100 mbps speed in the campus

Institutional Repository: Suraj Sujan, Question Papers in departments

Content management system for e-learning: Not Available

Participation in Resource sharing networks/consortia (like Inflibnet) : DELNET

4.2.5   Provide details on the following items:
Average number of walk-ins : 250-300 users

Average number of books issued/returned : Approx. 100 – Issue 100 - Return

Ratio of library books to students enrolled: 12.55:1 (27354 books: 2180 students)

Average number of books added during last three years: 1113 books (3339=1720+756+863 Books added during last three years)

Average number of login to OPAC : Approx. 30 per day

Average number of login to e-resource : Approx. 50 per day

Average number of e-resources downloaded/printed: Approx. 30 per day

Number of information literacy trainings organized: Two in last semester

Details of "weeding out" of books and other materials: Nil

4.2.6   Give details of the specialized services provided by the library

Manuscripts: Not Applicable

Reference: On demand to faculty and students

Reprography: On demand

ILL (Inter Library Loan Service): DELNET

Information deployment and notification (Information Deployment and Notification) : Library website , Library Notice boards, E-mails and Newspaper clipping service

Download : Available through internet and intranet facility.

Printing : Yes printer is available.

Reading list/ Bibliography compilation: On demand

In-house/remote access to e-resources: Remote access to e-publication/online journals via username & passwords (Online databases are accessed via IP

addresses).

User Orientation and awareness: Library organizes user orientation and awareness programme, library virtual tour is available at library website

Assistance in searching Databases: Library staff helps the faculty and students

in searching online databases.

INFLIBNET/IUC facilities: Not available

4.2.7 Enumerate on the support provided by the Library staff to the students and teachers of the Institute.

Library staff members are always keen to help library users in searching, locating books and other relevant documents in the library. They also help users in searching online databases (searching research papers and articles from these databases), web-OPAC etc. They also give references of other websites from which they can retrieve the relevant information. Library staff helps the new students & faculty to understand the library layout and other important issues raised by the users.

4.2.8 What are the special facilities offered by the library to the visually/physically challenged persons? Give details.

All the facilities which are available for the regular/normal students are also extended to physically challenged students. A special care is provided to them by the library staff.

Library staff personally assists the physically challenged person not only for procuring the books and other documents but also in getting the same issued or returned.

4.2.9 Does the library get the feedback from its users? If yes, how is it analyzed and used for improving the library services. (What strategies are deployed by the Library to collect feedback from users? How is the feedback analyzed and used for further improvement of the library services?)

Regular feedbacks are taken from the students through online feedback system via library website. Librarian frequently interacts with faculty members and students and tries her level best to improve the library services. Issues are also discussed in the library meeting for further improvement. Also, the students are encouraged to put forward any problem or concern through various platforms like, class coordinators, Head of the departments, feedback and suggestion boxes and email to the director.

4.3 IT Infrastructure

4.3.1. Give details on the computing facility available (h/w & s/w) at the institution.

Number of computers with configuration: 210

Computer-student ratio: 1:8

Stand-alone facility: 210
LAN facility : Available for faculty, staff and students
WiFi facility: A 100 mbps wi-fi is available in the campus
Number of nodes/computers with Internet facility: 210

S.No.	Configuration	No.of Systems
1	Acer i5 CPU@320 GHz, 4 GB RAM, 500 GB HDD	62
2	ACER Desktop Computer,Intel Core(TM),I5-2320 CPU@3.00GHz,2.99GHz,3GB RAM, 500 GB HDD,Keyboard, Mouse	18
3	HP Desktop Core 2 Duo 2.93 GHz, 4 GB DDR2 500 GB HDD DVD RW 19" TFT, 1 Optical Mouse, 1 Keyboard	43
4	WIPRO Desktop Core 2 Duo 2.93 GHz 2 GB DDR2 320 GB HDD DVD RW 15" TFT, 1 Optical Mouse, 1 Keyboard	39
5	WIPRO Desktop Core 2 Duo 2.8 GHz 2 GB DDR2 320 GB HDD DVD RW 15" TFT, 1 Optical Mouse, 1 Keyboard	47
6	HCL P-IV@ 2.80 GHz, 512 RAM, 160 GB HDD, 52 x CD-ROM, 15" Monitor, Mouse, Keyboard, 500VA UPS	01
	Total	210

Licensed software:

S.No	Software	No. of users
1	Front Page 2003	05
2	VStudio.NET Pro 2003	09
3	Windos Vista	10
4	Windows Server 2003	30
5	Visual Studio 2005	05
6	Visual Studio 2010	30
7	Office Pro 2003	9
8	*Office 2007 Suite and Applications	Unlimited users
9	*Office 2010 Suite and Applications	Unlimited users
10	*Office 2013 Suite and Applications	Unlimited users
11	*Forefront End Point Protection 2010	Unlimited users
12	*Windows Vista –KMS and MAK	Unlimited users
13	*Windows 8.1	Unlimited users
14	*Windows 7	Unlimited users
15	Semantic Antivirus	10
16	Tally 9.0	Single user

*With Microsoft Campus Agreement

4.3.2 Detail on the computer and internet facility made available to the faculty and students on the campus and off-campus?

Computers with internet facility are available in all the staff rooms which can be used by faculty members to prepare their lectures and perform other routine tasks. Internet facility with 100 mbps speed is available in the campus for students and faculty. Internet facility is available in all the labs of the institute. These facilities are utilized by faculty and/or students via internet - preparation of teaching / learning material, providing lecture notes and online assignments on Institute portal, e-resources for research work.

4.3.3 What are the institutional plans and strategies for deploying and upgrading the IT infrastructure and associated facilities?
The institution has definite plans and strategies for optimal use and up-grading the IT infrastructure. To substantiate the above statement, here are some examples:
- Software licenses are renewed timely for uninterrupted teaching-learning process.
- The internet service has been upgraded to 100 mbps shared on the campus.
- When the demand increases, more number of high end computers will be added to the stock of computers in the institute.
- Audio-Visual classrooms have been added for ICT-based learning.
- CCTV cameras have been installed at strategic points in the Institute.

4.3.4 Provide details on the provision made in the annual budget for procurement, up-gradation, deployment and maintenance of the computers and their accessories in the institution (Year-wise for last four years).
The following table shows the details of annual budgets for the last four years.

	2015-16 (INR)	2014-15 (INR)	2013-14 (INR)	2012-2013 (INR)
Procurement/ Deployment	6,00,000	1,50,000	25,00,000	20,00,000
Maintenance/ Upgradation	1,50,000	2,00,000	1,50,000	1,50,000

4.3.5 How does the institution facilitate extensive use of ICT resources including development and use of computer-aided teaching/ learning materials by its staff and students?
The Institution facilitates the extensive use of Information and Communication Technology (ICT) resources for the teaching learning process by the following ways:
- The institution has installed 100 mbps internet connection in the campus for quick and easy access of information.
- Each department is provided with ample number of computers and internet facility to enhance the use of ICT resources.

- Posting of course materials and laboratory manuals is facilitated using ICT.
- A well-equipped language laboratory is available to train students with language and communication skills using ICT resources.
- NPTEL learning materials and videos are used for self- learning and class room teaching.
- Rooms with projectors are available for ICT-based lectures.
- ICT resources like video conferencing using Google Hangouts, videos, presentations, etc. are used for FDPs which are organized regularly.

4.3.6 Elaborate giving suitable examples on how the learning activities and technologies deployed (access to on-line teaching-learning resources, independent learning, ICT enabled classrooms/learning spaces etc.) by the institution place the student at the center of teaching learning process and render the role of a facilitator for the teacher.

The teaching learning process is always student centric and the following teaching aids make it more effective:

- Many class rooms are fitted with projectors to enable the teacher plan the class room activity.
- Lecture notes, assignments and pre-class instructions are uploaded on "Moodle" so as to train them in prior preparation and in self-study.
- On- line submission of assignments is encouraged as this motivates the students to creatively prepare the material with videos and images.
- The language lab and the communication skill laboratory serve the students for improving their communication abilities.
- NPTEL course videos are effectively put to use by students for learning enhancement.
- Students are encouraged to do research-based projects and to access various journals and research papers online.

4.3.7 Does the Institution avail of the National Knowledge Network connectivity directly or through the affiliating university? If so, what are the services availed of?

Yes. DELNET – Developing Library Network, New Delhi. Developing Library Network (DELNET) is a major Resource Sharing Library Network in "South Asia". It networks more than 5822 libraries in India and 25 overseas Countries. DELNET also provides "Inter Library Loan" for 'Books' and Document Delivery Services for Journal articles to the Members-Libraries within and outside India.

4.4 Maintenance of Campus Facilities
4.4.1 How does the institution ensure optimal allocation and utilization of the available financial resources for maintenance and upkeep of the following facilities (substantiate your statements by providing details of budget allocated during last four years)?

The annual budget for the institute before the commencement of the session each year, for maintenance and upkeep of the facilities is sanctioned and approved by

the finance committee. The Budget allocated for the last four years for the facilities like Building & Furniture, Equipment, Computers, Vehicles and others are mentioned below.

		2015-16 (INR)	2014-15 (INR)	2013-14 (INR)	2012-13 (INR)
a.	Building	10,00,000	10,00,000	60,00,000	12,00,000
b.	Furniture	2,50,000	2,00,000	4,00,000	4,00,000
c.	Equipment				
d.	Computers	2,50,000	2,00,000	1,50,000	1,50,000
e.	Vehicles	3,00,000	3,00,000	2,50,000	2,50,000
f.	Any other	5,245,000	5,150,000	5,220,000	4,485,000
	Total	7,045,000	6,850,000	12,020,000	6,485,000

4.4.2 What are the institutional mechanisms for maintenance and upkeep of the infrastructure, facilities and equipment of the Institute?

The Institute ensures regular maintenance and upkeep of all infrastructural facilities. The upkeep of the infrastructure, facilities and equipment of the Institute are taken care by the Institute's Maintenance Engineer and Caretaker. The maintenance of ACs, water coolers, generators, PCs, etc. are undertaken by AMCs given by the Institute.

4.4.3 How and with what frequency does the institute take up calibration and other precision measures for the equipment/ instruments?

Equipments are calibrated by the vendor's representative at the time of purchase. Certain other instruments are calibrated as per the requirement.

4.4.4 What are the major steps taken for location, upkeep and maintenance of sensitive equipment (voltage fluctuations, constant supply of water etc.)?

The Institute has full time technical staff like a plumber, electrician and other technicians who regularly keep a check and examine the vital instruments in the Institute on a regular basis .There is a 300KVAR capacitor panel installed in the campus for handling the voltage fluctuations, and stabilizers for ACs. Earthing of the entire building has been done. For steady water supply there is a water storage tank in the campus.

All water coolers on the campus are attached to water purifiers (RO) to provide safe drinking water for students and staff.

The caretaker ensures that the fans, lights etc. on the campus are in working condition and all complaints regarding the above are swiftly resolved.

CRITERION V: STUDENT SUPPORT AND PROGRESSION
Student Mentoring and Support

5.1 STUDENT PROGRESSION
Student Mentoring and Support

5.1.1 Does the institution publish its updated prospectus/handbook annually? If yes', what is the information provided to students through these documents and how does the institution ensure its commitment and accountability?

- The institution publishes the students' information bulletin annually. The students can find all the necessary information in it.
- The information bulletin contains detailed information about the institutional resources and details about courses and faculty members.
- Information with regard to various programs is furnished in the information bulletin. It includes rules for minimum attendance requirements, study and evaluation schemes along with detailed description of courses.
- Also career advancement and placement information is provided in the information bulletin.
- Apart from this various milestones achieved by the institute are also specified in the information bulletin.
- Apart from the information bulletin, the institute has a website and portal, where academic calendars, syllabus of all the years/semesters, monthly attendance report, student notices and a lot of other information is available for the students.
- The Institute ensures that its policies, rules and regulations mentioned in the prospectus are strictly adhered to.

5.1.2 Specify the type, number and amount of institutional scholarships / free ships given to the students during the last four years and whether the financial aid was available and disbursed on time?

The Institute provides scholarship/financial aid to the students. The student needs to put an application for the scholarship and then he can apply for the same through the process specified by the institute.

Management/Institutional Scholarships					
Category of Scholarship		2012-2013	2013-2014	2014-2015	2015-2016
Management/ Institutional	No. of Students	4	7	8	NIL

Scholarships	Total Amount in Lakhs	5,53,000	1,68,000	4,00,000	NIL

5.1.3 What percentage of students receives financial assistance from state government, central government and other national agencies?

The institute has facilitated the students to receive state government scholarships

PMS					
Category of Scholarship		2012-2013	2013-2014	2014-2015	2015-2016
PMS	No. of Students applied	7	8	8	17
	No. of Students got scholarship	3	4	6	NIL

STATE FUNDED					
Category of Scholarship		2012-2013	2013-2014	2014-2015	2015-2016
State funded scholarship	No. of Students	11	5	8	6
	Total Amount in Lakhs	2,47,000	1,95,800	1,56,425	1,60,975

AICTE FUNDED					
Category of Scholarship		2012-2013	2013-2014	2014-2015	2015-2016
AICTE	No. of Students	NIL	NIL	NIL	NIL
	Total Amount in Lakhs	NIL	NIL	NIL	NIL

GOVERNMENT SCHOLARSHIPS					
MERIT CUM MEANS					
Category of Scholarship		2012-	2013-2014	2014-2015	2015-
Merit cum means	No. of Students applied	15	10	8	14
	No. of Students got scholarship	12	1	5	NIL
	Total Amount in Lakhs	1,52,400	61,000	1,58,050	NIL

5.1.4   What are the specific support services/facilities available for
- **Students from SC/ST, OBC and economically weaker sections**
- **Students with physical disabilities**
- **Overseas students**
- **Students to participate in various competitions/National and International**
- **Medical assistance to students: health center, health insurance etc.**
- **Organizing coaching classes for competitive exams**
- **Skill development (spoken English, computer literacy, etc.)**
- **Support for—slow learners**
- **Exposures of students to other institution of higher learning/ corporate/business house etc.**
- **Publication of student magazines**

To make the Institute atmosphere an all inclusive one, the Institute supports and extends various facilities to students coming from SC/ST, OBC and economicallyweaker sections.
- *Students from SC/ST, OBC and economically weaker sections:* Students belonging to the underprivileged sections of society, viz., SC/ST/OBC/minorities and the differently-abled students receive scholarships/financial assistance from the Government.
- The institute helps these students by facilitating the procurement of the government scholarships/financial assistance for the students, by providing institutional attestation to their application forms for scholarship/financial assistance. The institute then forwards these forms to the concerned department. The students receive the amount directly from the government.
- *Students with physical disabilities:* The institute has ramps for easy access to administrative, teaching, library and laboratory blocks and has special computer facilities on ground floor for them. Special toilets have been constructed to meet the needs of the students with physical disability. Lift facility is also available. Besides, wheelchair facility is also available; anyone in need may be provided with it and assisted with an available class IV staff.
- *Students to participate in various competitions/National and International:* The institute encourages the students to participate in various sports events

and helps them to obtain sponsorship from government. Also the students are encouraged for participation in various National and International conferences/workshops.

- *Medical assistance to students: health Centre, health insurance etc.:* The institute has First-Aid facility available in the hostel and campus. Janakpuri Super speciality Hospital and a Government dispensary are located within 100 meters from the institute for any emergency medical service.

- *Organizing coaching classes for competitive exams:* The students are motivated and helped by the faculty members to appear for various competitive exams like TOEFL, GMAT, CAT etc. Faculty members also help them to identify the programs and institutions where they can apply for higher education. One day seminar is also organized by various departments to create awareness amongst students about various coaching institutes. Also various forms of study materials like books, online materials and solved question bank etc. are provided by the institute. Question bank for GMAT,TOFEL, GATE and CAT are also maintained in the library.

- *Skill development (spoken English, computer literacy, etc.):* The institute has taken important steps to improve the skill set of students. The institute also provides training on soft skills which include attitude building, effective writing, team work, assertive communication, self-esteem and self-confidence, group discussion and personal interview. The university has introduced a compulsory Communication skill subject for the first year and second year students. Study materials, both print and online, and solved question bank are provided to the students for preparation for skill development. Mock interviews and mock GDs are also conducted for practice of communication and soft skills.

- *Support for "slow learners":* Slow learners are identified by various assessment processes such as Sessional Test, Lab Viva sessions, interaction during the lecture delivery, etc. These students are called in person to discuss their problems with the faculty members during extra hours Special classes are conducted for these students. Special attention is given to these students by solving important problems in the form of additional worksheets and assignments. Extra attention is paid during tutorials.

- *Exposures of students to other institution of higher learning/corporate/business house etc:* The students are exposed to the current trends in the industry by arranging guest lecturers from the reputed institutions and industries. The students are also encouraged to take up training in the industry to get the hands-on-experience about the current technology in the industries. The institute arranges for industrial visits to the students to get first-hand information about the industries and their technologies. There they can interact with the people from industries and can understand the functioning of each department along with the technology that they are using.
.
- *Publication of student magazines:* The institute annually publishes the magazine **CREATION** which highlights various departmental activities related to the students. It also highlights the students' achievements and

furnishes articles written by them. The editorial board of the magazine consists of students from graduate courses.

5.1.5 Describe the efforts made by the institution to facilitate entrepreneurial skills, among the students and the impact of the efforts.

- Entrepreneurship Cell (E-Cell) at MSI helps to bring out the latent entrepreneurial spirit of young students.
- The Cell provides a platform to students who want to set up their own business and gives opportunities to budding entrepreneurs to connect with successful entrepreneurs and learn how their ideas turned into reality.
- The E-Cell hosts various workshops, speaker sessions, innovative games, competitions for the aspiring entrepreneurs and supports them by providing necessary resources, mentoring, consultancy, and networking.
- It is our firm belief that original thoughts and radical ideas take shape in young minds. Students are the greatest natural resource and the Cell intends to nurture them, by providing them with opportunities to excel.

Objectives of the Cell

- To disseminate knowledge and insights in entrepreneurial theory and practice through lectures activities and workshops.
- To collaborate with similar bodies in other B-schools & Technology Institutes to accomplish the objectives.
- To seek tie-ups with Non-profit Entrepreneurial organisations connecting E-Cell to global network of entrepreneurs.
- To create a strong network of successful entrepreneurs who would like to guide budding entrepreneurs.
- Starting Innovation incubation centre.
- Starting Campus Companies.
- Ecosystem for early stage entrepreneurs "STARTUPS"

Activities of E-Cell

- Administration of the entrepreneurial talent in the Campus
- Organizing Workshops and Seminars
- Innovative games and competitions
- Business Ideas Competitions
- Extension Programs like Start-up talks and Spoken English training for students.

Success Stories:

1. Our student Mr. Vedant Trehan has successfully launched his LED brand 'TREMAI LED" and is running a profitable business right now.

2. Mr.Nikhil Aggrawal has started his own setup of an innovative cafe ' Study Studio" and plans to open up further branches.

Activities done during last academic years

S.No	Date	Event	Speaker / Organiser	Reference
1	9.3.16	Startup talk	Mr Atul Saxena	CEO, Grow Diesel Ventures Ltd
2	10.3.16	Inducting Session on Steps towards Entrepreneurship	Dr Rajeev Aggrawal	Technical Advisor, President , Zanzibar
3	2.4.16	Business Model Canvas Session	Dr Seema Shokeen, Mr JatunPal Devgun	Assistant Professor, PhD Entrepreneurship
4	30.08.16	Recruitment Drive	Ecell team	MSI Students
5	03.10.16	Talk Session on Getting Funds	Mr Akash Mehta	MSI ECell
6	03.10.16	Mock Quiz	ECell Team	MSI ECell

5.1.6 Enumerate the policies and strategies of the institution which promote participation of students in extracurricular and co-curricular activities such as sports, games, Quiz competitions, debate and discussions, cultural activities etc.

  *Additional academic support, flexibility in examinations

 * Special dietary requirements, sports uniform and materials

 *Any other

• The Institute provides a range of facilities in sports, cultural and other extracurricular activities to students because exposure to these activities is very important for the all-round development of the students.

• The Institute organizes various cultural and extra - curricular events regularly in the campus. The Institute organizes annual Technical Festival-**AVENSIS** and Cultural Festival –**GENESIS** every year. The committee for the festival comprises of a Head faculty coordinator (Convener) and a team of students who work under the guidance of the faculty.

• The various activities include singing, dancing, debates, quizzes, blind art, poster presentation, nail art, presentations, coding, street painting, paper dressing, counter strike, art exhibition, scrap modeling, web designing, tattoo mania, treasure hunt, etc.

• The Institute has a full time Assistant Professor of Physical Education, who is responsible for promoting sports, organizing sports events and

facilitating the participation of the students in competitions. Specific policies and strategies are adopted with regard to sports. An annual sports meet is also organized in the Institute.

- **ANNUAL SPORTS MEET:** Students compete in different events and win prizes. There are various events like March past, Race, Volleyball, Badminton etc. The Institute also provides students with Badminton court, Volleyball court, Cricket ground etc.

Additional academic support, flexibility in examinations

- Students are encouraged to take part in various extracurricular and co-curricular activities such as sports, games, quiz competitions, debate and discussions, cultural activities etc.
- Sports facilities are provided in the campus so that students are encouraged to take part in sports. The institute has a basketball court, a badminton court and a cricket/football ground available in the campus. All sort of sports material are provided to the students by the institute.
- Students are also encouraged to participate in various co-curricular and cultural activities. The institute organizes various events on regular basis so that students get required opportunities and exposure.
- A five percent relaxation in attendance is also given to students who are involved in various co-curricular and extra-curricular activities
- If a student happens to miss his exam (sessional) due to participation in an event or due to a job interview or a competitive exam, or is representing the Institute/university elsewhere, then a re-test might be held for the same.

Special dietary requirements, sports uniform and materials

- Refreshments are arranged by the Institute for the participating students during SPORTS MEET.
- Sports jerseys are also provided from the Institute for the participating students.
- Sport materials and accessories are provided throughout the year like football, net, basket balls, cricket bats, cricket balls etc.

Any other

- Inter Institute cricket tournament and football league are organized in the Institute every year, where students as well as faculty members from the Institute as well as from other Institutes participate.
- The Annual Technical Festival-**AVENSIS** and Cultural festival-**GENESIS** organized by MSI are a symbol of glorious culture of this Institute. The students from this institution participate in both the fests, showing their talents in various fields.
- Many quiz, debate competitions and coding competitions are organized in the Institute, where the students actively participate.

5.1.7 Enumerating on the support and guidance provided to the students in preparing for the competitive exams, give details on the number of students appeared and qualified in various competitive exams such as UGC-CSIR-

NET, UGC-NET, SLET, ATE / CAT / GRE / TOFEL / GMAT /Central /State services, Defense, Civil Services, etc.

The students preparing for the competitive exams are provided with online materials, multimedia based learning, and solved question bank with keys etc. There is a special provision of communication skills and personality development classes for the third year (6th Semester) students. Question bank for TOFEL, GMAT and CAT are also maintained in the library. The students who opt for higher studies instead of taking up placements through campus placements, after graduation are undergoing coaching for different competitive exams such as CAT / TOFEL / GMAT / Central /State services, Defense, Civil Services, etc.

5.1.8 What type of counseling services are made available to the students (academic, personal, career, psycho-social etc.)

Academic

- All round counseling is considered very important in the institute and for this purpose each department in the institute appoints class-coordinators to all the classes. The class-coordinator monitors the academic progress of the students and guides them if any deficiency is found. The class-coordinator counsels the students with regard to their subject related queries and suggest appropriate solution.
- The class-coordiantor keeps track of the attendance of the students and also keeps a record of the backlogs and performance of the students.
- The class-coordinator makes a summary of top ten and bottom ten students and holds Parent-Teacher meeting based on overall and subject wise performance of the students.
- Apart from this, there are Mentors for each group in a class (three groups per class).The Mentors guide the students for projects and for any other help needed in academics.

Personal

- The faculty members also counsel the students related to their personal problems. Their personal problems are heard and they are assured and motivated to do better in studies.
- Parent-Teacher meetings are also held so as to interact with the parents and get to understand the problems related to the students.

Career

- Training and Placement Cell in the institute has a big role so far as career counseling is concerned. Placement team guides the students on regular basis. Training is provided for soft skill development, aptitude, etc. so that students perform well during their placements.
- Mock interviews are also held to help students realize their weak points and prepare for the placements.

5.1.9 Does the institution have a structured mechanism for career

guidance and placement of its students? If yes', detail on the services provided to help students identify job opportunities and prepare themselves for interview and the percentage of students selected during campus interviews by different employers (list the employers and the programs).

Maharaja Surajmal Institute boasts of not only a steady stream of campus recruiters but have also assurances for future tie-ups and recruitment opportunities for our students. We are proud of the fact that MSI is the only institute in Delhi to boast of such tie-ups and corporate confidence and the corporate have shown remarkable interest not only in the students but in actual campus placements have taken place. In the session 2016-17, the following companies and corporate groups have participated in the placement activities so far:

Sr. No.	Company's Name	No. of Students placed
1	Concentrix Corporation	99 [BBA(Gen/BI)(Campus)
2	Aon Hewitt	39 [BBA(Gen/BI)] (Campus)
3	Voice Tree	23 [BBA(Gen/BI)] (Campus)
4	GMR	05 [BBA(Gen/BI)] (Campus)
5	Grofers	02 [BBA(Gen] (Campus)
6	Genpact	89 [BBA(Gen/BI)(Campus)
7	Oxxy International	25 [BBA(Gen/BI)] (Campus)
8	VIVO Mobiles	06 [BBA(Gen/BI)] (Campus)
9	Inter Globe Technologies (For HR only)	05 [BBA(Gen/BI)] (Campus)
10	Mafilm Martens Film	01 [BBA(Gen] (Off-Campus)
11	So Delhi	01 [BBA(Gen] (Off-Campus)
12	High Beam Global	01 [BBA(Gen] (Off-Campus)
13	Angel Broking	01 [BBA(BI] (Off-Campus)
14	South Indian Bank	19 [BBA(Gen/BI)] (Campus)
15	Aon Hewitt (Analyst)	24 [BBA (Gen/BI/)] (Campus)
16	Ernst & Young	19 [BBA(Gen/BI/)] (Campus)
17	Axes Track Software Solution	05 [BBA(Gen/BI)] (Campus)
18	YES Bank	16 [BBA(Gen/BI)] (Campus)
19	e-navik Global Services India Pvt. Ltd.	01 [BBA(Gen] (Campus)
20	Bajaj Capital	01 [BBA(Gen] (Campus)
21	Aon Hewitt	02 [BCA] (Campus)
22	Wipro	45 [BCA] (Campus)
23	Accenture	40 [BCA] (Campus)
24	SAP Labs	07 [BCA] (Campus)
25	Concentix Corporation	19 [BCA] (Campus)
26	Tech Mahindra	13 [BCA] (Campus)
27	Infosys	34 [BCA] (Campus)
28	VIVO Mobiles	05 [BCA] (Campus)
29	CSC, Noida	03 [BCA] (Campus)

30	CVENT	01 [BCA] (Campus)
31	ZS Associate	07 [BCA] (Campus)
	Total (till date)	<u>558</u>

[BBA-382 and BCA-176]

Note: - The approximate students who opted for placements in the current session (2015-16):-

1. BBA = 163 out of 340
2. BCA = 90 out of 112

Highest: 37,500 Euro per Annum (37,500 x 76=Rs. 28,50,000/-)
<u>28 Lakhs 50 Thousand rupees per Annum</u> (Mafilm Martens Film) for BBA
Average Salary: Rs. 2.80 Lakhs per Annum

In the session 2015-16, the following companies and corporate groups have participated in the placement activities so far:

Sr. No.	Company's Name	No. of Students placed
1	Concentrix Corporation	98 [BBA(Gen/BI/ TTM)](Campus)
2	ISANGO Travels	07 [BBA(TTM)(Campus)
3	IBM India	19 [BBA(Gen/BI/ TTM)](Campus)
4	British Telecom	39 [BBA(Gen/BI/ TTM)](Campus)
5	Genpact	149 [BBA(Gen/BI/ TTM)](Campus)
6	Aon Hewitt	19[BBA(Gen/BI)] (Campus)
7	Trident	05 [BBA(Gen/BI/)](Campus)
8	Future Generali India Insurance Company Ltd	06 [BBA(Gen/BI/)](Campus)
9	HDFC Life	09 [BBA(Gen/BI] (Campus)
10	Markit	08 [BBA(Gen/BI/)](Campus)
11	Man Source HR	02 [BBA(Gen/BI/)](Campus)
12	Ernst & Young	12 [BBA(Gen/BI/)](Campus)
13	Amrapali Aadya Trading & Investment Ltd	06 [BBA(Gen/BI/)](Campus)
14	aReputation(ABP Holding)	05 [BBA(Gen/BI/)](Campus)
15	Carlson Wagonlit Travel	08 [BBA (TTM)] (Campus)
16	Axis Bank	05 [BBA (Gen/BI/)] (Campus)
17	Aon Hewitt (Analyst)	12 [BBA (Gen/BI/)] (Campus)
18	Groofers	03 [BBA (Gen/BI/)] (Campus)
19	TCS	14 [BCA] (Off-Campus)
20	Tech-Mahendra	30 [BCA] (Campus)

21	Concentix	19 [BCA] (Off-Campus)
22	Wipro	48 [BCA] (Campus)
23	Infosys Technologies	50 [BCA] (Campus)
24	SAP Labs	01 [BCA] (Campus)
25	Newgen Software Technologies Ltd	02 [BCA] (Off-Campus)
26	CSC, Noida	11 [BCA] (Off-Campus)
27	Software One India	12 [BCA] (Off-Campus)
28	TCS ignite, Noida	03 [BCA] (Off-Campus)
29	ZS Associate	04 [BCA] (Off-Campus)
30	Century Links	04 [BCA] (Campus)
	Total (till date)	610

Total Placements: BBA: - 412   BCA: -198
Average Salary: 2.75 Lakhs per Annum
Highest: 9.0 Lakhs per Annum (Trident) for BBA
Minimum: Rs. 1.72 Lakhs per Annum

In academic session 2014-15, the following companies and corporate groups have participated in the placement activities:

SR. No.	Company's Name	No. of Students placed
1	South Indian Bank	20 [BBA(Gen/BI/ TTM)] (Campus)
2	IBM Daksh	94 [BBA(Gen/BI/ TTM)] (Campus)
3	Genpact	65 [BBA(Gen/BI/ TTM)] (Campus)
4	Aon Hewitt (for Voice Process)	18 [BBA(Gen/BI)] (Campus)
5	Aon Hewitt (for Analyst Job)	12 [BBA(Gen/BI)] (Campus)
6	HDFC Life	19 [BBA(Gen/BI/TTM)] (Campus)
7	Kixx Media Pvt. Ltd. (D. S. Internet Marketing)	02 [BBA(Gen)] (Off-Campus)
8	Tridant	03 [BBA(Gen)] (Campus)
9	HDFC Bank	19 [BBA(Gen/BI] (Campus)
10	McKinley & Company	01 [BBA(Gen] (Campus)
11	Info-line Research Services (P) Ltd.	02 [BBA(Gen] (Campus)
12	Ernst & Young	09 [BBA(TTM/Gen/BI](Off-Campus)
13	ISANGO Travels	04 [BBA(TTM] (Campus)
14	Holiday India Destination (P) Ltd.	01 [BBA(TTM] (Off-Campus)
15	Carlson Wagonlit Travel	01 [BBA(TTM)] (Off-Campus)
16	Earth Infrastructure Ltd	02 [BBA(Gen] (Off-Campus)

17	People Strong HR Services Pvt. Ltd	01 [BBA(B&I) (Off-Campus)
18	Kotak Mahindra Bank	01 [BBA(B&I) (Off-Campus)
19	Infosys Technologies	27 [BCA] (Campus)
20	IBM	24 [BCA] (Campus)
21	I-gate / Patni	25 [BCA] (Off-Campus)
22	SAP Labs	03 [BCA] (Campus)
23	Wipro	25 [BCA] (Campus)
24	TCS	07 [BCA] (Campus)
25	Mphesis Technologies	04 [BCA] (Off-Campus)
26	Tech-Mahendra	04 [BCA] (Off-Campus)
27	HCL Technologies	01 [BCA] (Off-Campus)
28	Shark Infopark	01 [BCA] (Off-Campus)
29	Century Links	01 [BCA] (Campus)
30	Wipro Gis/wista/wase	26 [BCA] (Campus)
31	Convergys	01 [BCA] (Off-Campus)
	Total	424

Total Placements: BBA: - 275   BCA: - 149

CTC (Gross Salary): Rs. 1.5 Lakhs to 6.0 Lakhs per Annum.

In the session 2013-14, the following companies and corporate groups have participated in the placement activities:

Sr. No.	Company's Name	No. of Students placed
1	IBM Daksh	105 [BBA(Gen/BI/ TTM)]
2	Aon Hewitt	27 [BBA(Gen/BI)]
3	Disney World	01 [BBA(TTM)]
4	Genpact	23 [BBA(Gen/BI/TTM)]
5	ISANGO Travels	03 [BBA(TTM)]
6	HDFC Life	31 [BBA(Gen/BI)]
7	Bank of America	03 [BBA(Gen/BI)]
8	Carlson Wagonlit Travel	01 [BBA(TTM)]
9	India First	03 [BBA(Gen/BI)]
10	Ernst & Young	02 [BBA(BI)]
11	Max Bupa Health Insurance	02 [BBA(BI)]
12	Zee News [HR]	01 [BBA(BI)]
13	The Info Edge India Ltd.	19 [BBA(Gen/BI)]
14	Mahindra Satyam	01 [BCA]
15	I-gate / Patni	22 [BCA]
16	SAP Labs	04 [BCA]
17	Wipro Tech	16 [BCA]
18	CSC Tech	14 [BCA]

19	Tech Mahendra	01 [BCA]
20	TCS	02 [BCA]
21	IBM Daksh	25 [BCA]

Total Placements: BBA: - 221   BCA: -   85

5.1.10 Does the institution have a student grievance redressal cell? If yes, list (if any) the grievances reported and redressed during the last four years.

Grievance redressal committee for the academic session year 2016 -2017 is headed by Dr. Rajeev Dahiya as its Concenor and other senior professors as its members as listed below.

1) Dr. Rajeev Dahiya , (Associate Professor, Convenor)
2) Mr. Surajpal Chauhan (Assistant Professor, Co-covener)
3) Dr. Vivek Solnaki (Assistant Professor, Member)
4) Dr. Poonam Beniwal (Assistant Professor, Member)
5) Ms. Arti Malik (Assistant Professor, Member)
6) Dr.Abheyender Singh(Assistant Professor, Member)

Objectives of Grievance Redressal Committee

The committee is entrusted to deal with the following complaints of the aggrieved students:

- Making admission contrary to merit determined in accordance with the declared admission policy of the Institute.
- Irregularity in the admission process adopted by the Institute.
- Refusing admission in accordance with the declared admission policy of the Institute.
- Withhold or refused to return any document in the form of certificates of degree, diploma or any other award or other document deposited with it by a person for the purpose of seeking admission in such Institution with a view to induce for compel such person to pay any fee or fees in respect of any course or programme of study which such person does not intend to pursue.
- Demand of money in excess of that specified in the declared admission policy or approved by the competent authority to be charged by such Institution.
- Breach of the policy for reservation in admission as may be applicable.
- Complaints of alleged discrimination by students from schedule caste, schedule tribes, OBC, Women, Minority or disable categories.
- Delay in conduct of examination or declaration of result beyond that specified in the academic calendar.
- On provision of student amenities as may have been promised or required to be provided by the Institution.
- Denial of quality education as promised at the time of admission or required to be provided.
- Non transparent or unfair evaluation practices.
- Harassment and victimization of students including sexual harassment.

- One grievance incident was reported for the academic year 2015-16 and resolved satisfactorily.

5.1.11 What are the institutional provisions for resolving issues pertaining to sexual harassment?

- A Women Grievance Redressal Committee has been constituted in the institute under Sexual Harassment of women at workplace (Prevention, Prohibition and Redressal) Act 2013.
- It aims to provide protection against sexual harassment of women at workplace and for prevention and redressal of complains of sexual harassment and for matters connected therewith and incidental thereto.
- Dr. Kavita Pabreja is the Presiding Officer of this committee and the Institution has taken a decision to handle the incidents of sexual harassment strictly.
- An internal complaints committee has been constituted as per the provisions of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013.
- Any aggrieved women may make, in writing, a complaint of sexual harassment at workplace to this committee, which would inquire and investigate into the case and take the necessary action.
- The members of the committee for the academic year 2016-2017 comprises of faculty members from Institute and from NGO's also:
  1. Dr. Kavita Pabreja(Presiding Officer)
  2. Dr. Promila Dabas(Member)
  3. Dr. Vijay Dahiya(Member)
  4. Dr. Amit Choudhary(Member)
  5. Mr.Manoj Kumar(Member)
  6. Ms.Tarunim Sharma (Member)
  7. Smt. Pinki Rani(External Member from NGO)

5.1.12 Is there an anti-ragging committee? How many instances (if any) have been reported during the last four years and what action has been taken on these?

- The Institute campus is a zero tolerance zone for ragging. MSI has a pro-active Anti-Ragging Committee as per University Ordinance.
- This committee ensures that students do not face the menace of ragging.
- The students have to fill up an affidavit at the time of admission declaring that they shall never participate in ragging. If any student is found guilty in any kind of physical or mental ragging, the committee takes strict action against him or her.
- The basic aim of the committee is to make the campus ragging free.
- The members of the committee keeps vigilance throughout the campus and hostels to prevent any ragging activities of the students. If any ragging case is observed, the committee examines and recommends appropriate punishment to the candidate who is involved with ragging.
- Anti-ragging campaign is made through display of banners at all

important places in and around the campus.

- Anti-Ragging committee for the academic year 2016-2017 is as follows :

    1) Dr. Rajeev Dahiya , (Associate Professor, Convenor)
    2) Mr. Surajpal Chauhan (Assistant Professor, Co-covener)
    3) Dr. Vivek Solnaki (Assistant Professor, Member)
    4) Dr. Poonam Beniwal (Assistant Professor, Member)
    5) Ms. Arti Malik (Assistant Professor, Member)
    6) Dr.Abheyender Singh(Assistant Professor, Member)

- Anti-ragging information is given to all first year students on their first day in the Institute. Anti-ragging measures are taken in the Institute campus and hostel.
- Helpline numbers are displayed everywhere in the campus which include the contact numbers.

5.1.13 Enumerate the welfare schemes made available to students by the institution.

Following are the welfare schemes available to the students:

- There are many social outreach programs for 1st year students-plantation, campus cleaning, blood donation, winter collective drive (old clothes donation to homes).
- Eco-Club was set up which is eco and humanitarian society of MSI.
- The institute gives cash prizes to its meritorious students.
- The institute helps/facilitates students to get government scholarships.
- Post matric scholarships to students are also given.
- Anti-ragging committee is there to help students move freely in the campus.
- Committee against sexual harassment aims to provide protection against sexual harassment of women at workplace and for prevention and redressal of complains of sexual harassment and for matters connected therewith and incidental thereto .It provides safety and security to the women in the institute.
- Scholarships are also given to the top three students from each branch annually as a token of encouragement and appreciation.

5.1.14 Does the institution have a registered Alumni Association? If 'yes' what are its activities and major contributions for institutional, academic and infrastructure development?

The institute has functional alumni associations department-wise, through which the Institute interacts with the alumni. Institute takes alumni feedback to improve functioning and services of organization. An alumni meet is also organized in the institute to network and collaborate with the alumni. Our alumni association works as partners to bridge the gap between the industry and academics. Alumni also support in placement and continue bringing good name to the organization. The registration procedure for the same is under process.

5.2 STUDENT PROGRESSION

i. **Providing the percentage of students progressing to higher education or employment (for the last four batches) highlight the trends observed.**

Course	Student Progression	%			
	Year(pass out year)	2013	2014	2015	2016
B.Ed Course	UG to PG	**28**	**39**	**34**	
	Employment through campus and off campus	34	28	23	
BBA Course	UG to PG				
	Employment through campus and off campus				
BCA Course	UG to PG				
	Employment through campus and off campus				

5.2.2 Provide details of the program wise pass percentage and completion rate for the last four years (cohort wise/batch wise as stipulated by the university)? Furnish program-wise details in comparison with that of the previous performance of the same institution and that of the Institutes of the affiliating university within the city/district.

Academic Performance: A Comparative Picture of Results					
Department	Institute	Pass (%)			
		2012-2013	2013-2014	2014-2015	2015-2016
B.Ed.	Maharaja Surajmal Institute	100%	98.95%	100%	100%
BCA-M	Maharaja Surajmal Institute	100%	100%	100%	100%
BCA-E	Maharaja Surajmal Institute	100%	100%	100%	100%
Academic Performance: A Comparative Picture of Results					
Department	Institute	Pass (%)			
		2012-2013	2013-2014	2014-2015	2015-2016

BBA-M (GEN)	Maharaja Surajmal Institute	100%	100%	100%	100%
BBA-M (B&I)	Maharaja Surajmal Institute	100%	100%	100%	100%
BBA-M (TTM)	Maharaja Surajmal Institute	100%	100%	100%	Course NA
B.Com.	Maharaja Surajmal Institute	Course NA	Course NA	Course NA	-

Academic Performance: A Comparative Picture of Results					
Department	Institute	Pass (%)			
		2012-2013	2013-2014	2014-2015	2015-2016
BBA-E (GEN)	Maharaja Surajmal Institute	100%	100%	100%	100%
BBA-E (B&I)	Maharaja Surajmal Institute	100%	100%	100%	100%

5.2.3 How does the institute facilitate student progression to higher level of education and/or towards employment?

- The institute organizes seminars, conferences and workshops regularly to facilitate student progression to higher level of education and towards employment. It makes them aware about the latest trends in competitive exams and they become familiar with the latest research areas.
- Institute takes students for educational tour and industrial visits from time to time. Various group discussion and mock interview sessions are also held to help students in interviews.
- The institute also assists students with their placement. The Institute has a well-organized Training and Placement Cell, which has organized many campus interviews for the students and many reputed organizations like SAP Labs, TCS, Infosys, Wipro and IBM have recruited a large number of students from this Institute.
- A good numbers of students are working in the government sector/schools

also.
- Resume writing are also conducted for their preparation.

Talks, Seminars, Conferences held at MSI

Year 2012-13

1. Global Financial Environment and its impact on corporate homes in India. Conference National-MSI, 20.10.12
2. International Conference on Managing Innovations and Talent in Highly Competitive and Global Business Environment, 2 Feb. 2013
3. National Conference on Current Scenario & Emerging Trends in Information Technology, 9 March 2013.

Year 2013-14

1. National Seminar on New Frontiers in Computer Science & Research, 28 Sept. 2013
2. Emerging Paradigm in management in era of globalisation conference international-MSI 1.03.14.
3. National Conference on Innovative Trends in Information Processing and Management, 15 March 2014
4. International Conference on Innovative Entrepreneurship to Minimize Carbon Footprints, 19 April 2014

Year 2014-15

1. Workshop on " Group Discussion & Personal interview",25/08/2014
2. Seminar on "Strategic changes & transformation in Corporate sector,13/09/2014
3. Special lecture on "Preparation of interviews &management studies & concern abroad ,29/09/2014
4. Seminar on job opportunity in India & abroad by Mr. Jouvik JOSH & Mr. Shokender Kumar , SIEC PVT. LTD. 06/04/2015
5. CSI Tech Bridge Contest, Dated:23rd March, 2015
6. National Conference on Innovation in IT, Management and Education-Digital India Initiative, 21 March 2015.
7. Seminar on "Job opportunities in India and abroad" Dated: 06th April, 2015
8. Seminar on "Strategic Changes in Global Corporate Sector". Dated: 11thApril, 2015
9. National Conference on Organizational Transformation in Merging Real and Virtual World on 21st April'2015

Year 2015-16

1. **MSIJR online journal**, Maharaja Surajmal Institute has started a Multidisciplinary, Bi-annual, and Online International Journal with an ISSN (Online).
2. "**Modular Object-Oriented Dynamic Learning Environment**." **Moodle is** used by Maharaja Surajmal Institute as an interface for e-learning, or learning over the Internet and taking online exams.
3. Seminar on "**Job opportunities in India and abroad**" Dated: 26th Nov., 2015
4. Seminar on "Strategic Changes and Transformation in Corporate Sector". Dated: 17th Oct., 2015
5. Special Lecture/ Seminar on "Swami Vivekananda's 153rd Birth Anniversary". Dated: 12thJanuary, 2016.
6. Seminar on " Problems of Indian Agriculture Causes & Remedial Measures" Dated: 13-14th Feb., 2016
7. E-Cell Workshop on "Business Model Canvas", 2nd April,2016.
8. Workshop on "Stress Management and Improving Academic Performance"Dated:07th April, 2016.

5.2.3 Enumerate the special support provided to students who are at risk of failure and drop out.

- Drop-out rate in the Institute is minimal. However, the faculty members are quite sensitive towards the needs of students who are at the risk of drop out or failure.
- Class coordinators identify students who are at the risk of failure and drop out and provide special attention and counseling to them.
- Remedial classes are held to support such students with studies. Additional handouts are given to weak and Hindi medium students so that they can improve in studies. Student's attendance record is sent to their homes to update/inform the parents.
- Parent Teacher Meeting is also held to discuss their performance with the parents. Tutorials/extra classes are held for these students by faculty members of the concerned subjects.
- Repetition of lecture, regular class tests and personal guidance in the teaching-learning process are adopted.
- Extra support in terms of teaching, counseling, preparing assignment etc, is providedto these students.
- Notes, links to lectures and Power Point Presentation are also made available on MOODLE for their help.

5.3 STUDENT PARTICIPATION AND ACTIVITIES
5.3.1 List the range of sports, games, cultural and other extracurricular activities available to students. Provide details of participation and program calendar.

- The Institute believes in holistic development of the students. Besides creating acongenial and healthy atmosphere, the Institute provides motivation andencouragement to the students and prepares them for curricular, extracurricularand sports events/activities.
- An annual Sports Meet is held in the Institute. It include various events

like March Past, Race, Long Jump, Discus Throw, Cricket match/ volleyball etc. The institute encourages students to participate in maximum number of sports competitionsand activities.The students from the institute are encouraged to participate in Sports Meet held in the GGSIP University campus. Many of our students excel in these competitions and win medals and prizes.

- The Institute organizes an annual inter–institutional Cultural-Festival Genesis and a Technical- Festival. The various activities within the two major events include singing, dancing, debates, quizzes, blind art, poster presentation, nail art, presentations, coding, street painting, paper dressing, counter strike, art exhibition, scrap modeling, web designing, tattoo mania, NFS, treasure hunt, etc.

- The students are also encouraged to participate in the annual festival at the university named Anugoonj.

5.3.2 . **Furnish the details of major student achievements in co-curricular, extra-curricular and cultural activities at different levels: University / State / Zonal / National / International, etc for the previous four years.**

The Institute encourages the students to participate in both co-curricular and extra-curricular activities. The students are allowed to participate in various sports, cultural events and other extra-curricular activities. The list of activities along with the achievements of the students in last and current session are listed in the table below.

Veda Quiz Society Achievements

Serial no.	Date	Institute	Type of Quiz	Position	Participants
1	7-Mar-16	Deshbandhu Institute	Mock Stock	Second	Lakshay Sharma
2	15-Mar-16	MAMC	Sports Quiz	Third	Divyanshu Gandhi
3	16-Mar-16	MAMC	TV Show Quiz	Second	Nikhil Kumar Gupta
4	17-Mar-16	MERI Institute	General Quiz	Second	Divyanshu Gandhi, Nikhil Kumar Gupta
5	19-Mar-16	MSI	Biz Quiz	Second	Divyanshu Gandhi
6	19-Mar-16	MSI	Cricket Bidding	First	Divyanshu Gandhi
7	21-Mar-16	Bhim Rao Ambedkar Institute	Cricket Bidding	First	Divyanshu Gandhi
8	31-Mar-16	GTBIT	TV Show Quiz	First	Nikhil Kumar Gupta, Haresh Rawal
9	31-Mar-	GTBIT	Comics Quiz	First	Nikhil Kumar

	16					Gupta
10	1-Apr-16	University School of Chemical Technology	General Quiz	First		Divyanshu Gandhi
11	19-Apr-16	MSIT	Biz Quiz	Second		Divyanshu Gandhi, Benjamin Miller
12	19-Apr-16	MSIT	Cricket Bidding	First		Divyanshu Gandhi, Benjamin Miller
13	8-Mar-16	Aryabhatta Institute	Football Bidding	Second		Divyanshu Gandhi
14	11-Mar-16	Shivaji Institute	Biz Quiz	Second		Benjamin Miller
15	29-Sept-16	LHMC	Friends Quiz	Third		Vaishakh

Veda Quiz Society Achievements

S. No.	Event Name	Location	Date	Type	Participants	Position
1.	Anugoonj	USS, Dwarka	13/2/16	Intra IP	Shubhankar Bahl Divyanshu Gandhi Nitish Gaba	First
2.	General Quiz	Ramjas Institute, DU	12/2/16	Inter Institute	Shubhankar Bahl	Second
3.	Sports Quiz	Ramjas Institute, DU	11/2/16	Inter Institute	Divyanshu Gandhi	Third
4.	General Quiz	Hindu Institute, DU	8/2/16	Inter Institute	Nikhil Kumar Gupta	First
5.	General Quiz	Zakir Hussain Institute, DU	8/2/16	Inter Institute	Divyanshu Gandhi	Third
6.	Ecology Quiz	MSIT	4/2/16	Inter Institute	Divyanshu Gandhi, Shubhankar Bahl	First
7.	India Quiz	MSIT	3/2/16	Inter Institute	Divyanshu Gandhi	First

8.	CSI Quiz	Bhartiya Vidyapeeth Institute of Engineering	3/2/16	Inter Institute	Divyanshu Gandhi, Shubhankar Bahl	Second
9.	General Quiz	Deshbandhu Institute, DU	1/2/16	Inter Institute	Divyanshu Gandhi	Third
10.	Cricket Quiz and Bidding	Maharaja Agrasen Institute of Technology	30/1/16	Inter Institute	Divyanshu Gandhi	First
11.	Rotating Shield Quiz	Bhartiya Vidyapeeth Institute of Engineering	22/1/16	Inter Institute	Shubhankar Bahl, Nikhil Kumar Gupta	Third
12.	Sports Quiz	Shaheed Sukhdev Institute of Business Studies	19/1/16	Inter Institute	Divyanshu Gandhi	First
13.	Quizbola	Gargi Institute	7/10/15	Inter Institute	Divyanshu Gandhi	First
14.	Quiz Pro Quo	MSIT	6/10/15	Inter Institute	Divyanshu Gandhi, Vedant Sekhri	First
15.	Nerdz15	Jamia Hamdard University	17/11/15	Inter Institute	Aditya Gupta, Anant Chanchlani	Second
16.	Business Quiz	Fortune Institute of International Business	22/8/15	Inter Institute	Shubhankar Bahl	First

Music Society "Antra-Encore" Achievements

 "**Antra-Encore** participated in "PULSE" hosted by **AIIMS, NEW DELHI** from 17th September till 20th September. "**Antra-Encore**" participated in 3 days event of Socio-Culture.

S. No.	Date	Event	Position
1	17/09/2016	Carnatic Vocals solo	3rd prize
2	20/09/2016	Western Duet	2nd position
3	20/09/2016	Western Group	3rd Position
4	20/09/2016	Instrumental solo	3rd Position

- Chayan won First Prize in Solo Singing at Varchasva held at Technia Institute on 4/11/16

SIFAR Achievements

- First Position in SRM University on the date 30th September 2016.
- TEAM SIFAR participated in IIT KANPUR prelims (Miranda House) on the date 1st October 2016.
- 1st position in Ideal Institute of management and technology on the date 4th October2016.
- TEAM SIFAR participated in SMYCC 2016 on the date 6th October 2016.
- TEAM SIFAR participated in IIT BOMBAY Prelims (Hindu Institute) on the date 9th October 2016
- 3rd position in BITS Pilani on 20th October 2016

NATRAJ Dance Society

- Participated in Varchasva 2k15 organized by Technia School of Manegment. (27th November 2015)
- Secured 4th position in Shiv Nadar university Group Dance Competition (12th December 2015)
- Deepak Nambiar secured 2nd Position in Solo Dance Competition organized by Wish beats ltd.

5.3.3 How does the Institute seek and use data and feedback from its graduates and employers, to improve the performance and quality of the institutional provisions?

- Students give verbal and written feedback to assess the institute facilities. The feedback includes various assessment parameters such as hostel facilities, cultural activities in Institute, industrial visits, placements etc. The feedback is further looked after by the committee for necessary action.
- Based on the feedback obtained from the students many improvements have taken place, lab upgradation has been done, a new canteen has been set up.
- All the Laboratories along with ones at the top-most floor (4th) of the institute have been made air-conditioned.
- Employer's feedback serves as coordination and motivating factor for the institution during industry-institute interaction. It enables to strengthen technical skills, soft skills as well as nurture the diverse talent of the students to make them best suitable to meet the updated requirement. The Training and Placement Cell interacts with the recruiters.

5.3.4 How does the Institute involve and encourage students to publish materials like catalogues, wall magazines, Institute magazines, and other materials? List the publications/materials brought out by the

students during the previous four academic sessions.

- The Institute Magazine 'Creation' is published annually. Students are encouraged   to contribute. It provides ample scope to the students to explore their skills.
- Editorial board consists of both students and faculty members as coordinator. They jointly take decisions regarding the publication of the Institute magazine which provides an opportunity to the students in decision-making.
- Faculty also encourages the students to publish papers in reputed journals and conferences.

5.3.5 Does the Institute have a Student Council or any similar body? Give details on its selection, constitution, activities and funding.

- In every class, two class representatives are selected. These representatives regularly meet the Director and discuss their problems with him.
- Apart from that, every department has a student club / student cell through which various events in the department are organized.

5.3.6 Give details of various academic and administrative bodies that have student representatives on them.

- The institute has various academic and administrative bodies that have student participation. Various committees are also formed during Technical and cultural Festival and in the Sports-meet.
- The students are shortlisted and then the members are selected after holding interviews .These committees work in coordination with each other under the guidance of the convener. They organize various events, get funds and also maintain discipline during the Festival.
- Participation helps the students in their overall personality development. Participation in these bodies creates more opportunities for students to develop technical skill, update knowledge and personality.
- Faculty coordinators guide/help students in the smooth and efficient conduct of these activities. The main academic and administrative bodies are :
- Urja
- Cultural committee
- Technical-Festival committee
- Publication committee
- Alumni Committee

5.3.7 How does the institution network and collaborate with the Alumni and former faculty of the institution?

- An Alumni meet is organized in the institute to network and collaborate with the Alumni.

- Alumni also support in placement and continue bringing good name to the organization.
- They also conduct seminar for students. An Alumni Meet was organized recently by the institute on 30th April 2016 where the Alumni interacted with the Students, Management and the Faculty.
- Alumni provide feedback from time to time and this is used to improve the overall facilities and provide the best infrastructure to the students.
- Suggestions and recommendations are welcomed. This helps the Institute to know about the current location and organization of the Alumni.
- Former faculty members are invited as External Examiners and they are also invited as speakers on their topic.

CRITERION VI: GOVERNANCE, LEADERSHIP AND   MANAGEMENT

6.1. **Institutional Vision and Leadership**:-

6.1.1 State the vision and mission of the Institution and enumerate on how the mission statement defines the institution's distinctive characteristics in terms of addressing the needs of the society, the students it seeks to serve, institution's traditions and value orientations, vision for the future,etc.?

The Institution vision and mission are stated below:

Vision- 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."

Mission- 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."

The main *objectives* behind the vision and mission are:

- To equip and acquaint the students, teachers with latest Information and Communication Technology and its various employment in providing teaching and learning environment.
- To persuade competence of students by organizing various academic and other co curricular activities
- To ensure values like truth, honesty, Honesty, respect for others, loyalty, responsibility for personal actions, generosity and kindness, to make them a better citizen.
- To provide placement services to student for their carrier development and to boost their overall personality by organizing technical and innovative lectures, workshops, seminar, student development programmes.

The mission and vision of the Institute are made known to the members, faculty and students in the following ways:-

- The Hon'ble President Shri S.P. Singh shares the vision, mission and moral values with the students and staff members during various occasion and meetings.
- Vision and mission are displayed in the Institute Premises.
- It is included in institution magazine "Creation" also.

6.1.2 What is the role of top management, Principal and Faculty in design and implementation of its quality policy and plans?

The Management, Director and faculty members work in harmony to devise and employ its quality policy and strategy for imparting quality education true to spirit of the Institute's vision & mission of existence.

The Quality Policy of MSI is:

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 Systems".

The various methods employ to design the quality policy and their executions are as follows:

- The Management plays important role in the development of infrastructure, and financial support for starting new courses and enhances the quality of education.
- There is a governing body, academic committee, constituted by the management of the Institute to look after the all the academic activities.
- The management has a system of internal assessment and audit of all faculty members for their academic and administrative work.
- The Director and HOD of the concerned department monitor the overall performance of faculty and students by means of feedback and results. Any discrepancies regarding the said objectives and action plans are being resolved for providing quality teaching. To resolved the departmental issues a review meeting is being organized time to time.
- The corrective steps will be taken if any inconsistency is found, for further improvement in the concerned area, to make learning and teaching more effective.

6.1.3 What is the involvement of the leadership in ensuring?
 a) The policy statements and action plans for fulfillment of the stated mission:-
- The Director, MSI conducts regular meetings with various departmental Heads, and also with faculty members.
- Academic calendar of Institute is prepared and finalized according to the GGSIPU academic calendar. All activities (academic and non-academic) are planned in advance and presented in the Institute calender.
- Different committees are formed for smooth functioning of the Institute.
- For achieving the mission, action plans, procedures and guidelines are formulated.
- Enhancement and development is also ensured by organizing various activities for faculty and students both.

b) Formulation of action plans for all operations and incorporation of the same into the institutional strategic plan:-

- The departmental heads prepare formats for various documents for collecting; analyzing the data at various stages and use the analysis results for continual improvement.
- The departmental heads also prepares the entire action plan, and ensures their implementation and success.
- It is also ensured that initiated processes are finished timely; and in case of any inconsistency corrective and preventive actions are taken.
- Every committee establishes implements and maintains a documented procedure and record of their functioning.
- All the activities of the departments and Institute are monitored regularly, and report compiled for the same.

Interaction with stakeholders:-

Interaction with stakeholder is conducted by the following ways:-

Students:
- As students are the most important stakeholders of the institution, the Institute modifies plans, procedures and processes for their ease. The achievements of students in academics, sports and extra-curricular activities are recognized.
- Director and HODs hold meeting with the class representatives and topper students of every class to take the feedback about the Institute, facilities and Faculty.
- Students can also give their suggestions and views by sending mail at feedback@msi-ggsip.org .
- Feedback taken from stakeholder's is analyzed and discussed for corrective actions regarding the teaching learning effectiveness and further improvement.

Parents:

- Parents are informed about the student's performance, attendance and midterm marks through SMS service and letters.
- PTM is also organized every semester, where class coordinators meet the parents for discussing about the various issues.

Alumni:
- Alumni meet is organized every year, where pass out students share their present and past experience.
- Representative from Alumni is also the part of IQAC.
- A workshop /Seminar was organized for the current students where alumni guide the students for choosing their career after graduation and also suggest them guidelines to prepare for interview and Group discussions.

Faculty:
- Faculty is being motivated by Management and Director MSI, for the research activities and projects.
- Faculty members are encouraged to apply for research projects from different agencies and help in mentoring the students.
- Faculty is promoted to next level according to their competencies and norms of university
- Faculty members are facilitated by management on Annual Day for their performance and the best faculty award is also given to the deserving faculty.

Non-Teaching Staff:
- Workshops were organized to make them more efficient in their field.
- Management and Director conduct the meeting with them to guide them further.

c) Proper support for policy and planning through need analysis, research inputs and consultations with the stakeholders:-

- Stakeholders were asked to give their inputs regarding infrastructure, facilities etc. to the Director.
- Management and Director of the Institute enforce the staff members to involve the students in research.
- Institute organizes workshops and seminars for the students on the current issues in the field of IT, Management and Education.
- Students were boost to participate in all the events within the Institute and outside.
- Faculty members also involved themselves in research or higher studies.

d) Reinforcing the culture of excellence:-

The culture of excellence is supported in following ways:

- Institute encourages the faculty by providing special casual leave to pursue their Ph.D. and attending FDP's, Workshop etc.
- Institute promotes the faculty members to higher post after fulfilling the required criteria according to terms and conditions and norms of GGSIPU and UGC.
- Institute follows all the procedure and regulation to achieve excellence in academic, co-curricular activities, sports activities etc.
- Induction programme is conducted for the students to bring in a culture of excellence.

e)   Champion organizational change:-

- For better functioning of the Institute, suggestions were invited from all the stakeholders.
- Periodic review of all the policies and procedures were conducted to check whether the stated objectives were achieved or not.

6.1.4 What are the procedures adopted by the Institution to monitor and evaluate policies and plans of the Institution for effective implementation and improvement from time to time?

To monitor and evaluate policies and plans of the Institution for effective implementation, the following procedures are followed:-

- Academic calendar is followed during whole year.
- Regular review meeting were conducted where Director, HOD and Class Coordinator take part.
- Institution implement and maintain a documented procedure for collecting, analyzing the data at various stages and uses the analysis results for continual improvement.
- The progress of the objective and target is monitored twice in a year. Any noncompliance if found is to be resolved/closed with the due consultation of higher authorities.
- IQAC team monitors the progress and performance of staff and students.
- Assessment of performance of the Institute by university at the end semester examination.
- Various FDPs, Seminars and Workshop organized by the Institute for supporting the faculty in improving their academic skills.
- Take feedback from stakeholders like students, parents, alumni etc. and their feedback is analyzed and discussed for corrective actions regarding the teaching learning effectiveness and further improvement.
- Management reviews the faculty appraisal which reflects the performance of the faculty member and decisions are taken for performance improvement.

6.1.5 Give details of the academic leadership provided to the faculty by the top management?

The top management provides ample opportunities for the faculty to take on leadershiproles in various academic fields.

For smooth functioning of the Institute, Management appoints competent and qualified Director and Deputy Director. Deputy Director is also doing additional duty of controller of exams and is responsible for smooth functioning of all administrative and exam related work. Under the guidance of Director and Deputy Director; HOD plays their role as a leader of their department and chooses faculty as a class coordinators. The faculty members help in driving the activities to implement the policies and plans through various committees.

The following committees for the academic session 2016-17 have been constituted for the smooth functioning of various activities:

S.No	Committees	Staff Members
01	**Cultural Committee**	Ms. Rhythm Chaudhary (Convenor) Dr. Anviti Rawat (Co-Convenor) Mr. Suraj Pal Chauhan Dr. Vivek Solanki Dr. Vandana Deswal Ms. Asha Chaudhary Ms. Neeti Panwar
02	**Students' Welfare, Discipline, Student Grievances and Anti-Ragging**	Dr. Rajeev Dahiya (Convenor) Mr. Suraj Pal Chauhan (Co-Convenor) Dr. Vivek Solanki Dr. Poonam Beniwal Ms. Arti Malik Dr. Abheyender Singh
03	**Publication Committee** (For Creation / News Letter/ Inf. Brochure)	Dr. Shavita Deshwal (Convenor) Dr. Promila Dabas Ms. Meenal Dahiya Ms. Kanika Kundu Ms. Monika Sehrawat Ms. Preeti B. Edi
04	**<u>LAB Committee</u>** Repair & Maintenance of PCs, Printers, & LCD Projectors etc).	Mr. Kumar Gaurav (Convenor) Mr. Suraj Pal Chauhan Dr. Seema Shokeen Mr. Rohit Bist Mr. Jitendra Kr. Thakur
05	**Sports Committee**	Dr. Vivek Solanki (Convenor)
06	**Annual Report Committee**	All HOD's
07	**DTC BUS Pass Committee**	Mr. Hemendra Kumar Mr. Suraj Pal Chauhan
08	**Sexual Harassment Committee**	Dr. Kavita Pabreja (Presiding Officer) Dr. Promila Dabas Dr. Vijay Dahiya Dr. Amit Choudhary Mr. Manoj Kumar Ms. Tarunim Sharma Ms. Pinki Rani(NGO)
09	**Student's Feedback Committee**	Mr. Manoj Kumar (Convenor) Dr. Vipasha Chaudhary Dr. Monika Tushir All Class Coordinators
10	**Purchase Committee**	Ms. Neetu Anand (Convenor) Dr. Vijeta Banwari (Co-Convenor) Mr. Ravinder Singh Ms. Asha Chaudhary
11	**Moodle Committee & Google Class Room Management.**	Mr. Kumar Gaurav (Convenor) Mr. Suraj Pal Chauhan (Co-Convenor)

		Mr. Rohit Bisht Ms. Kamakshi
12	**Research Committee:-** **Research Project Proposal & Building Relationship with SIRO**	Prof. R.K. Tyagi Prof. Jagbir Ahlawat Prof. Harish Singh (Convenor) Dr. Rajeshwari Malik Dr. Parul Deswal Dr. Preeti Malik Dr. Kavita Pabreja Mr. Kumar Gaurav Ms. Neetu Narwal Dr. Anviti Rawat Dr. Arvind Gill HOD (MSI)
13	**Entrepreneurship Cell**	Dr. Vandana Deswal (Convenor) Dr. Seema Shokeen Mr. Ravinder Singh
14	**Software Development Cell**	Dr. Kavita Pabreja(Convenor) Mr. Kumar Gaurav(Co-Convenor) Ms. Neetu Narwal Mr. Jainender Singh Ms. Rhythm Chaudhary
15	**Cleanliness Committee**	Dr. Jasbir Singh (Convenor) Dr. Arvind Gill (Co-Convenor) Ms Rhythm Choudhary Dr. Preeti Malik Mr. Rajkaran Ms. Ekta Kharbanda Dr. Vanita Anand Mr. Sudhir Bajaj(Maintenance Engineer) Mr. Uday Veer Singh (Caretaker)
16	**CCTV Maintenance Committee**	Mr. Suraj Pal Chauhan (Convenor) Mr. Rohit Bisht Mr. Jitendra Thakur Ms. Kamakshi
17	**MSI Activities - Report Preparation** **(maintenance of records of all events of all departments)**	Ms. Neetu Anand (Convenor) Dr. Parul Deshwal (Co-Convenor) Ms. Monika Singh Ms. Ekta Kharbanda
18.	**Repair and Maintenance Committee**	Dr. Arvind Gill (Convenor) Dr. Jasbir Singh (Co-Convenor) Dr. Vivek Solanki Dr. Anita Sharma Dr. Abheyender Singh Dr. Alka Mittal Ms. Menal Dahiya

		Mr. Uday Veer Singh (Caretaker)
19.	**Disaster Management**	Dr. Vivek Solanki (Convenor)
		Prof. Harish Singh (Co-Convenor)
		Mr. Hemender Kumar
		Dr. Arvind Gill
		Dr. Rajesh Gill
20.	**Library Committee**	Dr. Kavita Pabreja (Convenor)
		Ms. Reetu Verma (Co-Convenor)
		Ms. Vinita Tomar
		Mr. Sundeep Kumar
		Dr. Vandana Deshwal
		Dr. Ruchika Gahlot
		Dr. Aarti Bahuguna
21.	**NAAC – Report Writing**	Prof. Harish Singh (Convenor)
		Dr. Rajeshwari Malik (Co-Convenor)
		Ms. Neetu Anand
		Ms. Pooja Singh
		Dr. Vijeta Banwari
		Dr. Monika Davar
		Dr. Poonam Beniwal

The faculty members also perform the following additional duties
- Class Coordinators
- Mentor
- Lab in-charge

6.1.6 How does the Institute groom leadership at various levels?

Students and teachers are encouraged to take up new tasks and projects, but it is ensuredthat they stick to timelines. Leadership is assigned at various levels:

Faculty Leadership:

Faculties play a pivotal role in various administrative tasks and are in charge of various cells and committees:
- Coordinator of Centre for women development
- Coordinator of E-CELL
- Coordinator of Software Development Cell
- Coordinator of Ant ragging Committee
- Coordinator of Sexual Harassment
- Coordinator of Lab, Website and Internet
- Coordinator of Editorial Board

Student Leadership

The students, under the mentorship of faculty members, are encouraged to take decisions in their roles in various societies/units of the institute. Students are involved in various activities and are In-charge of many societies:
- Antra-encore : Music society of msi auditions 2016

- Innovision report: The photography and film society of Maharaja Surajmal Institute.
- The Natraj : The official dance society of msi
- Oorja: The official news portal society of Maharaja Surajmal Institute
- Sifar: The theatre society of Maharaja Surajmal Institute
- Tark: The literary society of msi
- Veda:The quiz society of MSI

6.1.7 How does the Institute delegate authority and provide operational autonomy to the departments / units of the institution and work towards decentralized governance system?

The Institute follows the concepts of integral planning, teamwork, decision-making authorities and computerization of all work. The major decisions related to the function of the Institution are taken by the Governing body and are delegated to the Director for implementation.

Administration is decentralized in the way that Director with the support of Heads of the Departments and various committees participate in decision-making which create an environment of organizational participatory democracy.

6.1.8 Does the Institute promote a culture of participative management? If 'yes', indicate the levels of participative management.

Yes, the Institute supports a culture of participative management, all educational and executive activities are decentralized and decisions are taken based on discussion and deliberations in Director's meetings with HOD. Departmental meetings of HOD, faculty and non-teaching staff, and various committee meetings comprising of faculty, non-teaching staff and students. Minutes of meetings are documented and informed to all concerned. Participative management allows collaboration and cooperation between departments and functionaries thereby improves the quality of accomplishment of any activity.

Top management regularly meet up the faculty members and convey their vision, objective and other progress plans. During this interaction the faculty also gives their views and opinions about the functioning and working of the Institute. Even the suggestions from the alumni, parents and representatives from society and industry are also welcomed as they are involved as members in various committees. Officials from the lowest and the highest levels can initiate action and therefore play animportant role in decision making. Thus a two way method of decentralisation works inthe institute. Any stakeholder of the institute can make a request to the administration.

6.2 Strategy Development and Deployment:-

6.2.1 Does the Institution have a formally stated quality policy? How is it developed, driven, deployed and reviewed?

Yes, the Institute has a formally stated quality policy. It has been developed by consulting all stake holders and Top Management. The faculties and non-teaching

staff are encouraged to participate in various activities/programmes to update their knowledge and skills, and necessary technological support is provided. The policy is reviewed for improvement at regular intervals by the top management to ensure its adequacy and effectiveness.

Quality policy of the Institution is as follows:

"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 Systems".

Quality policy is achieved by:-
• Implementing quality system and process with provision for constructive feedback and continual improvements.
• Networking with leading business, industry and research organizations culminating in holding seminars/workshops at national and international levels and enhancing the research publications.
• Fostering culture for doing creative and innovative work.
• Being consistent, reliable and sincere in all our systems and processes.
• Providing state of the art infrastructure and requisite amenities – conductive for teaching, research and industrial applications.
• Enhancing the competence of faculty to a high level and to make them adopt latest and innovative methods in teaching – learning process.
• Inculcating moral and ethical values among students and staff.
• Aspiring and endeavoring towards making the Institute an "Institution of excellence" and a benchmark for others to follow.

The following are the quality policy reviewing methods:-
• Monthly Academic progress report is prepared by each department and it is submitted to HOD, Deputy Director and Director.
• A documented procedure is implemented for collecting, analyzing the data at various stages and analyzed results for continual improvement.

6.2.2 Does the Institute have a perspective plan for development? If so, give the aspects considered for inclusion in the plan.

Yes, the Institute has a perspective plan for development.It is developed by the Director and HODs of various departments under the broad guidance of governing body.
The perspective plan is generally drawn inputs from recommendation of the following committee like:
• The major decisions related to the function of the Institution are taken by the Governing body and are delegated to the Director for implementation.
• Director and HODs discuss all the issues of departments and Director conveys the problems to management.

- The progress of all the targets is monitored by HODs and further by Director. Any nonconformity if originate is to be resolved by discussing the matter with higher authorities.
- After reviewing the process if there is any scope for improvement it is taken, into consideration and then put into action.
- Feedback taken from stakeholder's is evaluated and discussed for curative actions
- E-cell organized workshop for students to aware them with industry oriented approach.

6.2.3 **Describe the internal organizational structure and decision making processes.**

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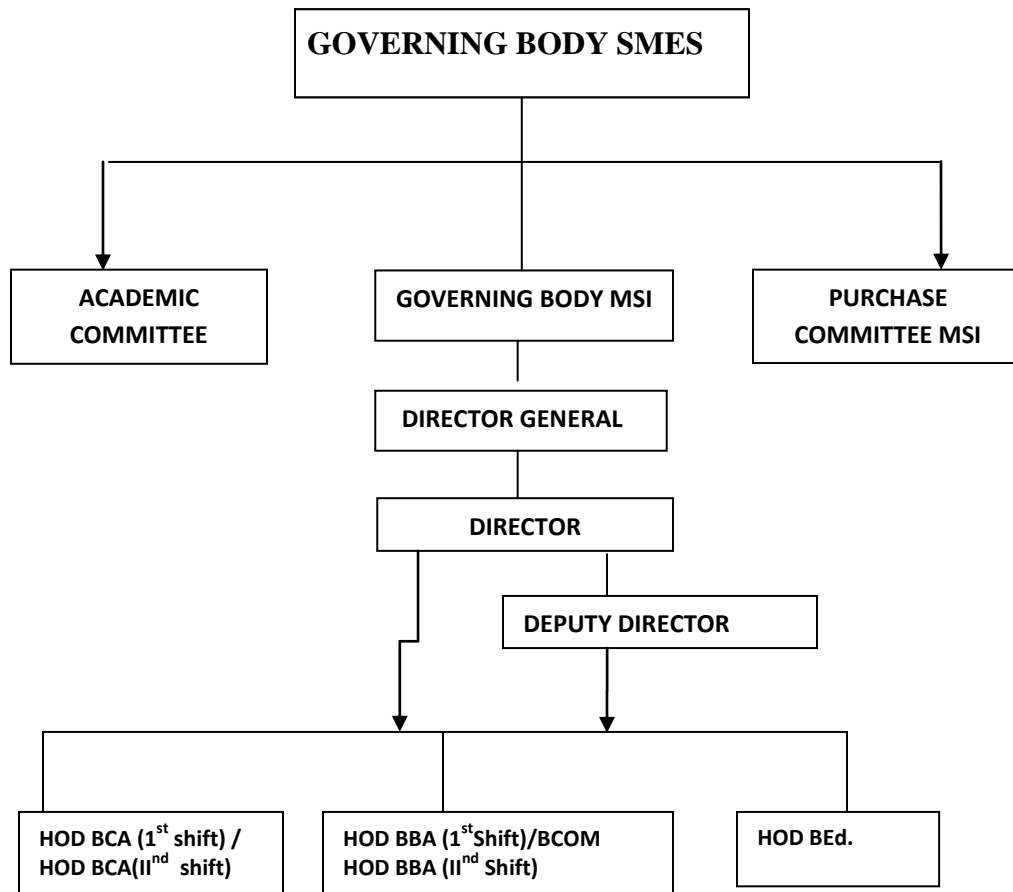
a) **The Academic decision making process of the Institute:-**
- The Academic Committee takes all the major decisions regarding academics related work.
- The Governing body conveys all the decisions taken by the Academic Committee to the Director and staff.
b) **The Administrative decision making process of the Institute:-**
- The HODs conducts meeting with the entire staff member to take the various needs at the departmental level.

- Director MSI called the meeting of Deputy Director and all the HODs for asking all departmental issues.
- Approvals for all administrative requirements are forwarded to the higher authorities for necessary action.

6.2.4 Give a broad description of the quality improvement strategies of the institution for each of the following:-

Institute has initiated a number of progress plans for its growth. The following strategies are adopted for the development:-

a) **Teaching and learning:**

The institute understands the need to constantly evolve pedagogical tools for effectivedissemination of knowledge. Institution organizes various faculty development programs and workshops. Institute improves the quality of teaching by several means such as:-

- Faculty members prepare the course file for the subjects taught by them. The course file is checked weekly and on monthly basis by HOD followed by Director.
- The institution has a feedback system to evaluate the faculties teaching style and procedure by the students. Their feedback is analyzed by the Director, MSI. Based on assessment of performance, Director gives necessary directions for the improvement in the teaching methods.
- All the faculty members are required to submit self-appraisal report every year in the prescribed format. It is a regular method of evaluating the teaching, research and administrative accomplishment of the faculty. The information furnished by the faculty member will be analyzed by the HOD, Director and the score sheet of each faculty member is submitted to the management.Management is seriously reviewing the faculty appraisal which reflects the performance of the faculty member and decisions are taken for performance improvement.
- The industrial visits are arranged for the students to give them practical knowledge.
- Institute has started Google classroom through which faculty members can share Assignments, presentation and their notes with the students.
- *Moodle* is the leading open-source LMS that has all the features that are required to manage any kind of training activities. Institute used Moodle for sharing study material, taking multiple choice questions for the students so as to prepare them for various examination.

b) **Research and Development:**

The following are the efforts made by the Institute to enhance the professional development among faculty members:-

- More FDP's in models of teaching/Research Methodology/ Statistics and Micro teaching, were organized.
- Encourage faculty members for research publication in various SCI journals and international journals.

- All the faculty members of various departments are also encouraged to participate in various FDP, Workshops, Training Programs and Seminars.
- Adequate journals, reference books, internet, lab facilities are made accessible to all.
- Project work of the students will be strengthened more by organizing intra-competition in the Institute.

c) Community engagement:-

The courses run by Institute have both social and economic relevance and this can be served by the society in following ways:-

- Students are encouraged to participate in activities for social and community service such as Blood donation camps, Tree plantation drive.
- Organize sports meet, cultural and technical events in order to bring out the hidden talents of students, and holistic growth of the students.
- Students are guided regarding the future prospects of various options. Further they are sensitized for the societal responsibilities through guest lectures.
- Institute has Eco -Club a student's community that addresses the environmental concerns. The eco club of aims at promoting and increasing environmental awareness and responsibility amongst the Institute youth and the populace.
- The parent society SMES organizes a talent development camp during summer vacations for rural students of different states to give them knowledge about competitive environment in technical and higher education.

d) Human resource management:-
Human resources play a very crucial role in any organisation. The institute has a transparent and conducive working environment which ensures equal participation and a sense of equity among allstakeholders.
1) **Recruitment Policy:** The institution follows the GGSIPU University and UGC guidelines or DHE in the selection of faculty members in order to ensure that qualified and competent persons are selected by a well-defined procedure. The recruitment process is descriB. Ed as below:-
- **Advertised for the post:** Through newspaper advertisement the candidates are asked to send their resume to the Institute.
- **Scrutiny of applications:** While scrutinizing the applications, GGSIPU and UGC/NCTE qualification norms are followed by the Institute. The submitted resumes are analyzed by the Screening Committee and the eligible candidates are intimated for interview by sending e-mail/Post after fixing the interview date.
- **Selection committee:** The selection committee is consists of the Chairman of the Institute, Director General, Director, and a team of external subject experts. A personal cum technical interview will be conducted to assess the knowledge of the candidate. The candidates are asked to demonstrate their teaching skills or achievements through a presentation in the presence of thes

election committee. The selection committee members analyze the performance of the candidate and submit the report to the Management. Based on the performance in the interview, a list of selected candidates is prepared.

- **Issue of appointment letter:** The Director of the Institute issues the appointment letter. The appointments are approved by the Governing Body during its regular meetings.
- The institute also makes ad-hoc and guest appointments as and when required.

2) **Industry interaction :**
- For the industry interaction, industrial tours and field visits are organized. Through activities of the Placement Cell and Entrepreneurship Development Programme, the Institute-industry network is strengthened.
- E-Cell teaches the students about how to establish their own business and to be "job givers" and not to be "job seekers".
- Internship of students in industries.
- To organize placement related activities in Institute campus so that students get placed with various reputed companies like SAP Lab, TCS,Infosys ,Convergys, Tech Mahindra and many more.

6.2.5 How does the Head of the institution ensure that adequate information (from feedback and personal contacts etc.) is available for the top management and the stakeholders, to review the activities of the institution?
The information is collected by many ways:
- Feedback form is filled by students, Alumni, parents.
- A suggestion box is provided near the corridor of the Director's office
- By holding periodical meetings with HODs
- Various committee meeting

The Director ensures that adequate information is available for the top management and the stakeholders in the following ways:

- Director,MSI presents the annual report on annual day of the institute
- Institute magazine (Creation), Newsletter and Information Bulletin contain all the Academic and co-curricular performances of Teachers and Students.
- Information of various activities are available in minutes of the meeting of all the departments.
- All the Performance related matter is discussed in governing body and minutes of meeting is prepared thereafter.
- In parent-teacher meeting taking feedback from parents.
- By Taking feedback from alumni
- Monthly attendance of each student is compiled and a report is prepared containing record ofstudents with short attendance and the actions taken report for each month.
- Time-table, syllabus, lecture plan of each department is made available.

- During the frequent meetings of the Office bearers of the top Management with the Director, all the necessary information is conveyed in a particular format.

6.2.6 How does the management encourage and support involvement of the staff in improving the effectiveness and efficiency of the institutional processes?

Management encourages and supports the staff in improving the effectiveness and efficiency of the institutional process by the following ways:-

- The faculty members are encouraged to attend various National/International level FDPs, Conferences, seminars and workshops.
- Encourage faculty members for research publication in various reputed international journals.
- Faculty members from all departments are advised to organize FDP, Workshops, Training Programs and Seminars for self which help in improving their academic skills.
- Duty leave is granted for academic activity such as external examiner for practical, papers evaluation etc.
- Institute promotes the faculty members to higher post who fulfilled the required criteria according to terms and conditions of UGC and GGSIPU.
- Institute instigates the faculty members by providing best faculty award in every academic year.

(Best Faculty Award)

S.No.	Year	Faculty Name	Department
1	2011-2012	Dr. Jagbir Ahlawat	BBA
2	2012-2013	Dr. Jasbir	BBA
3	2014-2015	Dr. Poonam Beniwal	B.Ed.

- For choosing the Best Faculty , the following criteria are considered
a) Result of last two semesters
b) Contribution towards organizing academic and administrative activity (Department and Institute level), co-curricular activities (culture fest, sports, student development activities, NAAC, AICTE, Magazine, Debate, Quiz)
c) Contribution in organizing seminars/conference/workshops etc. during the year
d) Research and academic contributions (Published/accepted in journals)
e) Training courses and conference/seminars/workshops attended during the year

6.2.7 Enumerate the resolutions made by the Management Council in the last year and the status of implementation of such resolutions.

Following are the resolutions made and implemented:

- The Chairman,SMES stated that those faculty members, who have completed their PhD and have specified minimum experience, will be promoted. So six faculty members were promoted to the next post.

S.No.	Faculty Name	Post	Department
1	Dr. Vijay Dahiya		BBA
2	Dr. Shavita Deswal		BBA
3	Dr. Parul Deswal	Associate Professor	BBA
4	Dr. Monika		BBA
5	Dr. Rajeev Dahiya		BBA
6	Dr. Jasbir		BBA

- In context of improvement of infrastructure, the Chairman, SMES stated that air conditioners activity should start from top floor onwards to create the proper working environment for teaching and learning process. Air conditioners are installed on the top floor and the work is in progress for rest of the floors.
- Fire extinguisher system is installed in our buliding

6.2.8 Does the affiliating university make a provision for according the status of autonomy to an affiliated institution? If'yes', what are the efforts made by the institution in obtaining autonomy?

No, GGSIP University does not provide any autonomy to an affiliated Institute.

6.2.9 How does the Institution ensure that grievances / complaints are promptly attended to and resolved effectively? Is there a mechanism to analyze the nature of grievances for promoting better stakeholderrelationship?

Yes, the institution has student's grievances committee, sexual harassment cell and discipline committee for its employees and students with a senior Professor/Associate Professor functioning as Chairperson.

The functions of this committee are:-

- To receive the grievances/complaints
- To examine the nature of the grievances/complaints and send it to the concerned committee
- Impartial decision and solution.

(Students' Welfare, Discipline, Student Grievances and Anti-Ragging)

S.No.	Faculty Name
1	Dr. Rajeev Dahiya (Convenor)
2	Mr. Suraj Pal Chauhan (Co-Convenor)
3	Dr. Vivek Solanki
4	Dr. Poonam Beniwal
5	Ms. Arti Malik
6	Dr. Abheyender Singh

(Sexual Harassment Committee):-

S.No.	Faculty Name
1	**Dr. Kavita Pabreja (Presiding Officer)**
2	Dr. Promila Dabas
3	Dr. Vijay Dahiya
4	Dr. Amit Choudhary
5	Mr. Manoj Kumar
6	Ms. Tarunim Sharma

- Class Coordinator of the class discusses the academic and administrative problems and the students are encouraged to put forward their grievances/ complaints in writing/ by email to the Director or HODs.
- Students are also free to consult the Head of the Department in case of their grievances.
- Grievances/problems are also discussed during parents-teacher meeting.
- A suggestion box is provided near the corridor of the Director's office.
- Students can give their grievances or problems in feedback form.
- The students can directly write to director and higher authorities through feedback@msi-ggsip.org.

6.2.10 During the last four years, had there been any instances of court cases filed by and against the Institute? Provide details on the issues and decisions of the courts onthese?

No court case has been filed or pending against the Institute during last four years.

6.2.11 Does the Institution have a mechanism for analyzing student feedback on institutional performance? If 'yes', what was the outcome and response of the institution to such an effort?

- Yes; the Institution has a mechanism for analyzing the student feedback on Institutional performance. The institution has a feedback system to evaluate the teachers by students. At the end of each semester, the feedback from students is filled in the form for all subjects. In this feedback, questions regarding performance of the teachers are sought. Their feedback is analyzed by the concerned HOD. Based on assessment of performance, Director gives necessary directions for the improvement in the teaching methods. Director also monitors the feedback system and takes appropriate corrective actions.
- Feedback regarding the Institution is taken from the students through mail on feedback@msi-ggsip.org and on the basis of such feedback; the Director is able to interact with faculty and HODs to improve the Institutional performance. The Director communicates the problems to the management. The Management finally helps the director in taking proper decision & action to improve the overall performance of the institution.

6.3 Faculty Empowerment Strategies:-

6.3.1 What are the efforts made by the institution to enhance the professional development of its teaching and non teaching staff?

MSI has a range of policies in place for the proficient progress of the faculty. The stress is on updating the knowledge of recent advances and engaging them in the research activities to contribute to various relevant areas. The following are some of the highlights:

- The faculty members are encouraged to participate in National and International level seminars and for this purpose, Institute gives financial assistance as well.

- The faculty members are also encouraged to carry on research work and get it published in various reputed international journals.
- All the departments keep a positive approach towards organizing, holding and attending FDP, Workshops, Training Programs and Seminars.
- Organize Seminars and FDPs within the Institute for supporting the faculty in improving their academic skills every semester.
- On duty leaves are provided for academic activities such as external examiner for practical etc.
- The deserving faculty members are promoted to higher posts following a proper UGC /DHE directed procedure.
- Expert lecture/guest lectures are held for teaching staff in order to help them enrich their skills and knowledge.
- To motivate faculty to constantly enhance their knowledge base and be the frontrunners of research work, an award of Rs 31000(earlier 51000/-) and a certificate of 'The Best Faculty' is given every year.

6.3.2 What are the strategies adopted by the institution for faculty empowerment through training, retraining and motivating the employees for the roles and responsibility they perform?

- To attract new faculty and to retain the existing teachers, the Institute provides for a good working environment complete with all the laid UGC norms regarding salary wherein 6th Pay commission is paid. A good academic and research oriented atmosphere is provided through research facilities like well equipped library and internet. Staff is provided study leaves, casual leaves, medical leaves and special leaves to attend seminars, conferences and workshops and on duty leaves to take part in university related work etc.
- Moreover, the Institute aims at overall development and growth of its staff and empowers them through periodic training seminars and workshops. Following strategies are adopted by the Institute for this purpose-
- The Institute conducts faculty development programmes to motivate the faculty members.

- The new appointments are inducted into system through a good interactive environment where they can approach their seniors and peers for help and guidance.
- They are guided to make course file, lesson plan and the schedule of lectures before the commencement of class.
- Senior faculty members mentor the juniors so as to help them improve and guide them in an academically oriented manner through personal level feedback in teaching as well as research..
- A highly positive and healthy competitive spirit is developed and nurtured through
- 'The Best Faculty' award that is given based on the following criteria:-

    1. Result of last two semesters
    2. Contribution towards organizing academic and administrative activity (Department and Institute level), co-curricular activities (culture fest, sports, student development activities, NAAC, AICTE, Magazine, Debate, Quiz)
    3. Contribution in organizing seminars/conference/workshops etc. during the year
    4. Research and academic contributions (Published/accepted in journals)
    5. Training courses and conference/seminars/workshops attended during the year
    6. GATE/NET cleared during academic year

- The Institute promotes the faculty members to higher post after fulfilling the required criteria based upon the following parameters as shown below:-
    - Higher Qualification
    - Academic Performance
    - Activities organized and Participated in
    - Research Publications
    - Publications of books, Monograms, Articles
    - Professional/academic membership
    - Service to the Department
    - Extra-Curricular Activities

6.3.3 Provide details on the performance appraisal system of the staff to evaluate and ensure that information on multiple activities is appropriately captured and considered for better appraisal.

The Institution follows a well developed self-appraisal system along with the feedback from seniors based on bias- free criteria to bring out the actual performance of the faculty. The areas in which faculty members are appraised are listed below:
- Qualification up gradation
- Academic Performance
- Activities organized and Participated
- Research Publications

- Publications of books, Monograms, Articles
- Professional/academic membership
- Service to the Department
- Extra Curricular Activities
- Admission activities

The performance appraisal system is descriB. Ed below:-

- All the faculty members are required to submit self-appraisal report every year, along with all the documentary proofs, in the prescribed format. Review of faculty self-appraisal final report: MSI has evolved a standard method of evaluating the teaching, research and administrative activities of the faculty. The information furnished by the faculty member is duly evaluated by the HOD, the Director and the score sheet of each faculty member is submitted to the management.

6.3.4 What is the outcome of the review of the performance appraisal reports by the management and the major decisions taken?   How are they communicated to the appropriate stakeholders?

Management diligently reviews the completed faculty appraisal forms and based upon their evaluation, the following benefits are accorded:
- Consideration for promotion to higher post of those candidates who fulfill the required criteria.
- Encouragement to constant pursuit of academic excellence through words of appreciations in meetings with the faculty.
- Award of 'The Best Faculty' is given to the one who has excelled in his/her endeavor of research and academic contribution to the relevant area.
- Based upon the reviews, management approves of organization of Seminars and FDPs within the Institute for supporting the faculty in improvising their academic skills every semester.

All the important decisions and points discussed by the Management for performance improvement are communicated to the staff in staff meetings, department meetings and governing body meetings.

The performance evaluation is also discussed by the HODs and the Director with the faculty concerned, if required, and is suitably advised for better performance.

6.3.5 What are the welfare schemes available for teaching and non teaching staff? What percentage of staff have availed the benefit of such schemes in the last four years?

The Institute provides salaries as per UGC norms and complete 6th Pay commission recommendations are followed. Proper research facilities like library and internet, study leaves, casual leaves, medical leaves and special leaves to

attend seminars, conferences and workshops and on duty leaves to take part in university evaluation process etc.

The management has put several welfare measures in place for the teaching as well as non-teaching staff besides the salary package.

100 percent of the employees are availing of sixth pay commission based salary and leaves benefits. Some of the examples are:

S.No.	Welfare Scheme	Percentage of staff have availed the benefit				
		2012	2013	2014	2015	2016
1	Provident Fund	100	100	100	100	100
2	Earned Leave Facility for non-teaching	100	100	100	100	100

6.3.6 What are the measures taken by the Institution for attracting and retaining eminent faculty?

For attracting & retaining eminent faculty, the Institute resorts to the following measures:-

- The Institute provides requisite facilities like salaries as per UGC norms and 6th Pay commission.
- The Institute promotes the faculty members to higher post after fulfilling the required criteria based upon the following parameters as shown below:-
- Higher Qualification
- Academic Performance
- Activities organized and Participated
- Research Publications
- Publications of books, Monograms, Articles
- Professional/academic membership
- Service to the Department
- Extra Curricular Activities

The following faculty members are promoted for next higher post in year 2016 as shown below:-

S.No.	Faculty Name	Post	Department
1	Dr. Vijay Dahiya	Associate Professor	BBA
2	Dr. Parul Deshwal		
3	Dr. Shavita Deshwal		
4	Dr Rajeev Dahiya		
5.	Dr. Jasbir		
6.	Dr. Monika Tushir		

- The faculty members are encouraged to participate in National/International level seminars by providing financial assistance for this purpose.
- On duty leave is granted for undertaking university evaluation work like external examiner for practical lab, university representative etc.
- Faculty with high academic credentials, recognition and reward schemes is well recognized in the system e.g. Best Faculty Award based upon performance criteria.

6.4 Financial Management and ResourceMobilization:-

6.4.1 What is the institutional mechanism to monitor effective and efficient use of available financial resources?

The financial resources of the Institute are managed in a very effective and efficient manner as described below:-

- HODs prepare a budget for the next financial/academic year after taking into account the requirements for the next academic year and submit the same to the Director.The management reviews the departmental budget proposals.
- Budget proposal is submitted to the governing body meeting for approval. After getting approval from the governing body the funds are allotted as per the proposal. The purchase is made strictly according to the given budget proposal. If any deviation occurs in the budget, respective HODs give justification so that subsequently the same can be rejected or approved as the case may be. Following this procedure, unnecessary purchases are avoided and the available funds are effectively utilized.

6.4.2 What are the institutional mechanisms for internal and external audit? When was the last audit done and what are the major audit objections? Provide the details on compliance.

The institution has a pre-defined mechanism for internal and external audit.

- Internal audit is conducted by Director, MSI along with HODs of the various departments.
- External audit is conducted by JAC and AAC. Based on the suggestion given by the committee members, the corrective measures to improve the process have been incorporated.
- The accounts of the Institute are audited every year by registered chartered account firm.The income expenditure statement and balance sheet of the Institute are prepared for each financial year and submitted to Income Tax department by the approved auditor.

Major Audit objection and compliance in the last external report:-

Objections given by Academic Audit Cell of GGSIPU and Joint Assessment Committee of Department of higher Education mentioned in our last affilation letter(2016-2017) are being complianced and the action taken report has been send to our affiliating university.

6.4.3 What are the major sources of institutional receipts/funding and how is the deficit managed? Provide audited income and expenditurestatementofacademicandadministrative activities of the previous four years and the reserve fund/corpus available with Institutions, ifany.

- As the Institute is a self financing Institution, affiliated to GGSIP University, its income is mainly from tuition fee receipts, as fixed by State Government.
- The audited income and expenditure statement for the last four years are attached below:-

(INCOME AND EXPENDITURE STATEMENT ARE AS FOLLOWS)

S.NO	Particulars	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017 As on 02-03-17
INCOME						
1	By Tuition Fees	75659943	83075744	86065885	98762658	122311980
2	Student Activity Fee	1278000	1365000	1417000	1680000	1933000
3	Placement Receipts	656000	734000	744000	870000	886000
4	Book Bank Fee	----------	-----------	-----------	-------------	------------
5	Sponsorship Receipts	101500	174550	49000	----------------	27000
6	Misc. Receipts	201008	375356	382794	417417	915042
7	By Interest on SB.A/c	325758	170681	170201	285756	268413
	By Interest on FD.A/c	101500	464654	249580	348428	---------
	TOTAL	**78222209**	**86359985**	**89078460**	**102364259**	**126341435**
EXPENDITURE						
1	To Salaries	47431129	52926073	59405625	66024434	68912000
2	To Administrative Expenses	11514487	12460238	13676462	16978241	14027693
3	To Repair & Maintenance	934461	4013396	878776	485642	539049
4	Misc. Expenses	11386	300	3046	23110	7200
5	To Affiliation	1018200	1211400	1247900	1781400	525000

	Fees					
6	Depreciation	1794475	1573167	2700881	4828357	---------
7	To Excess of Income Over	15518071	14175411	11165771	12243075	42330493
	TOTAL	**78222209**	**86359985**	**89078460**	**102364259**	**126341435**

6.4.4 Give details on the efforts made by the institution in securing additional funding and the utilization of the same (ifany).
Conference funding
Forms filled

6.5 Internal Quality Assurance System (IQAS)

6.5.1 Internal Quality Assurance Cell (IQAC)

a. Has the institution established an Internal Quality Assurance Cell (IQAC)? If 'yes', what is the institutional policy with regard to quality assurance and how has it contributed in institutionalizing the quality assurance processes?

Yes, the Institute has well established and active IQAC.
IQAC is an integral part of an institution's system and work towards realizing the goals of quality enhancement and sustenance. The prime task of the IQAC in this Institute is to develop a system for conscious, consistent and catalytic improvement in the performance.
The IQAC makes a significant and meaningful contribution in the post-accreditation phase of institutions. The IQAC channelize the efforts and measures of an institution towards academic excellence.
Proper documentation with authentication check is maintained in order to match the standards set by IQAC Cell.
MSI QUALITY POLICY
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".
b. How many decisions of the IQAC have been approved by the management/authorities for the implementation and how many of them were actually implemented?
IQAC has recommended:
- On the basis of academic and administrative criteria one faculty from Institute must be awarded with best faculty award.
- Teacher- taught ratio or cadre ratio must be maintained as per UGC/NCTE Norms

- More focus on training and placement related activities.

Decisions of IQAC Approved by the management:

- Best faculty is honoured annually.
- Promotion of Research and Publication by Faculty.
- Promotion of Extension activities.
- Regular training programme as per the guidance of governing bodies is conducted in best possible place and in best possible manner.
- Proper and timely information pertaining to placement is provided to the students.
- Personality development programmes are conducted for students on regular basis.

c. Does the IQAC have external members on its committee? If so, mention any significant contribution made by them.

Yes, external members are there in the committee and are regularly attending meeting and giving their valuable suggestions.

d. How does students and alumni contribute to the effective functioning of the IQAC?

The students are integral part of every institution; they are the active learners who assist in creating systems in accordance to their requirements and needs. They make suggestions pertaining to improvement in teaching-learning process, examination system, day-to-day facilities related to library services, recreational activities or canteen services. For this purpose 'Feedback from' are filled by the students after every semester. The suggestions and issues are then discussed with competent authorities.

As far as alumni are concerned, IQAC leaves no stone unturned to involve them in Institute programme. Every year alumni meet is organized; apart from this the alumni remain in constant touch with the faculty members.

e. How does the IQAC communicate and engage staff from different constituents of the institution?

The IQAC communicate and engage staff from different constituents of the institution by-

- Ensuring that representatives of all the stakeholders- Students, Teaching and non-teaching staff, alumni association and management, actively participate by giving their opinions and convey the plan of action, activities of IQAC to their respective committees.
- All the strategic decisions of IQAC are formulated only after threadbare consultation with other faculty members. In addition to this at the time of execution staff members and students are involved.

6.5.2 Does the institution have an integrated framework for Quality assurance of the academic and administrative activities? If 'yes', give details on its operationalisation.

Yes, the institution has an integrated framework for Quality assurance of the academic and administrative activities. These ares-

- Various schemes and strategies have been adopted by the Institute to cater to the needs of the students coming from diverse background including economically weaker sections.

- Learner- centric teaching approach, academic planning, use of advance teaching-learning aids and exposure to ICT related resources to make curriculum innovative and effective for the learner to facilitate effective learning outcome.
- Promoting the optimal use and maintenance of infrastructure facilities to maintain and enhance the quality of academic and other programmes on the campus.
- Promoting the research oriented environment, research publication and professional development of faculty members for quality enhancement of the teaching fraternity.
- Participation in community services through extension Programmes to develop innovative, value-driven education for inculcating fellow feeling and social responsibilities amongst student community.
- Promoting participation of the students in various co-curricular activities to foster holistic personality development.

6.5.3 Does the institution provide training to its staff for effective implementation of the Quality assurance procedures? If 'yes', give details enumerating its impact?

Yes, for this purpose the Institute undertakes Academic Audit or other external review of the academic provisions and outcomes.

- The audit assists in improving the overall quality of institutional programmes.
- The outcomes in the form of students' intake and results are analyzed and sufficient measures are taken for the betterment of the institution. The review of results clears the air about the low, average and high performance. On the basis of this result analysis corrective measures are taken in the form of remedial classes for these students.
- Now and then new additions are made in the infrastructure to enhance the teaching learning process. All the departments keep themselves abreast with latest technology, books, journals etc. for the betterment of the learners.

6.5.4. Does the Institute undertake Academic Audit or other external review of the academic provisions? If 'yes', how are the outcomes used to improve the institutional activities?

The Institute works on its pre-defined mechanism for external and internal audit.

- The Institute follows all university (GGSIPU) rules, UGC guidelines, and guidelines of NAAC & NCTE, and maintains standards in teaching learning process, conduct of examinations & evaluation.
- It also avails welfare schemes offered by these bodies, conducts academic and co-curricular programmes as per the calendar of GGSIPU.

6.5.5 How is the internal quality assurance mechanisms aligned with the requirements of the relevant external quality assurance agencies/regulatory authorities?

- Policies and plans pertaining to the quality assurance are communicated to the university and NAAC through various reports submitted annually. (AQAR/SQR/SAR/Academic Audit etc.)
- IQAC takes care of the academic and administrative functioning of the institution in a rational, realistic and scientific manner.
- Internal Quality Assurance system is in sync with the requirements of external quality assurance agencies in all respect with complete thrust on quality teaching-learning process. The teaching quality is always under scanner by the concerned HODs/Directors and other competent authorities.

6.5.6 What Institutional mechanism is in place to continuously review the teaching learning process? Give details of its structure, methodologies of operations and outcome?

The Institutional mechanisms are in place to continuously review the teaching learning process—the details of its structure, methodologies of operation & outcome:

- Academic Calendar & Time table: The detailed draft of teaching plan is offered in the Academic Calendar. These assist the students to know the academic programme and the necessary components to be learnt and to prepare for examinations well in advance. The time-table committee along with the head of the department distributes syllabus of the course for each subject among the teachers in the respective departments. Monitoring and necessary mid-term steps for improvement are taken by the HODs in consultation with respective teachers in the departmental meetings.
- Learner-centric teaching approach through innovative and interactive methods such as audio-visual mode of teaching, ICT based learning, organizing workshops & seminars, debates, Lectures by experts from other Institutes. This is accompanied by experiential teaching like project-based learning, field work, excursions, practical classes etc.
- All the faculty members planned their lessons well in advance with focus on updated, research based teaching.
- A fixed attendance format is maintained by all the faculty members and the norms prescribed by GGSIPU are followed with respect to Theory and Practical class.
- Daily report for practical and theory is maintained by the faculty members.
- The competent authorities keep in touch with the HODs and take constant feedback on the teaching learning process of each department.

6.5.7 How does the institution communicate its quality assurance policies, mechanism and outcomes to the various internal and external stakeholders?

The Institute communicates its quality assurance policies, mechanism and outcomes with various internal and external stakeholders with the help of-

- Regular notifications
- Institute Magazine "Creation MSI"
- Minutes of the Meeting
- Display on Notice Boards
- Parent-teacher meetings are conducted at regular intervals to communicate the progress of students.
- All the necessary information is given in the Prospectus as well as at the official website of the Institute: www.msi-ggsip.org
- In the beginning of the session proper orientation is done for students and new appointees. Through these orientations policies and plan regarding the quality assurance are communicated.
- Activities/programmes.

<center>CRITERIA VII: INNOVATIONS AND BEST PRACTICES</center>

7.1 Environment Consciousness

7.1.1 Does the Institute conduct a Green Audit of its campus and facilities?

The Institute has not conducted official Green Audit by the external agency. However, environment professionals have been orienting the students and staff regularly. Environment Studies (EVS) is a compulsory part of curriculum and the Institute is committed towards developing sensitization towards environment. The faculty and students have been actively involved in organizing and participating in various environment friendly activities. Following initiatives taken by the Institute reflect its consciousness towards environment:

- MSI is a Tobacco free campus and follows the concept of dual dustbin for bio- degradable and non-degradable waste.
- Plantation drive is conducted in campus every year. Institute received Rs. 20000/- from Dept. of Environment, Govt. of NCT Delhi for plantation drives in the year 2012-2013.
- Poster Making & Declamation Contest was organized on "Preventing Tobacco Use among Youth" on 18th March, 2013
- Swacch Bharat Abhiyaan was launched in the campus on 2nd October 2014.
- As a part of cleanliness drive, symbol of Swacch Bharat Abhiyaan is stated on every banner to create awareness towards environmental protection.
- Oorja Technical Society was inaugurated on 23rdSeptember, 2016 by Department of Computer Science students. In their series of activities, they organized Special plantation Drive on 1st October 2016.
- Event "Hope in u" was organized on 6th October, 2016 with special focus on ECO Feminism.
- The students of ECO Club attended "The International Ozone Day Celebration" held at Delhi Secretariat on 16th September, 2016.
- Students of MSI are also part of 'Prakriti', an environment initiative which is committed to the belief that solutions are more effective and enduring when they involve mass local participation in planning and implementing projects. Prakriti also support and strengthen NGOs (such as Goonj) and rural or urban communities (like Lions' Club) that work towards betterment of the society.

7.1.2 What are the initiatives taken by the Institute to make the campus eco-friendly?

The Institute is environment conscious and takes quite a number of initiatives to maintain an Eco –friendly campus. The ensuing points bring forth the enterprising ideas of the Institute to preserve and conserve the environment:

∗**Energy conservation**

- The Institute has gradually moved on from incandescent light bulbs to tube lights or LED lights.
- The Institute has also replaced most of the CRT monitors to TFT monitors or LCD monitors thus conserving energy to the extent required.
- Institute also promotes procurement and installation of efficient electrical systems to save electricity.
- The UPS batteries are maintained in good condition which reduces charging current of batteries.
- Periodically equipment checking and monitoring is also carried out to avoid excess use of electricity.
- The Institute propagates the importance of energy conservation by intimating staff and students to switch off the fans and lights (in hostel and institute) when not in use.

Use of renewable energy:
- Solar heaters are installed in hostels to provide hot water to the students in the hostels. Therefore it minimizes the usage of electrical power.
- The use of transparent glass windows provides natural light in all classrooms.
- The proposal for setting up Solar based LED in the campus is under progress.

Water harvesting

- To sustain the ground water availability, the Institution has adopted rain water harvesting system.
- Rainwater is collected in the open terrace fitted with collection pipes and sent to the ground through designed drains.

Check dam Construction- NA

Efforts for Carbon neutrality

- The dead leaves and the waste papers are not allowed to be put on fire. The leaves are buried in the soil itself.
- The waste is disposed of in the dumping yards of Nagar Nigam.
- Majority of the rooms are non AC baring a few (Seven classrooms, Computer Labs, and Seminar Halls). Hence, the carbon byproduct produced by the air conditioners is very minimal.
- Routine inspection of Institute vehicles and generator set and other equipment ensures lowest possible emission and pollution free environment thereby neutralizing carbon effect.
- The tree cover of the campus helps in neutralizing the carbon byproducts that are generated in the campus. The age old trees of neem, sisam, eucalyptus etc. are making the environment in the campus healthy and fresh.
- In the rest of the campus too, there is no other source which generates carbon byproducts.

Plantation

- The majority of open area is covered with trees, bushes and lawns.
- To keep the campus green, gardens are regularly maintained by the maintenance staff.
- Trees planting activities are conducted frequently. Recently 25 Palm trees were planted to enhance the beauty of the campus and maintain healthy and balanced environment.

Hazardous waste management

- There is no hazardous waste material produced in the Institute.

E- waste management

- Institute has a scheme through which electronic and computer accessories which are declared "obsolete" are exchanged with new equipment under buy back scheme.
- Institute has also donated old computers to a school in Shamli.

Any Other

- Paper waste is regularly sold to outside agency. The answer sheets are shredded and sold to licensed purchaser.
- Chemical fire extinguishers are charged periodically from external licensed agency.
- The Institute has taken initiatives to make the system paperless. E-documentation policy is promoted in administrative office and other departments.
- Group E-mail services are used to reduce the use of paper.
- Papers are reused for printing.

7.2   Innovations

7.2.1 Give details of innovations introduced during the last four years which have created a positive impact on the functioning of the Institute.

Over a period of years, the Institute has introduced various innovative measures which have created a positive impact on the overall functioning of the Institute. They are as follows:

a) **Teaching-Learning Process:**
- There are enough ICT enabled classrooms in all the departments.
- Web based assignments are given to students to enhance their creative and critical thinking.
- Faculty use Modular Object-Oriented Dynamic Learning Environment (MOODLE), a free open-source learning management system to share learning material with students and conduct online tests.
- Google classrooms are created by all faculties for facilitating teaching-learning process.It is a Virtual classroom that allows the teacher to create a virtual class and students to join the class by using their Google email IDs at msi-ggsip.org portal. It has helped in providing study material, giving assignments and evaluating them virtually with flexibility and freedom to access the study material and assignments anywhere.

b) **Remedial Classes for Subjects:**

- Extra classes have been organized after Institute hours for subjects of maximum difficulties. This helps the students to interact with the faculty personally and clear their doubts in different courses of study.
- Moreover, the students are encouraged to interact with peer students which foster the culture of team work.

c) **Course Material for Subjects:**
- All faculty members prepare course materials for the courses that they are teaching before the commencement of the semester. The same is uploaded on the google classroom for slow learners/non performing students.
- Assignments with keys are provided to the students to make them knowledgeable and score good marks in the examinations.

d) **Biometric Attendance system:**
   Introduced in 2010, it helps to maintain attendance of the staff which in turn has reduced the office paperwork.

e) **Personality Development Programs(PDP):**
   These programs help the student and faculty to develop their inter-personal communication skills, gestures, body language and the ability to converse with others. Various Personality development activities are conducted throughout the year. These are:
   - Mock Interviews
   - Seminars/Workshops on Latest Technologies.
   - Sessions for Resume Writing/GDs/Personal Interviews/ Vocabulary development
   - Industrial Visits
   - Eco Club
   - Avensis (Technical Fest)
   - Genesis (Cultural Fest)
   - Annual Sports Meet

Some of the PDPs organized in the session 2016 are as follows:
- Minor Training Report Presentation of students on 24th August 2016.
- Summer Training Report Presentation on 27th August 2016 of students.
- "Group discussion" activity for the students on 17th September, 2016

f) **Faculty Development Programs(FDP):**
   Faculty members are enhancing their knowledge by regularly attending various faculty development programs. The Institute has organized large number of research related activities in the form of workshops, seminars, and conferences for the students and faculty members. A list of the events organized by the various departments in the past five years is given below:

Sr. No.	Date	Event	Description
1	20th October 2012	National Conference	Global Financial Environment and its Impact on Corporate Houses in India

2	2nd February 2013	International Conference	Managing Innovations and Talent in the Highly Competitive Global Business Environment
3	9th March 2013	National Conference	Current Scenario and Emerging Trends in Information Technology
4	18th March 2013	National seminar	Revitalizing Teacher Education for the New Millennium: Issues and Challenges
5	18th March 2013	Workshop	Two days action research workshop by Dr. Amit Ahuja from GGSIPU
6	28th Sept 2013	National Seminar	New Frontiers in Computer Science Research
7	1st March, 2014	International Conference	Emerging Paradigms in Management in the era of Globalisation
8	15th March 2014	National ConferenceNCITIPM2K14	Innovative Trends in Information Processing & Management
9	15th March 2014	Regional Level Project Contest	CSI Discover Thinking 3rd Regional Level Project Contest – Region 1
10	27th Feb – 7th March 2015	Faculty Development Programme	Orienting Teachers Attitude, Behavior and Skills for Effective Teaching
11	21st March 2015	National conference	Innovations in IT management and education – digital India initiative.
12	23rd - 29th April, 2016	Faculty development program	"IT Tools and Management Techniques"
13	25th - 30th July, 2016	Faculty development program	"Emerging Research Trends in Computer Science and IT" in collaboration with CSI division-I & ISTE Delhi Section
14	15th Oct 2016	Project Presentation Competition	Project presentation competition for the students of BBA and BCA
15	16th -	Faculty development	Research Methodology and Data

	23rd December 2016	program	analysis
16	09th - 11th February, 2017.	Faculty development program	Contemporary Issues and Challenges in Management, Education, and Information Technology

g) **Up- gradation of Laboratories:**

The Institution has definite plans and strategies for optimal use and up-grading the IT infrastructure. To substantiate the above statement, here are some examples:

- Software licenses are renewed timely for uninterrupted teaching-learning process.
- The internet service has been upgraded to 100 Mbps in the campus.
- When the demand increases, more number of high end computers will be added to the stock of computers in the Institute.
- Audio-Visual classrooms have been added for ICT-based learning.

h) **Motivation of students:**

- Encouragement and support is provided to students for appearing and doing well in competitive exams like GMAT, CAT etc. for higher studies.
- Financial rewards are given to University rank holders and class toppers. The Institute rewards its students with certificate and cash prize of 15,000 to first rank holder, INR 10,000 to second rank holder and a certificate to third rank holder in each class and in each program.
- Recognition and awards are given to achievers in extracurricular activities, leading to high percentage of participation of students.
- The Details of various scholarships and number of students eligible and recommended for scholarship from 2012-2017 are as follows:

Details of scholarships (2012-17)

SNo.	Scholarship details	No. of Students eligible and recommended for scholarship				
		2012-13	2013-14	2014-15	2015-16	2016-17
1	Metric Scholarship(SC/ST/OB)	14	9	3	10	-
2	PostMetric Scholarship(SC/ST/OB)	7	8	8	17	32
3	Financial assistance to Weaker section	11	5	8	6	7
4	SC/ST scholarship, Bihar Govt.	1	-	-	-	-
5	National handicapped	-	1	1	-	-

	Scholarship					
6	Yuva Nirman Scholarship	-	-	3	4	-
7	Backward Classes Scholarship, bihar govt.	-	-	1	-	-
8	World Brotherhood Organisation Scholarship	-	-	-	-	1
9	ECSS- Educational Crisis Scholarship (HDFC Bank) (2016-17)	-	-	-	-	1
10	(UGC) Sports Medal Winners Scholarship (2016-17)	-	-	-	-	1

i) **Motivation to Faculties:**
- Financial support in form of registration fees/travel fare is provided to faculty for publishing and presenting the research articles in national/ international journals and conferences.
- Recognition and financial rewards is given to the dedicated, hardworking faculty in all fields, yearly in the form of Best Faculty Award.Following faculty members have been awarded with the best faculty award for the academic years 2012-13, 2013-14 and 2014-15:
  > Prof. (Dr.) Jagbir Ahlawat for the Academic Year2013
  > Dr.Jasbir Singh for the Academic Year 2014
  > Dr. Poonam Beniwal for the Academic Year 2015

j) **E-Cell:**
Entrepreneurship Cell at MSI manifests the latent entrepreneurial spirit of young students. The Cell provides a platform to students who want to set up their own business and gives opportunities to budding entrepreneurs to connect with successful business people and see their ideas turn into reality. The E-Cell hosts various workshops, speaker sessions, innovative games, competitions for the aspiring entrepreneurs and supports them by providing necessary resources, mentoring, consultancy, and networking.

k) **Software Development Cell**: Software Development Cell was formed for department and Institute level projects. A team of BCA students developed various softwares for digitizing departmental and Institute work. Following initiatives have been taken by them:
- Result analysis and Management System
- Web-based Online Test System
- Daily Attendance Portal
- Achievement Record System
- Time Table Management system

l) **Centre for Women Development**
MSI has established Centre for Women on 15th October 2016, an initiative to guide and motivate girl students. It is headed by Dr. Kavita Pabreja, Associate Professor (Department of Computer Science). The Centre organized a Special

workshop on Self-defense in collaboration with Delhi Police on 23rdSeptember, 2016 for all the girl students of MSI.

m) **Committee for conducting Group Discussion and Mock Interview for students**

To suit the learning needs of students, Institute has set up a Committee for conducting Group Discussion and Mock Interview for students. The committee organized an Aptitude Test followed by Group Discussion and Mock Interview on 26th September, 2016.

n) **Intra Project Presentation Competition** was organized by Department of Business Administration for BBA and BCA students. The students presented their research work in front of esteemed panel of judges on 15th October 2016. The main aim of this competition was dissemination of knowledge generated through research. It further honed the presentation skills of the students.

o) **Student Clubs**
   MSI has various Student clubs pertaining to different domain like Quiz Club, Dramatic Club, and Dance Club etc. to enhance overall development of students and bring like-minded students of different department together. They conduct workshops and organize special program and participate in Inter Institute Competition etc. Few of the clubs are:
   - SIFAR (Drama Society)
   - TARK (Literary Society)
   - NATRAJ (Dance Society)
   - ANTRA - Indian Music Society and ENCORE – Western Music Society
   - Veda (Quiz Society)
   - Innovision (Photography Club)
   - Oorja Technical Society

   Activities of student's clubs are discussed in detail in Section 4.1.2 (Criteria 4).

p) Modular Object-Oriented Dynamic Learning Environment (MOODLE), a learning Management System (LMS) is used to create and deliver effective online learning to the students.

q) Online learning system, GOOGLE CLASS ROOM is used by the facultyto create and grade assignments online for the students.

r) Others:
   - ❖ Healthy student teacher ratio(STR)

- Air-conditioned seminar halls, fully equipped with state-of-the-art audio-visual facilities.
- CCTV cameras are installed for continuous monitoring.
- High speed internet facility for students and staff.
- Well-furnished class rooms.
- Library is equipped well with e-journals. These journals are made available on intranet on campus for easy access.

7.3 Best Practices

7.3.1 Give details of any two best practices which have contributed to better academic and administrative functioning of the Institute.

BEST PRACTICE- I
1. **Title of the Practice:** Faculty Development Programs/ Seminars/Workshop for faculty in MSI.
2. 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 and hence the students as well. 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

3. The Context
A number of factors have brought quality teaching to the forefront of higher education policies. Almost all courses have experienced substantial growth in enrolment of students in recent decades. Further, student profile has become more diverse. At the same time, higher education faces greater challenges and expectations from students, parents, employers to account for their performance.
It has been found that fostering quality teaching is a multi-level endeavour. Support for quality teaching takes place at three inter-dependent and essential levels:
- **At the institution-wide level:** includes the right policy making.
- **Program level:** comprising actions to measure and enhance the design, content and delivery of the programs.
- **Individual level:** including initiatives that help teachers achieve their mission, encouraging them to innovate and to support improvements to student learning and adopt a learner oriented focus.

Institution engages in fostering quality teaching essentially for the following reasons:
- To respond to the growing demand for meaningful, relevant and qualityeducation. It is necessary to equip the students with the skills needed to evolve professionally.
- To demonstrate that they are reliable providers of good quality higher education, while operating in a complex setting, with multiple stakeholders, each with their own expectations.

Education at present is undergoing tremendous change that demands from the faculty a need to update and keep abreast of the latest developments.

The institutions are therefore keen to provide professional development to faculty.

4. The Practice

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.

For enhancement of quality and upgradation of knowledge in their domain areas, teachers are allowed to attend international seminars, conference, workshops. Moreover, the Institute provides support with academic leave (AL) and financial aid for the same and encourages teachers to attend more and more such events and upgrade their knowledge and skills. The Institute has a well-equipped library with both print and online national and international journals which acts as a repository of knowledge for teachers and students. Various FDP's, seminars and workshops organized by the Institute are listed in Section 7.2.1.

4. Evidence of Success

Evidence of success is reflected in achieving following benchmarks:

Increased number of faculty publications over the years. Total numbers of publications are as follows:

2012-13			
	International	**National**	**Others**
Peer Review Journals	27	20	-
Non-Peer Review Journals	1	6	-
e-Journals	35	0	-
Conference proceedings	10	31	0
Others (Seminar, Chapter Edited, Chapter in a book etc.)	13		
Books Published	02		
2013-14			
	International	**National**	**Others**
Peer Review Journals	29	10	0
Non-Peer Review Journals	3	4	-
e-Journals	27	-	-
Conference proceedings	36	20	-
Others (Seminar, Chapter Edited, Chapter in a book etc.)	-		
Books Published	-		
2014 – 15			
	International	**National**	**Others**
Peer Review Journals	39	11	-
Non-Peer Review Journals	10	10	-
e-Journals	19	1	-
Conference proceedings	7	51	-

Others (Seminar, Chapter Edited, Chapter in a book etc.)			
Books Published			
2015-16			
	International	National	Others
Peer Review Journals	21	01	-
Non-Peer Review Journals	15	0	02
e-Journals	14	0	-
Conference proceedings	05	05	-
Others (Seminar, Chapter Edited, Chapter in a book etc.)	-		
Books Published	01		

For Academic Session 2016–17: Total no of papers published by the faculty members of MSI for the session 2016 – 17 till date is 81 and it is still continuing. The data for the entire session will be made available to the peer team during the visit.

(Faculty wise Publications are presented in detail in Section 3.1.10)

- Various Faculty members have completed and awarded Ph.D degree during their stay in the Institute and some more are in the final stage of submission of their Ph.D Thesis.
- Many students are motivated to pursue their higher education and involve in research work.
- A linkage among academicians is created through regular conduct of Seminars/guest lectures.
- Ranks among top three Institutes of GGSIP University enrolling top rank students every year.

6. Problems Encountered and Resources Required

Institute is already recognized in terms of regulations framed under 2(f) of the UGC Act with Section 26(1) (d) of the UGC act 1956 as modified up to 20th December, 1985 and has already applied for further recognition by Section 12 (B) of the UGC ACT 1956. Due to lack of permanent affiliation, faculty is ineligible to apply for grants at UGC.Institute has also sent reminder to university through a letter dated October, 10 2016 for the same.

BEST PRACTICE-II:

1. Title of the Practice
Effective Teaching – Learning process
2. 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.
3. The Context
Quality teaching is defined in terms of effective teaching techniques to generate intended learning outcomes for students. It involves several dimensions,

including, a variety of learning contexts (including guided independent study, project-based learning, collaborative learning, experimentation, etc.), soliciting and using feedback, and effective assessment of learning outcomes. Institutions need to ensure that the quality education they offer meets the expectations of students.

To meet the challenge of promoting creativity of teachers, the best way was found to be insisting on documentation of individual teaching plans/lessons which in turn help to identify the most creative methodologies /approaches that can be shared and this can work as frame of reference for teachers who are not spontaneously creative.

Through constant checks of teacher's documents which include their unit planners, academic records, teaching dairies, etc., the institution finds scope to identify areas of deficiencies and also take up appropriate FDP programs for the betterment of their professional effectiveness and also for the quality enhancement of the academic program.

4. The Practice

The process and procedures which constitute the implementation of the practice are as follows:

- The Institution has a meticulously organised and clearly planned teaching, learning and evaluation schedule, well integrated into the total institutional scheme. At the end of each academic year, the Director through consultative process with the HoD, plan the academic calendar for the forth-coming academic year.

- The course outlines and the course schedules are prescribed by the University well ahead of the course commencement. Each faculty of the department has individually drafted notes, which indicate that how each unit is taught by given time frame along with a mention of methodologies/references used and modes of evaluation practiced.

- Self-appraisals submitted by the individual teachers provide a clear indication of the teachers' contributions in various categories - academic, administrative and extension activities. The HOD of each department and the Director ensures the effectiveness of the process by daily, weekly and monthly checks of the attendance of students. The effectiveness is further ensured through cross verification by the higher authorities.

- 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.

- Departmental meetings are conducted frequently. The minutes are documented, signed by the HoD and further circulated among faculty concerned.
- Result analysis is submitted by the individual faculty to the respective HODs. Result analysis of each department is submitted to the Director after each semester.
- Syllabus completion statements are also submitted on monthly basis by the individual teachers in order to ensure timely completion of the syllabus.
- Feedback is taken from the students twice in every semester and the same is analysed to fill up any gap area and facilitate in improvising the performance of the faculty.
- Remedial classes are scheduled for non performing students after Institute hours. Such students are mapped and listed after 1st semester examination results.
- Activities, Tutorials, Quizzes and Tests are introduced wherever necessary making learning a joyful experience for the students.
- Fair evaluation of answer scripts (of sessional exams) is done and answer sheets are shown to students in class to assess their mistakes. Correct answers are also discussed with the students.
- Progress in implementing the teaching and learning framework across each level of the Institute is monitored and the reports are analysed by the heads of departments and the Director.

5. Evidence of Success

The evidence of success is also seen in achieving the targets/benchmarks/distinctions mentioned below:

- The initiatives and measures taken by the institute help students to upgrade their technical and non-technical skills improving the employability of students/ promote to pursue for higher studies.
- Better placement records. In the current session (2016), 543 campus placements and in the last year (2015), 610 under-graduate BBA and BCA students have been placed in reputed organizations.
- Word of mouth publicity through successful Alumni.
- Achievements in terms of University ranks by good number of students
- High pass percentage and fewer cases of dropouts are reported.
- Better performance in national level competitive exams like CAT, MAT etc.
- The Institute has emerged as a trusted name for discipline and value based/holistic education.

6. Problems Encountered and Resources Required

- The Institute needs to introduce PG courses which have market potential and job orientation. However due to lack of infrastructure, Institute is not able to apply for same.
- Being self – financed Institute, financial constraints pose a major challenge.Student's fee prescribed by the University is the only source

available and no extra funding is procurable, for implementation/adoption of high quality standards, process and procedures. Grants should be given by funding agencies/affiliating universities to self-financing Institute for meeting other expenses.

- The University curriculum is fixed for each semester by the university and need to be updated regularly as per industry needs.

7. Notes (Optional)

N.A.

Evaluative Report
Department of Business Administration & Commerce

1. *Name of the Department:* Department of Business Administration and Commerce

2. *Year of Establishment:* 2000

3. *Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.:* Undergraduate courses: BBA (General), BBA (B&I), and B.Com (Hons.)

4. *Names of Interdisciplinary courses and the departments/units involved:* NA

5. *Annual/ semester/choice based credit system (programme wise):Semester wise credit based system:* BBA (General/B&I) 1st and 2nd shift and B.Com (Hons.) The total number of credits of BBA is 156 and a student should secure at least 150 credits, for BBA (B&I) the total number of credits is 168 and a student is required to secure at least 160 credits for the degree and for B.Com (Hons.) programme it is 160. Each student should appear for all the examinations of the particular course. However for the award of the degree, a student should secure at least 150 credits.
   Participation of the department in the courses offered by other departments: Department provides teaching support for management, commerce and accounting subjects in Department of Computer Application. Mentioned below is the list of the subjects taught by the faculty in Department of Computer Application.

S.No	Subject code	Subject Name	Semester
1	BCA 101	Mathematics – I	I
2	BCA 103	Technical Communication	I
3	BCA 102	Mathematics – II	II
4	BCA 104	Principles of Management	II
5	BCA 201	Mathematics – III	III
6	BCA 207	Principles of Accounting	III
7	BBA 202	Mathematics – IV	IV
8	BCA 315	Business Economics	V

6. *Courses in collaboration with other universities, industries, foreign institutions, etc.:* As per GGSIPU norms the affiliated Institutes are not permitted to run courses in collaboration with other universities, industries, foreign institutions etc.

7. *Details of courses/programmes discontinued (if any) with reasons:* BBA(T& TM). The university discontinued the course, and hence affiliated Institutes followed the guidelines.

8.   *Number of Teaching posts:*

	Sanctioned	Filled
Professors	2	2
Associate Professors	11	7+4*
Assistant Professor	27	27

4* faculty members are working as Readers

8** faculty members are working as Guest Faculty

9. *Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.):* The detailed list of faculty for the department is presented in Annexures IX and X.

10. *List of senior visiting faculty*: Prof. Sarojini Singh , a senior visiting faculty to teach French for BBA (T&TM) used to come till 2015.

11. *Percentage   of   lectures   delivered   and   practical   classes handled(programme wise) by temporary faculty:* As per GGSIPU norms (25 %)

12. *Student -Teacher Ratio (programme wise):* 1:20

13. Number of academic support staff (technical) and administrative staff; sanctioned and filled:

	Sanctioned	Filled
Academic support staff (technical)	6	6
Administrative staff	27	27

14. *Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG*:
The department have fully qualified faculty having a strong academic and industrial experience as per the university and UGC norms. The detailed list of faculty for the department is presented in Annexures IX and X.

15. *Number of faculty with ongoing projects from a) National b) International funding agencies and grants received:*
As MSI is not recognized under 12(B) of the UGC Act, 1956. For getting 12(B), the Institution must have permanent affiliation letter/equivalence letter from their affiliating University. For this, all the policy guidelines are being fulfilled by MSI and the letters have been forwarded to GGSIPU and the things are in process. Due to this, Major and Minor UGC sponsored research projects to be undertaken by faculty are not possible. But, apart from UGC, some faculty members have applied in research projects in other professional bodies.

16.   *Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received:* GGSIP University granted One lakh rupees for conference to be organized by the Institute in this academic session.

17.   *Research Centre /facility recognized by the University:* The Institute has an experienced research advisory board which monitors and addresses the issues related to research work in the Institute from time to time. They give their valuable advice and guidance continuously to enhance the research culture of the Institute. The Institute has recently launched biannual online multidisciplinary journal Maharaja Surajmal Institute Journal of Research (MSIJR)

18.   *Publications:* Kindly refer to Annexure no. VII

19. *Areas of consultancy and income generated:* Faculty members act as resource person at various organizations regularly for delivering lectures in their area of specialization. Income generation thorough consultancy is not allowed as per GGSIPU norms.

20.   *Faculty as members in*
a) National committees b) International Committees c) Editorial Boards:
Various faculty members are part of national and International committees, and on the editorial boards of journals.

21.   *Student projects:*
- *Percentage of students who have done in-house projects including inter departmental/programme:* 100% as projects are part of curriculum
- *Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/other agencies:* 100% as summer training is part of curriculum

22.   *Awards / Recognitions received by faculty and students:* Four Students have received gold medals from GGSIPU in the last four years. Four students have received Upam Singh Award for excellence in Academics(a Gold Medal (Pure Gold), sponsored by Lt. Upam Singh, Ex – faculty, Department of Business Administration, is given every year to the topper in the BBA course.) Two teachers from BBA have received Best faculty award from Institute for their outstanding contribution to the Institution in various fields including Academics, Research & Publications and co-curricular activities.

23.   *List of eminent academicians and scientists / visitors to the department:*
The Institute has various eminent scholars visiting to the department. Few of them are: Prof. Mahesh Vidyalankar (Retired Professor from Delhi University)
    Prof. RP Dahiya (Retired Professor, IIT Delhi)
    Mr. HS Bhatia (Former CMO, Videocon)
    Ms. Sumita Singh (CMO, Elsevier)
    Prof. R. S Dhankar (Former Principal, FMS, Delhi University)

24. *Seminars/ Conferences/Workshops organized & the source of funding*
   a) National   b) International :

S.No	Programme	Date
* All these are organized and funded by Maharaja Surajmal Institute		
1.	National Conference "Global Financial Environment and its impact on corporate homes in India."	20th Oct 2012
2.	International Conference on Managing Innovations and Talent in Highly Competitive and Global Business Environment.	2 Feb. 2013
3.	Emerging Paradigm in management in era of globalisation conference international-MSI	1st March 2014
4.	National Conference on Innovative Trends in Information Processing and Management	15th March 2014
5.	International Conference on Innovative Entrepreneurship to Minimize Carbon Footprints	19th April 2014
6.	Seminar on "Strategic Changes in Global Corporate Sector".	11th April,2015
7.	National Conference on Organizational Transformation in Merging Real and Virtual World.	21st April, 2015
8.	Seminar on "Job opportunities in India and abroad"	26th Nov.,2015
9.	Seminar on "Strategic Changes and Transformation in Corporate Sector".	17th Oct., 2015

25. *Student profile programme/course wise:*

Name of the Course/Programme (refer question no. 4) BBA	Applications received (sanctioned intake)	Selected	Enrolled		Pass percentage
			*M	*F	
2013-16	360	360	260	90	100 %
2014-17	360	360	277	83	-

| 2015-18 | 420 | 420 | 284 | 136 | - |
| 2016-19 | 420 | 420 | 276 | 144 | - |

*M = Male   *F = Female

26.   *Diversity of Students:*

Name of the Course BBA/B.Com(H)	% of Students from the same state	% of students from other States	% of students From abroad
2013-16	87.5%	11.67%	.83%
2014-17	87.78%	11.39%	.83%
2015-18	88.57%	9.76%	1.67%
2016-19	88.34%	9.76%	1.90%

27.   *How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?*
Since the institute is running undergraduate courses most of the students opt for higher education.

28.   *Student progression:* The Institute is in process of compilation of data.

29.   *Details of Infrastructural facilities:*

a)   Library: The Institute has a well-furnished & efficiently organized central library which has a carpet area of about 542.79 sq. meters. Fully computerized library with internet connectivity on all the computers.

b)   Internet facilities for Staff & Students: The Institute is majorly under Wi-Fi zone which provides the uninterrupted internet facility to both the students and staff. Apart from this, there is an internet connection in all the faculty rooms to conduct their academic and research work smoothly.

c)   Class rooms with ICT facility: The institute has five floors (including ground floor) and there are adequate numbers of spacious class rooms with seating capacity of 66-70 students on each floor. The rooms are well lighted, well-ventilated with good acoustics. Some of the classrooms have inbuilt LCD projectors, for better understanding of concepts through audio/video mode.

d) Laboratories: The department has 07 well equipped laboratories with ICT facilities and equipments related to the curriculum; each of them has   state of the art devices and facilities. All the laboratories are air-conditioned.

30 Number of students receiving financial assistance from Institute, university, government or other agencies:

1.   The Institute offers financial rewards for University rank holders and class toppers in the Institute. The Institute rewards its students with certificate

and cash prize of 15,000 to first rank holder, certificate and INR 10,000 to second rank holder and a certificate to third rank holder in each class in each program.

2. **No. of Students eligible and recommended for scholarship (BBA) 2012-17**

SNo.	Scholarship details	No. of Students eligible and recommended for scholarship (BBA)				
		2012-13	2013-14	2014-15	2015-16	2016-17
1	Metric Scholarship(SC/ST/OB)	1	2		3	
2	Post Metric Scholarship(SC/ST/OB)			4	9	17
3	Financial assistance to Weaker section	4	3	4	4	2
4	SC/ST scholarship, Bihar Govt.	1	-	1	-	-
5	World Brotherhood Organisation Scholarship	-	-	-	-	1
6	(UGC) Sports Medal Winners Scholarship (2016-17)	-	-	-	-	1

31   Details on student enrichment programmes (special lectures / workshops / seminar) with external experts:

Institute organizes various student enrichment programmes (special lectures / workshops / seminar) with external experts. Some of them organized in academic session 2016-2017 are:

S. No.	Programme	Location	Organised by
1.	Workshop on "Group Discussion & Personal interview"	25th August,2014	Maharaja Surajmal Institute
2.	'Strategic changes & transformation in Corporate sector	13th Sept,2014	Maharaja Surajmal Institute
3.	Special lecture on "Preparation of interviews &management studies & concern abroad.	29th Sept,2014	Maharaja Surajmal Institute
4.	Seminar on job opportunity in India & abroad by Mr. Jouvik JOSH & Mr. Shokender Kumar , SIEC PVT. LTD.	06th April,2015	Maharaja Surajmal Institute
5.	Special Lecture/ Seminar on "Swami Vivekananda's 153rd Birth Anniversary".	12th January, 2016	Maharaja Surajmal Institute

6.	Seminar on " Problems of Indian Agriculture Causes & Remedial Measures"	13-14th Feb., 2016	Maharaja Surajmal Institute
7.	Annual Commerce Event "NOESIS 2016"	19th March, 2016	Maharaja Surajmal Institute
8.	E-Cell Workshop on "Business Model Canvas"	2nd April,2016	Maharaja Surajmal Institute
9.	Workshop on "Stress Management and Improving Academic Performance"	07th April, 2016.	Maharaja Surajmal Institute
10.	Self Defence Workshop 2016 by D.P	23rd Sept. 2016	Maharaja Surajmal Institute
11.	Seminar on "Investment education and awareness" by SEBI expert Mr. M.P. Setia	5th Oct. 2016	Maharaja Surajmal Institute
12.	Gender Sensitization Workshop 2016	14th Oct. 2016	Maharaja Surajmal Institute
13.	Intra Project Competition 2016 & Inauguration of Centre for Women Development	15th October 2016	Maharaja Surajmal Institute
14.	Annual Sports Meet 2017	09th & 10th January 2017	Maharaja Surajmal Institute
15.	Avensis-Technical Fest 2017(MSIT)	11th & 12th January 2017	Maharaja Surajmal Institute of Technology
16.	Genesis 2017	13th & 14th Jan. 2017	Maharaja Surajmal Institute
17.	Seminar on "Global Financial Markets" by BSE institute	03th February 2017	Maharaja Surajmal Institute
18.	Role of Media: Speaker- Ms. Meenakshi Sheoran	08th February 2017	Seminar Hall (406), Maharaja Surajmal Institute

32   *Teaching methods adopted to improve student learning:* Teachers use case study method, PowerPoint presentations, role play along with discussion and lecture method to facilitate student learning. The syllabus, lecture plan, previous year question papers, tutorial sheets, lecture notes, power point presentations, and video lectures for courses are provided on MOODLE which are downloadable/ accessible to students.

33   *Participation in Institutional Social Responsibility (ISR) and Extension activities:* The Institute is participating in the ISR through the medium of various enrichment activities. Under this the institute has recently inaugurated the Center for women development. The institute is running several societies for the students. The students according to their area of interest and capacities, participate in these societies and get an opportunity to take up the social responsibility at both the institutional level and outside the society as well.

34   SWOC analysis of the department and Future plans :

Strengths: Department's biggest strength is its highly qualified, experienced, dedicated and proactive faculty. People are sincere towards their duties and the organization, which is visible in low turnover ratio and excellent results.

The student teacher ratio (STR) has always been maintained, hence the faculty is able to pay attention to the students in best possible way and vice-versa the students also find the faculty approachable. Excellent placement records is also one of the biggest strength.

Weakness: International collaborations for students and faculty exchange is one big area of improvement at MSI. The course curriculum, and examination structure are finalized by the affiliating university, and hence there is lack of flexibility, do not change as industry dynamics.

Opportunities: Adding new value added courses suiting to latest trends, developing more Certificate program, Carrier building sessions, Counseling sessions Skill- Upgradation and Value Added Courses for empowering students.

Challenges: Over the time**,** there has been increase in number of private Institutes and universities. Thus, growing competition is a big challenge. Further, there is a lack of academic autonomy especially in the curriculum and syllabus design leading to absence of dynamic curriculum that easily adapts to new technology.

Evaluation Report of Department of Computer Application

1. Name of the department : Department of Computer Application
2. Year of Establishment:1999
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.) – Bachelor of Computer Application
4. Names of Interdisciplinary courses and the departments/units involved: -----NA-----
5. Annual/ semester/choice based credit system (programme wise):
   BCA (I & II) Shift - Semester wise credit based system.

   The total number of credits of the BCA programme is 160. Each student shall be required to appear for all the examinations of the course. However for the successful award of the BCA degree, a student should secure atleast 150 credits.

6. Participation of the department in the courses offered by other departments: Department provides teaching support of IT & Computer Application subjects in BBA department. Mentioned below is the list of the subjects taught by the department in the BBA department.

S.No	Subject code	Subject Name	Semester
1	BBA 107	Introducion to Information Technology	I
2	BBA 113	Introducion to IT – Lab	I
3	BBA 108	Database Management System	II
4	BBA 114	DBMS – Lab	II
5	BBA 208	Computer Application-II	IV
6	BBA 208	Computer Applications Lab – II	IV
7	BBA 313	MIS Project Lab	V

7. Courses in collaboration with other universities, industries, foreign institutions, etc.
   GGSIPU does not grant permission to run courses in collaboration with other universities, industries, foreign institutions etc

8. Details of courses/programmes discontinued (if any) with reasons: ---NA----
9. Number of Teaching posts

	Sanctioned	Filled
Professors	02	02
Associate Professors	02	02
Asst. Professors	19	19

4** faculty members are working as guest faculty

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)
    The department have fully qualified faculty having a strong academic and industrial experience as per the university and UGC norms. The detailed list of faculty for the department is presented in Annexures IX and X.

11. List of senior visiting faculty : ------NA------
12. Percentage of lectures delivered and practical classes handled(programme wise) by temporary faculty: - ------NA-----

13. Student -Teacher Ratio (programme wise): 20:1
14. Number of academic support staff (technical) and administrative staff; sanctioned and filled

	Sanctioned	Filled
Academic Support Staff (Technical Staff)	6	6
Administrative Staff	27	27

15. Qualifications of teaching faculty with DSc / D.Litt/ Ph.D/ MPhil / PG.
    The department have fully qualified faculty having a strong academic and industrial experience as per the university and UGC norms. The detailed list of faculty for the department is presented in Annexures IX and X.

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received:
    MSI is not recognized under 12(B) of the UGC Act, 1956. For getting 12(B), the Institution must have permanent letter/equivalence letter from their affiliating University. For this, all the policy guidelines are being fulfilled by MSI and the letters have been forwarded to GGSIPU and the things are in process.Due to this, Major and Minor UGC sponsored research projects to be undertaken by faculty are not possible. But, apart from UGC,

some faculty members have applied in research projects in other professional bodies.

17. **Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received:**
Seminar grant forms have been applied by the institute to UGC and the affiliating university, GGSIPU. Along with that GGSIPU has granted One Lakh rupees for conducting the national conferenece, which is proposed to be conducted on 19th and 20th May 2017.

18. **Research Centre /facility recognized by the University**
The Institute has an experienced research advisory board which monitors and addresses the issues related to research work in theInstitute from time to time. They give their valuable advice and guidance continuously to enhance the research culture of the Institute. The Institute has recently launched biannual online multidisciplinary journal Maharaja Surajmal Institute Journal of Research (MSIJR)

19. **Publications:** Kindly refer to Annexure No. VI.
20. **Areas of consultancy and income generated :**
Faculty members act as resource persons at various organizations regularly for delivering lectures in their area of specialization.

The institute follows the norms and guidelines of the affiliating university for consultancy and industry collaboration..

21. Faculty as members in
   a)   National committees b) International Committees c) Editorial Boards
 The faculty members of the department are constantly involved in the research activities. As a result they are also nominated by several leading organizations as the members of the organizations for the develoment and overall enhancement of the research activities. The details of some of the faculty members associated with various organiztions are mentioned below:
Dr. Kavita Pabreja: Member of Technical Review Committee
* Editorial Board Member for International Journal of Data Analysis Techniques and Strategies, Inderscience Publishers, Chiang Mai Journal of Science, indexed/abstracted in Science Citation Index Expanded (SciResearch®), International Journal of Computer Science and Information Security
* Technical Program Committee member - ICRITO 2014, ICRITO 2015, ICRITO2016, ICRITO 2017, ICMLC 2011 Conference Committee
* Acted as resource person for Faculty Development Programme on "Data analytics with R Programming" on 18th, 20th, 25th & 27th October 2016 at MERIT, A-9, Qutab Institutional area, USO Road, Shaheed Jeet Singh Marg, New Delhi-110067
Dr. Amit Choudhary
Reviewer of Elsevier, IEEE, EURASIP, IETE

Editorial board member of ACSIT

22. Student projects

    a) Percentage of students who have done in-house projects including inter departmental/programme :

   100% as the projects are the part of the curriculum

    b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/other agencies:

    Institute conducts placements regularly for the students of final year on the annual basis. As a result several leading companies places a large number of students annualy.

23. Awards / Recognitions received by faculty and students:

To boost the morale of the students, Maharaja Surajmal Institute, from the Session 2009-10, has started scholarships for meritorious students of all programmes. An amount of Rs. 10000/- is given to the first position holder and Rs. 7000/- to the second position holder of each programme in the Institute.

02 students have achieved Gold Medal and 13 students have achieved Exemplary Performance awards from GGSIPU for being the university toppers and showing remarkable performance in the respective course for the academic results.

A large number of students have won several awards in the various fields of co – curricular activities. Annexure attached

Faculty Recognition and awards: Faculty members have also gained recognition for their outstanding contribution to the Institution in various fields including Academics and Research & Publications.

1. **Dr.Kavita Pabreja: "**Mapping of spatio-temporal relational databases onto a multidimensional data hypercube" presented at Einblick – Research Paper Competition held during **Confluence 2010** organized by Amity University in association with EMC data storage systems (India) Pvt. Ltd. On January 22-23, 2010 and was awarded the **FIRST** prize.

2. **Ms.Pooja Singh:** Presented and achieved 3rd position in "Paristhithi-15 -A National Case Writing and Presentation Competition" for the case titled "Zypsonique Investment in Indian Cloud Data Centers" organized by "Bharati Vidyapeeth University Institute of Management and Research, New Delhi" on 31st January 2015.

24. List of eminent academicians and scientists / visitors to the department

S. No.	Name of the Visitor	Designation	Associated Organization
1.	Prof. Daya Gupta	Professor	D. T. U.
2.	Prof. R. K. Datta	Professor	Adjunct Faculty, G.G.S.I.P.U.
3.	Prof. Saroj Kaushik	Professor	I. I. T., Delhi
4.	Prof. Mahesh Vidyalankar	Professor	Delhi University (Retd.)
5.	Prof. R. P. Dahiya	Professor	I. I. T. , Delhi

6.	Dr. Vinod Kumar	Professor	D. T. U. (Senior Faculty)
7.	Dr. Sushila Madaan	Professor	Lady Shri Ram Institute for Women, D. U.
8.	Prof. A. K. Saini	Professor	G.G.S.I.P.U.
9.	Prof. B. V. R. Reddy	Professor	G.G.S.I.P.U.
10	Prof. Amit Prakash	Professor	G.G.S.I.P.U.
11	Dr. R. K. Vyas	Professor	Delhi University
12	Dr. D. K. Lobliyal	Professor	J. N. U.

26. Seminars/ Conferences/Workshops organized & the source of funding
    a) National   b) International

       Conferences Conducted –   03
       Seminars –   02
       Extension Lectures –   02
       Workshops -   05

Apart from the above mentioned several activities are conducted annualy for the benefit of the students namely Cultural Fest, Annual Sports Meet, Debates, Quizes, Farewell Parties, Alumni Meet and Industrial Trips.

27. Student profile programme/course wise:

Name of the Course/programme	Applications Received (Sanctioned intake)	Selected	Enrolled		Pass
			*M	*F	percentage
BCA (2013-16)	120	117	89	28	100
BCA (2014-17)	120	116	95	21	100
BCA (2015-18)	180	178	137	41	100
BCA (2016-19)	180	181	152	29	100

*M = Male   *F = Female

27. Diversity of Students

Name of the Course	% of Students from the same state	Academic Year	% of students from other States	% of students from abroad
BCA	86.4	2013-16	13.6	0
	88.8	2014-17	11.2	0
	91.6	2015-18	8.4	0
	89	2016-19	11	0.5

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?
    The Institute is in process of compilation of data.

29. Student progression: The large number of students are progressing towards higher studies as well as opting for job placements after their graduation, from the institute itself. The Institute is in process of compilation of data regarding these progressions.

30. Details of Infrastructural facilities

   a) **Library**
   The Institute has a well-furnished & efficiently organized central library which has a carpet area of about 542.79 sq. meters. Fully computerized library with internet connectivity on all the computers.

   b) **Internet facilities for Staff & Students**
   The instiue is majorly under wi – fi zone which provides the uninterrupted internet facility to both the students and the staff. Apart from this there is an internet connection in all the faculty rooms to conduct their academic and research work smoothly.

   c) **Class rooms with ICT facility**
   The institute has five floors (including ground floor) and there are adequate numbers of spacious class rooms with seating capacity of 66-70 students on each floor. The rooms are well lighted, well-ventilated with good acoustics. Some of the classrooms have inbuilt LCD projectors, for better understanding of concepts through audio/video mode.

d) Laboratories

The department has 07 well equipped laboratories with ICT facilities and equipments related to the curriculum; each of them has state of the art devices and facilities. All the laboratories are air-conditioned

31. Number of students receiving financial assistance from institute, university, government or other agencies

   1. The Institute offers financial rewards for University rank holders and class toppers in the Institute. The Institute rewards its students with certificate and cash prize of 15,000 to the first rank holder, certificate and INR 10,000 to second rank holder and a certificate to third rank holder in each class of each program.

   2. **No. of Students eligible and recommended for scholarship (BCA) 2012-17**

Sno.	Scholarship details	No. of Students eligible and recommended for scholarship				
		2012-13	2013-14	2014-15	2015-16	2016-17
1	Metric Scholarship(SC/ST/OB)	2	7	2	4	
2	PostMetric Scholarship(SC/ST/OB)	2	8	4	5	11
3	Financial assistance to Weaker section	5	2	4	1	**5**
4	SC/ST scholarship, Bihar Govt.		-	-	-	-
5	National handicapped Scholarship	-			-	-
6	Yuva Nirman Scholarship	-	-	3	4	-
7	ECSS- Educational Crisis Scholarship (HDFC Bank) (2016-17)	-	-	-	-	1
8	Haryana Welfare Scholarship					1

32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts

   Institute organizes various student enrichment programmes (special lectures / workshops / seminar) with external experts. The events organized during the academic session 2012-2017 are listed as follows:

Activities conducted for students

S.No	Name of the activity	Date
1.	"PHP – Hypertext Preprocessor" by Mr. Naveen Arora, CMC Ltd.	15th October, 2012
2.	"Android" by Mr. Gufran, CMC Ltd. On	23rd January, 2013.

3.	"Career Prospects" by Mr. Binit Kr. Binod, Carrier Launcher.	8th March, 2013.
4.	"Future Prospectus after BCA" by Landmark	13th March, 2013.
5.	CSI Discover Thinking 3rd Regional Level Project Contest – Region 1	15th March 2014
6.	Special Lecture on "Cloud Computing"	7th October, 2015.
7.	Special lecture on Swami Vivekananda 153RD birth Anniversary, by Dr.Puneet Aggarwal, Head, Department of Neurology, Max Hospital, Saket and Guest speaker Mr.Siddharth Panwar, Research Associate, IIT Delhi.	12th January 2016
8.	Industrial Visit to NSIC, New Delhi	1st February 2016
9.	Organising workshop for students on "CISCO Networking"	22nd February 2016
10.	Career Opportunities after BCA	26th February 2016
11.	Special lecture for students on "Career Counselling"	31st March 2016
12.	Daily Attendance portal software presentation	13th April 2016
13.	Organised the Farewell Party for Final year students	Every year in the month of May
14.	Design your Career	12th & 14th September 2016
15.	Dance workshop	24th September 2016
16.	Seminar on Gandhian Practices	3rd October 2016
17.	Annual Sports Meet 2017	09th & 10th January 2017
18.	"Ultimate Coding Championship", An inter institute C/C++ programming contest	13th January 2017
19.	Genesis 2017	13th & 14th Jan. 2017
20.	"Project Mania", Inter institute project competition.	14th January 2017
21.	Special Lecture on Youth Empowerment and Stress Management	23rd January 2017
22.	Workshop on Android and IOT	6th February 2017
23.	Industrial Trip to BSNL, ALTTC	11th February 2016.
24.	"Online test" conducted through the software developed by *Software development cell* for the students.	15th Feb 2017
25.	"Carrier Guidance after BCA" by Landmark	28th February, 2017.

MSI student societies conducted interviews, drives, competitions, workshops, and quizes and participated in various events organized in MSI and outside. There are

in all 7 students societies. Software development cell involves students for project development of various softwares which would be beneficial for the institute for several purposes such as Result Analysis and Student Attendance System

33. Teaching methods adopted to improve student learning

Teachers use case study method, PowerPoint presentations, role play along with discussion and lecture method to facilitate student learning. The syllabus, lecture plan, previous year question papers, tutorial sheets, lecture notes, power point presentations, and video lectures for courses are provided on MOODLE which are downloadable/ accessible to students.

34. Participation in Institutional Social Responsibility (ISR) and Extension activities

The institute is participating in the ISR through the medium of various enrichment activities. Under this the institute has recently innaugrated the Center for women development. The main aim of the centre is for the upliftment and progress of the female students and faculty members of the institute, in the area of academics, co-curricular, self-defense and research. The institute is running several societies for the students. The students according to their area of interest and capacities, partcicipate in these societies and get an opportunity to take up the social responsibility at both the institutional level and outside the society as well. Some of the societies running under the institute are E-Cell, Antra – Encore (Music Society), Innovisions (Photography and film society), Natraj (Dance Society), Oorja (Official News Portal of MSI), Sifar (Theatre Society of MSI), Tark – Literary Society, Veda – Quiz Society Project Presentation competitons, Orientation Programme, Talent Development Camp (TDC) and Innauguration of Center for Women Development.

35. SWOC analysis of the department and Future plans

Strengths: Department's biggest strength is itshighly qualified, experienced, dedicated and proactive faculty. People are sincere towards their duties and the organization, which is visible in low turnover ratio and excellent results. The student teacher ratio (STR) has always been maintained, hence the faculty is able to pay attention to the students in best possible way and vice-versa the students also find the faculty approachable. Excellent placement records are also one of the biggest strength. The students involved in various societies to promote their overall growth are also one of the strengths of the institute.

Weakness: International collaborations for students and faculty exchange is one big area of improvement at MSI. The course curriculum and examination structure are finalized by the affiliating university, and hence there is lack of flexibility, do not change as industry dynamics. The UGC grant which has not yet gained by the institute is proving to be weakness as it restricts the various funding agencies to fund the institute with several projects.

Opportunities: Adding new value added courses suiting to latest trends,developing more Certificate program, Carrier building sessions, Counseling sessions Skill- Upgradation and Value Added Courses for empowering students.

Challenges: Over the time**,** there has been increase in number of private institutes and universities. Thus, growing competition is a big challenge. Further, there is a lack of academic autonomy especially in the curriculum and syllabus design leading to absence of dynamic curriculum that easily adapts to new technology.

Evaluative Report of Department of Education

1.Name of the department- Department of Education

2.Year of Establishment- 1999

3.Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)- Bachelor of Education(UG), D.El.Ed(UG)

4.Names of Interdisciplinary courses and the departments/units involved- NIL

5.Annual/ semester/choice based credit system (programme wise) –Semester system from 2012 onwards for B.Ed., Annual mode for D.El.Ed

6.Participation of the department in the courses offered by other departments--- Teachers from education department were involved in other departments for teaching English, Mathematics,Personality Development and Value Education.

7.Courses in collaboration with other universities, industries, foreign -institutions, etc.- D.EL.Ed   (SCERT)

8.Details of courses/programmes discontinued (if any) with reasons- D.EL.Ed Course was close down in 2016 as GGSIPU had instructed affiliated institutes to close down courses not approved by it

9.Number of Teaching posts

	Sanctioned	Filled
Professors	-	-
Associate Professors	-	-
Assistant Professors	16	14+ 1**

1** faculty is working as Guest faculty

10.Faculty profile with name, qualification, designation, specialization, (D.Sc. /D.Litt. /Ph.D. / M. Phil. etc.):The department have fully qualified faculty having a strong academic and industrial experience as per the university and UGC norms. The detailed list of faculty for the department is presented in Annexures IX and X.

11.List of senior visiting faculty

LIST OF SENIOR VISITING FACULTY

2012-13

Prof Mahesh Vidyalankar(Associate Prof., DU)
Prof Neerja Dhankar(Ex Principal Army Instt)
Prof Kapil Bhatia(Manager, Vinsol Technologies)

Dr. T.P Singh(Principle Govt school)
Dr. Amit Ahuja(Assistant Professor GGSIPU)

2013-14

Prof Mahesh Vidyalankar(Associate Prof., DU)
Raj Bhardwaj(Ex Principal)

2014-15

Prof Neerja Shukla(Retd Prof NCERT)
Prof Ranjana Arora(Prof NCERT)
Mr Prateek (Expert for CTET)
Prof A.D.Tiwari (Prof. NCERT)
    Prof Mahesh Vidyalankar (Associate Prof., DU)

2015-16

   Prof Mahesh Vidyalankar (Associate Prof., DU)
   Dr Raja Ram(CIET)
    Dr Raja Ram(DU)
    Prof Saroj Sharma (Prof GGSIPU)
 2016-17

 Prof. Veera Gupta(Prof NUEPA)
 Prof M.C. Sharma,(Prof IGNOU)
 Prof L.C.Singh(Retd Prof NCERT)
 Ms. Geetanjali (Music Expert)
 Prof Mahesh Vidyalankar(Associate Prof., DU)
 Dr. Rajiv Tyagi(Principal Mount. Carmel school)
Lakshay,Harsha and Tanvi(Experts from N.G.O)
Prof.Ramashray Sharma(D.U.)
Suzzane Rodricks(International speaker from Dubai

12.Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty—2 Faculty (14%)
13.Student -Teacher Ratio (programme wise)

Year	Course	No. of students	No. of faculty	Ratio
2012-13	B.Ed	100	8	12:1
	D.El.Ed	100	6	16:1
2013-14	B.Ed	100	8	12:1
	D.El.Ed	100	6	16:1
2014-15	B.Ed	100	9	11:1
	D.El.Ed	100	6	16:1
2015-16	B.Ed	100	9	11:1
	D.El.Ed	50	5	10:1
2016-17	B.Ed	200	14	14:1
	D.El.Ed	00	00	00

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled-33 sanctioned and 33filled.

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.

The department have fully qualified faculty having a strong academic and industrial experience as per the university and UGC norms. The detailed list of faculty for the department is presented in Annexures IX and X.

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received:Two faculty
Prof M.S.Chikara (Director MSI), Dr Poonam (Assistant Professor):State level SIEMAT

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received- Project funded by State Institute of Educational Management And Training

18. Research Centre /facility recognized by the University—N/A

19. Publications: Kindly refer to Annexure No. V.

20. Areas of consultancy and income generated- Faculty members are visiting schools and other institute as resource persons and giving their inputs in schools. No income based consultancy is allowed as per GGSIPU.

21. Faculty as members in National committees b) International Committees c) Editorial Boards-
Members of Editorial Board of MSI Journal of Research
Dr. Anviti Rawat, Dr Arvind Kumar, Dr Promila Dabas

Members of Editorial Board of institute magazine-
Dr. Monika Davar, Dr Poonam Beniwal, Dr Promila Dabas

Members of Editorial Board- All India Teacher Educators Association (Registered under society registration Act 1860 ISSN No. 2231-380x, Refereed Journal)
Dr. Arvind Kr. Gill, Dr. Kusum Gill, Dr Anviti Rawat

22.Student projects-

a. Percentage of students who have done in-house projects including inter departmental/programme- Treta Sharma(2015-17 Batch),Diksha Gupta (2016-18 Batch) participated in the Teach for India "Classroom Subordinate Internship" from 1.7.16 to 31.7.16 in Sarvodya Kanya Vidyalya,Malviya Nagar,New Delhi

b. Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/other agencies—N.A.

23.Awards / Recognitions received by faculty and students

- Dr. Poonam Beniwal- Best Faculty Award for the year 2015

- Dr Rajesh Gill received Haryana Gaurav Award2016 for excellence in Fine Arts by Kali Raman Foundation.

- 12 faculty members have received appreciation letter for excellent result from management committee.

- Dr.Promila Dabas and Dr.Anviti Rawat have received appreciation letter by Chairman of Management Committee, Maharaja Surajmal Institute for organizing functions.

- Student has won awards in various co-curricular activities within and outside institute.

- Students are awarded for their academic excellence on Annual Day(1st Prize:Rs.10000/-;2nd Prize:Rs.7000/-).

24. List of eminent academicians and scientists / visitors to the department
LIST OF SENIOR VISITING FACULTY

2012-13

Prof Mahesh Vidyalankar(Associate Prof., DU)
Prof Neerja Dhankar(Ex Principal Army Instt)
Prof Kapil Bhatia(Manager, Vinsol Technologies)
Dr. T.P Singh(Principle Govt school)
Dr. Amit Ahuja(Assistant Professor GGSIPU)

2013-14

Prof Mahesh Vidyalankar(Associate Prof., DU)
Raj Bhardwaj(Ex Principal)

2014-15

Prof Neerja Shukla(Retd Prof NCERT)
Prof Ranjana Arora(Prof NCERT)
Mr Prateek (Expert for CTET)
Prof A.D.Tiwari (Prof. NCERT)
Prof Mahesh Vidyalankar (Associate Prof., DU)

2015-16

Prof Mahesh Vidyalankar (Associate Prof., DU)
Dr Raja Ram(CIET)
Dr Raja Ram(DU)
Prof Saroj Sharma (Prof GGSIPU)

2016-17

      Prof. Veera Gupta(Prof NUEPA)
      Prof M.C. Sharma,(Prof IGNOU)
      Prof L.C.Singh(Retd Prof NCERT)
      Ms. Geetanjali (Music Expert)
      Prof Mahesh Vidyalankar(Associate Prof., DU)
      Dr. Rajiv Tyagi(Principal Mount. Carmel school)
    Lakshay,Harsha and Tanvi(Experts from N.G.O)
    Prof.Ramashray Sharma(D.U.)
    Suzzane Rodricks(International speaker from Dubai

25.Seminars/ Conferences/ Workshops organized & the source of funding
    a) National
    b) International

- o National Seminar - Revitalizing Teacher Education for the New Millennium: Issues and Challenges" held on 18.3.2013.
- o Workshop on 'Internet and the Future of Education' by Dr. Kapil Bhatia, Manager, Vinsol Technologies held on February 12, 2013.

- o Workshop on 'Action Research' by Dr. Amit Ahuja, Asst. Professor, USE, GGSIPU held on February 19-20, 2013.
- o Workshop on CTET by "Success Mantra" held on October 22, 2013.
- o National Seminar- "Joyful Learning- Prospects and Challenges" held on March 29, 2014.
- o Workshop on "Models of teaching" by Prof. Ranjana Arora, NCERT on 13.12.2014.
- o Workshop on CTET (Central Teacher Eligibility Test) organized on 10.02.2015 by B.Ed Dept. in collaboration with Academy Plus.
- o Workshop on CTET (Central Teacher Eligibility Test) organized on 11.01.2017 by Academy Plus.
- o National workshop on 'Career Oppurtunities' on 4.2.17 by teachingjobz.com
- o Workshop on 'Orientation on the struggle faced by Indian children'by Juvenile Care N.G.O on 4.3.17
- o Funding for all the above academic activities was done by Surajmal Memorial Education Society

26.Student profile programme/ course wise:

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
2012-13	100	100	7	93	100
2013-14	100	100	9	91	98
2014-15	100	100	9	91	100
2015-16	100	100	3	97	100
2016-17	100	100	6	94	R.A

*M = Male   *F = Female

27.Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of Students From Abroad
2012-13	88	12	-
2013-14	86	14	-
2014-15	88	12	-
2015-16	87	13	-
2016-17	87	13	-

28.How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?

62 students have cleared CTET exam

29.   Student progression

Student progression	Against % enrolled
UG to PG	33.67
PG to M.Phil.	-
PG to Ph.D.	0.33
Ph.D. to Post-Doctoral	-
Employed o Campus selection o Other than campus recruitment	---- 28.33
Entrepreneurship/Self-employment	

30.Details of Infrastructural facilities

a) Library has the following facilities-
   o Internet browsing area with five computer terminals at central library.
   o Web-OPAC facility on the entire computer Terminals available at central library.
   o Open access for users in the stack area.
   o Reference books rack are kept in the reading room.
   o Circulation counter for getting the books and other material issue/return by the faculty and students.
   o Reading room at central library.
   o Journal, magazine and newspaper display at *reading area*.

b) Internet facilities for Staff & Students
   Computers with internet facility are available in all the staff rooms which can be used by faculty members to prepare their lectures and perform other routine tasks. Internet facility with 18 Mbps speed is made available to students and faculty. Internet facility is also available in all the labs of the Department.

c) Class rooms with ICT facility-: The department has adequate numbers of spacious class rooms for students. The rooms are well lighted, well-ventilated with good acoustics. The classrooms have White boards. Inbuilt LCD projector facility is also available for better understanding of concepts through audio/video mode.

d) Laboratories in B.Ed. Department

1.	Art and craft resource center
2.	ICT Lab
3	Curriculum Lab

These labs are well- equipped with the material required as per syllabus and norms.

31.Number of students receiving financial assistance from institute, university, government or other agencies- 17 students

32.Details on student enrichment programmes (special lectures / workshops / seminar) with external experts-

1st Semester 2012-13
Faculty Development Programmes

1. Extension Lecture on 'An Ideal Teacher' by Dr. Mahesh Vidyalankar, Associate Prof., DU held on September 6, 2012.

2nd Semester 2012-13
Faculty Development Programmes

1. National Seminar - Revitalizing Teacher Education for the New Millennium: Issues and Challenges" held on 18.3.2013.

2. Extension Lecture on 'Role of a Teacher in Resolving Value Crisis' by Prof. Neerja Dhankar, Professor, Teacher City held on February 9, 2013.

3. Workshop on 'Internet and the Future of Education' by Dr. Kapil Bhatia, Manager, Vinsol Technologies held on February 12, 2013.

4. Workshop on 'Action Research' by Dr. Amit Ahuja, Asst. Professor, USE, GGSIPU held on February 19-20, 2013.

5. Extension Lecture on 'Philosophy of Vivekananda' by Ramakrishna mission held on February 25, 2013.

1st Semester 2013-14

Academic Events

1. Extension lecture by Dr Raj Bhardwaj on the topic ' Micro teaching' held on August 22, 2013.

2. Workshop on CTET by "Success Mantra" held on October 22, 2013.

2nd Semester 2013-14

Academic Events

1. Extension lecture by Prof. Mahesh Vidyalankar on 'Indian culture: Values and ethics' on January15, 2014.
2. National Seminar- "Joyful Learning- Prospects and Challenges" held on March 29, 2014.

1st Semester 2014-15

1. Extension lecture on "Inclusive Education" by Prof. Neerja Shukla, GGSIPU on 18.10.2014.
2. Workshop on "Models of teaching" by Prof. Ranjana Arora, NCERT on 13.12.2014.

2nd Semester 2014-15

1. Workshop on CTET (Central Teacher Eligibility Test) organized on 10.02.2015 by B.Ed Dept. in collaboration with Academy Plus.
2. Extension lecture on "Construction of Achievement Test" by Associate Professor, A.D. Tiwari, NCERT on 19.02.2015.
3. Extension lecture on "Inculcation of Values in the Present Scenario" by Dr. Mahesh Vidyalankar, Retd. Associate Prof., Delhi University on 24.03.2015.

Academic Activities in 2015-16

1. Extension lecture by Prof. Mahesh Vidyalankar on "Inculcation of values in present scenario" on 25th August,2015.

2. Extension Lecture by Dr. Raja Ram on the topic "Common School System" on 4th September, 2015.

3. Extension lecture by Prof. Saroj Sharma on the topic "Understanding Discipline and Subjects" on 21st October, 2015.

4. Extension lecture by Dr. Puneet Aggarwal and Mr. Siddharth Panwar on the topic "Values of Swami Vivekanand" on 12th January 2016.

Academic Activities in 2016-17

1. Special lecture interaction of music and education by Ms. Geetanjali on 25TH December 2016
2. Workshop on CTET (Central Teacher Eligibility Test) organized on 11.01.2017 by Academy Plus.
3. National workshop on 'Career Oppurtunities' on 4.2.17 by teachingjobz.com
4. Special lecture on 'Expectations of schools from prospective teachers' by Dr Rajeev Tyagi, Principal, Mount Carmel School on21.2.17
5. Prof Mahesh Vidhyalankar " Significance of values in 21st century on 22ND Feburary 2017

33. Teaching methods adopted to improve student learning-
   Presentations, workshops and seminars.

34. Participation in Institutional Social Responsibility (ISR) and Extension activities- The Management of the institute organizes a talent development camp every year as a social initiative for meritorious students from rural areas & 7 faculty members have participated in this initiative

35. SWOT analysis of the department and Future plans

Strengths-
- Well Qualified and experienced faculty. More than 90% faculty have Ph.D degree. Teachers are highly dedicated towards their work and use innovative methods like presentations, cooperative learning approaches,seminars and technology integration to create and retain interest of students in learning.
- Student teacher ratio is less than 1:15 which allows teachers to pay individualized attention and cater to individual needs.
- State of the art infrastructural facilities including well equipped labs, library, ICT with internet and wi-fi facilities, sports equipment hostel and mess etc
- Excellent results are also worth mentioning. Majority of the students obtain first class with many students getting distinctions with above 90 % in various subjects.
- Democratic environment allowing scope for maximum personality development of students. Students actively participate in various co curricular activities every year within and outside the institute and have won numerous awards and medals
- Management provides full support and facilities for various academic and research activities in the form of funds, academic leave, encourages invitation of experts, taking up research projects and organizing seminars.

Opportunities

- To be in the top ranking amongst the various B.Ed Institutes
- To organize more seminars, career orientation workshops.counselling sessions,skill upgradation programmes

Weaknesses

Institute is not under section UGC 12 (b).It hinders the growth of teachers at professional front as grants can't be obtained for projects.

Challenges

o Permanent affiliation is not granted by university.
o 2 year B..Ed Curriculum includes 4 months practice teaching in schools. Schools are reluctant to give regular classes for four months.

ACHIEVEMENTS OF B. Ed. STUDENTS IN 2012-13 IN OTHER INSTITUTIONS				
Sl. No.	NAME OF STUDENT	NAME OF THE ORGANIZER/ INSTITUTE	NAME OF THE EVENT	POSITION
1	Poonam	Fest-Fair Field Institute, Kapashera	Rangoli	IIIrd Position
2	Neha Kumari	Fair Field Institute	Rangoli Competition	IIIrd Position

ACHIEVEMENTS OF B. Ed. STUDENTS IN 2012-13 IN MSI

Sl. No.	NAME OF STUDENT	NAME OF THE ORGANIZER/ INSTITUTE	NAME OF THE EVENT	POSITION
1	Anubha Arora	MSI- BCA Department	Collage Making	Ist Position
2	Poonam	MSI Aprilis-13	Ad- Making	IIIrd Position
3	Prerna	MSI Aprilis-13	Collage Making	IIIrd Position
4	Nidhi	MSI Aprilis-13	Poster Design	IInd Position
5	Shashi Prabha	MSIT- Technowhiz	Collage Making	Ist Position
6	Manish Verma	MSI- BBA	Quiz Competition	IInd Position
7	Tanya Prabhakar	MSI Aprilis-13	Photography	Ist Position
8	Romina Sebastian	MSI Aprilis-13	Essay Writing	Consolation Prize
9	Ruby, Shelly	MSI Aprilis-13	Rangloli	IInd Position
10	Poonam	MSI Aprilis-13	Mehandi	IInd Position
11	Isha P Mehta	MSI Aprilis-13	Photography	IInd Position
12	Poonam & Neha	MSI Aprilis-13	Ad. Making Competition	IIIrd Position
13	Sonal Goel	MSI Aprilis-13	Declamation	IInd Position
14	Suman	MSI Aprilis-13	Declamation	Ist Position
15	Natasha	MSI- Aprilis-13	Group Dance	Ist Position

Achievements of B.Ed Students in 2013-14 in other institutions

S. No	Name of Student	Name of Institute/Organizer	Name of Event	Position/Participation
1	Kanika	Rukmini Devi Institute of Advanced Studies	Collage Making	III
2	Manisha Suri	Rukmini Devi Institute of Advanced Studies	Collage Making	III
3	Swati	Trinity Institute of Advanced Studies & Training	Brain Quiz	I
4	Shikha	Trinity Institute of Advanced Studies & Training	Brain Quiz	I
5	Priyanka	Management, Education & Research Institute	Collage Making	III

Maharaja Surajmal Institute
Department Of Education (B.Ed) 2015
Student's Achievements

Academic Activities				
S.No.	Name	Position	Competition	Event (Date)	Place
1.	Saumya Mohan	Paper Published	Conference Proceedings	National Conference on IIMEDII on 21st March 2015	Maharaja Surajmal Institute
2.	Jyoti Arora	Paper Published	Conference Proceedings	National Conference on IIMEDII on 21st March 2015	Maharaja Surajmal Institute
3.	Sheetal Balyan	Paper Published	Conference Proceedings	National Conference on IIMEDII on 21st March 2015	Maharaja Surajmal Institute

Co-Curricular Activities

S.No.	Name	Position	Competition	Event (Date)	Place
1.	Shakuntala Rathore and Sonika Ujjval	1st Prize (Team Winner) Honored By a Trophy	Debate	18th Dr. Bhagwan Amrit Mahotsav Debate on 30th January 2015	Maharaja Surajmal Institute
2.	Shakuntala Rathore	1st Prize Winner Honored by Handsome Cash Prize of Rs.1500	Debate	18th Dr. Bhagwan Amrit Mahotsav Debate on 30th January 2015	Maharaja Surajmal Institute
3.	Geetika Vij	2nd Prize Winner Honored with a Certificate and a Memento	On The Spot Painting Competition on Swachh Bharat Abhiyan	Flairs 2015 on 12th February 2015	Kasturi Ram Institute of Higher Education
4.	Kavita Jha	1st Prize Winner Honored with a Certificate and a Memento	Creative Writing Competition in English	Flairs 2015 on 12th February 2015	Kasturi Ram Institute of Higher Education
5.	Geetika Vij	First Prize, Cash (Rs.1000) with Memento and Certificate	Cartoon Making	25th February 2015	Janki Devi Memorial Institute
6.	Geetika Vij	1st Prize, Cash (Rs. 1000) with Certificate	Cap Painting	Enva on 13-14th March 2015	MSIT
7.	Team A: Rajni Khanna, Jyoti Arora, Kavita Garg Team B: Sonika, Reena, Jugalkaur	1st Position Tie	Tug of War	13th March 2015	MSIT
8.	Geetika Vij	2nd Prize (Certificate, Memento)	Face Painting	17th-18th March 2015	Rukmini Devi Institute
9.	Chandni Arora	2nd Prize (Certificate, Memento)	Face Painting	17th -18th March 2015	Rukmini Devi Institute
10.	X-Factor Dance Group Divya Arya, Vaishalityagi,	2nd Prize	Group Dance	Dazzle on 19th -20th March 2015	Sirifort Institute

	Mukesh Kumar, Shweta, Priyankayadav				
11.	Jyoti Arora	2nd Prize (Certificate and Momento)	Just a Minute – Extempore	Aalekhya on 20th March 2015	Trinity Institute
12.	Geetika Vij	2nd Prize (Certificate and Voucher)	On the Spot Painting Competition	21st March 2015	Meri Institute
13.	X-Factor Dance Group Divya Arya, Vaishali Tyagi, Mukesh Kumar, Shweta, Priyanka Yadav	3rd Prize	Group Dance	21st March 2015	Meri Institute
14.	Jyoti Arora and Geetika Vij	1st Prize	Tatoo Designing	GENESIS 2K15 on 27th March 2015	Maharaja Surajmal Institute
15.	Jyoti Arora and Geetika Vij	2nd Prize	Face Painting	GENESIS 2K15 on 27th March 2015	Maharaja Surajmal Institute
16.	Saumya Mohan, Jyoti Sharma and Manjiri	3rd Prize	Rangoli	GENESIS 2K15 on 27th March 2015	Maharaja Surajmal Institute
17.	Manvi, Asha and Purnima	1st Prize	Rangoli	GENESIS 2K15 on 27th March 2015	Maharaja Surajmal Institute
18.	Urvashi and Priyanka	3rd Prize	Face Painting	GENESIS 2K15 on 27th March 2015	Maharaja Surajmal Institute
19.	Neelakshi and Hemant	3rd Prize	Face Painting	GENESIS 2K15 on 27th March 2015	Maharaja Surajmal Institute
20.	X-Factor Dance Group Divya Arya, Vaishali Tyagi, Mukesh Kumar, Shweta, Priyanka Yadav	1st Prize	Group Dance	GENESIS 2K15 on 27th March 2015	Maharaja Surajmal Institute
21.	Priyanka	1st Prize	Duet Dance	GENESIS 2K15 on 27th March 2015	Maharaja Surajmal Institute

POST-ACCREDITATION INITIATIVES BY MSI

Guru Gobind Singh Indraprastha University (GGSIPU) is first University established in 1998 by Govt. of NCT of Delhi under the provisions of Guru Gobind Singh Indraprastha University Act, 1998 read with its Amendment in 1999 The University is recognized by University Grants Commission (UGC), India under section 12B of UGC Act. It is a teaching and affiliating University with the explicit objective of facilitating and promoting "studies, research and extension work in emerging areas of higher education with focus on professional education, for example engineering, technology, management studies, medicine, pharmacy, nursing, education, law, etc. and also to achieve excellence in these and connected fields and other matters connected therewith or incidental thereto."

Maharaja Surajmal Institute, a wing of Surajmal Memorial Education Society, C-4, Janakpuri, New Delhi-110058 got affiliation with Guru Gobind Singh Indraprastha University in 1999 and started B.Ed. programme with an intake of 60 students and Bachelor of Computer Applications course with 60 students. MSI added started BBA (General) I Shift in 2000 with an intake of 60 students, and later in 2003 started BBA (Banking & Insurance) in 2003 with an intake of 60 students. We BBA (TTM) in 2004 with an intake of 60 students. The Institution got approval under section 2(f) of the UGC Act 1956 from UGC and ISO: 9001:2000 certifications (2004-09). The Institution provides meritorious scholarship with financial assistance to the top two positions holders of each programme of the Institution by awarding Rs. 10000/- and Rs.7000/- since 2009.Our students have received gold medals for securing top positions in different programmes of the University since 1999.

Presently, MSI has the following intake of the existing programmes for the session 2016-2017:

S.NO.	EXISTING PROGRAMME	DURATION (IN YEARS)	ACADEMIC SESSION 2016-2017 (INTAKE)
1.	BBA(GENERAL) I SHIFT	3	180
2.	BBA(GENERAL) II SHIFT	3	120
3.	BBA (BANKING & INSURANCE) I SHIFT	3	60
4.	BBA (BANKING & INSURANCE) II SHIFT	3	60
5.	B.COM (HONOURS)	3	60
6.	BCA I SHIFT	3	120
7.	BCA II SHIFT	3	60
8.	B.Ed.	2	100

Maharaja Surajmal Institute is going for second cycle of accreditation (2017-2022). The recommendations of the first Cycle NAAC (2012-17) peer team and the continuous assessment of the Academic and Administrative Audit (AAA) Panel have helped us to provide better qualitative and contextualized education to the students. The IQAC/Academic Committee/Governing Body/Purchase

Committee and other useful Committees has provided its expertise to comply with the queries, recommendations and suggestions made by the NAAC Peer Team. The efforts have been made to improve the quality of the academic, sports, cultural, extension and research activities through various policies and strategic initiatives.

Almost all the Recommendations for Quality Enhancement of the Institution given by Peer Team of NAAC in 2012 were fulfilled by the Institution. Apart from the NAAC Peer Team suggestions, all suggestions made by Joint Assessment Committee, Department of Higher Education, Government of NCT of Delhi/GGSIP University and Academic Audit Cell of affiliating body (GGSIP University) are also followed time to time by the IQAC/Academic Committee/Governing Body/Purchase Committee and other useful Committees of the Institute and the Executive Committee/other useful committees of our Surajmal Memorial Education Society.

The Post-accreditation Initiatives taken by the Institution for all suggestions made by the Peer Team who visited our Institution in 2012 are as follows:

S.NO.	Suggestions by Peer team/ AAC/JAC	Progress , Compliance and Scope
1)	Major and Minor UGC sponsored research projects to be undertaken	*As MSI is not recognized under section 12(B) of the UGC Act, 1956, we are not eligible for UGC sponsored major and minor projects.* For getting 12(B) recognition, the Institution must have permanent letter/equivalence letter from its affiliating University. For this, all the policy guidelines are being fulfilled by MSI and the letters have been forwarded to GGSIPU.This work is in progress and is regularly monitored and followed up. Apart from UGC, faculty members regularly keep applying for sponsored projects from various agencies and professional bodies. A Project Sponsored by State Institute of Education Management & Training (SIEMAT, Uttar Pradesh was bagged by Maharaja Surajmal Institute in year 2014. MSI was selected to conduct research study titled "*A Study on Evaluation of Preintegration Camps, Mainstreaming and Retention of CWSN in Primary / Upper Primary Schools*". A Memorandum of Understanding has been signed between MSI & SIEMAT to fund the project for Rs. 3, 62,000/-. Report of the study

		after digitization and analysis has been submitted. The research team comprised of Former Director, Prof. Chhikara (Principal Coordination), Dr. Poonam, Assistant Prof. (MSI) and Dr. Bharti, Assistant Prof. (NCERT) (Two Assistant Principal Co-Ordinator, Mr. Harish, Mr. Virender and Ms. Yatika) (3 Junior Project Fellows).
2)	Need to subscribe for more national and international journals	*Following the guidelines of Peer team MSI has added many good quality journals to its already illustrious bouquet of books and journals.* The present status of Journals as per norms of GGSIPU is as follows: 72 (National) & 17 (International) Number of Journals: 89 Print Journals and 4368 Online Journals
3)	Course Curriculum should be changed to cope with fast changing trends and techniques in the field/ industry.	*The course designing and implementation is the prerogative of the affiliating university.* The board of studies has syllabus revision (Course-wise) committees comprising of the faculty from affiliated Institutes including MSI, which regularly give suggestions for changes required in course curriculum. Also faculty of MSI is part of Course Curriculum Development Committees of GGSIPU (Course: BBA/B.Com (H)/BCA/B.Ed.). The final implementation is done at the university level and affiliating Institutes follows it.
4)	Improve Scope for Consultancy Services	*A big limitation here is, as per GGSIPU norms, faculty cannot do consultancy services for profit making.* The institute is still working on finding ways to reach the industry and involve in consultancy / mentorship for industries around us. In order to bridge this gap, the institute is reaching out to the industry and building strong ties. * A pro-active placement cell * Highly active E-Cell, working in close coordination with successful startups. * Sharing of 'Summer-Internship' experience through Summer training report presentations * Students encouraged to work on practical Business-Plans, under teachers mentorships. * Registration of Alumni Association initiated and in progress. * Starting a string of 'Alumni-Interaction'

		series. * Regular industrial-visits organized for the students to improve the teaching and its application. * Guest Lectures / Extended Lectures /Panel Discussions / Seminars / Conferences organized regularly to provide a platform for industry-academia –interaction All these steps are paving the way for moving towards improvements in scope for 'consultancy'. The Institute encourages the faculty members to work towards getting some industry associated projects and consultancy for academic research purpose. Majority of the senior faculty acts as resource persons for various MDP / FDP / and panel discussions. A three week residential 'Talent Development Camp' for rural students is organized during summer vacations, at the campus (MSI) and also at the remotely located schools/Institutes under the aegis of Surajmal Memorial Education Society (SMES). The faculty of MSI and its sister concerns actively participate in these camps, extending their role as a teacher, and social responsibility. Faculty of SMES provide consultancy to these students on skill identification, skill development and personality development.
5)	Biometric System of attendance should be installed	Following the Peer team suggestion, *the Institute installed the bio-metric system of attendance in the year 2012,* which has been well-maintained and is functioning successfully.

6)	Tudent s work in co	Social Outreach programs like NSS/NCC/YRC/ NGO should be started	*In order to initiate social out-reach programs like NCC/ NSS, the institute is not eligible in its current state as affiliated Institute of GGSIPU.* UGC specifies two conditions for such initiatives : a) The affiliating university should have NCC and NSS, in order to pass it on to the affiliating Institutes, which is missing as GGSIPU do not have these organizations. b) The institute must be recognized under section 12(B). The institute continuously bridges this gap through various outreach exercises in collaboration with different NGOs like Goonj, Veda etc. *For the welfare of the MSI students, NGO (Juvenile Care) was invited by Department of Education. * Students work in coordination with NGO's visited orphanage. *Organised Blood Donation Camps /Plantation Drives/ Daan Utsav etc.are held regularly in institute premises.
7)		Scope for Institutionalizing linkage with the Industrial and commercial houses for job opportunities. Strengthening the tie up with neighboring Banks, Industrial Houses, and NGO's for summer placements, Project work.	*The 'Placement-Cell' is highly pro-active in reaching industries, banks and commercial houses.* For job opportunities, the Management of Surajmal Memorial Education Society has developed an active **Placement Cell** which introduces the students to the corporate world environment. The Placement Cell is putting all efforts for organizing several Placement activities throughout the academic year for the students. The Placement Cell is managed by faculty members and students representatives, under the guidance of Director-Placements. The **Placement Cell** at MSI provides total support and guidance to the students in getting **Summer Training and Final Placements** in reputed organizations. The Placement Cell also assists in bringing excellence in the overall personality by Counseling and Self-Development sessions. The corporate experts are regularly invited to share their rich experiences through Guest

		Lectures, Orientation Programs and Presentations, Seminars, felicitations and discussions.
8)	MOU with other academic Institutions & Industrial houses. The Institute may go for more UGC funded job related, Market oriented, Career oriented Add –on Certificate/ Diploma courses as a part of dual education system.	As per UGC guidelines and norms GGSIP *do not permit* an affiliating institute to start any certificate course / degree/ diploma or market oriented course in association any industrial or academic body. But the institute do have MoUs with a few organizations for sharing of knowledge and inputs to improve the pedagogy and training the students as per the requirements of the industry.
9)	Refining the perspective plan for the future expansion and growth with an executable action plan.	*MSI continuously work towards horizontal and vertical growth.* MSI added a new course of B.Com (H) in 2015. This is outcome of a well planned expansion plan taken up a few years back. This lateral growth is important for cashing the increasing demand for commerce graduates. The institute in order to use its resources optimally has started functioning in two shifts. Also, the institute has horizontally expanded in size by increasing the intake in all the courses BBA, BCA and B.Ed. The institute is further exploring the growth opportunities and planning to add more courses to it, as per the institute resource fit.
10)	Introduce PG courses which have market potentials and job orientation.	*Although we wish to add post –graduate courses, some technical and resource constraints need to be resolved in this direction.* * AICTE do not permit running of post – graduate and under-graduate course in same campus. * At present we do not have enough space for running more programmes as per requirement.

		* The process of further exploring any such opportunity is in process.
11)	The centre for Women Development may be started to create self awareness and overall development of the girls students.	*The 'Centre for Women Development' has been established, which is actively working through various events.* The main aim of the centre is to work for the growth and progress of the females (Faculty & Students) of the institute, and extend it to the society in long run. The CWD organized activities for academics, co-curricular, self-defense and research. Regular Workshops on Self-Defence are organized by CWD in collaboration with Delhi police unit for women and children. March 08, 2017, International Women's Day is celebrated at the campus with fun and frolic including awareness workshop about security and safety of women in Delhi.
12)	Faculty members need to collaborate with other research institutions / University.	*Regularly faculty members are publishing research papers in reputed national and international journals, writing books, attending FDP's/Seminars/Conferences, Guiding and supervising M.Phil. /Ph.D.* students from other research Institutions etc. Data available in Criterion 3 of SSR Report.
13)	The Institute must start Value added courses on Disaster Management, Stress Management, Time Management, Health hazards and Ecology.	*As mentioned earlier course curriculum is designed by GGSIPU. Values and Ethics in Business, Environmental Studies are compulsory subjects for BBA, B.Com (H) and B.Ed.* Through these subjects institutes aims at inculcating the skills of ethical decision making, environment awareness among the youth. In addition to these activities /workshops are organized on Stress Management, Time Management, Health Hazards, Ecology and Disaster Management. Details of some of these activities are as follows: * A Special lecture on 'Art of Living' held on 5 March 2016. * FDP on "Values and Ethics and its relevance to present education system" on 30 April 2016. * A lecture series on Swami Vivekananda is held every year. * FDP on 'Values and Ethics' (09 to 11th February 2017.

		* A workshop on 'Art of Living' was held on 05th March 2016. Eco Club of Maharaja Surajmal Institute in association with 'SANRAKSHAN' has organised 'PLANTATION AND ENVIRONMENTAL AWARENESS DRIVE' on 17th August, 2016 to sensitise the students on the value of tree plantation in the Institute premises. Students of BBA, B.ED and BCA actively participated in the activity.
14)	Introduction of Entrepreneurship and Skill Development Programmes.	***The institute is actively involved in both Entrepreneurship and Skill development of the students.*** It is our firm belief that original thoughts and radical ideas take shape in young minds. Students are the greatest natural resource and the Cell intends to nurture them, by providing them with opportunities to excel. **Entrepreneurship Development:** Entrepreneurship Cell at MSI helps to bring out the latent entrepreneurial spirit of young students. The Cell provides a platform to students who want to set up their own business and gives opportunities to budding entrepreneurs to connect with successful businessman and see their ideas turn into reality. The E-Cell hosts various workshops, speaker sessions, innovative games, competitions for the aspiring entrepreneurs and supports them by providing necessary resources, mentoring, consultancy, and networking. Activities of E-Cell Some of the Success stories of last year are as follows: 1. Our student Mr. Vedant Trehan has successfully launched his LED brand 'TREMAI LED" and is running a profitable business right now. 2. Mr.Nikhil Aggrawal has started his own setup of an innovative cafe ' Study Studio" and plans to open up further branches. # The details of the activities organised by E-Cell SMES in last few years will be presented separately. **Skill Development Programmes:** The institute has taken important steps to improve

		the skill set of students. The institute also provides training on soft skills which include attitude building, effective writing, team work, assertive communication, self-esteem and self-confidence, group discussion and personal interview. The university has introduced a compulsory course on Communication skill and Personality development, Managerial Personality Development, primarily focusing on the development of soft skills among the students. The institute works towards holistic development of the future work force and gift responsible, sensitive, well –groomed citizens to the nations. Some of the initiatives are: * Mock interviews and mock GDs are conducted regularly * Software development Cell is actively encouraging students to work towards reaching industry. * Linux workshops for skill development * Moodle and Google class rooms are regularly used in order to enhance the ICT based learning skills of the students. * Study materials on personality development, soft skill enhancements is provided to the students in both print and online formats. * Question banks of various subjects are provided to the students for helping them in improving their skills in areas like quantitative analysis and reasoning.
15)	More number of class rooms be equipped with built –in speaker system, white boards and LCD projectors to match with the today's emerging needs.	***Smart Class Rooms are the need of hour. MSI is working towards improving the class infrastructure.*** Many classrooms on each floor are equipped with LCD projectors to match emerging needs of information technology in teaching. Also, there are some spare portable projectors which are used as per the requirements. All classrooms at MSI are equipped with white boards along with balck/green boards. The work on fitting/installing the built in speaker systems is in process. One system had already been installed on Room no. ……
16)	More Faculty Development	*'In learning you will teach, and in teaching you will learn.'*

	Programs in the Models of Teaching, Research Methodology, Statistics and Micro – Teaching, etc. need to be organized	***The best teacher is a student for life, constantly learning, updating and relearning.*** Faculty development at MSI is emB. Edded in its organization culture as a regular and routine. Every semester an average of two FDPs are organized for all the faulty members. The 'topics' range from research methodology, to values and ethics and are as diverse as stress management, art of teaching, statistical modeling etc. The list of FDPs organized by MSI is presented separately in the report in various sections. The resource persons for these FDPs are experts in their fields from IITs, DU, GGSIPU, and Senior faculty from the institute.
17)	Communication Lab., different resource centres, different method labs. Etc. need to be established / Strengthened in Department of Education	The following labs are established in the department of education as per the suggestions of peer team and the norms of of NCTE/GGSIPU: • ICT LAB • CURRICULUM LAB • ART & CRAFT RESOURCE CENTRE Also, there is a language lab at the department for working on the communication skills of the students.
18)	Efforts to be made to obtain permanent affiliation from University and UGC recognition under section 12 (B).	***Application for permanent application from GGSIPU has already been forwarded to University for getting recognition under section 12(B) of UGC on 7th June 2016 vide letter No. MSI/2016/117/231 & on 12th August 2016 vide letter No. MSI/2016/7/400.*** All the conditions and requirements for the same are fulfilled by the institute. This can trigger the growth of the institute at all levels.
19)	There is a need to establish IQAC as per the NAAC guidelines and strengthening quality enhancing mechanism.	***IQAC acts as the spearhead of creating quality consciousness, establishing quality parameter and their monitoring at all levels in the organization.*** IQAC as per the NAAC guidelines has been formed in MSI and with the help of Academic Committee / Governing Body/Research Committee etc. of the Institute & Executive body of the society, regularly quality enhancing mechanism are being followed. The IQAC is following all the guidelines of UGC for creating a quality conscious learner-centric organizational

		culture at MSI.

20)	Book Bank facility needs to be established	***The institute is in process of e-book bank facility for the students as per the requirements of various courses.*** Also, the students are encouraged to spend time in the Surajmal Central library, which is well furnished and efficiently organized. With a carpet area of about 542.79 sq meters, a large seating capacity, and two air-conditioned reading rooms for faculty and students, it is a place of learning. It is well stocked with latest editions of books by eminent authors on various subjects to cater to the needs and requirements of its readers.
		Some highlights of the library are as follows:
		* Fully computerized with internet connectivity
		* Photocopier and Scanner facility for its users
		* Wi-Fi facility for all users of library.
		* Rich collection of books (27354, with 9727 titles
		* Large number of journals (National, international, print and Online
		* Database of books, Journals, Magazines, audio-visual materials and CDs via WebOPAC facility
		* A Research Wing for scholars (They can refer to reference material and rare collections of manuscripts for their research work on community)
		* Subscribed to 14 Magazines & 15 Newspapers
		* Subscribes to UGC/GGSIPU mandatory e-resources:
		   1. InfoTrac Management Collection (IMC)- 1070 E-Journals
		   2. IEEE (ASPP+POP) – 2874 E-Journals,
		   3. Science direct – 275 E-Journals,
		   4. Springer Link – 149 E-Journals
		
		* Library has also taken DELNET membership since 2015.
		Maharaja Surajmal Central Library (MSCL)
		http://sites.google.com/site/centrallibrarymaharajasurajmal/
		(g) Computerization : Yes, Library is fully computerized like Cataloguing, Circulation,

		Serial Control, Barcoding, Web-OPAC search, Report Generation, Management of Record of users and books etc. (h) Internet Connectivity : Yes (13 computers including 1 server with Internet Connectivity on all systems) (i) Photocopier Facility, etc.: Yes, 2 Printers (including one Scanner, Photocopier cum Printer).
21)	Institute must have INFLIBNET facilities and more e – learning resources	***Library has taken the membership of DELNET, services of which are at par with inflibnet as suggested by the peer team***. E-learning, NPTEL video lectures and content management system are also available to the students and faculty. The Wi-Fi facility enables use of the other subscribed e-resources. This has created a leaner-centric culture without boundaries at MSI.

Status of Accreditation:

- Last Grading done by Joint Assessment Committee (JAC), Department of Higher Education, Government of NCT of Delhi/GGSIP University, New Delhi for Academic Session 2016-2017, Maharaja Surajmal Institute has been awarded 'A' Category securing 89.63%.

- Last Grading done by Academic Audit Cell (AAC), GGSIP University, New Delhi for Academic Session 2015-2016, and Maharaja Surajmal Institute has been awarded 'A' Category securing 93.25%.

- Last Grading by State Fee Regulatory, Directorate of Higher Education, Government of NCT of Delhi for Academic Session 2016-2017, and Maharaja Surajmal Institute has been awarded 'A' Category.

- As per the survey done by www.mbauniverse.com, Maharaja Surajmal Institute has been awarded '7' Ranking among BBA Institutes among National Level in 2013.

- As per the survey done by TIMES BBA RANKING SURVEY 2016 (Times an OMS Initiative, The Times of India), Maharaja Surajmal Institute has been awarded '10' Ranking.

- Our Society Surajmal Memorial Education Society has already received 'Diamond Eye Award' for total quality Commitment & Excellence in Education from OMAC (a highly reputed Paris based International Organization) in Geneva, Switzerland before our affiliating University (GGSIPU).

Maharaja Surajmal Institute
<u>GLOBAL RECOGNITION</u>

November 27-29, 2011 could well termed as the golden slot in the history of this ever growing campus which fast turning into a real centre of excellence with each is passing day. On this day, the esteemed office bearers of SMES, Sh. S.P. Singh Ji and Sh. Ajit Singh ji were in Geneva, Switzerland to receive the coveted "Diamond Eye Award for Total Quality Commitment and Excellence in Education" from OMAC, a highly reputed Paris based international organization. Earlier also the campus had two offers of awards from the same organization "New Era Award for Technology, Innovation and Quality" and "Majestic Five Continents Award for Quality and Excellence".

THE INSTITUTE HAS MAINTAINED EXCELLENT STATUS OF COMPLIANCE WITH THE TERMS AND CONDITIONS OF THE ACADEMIC AUDIT AND NOC FOR GRANT OF AFFILIATION DURING THE PREVIOUS ACDEMIC YEARS.

DECLARATION BY HEAD OF THE INSTITUTE

Prof. A. N. Rai
Director
National Assessment and Accreditation Council
(An Autonomous Institution of the University Grants Commission)
P.O. Box No. 1075, Nagarbhavi, Bangalore - 560 072
Phones: +91-80-2321 0261/62/63/64/65
Fax: +91-80-2321 0268, 2321 0270
Website: www.naac.gov.in

Respected Sir

I certify that the data included in this Self-study Report (SSR) are true to the best of my knowledge.

This SSR is prepared by the institution after internal discussions, and no part thereof has been outsourced.

I am aware that the Peer team will validate the information provided in this SSR during the peer team visit.

Prof. (Dr.) Rajesh Kumar Tyagi
Director
Maharaja Surajmal Institute

Place:

Date:

ANNEXURE I (A) Peer Team Report of BBA & BCA/B.Ed. Courses

NAAC for Quality and Excellence in Higher Education

NAAC

PEER TEAM REPORT

OF

MAHARAJA SURAJMAL INSTITUTE,

C – 4, JANAK PURI, NEW DELHI – 110 058.

Dates of Visit: AUGUST 07 - 09, 2012

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

P.O. Box No. 1075, Nagarbhavi, Bangalore-560072, INDIA.

PEER TEAM REPORT ON INSTITUTIONAL ACCREDITATION OF MAHARAJA SURAJMAL INSTITUTE, C- 4, JANAK PURI, NEW DELHI – 110 058.

Section 1: GENERAL	INFORMATION
1.1 Name & Address of the Institution:	Maharaja Surajmal Institute C- 4 Janakpuri, New Delhi - 110 O58
1.2 Year of Establishment:	01-08-1999
1.3 Current Academic Activities at the Institution (Numbers):	
❖ Faculties / Schools:	01
❖ Departments:	1. Department of Business Administration 2. Department of Computer Application
❖ Programmes / Courses offered:	1. BBA General; 2. BBA Banking and Insurance. 3. BBA Tour and Travel Management. 4. BCA.
❖ Permanent Faculty Members: ❖ Temporary Teachers	Men = 18 , Women = 32. Women = 02 Total = 52
❖ Permanent Support Staff:	Administrative: 15 (M), 07 (W) Total = 22 Technical: 03 (M), 02 ((W) Total = 05
❖ Students:	Men = 835 + Women = 372. Total =1207
1.4 Three major feature in the Institutional Context (As perceived by the Peer Team):	• A Self financed Co-educational Institution affiliated to Guru Gobind Singh Indraprastha University, Delhi having English medium run by MSI Society. • Competent and committed management supported by academicians. • Located in an urban set up with good infrastructure.
1.5 Dates of visit of the Peer Team	7th, 8th and 9th August 2012.
1.6 Composition of the Peer Team which undertook the on-site visit:	
Chairperson	Prof. Prajapati B. A. (Former Vice Chancellor, Veer Narmad South Gujarat University), Professor and Head, S.K. School of Business Management , P.G. Dept. of Commerce and Management, Hemchandracharya North Gujarat University, Patan – 384265. Gujarat.
Member Co-ordinator	Prof. N. Govindarajulu Professor and Head, Department of Physical Education, Pondicherry University Community College, Lawspet, Pondicherry - 605008.
Member	Prin. Dr. Shrinivas Vasantrao Surnis Chetana's H.S. College of Commerce and Economics and Smt. Kusumtai Chaudhari College of Arts, Bandra(East), Mumbai - 400051, Maharashtra.
NAAC Coordinator:	Dr. M. S. Shyamasundar Deputy Advisor NAAC, P.O.No 1075, Nagarbhavi, Banglaore-560072. Karnataka.

Maharaja Surajmal Institute, New Delhi.

Section II: CRITERION WISE ANALYSIS

2.1 Curricular Aspects:

2.1.1 Curricular Design & Development:	• Committed to provide distinctive learning environment. • Programme options match with the institutional mission and goals. • The affiliating university (GGSIU) develops and redesigns the curriculum.
2.1.2 Academic Flexibility:	• The college offers two undergraduate Programmes. • Compulsory papers and flexibility in terms of time frame. • Programme is open to the International students.
2.1.3 Feedback on Curriculum	• Suggestions obtained from stakeholders are integrated by the faculty. • Feedback is considered as a tailoring mechanism for departmental activities. • Regular feedback help as a guide for quality improvement.
2.1.4 Curriculum update	• Periodically, the affiliating university revises the course curriculum. • The curriculum is designed to suit the changing needs of students and society. • The curriculum is updated to inculcate value among the students.
2.1.5 Best Practices in Curricular aspects (If any):	• Use of case studies, seminars, workshops, industrial visits, etc. for enriching the knowledge of the students. • Use of advanced teaching aids such as LCD, OHP, etc.

2.2 Teaching Learning & Evaluation:

2.2.1 Admission Process and Students Profile:	• Wide publicity given through Information Bulletin and Institutional website inviting applications for the various courses. • Admission process is transparent. • 90 % admissions through common entrance test conducted by GGSIPU with centralized counseling and 10% seats in management quota

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2.2.2 Catering to the diverse needs:	• Advanced learners are encouraged through internal assessments, class test, presentation and assignments. • Possible help is provided for the overall development of differently able students. • Weak learners are identified and remedial classes are conducted.
2.2.3 Teaching-Learning Process:	• Project work, seminars, workshops, industrial visits, field visits, role play, debates, motivational talks, etc. are regularly practiced for enriching the knowledge of the students. • Teaching plans and academic calendar are in use to regularize the teaching activities. • The students and faculty members update their knowledge through internet facility, workshops, seminars, guest lecture, FDP and try to keep pace with recent developments.
2.2.4 Teacher Quality:	• The institution has 01 Director, 01 Professors, 07 Associate Professors, and 41 Assistant Professors as permanent faculty as per university norms and 02 temporary teachers • Teachers are appointed through duly constituted Selection Committee consisting of subject expert and University representative as per the norms. • Teachers regularly participate in seminars, workshops, conferences, etc. and present their papers in order to keep themselves in touch with the recent trends and changes.
2.2.5 Evaluation Process and Reforms:	• 25% weightage for internal assessment and 75% weightage is for external assessment as per the guide lines of the university. • The pattern of question paper is as per guidelines of the University. • System of continuous internal assessment of the students through two mid-term tests, assignments, class participation and attendance.
2.2.6 Best Practices in Teaching-learning and Evaluation (If any):	• Best teaching practices such as case study, group discussions, role play, workshops are followed. • Latest methodologies like collaborative and cooperative learning, problem based learning, use of ICT, etc. are in regular use. • Periodically experts from the industry are invited for special lectures.

Maharaja Surajmal Institute, New Delhi.

2.3 Research, Consultancy & Extension:

2.3.1 Promotion of Research:	• Senior faculty members are recognized as research guides for M.Phil. and Ph.D. programmes of different universities. • Supportive atmosphere for research activities. • Common library and computer labs with internet facilities for promotion of research activities.
2.3.2 Research and Publication Output:	• More than 100 Research Papers are published in National and International Journals in last 5 years. • 4 books are published by the faculty members and 8 are in the final stage of publication stage. • More than 50 papers are presented in various seminars and conferences.
2.3.3 Consultancy:	• Need to encourage faculty members to take up consultancy services in their area. • No revenue is generated through consultancy services.
2.3.4 Extension Activities:	• No NSS, NCC or YRC or NGO associated with the college. • Celebration of various festivals with under-privilege children, old age homes, various rallies, and marches to create awareness for no crackers, khelo - holi naturally, adopt a plant, neatness drive and other such socially responsible initiatives are the regular activities. • Blood Donation Camps are organized.
2.3.5 Collaborations:	• Big scope for institutionalizing linkage with the industrial and commercial houses and thereby job opportunities to students. • Scope for establishing MOU with other academic institutions and Industrial Houses.
2.3.6 Best Practices in Research, Consultancy and Extension (If any):	• Enhancement in overall teaching through regular interactions with the pass-out students and get acquainted with recent developments in the corporate world.

Maharaja Surajmal Institute, New Delhi.

2.4 Infrastructure and Learning Resources:

2.4.1 Physical Facilities for Learning:	• Located in urban area with adequate infrastructure. • Common facilities like auditorium, seminar hall, indoor games, area for outdoor games are available. • Adequate physical facilities for teaching and learning are provided. • Physically challenged student is supported in every manner and extra facilities are provided.
2.4.2 Maintenance of Infrastructure:	• Budgetary allocation is made for repairs and maintenance through regular supervision and feedback. • Appointment of staff for regular maintenance and repairs. • AMC for computer maintenance and electrician for electricity related problem.
2.4.3 Library as a Learning Resource:	• Well equipped fully automated library with open access. • Library Advisory Committee monitors the activities. • Subject related CDs, provision of Internet Service, etc. are the unique features of the library. • Funds for the purchase of books, Journals, Periodicals, etc. are provided.
2.4.4 ICT as Learning Resources:	• Computer- students ratio is - 6:1 with 148 computers in different labs, 55 computers in office, staff room and library, 06 laptops and 32 printers. • LCD projectors (09) Overhead projectors(10) • Regular upgrading of computers and Website is regularly updated. • TV and cable connections available.
2.4.5 Other Facilities:	• Hostel facility for Boys and Girls having 130 seats for Boys, 100 for Girls and 04 guest rooms. • Separate common rooms for men and women, indoor and outdoor games facilities. • Auditorium, Seminar halls, guest room, common facilities for cultural and sports activities with parking space.
2.4.6 Best Practices in the development of Infrastructure and Learning Resources (If any):	• Optimum utilization of infrastructural facilities. • Budgetary provision for expansion and maintenance of infrastructures.

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2.5 Student Support and Progression:

2.5.1 Student Progression:	• The dropout rate is very nominal. • Most of the willing students get placement through campus placement services. • Rest of the students either go for higher studies or join their family business.
2.5.2 Student Support:	• Various publications on annual basis are made available like- "MSI Creation" (Annual Bulletin), MSI News, Information Bulletin, and Hostel Brochure. • Scholarship is given to first and second rank holders of all courses at each level.
2.5.3 Student Activities:	• Good rapport between institution and alumni. • Encouragement to students' participation in co-curricular and extracurricular activities. • National festivals and major religious festivals are celebrated. • Annual sports day, Annual fest, Cultural and Technical Fest, etc. are a regular feature.
2.5.4 Best Practices in Student Support and Progression (If any):	• Extra facilities for the differently abled students. • Providing career guidance and placement assistance to needy students. • Awarding scholarships to meritorious students.

2.6 Governance and Leadership:

2.6.1 Institutional Vision and Leadership:	• The vision and mission of the institution is in tune with the objectives. • The Governing Body, Director, and programme co-ordinators provide leadership and guidance for achieving the goals and objectives of the Institution. • Regular meetings with the faculty members to discuss various problems and gather information. • Democratic institution with collective leadership and due importance to all.
2.6.2 Organizational Arrangements:	• Various committees have been constituted to assist the Director in administrative and academic matters. • Effective internal coordination and monitoring mechanisms.

Maharaja Surajmal Institute, New Delhi.

		• Director and Management provide paternalistic leadership and guidance.
2.6.3	Strategy development and Deployment:	• University designed Academic Calendar is followed. • Various Cultural and Academic committees are formed to ensure effective co-operation of all the concerned. • FDPs seminars, workshops etc. are organized for the faculty empowerment. • Feedback from students regarding teachers performances analysed for follow - up actions.
2.6.4	Human Resource Management:	• The ratio of teaching to non teaching staff is 52:27. • Recruitment as per the university norms. • The work-load of the teachers is according to UGC norms. • 6th pay salary and friendly service conditions. • Full support to the faculty for professional development and career progression.
2.6.5	Financial Management and Resource Mobilization:	• Operating budget to cover day-to-day expenditure. • Internal and statutory audit is done annually. • Financial management is fully computerized using Tally 9.3. • Resource mobilization is done through Fees collection from the students, interest on saving bank account and on fixed deposits.
2.6.6	Best Practices in Governance and Leadership (If any):	• Biometric system has been installed to ensure punctuality. • Accounting system is fully computerized. • Adequate feedback and grievance redressal mechanisms. • Proper support and encouragement from management to staff. • Committed management towards achieving its Goals.

Maharaja Surajmal Institute, New Delhi.

2.7 Innovative Practices:

2.7.1 Internal Quality Assurance System:	• Various committees have been formed to ensure the quality enhancement like- academic committee, finance committee Purchase committee, construction committee, establishment committee etc. • Regular feedback from students to pursue its quest for excellence.
2.7.2 Inclusive Practices:	• Due reservation policy for socially backward section of society. • Talent development programmes for the welfare of students coming from rural background. • Initiatives such as self discipline and development of moral values among the students.
2.7.3 Stakeholder Relationships:	• Staff representation on the academic committees. • Parent teacher meets and feedback obtained. • Harmonious relationship is seen.

Section III: OVERALL ANALYSIS

3.1 Institutional Strengths:	• Located in the heart of the city. • Institution is having 12 years of successful standing in the field of education. • The college has committed, highly educated teaching staff and non teaching staff. • Positive support from the Management. • Most of the activities in the college are computerized. • Adequate Infrastructure. • Cordial and harmonious inter personal relationship. • Student are extended with all the basic facilities.
3.2 Institutional Weaknesses:	• Major and minor UGC sponsored research projects to be undertaken. • Need to subscribe for more national and international Journals • Has to depend on University for changes in the curriculum to cope with fast changing techniques in the field of industry. • More scope for consultancy services.

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3.3 Institutional Challenges:	• To develop credible expertise to offer consultancy services. • To introduce job oriented, market driven Add on courses • Attract students from other States. • Prepare perspective plan for the growth of the institution. • To act as a catalyst and to sustain the present position in the city for the development of academic excellence.
3.4 Institutional Opportunities:	• Develop tie-up with the corporate world for resource mobilization • Regular training programme for teaching and non teaching staff on the topics of their interest. • Regular peer interactions with the neighboring institutions be encouraged. • Maximum and effective use of available land and building for further institutional growth and expansion activities.. • Scope for Industry-Institution Partnership. • Scope for ICT application.

Section IV: RECOMMENDATIONS FOR QUALITY ENHANCEMENT OF THE INSTITUTION

- Refining the perspective plan for the future expansion and growth with an executable action plan.

- Introduce PG courses which have market potentials and Job orientation.

- Strengthening the tie-up with neighboring   Banks, Industrial Houses, NGO's for summer Placements, Project work.

- The centre for Women Development may be started to create self awareness and overall development of the girls students.

- The college may go for more UGC funded Job related , Market oriented , Career oriented Add-on certificate/ Diploma courses as a part of dual education system.

Maharaja Surajmal Institute, New Delhi.

- Faculty members need to collaborate with other research institutions /University.

- The college may think of starting Value Added courses on Disaster Management, Stress Management, Time Management , Health Hazards and Ecology.

- Introduction of entrepreneurship and skill Development programme.

- More number of class rooms be equipped with in built speaker system, White boards and LCD projectors to match with today's emerging needs.

I agree with the observations of the Peer Team as mentioned in this report.

Date & Seal

Signature of the Head of the Institution

Prof. (Dr) Azad S Chhillar
Director
Maharaja Surajmal Institute
C-4, Janak Puri, New Delhi-110058

Names, Signatures of peer team members with date:

S.No.	Name and Designation in PTM	Signature
1.	Prof. Prajapati B. A. (*Chairperson*)	9-8-2012
2.	Prof. N. Govindarajulu (*Member Co-ordinator*)	09/08/2012
3.	Prin. Dr. Shrinivas Vasantrao Surnis (*Member*)	9/8/12
4.	Dr. M. S. Shyamasundar (*NAAC Officer*)	

Place : New Delhi,
Date : 09-08-2012.

Maharaja Surajmal Institute, New Delhi.

ANNEXURE I (B) Peer Team Report of B.Ed. Course

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NAAC for Quality and Excellence in Higher Education

NAAC

PEER TEAM REPORT

ON

MAHARAJA SURAJMAL INSTITUTE,

DEPARTMENT OF EDUCATION (B.Ed.),

C – 4, JANAK PURI, NEW DELHI – 110 058.

Dates of Visit: AUGUST 10-11, 2012

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

P.O. Box No. 1075, Nagarbhavi, Bangalore-560072, INDIA.

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PEER TEAM REPORT ON INSTITUTIONAL ACCREDITATION OF MAHARAJA SURAJMAL INSTITUTE, DEPT. OF EDUCATION (B.Ed.)

Section I : GENERAL	INFORMATION
1.1 Name & Address of the Institution:	Maharaja Surajmal Institute, Department of Education (B.Ed.), C – 4, Janak Puri, New Delhi – 110 058.
1.2 Year of Establishment:	1999
1.3 Current Academic Activities at the Institution (Numbers):	
• Faculties/ Schools:	01
• Departments/ Centers:	Education
• Programmes/ Courses offered:	One Year B.Ed. Course – U.G.
• Permanent Faculty Members:	Men = 01, Women = 07. Total = 08
• Permanent Support Staff:	Administrative = Men = 04, Women = 02. Total = 06 Technical Assist. Men = 01, Women = 03. Total = 04
• Students:	B.Ed. = 100.
1.4 Three major features in the institutional Context (As perceived by the Peer Team):	• A Self financed Co-educational College affiliated to Guru Gobind Singh Indraprastha University, Delhi having bilingual medium. • College located in the urban area with good infrastructure and eco-friendly environment. • UGC recognition under 2 (f).
1.5 Dates of visit of the Peer Team:	10th and 11th August, 2012.
1.6 Composition of the Peer Team which undertook the on- site visit:	
Chairperson	Prof. Prajapati B. A. (Former Vice-Chancellor, Veer Narmad South Gujarat University), Professor and Head, S.K. School of Business Management, PG Deptt. of Commerce and Management, Hemchandracharya North Gujarat University, Patan – 384 265, Gujarat.
Member Co-ordinator	Prof. N. Govindarajulu Professor and Head, Department of Physical Education, Pondicherry University Community College, Lawspet, Pondicherry – 605 008.
Member	Prin. Dr. Shrinivas Vasantrao Surnis Principal, Chetana's H.S. College of Commerce and Economics and Smt. Kusumatai Chaudhari College of Arts, Bandra (E), Mumbai – 51, Maharashtra.
NAAC Officer	Dr. M. S. Shyamasundar Deputy Adviser, National Assessment and Accreditation Council, P.O. Box. 1075, Bangalore – 560072, Karnataka.

Maharaja Surajmal Institute, Dept. of Education, New Delhi.

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Section II: CRITERION WISE ANALYSIS	

2.1 Curricular Aspects

2.1.1 Curricular Design & Development:	• The syllabus prescribed by the Guru Gobind Singh Indraprashta University, Delhi is followed. • The use of ICT in curriculum development observed. • The course contents are periodically revised and updated to meet the emerging needs of the society. • Semester system is followed from the current academic year.
2.1.2 Academic Flexibility:	• The operational curriculum provides for varied learning experience. • Value added courses are introduced. • Limited Academic flexibility. • In place of annual system, semester system is introduced from the current academic year.
2.1.3 Feedback on Curriculum	• Formal feedback from students is collected at three stages which is used as a tailoring mechanism for the departmental activities. • Inputs based on feedback are forwarded to University for curriculum revision. • Some faculty members give feedback to the University and contribute in curriculum revision.
2.1.4 Curriculum update	• Periodically, the affiliating University revises the course curriculum as per the norms • Suggestions are sent to the university based on feedback analysis. • Faculty involvement in curriculum update exists.
2.1.5 Best Practices in Curricular aspects (If any):	• Meeting for curricular revision for Educational Technology was organised and curriculum was revised at the request of the University. • Curriculum is for skill development.

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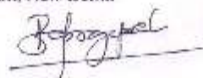
3

NAAC for Quality Enhancement in Higher Education

2.2 Teaching Learning & Evaluation:

2.2.1 **Admission Process and Students Profile:**	• Admissions are done through combined entrance test conducted by the affiliating university. • Reservation in admission as per State Government / University norms. • Admission process is transparent.
2.2.2 Catering to the diverse needs:	• Various learning strategies are adopted to cater to diverse learning needs of the students. • Due support is given to physically challenged and blind students. • Teacher educators are encouraged to attend various seminars, workshops and conferences to update their knowledge. • Adequate infrastructural facilities for all-round development of the students are provided.
2.2.3 Teaching-Learning Process:	• Curriculum has several components that involve the students in active learning. • Students centric and technology supported teaching learning process. • Various techniques are adopted for effective learning. • 12 Practice Teaching Schools are selected for imparting training.
2.2.4 Teacher Quality:	• Well qualified and adequate full time faculty : 6 with Ph.D. and 2 pursuing Ph. D. • Teachers keep themselves updated by attending seminars, workshops and conferences. • 43 papers written by the teachers are published and 50 papers were presented in seminars.
2.2.5 Evaluation Process and Reforms:	• Feedback from students about the performance of the teachers and thereby appropriate remedial measures, is a routine activity. • Evaluation process is laid down by the affiliating University.
2.2.6 **Best Practices in Teaching-learning and Evaluation (If any):**	• Infrastructural facilities for Physically handicapped students • Due importance on practice of teaching in terms of preparation, delivery, and feedback. • Impartial, comprehensive and continuous evaluation followed. • Latest methodology like cooperative learning, problem based learning, use of ICT learning, etc. are adopted.

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2.3 Research, Consultancy & Extension:

2.3.1 Promotion of Research:	• Faculty members are encouraged to pursue research work. • Faculty members are encouraged to take part in various seminars, conferences and workshops. • Research culture needs to be strengthened.
2.3.2 Research and Publication Output:	• Three teachers have written nine books contributing towards quality in teaching. • Faculty members are involved in publishing conceptual and research based papers.
2.3.3 Consultancy:	• Need to encourage more faculty members to take up consultancy services in their area of interest.
2.3.4 Extension Activities:	• Talent Development Camp is organized regularly to develop overall personality of the students. • Organization of Teachers Day, Trip to NCERT, etc. to create awareness about role of Teachers. • Blood Donation camps organised. • Extension lectures are organized at regular intervals.
2.3.5 Collaborations:	• Institution has association with national level organizations, such as NCERT, NCTE, Directorate of Higher Education, Directorate of school education, etc. • Experts from various organizations are invited to share their knowledge.
2.3.6 Best Practices in Research, Consultancy and Extension (If any):	• Number of seminars, workshops, conferences, etc. are organized regularly. • Institute provides a very favorable environment and support to research activities undertaken by the staff.

2.4 Infrastructure and Learning Resources:

2.4.1 Physical Facilities for Learning:	• Adequate infrastructure as per the NCTE norms is provided. • An auditorium, a Seminar Hall, Indoor and Outdoor sports facilities, Girls and Boys Hostel visitors rooms, Canteen, Multipurpose Playground, mess, separate wash rooms for Boys and Girls are shared with other institutes operating within the campus.
2.4.2 Maintenance of Infrastructure:	• Adequate maintenance through regular supervision and feedback. • Sufficient budgetary provision for annual maintenance. • Available infrastructure is optimally utilized.

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2.4.3 Library as a Learning Resource:	• Fully computerized common Library. • Book bank facility needs to be strengthened. • In library there are 8702 books with 3723 titles and 983 reference books; 25 journals, 13 magazines and 15 newspapers subscribed.
2.4.4 ICT as Learning Resources:	• 25 computers with LAN and internet connectivity. • Other resources such as TV, OHP, Camera, Audio player, Laptop, Camcorder, LCD Projector, VCR are provided in the ICT Resource Centre and optimum use is ensured. • Students are provided free access to Internet.
2.4.5 Other Facilities:	• Common facilities such as seminar hall, auditorium, Play grounds for the use of students. • Psychology, Science and Mathematics, Arts and Craft Resource Centers are in place. • Methods rooms are available.
2.4.6 Best Practices in the development of Infrastructure and Learning Resources (If any):	• Students are encouraged to use ICT for delivering their lessons during their practice. • All the infrastructure is as per NCTE norms and is optimally utilized.

2.5 Student Support and Progression:

2.5.1 Student Progression:	• Admissions are through common entrance test • Dropout rate is very nominal. • Special Guidance to appear for Delhi State Service Selection Board examination and other competitive examinations.
2.5.2 Student Support:	• Caleadar for various academic activities is prepared. • Academic sessions starts with the orientation of the students. • Physically challenged students are supported in every manner.
2.5.3 Student Activities:	• Encouragement to students to participate in co-curricular and extra-curricular activities. • Alumni Association is active and keeps on working in the interest of the regular students. • Annual sports day, Annual fest, various competitions, etc. are held.
2.5.4 Best Practices in Student Support and Progression (If any):	• Two meritorious students are awarded scholarship. • Common college magazine for all departments "MSI Creation" and "Information Bulletin" is published.

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NAAC for Quality Enhancement in Higher Education

2.6 Governance and Leadership:

2.6.1 Institutional Vision and Leadership:	• The institute's vision, mission, values, and objectives are clearly displayed on the website and at prominent places in the institute. • Five sub-committees such as academic, finance, construction, purchase and establishment for overall functioning. • Democratic institution with collective leadership with due importance to all.
2.6.2 Organizational Arrangements:	• Different committees are formed to organise curricular, co-curricular and extra-curricular activities. • Faculty members develop daily and monthly teaching plans. • Biometric machine to record attendance of the staff is installed.
2.6.3 Strategy development and deployment:	• Library and Accounts Departments are fully computerized. • Annual budgets are prepared to keep control on all financial transactions. • Academic calendar is prepared in the beginning of the year.
2.6.4 Human Resource Management:	• Recruitment of faculty as per NCTE / University norms. • Continuous self appraisal of the faculty through various mechanisms is done. • Faculty Development Programs are arranged.
2.6.5 Financial Management and Resource Mobilization:	• Self- financing institution. • Operational Budget is adequate to cover day-to-day expenses. • Accounts are regularly audited internally and externally.
2.6.6 Best Practices in Governance and Leadership (If any):	• Involvement of all the staff members in the functioning of the institution. • The atmosphere is conducive for professional growth of its staff. • Salary as per Sixth Pay Commission to entire staff.

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NAAC for Quality Enhancement in Higher Education

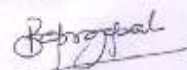**2.7 Innovative Practices:**

2.7.1 Internal Quality Assurance System:	• Formal mechanism of appraisal from students and staff is in place. • Though IQAC is not in existence, institute has a well-defined mechanism for quality control. • Various committee meetings are held regularly to look after the various aspects of the work.
2.7.2 Inclusive Practices:	• Reservation policy laid down by the Government / University is followed. • Open culture and no gender related issues. • Personal attention for the slow learners.
2.7.3 Stakeholder Relationships:	• Alumni association is formulated. • Regular meetings with the stake holders • Good inter-personal relationship among staff and students is noteworthy.

Section III: OVERALL ANALYSIS

3.1 Institutional Strengths:	• Located in the heart of the city. • Good and adequate infrastructure. • Committed teaching and non teaching staff. • Positive support from the management.
3.2 Institutional Weaknesses:	• Institutional tie-ups need to be encouraged. • Major and minor research projects to be undertaken. • Has to depend on university for changes in course curriculum. • Future perspective plan need to be developed. • Internal Quality Strengthening mechanism yet to take place.
3.3 Institutional Challenges:	• To act as a catalyst in urban setup for the development of good teachers. • To bring in attitudinal change among the urban youth toward higher education. • Certificate course in functional English / Communication skills need to be developed. • Fierce competition emanating from neighbouring institution. • Securing placement for the students.
3.4 Institutional Opportunities:	• Regular training / refresher / orientation program for teaching and non teaching staff at school level. • Regular peer interactions with neighbouring institutions be encouraged. • Development of Research Centre and generate research funds through sponsored projects (ICSSR, HRD) etc. • Motivating Faculty members to publish research papers in journals of repute.

Maharaja Surajmal Institute, Dept. of Education, New Delhi.

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NAAC for Quality Enhancement in Higher Education

Section IV: Recommendations for Quality Enhancement of the Institution

- More Faculty Development Programs in Models of Teaching, Research Methodology, Statistics and Micro-Teaching, etc. need to be organized.
- To prepare perspective plan for the future development in coming 5 years.
- Communication Lab., different resource centres, different method labs. etc. need to be established / strengthened.
- Faculty needs to develop expertise for providing consultancy services.
- Promotion of inter-disciplinary teaching and research and organizing more seminars / workshops / conferences, etc.
- More number of class rooms be equipped with built-in speaker system, white boards and LCD projectors to match with the today's emerging needs.
- Efforts to be made to obtain permanent affiliation from University and UGC recognition under section 12 (b).
- There is a need to establish IQAC as per the NAAC guidelines and strengthening quality enhancing mechanism.
- Book bank facility needs to be established.
- Academic collaboration with external agencies to be established.
- M.Ed. and other value added courses to be introduced.
- Institute may have INFLIBNET facilities and more e-learning resources.

I agree with the Observations of the Peer Team as mentioned in this report.

Date: 11-08-2012

Signature of the Head of the Institution
Prof (Dr) Azad S Chhillar
Director
Maharaja Surajmal Institute
C-4, Janak Puri, New Delhi-110058

Names, Signatures of peer team members with date:

S. No.	Name and Designation in PTM	Signature
1.	Prof. Prajapati B. A. (*Chairperson*)	11-08-2012
2.	Prof. N. Govindarajulu (*Member Coordinator*)	11-08-2012
3.	Prin. Dr. Shrinivas Vasantrao Surnis (*Member*)	11-8-12
4.	Dr. M. S. Shyamasundar (*NAAC Officer*)	

Place : New Delhi,
Date : 11-08-2012.

Maharaja Surajmal Institute, Dept. of Education, New Delhi.

ANNEXURE II (A) NAAC Accreditation certificate of BBA & BCA Courses and

ANNEXURE II (B) NAAC Accreditation certificate of B.Ed. Course

राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
An Autonomous Institution of the University Grants Commission

Certificate of Accreditation

The Executive Committee of the
National Assessment and Accreditation Council
on the recommendation of the duly appointed
Peer Team is pleased to declare the
Department of Teacher Education
Maharaja Surajmal Institute
Janak Puri, West Delhi,
Affiliated to Guru Gobind Singh Indraprastha University, New Delhi

Accredited

with CGPA of 2.39 on four point scale
at B grade
valid up to September 14, 2017

Date   September 15, 2012

Director

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ANNEXURE III (Certificate of recognition u/s 2 (f) of UGC)

Annexure -14

UNIVERSITY GRANTS COMMISSION
BAHADUR SHAH ZAFAR MARG
NEW DELHI-110 002.

27 DEC 2005

F. 8-77/2003 (CPP-I)   December, 2003

The Registrar,
Guru Gobind Singh Indraprastha University,
Kashmere Gate,
Delhi-110 006.

Sub:-   List of Colleges prepared under Section 2 (f) of the UGC Act, 1956-Inclusion of
        New College.

Sir,
        I am directed to refer to the letter No. MSI-14/5/NOL/2003/1612 dated 19-11-2003
received from Maharaja Surajmal Institute, New Delhi on the subject cited above and to say
that the name of the following College has been included in the list of Colleges prepared
under Section 2 (f) of the UGC Act, 1956 under the head Non-Government Colleges teaching
upto Bachelor's Degree:-

Name of the College	Year of Establishment	Remarks
Maharaja Surajmal Institute, C-4, Janakpuri, New Delhi-110 058.	1999	The College is not eligible to receive Central assistance in terms of the Rules framed under Section 12-B of the U.G.C Act, 1956

        The Indemnity Bond and other documents in respect of the above College have
been accepted by the Commission.
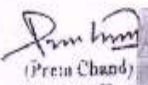
                                                            Yours faithfully,

                                                            (Urmil Gulati)
                                                            Under Secretary

Copy to :-

1. The Principal, Maharaja Surajmal Institute, C-4, Janakpuri, New Delhi-110 058.
2. The Secretary, Government of India, Ministry of Human Resource Development,
   Department of Secondary & Higher Education, Shastri Bhawan, New Delhi-110 001.
3. Joint Secretary, UGC, Northern Regional College Bureau, 35, Ferozshah Road,
   New Delhi-110 001.
4. All Sections, UGC, New Delhi.
5. Section Officer, FD-III Section, UGC, New Delhi.
6. Guard file.

Prof. (Dr. ...)
Director
Maharaja Surajmal Institute
C-4, Janakpuri, New Delhi-110 ...

(Prem Chand)
Section Officer

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ANNEXURE IV (Latest letter (Academic Session 2016-2017) containing Terms and conditions of NOC and Affiliation to the Institution)

Guru Gobind Singh Indraprastha University
Sector 16C, Dwarka, New Delhi - 110078

No.F.:GGSIPU/Aff.letter/MSI/2016-17/69

Dated:25/1/17

Subject: *Continuation of Provisional Affiliation for conduct of B.Ed., BCA, BCA (Second Shift), BBA, BBA (Second Shift), BBA(B&I), BBA(B&I) (Second Shift) and B.Com (Hons.) programmes for the Academic Session 2016-2017.*

In terms of Section 5(21) of the Guru Gobind Singh Indraprastha University Act 1998, continuation of provisional affiliation has been approved by the Board of Affiliation for conduct of *B.Ed./100 (Two years duration), BCA/120, BCA (Second Shift)/60, BBA/180, BBA (Second Shift)/120, BBA(B&I)/60, BBA(B&I) (Second Shift)/60 and B.Com (Hons.)/60 programmes* (3 years duration each) at Maharaja Surajmal Institute, C - 4, Janak puri, New Delhi - 110058 during Academic Session 2016-2017.

This provisional affiliation is subject to fulfillment of following conditions:-

1.0 That the institution/society shall adhere to the provisions of Act 1998, the Statute, the Ordinances and regulations of the Guru Gobind Singh Indraprastha University and will comply with the standing orders and directions of the University throughout the period of affiliation and fulfill conditions indicated in the Policy Guidelines issued by Govt. of NCT, Delhi and approval of the Statutory Body (wherever applicable). In addition to above the deficiencies pointed out / suggestions given by the Joint Assessment Committee in its report shall also be removed / taken up and compliance of the same shall also be submitted in the University within a month of the receipt of this letter. The copy of the report may be collected from the affiliation branch of the University, if not collected earlier.

2.0 That the institution/society shall not conduct any full time, part time or distance education programme(s) within its premises without the specific prior permission of the University and will not conduct any programme whatsoever of any other University in the said campus. It will also not use the trademark/trade name of the University for any other admission/teaching activity/conduct of any other programme at any other campus till it remains affiliated with Guru Gobind Singh Indraprastha University.

3.0 That the institution/ society shall ensure that raging is completely banned among student community and prohibited in the campus and hostels of the institute/college. Some teachers shall be made responsible in order to guarantee implementation of this order of the Government.

4.0 That the institution / society shall create special facilities such as ramps, rails and special toilets and make other necessary arrangements to suit the special needs of physically challenged persons.

1 of 3

ANNEXURE IV (Recognition/approval letter of B.Ed Course from NCTE)

ANNEXURE IV (Recognition/approval letter of B.Ed Course from NCTE)

6. Further, the recognition is subject to fulfillment of other requirements as may be prescribed by other regulatory bodies like UGC, affiliating University /Body, the State Government etc. as applicable.

7. The institution shall submit to the Regional Committee a Self-Appraisal Report at the end of each academic year along with the statement of annual accounts duly audited by a Chartered Accountant.

8. The institution shall maintain & update its website as per provision of NCTE Regulations and always display following as mandatory disclosure.

(a) Sanctioned programmes along with annual intake in the institution.
(b) Name of the faculty and staff in full as mentioned in school certificate along with their qualifications, scale of pay and photograph.
(c) Name of faculty members who left of joined during the last quarter.
(d) Names of students admitted during the current session along with qualification, Percentage of marks in the qualifying examination and in the entrance test, if any, date of admission, etc.
(e) Fee charged from students.
(f) Available infrastructural facilities.
(g) Facilities added during the last quarter.
(h) Number of books in the library, journals subscribed to and additions, if any, in the last quarter.
(i) The affidavit with enclosure submitted along with application.
(j) The institution shall be free to post additional relevant information, if is so desires.
(k) Any false or incomplete information on website shall render the institution liable for withdrawal of recognition.

If the institution Contravenes any the above conditions or the provision of the NCTE Act, Rules, Regulations and Orders made and issued there under, the institution will render itself liable to adverse action including withdrawal of recognition by the Regional Committee under the provisions of Section 17(1) of the NCTE Act.

By Order

(Dr. S.K. Chaubay)
Regional Director

The Manager to Govt. of India,
Department of Publications, (Gazette Section)
Civil Lines, Delhi – 110 054

Copy to:

1. The Principal Maharaja Surajmal Institute, C-4, Janak Puri, New Delhi - 110058.
2. The Secretary, Department of School Education and Literacy, Ministry of Human Resource Development, Govt. of India, Shastri Bhawan, New Delhi- 110001.
3. Education Secretary, Govt. of Delhi, Old Secretariat, Civil Lines, Delhi – 54.
4. The Director, Directorate of Secondary Education, I/C Teacher Education, Govt. of Delhi, Directorate, Delhi.
5. The Registrar, Guru Gobind Singh Indraprastha University, Sector – 16, Dwarka, New Delhi.
6. The US (Computer), National Council for Teacher Education, Hans Bhawan Wing-II, 1, Bahadur Shah Zafar Marg, New Delhi- 110 002.
7. Office order file/ Institution file

Regional Director

ANNEXURE V (Publications of Department of Education)

MSI Faculty Achievements: Session: Aug. 2015- July 2016: Department of Education

S. No.	Name of Faculty	Paper Published in Journal *(only those under excellence grade/Referred) MSI		Others		Paper Published in Conference proceedings *(only those under excellence grade) MSI		Others		FDP/Conference/ Seminar attended MSI		Others	
		Nat.	Int.	Nat.	Int.	Nat.	Int.	Nat.	Int.	Nat.	Int.	Nat.	Int.
1	Dr. Purnima Gupta	-	-	-	-	-	-	-	-	-	-	-	-
2	Dr. Monika Davar	-	-	1	-	-	-	-	-	1	-	1	-
3	Dr. Vipasha Rana	-	-	-	-	-	-	-	-	1	-	-	-
4	Dr. Poonam	-	-	-	-	-	-	-	-	1	-	-	-
5	Dr. Durgesh Nandini	-	-	-	-	-	-	-	-	1	-	-	-
6	Dr. Kusum	-	-	-	-	-	-	-	-	1	-	-	-
7	Dr.Promila Dabas	-	-	-	1	-	-	-	-	1	-	-	1
8	Dr. Arvind Kumar Gill	-	-	-	-	-	-	-	-	1	-	-	-
9	Dr Vivek Solanki	-	-	-	-	-	-	-	-	-	-	-	-
10	Dr Anviti Rawat	-	-	-	-	-	-	-	-	1	-	-	-
11	Dr Usha Rani Malik	-	-	-	-	-	-	-	-	1	-	-	-
12	Dr Rajesh Gill	-	-	-	1	-	-	-	-	1	-	-	-
13	Ms Monika Singh	-	-	-	1	-	-	-	-	1	-	-	-
14	Dr Arti Bahuguna	-	-	-	-	-	-	1	-	1	-	-	-
15	Dr Vanita Anand	-	-	-	-	-	-	-	-	1	-	-	-
	Total	00	00	01	03	00	00	01	00	13	00	01	01

S. No.	Name of Faculty	One week (or more) FDPs attended MSI	Others	Paper Presented in Seminar/ conference MSI		Others		Books (Subject/ Reference) Nat.	Int.	Books (General) Nat.	Int.
				Nat.	Int.	Nat.	Int.				
1	Dr. Purnima Gupta	-	-	-	-	-	-	-	-	-	-
2	Dr. Monika Davar	1	-	-	-	2	-	-	-	-	-
3	Dr. Vipasha Rana	2	-	-	-	-	-	-	-	-	-
4	Dr. Poonam	2	-	-	-	-	-	-	-	1	-
5	Dr. Durgesh Nandini	1	-	-	-	-	-	-	-	-	-
6	Dr. Kusum	2	1	-	-	-	-	-	-	-	-
7	Dr.Promila Dabas	2	-	-	-	-	-	-	-	-	-
8	Dr. Arvind Kumar Gill	2	1	-	-	-	-	-	-	-	-
9	Dr Vivek Solanki	2	-	-	-	-	-	-	-	-	1
10	Dr Anviti Rawat	2	-	-	-	-	-	-	-	-	-
11	Dr Usha Rani Malik	2	-	-	-	-	-	-	-	—	-
12	Dr Rajesh Gill	2	-	-	-	-	-	-	-	-	-
13	Ms Monika Singh	2	-	-	-	—	-	-	-	-	-
14	Dr Arti Bahuguna	2	-	-	-	-	-	-	-	-	-
15	Dr Vanita Anand	2	-	-	-	-	-	-	-	-	-
	Total	26	02	00	00	02	00	00	00	01	01

ANNEXURE V (Publications of Department of Education)

MSI; Faculty Achievements; Session: Till Date; Department of Education

S. No.	Name of Faculty	Paper Published in Journal *(only those under excellence grade/Referred)				Paper Published in Conference proceedings *(only those under excellence grade)				FDP/Conference/ Seminar attended			
		MSI		Others		MSI		Others		MSI		Others	
		Nat.	Int.	Nat.	Int.	Nat.	Int.	Nat.	Int.	Nat.	Int.	Nat.	Int.
1	Dr. Purnima Gupta	-	-	7	4	-	-	-	-	14	2	9	-
2	Dr. Monika Davar	-	-	6	3	1	-	-	-	10	3	8	-
3	Dr. Vipasha Rana	-	-	10	-	-	-	-	-	11	2	9	-
4	Dr. Poonam	-	-	18	2	-	-	-	-	6	2	12	-
5	Dr. Durgesh Nandini	-	-	15	1	-	-	-	-	12	3	8	-
6	Dr. Kusum	-	-	2	3	-	-	-	-	12	4	11	-
7	Dr. Promila Dabas	-	-	4	-	-	1	-	-	10	3	11	-
8	Dr. Arvind Kumar Gill	-	-	9	2	-	-	-	-	12	3	4	-
9	Dr Vivek Solanki	-	-	4	2	-	-	-	-	10	3	4	-
10	Dr Anviti Rawat	-	-	3	7	1	-	-	-	10	1	6	2
11	Dr Usha Rani Malik	-	-	5	-	-	-	-	-	10	-	3	-
12	Dr Rajesh Gill	-	-	1	7	-	-	-	-	7	-	2	-
13	Ms Monika Singh	-	-	1	1	-	-	-	-	4	2	-	-
14	Dr Arti Bahuguna	-	-	-	-	-	-	1	-	-	-	-	-
15	Dr Vanita Anand	-	-	3	5	-	-	-	-	2	-	2	-
	Total	0	0	83	37	2	1	1	0	130	28	89	2

S. No.	Name of Faculty	One week(or more) FDPs attended		Paper Presented in Seminar/ conference				Books (Subject/ Reference)		Books (General)	
		MSI	Others	MSI		Others					
				Nat.	Int.	Nat.	Int.	Nat.	Int.	Nat.	Int.
1	Dr. Purnima Gupta	2	1	-	-	13	1	1	-	-	-
2	Dr. Monika Davar	3	-	-	-	13	2	1	-	-	-
3	Dr. Vipasha Rana	2	-	-	-	12	2	-	-	-	-
4	Dr. Poonam	3	-	-	-	18	2	2	-	1	-
5	Dr. Durgesh Nandini	2	1	-	-	11	1	-	-	4	-
6	Dr. Kusum	2	-	-	-	9	-	-	-	-	-
7	Dr. Promila Dabas	2	-	1	2	11	1	-	-	-	-
8	Dr. Arvind Kumar Gill	2	1	-	-	9	1	-	-	2	-
9	Dr Vivek Solanki	2	-	1	-	5	1	-	-	1	-
10	Dr Anviti Rawat	2	-	1	-	1	-	-	-	3	-
11	Dr Usha Rani Malik	2	-	-	-	-	-	-	-	-	-
12	Dr Rajesh Gill	3	3	-	-	7	-	-	4-chapt	-	-
13	Ms Monika Singh	2	-	-	-	-	-	-	-	-	-
14	Dr Arti Bahuguna	2	3	-	-	2	-	-	-	-	-
15	Dr Vanita Anand	2	-	1	-	2	2	-	-	-	-
	Total	33	9	4	2	112	13	4	4	11	0

ANNEXURE VI (Publications of Department of Computer Science)

MSI; Faculty Achievement; Session: January 2016- December 2016; Department: BCA

S. No.	Name of Faculty	Paper Published in Journal *(only those under excellence grade/Referred)				Paper Published in Conference proceedings *(only those under excellence grade)				FDP/Conference/ Seminar attended			
		MSI		Others		MSI		Others		MSI		Others	
		Nat.	Int.	Nat.	Int.	Nat.	Int.	Nat.	Int.	Nat.	Int.	Nat.	Int.
1	Dr. Kavita Pabreja	-	-	-	3	-	-	-			-	1	-
2	Dr. Amit Choudhary	-	-	-	-	-	-	-			-	-	-
3	Ms Neetu Anand	-	-	-	-	-	-	-	-	-	-	-	-
4	Mr. Hemendra Kumar	-	-	-	-	-	-	-	-	-	-	-	-
5	Mr. Manoj Kumar	-	-	-	1	-	-	-	-	-	-	-	-
6	Mr. Kumar Gaurav	-	-	-	2	-	-	-	-	-	-	-	-
7	Mr. Suraj Pal Chauhan	-	-	-	-	-	-	-	-	-	-	-	-
8	Mr. Sundeep Kumar	-	-	-	-	-	-	-	-	-	-	-	-
9	Ms Neetu Narwal	-	-	-	2	-	-	-	-	-	-	-	-
10	Mr. Ravinder S. Kajal	-	-	-	-	-	-	-	-	-	-	-	-
11	Mr. Jainendra S. Dagar	-	-	-	-	-	-	-	-	-	-	-	-
12	Ms Rhythm Choudhary	-	-	-	-	-	-	-	2	-	-	-	2
13	Ms Pooja Singh	-	-	-	-	-	-	-	-	2	-	-	-
14	Ms Menal Dahiya	-	-	-	7	-	-	1	1	-	-	-	-
15	Ms Tarunim Sharma	-	-	-	-	-	-	-	-	-	-	-	-
16	Ms Meenakshi Verma	-	-	-	-	-	-	-	-	-	-	-	-
17	Mr. Harjender Singh	-	-	-	-	-	-	-	-	-	-	-	-
18	Ms Minal Dhankar	-	-	-	5	-	-	-	-	1	-	2	-
19	Ms Vinita Tomar	-	-	-	-	-	-	-	-	-	-	-	-
20	Ms Kanika Kundu	-	-	-	-	-	-	-	-	-	-	-	-
	Total	-	-	-	20	-		1	3	3		3	

S. No.	Name of Faculty	One week (or more) FDPs attended		Paper Presented in Seminar/ conference				Books (Subject/ Reference)		Books (General)	
		MSI	Others	MSI		Others					
				Nat.	Int.	Nat.	Int.	Nat.	Int.	Nat.	Int.
1	Dr. Kavita Pabreja	2		-	-	-	-	-	-	-	-
2	Dr. Amit Choudhary	2	2	-	-	-	-	-	-	-	-
3	Ms Neetu Anand	2		-	-	-	-	-	-	-	-
4	Mr. Hemendra Kumar	2		-	-	-	-	-	-	-	-
5	Mr. Manoj Kumar	2		-	-	-	-	-	-	-	-
6	Mr. Kumar Gaurav	2		-	-	-	-	-	-	-	-
7	Mr. Suraj Pal Chauhan	2		-	-	-	-	-	-	-	-
8	Mr. Sundeep Kumar	2		-	-	-	-	-	-	-	-
9	Ms Neetu Narwal	2	1	-	-	-	-	1	-	-	-
10	Mr. Ravinder S. Kajal	2		-	-	-	-	-	-	-	-
11	Mr. Jainendra S. Dagar	2		-	-	-	-	-	-	-	-
12	Ms Rhythm Choudhary	2	2	-	-	-	-	-	-	-	-
13	Ms Pooja Singh	2		-	-	-	-	-	-	-	-
14	Ms Menal Dahiya	2		-	-	-	1	-	-	-	-
15	Ms Tarunim Sharma	2		-	-	-	-	-	-	-	-
16	Ms Meenakshi Verma	2		-	-	-	-	-	-	-	-
17	Mr. Harjender Singh	2		-	-	-	-	-	-	-	-
18	Ms Minal Dhankar	2		-	-	-	-	-	-	-	-
19	Ms Vinita Tomar	2		-	-	-	-	-	-	-	-
20	Ms Kanika Kundu	2	-	-	-	-	-	-	-	-	-
	Total	40	5				1	1	-	-	-

ANNEXURE VI (Publications of Department of Computer Science)

MSI: Faculty Achievement; Session: – Till Date; Department: BCA

S. No.	Name of Faculty	Paper Published in Journal *(only those under excellence grade/Referred)				Paper Published in Conference proceedings *(only those under excellence grade)				FDP/Conference/Seminar attended			
		MSI		Others		MSI		Others		MSI		Others	
		Nat.	Int.	Nat.	Int.	Nat.	Int.	Nat.	Int.	Nat.	Int.	Nat.	Int.
1	Dr. Kavita Pabreja	-	-	-	15	3	-	7	8	5	1	21	-
2	Dr. Amit Choudhary	-	-	-	10	3	-	3	10	10	1	7	-
3	Ms Neetu Anand	-	-	-	6	2	-	-	-	6	3	5	-
4	Mr. Hemendra Kumar	-	-	-	-	3	-	1	1	13	6	9	1
5	Mr. Manoj Kumar	-	-	-	5	1	-	-	1	12	3	4	-
6	Mr. Kumar Gaurav	-	-	-	-	3	2	-	1	6	3	5	-
7	Mr. Suraj Pal Chauhan	-	-	-	-	2	2	-	-	14	4	8	-
8	Mr. Sundeep Kumar	-	-	-	1	-	-	-	-	14	1	4	-
9	Ms Neetu Narwal	-	-	-	4	3	-	-	2	5	1	-	1
10	Mr. Ravinder S. Kajal	-	-	-	-	3	-	1	1	9	3	4	-
11	Mr. Jainendra S. Dagar	-	-	-	4	5	-	-	-	8	-	5	-
12	Ms Rhythm Choudhary	-	-	-	1	1	-	-	2	11	3	8	5
13	Ms Pooja Singh	-	-	2	2	3	4	5	-	11	2	3	-
14	Ms Menal Dahiya	-	-	1	8	2	-	1	-	12	2	3	-
15	Ms Tarunim Sharma	-	-	-	1	3	-	3	1	10	1	3	-
16	Ms Meenakshi Verma	-	-	-	1	3	1	3	1	10	1	3	-
17	Mr. Harjender Singh	-	-	3	3	3	-	3	3	6	1	-	-
18	Ms Minal Dhankar	-	-	-	5	5	1	2	1	12	2	2	-
19	Ms Vinita Tomar	-	-	-	-	3	-	1	-	7	2	-	-
20	Ms. Kanika Kundu	-	-		-	-	-	-	-	-	-	-	-
	Total			6	65	51	10	30	32	201	40	94	7

S. No.	Name of Faculty	One week(or more) FDPs attended		Paper Presented in Seminar/conference				Books (Subject/Reference)		Books (General)	
		MSI	Others	MSI		Others		Nat.	Int.	Nat.	Int.
				Nat.	Int.	Nat.	Int.				
1	Dr. Kavita Pabreja	3	-	3	-	7	8	-	1	-	-
2	Dr. Amit Choudhary	3	6	-	-	-	4	-	-	-	-
3	Ms Neetu Anand	3	-	-	-	-	-	-	-	-	-
4	Mr. Hemendra Kumar	3	-	1	-	-	1	-	-	-	-
5	Mr. Manoj Kumar	3	-	-	-	-	-	-	-	-	-
6	Mr. Kumar Gaurav	3	-	-	-	-	-	-	-	-	-
7	Mr. Suraj Pal Chauhan	3	-	-	-	-	-	-	-	-	-
8	Mr. Sundeep Kumar	3	-	-	-	-	-	-	-	-	-
9	Ms Neetu Narwal	3	3	1	-	-	1	1	-	-	-
10	Mr. Ravinder S. Kajal	3	-	-	-	-	1	-	-	-	-
11	Mr. Jainendra S. Dagar	3	3	1	-	-	1	-	-	-	-
12	Ms Rhythm Choudhary	3	5	1	1	1	2	-	-	-	-
13	Ms Pooja Singh	3	1	4	-	2	-	-	-	-	-
14	Ms Menal Dahiya	3	2	4	1	-	3	-	-	-	-
15	Ms Tarunim Sharma	3	-	4	-	3	-	-	-	-	-
16	Ms Meenakshi Verma	3	-	4	-	3	-	-	-	-	-
17	Mr. Harjender Singh	3	2	4	-	-	3	-	-	-	-
18	Ms Minal Dhankar	3	1	5	1	2	-	-	-	-	-
19	Ms Vinita Tomar	3	1	4	-	-	-	-	-	-	-
20	Ms. Kanika Kundu	2	-	-	-	-	-	-	-	-	-
	Total	59	24	36	3	18	24	1	1	-	-

ANNEXURE VII (Publications of Department of Business Administration & Commerce)

MSI: Faculty Achievement: Session: August 2015– July 2016:Dept.: Business Administration & Commerce (I)

S. No.	Name of Faculty	Paper Published in Journal *(only those under excellence grade/Referred)				Paper Published in Conference proceedings *(only those under excellence grade)				FDP/Conference/ Seminar attended			
		MSI		Others		MSI		Others		MSI		Others	
		Nat.	Int.	Nat.	Int.	Nat.	Int.	Nat.	Int.	Nat.	Int.	Nat.	Int.
1	Dr. Harish Singh	-	-	-	06	-	-	-	-	06	-	04	-
2	Dr. Rajeshwari Malik	-	-	02	03	-	-	-	-	06	-	-	-
3	Dr. Monika Tushir	--	-	-	-	-	-	-	-	-	-	-	-
4	Dr. Jasbir Singh	-	-	-	03	-	-	-	-	02	-	-	-
5	Dr. Rajeev Dahiya	-	-	-	-	-	-	-	-	06	-	-	-
6	Dr. Parul Deshwal	-	-	-	15	-	-		-	-	-	-	-
7	Dr. Shavita	--	-	-	22	-	-	-	-	-	-	-	-
8	Dr. Suhasini Prashar	-	-	-	-	-	-	-	-	03	-	-	-
9	Dr. Supriya Choudhary	-	-	-	07	-	-	-	-	02	-	-	-
10	Ms Sumita Kukreja	--	-	01	03	-	-	-	-	01	-	-	-
11	Mr. Paramveer Singh	-	-	-	-	-	-	-	-	-	-	-	-
12	Dr. Seema Shokeen	-	-	-	12	-	-	-	-	01	-	-	-
13	Ms. Shailza Dutt	-	-	-	04	-	-	-	-	-	-	-	-
14	Ms. Arti Malik	-	-	-	01	-	-	-	-	-	-	-	-
15	Dr. Vandana Deshwal	-	-	-	02	-	-	-	-	-	-	01	-
16	Ms. Asha	-	-	-	-	-	-	-	-	01	-	-	-
17	Dr. Punam Ahlawat	-	-	-	09	-	-	-	-	01	-	-	-
18	Ms. Neeti Panwar	-	-	-	01	-	-	-	-	03	-	01	01
19	Ms. Ekta Kharbanda	-	-	-	--	-	-	-	-	03	-	-	-
20	Ms. Preeti Bedi	-	-	-	-	-	-	-	-	03	-	-	01
	Total	00	00	03	77	00	00	00	00	38	00	06	02

S. No.	Name of Faculty	One week(or more) FDPs attended		Paper Presented in Seminar/ conference				Books (Subject/ Reference)		Books (General)	
		MSI	Others	MSI		Others					
				Nat.	Int.	Nat.	Int.	Nat.	Int.	Nat.	Int.
1	Dr. Harish Singh	01	-	-	-	01	-	-	-	-	-
2	Dr. Rajeshwari Malik	01	01	-	-	01	-	02	-	-	-
3	Dr. Monika Tushir	03	-	-	-	-	-	02	-	-	-
4	Dr. Jasbir Singh	-	-	-	-	-	-	02	-	-	-
5	Dr. Rajeev Dahiya	-	-	-	-	01	-	-	-	-	-
6	Dr. Parul Deshwal		-	-	-	-	-	-	-	-	-
7	Dr. Shavita	01	02	-	-	-	-	-	-	01	-
8	Dr. Suhasini Prashar	01	-	-	-	-	-	-	-	-	-
9	Dr. Supriya Choudhary		-	-	-	-	-	01	-	-	-
10	Ms Sumita Kukreja	-	-	-	-	-	-	-	-	-	-
11	Mr. Paramveer Singh	04	-	-	-	-	-	-	-	-	-
12	Dr. Seema Shokeen	01	-	-	-	-	-	-	-	-	-
13	Ms. Shailza Dutt	03	-	-	-	-	-	-	-	-	-
14	Ms. Arti Malik	-	-	-	-	-	-	-	-	-	-
15	Dr. Vandana Deshwal	-	-	-	01	-	-	-	-	-	-
16	Ms. Asha	-	-	-	-	-	-	-	-	-	-
17	Dr. Punam Ahlawat	-	-	-	-	01	-	-	-	-	-
18	Ms. Neeti Panwar	-	-	-	-	-	-	-	-	-	-
19	Ms. Ekta Kharbanda	-	-	-	-	-	-	-	-	-	-
20	Ms. Preeti Bedi	03	01	-	-	-	-	-	-	-	-
	Total	18	04	00	01	04	00	07	00	01	00

ANNEXURE VII (Publications of Department of Business Administration & Commerce)

MSI;Faculty Achievement;Session:Aug.2015- July 2016;Dept.of Business Administration(II)

S. No.	Name of Faculty	Paper Published in Journal *(only those under excellence grade/Referred)				Paper Published in Conference proceedings *(only those under excellence grade)				FDP/Conference/ Seminar attended			
		MSI		Others		MSI		Others		MSI		Others	
		Nat.	Int.	Nat.	Int.	Nat.	Int.	Nat.	Int.	Nat.	Int.	Nat.	Int.
1	Dr. Jagbir Ahlawat	–	–	–	03	–	–	–	–	01	–	–	–
2	Dr. Vijay Dahiya	–	–	–	01	–	01	–	–	04	-	–	–
3	Dr. Alka Mittal	–	–	–	12	–	–	–	–	04	-	–	–
4	Dr. Anita Sharma	–	–	–	01	–	–	–	–	01	-	–	–
5	Dr. Vijeta Banwari	–	–	–	–	–	–	–	–	04	-	–	–
6	Dr. Preeti Malik	–	–	–	01	–	–	–	–	01	-	–	–
7	Dr. Ruchika Gahlot	–	–	–	01	–	–	–	–	01	-	–	–
8	Dr Abheyender Singh	–	–	–	–	–	–	–	–	01	-	–	–
9	Dr. Heramb Nayak	–	–	–	01	–	–	–	–	01	-	–	–
10	Dr. Anupma Sharma	–	–	01	01	–	–	–	–	01	-	–	01
11	Ms. Shikha Shokeen	–	–	–	–	–	–	–	–	–	-	01	–
12	Ms. Nisha Tokas	–	–	–	–	–	–	–	–	–	-	–	–
13	Ms. Monika	–	02	–	–	–	–	–	–	–	-	–	–
14.	Mr. Rajkaran	–	–	–	–	–	–	–	–	–	-	–	–
15	Ms. Priya Dabas	–	–	–	–	–	–	–	–	–	-	–	–
16	Mr. Sashikant Pandey	–	–	–	–	–	–	–	–	–	-	01	–
	Total	00	02	01	21	00	01	00	00	19	00	02	01

S. No.	Name of Faculty	One week(or more) FDPs attended		Paper Presented in Seminar/ conference				Books (Subject/ Reference)		Books (General)	
		MSI	Others	MSI		Others					
				Nat.	Int.	Nat.	Int.	Nat.	Int.	Nat.	Int.
1	Dr. Jagbir Ahlawat	02	–	–	–	–	–	–	–	–	–
2	Dr. Vijay Dahiya	04	–	–	–	–	–	–	–	–	02
3	Dr. Alka Mittal	01	–	–	–	–	–	–	–	–	–
4	Dr. Anita Sharma	02	–	–	–	–	–	–	–	–	–
5	Dr. Vijeta Banwari	04	–	–	–	–	–	–	–	–	–
6	Dr. Preeti Malik	02	–	–	–	–	–	–	–	–	–
7	Dr. Ruchika Gahlot	02	–	–	–	–	–	02	–	–	–
8	Dr Abheyender Singh	02	–	–	–	–	–	–	–	–	–
9	Dr. Heramb Nayak	02	–	–	–	–	–	–	–	–	–
10	Dr. Anupma Sharma	02	–	–	–	–	–	–	–	–	–
11	Ms. Shikha Shokeen	–	02	–	–	–	–	–	–	–	–
12	Ms. Nisha Tokas	–	01	–	–	–	–	–	–	–	–
13	Ms. Monika	–	–	–	–	–	–	–	–	–	–
14.	Mr. Rajkaran	–	–	–	–	–	–	–	–	–	–
15	Ms. Priya Dabas	–	–	–	–	–	–	–	–	–	–
16	Mr. Sashikant Pandey	–	–	–	–	01	–	–	–	–	–
	Total	23	03	00	00	01	00	02	00	00	02

ANNEXURE VII (Publications of Department of Business Administration & Commerce)

MSI; Faculty Achievement; Session: - Till Date; Dept. of Business Administration & Commerce (I)

S. No.	Name of Faculty	Paper Published in Journal *(only those under excellence grade/Referred)				Paper Published in Conference proceedings *(only those under excellence grade)				FDP/Conference/ Seminar attended			
		MSI		Others		MSI		Others		MSI		Others	
		Nat.	Int.	Nat.	Int.	Nat.	Int.	Nat.	Int.	Nat.	Int.	Nat.	Int.
1	Dr. Harish Singh	-	-	4	31	1	2	2	2	42	5	13	-
2	Dr. Rajeshwari Malik	-	-	16	11	3	2	6	9	15	2	03	3
3	Dr. Monika Tushir	-	-	4	15	3	2	4	-	10	2	4	-
4	Dr. Jasbir Singh	-	-	23	34	4	1	-	1	12	4	13	-
5	Dr. Rajeev Dahiya	-	-	1	8	2	2	2	3	13	2	7	-
6	Dr. Parul Deshwal	-	-	3	17	3	2	2	1	10	2	4	-
7	Dr. Shavita	-	-	-	16	4	4	1	1	4	-	5	-
8	Dr. Suhasini Prashar	-	1	1	4	3	2	-	-	20	4	2	-
9	Dr. Supriya Choudhary	-	-	7	12	1	1	-	-	14	2	8	-
10	Ms Sumita Kukreja	-	-	4	11	3	2	-	-	11	-	2	-
11	Mr. Paramveer Singh	-	-	-	1	5	-	-	-	12	-	-	-
12	Dr. Seema Shokeen	-	-	1	25	13	2	-	-	9	-	1	-
13	Ms Shailza Dutt	-	-	-	4	-	-	-	-	9	2	-	-
14	Ms Arti Malik	-	-	-	1	3	-	-	-	8	-	-	-
15	Dr. Vandana Deswal	-	-	-	8	2	3	-	-	15	-	1	-
16	Ms Asha Chaudhary	-	-	-	2	-	-	-	-	10	2	-	-
17	Dr. Punam Ahlawat	-	-	1	17	4	2	1	-	12	1-	6	-
18	Ms. Neeti Panwar	-	-	-	2	-	-	-	-	1	-	1	-
19	Ms. Ekta Kharbanda	-	-	5	6	-	-	-	-	-	-	-	-
20	Ms. Preeti Bedi	-	-	1	5	-	-	-	-	-	-	-	1
	Total		01	71	230	54	27	19	17	227	30	60	4

S. No.	Name of Faculty	One week (or more) FDPs attended		Paper Presented in Seminar/ conference				Books (Subject/ Reference)		Books (General)	
		MSI	Others	MSI		Others					
				Nat.	Int.	Nat.	Int.	Nat.	Int.	Nat.	Int.
1	Dr. Harish Singh	3	-	2	2	6	2	6	-	4	-
2	Dr. Rajeshwari Malik	3	3	5	3	5	5	3	-	-	-
3	Dr. Monika Tushir	4	1	5	2	13	2	2	2	-	-
4	Dr. Jasbir Singh	3	5	5	3	6	1	3	-	-	-
5	Dr. Rajeev Dahiya	2	6	4	5	7	2	2	-	3	-
6	Dr. Parul Deshwal	2	3	4	1	3	2	-	-	-	-
7	Dr. Shavita	3	2	-	1	1	-	-	-	1	-
8	Dr. Suhasini Prashar	2	-	-	-	-	-	-	-	-	-
9	Dr. Supriya Choudhary	3	1	-	-	3	1	1	-	-	-
10	Ms Sumita Kukreja	2	2	2	1	3	3	-	-	-	-
11	Mr. Paramveer Singh	2	-	-	-	-	-	-	-	-	-
12	Dr. Seema Shokeen	4	2	1	1	9	5	-	-	3	-
13	Ms Shailza Dutt	2	-	1	-	-	-	-	-	-	-
14	Ms Arti Malik	5	-	-	-	-	-	-	-	-	-
15	Dr. Vandana Deswal	1	1	-	-	-	1	-	-	-	-
16	Ms Asha Chaudhary	2	-	-	-	-	-	-	-	-	-
17	Dr. Punam Ahlawat	4	1	4	2	14	5	-	-	-	-
18	Ms. Neeti Panwar	1	-	-	-	-	-	1-	-	-	-
19	Ms. Ekta Kharbanda	3	1	-	-	-	-	-	-	-	-
20	Ms. Preeti Bedi	3	1	-	-	-	-	-	-	-	-
	Total	54	29	33	21	70	29	18	02	11	

ANNEXURE VII (Publications of Department of Business Administration & Commerce)

MSI;Faculty Achievement;Session:- TILL DATE;Dept. of Business Administration(II)

S. No.	Name of Faculty	Paper Published in Journal *(only those under excellence grade/Referred)				Paper Published in Conference proceedings *(only those under excellence grade)				FDP/Conference/ Seminar attended			
		MSI		Others		MSI		Others		MSI		Others	
		Nat.	Int.	Nat.	Int.	Nat.	Int.	Nat.	Int.	Nat.	Int.	Nat.	Int.
1	Dr. Jagbir Ahlawat	-	-	11	21	4	2	2	-	14	4	25	4
2	Dr. Vijay Dahiya	-	-	01	16	3	2	-	2	5	1	10	1
3	Dr. Alka Mittal	-	-	05	20	2	3	-	-	5	1	2	-
4	Dr. Anita Sharma	-	-	03	10	2	3	—	—	5	2	2	—
5	Dr. Vijeta Banwari	—	—	01	04	10	—	3	—	8	—	4	—
6	Dr. Preeti Malik	-	-	01	10	2	3	-	-	5	1	-	-
7	Dr. Ruchika Gahlot	-	-	03	10	2	1	2	3	8	1	2	3
8	Dr Abheyender Singh	-	-	02	-	3	-	-	-	3	-	-	-
9	Dr. Heramb Nayak	-	-	02	12	4	2	—	—	3	—	2	1
10	Dr. Anupma Sharma	-	-	08	20	—	—	3	—	10	2	2	—
11	Ms. Shikha Shokeen	—	—	00	—	—	—	—	—	01	-	01	—
12	Ms. Nisha Tokas	—	—	—	—	—	—	—	—	01	-	-	—
13	Ms. Monika	—	—	—	—	—	—	—	—	01	-	-	—
14.	Mr. Rajkaran	—	—	—	—	—	—	—	—	01	-	-	—
15	Ms. Priya Dabas	-	-	-	02	-	-	-	-	-	-	2	-
16	Mr. Sashikant Pandey	—	—	—	—	—	—	—	—	—	-	1	—
	Total	0	0	37	125	32	16	10	5	70	12	53	9

S. No.	Name of Faculty	One week (or more) FDPs attended		Paper Presented in Seminar/ conference				Books (Subject/ Reference)		Books (General)	
		MSI	Others	MSI		Others		Nat.	Int.	Nat.	Int.
				Nat.	Int.	Nat.	Int.				
1	Dr. Jagbir Ahlawat	5	3	10	3	-	-	-	-	-	2
2	Dr. Vijay Dahiya	5	5	3	1	10	1	-	2	-	2
3	Dr. Alka Mittal	4	-	2	3	7	-	—	-	—	-
4	Dr. Anita Sharma	2	-	2	3	7	—	—	-	—	—
5	Dr. Vijeta Banwari	3	-	2	3	8	—	—	-	1	-
6	Dr. Preeti Malik	2	-	2	3	2	-	—	-	5	-
7	Dr. Ruchika Gahlot	1	3	-	-	-	-	3	-	-	-
8	Dr Abheyender Singh	03	-	5	-	-	-	-	-	-	-
9	Dr. Heramb Nayak	2	-	5	2	-	—	-	—	1	-
10	Dr. Anupma Sharma	3	02	—	—	10	—	-	—	—	—
11	Ms. Shikha Shokeen	01	02	—	—	—	02	—	—	—	—
12	Ms. Nisha Tokas	01	01	—	—	—	—	—	—	—	—
13	Ms. Monika	01	-	—	—	—	—	—	—	—	—
14.	Mr. Rajkaran	01	-	—	—	—	—	—	—	—	—
15	Ms. Priya Dabas	-	-	-	-	1	-	-	-	-	-
16	Mr. Sashikant Pandey	—	—	—	—	01	—	—	—	—	—
	Total	34	16	31	18	46	3	3	2	07	4

ANNEXURE VIII (Publications of MSI)

MSI; Faculty Achievement; Session: Aug. 2015- July 2016

S. No.	Department Name	Paper Published in Journal *(only those under excellence grade/Referred)				Paper Published in Conference proceedings *(only those under excellence grade)				FDP/Conference/Seminar attended			
		MSI		Others		MSI		Others		MSI		Others	
		Nat.	Int.	Nat.	Int.	Nat.	Int.	Nat.	Int.	Nat.	Int.	Nat.	Int.
1	BBA I Shift	00	00	03	77	00	00	00	00	38	00	06	02
2	BBA II Shift	00	02	01	21	00	01	00	00	19	00	02	01
3	BCA	00	00	00	19	00	00	00	06	01	00	02	01
4	B.ED	00	00	01	03	00	00	01	00	13	00	01	01
	Total :	00	02	05	120	00	01	01	06	71	00	11	05

S. No.	Department Name	One week(or more) FDPs attended		Paper Presented in Seminar/conference				Books (Subject/Reference)		Books (General)	
		MSI	Others	MSI		Others					
				Nat.	Int.	Nat.	Int.	Nat.	Int.	Nat.	Int.
1	BBA I Shift	18	04	00	01	04	00	07	00	01	00
2	BBA II Shift	23	03	00	00	01	00	02	00	00	02
3	BCA	22	11	00	00	01	01	01	00	00	00
4	B.ED	26	02	00	00	02	00	00	00	01	01
	Total :	89	20	00	01	08	01	10	00	02	03

MSI; Faculty Achievement; Session: - Till Date

S. No.	Department Name	Paper Published in Journal *(only those under excellence grade/Referred)				Paper Published in Conference proceedings *(only those under excellence grade)				FDP/Conference/Seminar attended			
		MSI		Others		MSI		Others		MSI		Others	
		Nat.	Int.	Nat.	Int.	Nat.	Int.	Nat.	Int.	Nat.	Int.	Nat.	Int.
1	BBA I Shift	00	01	71	230	54	27	19	17	227	30	60	04
2	BBA II Shift	00	00	37	125	32	16	10	05	70	12	53	09
3	BCA	00	00	06	065	51	10	30	32	201	40	94	07
4	B.ED	00	00	83	036	02	01	01	00	127	28	89	02
	Total	00	01	197	456	139	54	60	54	625	110	296	22

S. No.	Department Name	One week (or more) FDPs attended		Paper Presented in Seminar/conference				Books (Subject/Reference)		Books (General)	
		MSI	Others	MSI		Others					
				Nat.	Int.	Nat.	Int.	Nat.	Int.	Nat.	Int.
1	BBA I Shift	54	29	33	21	70	29	18	02	11	00
2	BBA II Shift	34	16	31	18	46	03	03	02	07	04
3	BCA	59	24	36	03	18	24	01	01	00	00
4	B.ED	33	09	04	02	112	13	04	04	11	00
	Total	180	78	104	44	246	69	26	09	29	04

ANNEXURE IX (List of Faculty of MSI)

LIST OF FACULTY MEMBERS OF MSI
Department of Business Administration & Commerce

S. No.	Name	Date of Birth	Designation	Date of Joining	Qualification	Regular / Adhoc / Contract	Approved / recognized by the University	Experience
1.	Prof. Jaghir Ahlawat	14/01/72	Professor	1.8.2005	MBA, MCA, M.Tech., M.Phil , UGC-NET, Ph.D	Regular	Approved	19.5 Yr
2.	Prof. Harish Singh	09/01/74	Professor	1.8.2003	M.Sc. (Maths), MBA, Ph.D.(Maths)	Regular	Approved	18 yrs
3.	Dr. Rajeshwari Malik	05/10/73	Associate Professor	1.2.2004	MBA, Ph.D(FMS), UGC-NET	Regular	Approved	14.10 yrs
4.	Dr. Monika Tushir	19/01/82	Associate Professor	10.8.2006	M.Com., APGDCA, MBA, M.Phil, UGC-NET (in Commerce & Management), Ph.D.	Regular	In Progress	10 years
5.	Dr. Jasbir Singh	10/10/74	Associate Professor	2.1.2006	M.A. (Eco), NET, MA (RD), M.Phil. (Eco), B.Ed., MBA, Ph.D	Regular	Approved	15 yrs
6.	Dr. Rajeev Dahiya	16/08/72	Associate Professor	2.1.2006	MBA, B.Sc., Ph.D.	Regular	In Progress	15 yrs
7.	Dr. Vijay Dahiya	15/12/81	Associate Professor	1.8.2006	Ph.D., M.Sc. (Maths), B.Sc. (Electronics), UGC(JRF), GATE, Ph.D.	Regular	Approved	11.7 yrs
8.	Dr. Parul Deshwal	23/03/84	Associate Professor	1.8.2006	MBA, BCA, M.Phil (Mgt.), Ph.D.	Regular	In Progress	11 yrs
9.	Dr. Shavita Deshwal	12/01/78	Associate Professor	1.8.2008	M.Com, M.Phil, Ph.D.	Regular	In Progress	7.5 yrs
10.	Dr. Suhasini Prashar	17/11/62	Reader	1.8.2002	M.A. (Eco.), Ph.D.	Regular	Approved	17.7 yrs
11.	Dr. Supriya Choudhary	26/02/78	Reader	11.2.2005	M.Com., M.Phil., Ph.D.	Regular	Approved	13 Yrs
12.	Dr. Alka Mittal	12/03/74	Reader	2.8.2004	B.E., MBA (Fin.), UGC-NET, Ph.D.	Regular	Approved	15.6 yrs
13.	Dr. Anita Sharma	29/08/78	Reader	1.8.2006	M.Com., D.Phil. (Fin.) PGDIM, MBA, UGC-NET, Ph.D.	Regular	Approved	14.10 yrs
14.	Ms Sunita Chadha	01/02/81	Assistant Professor	17.8.2006	MBA, M.Com, M.Phil, UGC-NET, (Ph.D.-Pursuing)	Regular	In Progress	11 yrs
15.	Dr. Seema Shokeen	10/04/80	Assistant Professor	1.8.2008	M.com, MCA, M.Phil, MBA, UGC-NET, Ph.D.	Regular	In Progress	10.5 yrs

S. No.	Name	Date of Birth	Designation	Date of Joining	Qualification	Regular / Adhoc / Contract	Approved / recognized by the University	Experie nce
16.	Mr. Paramveer Singh	23/09/57	Assistant Professor	1.8.2008	MBA, M.Phil, LLB	Regular	In Progress	34 yrs
17.	Ms Shailza Dutt	20/01/83	Assistant Professor	1.8.2009	MBA (Fin), UGC NET, M.Com, (Ph.D.-Pursuing)	Regular	In Progress	7.8 yrs
18.	Ms Arti Malik	02/12/80	Assistant Professor	4.8.2009	MBA, UGC NET (Mgmt.), PGD (Banking Operation), 2 yrs computer course, (Ph.D.-Pursuing)	Regular	In Progress	9.8 yrs
19.	Dr. Vandana Deswal	08/08/78	Assistant Professor	1.8.2009	MBA (Mktg.), UGC NET, Ph.D.	Regular	In Progress	7 yrs
20.	Dr. Vijeta Banwari	21/02/83	Assistant Professor	1.8.2009	UGC NET (Eco & Edu.), MA (Eco.), M.Ed., DIET, M.Phil(Eco), Ph.D.	Regular	In Progress	8 yrs
21.	Ms Asha Chaudhary	27/12/81	Assistant Professor	1.8.2009	MBA (HR & Fin.), M.Phil (Mgmt.) (Ph.D.-Pursuing)	Regular	In Progress	10.5 yrs
22.	Dr. Preeti Malik	04/02/86	Assistant Professor	10.8.2009	MBA(HRM), UGC NET (HRM), Ph.D.	Regular	In Progress	6.6 yrs
23.	Dr. Punam Ahlawat	15/10/76	Assistant Professor	10.11.2010	MBA, UGC-NET, Ph.D.	Regular	In Progress	9.4 yrs
24.	Dr. Ruchika Gahlot	29/08/86	Assistant Professor	11.08.2011	MBA, UGC-NET (in Commerce & Management),Ph.D., M.Com	Regular	In Progress	5.4 yrs
25.	Dr. Abheyender Singh	12/12/82	Assistant Professor	04.08.2013	MA(English), Ph.D.	Regular	In Progress	3.7 yrs
26.	Ms. Neeti Panwar	25/12/1992	Assistant Professor	01.08.2015	B.Com (H), M.Com UGC NET & JRF, M.Phil (Pursuing)	Regular	In Progress	1 yr
27.	Ms. Ekta Kharbanda	17/09/1989	Assistant Professor	01.08.2015	B.Com (H), M.Com UGC NET & JRF, M.Phil	Regular	In Progress	3 yrs
28.	Ms. Preeti Bedi	22/03/1990	Assistant Professor	01.08.2015	B.Com (H), M.Com UGC NET	Regular	In Progress	3 yrs
29.	Ms. Priya	13/01/1989	Assistant Professor	20/01/2016	B.Tech., M.Tech (CSE)	Adhoc	In Progress	6 months
30.	Ms. Shikha Shokeen	27-01-1990	Assistant Professor	01.08.2016	MBA (Finance), BBA, UGC NET Mgmt.	Regular	In Progress	2 Years

S. No.	Name	Date of Birth	Designation	Date of Joining	Qualification	Regular / Adhoc / Contract	Approved /recognized by the University	Experience
31.	Ms. Monika	15-03-1993	Assistant Professor	01.08.2016	M.Com, UGC NET, JRF	Regular	In Progress	1 Years
32.	Ms. Nisha Tokas	03-08-1986	Assistant Professor	01.08.2016	UGC NET, ICWA, MBA Fin., M.Com. B.Com.	Regular	In Progress	2 Years
33.	Mr. Raj Karan	05-12-1988	Assistant Professor	01.08.2016	BBA, MBA (Fin. & Intl Busi.), UGC-NET	Regular	In Progress	5 Years
34.	Dr. Heramb Nayak	14/09/71	Assistant Professor	1.8.2005	MBA(Marketing), MTA, MA (Eng), UGC NET, Ph.D (Management)	Regular	Approved	15 yrs
35.	Dr. Anupama Sharma	01/02/77	Assistant Professor	1.8.2006	MBA,MTA, MA, Ph.D.	Regular	Approved	12 yrs
36.	Mr. Shashi Kant Pandey	26-01-1988	Assistant Professor	18.01.2017	M.Sc. (Maths), CSIR-UGC-NET, PhD Pursing	Adhoc	-	5 Years
37.	Dr. Usha Rani Malik	12-02-1964	Assistant Professor	23-11-15 (Worked till 31/5/2016)	MA, M.Ed, Ph.D.	Regular	In Progress	19 years
38.	Dr. Rajesh Gill	02-09-1968	Assistant Professor	23-11-15 (Worked till 31/5/2016)	M.A., Ph.D.	Regular	In Progress	20 Years
39.	Dr. Anviti Rawat	24-11-1984	Assistant Professor	23-11-15 (Worked till 31/5/2016)	M.Com, PhD., UGC NET	Regular	In Progress	7 Years
40.	Ms Monika Singh	09-03-1978	Assistant Professor	23-11-15 (Worked till 31/5/2016)	M.Sc., M.ED, Ph.D.(Pursuing)	Regular	In Progress	6 Years
41.	Dr. Man Singh	16-07-1963	Associate Professor	11.01.2016	M.sc. Math. PhD.	Contract (Guest Faculty)	-	28
42.	Ms. Reenu Kumari	15-02-1986	Assistant Professor	11.01.2016	M.Tech.	Contract (Guest Faculty)	-	6
43.	Dr. Suman Man	25-08-1977	Associate Professor	11.01.2016	M.Tech.	Contract (Guest Faculty)	-	13
44.	Dr. Koyel Datta Gupta	17.08.1980	Associate Professor	11.01.2016	M.Tech., P.hD.	Contract (Guest Faculty)	-	11
45.	Dr. Tripti Sharma	10-12-1980	Associate Professor	11.01.2016	M.Tech., P.hD.	Contract (Guest Faculty)	-	14

LIST OF FACULTY MEMBERS OF MSI
Department of Business Administration & Commerce

S. No.	Name	Date of Birth	Designation	Date of Joining	Qualification	Regular / Adhoc / Contract	Approved / recognized by the University	Experience
46.	Mr. Manoj Malik	10-11-1979	Assistant Professor	11.01.2016	M.Tech.	Contract (Guest Faculty)	-	12
47.	Ms. Kavita Sheoran	01-07-1980	Assistant Professor	11.01.2016	M.Tech.	Contract (Guest Faculty)	-	12
48.	Dr. Naveen Dahiya	08-01-1981	Assistant Professor	11.01.2016	M.Tech., Ph.D.	Contract (Guest Faculty)	-	10

BACHELOR OF COMPUTER SCIENCE (TEACHING STAFF)

S.No	Name	Date of Birth	Present Designation	Date of Joining	Qualification	Regular/ Adhoc/ Contract	Approved/ recognized by University	Experience
1.	Prof. Rajesh Kumar Tyagi	26/10/74	Professor	06/01/2016	M.Sc., M.Tech, Ph.D(CS)	Regular	In Progress	16
2.	Dr. Kavita Pabreja	12/10/1972	Associate Professor	03/08/2000	Ph.D, M.S., AMIETE	Regular	Approved	21.5
3.	Dr. Amit Choudhary	28/07/1979	Associate Professor	1-8-2002	MCA, M.Tech. M.Phil, Ph.D.	Regular	Approved	13
4.	Ms Neetu Anand	23/09/1977	Asst. Professor	1-8-2000	MIT, Ph.D (Pursuing)	Regular	Approved	16.5
5.	Mr. Hemendra Kumar	02/04/1976	Assistant Professor	01/08/2002	MCA, M.Phil	Regular	Approved	13.5
6.	Mr Manoj Kumar	17/02/1977	Asst. Professor	1-8-02	MCA, UGC-NET, M.Tech.CSE	Regular	Approved	13
7.	Mr. Kumar Gaurav	03/12/1981	Assistant Professor	11/08/2004	MCA	Regular	Approved	11
8.	Mr Suraj Pal Chauhan	21/11/1976	Asst. Professor	1/08/2005	MCA & M.Sc.(Physics)	Regular	Approved	10
9.	Mr. Sundeep Kumar	01/07/1977	Assistant Professor	01/08/2007	MCA	Regular	In Progress	8.8
10.	Mr. Ravinder Singh Kajal	14/07/1972	Assistant Professor	01/08/2007	M.Sc. (Electronics), MCA, M.Phil	Regular	In Progress	15
11.	Ms. Neetu Narwal	08/12/1974	Assistant Professor	01/08/2007	MCA, Ph.D (Pursuing)	Regular	In Progress	13.5

LIST OF FACULTY MEMBERS OF MSI
BACHELOR OF COMPUTER SCIENCE (TEACHING STAFF)

S.No	Name	Date of Birth	Present Designation	Date of Joining	Qualification	Regular/ Adhoc/ Contract	Approved/ recognized by University	Experience
12	Ms. Rhythm Choudhary	12/08/1977	Assistant Professor	01/01/2008	MCA	Regular	In Progress	14.5
13	Mr Jainendra Singh	25/01/1983	Asst. Professor	01-08-2008	B.Tech. (CSE) M.Tech (CTA) Ph.D pursuing from Jamia, GATE	Regular	In Progress	9
14	Ms. Pooja Singh	20/04/1982	Assistant Professor	01/08/2008	MCA (SE)	Regular	In Progress	10.5
15	Ms. Menal Dahiya	08/01/1981	Assistant Professor	05/01/2009	MCA, M.Phil (CS), Ph.D (Pursuing)	Regular	In Progress	7
16	Ms Tarunim Sharma	28/07/1982	Asst. Professor	01-08-2009	M.Sc., MCA, M.Phil	Regular	In Progress	10
17	Ms Meenakshi Verma	04/03/1987	Asst. Professor	01-08-2009 (worked till 31-7-2016)	B.Tech. (IT) M.Tech. (IT)	Regular	In Progress	6
18	Mr Harjender Singh	03/06/1976	Asst. Professor	10-11-2010	MCA, M.Tech.	Regular	In Progress	9
19	Ms Sweety Dabas	24/02/1985	Asst. Professor	11-11-2010 (worked till 10-1-2016)	MCA	Regular	In Progress	6
20	Ms Minal Dhankar	20/04/1987	Asst. Professor	13-1-2012	MCA	Regular	In Progress	5
21	Ms. Vinita Tomar	12/07/1978	Asst. Professor	03/08/2012	MCA	Regular	In Progress	6
22	Ms Kanika Kundu	01/04/1990	Asst. Professor	01/08/2015	MCA	Regular	In Progress	2
23	Ms Priyanka Dhaka	01/02/1992	Asst. Professor	28-09-16 (worked till 28-11-2016)	M.Tech.	Contract (Guest Faculty)	-	6
24	Ms. Ruchika Bajaj	02/10/1988	Asst. Professor	10-09-2016 (worked till 20-11-2016)	M.Tech.	Contract (Guest Faculty)	-	6
25	Prof. (Dr.) Ajay Kr. Singh	02-07-1967	Professor	11-01-2016	M.Sc., Ph.D.	Contract (Guest Faculty)	-	17
26	Mr. Satender Malik	14-09-1982	Assistant Professor	11-01-2016	M.Tech.	Contract (Guest Faculty)	-	10

BACHELOR OF EDUCATION (TEACHING STAFF)

S.No	Name	Date of Birth	Present Designation	Date of Joining	Qualification	Regular/ Adhoc/ Contract	Approved/ recognized by University	Experience
1.	Dr. Monika Davar	01/08/73	Assistant Professor	01/10/2003	M.Sc, M.Ed, Ph.D, NET, J.R.F.	Regular	In Progress	11 Years + 06 Years (in school)
2.	Dr. Vipasha Rana	10/05/79	Assistant Professor	08/04/2004	M.Com, M.Ed, Ph.D	Regular	In Progress	11.5 Years
3.	Dr. Durgesh Nandini	02/01/58	Assistant Professor	10/08/2005	M.A., M.Ed, Ph.D	Regular	In Progress	15 Years
4.	Dr. Poonam	09/09/75	Assistant Professor	14/09/2004	M.Sc (Maths), M.Ed, M.Phil, Ph.D, UGC-NET	Regular	In Progress	13 Years
5.	Dr. Kusum Gill	01/02/78	Assistant Professor	01/08/2008	M.Sc(Sociology), M.Ed, M.Phil, Ph.D	Regular	In Progress	8½ Years
6.	Dr. Promila Dabas	16/09/83	Assistant Professor	22/09/2009	M.A. (Pol. SCi), M.Ed, UGC-NET, Ph.D.	Regular	In Progress	7 Years
7.	Dr. Arvind Kumar Gill	10/03/75	Assistant Professor	26/09/2005	M.A. (Eco), M.Ed, M.Phil, Ph.D	Regular	In Progress	13½ Years
8.	Dr. Vivek Solanki	06/04/1981	Assistant Professor	01/16/2016	B.Com, P.Ed., M.P.Ed, M.Phil, P.hD (Physical Edu.)	Regular	In Progress	8 Years
9.	Dr. Anviti Rawat	24/11/1984	Assistant Professor	01/16/2016	M.Com, M.Ed, PhD (Edu), UGC NET	Regular	In Progress	7 Years
10.	Dr. Usha Rani Malik	12/2/1964	Assistant Professor	01/16/2016	M.A. (Hindi), M.Ed, Ph.D (Hindi), D.Lib (Hindi)	Regular	In Progress	11 Years
11.	Dr. Rajesh Gill	2/9/1968	Assistant Professor	01/16/2016	B.Ed, M.A. (Fine Arts), M.A in Education, Ph.D (Fine Arts	Regular	In Progress	20 Years
12.	Ms. Monika Singh	9/03/1978	Assistant Professor	15/07/2016	M.Sc, M.ed, Ph.D Pursuing in Education	Adhoc	-	6 Years
13.	Dr. Arti Bahuguna	20/12/1976	Assistant Professor	15/07/2016	M.A(Eng), M.ed, Ph.D (Eng) Ph.D Pursuing in Education	Regular	In Progress	2 Years & 7 years in school
14.	Dr. Vanita Anand	16/10/1975	Assistant Professor	01/08/2016	M.A(History), M.ed, Ph.D Pursuing in Education	Adhoc	In Progress	6 Years
15.	Ms. Geetanjali	24/11/1984	Assistant Professor	-	M.A(Music)	Guest	-	1 Year
Placement Cell (For Campus)								
01	Prof. Ashok Oberoi	15-07-1954	Professor & Director-Placement		B.Tech (Hons) IIT Bombay, LLB, PGDM	Regular	-	47 Years

ANNEXURE X (Qualifications of the Teaching Staff)

Qualifications of the teaching staff of MSI:

Highest qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent Teachers							
Ph.D.	3	0	4	5+4*	6	18	35+4*
D.Lit	0	0	0	0	0	01	01
M.Phil.	0	0	0	0	2	3	5
MBA/M.Com /MCA/ M.Ed/ M.Tech/M.S./ M.LT/M.Sc.	1	0	0	0	8	23	32
Temporary Teachers							
Ph.D.	1**		1**	2**	1**	0	5**
D.Lit	0	0	0	0	0	0	0
MBA/M.Com	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0
MBA/M.Com /MCA/ M.Ed/ M.Tech/M.S./ M.LT/M.Sc.	0		0	1**	2**	5**	8**

*Faculty members working as Readers
**13Faculty members working as Contract (Guest Faculty) on hourly basis

ANNEXURE XI (Certificate of Compliance)

MAHARAJA SURAJMAL INSTITUTE

Recognised by UGC u/s 2 (f)
(Affiliated to Guru Gobind Singh Indraprastha University)
C-4, Janak Puri, New Delhi- 110 058. Phones : 25552667, 25528117
Fax : 91-11-25528116 E-mail : principalmsi@yahoo.co.in
Website : msi-ggsip.org

Ref. No. msi2017/81/780

Dated :...........................

08th March 2017

Certificate of Compliance

This is to certify that **Maharaja Surajmal Institute, C-4, Janakpuri, New Delhi -110058** fulfils all norms:

1. Stipulated by the affiliating University and/ or
2. Regulatory Council/Body [UGC and NCTE]
3. The affiliation and recognition is valid as on date

Prof.(Dr.) Rajesh Kumar Tyagi
Director

Dated: 8th March, 2017
Place: New Delhi