



SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

**S.R. COLLEGE OF PROFESSIONAL STUDIES, AMBABAI,
JHANSI**

SIXTEEN KM AMBABAI GWALIOR ROAD JHANSI UTTAR PRADESH
284419
www.srcps.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

August 2020

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Introduction

S.R College of Professional Studies college was established in the year 2011 as a part of Deen Dayal Upadhyay Shikshan *Trust*, Jhansi Society, one of the largest Group of Higher Educational Institutions in the Bundelkhand region. It is affiliated to Bundelkhand University. The college is one of the largest Graduate Campus offering BBA, BCA, B.Sc (Hon) Biotechnology and B.Sc (Hon) Agriculture with a total student intake of 300 per annum. Our college conducts seminar, conferences, guest lecture, industrial visit each and every year to enhance the students extra skills in the field of academics.

Our tradition of excellence in science, technology and management only adds to the richness of the academic fabric of the college. Anyone can come across the unique combination of social activism, creativity and learning in every discipline and every corner of this institution. Even as classroom teaching and, work in the library and the laboratories have their share in the mode of instruction, personal interaction between students and teachers and among students themselves form an extremely important and lively medium of generation and transmission of knowledge.

Vision

The institution has a vision **to emerge as a centre of excellence of national and global repute for the students, academicians and industries.**

To achieve the vision the S R College of Professional Studies strives to provide a conducive ambience of creative ideas by delving into the depth of young minds and helping them to provide best results for the development of self, so as to contribute to the society and the country as a whole. It offers multidisciplinary education platform that enables students to pursue study deep in breadth and depth in the areas of their interest and excel in every sphere of life.

Mission

The S R College of Professional Studies has a mission

- To create leaders, winners and achievers in a global corporate world.
- To open new vistas of opportunities for its students by understanding their needs and providing them meaningful education.
- To consistently improve the quality of education through changes in the delivery systems and by designing and maintaining an environment which will contribute towards better employability of the students.
- To prepare graduates with sound knowledge of fundamentals and to develop in them an adequate level

of professional competence, which would meet the needs of the technical profession locally as well as globally.

- To assess and enrich the professional programmes offered at various levels through appropriate teaching-learning process.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Visionary leadership and management
- Participative and decentralized management practices
- Well constituted Governing Council with experts from academics and industry
- Academic freedom for faculty and heads of the departments
- Comprehensive Teaching Learning Process to cater to the needs of the students
- Highly qualified and experienced faculty with good academic and research back ground
- High ratio of faculty retention
- High Pass percentage of students
- Encouraging percentage of placements
- Well constituted support systems like cells and committees
- Strong team of faculty with good cohesion and team work
- Add on courses and training programs
- Certification programs and contents beyond syllabus
- Feedback mechanism and corrective action from time to time
- Focus on experiential learning activities
- Good number of internships
- Active Participation of students in surveys
- Active Participation of students and faculty in Extension activities
- Transparent evaluation system
- Ragging free campus since inception
- Located with easy access to major parts of the city with public transportation
- Strong Alumni Association with regular alumni interaction
- Regular Meetings with Governing Council, Management and stake holders
- Good number of faculty with Ph.D Qualification and pursuing for Ph.D

Effective use of ICT for imparting instruction

Institutional Weakness

- Research contribution is not considerable as the college is presently running undergraduate courses
- Industry collaboration for incubation is to be pursued
- Inadequate funds for establishment of research centers
- Concentration of students from local areas and less student diversity
- Need for improvement of communication and soft skills among students
- Hostel facility in the campus

Institutional Opportunity

- Scope for improvement in teaching learning through ICT
- More orientation and focus on qualification up gradation and research
- Scope for improving communication and soft skills among students
- Student and faculty exchange programs with national and international institutions and foreign bodies
- Providing technical and academic expertise through consultancy and research projects
- Pursuing for financial support through funding from external agencies.

Institutional Challenge

- Admission of foreign students
- Uncertain employment opportunities in the core companies
- Migration of students to other states and universities in the neighborhood
- Adherence to University designed curriculum and no academic flexibility
- Seats not fill up completely due to college established in the village Ambabai which is far from 16 Km, Gwalior Road, Jhansi city

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Academics are the core strength of the institution. The college is affiliated to Bundelkhand University; hence the curriculum is designed by the University for all the courses. The institute focuses on the effective planning and implementation of the curriculum through well constituted College Academic Committee supported by Department Level Academic committees. The institution conducts Curriculum Analysis before the commencement of every semester and year program wise. The gaps identified are filled with Bridge courses, Adjunct courses, Certification courses and Contents beyond Syllabus. Program Outcomes, Program Specific Outcomes and Course outcomes are identified and updated for each program course wise. The faculty use Information and Communication Technology for effective delivery of the course contents. The Heads of the Departments ensure proper implementation of the curriculum through regular monitoring of the class work and reports.

The institution is having a perfect blend of experienced faculty along with young teachers making the team balanced. Regular and periodical Feedback on qualitative and quantitative parameters is taken from all the stake holders i.e., students, faculty, employers and alumni to check the relevance and enrichment of curriculum by introducing add on and certification courses to supplement the regular curriculum.

Teaching-learning and Evaluation

The definition of program outcomes, program specific outcomes and course outcomes provide direction for fulfilling the institution's goals of effective teaching, meaningful research and service to the society. College follows a comprehensive teaching learning process (TLP) consisting of Conventional Teaching, Interactive Teaching Learning, Experiential Learning and Supplementary Teaching methods. Conventional Teaching Methods include lectures, tutorials, and remedial classes. Interactive Teaching Learning methods include Case

studies, Student Seminars, Debates, Quizzes, Group Discussions and Role Plays. Experiential Learning includes internships, mini projects, business surveys, industrial visits etc. Supplementary teaching methods include interaction with industry experts, guest lectures, mentoring and counseling.

College has unique practice of compiling a comprehensive academic manual in the form of students hand book that serves as an academic guide to the students with detailed session plans, activity schedules and calendars. Students with different learning abilities are identifies through a diagnostic test. Based on the test the students are categorized as advanced learners, Mediocre Learners and slow learners. Advanced learners are encouraged further towards excellence, Discipline and attendance is also monitored regularly and absenteeism is checked from time to time through interaction with parents. The students are encouraged to participate in various competitions conducted at various levels. The evaluation system is designed to evaluate the cognitive, analytical and evaluative skills of the students. Examination Cell in the College to carry out all the functions related to examination, evaluation and appraisal of students performance in the examinations.

Research, Innovations and Extension

The Institution has established a Research and Development Cell to guide and monitor research activities. To promote research culture among the faculty and students, institution has established well-equipped labs with suitable software like C, C++, JAVA, Oracles, MS Office, BLASTA, FASTA. The Library too is having a rich collection of books and thesis on various topics supported with a large number of journals and online data bases like DELNET and Shodh Ganga.

Our faculty is encouraged to publish papers in National and International Journals and present papers at conferences and seminars.

The college also organizes workshops, Faculty Development Programs and seminars every year to encourage research in the form of dissertation and project reports by the students on various topics of contemporary relevance. The students are also engaged in surveys for Non-Government organizations at regular intervals.

Infrastructure and Learning Resources

College is having facilities for Instructional, administrative and amenities as per the norms of the statutory and governing bodies. All the class rooms are properly ventilated, fitted with necessary electrical equipments and provisioned with LCD Projectors.

The administrative area is centrally located to enable easy access. Ground floor is allotted for the students with disabilities.

The college is having 2 fully equipped; air conditioned seminar and conference halls with a seating capacity of 200 and 50 respectively.

The computer centers are equipped with necessary hard ware and software and wifi connectivity as per the

requirement. Web cameras are available to monitor the academic activities of the students.

The college has licensed Micro Soft Office and access to number of open source software.

The institution is having facility for sports and games both indoor and outdoor along with a facility for practicing Yoga. A physical education Trainer organizes the sessions of sports.

The college has a health center with facility for first aid and sick room for the students with a qualified medical practitioner and supporting medical staff.

Library is having a large collection of books and journals both hard copies and online sources.

College is equipped with solar energy plant for alternate energy with 50 KVH capacities. This will be connecting to NET Meter of the State Power Grid.

Student Support and Progression

The philosophy of SRCPS is to encourage the students towards achieving high standards of excellence in all the areas. The students of the institution are provided with necessary inputs towards all round personality development. To help the economically weaker sections of students. The institute provides free-ships to the students with tuition fee waiver, concessions in the tuition fee for the needy students.

There are many support systems like different cells and committees that assist the students in various areas. Some of them are

- Training and Placement Cell
- Career Guidance Cell
- Entrepreneurship Cell
- Scholarship Cell
- Examination Cell
- Grievance Redressal Cell
- Women Empowerment Cell
- Anti Ragging Committee etc.

Students have representation in all the cells as coordinating members to encourage the sense of participation and belongingness. The college is proud to announce that there is no single incident or Ragging since the inception.

The Training and Placement Cell provides guidance to the students on Internships, projects and Placements. Students are provided with on campus and off campus placement facilities.

Students are also motivated to participate in competitive exams like UPSC, TSPSC, U.P Electricity Board, TS civil/ water board, Defense Services, GRE/TOFEL/GATE etc. The unique Identity of the institution is the Academic Excellence. Since inception, the pass percentage of the Students is more than 90%.

Governance, Leadership and Management

Institution is governed by Visionary Management that emphasizes on imparting quality education to the aspirants. The Management continuously strives to develop the college as one of centers of academic excellence in the Country. The institution profile is firmly based on strategies and action plans that match changing demands of the nation and the student community.

Management promotes and encourages a culture of participative management. The Principal is given necessary academic and administrative freedom to design and implement various academic procedures administrative policies. They are also encouraged to participate as members in the Governing Council, Board of studies of other institutions and members of committees in the college. Internal Quality Assurance Cell (IQAC) is active in planning, coordination and maintaining quality in all the existing programs and courses offered by the institution. The cell also plans for and organizes regular internal audits in the forms of academic audit for evaluating the quality in academics, financial audit for ensuring proper procurement and application of funds, gender audit for ensuring the proportion of female students in the total student strength and green audit towards conservation of environment and maintaining pollution free environment. It develops quality benchmarks/parameters for various academic activities. Regular feedback collected from alumni, parents, employers and staff on functioning of the Institute is considered to enhance further development. The feedback reports are analysed on quantitative and qualitative parameters and the analysis is presented to the Board of Governors and the management to facilitate necessary decisions for enhancement of quality further.

Institutional Values and Best Practices

The institution emphasizes on the values and ethical practices in every functional area. There is a code of conduct developed for the students, faculty and staff. Gender equity and dignity is followed in all the departments with good spirit.

The institution offers various add on courses on soft skills, communication, presentation and employability enhancement programs for the students. The teaching learning methods followed indicate the right direction to the overall development of the students.

The college is having well constituted student clubs that encourage student's talents in co-curricular, extracurricular, service and hobby areas. Through these clubs the students learn the organizing and managerial abilities and gain hands on experience on all the functional areas. The student's progress is regularly monitored through interaction, mentorship and counseling programs.

The College established solar panels to reduce power consumption and uses LED lamps to conserve energy.

Regular extension programs are conducted to interact with the society through donation of Blood, Books, Blankets and other needy material to orphanages. As a part of implementation of Unnath and Swachh Bharat

Abhiyan, the college adopted Ambabai village for extending necessary support in the areas of literacy, health, infrastructure building, and creating environment consciousness to the villagers. A health camp and eye camp has been organized in this academic year to the villagers.

NAAC

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	S.R. COLLEGE OF PROFESSIONAL STUDIES, AMBABAI, JHANSI
Address	SIXTEEN KM AMBABAI GWALIOR ROAD JHANSI UTTAR PRADESH
City	Jhansi
State	Uttar pradesh
Pin	284419
Website	www.srcps.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Rashmi Rai	0510-2331199	9889030776	0510-273019 5	srcps.principal@g mail.com
IQAC / CIQA coordinator	Rashmi Rai	0510-6452650	9889030776	0510-270195	srcps.principal@g mail.com

Status of the Institution	
Institution Status	Private and Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	25-05-2011

University to which the college is affiliated/ or which governs the college (if it is a constituent college)

State	University name	Document
Uttar pradesh	Bundelkhand University	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC		
12B of UGC		

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Details of autonomy

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No
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Recognitions

Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	SIXTEEN KM AMBABAI GWALIOR ROAD JHANSI UTTAR PRADESH	Rural	20.25	3240

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BSc,Department Of Biotechnology	36	Intermediate In Biology	English	60	5
UG	BBA,Department Of Business Administration	36	Intermediate In Any discipline	English	60	45
UG	BCA,Department Of Computer Applications	36	Intermediate In Math	English	60	26

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				3				9			
Recruited	0	0	0	0	2	1	0	3	3	6	0	9
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				6
Recruited	4	2	0	6
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				5
Recruited	3	2	0	5
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	2	1	0	3	1	0	7
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	2	1	0	3
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	2	2	0	4
UG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	1	0	0	1
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	3	1	0	4
UG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties					
Number of Visiting/Guest Faculty engaged with the college?	Male		Female		Total
	4		2		6

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	53	1	0	0	54
	Female	22	0	0	0	22
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	16	7	1	4
	Female	5	3	2	4
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
OBC	Male	16	8	4	8
	Female	7	5	10	4
	Others	0	0	0	0
General	Male	22	15	9	9
	Female	10	14	15	3
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		76	52	41	32

Extended Profile

1 Program

1.1

Number of courses offered by the Institution across all programs during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
137	129	122	108	93
File Description		Document		
Institutional data in prescribed format		View Document		

1.2

Number of programs offered year-wise for last five years

2019-20	2018-19	2017-18	2016-17	2015-16
4	4	4	4	3

2 Students

2.1

Number of students year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
581	489	405	265	160
File Description		Document		
Institutional data in prescribed format		View Document		

2.2

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
150	160	160	150	90

File Description	Document
Institutional data in prescribed format	View Document

2.3

Number of outgoing / final year students year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
136	34	74	33	38

File Description	Document
Institutional data in prescribed format	View Document

3 Teachers

3.1

Number of full time teachers year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
20	18	18	17	14

File Description	Document
Institutional data in prescribed format	View Document

3.2

Number of sanctioned posts year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
20	20	20	20	15

File Description	Document
Institutional data in prescribed format	View Document

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 11

4.2

Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)

2019-20	2018-19	2017-18	2016-17	2015-16
28.97	22.66	21.92	18.33	16.67

4.3

Number of Computers

Response: 50

4.4

Total number of computers in the campus for academic purpose

Response: 30

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1 The Institution ensures effective curriculum delivery through a well planned and documented process

Response:

1. Ensuring effective curriculum delivery through a well-planned documented process.

The Institute is affiliated to Bundelkhand University which offers courses on semester and year basis on percentage pattern and it meticulously follows the specified curriculum prescribed by the University.

Curriculum Planning

The institute's College Level Academic Committee and Department Level Academic Committee jointly develop action plans and monitor effective implementation of the curriculum. The planning is done well before the commencement of the semester in the following pattern

- Preparation of academic calendar as per the directions of the University
- Allocation of workload by considering subject preferences of the faculty, faculty profile and their subject options.
- Designing an appropriate Teaching Learning Process (TLP) on semester and annual basis by integrating various methods of TLP like conventional teaching, Interactive Teaching Learning (ITL), Experiential Learning and Supplementary Teaching Learning Methods.
- Devising subject wise Course files, Session Plans including Modules, sub modules and interactive teaching learning activity schedule consisting allocation of sessions for all the methods of TLP.
- Preparation of schedules for the conduct of internal examinations and student assignments as per the University Almanac.
- Preparation of time table considering the lecture sessions and interactive teaching learning (ITL) activities allotted for each subject.
- Design of a comprehensive student academic manual in the form of student hand book for each semester and year program wise.
- Approval of the Academic manuals; semester wise and program wise by the Academic committees and distributing the same to all the students.

Curriculum Implementation

At the beginning, respective Department Heads (HODs) conduct meetings to discuss about the Academic calendar, Time table, confirmation of Academic Manuals and implementation of curriculum through pre designed TLP.

Implementation of the curriculum plan is done in the following way:

- Faculty ensures conduct of lecture sessions as per the time table every day.

- The progress of the lecture sessions is monitored through student attendance registers, teaching dairies and is registered course wise and program wise for effective implementation of the curriculum.
- Weekly status reports for each of the course and program are collected and monitored for deviation in the implementation of the curriculum plan.

Progress of the curriculum plan is monitored through regular meetings by HODs and status reports are collected from each of the faculty for every course program wise. Submission of Monthly reports by the Department Academic Committee to the College Academic Committee.

Deviations from the timely implementation are checked through verification of the status reports and if required additional hours of instruction are scheduled to ensure the effective Curriculum implementation.

1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

Response:

To make it practice a committee consisting of Principal and Controller of Examinations prepare the academic calendar in consultation with HODs well in advance before the commencement of the semester.

The calendar outlines the semester class work schedule, internal examination schedule and external examination schedule. The faculty members of the concerned department gather the lists of courses for the coming semester. The head of the department finalizes the course allocation for the faculty members based on their choice and area of interest or expertise. The faculty members prepare the lesson plan before the commencement of semester, indicating the topics to be covered lecture wise including the evaluation process for each subject and it is duly reviewed by the one of the senior faculty in the department and approved by the head of the department. It is then, made available to the students.

Timetable in-charge of each department prepares the timetable as per the guidelines of respective statutory bodies for the number of lectures for each subject prior to the commencement of the semester and year. Time-table is uploaded on the college website and displayed in the respective department notice boards as well.

The performance of the students is assessed on a continuous basis by conducting two mid exams as per the Bundelkhand University norms per semester and year where the average is taken of both. In addition to the tests, assignments, mini-projects and quiz are also the part of Continuous Internal Evaluation. The evaluated answer books are returned to the students and an opportunity is given to the students to discuss the evaluation with the teacher. The teacher rectifies any error on the spot, if any.

File Description	Document
Link for Additional information	View Document

1.1.3 Teachers of the Institution participate in following activities related to curriculum

development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years

1. Academic council/BoS of Affiliating university
2. Setting of question papers for UG/PG programs
3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
4. Assessment /evaluation process of the affiliating University

Response: C. Any 2 of the above

File Description	Document
Institutional data in prescribed format	View Document

1.2 Academic Flexibility

1.2.1 Percentage of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

Response: 0

1.2.1.1 Number of Programmes in which CBCS/ Elective course system implemented.

File Description	Document
Institutional data in prescribed format	View Document

1.2.2 Number of Add on /Certificate programs offered during the last five years

Response: 0

1.2.2.1 How many Add on /Certificate programs are offered within the last 5 years.

2019-20	2018-19	2017-18	2016-17	2015-16
00	00	00	00	00

File Description	Document
Institutional data in prescribed format	View Document

1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years

Response: 0

1.2.3.1 Number of students enrolled in subject related Certificate or Add-on programs year wise

during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

1.3 Curriculum Enrichment

1.3.1 Institution integrates crosscutting issues relevant to Professional Ethics ,Gender, Human Values ,Environment and Sustainability into the Curriculum

Response:

Response:

The Course:

The Institute executes university offered curriculum. It is ensured that wherever required the teacher ensures that the curriculum covers various professional, social and ethical issues namely gender, environment sustainability, human values and professional ethics.

The Institute is planning to initiate certificate courses in relevant fields to ensure employability of the student and participation in regional development e.g.

1. Business Law and Ethics-

This course shall introduce the laws and ethical standards which are necessary for managers to conduct business and introduces the law and ethical framework of business. The students can understand the concept of running the business with ethics.

2. Corporate Governance

This course covers the application of best business administration practices, creating transparent working system, understands business administration accountability and develops an efficient organization culture which helps for the achievement of economic goals of the Institution. The students can learn the business administration practices and skill required for effective governance in the organizations.

3. Corporate Social Responsibility (CSR)

It will be a comprehensive set of policies, practices and programs that will be integrated for decision making in the institutions for the societal well being with the increase in the progress of education CSR is playing an important role in achieving self-sustainability and equal development through this course. The students shall be able to learn learn the concepts of social responsibility and can implement the same in their career ahead.

4. Professional Ethics

The course shall comprise of ethical practice in the discipline of project business administration and its implementation. It shall communicate the barriers and consequences of ethical decision making for a better society. This course shall enable the students to understand the characteristics of interpersonal ethics and its practical implementation.

5. Gender and Social Development

This course shall help the students to examine different aspects of gender and social development from both analytical and practical perspective. It shall enable the students to investigate current thinking and concerns relating to the practice of social development and promotion of gender equality and women's empowerment.

6. Environmental Science

Environmental Sciences is a course with an emphasis on emerging areas of environment such as water, air, soil pollution and control, climate change, resource conservation, waste management, rainwater harvesting and environmental impact assessment. The program is being designed for the students to get in-depth knowledge of scientific, technical, economic, legal as well as social aspects of environment. The course shall not only equip the student with knowledge and expertise in the area of environmental sciences but also create avenue for research and job opportunities in future. In various NGOs and multinational organizations.

1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

Response: 2.74

1.3.2.1 Number of courses that include experiential learning through project work/field work/internship year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
68	60	48	34	19

File Description

Document

Institutional data in prescribed format

[View Document](#)

1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)

Response: 22.55

1.3.3.1 Number of students undertaking project work/field work / internships

Response: 131	
File Description	Document
Institutional data in prescribed format	View Document

1.4 Feedback System

<p>1.4.1 Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2) Teachers 3) Employers 4) Alumni</p> <p>Response: A. All of the above</p>	
File Description	Document
URL for stakeholder feedback report	View Document

<p>1.4.2 Feedback process of the Institution may be classified as follows: Options:</p> <ol style="list-style-type: none"> 1. Feedback collected, analysed and action taken and feedback available on website 2. Feedback collected, analysed and action has been taken 3. Feedback collected and analysed 4. Feedback collected 5. Feedback not collected <p>Response: C. Feedback collected and analysed</p>	
File Description	Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 55.68

2.1.1.1 Number of students admitted year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
168	199	185	156	90

2.1.1.2 Number of sanctioned seats year wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
310	310	310	310	180

File Description

Institutional data in prescribed format

Document

[View Document](#)

2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)

Response: 69.56

2.1.2.1 Number of actual students admitted from the reserved categories year wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
111	127	107	103	53

File Description

Institutional data in prescribed format

Document

[View Document](#)

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students and organises special Programmes for advanced learners and slow learners

Response:

Students with various family backgrounds, educational backgrounds and regional differences are admitted into the College. As their level of knowledge and understanding differs, the College makes efforts to identify and initiate programs for students with different learning levels.

There is a mechanism to handle advanced and slow learners in different ways. Firstly, to identify the learning capacity of students a diagnostic class test is conducted within a month of completion of admissions. This test consists of all subject paper and through the performance evaluation in the test, students are identified as following:

- Students scoring greater than 60% are recognized as advanced learners and are provided with more learning opportunities like access to various Colleagueal repositories, book banks, and registration to online courses etc. They are encouraged to participate in workshops, seminars, conferences within and out of the College to showcase their talents. Advanced learners have scope to experiment and go beyond the course. Top performers are recognized and awarded as per Colleagueal norms.
- Students scoring between 60% to 45% are categorized average learners with mediocre talents and are motivated to enhance their skills by continuous mentoring and guidance by the faculty during or after class. These students are mainly motivated to improve subject knowledge, communication and presentation skills to bring their confidence at par with advanced learners.
- Students scoring below 45% are categorized as low learners. The reasons for slow learning may be related to a particular subject or for the whole program. Students with non-commerce background have difficulty in learning accounts and finance related subjects. Students of other medium may have difficulty in understanding English.

Slow learners are encouraged to come and practice at their own pace to facilitate self learning. Remedial classes and mentoring sessions are organized to bring the slow learners at par with the other students of the class.

Faculty makes extra effort to impart the subject knowledge to the slow learners and make them understand the concepts. The performance of slow learners is also monitored through continuous evaluation system through extra classes.

Students securing below 45% of marks in the internal assessment tests are identified and given counseling to overcome their difficulties. They are provided with additional inputs like reading material, question banks to enhance their abilities. Different time slots are allotted for all the group of students for mentoring and various activities for advancement. Faculty does one to one interaction with students in the class which encourages them to ask questions freely for a better learning experience.

2.2.2 Student- Full time teacher ratio (Data for the latest completed academic year)

Response: 29:1

2.3 Teaching- Learning Process

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

Response:

The College constantly looks for opportunities to integrate teaching with real life exposure for enriching and effective operationalisation of the curriculum. At the beginning of every semester, a comprehensive instructional design is prepared in the College program wise. The instructional design is a comprehensive module of conventional teaching, Interactive Teaching Learning, Experiential Learning and Supplementary learning modules. Experiential learning activities are designed to enhance the learning abilities of the students with practical application of the concepts. As a part of experiential learning the College offers summer internships and mini projects to the students.

The Research and Development Committee of the College plans organizes and monitors the progress of students' internships and projects. This committee guides the students on summer internships. Students undergo summer internship during their vacation between the second and third year for BBA, BCA and Biotech. The students are encouraged to participate in the internships with various Organizations.

Before commencement of six semester for BBA and BCA and final year of Biotechnology respectively, students have to undertake mini project work. The R&D allots students with internal guide from among the faculty to guide and monitor the project work. The presentations on progress of the project work is scheduled in advance and communicated to the students. The progress of the projects is continuously monitored at the end of every week by internal guides. Necessary suggestions and modifications are given to improve the quality of the project and finally a Project report is submitted to Coordinator.

Industrial visits are arranged in order to provide live exposure to recent trends in the relevant field. Students also take up minor projects in industries for procuring hands-on training. The Students gain knowledge on practices of various management concepts. The objective of participative learning is to involve the students in the learning process. Business surveys and club activities are organized in the College to make students understand the concepts and their application practically. Extension lectures are organized which gives students an opportunity to interact with experts from the field of academics and industry. The college teams up with several Colleges and organizations that provide scope for students to undertake surveys and research projects on issues of relevance.

2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.

Response:

Teaching-learning is a continuous process and being in tune with recent developments helps both the teachers and students to sharpen their skills. Consistent and conscious efforts are undertaken to inculcate the spirit of scientific inquiry that would lead to innovations. Before the commencement of every academic year, the College Academic Committee analyzes the significance of making students more employable by

studying the survey reports on employability skills of management and computer applications graduates.

The syllabus and mode of offering.

These courses are designed at the beginning of the semester. After identification of the courses, the committee designs a comprehensive Instructional Design by Integrating Conventional Teaching Methods with Interactive Teaching Learning (ITL) Methods, Experiential Learning Methods, Problem-solving methods and Supplementary Teaching Learning Process to impart holistic education. The ITL practices include Case Studies, Group Discussions, debate, quizzes and role plays. ITL activities are conducted by dividing the students into learning groups with three students in each group.

In experiential learning, the student manages their own learning, rather than being told what to do and when to do it. Internships, simulation games, business games and group work contribute towards experiential learning. Quizzes are organized and case studies are conducted to leave more impact on students than simply listening to a lecture or engaging in a case study discussion. Case study methods are intended to enhance BBA students' decision-making skills, especially under conditions defined by limited time and information.

Learning Management Systems (LMS) is used as powerful tool that upgrades and trains the faculty towards this end. The faculty uploads and manages documents related to courses; they deliver course contents through desktops, phones, tablets. Faculty create, publish course schedules deadlines and tests, grade and track the student performance by using LMS. E-Resources tools like online classes, web, Power point presentations, electronic discussion, emails, and online chats are used for making teaching more efficient, informative and varied.

Digital resources that can be accessed by faculty and students are databases, books etc., and are made available. Students are encouraged to register in various online courses offered by MOOCs, and online courses platforms to improve the academic standards. The faculty too makes use of these resources to enrich their knowledge and teaching skills. The content delivery pattern adopted by teachers is such as to provoke independent thinking and self-learning amongst students.

2.3.3 Ratio of students to mentor for academic and other related issues (Data for the latest completed academic year)

Response: 65:1

2.3.3.1 Number of mentors

Response: 20

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 91.67

File Description	Document
Institutional data in prescribed format	View Document

2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

Response: 32.42

2.4.2.1 Number of full time teachers with *Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.* year wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
06	05	06	06	05

File Description	Document
Institutional data in prescribed format	View Document

2.4.3 Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)

Response: 2.86

2.4.3.1 Total experience of full-time teachers

Response: 7.66

File Description	Document
Institutional data in prescribed format	View Document

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode

Response:

Internal assessments are conducted as per the Bundelkhand University examination pattern for BBA, BCA and Biotech courses and accordingly every semester, assignments are given and two internal examinations are conducted for the students. The College Academic Committee designs and monitors the internal assessment system. 25 and 30 marks are allotted for the internal assessments which are added to the final scores of the program to complete the award of marks. The Examination cell plans, organizes and monitors the activities related to the conduct of examinations in the College.

The Annual and Semester exams are conducted centrally by the affiliating university. At the beginning of the Session/Semester, the Examination cell of the college prepares examination schedule and students are given subject wise question bank and Academic Manuals containing university academic calendar, syllabus and session plans and accordingly syllabus is completed and question papers are set. The sessional question papers are prepared with the approval of the HODs and Academic Committee. The question papers are set in a way to test the student's subject knowledge and application of concepts, so that they become a means to test the achievement of course outcomes. The College aims to assure transparency by following under mentioned practices:

To be unbiased the question paper contains column for the student to write only the roll number

The sessional question papers are printed one day before the exam and are secured in sealed covers to avoid malpractices

Faculty is duly assigned invigilation duty to ensure stringent vigilance during examination and the invigilation chart is sent well in advance.

Just before the exam, the invigilators are handed the sealed question papers as per the seating allotment.

The faculty assesses the answer scripts impartially, as per the key provided to them by the examination cell. The assessed answer scripts are shown to the students to analyze their performance and signatures are taken against their marks for confirmation. The marks are forwarded to the university. Assignments are given by the respective subject faculty to all the students and answered assignments in prescribed format are returned to the faculty in a given time frame. The respective faculty assesses the assignment impartially based on the way the student completes it. The assignments marks are allocated to the students. The College also includes Interactive Teaching learning activity marks in internal marks. Each ITL activity is evaluated on various predetermined parameters for every student and total score of all activities is averaged for each subject and will be included in the internal score of the subject concerned making the total to 25 and 30 Marks given for the internal assessments. The marks are given here solely on the basis of student's performance in the activity. The final internal examination marks are displayed for the students to verify. The queries, if any, will be clarified and resolved by examination cell in consultation with the faculty.

2.5.2 Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

Response:

The College is having a well-defined process to address the grievances related to examinations and evaluation either internal or end semester. All grievances regarding evaluation and posting of marks including the internal assessment marks awarded for the students, external exams and Lab exams are redressed by the Academic Committees and Examination cell. College has a well structured grievance redressal cell chaired by Principal along with representatives from the Academic Committees and Examination Cell Members, wherein all issues related to evaluation can be discussed. The student, who is willing to launch any complaint, sends his/her a written application for redressal of grievance to the Grievances Redressal Committee. The concerned authority will acknowledges receipt of the complaint and initiate the Redressal process within two working days. A student has the right to appeal in case he/she is

not satisfied with the marks given in the internal assessment test. The student can seek clarification from the teacher concerned. If not satisfied, the student may appeal through proper channel. If felt necessary, the designated authority may allow an opportunity to the student to formally present his/her case along with relevant documents in support. The authority may also seek clarification from the student or call for further material facts having bearing on the matter. Such clarification may be sought by written or verbal request or by face-to-face discussion with the student. The Grievances Redressal Cell, after verifying the facts tries to redress the grievance within a reasonable time, on receipt of application of the student.

If the student is not satisfied with the verdict or solution, then the same is placed before the Principal. Students having grievances with the evaluation process and their doubts are cleared by showing their performance in the answer sheet.

In case of grievances pertaining to semester end examination results there is a provision for reevaluation and personal verification of the answer script as per the university norms. The students can apply for re-evaluation or recounting of answer scripts within the stipulated time and on payment of prescribed fees. Re-evaluation applications are collected by the examination cell and are sent to the University. Re-evaluation is not permitted for practical exams and project works. The College strictly adheres to the norms of the university in this regard. There may be situations where the student might have lost the hall ticket for external examination, in such case the student applies for a duplicate hall ticket, which is issued by the examination cell immediately.

2.6 Student Performance and Learning Outcomes

2.6.1 Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Response:

The three principles on which College Mission is based are: Effective Teaching, Meaningful Research, and Service to society. These goals are intended to be achieved through a set of The Program Outcomes (PO), Program Specific Outcomes (PSO) and Course Outcomes (CO).

The status of PO's, PSO's, CO's is reviewed by the Academic Committee regularly. At the beginning of the course, in the orientation sessions the students are informed about the PO's and PSO's for the programs. They are provided with insights into the course outcomes and the measurement methods of the same. The College achieve PO's, PSO's by giving training for the students in communication skills, soft skills, aptitude skills, analytical skills, technical skills and personality development programs by using the in-house faculty and external experts. Team based projects and practice of ethics during the course of study develops a sense of social responsibility.

The POs of Graduate Courses are

- Inculcating Logical thinking and Critical thinking
- Enhancing interpersonal skills,

- Speaking and writing skills,
- Time management
- Have ethics and social responsibility

The Program Specific Outcomes of BBA are:

- Functional knowledge in the core areas of management:
- Develop Managerial competencies
- Enhance Decision making abilities
- Leadership skills
- Problem solving and analytical skills
- Engage in Entrepreneurial explorations
- Learn to work in teams
- Continuous Business Research

The Program Specific Outcomes of BCA are:

- Knowledge of Computer applications
- Analytical Skills.
- Become proficient in Computer Communication
- Have Internet applications skills
- Hardware and Software technical skills
- Learn Project Management
- Software development and programming

The Program Specific Outcomes of Biotech are:

- Acquire knowledge on the fundamentals of biotechnology for sound and solid base which enables them to understand the emerging and advanced engineering concepts in life sciences.
- Acquire knowledge in domain of biotechnology enabling their applications in industry and research.
- Empower the students to acquire technological knowhow by connecting disciplinary and interdisciplinary aspects of biotechnology recognize the importance of Bioethics, IPR, entrepreneurship, Communication and management skills so as to usher next generation of Indian industrialists.

A range of quantitative and qualitative measures is used to assess the accomplishment of POs, PSOs and COs. POs aim the overall development of students.

The attainment of POs is assessed through:

- Recognitions and awards to students from government and non-government organizations
- Ability of the student in organizing various events in the college like management fest, Annual day celebrations, observance of National and International days, Induction Program, Mini convocation.

- Other achievements in sports, Collegial awards, etc
- Students opting higher education in foreign universities
- Getting placement

The extent of achievement of intended PSO's will be tested through:

- Excellence in University examinations
- Student placements
- Internships
- Student participation in competitions with other colleges
- Students placed in public services
- Participation and performance levels in Interactive Teaching Learning activities

The results of examinations are taken as a measure to assess Cos, and subject knowledge gained.

2.6.2 Attainment of programme outcomes and course outcomes are evaluated by the institution.

Response:

The Program outcome (PO) -based education system is one of the emerging trends of education which helps students to progress in their professional career and makes teachers more creative about their teaching methodologies and improves the quality of teaching by adopting suitable teaching tools. The aim here is for overall development of students. The Academic Committee designs an appropriate Teaching Learning Process and identified the need for enhancing the Communication Skills, Reasoning Skills, Behavioral patterns and Etiquette skills, Organizing and Managing abilities, Practical Exposure, Team Building, and Holistic Personality Development to achieve program outcomes. The attainment of POs is assessed in the following aspects:

Upon successful completion of graduate program, the Training and Placement Cell ensures that the students are able to Communicate clearly and concisely Acquire, analyze, and synthesize data for operational and strategic decision-making Recommend ethical behaviors, promote corporate social responsibility, and engage in social enterprise to assess and review awareness level on core management issues and latest developments in management and information technology.

To benchmark knowledge with others in competitive environment, to hone skills in lateral thinking, teamwork and decision making under pressure Program Specific Outcomes (PSOs) are framed by Academic Committee for BBA, BCA and Biotech programs. The courses are taught to the students by various teaching methodologies which includes class room teaching, Interactive Teaching Learning Methodology, Work Shops, laboratory experiments, Student Seminars, Group Discussion, Case Studies, Role Play, Quiz, Independent learning through presentations, articles, book review, business plan and collaborative learning through assignments/projects are given to students.

The Training and Placement Cell train the students with necessary managerial skills required to organize and participate in various activities within and outside the campus. Students are given such assignments

too, so as to gain a working knowledge of latest technologies.

Academic Committee conducts review meetings for monitoring the syllabus coverage and other practical problems in the departments. Regular meetings between class teachers and course coordinators are conducted. Counseling is given for the students on their attendance every week and performance after every internal exams to ensure the achievement of learning outcome. Student's feedback for faculty and course contents is taken once at the end of each semester.

Programme Outcome Attainment Analysis is performed by the Programme Assessment Committee based on the above inputs and the Report is presented to the academic committee and Board of Governors. The measurement of attainment of program outcomes is quantified by assessing the student's performance in internal exams, Assignments and External Examinations.

The attainment of POs is reviewed by the academic committee and Board of Governors and suggestions are given for improvement. The revising and redefining of the PO's is governed by assessing the need of industry and socioeconomic development of the country. This is achieved by the feedback from the students, stakeholders and changing societal needs. The extension of Learning Outcomes is obtained from the feedback of alumni, employers, parents and BOG members as and when meetings are organized informally.

2.6.3 Average pass percentage of Students during last five years

Response: 74.44

2.6.3.1 Total number of final year students who passed the university examination year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
119	18	54	22	35

2.6.3.2 Total number of final year students who appeared for the university examination year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
136	34	74	33	38

File Description

Document

Institutional data in prescribed format

[View Document](#)

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.26

File Description	Document
Upload database of all currently enrolled students (Data Template)	View Document

NAAC

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)

Response: 0

3.1.1.1 Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)

2019-20	2018-19	2017-18	2016-17	2015-16
00	00	00	00	00

File Description

Document

Institutional data in prescribed format

[View Document](#)

3.1.2 Percentage of departments having Research projects funded by government and non government agencies during the last five years

Response: 0

3.1.2.1 Number of departments having Research projects funded by government and non-government agencies during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
00	00	00	00	00

3.1.2.2 Number of departments offering academic programmes

2019-20	2018-19	2017-18	2016-17	2015-16
3	3	3	3	3

File Description

Document

Institutional data in prescribed format

[View Document](#)

3.1.3 Number of Seminars/conferences/workshops conducted by the institution during the last five years**Response:** 3**3.1.3.1 Total number of Seminars/conferences/workshops conducted by the institution year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
1	1	1	0	0

File Description**Document**

Institutional data in prescribed format

[View Document](#)**3.2 Research Publications and Awards****3.2.1 Number of papers published per teacher in the Journals notified on UGC website during the last five years****Response:** 0**3.2.1.1 Number of research papers in the Journals notified on UGC website during the last five years.**

2019-20	2018-19	2017-18	2016-17	2015-16
00	00	00	00	00

File Description**Document**

Institutional data in prescribed format

[View Document](#)**3.2.2 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years****Response:** 0.17**3.2.2.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
9	6	3	0	2

File Description	Document
Institutional data in prescribed format	View Document

3.3 Extension Activities

3.3.1 Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.

Response:

The college maintains a cordial symbiosis relationship with the neighborhood communities and the local administration, by which the student and local community are mutually benefited. The institution plans and organizes its extension and outreach programs through the **Unnat Bharat Abhiyan Cell**.

To create social awareness among the students, our cell organizes the programs such as Awareness on Cleanliness, Environment, Bio Fuel, Personal Health (sensitization camps on perennial and seasonal viral diseases – gynec, cancer, swine-flue, dengue etc.), Plantation on Saplings, Blood donation camps, Socio Demographic survey for slums by GHMC, Rally on Anti Corruption, Sensitization of street children, Rally on Anti Terrorism. Many of the activities which are organized under this programme receive sustained interest and activity on the part of faculty and students which ensures student participation in community activities. The institution promotes the participation of student and faculty in extension activities through organizing social awareness campaigns.

Unnat Bharat Abhiyan Cell:

To implement **Unnat Bharat Abhiyan** the College has taken initiatives to spread the message of various government schemes. A committee has been formed for implementation of 'Unnat Bharat Abhiyan' with Faculty and Students as coordinators Every year particular village is selected in consultation with local Sarpanch, where, students and teachers offer their valuable services to the community in various ways, such as through awareness programs, cleanliness activities, literacy programs, social interactions, etc. Students develop leadership activities, service mentality, self confidence, etc. All these activities contribute in students' personality development. The following socially relevant activities are conducted by the NSS Cell for implementation of 'Unnat Bharat Abhiyan'. The Unnat Bharat Abhiyan team member's visits nearby villages on every Friday to conduct various welfare activities for villagers.

The major problems of the villages related to purified drinking water, health, education, and irrigation, mobile connectivity and agriculture has been raised to district authorities for their needful response (appropriate solutions). The consistent efforts in various forms by 'Unnat Bharat Abhiyan have shown positive impact on neighborhood communities where there is increase in use of wet and dry dustbins, bio-gas units have sprung up, local government planned to erect solar based street lamps and cattle movement got restricted to certain places in colonies facilitated free traffic movement, local sanitary authorities are spraying bleaching and periodically taking other relevant measures.

Students and faculty initiated tree plantation program resulting substantial increase in the green plants. All the above activities have shown impact on students to introspect and build inherent responsibility towards the society. Students and faculty also participated in blood donation camps. Visiting the villages to help the villagers in using technologies useful to farmers and villagers namely solar lamps, hand pumps, building small bunds, low cost housing etc.

3.3.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years

Response: 0

3.3.2.1 Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description

Document

Institutional data in prescribed format

[View Document](#)

3.3.3 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

Response: 18

3.3.3.1 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
6	4	5	1	2

File Description	Document
Institutional data in prescribed format	View Document

3.3.4 Average percentage of students participating in extension activities at 3.3.3. above during last five years

Response: 90.64

3.3.4.1 Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
684	477	537	29	151

File Description	Document
Institutional data in prescribed format	View Document

3.4 Collaboration

3.4.1 The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-job training, research etc during the last five years

Response: 1

3.4.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-job training, research etc year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
2	1	1	1	4

File Description	Document
Institutional data in prescribed format	View Document

3.4.2 Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the last five years

Response: 6**3.4.2.1 Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
2	2	1	1	0

File Description	Document
Institutional data in prescribed format(Data template)	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

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

Response:

The college is established in the year 2011 and running the following courses

- BCA
- BBA
- B.Sc (Hon) Biotechnology
- B.Sc (Hon) Agriculture

The institution is having a land of 20.25 acre with a built up area of 3240 Sq.m and instructional. The institution ensures adequate availability and optimal utilization of physical infrastructure. At the beginning of the academic year assessment for up gradation of the existing infrastructure is carried out based on the suggestions from Director, Head of the departments, lab co-coordinators and system administrator. The available physical infrastructure is optimally utilized, to conduct class work, lab work and extracurricular activities

Classrooms – The Institution has sufficient number of well-equipped classrooms with necessary

Infrastructure, teaching aids and ICT facilities for conducting classes and teaching-learning activities.

Tutorial Rooms - There are sufficient number of well-equipped tutorial rooms with necessary

Infrastructure, teaching aids and ICT facilities to conduct tutorial classes and bridge courses.

Seminar and Conference Hall -The college has spacious Seminar Halls for organizing Conferences, Seminars, Guest lectures and FDPs, Orientation programs and various Cultural events with the help of audio –visual aids ,ICT facilities and other equipments.

S.N.	Particulars	Quantity	Area in Sq.m
1	Class Room	3	55.55 each
2	Smart Classes	6	61.96 each
3	Seminar Hall	1	111.11
4	Conference Hall	1	94.01
5	Labs	4	55.55 each

Computer lab -There are combined labs for BBA, BCA and Biotech programs. Labs are equipped with required number of systems with latest configuration as specified by statutory bodies and are upgraded regularly to meet the requirements of the curriculum.

S.N	Program	Facility	Area in Sq.m
1	BBA	1 Computer Lab and	88.25 and 42.73
2	BCA	1 Multifunction Computer Lab	
3	B.Sc (Hon) Biotechnology		

Library-Library has been well stocked with Text books – both reference and regular issue books, books for competitive exams, personality and philosophy, prescribed journals, magazines and newspapers of local and National repute, 12 computer nodes are placed to refer online journals.

S.N	Facility	Area in Sq.m
1	Library & Reading Room	260.12

Apart from above, additional classrooms have been renovated for ICT with latest technologies.

Suggestions are invited regularly from experts visiting the institution, governing body members, faculty members, alumni, students and parents regarding improvements to be made in the infrastructure. Reviews are held every semester to ensure optimum utilization of infrastructure.

vements to be made in the infrastructure. Reviews are held every semester to ensure optimum utilization of infrastructure.

4.1.2 The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

Response:

The college has adequate facilities for Sports, Games and Cultural activities. The college is committed to provide a balanced atmosphere of academic, cultural and sports activities for the holistic development of the students. The college facilitates various sports to the students within the campus playground. To support this, the institution facilitates sports equipment for Indoor games like Caroms, Chess and Table Tennis, outdoor games like Volley Ball, Badminton and tennis koit are available for the students to develop team spirit. The following facilities are available for students and the staff for overall

development.

1. Outdoor Facilities

S.N.	Name of the Facility	Available Area (Sq. met	
1	Hand ball Court	795	
2	Volley ball Court	167	
3	Cricket	14864	
4	Football	1820	
5	Basket ball	441	
6	Athletics (Race, Javelin, Discus throw, shot-put)	14864	

Indoor Games Facilities

S.N	Name of the Facility	Number Available	Available Area (Sq. me	
1	Table Tennis	2 boards	180	
2	Caroms	5 boards		
3	Chess	4 boards		

1. Facilities for Yoga and Gymnasium

Separate Yoga Hall has been established in the year 2015 with adequate ventilation and other facilities for yoga. Yoga brings out plenty of potential positive outcomes for the students and faculty. Separate Hall has been established in the year 2016 for gymnasium as exercise increases focus and concentration.

S.N.	Description	Area(sq.m)	Year of Establishment
1	Yoga room	81.75	2016
2	Gymnasium	81.75	2015

Facilities for Cultural Activities

The college has Panache, Cultural club to promote and motivate the students towards extra-curricular activities; cultural competitions are regularly organized by the college. A separate room is allotted for practicing and performing with dedicated music system, microphones and digital camera. The club has 15 students and staff as members. Faculty coordinators will act as a mentor and coordinate the club to encourage the students to participate in various cultural events and competitions.

List of Cultural Activities organized

S.No	Name of the event	Events conducted
		Painting
		Sketching
		Pencil drawing
		Music
		Film making
		Photography

1	Fine arts	Craft(Vegetable/paper) Best from Waste Diya Painting Rangoli Mehandi Diya Painting Face Painting Nail Art
2	Theater Arts Skit	Drama Mime Poetry
3	Performing Arts	Group Dance Solo Singing Group Singing Mimicry Fancy Dress Antyakashari

4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)

Response: 72.73

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 8

File Description	Document
Institutional data in prescribed format(Data template)	View Document

4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)

Response: 29.24

4.1.4.1 Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	12.46	5.00	10.35

File Description	Document
Institutional data in prescribed format(Data template)	View Document

4.2 Library as a Learning Resource

4.2.1 Library is automated using Integrated Library Management System (ILMS)

Response:

The library of the institution is fully automated using integrated Library Management System.

Name of the ILMS Software: Software for Institutional Management

Nature of Automation: Fully Automated

Version: 3.1.46

The Process of Library automation is performed by using Software for Institutional Management Software Package which is an Integrated Library Management System (ILMS) with Barcode Scanner that supports all in- house operations of the library. Software for Institutional Management has all functional modules of Library management completely implemented. It has the following modules.

- Technical Processing (or cataloging)
- Circulation
- Acquisitions
- Serials Management

- MIS Reports
- Web Online Public Access Catalog(OPAC)
- Administration

The Digital Library is equipped with three Desktop systems to access E-journals & E-books available for the convenience of the users. E-resources such as E-Shodh Sindhu, NDL (National digital Library) for huge collection of e-Learning resources with a single window search facility. NPTEL Facility (National Program on Technology Enhanced Learning) to access video lectures.

The institution maintains following communities.

Case Studies

e-books

e-journals

DELNET

Handbooks

Journals Content

Newsletters

Question Papers

Softwares

Spoken English

Syllabus

Remote Access: The library subscribes to some electronic databases for students and faculty. It also ensures the college students and faculty to access web based library resources from home or other computers using the library proxy server if they have valid user name provided by library and internet access

Physical access: To support the college curriculum the library provides various services and resources to assist them for learning and information literacy skills. To provide physical access to the library users the library policy is designed by the institution. It involves issue of library cards, the rules regarding checkout procedures, the time limit for loan periods, the closing policies and return procedures, renewals, overdue notices and refund policies.

The Details of Library Holdings

A well-equipped library system plays a significant role in changing the outlook towards the college and it helps in building confidence among students. Library is known as hub for many knowledge resources Books, references, newspapers and magazines including e-resources. The Library is equipped with Wi-Fi network in addition to wired connectivity.

S.N.	Description	Total Volumes
1	Books	10,385
2	Titles	541
3	Print Journals	Nil
4	e-Journals	397 + on DELNET
5	Donated Books	Nil
6	SC/ST Book Bank	1098

Library also focuses on the Collection of

- Previous Question papers of external exams.
- Project Reports of both BCA and BBA streams.
- Rare books, old books, limited-edition books.
- Back volumes of journals.
- Books for competitive exams.
- Year books.
- Thesis collections.
- Collection of publications

4.2.2 The institution has subscription for the following e-resources

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases
- 6.Remote access to e-resources

Response: B. Any 3 of the above

File Description	Document
Institutional data in prescribed format(Data template)	View Document

4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

Response: 3.11

4.2.3.1 Annual expenditure of purchase of books/e-books and subscription to journals/e-journals

year wise during last five years (INR in Lakhs)

2019-20	2018-19	2017-18	2016-17	2015-16
3.55	3.10	3.12	2.92	2.88

File Description	Document
Institutional data in prescribed format(Data template)	View Document

4.2.4 Percentage per day usage of library by teachers and students (foot falls and login data for online access) during the latest completed academic year**Response:** 16.97**4.2.4.1 Number of teachers and students using library per day over last one year****Response:** 102**4.3 IT Infrastructure****4.3.1 Institution frequently updates its IT facilities including Wi-Fi****Response:****Response:**

The institution is having an IT policy that outlines the maintenance, up gradation and responsible usage of IT infrastructure at various departments. The information technology management is taken care by the system and network administrators. The team of these administrators regularly maintains the completing network sources and also maintains the hardware and software of the institution. The computer terminals in the computer center are connected to LAN with high speed internet service to meet the requirements of faculty, students and administrative staff. Hardware and software are provided to the departments as per the requirements of statutory bodies. Wi-Fi connectivity is provided to the entire campus with the speed of 70Mbps and LAN connectivity with 10Mbps. The networking of all departments is made through Optical Fiber cables and networking of all computer systems within the departments is provided through CAT 5/6 cables. The college is having two air conditioned seminar and conference halls with LCD projectors, connected through internet for organizing guest lectures, workshops and seminars. The institution is also having e-resources, website, campus automation systems which are protected with secure firewalls and anti-virus to avoid the risk of intrusion. The college constantly updates both the software and hardware as per the prescribed norms and academic standards. The institution procured web cameras to monitor all academic activities. Video conferencing and Skype facility is available for interaction with experts from all over the globe. Faculty members and students are making use of LCD, NPTEL and Moodle server for their teaching and learning processes. They avail internet facility to access study material of other universities and make use of the same for study and lecture delivery. Dedicated servers are available for the Computer

Center, Administrative Office, Examination Cell, Library and individual departments. Proper backup procedures are followed from time to time by the system administrator to address the risk of loss of data or information. To ensure security of each system is protected with a user name and password and individual login identity are provided to students, faculty, heads of the department, administrative staff, examination cell and library. All the users have to abide by the rules and regulations of the institution in utilizing the IT resources. Trouble shooting is carried out by the system administrators whenever required. Any queries raised the faculty or students in the usage of servers, network, Wi-Fi, storage are addressed by the system administrators immediately. The system administrators also ensures regular maintenance of computer terminals, takes care of timely renewal of licenses and updation of online open sources from time to time.

4.3.2 Student - Computer ratio (Data for the latest completed academic year)

Response: 19:1

4.3.3 Bandwidth of internet connection in the Institution

Response: A. 750 MBPS

4.4 Maintenance of Campus Infrastructure

4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)

Response: 26.06

4.4.1.1 Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year-wise during the last five years (INR in lakhs)

2019-20	2018-19	2017-18	2016-17	2015-16
7.26	6.61	5.51	4.50	4.40

File Description

Institutional data in prescribed format(Data template)

Document

[View Document](#)

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

Response:

The Institute has centralized Housekeeping staff for the entire campus with full time salaried employees. All complaints and recommendations registered are being checked and processed by the Office of the Registrar with the approval of the Principal to ensure proper functioning and improvement of the

equipment and other facilities under annual maintenance. The maintenance and improvement of the campus is carried out according to the decisions taken by the college management. The Head of the departments make the requisition/note sheets according to the requirement of equipments, computers, furniture, maintenance and repair of basic needs. Those requisitions are submitted it to the Principal/Registrar. The management approves and allocates funds in case of new equipments are required in the institution. An effective monitoring system through various committees ensures the optimal utilization of budget allocation. The college has appointed external agencies for maintenance and repair of infrastructure, equipment and other facilities like maintenance of lifts, fire extinguishers, fire systems and generator. Physical infrastructure repair work is carried out by appointing external agency. System admin department maintenance of all computers within the college. Other laboratory equipment is maintained by technical supporting staff. In case of any repair requirement, service is hired from outside agencies. System admin department supervises Computers and its allied Infrastructure. Regular checks of equipment are carried out in all the laboratories are carried out by lab co coordinator. System admin department also handles need-based installation of computer facilities in the college. System admin department controls the Internet and biometric security systems. Regular Cleaning and mopping work is done by of House Keeping Department. Registers are maintained to record the work. Other maintenance related issues are attended by carpenter and electrician of the institution subject to the complaint put in complaint register. Well qualified Electricians are available round the clock to address power breakdown and they also attend to power supply related complaints. They perform regular checks in classrooms and campus to ensure that all electrical fittings are working in good condition. Solar power panel are also monitored by electricians.

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years

Response: 16.88

5.1.1.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2019-20	2018-19	2017-18	2016-17	2015-16
133	102	93	22	15

File Description

Institutional data in prescribed format

Document

[View Document](#)

5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

Response: 21.4

5.1.2.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2019-20	2018-19	2017-18	2016-17	2015-16
143	84	85	41	46

File Description

Institutional data in prescribed format

Document

[View Document](#)

5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following

1. Soft skills

2. Language and communication skills
3. Life skills (Yoga, physical fitness, health and hygiene)
4. ICT/computing skills

Response: A. All of the above

File Description	Document
Institutional data in prescribed format	View Document

5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

Response: 6.74

5.1.4.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
74	0	85	0	0

File Description	Document
Institutional data in prescribed format	View Document

5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

1. Implementation of guidelines of statutory/regulatory bodies
2. Organisation wide awareness and undertakings on policies with zero tolerance
3. Mechanisms for submission of online/offline students' grievances
4. Timely redressal of the grievances through appropriate committees

Response: C. 2 of the above

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 1.18

5.2.1.1 Number of outgoing students placed year - wise during the last five years.

2019-20	2018-19	2017-18	2016-17	2015-16
9	9	11	5	11

File Description	Document
Institutional data in prescribed format	View Document

5.2.2 Average percentage of students progressing to higher education during the last five years

Response: 5.15

5.2.2.1 Number of outgoing student progressing to higher education.

Response: 53

File Description	Document
Institutional data in prescribed format	View Document

5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

Response: 6.67

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) year wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	01	0

5.2.3.2 Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
05	02	5	03	3

File Description	Document
Institutional data in prescribed format	View Document

5.3 Student Participation and Activities

5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.

Response: 0

5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) year-wise during the last five years.

2019-20	2018-19	2017-18	2016-17	2015-16
00	00	00	00	00

File Description	Document
Institutional data in prescribed format	View Document

5.3.2 Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Response:

College of Professional Studies lays emphasis on the overall development of the students. Every year sports and cultural activities are organized in the campus of SRCPS. The institute has different playgrounds and courts and indoor stadiums for games. Every year sports event are organized in the college campus. Different games as cricket, basketball, volleyball and athletics are organized. Indoor games like Tennis, stable tennis, chess, carrom are also played by students of SRCPS. Many students participate in these games and give their level best and during velocity we are the witnesses of competitive and congenial environment for sports. The students play game with great sportsman spirit and zeal apart from the sports activities, cultural events are also organized by SRCPS. Cultural techno and management fest Panache is celebrated in the campus of SRCPS every year. Basically it is three days programs in which different cultural, management and technical events are organized. This program is done by the students and for the students. The first day of the techno fest general events like Treasure, Safari Aaj ka Mudda, Rangoli competitions and other events are organized. Some events like robo war and code debugger are also conducted. Second day of the function different cultural events like Persona , Tanz and Twist and Sur Sangram take place which are led by DJ night. The third day of the function a performance by a Bollywood star is given which

is a centre of attraction for all the students .College of Professional Studies also Run 3 internal clubs like Music club , literary club and Robotics club where the student sharpen their technical and cultural skills

5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 2

5.3.3.1 Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
5	4	6	5	4

File Description

Document

Institutional data in prescribed format

[View Document](#)

5.4 Alumni Engagement

5.4.1 There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Response:

Alumni cell of any college plays a very important role in the development of the any Institution. It creates bond between the institute and the passed out students. This also helps to create the image of the institute outside at regional and national level. SRCPS takes a great care of their passed out or aluminized students. The institute has an Alumni Association. The cell consists of five members including Coordinator whose whole sole responsibility is to manage the flow of information with the alumnus and to interact them .The cell maintains the data of alumnus and about their developments. The cell sends wishes and greetings on behalf the institute on different occasions and on their birthdays. Every year alumni meet is organised by institute at grand level. All alumnis of the institute are invited through mail or on call. In alumni meet suggestions and experiences are shared by alumnus. There is a cultural programme in meet where alumnus enjoys and shares their memories. The meet is led by a dinner and interaction. The institute also provides opportunities to pass out students to work in the institute and shows trust in them. The alumnus of the institute also help their juniors in getting job and give their valuable guidance.

5.4.2 Alumni contribution during the last five years (INR in lakhs)

Response: E. <1 Lakhs

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of and in tune with the vision and mission of the institution

Response:

The Institution is places highest emphasis on Achieving academic excellence through its well-articulated vision and mission and clearly defined objectives.

VISION

S R College of Professional Studies ensures providing a conducive environment and culture of creativity by delving into the depth of young minds and helping them to provide best results for the development of self, so as to contribute to the society and the country as a whole. It offers multidisciplinary education platform that enables students to pursue study deep in breadth and depth in the areas of their interest and excel in every sphere of life. The institution has a vision to emerge as a centre of excellence of national and global repute for the students, academicians and industries.

MISSION

The S R College of Professional Studies has a mission

- To create leaders, winners and achievers in a global corporate world.
- To open new vistas of opportunities for its students by understanding their needs and providing them meaningful education.
- To ensure consistent efforts in the quality of education through changes in the delivery systems and by designing and maintaining an environment which will contribute towards better employability of the students.
- To prepare graduates with sound knowledge of fundamentals and adequate level of professional competence, which would meet the needs of the respective profession at regional, national and global level.
- To assess and enrich the professional programmes offered at various levels through appropriate teaching-learning process.

OBJECTIVES

1. Providing value-based holistic learning by integrating traditional and innovative teaching-learning practices to make the students excel in academics.
2. Equipping the students with better interaction with industry and to make them more employable.
3. Provide inclusive education to all sections of the society.
4. Motivate the students towards community engagement and service.
5. Inculcate a strong culture of values and ethics among the students to make them responsible citizens of the country.
6. Equip the students with all necessary inputs to make them globally competitive.
7. Achieving institutional excellence through the establishment of high standards and achieving accreditation and rankings from National and International Bodies of repute.

Leadership and Governance

The Management of the institution believes in providing a culture of participative management and thus promotes independent thinking and decentralization of decision making.

The Management provides administrative and academic autonomy to the Principal and various college level and department level committees to make the functioning more smooth and uninterrupted. The Heads of the Departments and faculty are actively involved in decision-making process through the Departmental Committees. The leadership (Top Management) make sure that the Strategic Plans and Policies are in tune with the Vision and Mission of the organization. The Management also communicates the policies and action plans devised for various activities and cadres of employees from time to time through meetings and other forms of communication. It also maintains regular interaction with all the stakeholders through various events and activities.

6.1.2 The effective leadership is visible in various institutional practices such as decentralization and participative management

Response:

The Top Management gives ample academic and administrative freedom to the principal and faculty. The administrative and academic functions are carried by the Principal independently with regular reporting to the Management Council. The faculties are also given freedom to participate in the decision-making process through department-level committees, college-level committees and participate in Governing

Council also as faculty nominees.

There are various committees and Cells at the Department Level for management, computer application and biotech departments. The committees are headed by a faculty member nominated as coordinator and assisted by three to four faculty nominees. Students are also encouraged to participate in the department level committees and Cells such as Anti Ragging Committee, Sports Committee and Cultural committee. The cells and committees prepare activity schedules, plans for organizing events and celebrations as per the prescribed norms of functioning.

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

SRCPS has a unique culture of aiming high and accomplishing the same through its continuous pursuit for excellence. Amicability in its strategic plans, objectives and perspective plans. The Strategic plans and perspective plans are developed in consultation with various stakeholders of the institution, experts from industry and academics, Principal, Heads of the departments keeping in view the perspectives of the institution. These plans are reviewed from time to time to check the practicality and achievements.

1. To be recognized as an institution of excellence in academics.
2. To undertake meaningful research
3. To contribute significantly towards students progression
4. To collaborate and partner with industry
5. To create unique outreach in the national platforms
6. To serve the society through extension and community service
7. To nurture global citizens with elevated human values

Perspective Plan

Based on the strategic plans, the institution has a perspective plan of development which was developed in

2014. This plan is made as per the requirements of the learners and with a view to cater to the needs of the institution and the society at large.

1. Academics
2. Students progression
3. Administration
4. Research
5. Infrastructure
6. Industry interface
7. Institutional Excellence
8. Social Responsibility

TRAINING AND PLACEMENT CELL

Placement is the most significant factor in the student progression. Keeping in view, the need for addressing the issues related to training and necessity to promote placements, the College Academic Committee suggested having a separate body to look after the training and placements in the form of Training and Placement Cell.

The objectives of the Training and Placement Cell are

1. To provide guidance on various career opportunities available after BBA/BCA/B.Sc (Hon) Biotech
2. To provide awareness Higher Education and entrepreneurship
3. Maintaining the of the course wise and year wise
4. Providing training and placement awareness to the newly joining students
5. Maintaining Interaction with the recruiters and managing correspondence
6. Planning and organizing various placement drives the campus
7. Collecting feedback on the recruitment process from the students, employers and other relevant persons
8. Encouraging the students to participate in placement drives and pool drives
9. To maintain the data on test patterns of various recruiting companies and agencies
10. To maintain the of recruited students along with a copy of offer letters
11. To provide interaction with industry experts for bridging the gap between the industry requirements and academic inputs

Outcomes

The overall percentage of placements began to increase with the initiatives of the Training and Placement. As the cell is having student coordinators also, the communication between the students and the cell became strong and the students' participation in the placement and training activities increased.

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

Response:

The college is a constituent of SRCPS. The Management interacts with the Principal and the Governing Council regularly and ensures that there is a free flow of communication to enable smooth functioning of the organization. The Principal of the college heads both academic and administrative functions and is the overall head of the institution. The Management provides necessary administrative and academic freedom to the Principal to encourage independent thought and leadership at the institution level. The institution is having a well designed **Hand Book** for College that describes the activities and functions of the Principal's of Management Colleges.

The Heads of the Departments are appointed to look after the functioning of the departments and are encouraged to take decisions related to academic session planning, curriculum implementation and other relevant administrative activities.

Faculty members undertake academic responsibilities and also carry out administrative responsibilities as in-charges for classes, coordinators for department level and college level committees.

The philosophy of the Management in decentralization and participative management is evident from these practices. The college office looks after the matters of admissions, examinations, maintains records and ensures communication with the Government and Affiliating University.

It also maintains contact with parents, students, alumni and other stakeholders and carries out the other administrative functions like stock verification, maintenance of the campus and infrastructure, facilitating audit etc.

The institution has an **Organizational Procedure Manual (OPM)** designed by SRCPS and communicated to all the group colleges. The Manual clearly defines the rules, regulations, procedures and guidelines for

various activities of the institution like recruitment, service, promotion, resignation for the Human Resource Management of the Organization. It also describes the policies and guidelines for the effective functioning of the institution in the areas of administration, finance and other areas of functioning. IQAC is established in 2017 to ensure that quality is maintained in all functional aspects of the institution.

To carry out this function, the IQAC has established the procedures and modalities to collect the data and review the institutional functioning from time to time. The institution is also having a Grievance Redressal Mechanism for the students, faculty, and staff. Faculty and staff are given an open door opportunity for representing their grievance related to their service matters, leaves, financial issues and any other to the Heads of the Departments in the first phase.

Majority of the issues are solved in the first phase only. If not resolved they are provided with an opportunity to represent their grievance to the Principal and the Management in writing. The Principal in consultation with the Management ensures the redressal of the Grievance within a period of 2 weeks. The students are provided with suggestion boxes at prominent locations in the campus. They can represent their grievances to the HODs/Principal/Office based on the nature of the Grievance. Students grievances related to library books, campus maintenance, permissions for attendance, fee dues, scholarships are attended immediately by the concerned HODs/sections of the office.

6.2.3 Implementation of e-governance in areas of operation

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

Response: B. 3 of the above

File Description	Document
Institutional data in prescribed format(Data template)	View Document

6.3 Faculty Empowerment Strategies

6.3.1 The institution has effective welfare measures for teaching and non-teaching staff

Response:

The Institution has always been keen on the overall development of the teaching and non teaching staff and abides by their welfare.

Welfare measures for faculty

The following are the welfare measures for the faculty inclusive of statutory and non-statutory:

The college provides salary advance to the needed faculty during medical emergencies, marriage and other necessities. The institution offers a special retention allowance ranging from Rs.1000-Rs.3000 in addition to the regular salary to the faculty members who have completed 5 and more years of service with the organization. The institution offers special care for the newly recruited people from other states in the form of relocation allowance.

The college provides free boarding facilities to the newly recruited faculty. College is providing group medical insurance to all the staff members. The college has provided a free CUG-SIM to all HODs at free of cost with the 4G facility. This facility is also extended to the family of the faculty.

The institution provides sabbatical leave to the faculty with a minimum service of two years, who want to proceed for higher education. The institution also offers a facility to carry out research with part-time work facility.

The college also provides free education for the children of faculty. Reimbursement of travel expenses and registration charges are provided for attending National and International Conferences on duty, facility is provided for delivering lectures and participating BOS and other academic meetings.

Welfare measures for non-teaching staff

The following are the welfare measures for the non-teaching inclusive of statutory and non-statutory.

The college provides a facility of Provident Fund (P.F.) to the employees whose earning is less than Rs. 21,000/- P.M. The college provides salary advance to the needed staff during medical emergencies, marriage, and other necessities College is providing group medical insurance to all the staff members. The college has provided a free CUG-SIM to all employees at free of cost with the 4G facility. The institution provides sabbatical leave to the staff with a minimum service of two years, who want to proceed for higher education. The college provides free uniform to all the sub-staff.

Template

6.3.2 Average percentage of teachers provided with financial support to attend conferences /

workshops and towards membership fee of professional bodies during the last five years.

Response: 5.33

6.3.2.1 Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
02	02	01	00	00

File Description	Document
Institutional data in prescribed format(Data template)	View Document

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 1.8

6.3.3.1 Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16

File Description	Document
Institutional data in prescribed format(Data template)	View Document

6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).

Response: 6.08

6.3.4.1 Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
01	02	00	00	02

File Description	Document
Institutional data in prescribed format(Data template)	View Document

6.3.5 Institutions Performance Appraisal System for teaching and non-teaching staff

Response:

This institute is an amalgamation of employees classified into teaching and non-teaching from one side and the students on the other who are heterogeneous in character. The performance of the teaching faculty and non-teaching staff is measured separately using different techniques. The methodology of performance appraisal of teaching and non-teaching staff is;

a. Self – Appraisal

Self-appraisal is one of the critical components of the appraisal mechanism/ system. This is aimed at giving an opportunity to the faculty for getting into a reflective mood and this process is aimed at self development of the individual faculty member.

b. Review & Feedback from the Peers

This part of performance appraisal essentially focuses on dimensions such as interpersonal relations; teamwork; collegiality. The colleagues will rate each other on a **10 point** scale on these dimensions.

c. Review & Feedback from the Immediate Superior (HOD)

This aimed at getting an understanding of the faculty's attitude towards task accomplishment, responsiveness, interpersonal relations, speed/ agility. The immediate superior will rate the faculty on these dimensions on a **10 point** scale.

d. Review & Feedback from the Principal

This part of performance appraisal system is aimed at getting an understanding from the Head of the institution about the individual faculty regarding appearance & bearing; discipline & regularity; communication skills; general conduct & social behavior; reactivity (willingness to accept additional responsibilities); contribution to the institution and dependability. The Head of the Institution will rate the faculty on a **10 point** scale for each of these dimensions.

e. Review & Feedback from the Management

In this section of the appraisal process, the management would rate the faculty on a **point scale** for dimensions such as commitment and loyalty; ethical conduct; and goal accomplishment.

f. Student Feedback

In this part of the appraisal mechanism, feedback would be collected from the respective students about personal knowledge; command over the class, communication skills/ verbal expression; and ability to impart the knowledge. The data from the students will be collected on a **five-point** scale. The Non-Teaching staff will submit the Self-Assessment filled-in proforma to the office superintendent on which Assistant Registrar (AR) will place his remarks and forward to the Principal upon which decision will be taken by the Principal for a constructive action on a case by case. Together, all the sources of the **performance appraisal process will represent 100 points** for both teaching faculty and non-teaching staff. Based on the designation (rank), both the teaching and non-teaching staff require a minimum number of points. Based on the appraisal process, the employee would receive the promotion, variable pay, other pay etc. for their performance. The teaching and non-teaching staff will be called in person by the Principal for personal counseling whose performance is below the set benchmark. After the counseling, their performance will be monitored periodically for their improvement. Faculty and non-teaching staff whose performance is above the benchmark will be appreciated in a suitable method

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

The college has a finance committee for internal audit. The income and expenditure of different sources are

audited monthly. The mechanism for the audit is as per the directions and guidelines are given by the standard accounting norms, UGC, and higher education department of state government. The team monitors the purchase and expenses incurred from funds generated through fees and other grants. The college prepares budget every year taking into account the various components such as,

1. Maintenance and Construction of buildings.
2. The salary for teaching & non-teaching staff.
3. Research and Development activities.
4. Sponsoring faculty members for seminars, workshops, and conferences.
5. Purchase of books and subscribing to journals in the library.
6. Payment of internet bill, electricity bills, and telephone bills.
7. Cash/Awards given to the students for their best achievements.
8. Conducting various college functions such as Panache (Tech fest), Velocity (Sports activities), Induction Day and farewell function, etc.,

All the departments prepare the budget for every academic year taking into account the requirements of recurring and non-recurring expenditure. The Finance Committee looks into the following aspects of the budget approval, expenditure monitoring, equipment purchases. The committee also scrutinizes the necessities of each department and review the utilization of allocated funds, it also monitors the previous year's expenses are as per budget provisions. This will be submitted to the Principal.

All expenses are audited by an accountant on a routine basis; books of accounts are prepared as per statutory requirement and audited annually by chartered accountant regularly as per the Government rules. The auditor ensures that all payments are duly authorized. The auditor conducts a statutory audit at the end of financial year. After the audit, the report is sent to the Management for review. In-house finance committee in consultation with auditor will regularly monitor the income and expenditure within the given budget as per the guidelines. Hence, there are no major deviations, and suggestions from the auditors in this regard and minor deviations are immediately met by accounting and finance department as per the directions of the auditors.

The external audit is performed by Auditor and certified by the Chartered Accountant and same will be submitted to the Corporate Office. Since the inception till today, no major deviations are recorded by the auditors and minor deviations if any are rectified as per the standard accounting guidelines during audit period itself.

6.4.2 Funds / Grants received from non-government bodies, individuals, philanthropers during the last five years (not covered in Criterion III)

Response: 0

6.4.2.1 Total Grants received from non-government bodies, individuals, Philanthropers year-wise during the last five years (INR in Lakhs)

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
Institutional data in prescribed format(Data template)	View Document

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

Response:

The college is a self-financing institution, affiliated to Bundelkhand University, Jhansi.

Sources of income

The tuition fees collected from the students is the major source of income for the institution. The student expenses fee as stipulated by the state government is another source of income. The management also provides need-based institutional loans from time to time to support the financial needs of the college. The institution also applies for funding from various nongovernment agencies for sponsoring of the events like seminars, workshops etc. Philanthropists are also pursued for donations and contributions. Alumni members are also pursued for fund raising for the institution. In addition to the above, sponsorships from individuals and corporate are sought for the organization of cultural events and fests.

Preparation of budget

Before the commencement of the financial year, every department submits a proposal for probable expenditure to be met from the purchase of equipment, computers, furniture, stationery and other consumables required for the forthcoming session. Based on the departmental submissions, an institutional budget is prepared every year. The expenditure mainly consists of

- Salary payments for teaching faculty and non-teaching staff, procuring equipment, Purchase of

- books and journals,
- Updation of classroom facilities,
- Infrastructure augmentation to create additional facilities apart from recurring expenditure.
- The prepared budgets are reviewed by the Finance committee and the Principal before forwarding the same to the management for approval.

Approval of Budget

The management after careful consideration approves the budget with necessary suggestions. Eventually, funds are allocated on a priority basis for meeting various kinds of expenses.

Utilization of funds

The Finance committee ensures optimum utilization of funds for meeting various recurring and nonrecurring expenses with intimation to the Principal and accounts department.

The Purchases committee of the college seeks quotations for purchase of equipment, books and journals, computers and others from vendors before purchasing. The quotations are thoroughly checked by the Finance committee and Purchases Committee before finalizing a quotation for purchase at best price. The Principal, Finance Committee, Purchases committee and the account department meticulously check every expenditure and ensure that the total expenditure will not exceed the allotted budget. If in any instance, the actual expenditure exceeds the budgeted expenditure the same will be intimated to the management for necessary approval and grant of funds.

6.5 Internal Quality Assurance System

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

Response:

The College has formally established an Internal Quality Assurance Cell on 07/08/ 2017 chaired by management. The IQAC acts as a catalyst for the development of the Institution. It also helps the Institution to maintain a favorable learning environment. It has been instrumental in introducing quality parameters in different academic and administrative policies of the Institution.

Quality Assurance Strategies

- Development and adoption of innovative teaching-learning methods
- Motivating the faculty to pursue qualitative research
- Implementation of ICT tools and resources in teaching-learning
- Introduction and implementation of e-learning through various online platforms
- Infrastructure development to meet the present day requirements
- Promoting creative thinking among students through internships and short-term assignments
- To monitor progress of various departments and bodies periodically
- To ensure quality in every component of work

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities (For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives)

Response:

The IQAC has been instrumental in providing necessary guidance in teaching-learning processes, Infrastructure development, as well as updation of technologies and other parameters of quality in the institution.

The college IQAC updates itself regularly by going through the circulars, announcements and guidelines given by various accreditation bodies and regulatory authorities like UGC and NAAC from time to time. The contents are carefully analyzed and incorporated into the teaching-learning processes, and other methodologies of institutional functioning. The IQAC has suggested Interactive Teaching Learning Methodology for enriching the quality in the institution.

6.5.3 Quality assurance initiatives of the institution include:

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
- 2.Collaborative quality initiatives with other institution(s)**
- 3.Participation in NIRF**
- 4.any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

Response: B. 3 of the above

File Description	Document
Institutional data in prescribed format(Data template)	View Document

NAAC

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Measures initiated by the Institution for the promotion of gender equity during the last five years.

Response:

The institution imparts quality education to develop leaders and professionals academically and technically competent with strong professional ethics. It organizes special programs for gender sensitization. Due to the gender sensitivity the college attracts high number of girl students. The college student gender ratio stands at 3:2 (195 M to 130 F). The college also has high female ratio in teaching faculty including the principal. The IQAC also includes three women members. The institute strictly follows the state government directive in implementing 33 percent reservation for the women. The students notched top university ranks displaying their strength in academics.

The Institution shows gender sensitivity in providing facilities such as:

1. Safety and Security
2. Counseling
3. Common Room

1. Safety and Security

The Institution focuses on providing safety and security to the female gender by addressing the classroom dynamics in such a way that the girl students feel comfortable in moving around. The importance of both genders is being considered and accordingly roles of each are made aware to the other by awareness programs .

The Institution provides equal opportunity for female students along with male students thereby focusing on equal participation and encouragement in academics, co-curricular and extra curricular activities. Safety of the girl students is given top priority, hence the institute conducts several security awareness sessions in the campus and has engaged with the SHE teams with the help of the State Police Department.

Internal Complaint Cell is functional in the institute to look after the prevention of sexual harassment against girls and women employees. Since the inception of the Institution there has been no such incident recorded, which itself is an indication of the safe environment for both the genders.

2. Counseling

The Institute has a Women's Empowerment cell which provides counseling assistance to students to resolve any difficult issues by keeping a close watch and giving parental guidance to the girl students. The Cell has been active since its inception in holding talks, competitions and organizing awareness drives on women issues. The key functional areas of the cell include individual counseling, group counseling, motivation, educational guidance and resolving depression, etc. Health awareness programs on the issues specifically related to women are organized for the staff and students. Further, for any assistance required, qualified female psychological counselor is available.

3. Common Room Facilities

To facilitate female students, the institution provides a spacious and comfortable common room for girl students in the campus with facilities for sitting, reading and first aid. It also serves as an open space for relaxation and socializing. Healthy reading material and books are available for the students to relax. Besides books, daily newspapers and monthly magazine are also provided to the students. Facilities for relaxation of students with minor ailments are also provided in the common room. A dedicated female attendant is provided to assist the students.

File Description	Document
Specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant information	View Document

7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

1. Solar energy
2. Biogas plant
3. Wheeling to the Grid
4. Sensor-based energy conservation
5. Use of LED bulbs/ power efficient equipment

Response: C. 2 of the above

File Description	Document
Geotagged Photographs	View Document

7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- Solid waste management
- Liquid waste management
- Biomedical waste management
- E-waste management
- Waste recycling system
- Hazardous chemicals and radioactive waste management

Response:

Waste management is to manage waste from its origin to its final disposal. This includes collection, transport, treatment and disposal of waste. The Institution works to

- a. Reduce the waste
- b. Reuse or recycle when possible, and
- c. Manage solid, liquid and e-waste effectively

Solid Waste management

Separate bins are set up for different kinds of waste by clearly labeling bins for glass, paper, plastic, cans and for organic waste. Glass, paper and card board, cans and plastic are sent to recycling. Staff and Students are educated about recycling, reusing and composting. Organic waste, like food scraps, plants, paper and lawn clippings, from other rubbish is separated and used in gardens.

Liquid Waste Management: In our institution, the liquid waste is mostly the sewage water. The outlets are connected to public sewerage system.

E-Waste Management

The Institution disposes electronic wastes with utmost care.

Electronic wastes like printer cartridges, obsolete computer systems, UPS batteries, peripherals and others are returned to the manufacturer.

File Description	Document
Any other relevant information	View Document

7.1.4 Water conservation facilities available in the Institution:

1. Rain water harvesting
2. Borewell /Open well recharge
3. Construction of tanks and bunds
4. Waste water recycling
5. Maintenance of water bodies and distribution system in the campus

Response: C. 2 of the above

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

7.1.5 Green campus initiatives include:

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. Landscaping with trees and plants

Response: Any 4 or All of the above

File Description	Document
Geotagged photos / videos of the facilities	View Document
Any other relevant documents	View Document

7.1.6 Quality audits on environment and energy are regularly undertaken by the Institution and any awards received for such green campus initiatives:

1. Green audit
2. Energy audit
3. Environment audit

4. Clean and green campus recognitions / awards**5. Beyond the campus environmental promotion activities**

Response: E. None of the above

7.1.7 The Institution has disabled-friendly, barrier free environment

- 1. Built environment with ramps/lifts for easy access to classrooms.**
- 2. Divyangjan friendly washrooms**
- 3. Signage including tactile path, lights, display boards and signposts**
- 4. Assistive technology and facilities for Divyangjan accessible website, screen-reading software, mechanized equipment**
- 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

Response: C. 2 of the above

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

7.1.8 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 500 words).

Response:

SRCPS is a broad-based institution in which students and teachers of all castes, communities, regions and religions interact with one another without any discrimination. On various occasions, such as, Holi festival, Teachers' Day, Panache and Sports Week, all of them celebrate them with enthusiasm and fervor.

Holi festival: On the occasion of Holi festival, a good get-together is arranged in all departments in which teachers and students not only interact light-heartedly and freely but warmly hug one another after applying colored powder.

Teachers' Day: On 5th September, the birthday of Dr Radhakrishnan, our former President of India and a great educationist, Teachers' Day is celebrated in all departments. Motivational lectures are arranged for teachers and students. In order to create a good, healthy atmosphere, teachers and students exchange comic poems and jokes. They also organize different activities like singing of songs and performing of dances.

Panache: Panache is a three-day techno-cultural festival which is celebrated with great fan-fare. All sorts of cultural and technical activities are arranged by students under the guidance of teachers. Some musicians and singers are invited from outside the city so that all students enjoy the events in all hilarity and enthusiasm. While cultural activities like short one-act plays in Hindi and English are staged, individual and group dances are also presented. On the technical side, light-and-sound shows, fights of robots, quizzes, and other brain-teasing activities are arranged which students enjoy.

Sports Week: During the sports week (Velocity), all the students participate in games and sports like chess, badminton, volley ball, cricket, football, basket ball and khokho among others. In all these activities. All teachers and students of all religions and communities participate without any discrimination.

File Description	Document
Any other relevant information.	View Document
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View Document

7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).

Response:

Circulars and notices: From time to time, the college issues circulars and notices reminding the teachers, employees and students about their rights and duties.

Guardians' meet: There are some occasions when parents or guardians of students are invited to the college to freely exchange their views about the responsibilities of students and their guardians towards the college, and that of college employees towards the city and its citizens. The guardians are particularly advised to inculcate among their wards their constitutional duties both towards the people of the city as well as to the college. They must not indulge in any activity which might harm the interests of the town and the institution.

Orientation programme: In the beginning of the session, an orientation programme is arranged for the freshers informing them of do's and don'ts of the college.

Ragging: In the beginning of the session, incidents of ragging are reported in newspapers in various institutions but SCPS is free from any such activities. Ragging is heavily punishable and notices in bold letters are displayed all over the campus.

Independence and Republic days: On Independence and Republic Days, the Chairman of the college, administrators, teachers and students emphasize the point that the strength of the country depends on performing one's constitutional obligations and duties towards the institution, the city, the state and the country. Lectures are delivered on this subject.

7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.

1. The Code of Conduct is displayed on the website

2. There is a committee to monitor adherence to the Code of Conduct
3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff
4. Annual awareness programmes on Code of Conduct are organized

Response: B. 3 of the above

File Description	Document
Code of ethics policy document	View Document
Any other relevant information	View Document

7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).

Response:

Each and every national day is celebrated on the campus of professional studies with great enthusiasm and fervor. All students, faculty members and management of SRCPS equally participate in celebrating these festivals. National days like Independence Day (15 August), Republic Day (26 January), Gandhi Jayanti (2 October), and various jayantis like those of Vishwakarma and Vivekanand are celebrated well. Birthdays of great personalities like Lal Bahadur Shastri, Jawahar Lal Nehru, and Dr A.P.J. Abdul Kalam are celebrated by garlanding their photos, offering flowers and organizing lectures on various facets of their personalities so that the students know their contributions to the country and get inspiration from them.

On National days, programmes begin in the morning and everyone gathers in front of the Library Hall or in the Conference Hall for Flag Hoisting ceremony by the Chairman of the institution. National anthem is sung by all participants. Motivational speeches are delivered by dignitaries of the college to encourage to students in particular contributing towards the development of the college. An opportunity is also given to the students to share their views.

File Description	Document
Any other relevant information	View Document

7.2 Best Practices

7.2.1 Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Response:

1. **Title of the practice: Go Green**

1. **Objective of the practice**

- To create environment consciousness
- Maintain biodiversity
- Tree plantation
- Use of renewable energy
- To maintain carbon neutrality
- Effective waste management

1. The context

The main challenge of the modern world is biodegradation and adversities of climate change. The reason being the lack of awareness amongst students and general public about the challenging situation facing the world consequent upon fast changing climate and abuse of nature. There is need to educate students community about the challenges of climate change and its adverse effect on the community and human life, at present and in future. The Eco friendly campus will give a message to the students that if nature is protected, the adversities of climate can be avoided. The green atmosphere in the campus creates a suitable learning environment and also gives lessons regarding how to protect environment and help the human race. Apart from mankind, the other species also need protection of environment. Life can be better and enjoyable if green practices are followed

Plantation

There are 1900 valuable trees in the campus with saplings belonging to different species of Medicinal plants. Few of them are cited below.

- Lawsonia inermis
- Aloe barbadensis miller
- Eagle marmelos
- Oscimum Sanctum
- Azadirecta Indica
- Murraya koenigii
- Vachellia nilotica
- Vinca rosea
- Tinospora Cardifolia
- Acacia Nilotica etc.

Various medicinal and rare plants are available in various garden which are maintained by the College. Planting of trees is a continuous process and on each environmental day, national festivals and whenever VIP guests visit the campus, new plants are being added.

Energy Conservation

- Awareness has been created among staff and students to save energy.
- Posters/notices are placed at vantage points in the departments of energy saving measures.
- Incandescent bulbs are replaced with compact fluorescent lamps.
- Lights, fans, computers and laptops are switched on only when required.
- Lights are not turned on in rooms and labs where natural light is sufficient.
- Window Air conditioners are replaced with more efficient split Air conditioners and temperature is set at 25oC.

- The existing ACs is turned off when not required.
- Leaking taps are attended to immediately.
- The ring road gives access to all the buildings and Gardens of the College thus minimizing the movements of vehicles inside the campus.
- Bicycles are allowed as a means to commute inside the campus for the staffs, students and visitors.
- The green waste is being used for generation of biomass.
- The buildings of the College are planned and constructed in such a way that there is sufficient Sunlight and ventilation.

Use of Renewable Energy

- Solar panels installed at buildings to provide 25 KW electricity for college campus.
- Awareness programmes are being organized frequently on generation and conservation of energy obtained from various sources.
- Green orientation programs are being organized regularly for students admitted to UG courses towards development of green and sustainable campus.
- Students are encouraged to reuse unutilized pages of the note books of the previous semester.

Water Harvesting

- Rain water harvesting is implemented for the College Campus.
- Storage ponds are created for recharge of ground water.
- Sewage treatment plant is installed and recycled water is used for gardening.
- The rain water harvesting is established for the entire campus through the development of drainage network and recharge pit adjacent to drainage network. About 50% of the runoff generated is used in recharging the ground through recharge pits and recharge ponds and construction of check dams.

Efforts for Carbon neutrality

The College gardens are established and well maintained.

- Greening of College has been initiated to reduce carbon footprint.
- Printing is done on both sides of paper
- All documents are edited thoroughly before printing
- Old print-outs are used as note paper.
- Department notices and information are sent via e-mail/SMS.
- Use of plastic cups is discouraged.
- Movement within the College campus is encouraged using bicycles.
- Staff and students are encouraged to travel by College bus instead of private vehicles.
- Bio-waste is used for making compost instead of burning.
- About 05 Bio-fuel awareness camps are conducted and around 2000 people have been given training regarding importance of bio-fuels, their cost effectiveness and the use of Bi-products.

1. PRACTICE 2 : Hazardous Waste management

Objective

No Hazardous waste is generated in the campus.

The Context

E-waste management:

All the E-waste is managed as per the instructions from the State Pollution Control Board. Awareness is created among students and staff in dissuading the use of polythene material and the students is sensitized on the rational use of power and other measures to reduce global warming.

OTHERS

Title: MULTI PURPOSE RESOURCE SHARING

- Increasing access to scholarly articles, books to the student spread over different areas, particularly, the rural students.
- Provision of videos of stored lecture-Videos on demand facility.
- Facilitating updating of knowledge through Seminar, Conference, Guest lecture, short term training and industrial visit.
- Online software DELNET network thereby heralding a new phase in distance education using satellite.
- Due to CORONA Pandemic, online classes and CT exam are going on Zoom application and faculty also provide the notes through whatsapp and mail to students so academic session is going on properly.

Classrooms –

The Institution has sufficient number of well-equipped classrooms with necessary Infrastructure, teaching aids and ICT facilities for conducting classes and teaching-learning activities.

Tutorial Rooms –

There are sufficient number of well-equipped tutorial rooms with necessary Infrastructure, teaching aids and ICT facilities to conduct tutorial classes and bridge courses.

Seminar and Conference Halls –

The college has spacious Seminar Halls for organizing Conferences, Seminars, Guest lectures and FDPs, Orientation programs and various Cultural events with the help of audio –visual aids ,ICT facilities and other equipments.

Computer lab –

There are combined labs for BBA, BCA and Biotech programs. Labs are equipped with required number of systems with latest configuration as specified by statutory bodies and are upgraded regularly to meet the requirements of the curriculum.

Library-

Library has been well stocked with Text books – both reference and regular issue books, books for competitive exams, personality and philosophy, prescribed journals, magazines and newspapers of local and National repute, 12 computer nodes are placed to refer online journals.

The Process of Library automation is performed by using Software for Institutional Management Software Package which is an Integrated Library Management System (ILMS) with Barcode Scanner that supports all in- house operations of the library. Software for Institutional Management has all functional modules of Library management completely implemented. It has the following modules.

- Technical Processing (or cataloging)
- Circulation
- Acquisitions
- Serials Management
- MIS Reports
- Web Online Public Access Catalog(OPAC)
- Administration

File Description	Document
Best practices in the Institutional web site	View Document

7.3 Institutional Distinctiveness

7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

The Institution ensures high standards of excellence in Business administration and Computer Education. The College follows unique methodologies of Teaching Learning and student development.

The vision of the institution has been “Achieving high standards of excellence in management and computer applications by synergizing professional inputs, cutting edge technologies, learning ambience and social relevance.”

The institution provides congenial academic environment. To achieve its vision the institution has gradually shifted from traditional method of teaching to student centric method. In addition to the regular class teaching, the college has introduced Interactive Teaching Learning Methodology through Case studies, Group discussions, Debates, Student Seminars, Role-plays and Quizzes.

The college academic committee analyses the curriculum before the commencement of each semester and identifies the gap between the skill set of students and industry requirements.

The College lays adequate thrust on academics along with a strong foothold in extra-curricular and co-curricular activities such as Extension Lectures, Management Meets, IT Meets, Industry Analysis, Case Discussions, Personality Development Sessions, Celebration of Festivals, Annual Days, etc., for the all-round grooming of the students.

The institute has established strong linkages with industry to enable regular interaction with industry experts through Guest Lectures. It has a strong Alumni Association and student chapters of different professional bodies.

The College is always successful in accomplishment of educational goals with constant efforts in developing the all-round personality of students. With the tremendous training they get in the institution, the students excel in every field of activity they enter into.

The performance of our students in the University Examinations indicates the academic excellence in pursuit of the vision of achieving high standards of excellence in Business administration, Biotechnology and computer applications.

The pass percentage of our students is always more than 90%. To emphasize the academic excellence further, the students are continuously securing good Ranks in the Top 10 Ranks of Bundelkhand University Examinations in BBA, Biotech and BCA Courses over the past few years.

5. CONCLUSION

Additional Information :

At the beginning of every academic year, the Academic Committee discusses and develops the Program Outcomes, Program Specific Outcomes and Course Outcomes with the Heads of the Departments and the course faculty. These are made aware to the students and displayed in the notice board.

Interactive Teaching Learning methods are implemented to enhance the participation of students in the teaching learning process and it is ensured that students actively involved in all the methods. The institute also conducts add on certification and short term courses to improve the skill set of students and to make them more employable. The Library Advisory committee of the institution identifies the need to add books, journals, and online sources and also prepares required Budget every year for Management's approval. There are online sources of journals DELNET which provide access to thousands of Journals and thesis contents. The institution organizes Campus Recruitment Training Programs for the students in association with leading training agencies in the areas of Verbal Ability, Arithmetic, and logical reasoning. Human welfare committee conducts health camps, awareness programs on water conservation, environmental pollution, organize blood donation, blanket donation, donation of books and clothes to orphanages and old age home in the neighborhood areas.

Concluding Remarks :

The institution is committed towards imparting excellence in academics along with contribution to the development of students with excellence in professional capabilities, human values and ethics. Through its unique practices of discipline in all functions i.e curriculum implementation and evaluation, instructional design, robust and transparent evaluation system. The student's progression is continuously monitored and measures are incorporated to improve their performance in all curricular, co-curricular, and extracurricular aspects.

The Teaching Learning Process (TLP) is developed by integrating conventional teaching, Interactive teaching Learning, Experiential Learning and Supplementary teaching methods to develop the students in all areas. The placements records indicate increasing number of students being placed in good companies and also our research shows a tough competition in the corporate. The institution has a strong commitment towards research and innovation and encourages faculty and students towards research which can be evidenced from the quantum of research publications and paper presentations of the faculty.

All the practices in the institution are carried out by various Committees and Cells with a clear understanding of the roles and responsibilities to be carried out. The Governance of the institution enables decentralization of the power and authority and facilitates independent thought and development. Institution is having a good track record and further strives for academic excellence by aptly identifying the instructional needs of students through commitment for excellence.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
1.1.3	<p>Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years</p> <ol style="list-style-type: none"> 1. Academic council/BoS of Affiliating university 2. Setting of question papers for UG/PG programs 3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses 4. Assessment /evaluation process of the affiliating University <p>Answer before DVV Verification : C. Any 2 of the above Answer After DVV Verification: E. None of the above</p>																				
1.2.2	<p>Number of Add on /Certificate programs offered during the last five years</p> <p>1.2.2.1. How many Add on /Certificate programs are offered within the last 5 years.</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>06</td> <td>09</td> <td>09</td> <td>08</td> <td>08</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>00</td> <td>00</td> <td>00</td> <td>00</td> <td>00</td> </tr> </tbody> </table> <p>Remark : Neither list of students enrolled, curriculum, assessment procedures of the programs nor Summary report of each program along with their outcome provided. Unauthorized documents should not be provided.</p>	2019-20	2018-19	2017-18	2016-17	2015-16	06	09	09	08	08	2019-20	2018-19	2017-18	2016-17	2015-16	00	00	00	00	00
2019-20	2018-19	2017-18	2016-17	2015-16																	
06	09	09	08	08																	
2019-20	2018-19	2017-18	2016-17	2015-16																	
00	00	00	00	00																	
1.2.3	<p>Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years</p> <p>1.2.3.1. Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>87</td> <td>166</td> <td>96</td> <td>108</td> <td>196</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table>	2019-20	2018-19	2017-18	2016-17	2015-16	87	166	96	108	196	2019-20	2018-19	2017-18	2016-17	2015-16	0	0	0	0	0
2019-20	2018-19	2017-18	2016-17	2015-16																	
87	166	96	108	196																	
2019-20	2018-19	2017-18	2016-17	2015-16																	
0	0	0	0	0																	

Remark : Certificate programs are not accepted in 1.2.2 and mere list of students without authorization will not be accepted. Sample certificates and attendance sheet are not attached.

1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

1.3.2.1. Number of courses that include experiential learning through project work/field work/internship year-wise during last five years

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
03	03	03	03	03

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
04	03	03	03	03

1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year

1.3.3.1. Number of students undertaking project work/field work / internships

Answer before DVV Verification : 42

Answer after DVV Verification: 131

1.4.1 Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders

1) Students

2) Teachers

3) Employers

4) Alumni

Answer before DVV Verification : A. All of the above

Answer After DVV Verification: A. All of the above

1.4.2 Feedback process of the Institution may be classified as follows:

Options:

- 1. Feedback collected, analysed and action taken and feedback available on website**
- 2. Feedback collected, analysed and action has been taken**
- 3. Feedback collected and analysed**
- 4. Feedback collected**

5. Feedback not collected

Answer before DVV Verification : A. Feedback collected, analysed and action taken and feedback available on website

Answer After DVV Verification: C. Feedback collected and analysed

Remark : HEI has not provided any documents for writing to the affiliating university about curriculum changes.

2.1.1 Average Enrolment percentage (Average of last five years)**2.1.1.1. Number of students admitted year-wise during last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
76	52	41	47	90

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
168	199	185	156	90

2.1.1.2. Number of sanctioned seats year wise during last five years

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
180	180	180	180	180

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
310	310	310	310	180

Remark : Revised including B.Sc. Agriculture students.

2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)**2.1.2.1. Number of actual students admitted from the reserved categories year wise during last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
44	24	17	20	60

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16

111	127	107	103	53
-----	-----	-----	-----	----

Remark : Revised including B.Sc. Agriculture students.

2.3.3 Ratio of students to mentor for academic and other related issues (Data for the latest completed academic year)

2.3.3.1. Number of mentors

Answer before DVV Verification : 09

Answer after DVV Verification: 09

2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

2.4.2.1. Number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. year wise during the last five years

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
07	08	09	07	08

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
06	05	06	06	05

Remark : Considered those teachers only for whom the degree certificates are attached and those can be matched with the full-time teachers mentioned in 3.1 of extended profile.

2.4.3 Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)

2.4.3.1. Total experience of full-time teachers

Answer before DVV Verification : 78.9

Answer after DVV Verification: 57.2

Remark : Experience / appointment earlier to 2011 cannot be considered.

2.6.3 Average pass percentage of Students during last five years

2.6.3.1. Total number of final year students who passed the university examination year-wise during the last five years

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
00	18	46	22	35

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
119	18	54	22	35

2.6.3.2. Total number of final year students who appeared for the university examination year-wise during the last five years

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
51	45	60	34	41

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
136	34	74	33	38

Remark : Revised as per the supporting document attached.

3.1.3 Number of Seminars/conferences/workshops conducted by the institution during the last five years

3.1.3.1. Total number of Seminars/conferences/workshops conducted by the institution year-wise during last five years

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
2	4	5	4	4

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
1	1	1	0	0

Remark : It is observed that same photos in black and white with different title are shown in other programmes. Revised excluding the programme with black and white photos.

3.2.1 Number of papers published per teacher in the Journals notified on UGC website during the last five years

3.2.1.1. Number of research papers in the Journals notified on UGC website during the last five years.

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
04	10	10	10	07

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
00	00	00	00	00

3.2.2 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

3.2.2.1. Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
08	03	04	00	00

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
00	03	00	00	00

Remark : Revised considering as per the supporting document attached and considered those paper for which affiliating institute is this HEI.

3.3.3 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

3.3.3.1. Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
3	4	4	5	4

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

Remark : All programs are organized by this HEI in a close collaboration with sister institution, no specific proof given for conducting the programs through NSS/NCC/Red cross/YRC etc. Also, neither detailed reports nor Geo tagged Photographs with proper captions and dates are provided.

3.3.4 Average percentage of students participating in extension activities at 3.3.3. above during last five years

3.3.4.1. Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during last five years

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
35	159	170	135	160

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

Remark : Programs are not accepted in 3.3.3 so students list will not be considered here.

3.4.1 The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-job training, research etc during the last five years

3.4.1.1. Number of linkages for faculty exchange, student exchange, internship, field trip, on-job training, research etc year-wise during the last five years

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
04	03	03	03	02

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
00	00	00	00	01

Remark : Revised as per the supporting document attached. Proper copies of collaboration are not attached.

3.4.2 Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the last five years

3.4.2.1. Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
2	3	2	0	0

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16

0	0	0	0	0
---	---	---	---	---

Remark : MOU's with the sister institutions under the same Trust not to be included.

4.1.3 **Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)**

4.1.3.1. **Number of classrooms and seminar halls with ICT facilities**

Answer before DVV Verification : 11

Answer after DVV Verification: 8

4.1.4 **Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)**

4.1.4.1. **Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
20	45	40	30	25

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	12.46	5.00	10.35

Remark : Revised considering only the furniture & fixtures as per the balance sheet of the trust. CA certified extract has mentioned expenditures more than the total expenditure which is not possible.

4.2.2 **The institution has subscription for the following e-resources**

1. e-journals
2. e-ShodhSindhu
3. Shodhganga Membership
4. e-books
5. Databases
6. Remote access to e-resources

Answer before DVV Verification : B. Any 3 of the above

Answer After DVV Verification: E. None of the above

4.2.3 **Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)**

4.2.3.1. **Annual expenditure of purchase of books/e-books and subscription to journals/e-journals year wise during last five years (INR in Lakhs)**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
3.55	3.1	3.12	3.92	2.88

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

Remark : It is observed that bills are in the name of Group of Institutions and cannot be considered.

4.2.4 Percentage per day usage of library by teachers and students (foot falls and login data for online access) during the latest completed academic year

4.2.4.1. Number of teachers and students using library per day over last one year

Answer before DVV Verification : 14

Answer after DVV Verification: 0

4.3.3 Bandwidth of internet connection in the Institution

Answer before DVV Verification : A. 750 MBPS

Answer After DVV Verification: E. < 5 MBPS

4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)

4.4.1.1. Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year-wise during the last five years (INR in lakhs)

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
05	3.61	3.51	2.5	2.3

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

Remark : As per the supporting document, the administrative expenditure highlighted is for Group of Institutions. Hence cannot be considered.

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years

5.1.1.1. Number of students benefited by scholarships and free ships provided by the

institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
12	20	21	13	5

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

Remark : HEI has not provided the sanction letter from the Government. HEI has given only a list of students.

5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

5.1.2.1. Number of students benefitted by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

Remark : Neither policy document of the HEI nor Copies of award of freeships, scholarships along with the sponsoring agency are provided. Audited Statement shows some income receipts from students but that is not part of the expenditure on scholarships/freeships.

5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following

1. **Soft skills**
2. **Language and communication skills**
3. **Life skills (Yoga, physical fitness, health and hygiene)**
4. **ICT/computing skills**

Answer before DVV Verification : A. All of the above

Answer After DVV Verification: E. None of the above

Remark : Mere circulars and student list will not be accepted. Web-link to particular program/scheme mentioned is not given. Report and Geo tagged Photographs with date and caption are not attached.

5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

5.1.4.1. Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
267	230	205	236	217

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
74	0	85	0	0

Remark : Revised considering the programs related to the metric. As per the Data Template, most of the activities conducted are not for competitive exams and career counselling.

5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

1. **Implementation of guidelines of statutory/regulatory bodies**
2. **Organisation wide awareness and undertakings on policies with zero tolerance**
3. **Mechanisms for submission of online/offline students' grievances**
4. **Timely redressal of the grievances through appropriate committees**

Answer before DVV Verification : C. 2 of the above

Answer After DVV Verification: C. 2 of the above

5.2.1 Average percentage of placement of outgoing students during the last five years

5.2.1.1. Number of outgoing students placed year - wise during the last five years.

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
07	10	11	5	11

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
8	0	0	0	0

Remark : Counted only those students whose appointment letter are provided.

5.2.2 Average percentage of students progressing to higher education during the last five years

5.2.2.1. Number of outgoing student progressing to higher education.

Answer before DVV Verification : 43

Answer after DVV Verification: 7

Remark : Only the outgoing students with proof attached considered.

5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)

5.3.3.1. Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
157	23	81	24	76

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
02	02	02	02	02

5.4.2 Alumni contribution during the last five years (INR in lakhs)

Answer before DVV Verification : D. 1 Lakhs - 3 Lakhs

Answer After DVV Verification: E. <1 Lakhs

6.2.3 Implementation of e-governance in areas of operation

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

Answer before DVV Verification : B. 3 of the above

Answer After DVV Verification: B. 3 of the above

Remark : The supporting document is for group of institutions. No supporting document for administration.

6.3.2 Average percentage of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the last five years.

6.3.2.1. Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
13	06	01	03	04

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
02	02	01	00	00

Remark : Revised considering the cash vouchers with signature. The amount is not reflected in audited statement.

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

6.3.3.1. Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff year-wise during the last five years

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
37	21	25	27	13

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
02	02	02	02	01

6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).

6.3.4.1. Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course year-wise during the last five years

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
03	01	02	02	02

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
01	02	00	00	02

Remark : Revised as per the e-copies of the certificates attached.

6.4.2 Funds / Grants received from non-government bodies, individuals, philanthropers during the last five years (not covered in Criterion III)

6.4.2.1. Total Grants received from non-government bodies, individuals, Philanthropers year-wise during the last five years (INR in Lakhs)

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
00	00	00	00	00

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

Remark : The audited statements of accounts highlighted the grants received as Receipts from Students, hence not considered. The audited statement should clearly indicate as received from respective agency. Grant letters from respective agency are also not attached.

6.5.3 Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
2. **Collaborative quality initiatives with other institution(s)**
3. **Participation in NIRF**
4. **any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

Answer before DVV Verification : D. 1 of the above

Answer After DVV Verification: D. 1 of the above

7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

1. **Solar energy**
2. **Biogas plant**
3. **Wheeling to the Grid**
4. **Sensor-based energy conservation**
5. **Use of LED bulbs/ power efficient equipment**

Answer before DVV Verification : B. 3 of the above

Answer After DVV Verification: C. 2 of the above

Remark : Solar energy and LED bulbs are considered.

7.1.4 Water conservation facilities available in the Institution:

	<ol style="list-style-type: none"> 1. Rain water harvesting 2. Borewell /Open well recharge 3. Construction of tanks and bunds 4. Waste water recycling 5. Maintenance of water bodies and distribution system in the campus <p>Answer before DVV Verification : A. Any 4 or all of the above Answer After DVV Verification: C. 2 of the above</p>
7.1.5	<p>Green campus initiatives include:</p> <ol style="list-style-type: none"> 1. Restricted entry of automobiles 2. Use of Bicycles/ Battery powered vehicles 3. Pedestrian Friendly pathways 4. Ban on use of Plastic 5. landscaping with trees and plants <p>Answer before DVV Verification : A. Any 4 or All of the above Answer After DVV Verification: A. Any 4 or All of the above</p>
7.1.7	<p>The Institution has disabled-friendly, barrier free environment</p> <ol style="list-style-type: none"> 1. Built environment with ramps/lifts for easy access to classrooms. 2. Divyangjan friendly washrooms 3. Signage including tactile path, lights, display boards and signposts 4. Assistive technology and facilities for Divyangjan accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading <p>Answer before DVV Verification : A. Any 4 or all of the above Answer After DVV Verification: C. 2 of the above Remark : Sl. No. 1 & 3 are considered.</p>
7.1.10	<p>The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.</p> <ol style="list-style-type: none"> 1. The Code of Conduct is displayed on the website 2. There is a committee to monitor adherence to the Code of Conduct 3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized <p>Answer before DVV Verification : A. All of the above Answer After DVV Verification: D. 1 of the above</p>

2.Extended Profile Deviations

ID	Extended Questions
1.1	Number of courses offered by the Institution across all programs during the last five years

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
4	4	4	4	3

Answer After DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
137	129	122	108	93

2.1 Number of students year-wise during last five years

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
79	60	56	47	90

Answer After DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
581	489	405	265	160

2.2 Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
90	90	90	90	90

Answer After DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
150	160	160	150	90

2.3 Number of outgoing / final year students year-wise during last five years

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
51	19	55	22	35

Answer After DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
136	34	74	33	38

3.1 Number of full time teachers year-wise during the last five years

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
15	14	15	14	13

Answer After DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
20	18	18	17	14

3.2 **Number of sanctioned posts year-wise during last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
15	15	15	15	15

Answer After DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
20	20	20	20	15

4.3 **Number of Computers**

Answer before DVV Verification : 80

Answer after DVV Verification : 50