

Part A				
Data of the Institution				
1. Name of the Institution		Maharaja Surajmal Institute		
Name of the head of the Institution	Prof. (Dr.) Rachita Rana			
Designation	Director			
Does the institution function from own campus	Yes			
Phone no./Alternate phone no	011-25552667			
Mobile no.	9891113744			
Registered e-mail	principalmsi@yahoo.co.in			
Alternate e-mail	iqac@msi-ggsip.org			
Address	C-4, Janakpuri, New Delhi			
City/Town	New Delhi			
State/UT	Delhi			
Pin Code	110058			
2. Institutional Status				
Affiliated / Constituent	Affiliated			
Type of Institution: Co- education/Men/Women	Co-education			
Location: Rural/Semi-urban/Urban	Urban			
Financial Status: Grants-in aid/ UGC 2f and 12 (B)/ Self financing	Self-financing			
Name of the Affiliating University	Guru Gobind Singh Indraprastha University			
Name of the IQAC Co-Ordinator	Dr. Rajeshwari Malik			
Phone no	011-25552667			
Mobile	9811637781			
IQAC e-mail address	iqac@msi-ggsip.org			
Alternate Email address	rajeshwarimalik@msi-ggsip.org			
3. Website address: https://www.msi-ggsip.org Web-link of the AQAR: https://www.msi-ggsip.org/aqar-2019-2020/				
4. Whether Academic Calendar prepared during the year? Yes/No, if yes, whether it is uploaded in the Institutional website: Weblink: " https://www.msi-ggsip.org/academic-calendar/ "				
5. Accreditation Details				
Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1 st	B	2.70	2012	From 2012 to

				2017
2 nd	A	3.02	2017	From 2017 to 2021
6. Date of Establishment of IQAC: Latest Revision 25/8/2018				
7. Internal Quality Assurance System				
Quality initiatives by IQAC during the year for promoting quality culture				
Item /Title of the quality initiative by IQAC	Date & duration		Number of participants/beneficiaries	
1. IQAC Meetings held regularly	1. 20/09/2018 2. 15/01/2019 3. 28/05/2019 4. 18/03/2019 5. 26/09/2020		19 20 19 20 20	
2. JAC (2018-19)	04.06.2019 Result- 82.58%		Maharaja Surajmal Institute	
3. AAC (2018-19)	22.01.2019 Result- 90.53%		Maharaja Surajmal Institute	
4. AQAR	Submitted on time for Session 2018-19		Maharaja Surajmal Institute	
Note: Some Quality Assurance initiatives of the institutions are: (Indicative list)				
<ul style="list-style-type: none"> • Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback from all stakeholders collected, analysed and used for improvements • Academic Administrative Audit (AAA) conducted and its follow up action • Participation in NIRF • ISO Certification • NBA etc. • Any other Quality Audit 				
8. Provide the list of funds by Central/State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.				

Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount
N/A				
9. Whether composition of IQAC as per latest NAAC guidelines: Yes/No: Yes				
*upload latest notification of formation of IQAC: "http://msi-ggsip.org/IQAC				

Composition/”	
10. No. of IQAC meetings held during the year: 04 The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website yes/No: Yes	
11. Whether IQAC received funding from any of the following agency to support its activities during the year? Yes/No: Yes, from NAAC for organizing conference If yes, mention the amount: Rs.75000/ Year 2018-19 (Annexure 5)	
12. Significant contributions made by IQAC during the current year (maximum five bullets) <ul style="list-style-type: none"> • Academic Calendar for the session was more holistic in approach and its successful implementation was monitored by IQAC • Many activities were organized by IQAC under Corporate Outreach Programs initiated to bridge the skill gap. • Institutional Social Responsibility activities were given due importance. • Academic autonomy was ensured through systematic check points. • More faculty Development Programs, workshops and seminars were organized for ensuring quality in higher education and creating awareness to bridge the gap between traditional pedagogy and 21st century learner. 	
13. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year	
Plan of Action	Achievements/Outcomes
1. Academic Calendar (Holistically designed)	The Academic Calendar for the session 2019-20 was more elaborate and was successful executed.
2. Corporate Outreach Programs initiated to bridge the skill gap	Many activities were organized during the session. Detail report in annexure.....
3. Institutional Social Responsibility activities were given due importance	Many activities were organized during the session. Detail report in annexure.....
4. Academic autonomy was ensured through systematic check points	All courses follow a lecture plan and all teachers prepare a course- file for their respective subjects each semester.
5. Faculty Development Programs were organized to ensure the continuous learning for teachers.	Three faculty development programs were organized during the session.
14. Whether the AQAR was placed before statutory body? Yes/No: Yes Name of the statutory body: Governing Body, Maharaja Surajmal Institute Date of meeting (s): 26 th September 2020	

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning?

Yes/No: Yes (for II cycle of NAAC Accreditation) Date: 8.10.17-9.10.17

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

Year:**2010**

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

17. Does the Institution have Management Information System? Yes/No: **Yes**

If yes, give a brief description and a list of modules currently operational.

The institution is steadily moving from the traditional to automated Management Information System (MIS). The following systems are fully functional in the Institute from last few years.

1. Biometric Attendance System for Staff
2. Library is fully automated and uses the software Alice for windows by Soft link Asia Pvt. Ltd.
3. Institutional email system
4. Result and Students Performance Analysis Software
5. University Rank Apps (Result Checker Apps)
6. Online system for Daily Reports
7. MOOC and Google Classroom
8. CCTV and Security Systems
9. Publications in e-version
10. 10. Android based Apps for various societies and events

Apart from these the students are encouraged to develop apps, websites and software as per the requirements. A special software development cell is highly active working on various projects. The social media profile of the institute is also actively managed by the team of students. The latest news, updates and information is provided to various stakeholders through Facebook, LinkedIn and other social media platforms.

CRITERION I – CURRICULAR ASPECTS

1.1 Curriculum Planning and Implementation

1.1.1 Institution has the mechanism for well-planned curriculum delivery and documentation. Explain in 500 words

MSI has a well-planned process for curriculum delivery and documentation which calibrates with the commitment to provide best quality education for the students. The Institute works actively with the parent University GGSIPU for designing and development of effective curriculum which meets the demands of the society. MSI is committed to provide the distinctive learning environment and skills, for understanding of self and others, to learn to solve personal and social problems and continually improving the overall performance of the 'Quality Management Systems'. The vision and mission of the Institute is stated below:

VISIO

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“Developing new paradigms in education in management, computer application, e-business, teacher

education and national values leading to student empowerment with an inclination for creative and cohesive group functioning in a global scenario”

MISSIO

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MSI is committed to provide the distinctive learning environment for the development of professional

competencies and skills, for understanding of self and others, to learn to solve personal and social problems and continually improving the overall performance of the “Quality Management System”.

The vision and mission of Maharaja Surajmal Institute are corroborated with the objectives of the society and reflects the commitment of the Institute towards holistic growth and development of the students and inculcating national and human values in them through academic, co-curricular and socially meaningful activities. Mission articulates on student's empowerment, developing, functioning and performing at the global level. In the contemporary circumstances, the need of the hour is to abreast students with the latest knowledge in respective disciplines and thus the Institute Organizes various programs such as Industry visit, Live Projects, Research Projects, Summer Internships. Also, the Institution focuses on developing new paradigms and inculcating strong value system for all-inclusive development of the students. The teaching, learning and evaluation schedules are strictly as per the Academic calendar notified by the GGSIP University.

Smooth execution of classes is regularly monitored by the head of the institution and heads of the departments. The institute has well qualified, dedicated and experienced faculty. They are encouraged to participate in seminars/ workshops/conferences for keeping themselves abreast with the latest developments in their respective subjects. The pedagogy at MSI provides ample opportunities for students to develop into trained and competent professionals by keeping up-to-date of the ever changing technologies. For effective curriculum delivery, a number of traditional and modern teaching pedagogies such as the classroom lectures, power-point presentations, role plays, group-discussions, debates, seminars, workshops etc. are used. The Institute aims to achieve and excel as premiere technical/management institution of the country. While teaching students and keeping pace with the evolving

definitions and concepts, a sincere effort is also made to cover the latest developments in each subject area. The classroom environment is congenial and makes learning proactive and the students learn a sense of team spirit, responsibility and professional integrity. It helps in building a healthy student-faculty bond, which develops students to their fullest potential and harnesses the best in the teachers. In order to guide the students and show them the correct path the Institute abetted the Mentor-Mentee concept wherein support beyond the academic curriculum helps the students to strengthen their emotional quotient.

The institute and Faculty members adopt numerous policies for bridging the knowledge gap of the enrolled 'weak' students to enable them to cope with the programme of their choices as well as promote, reward and facilitate 'advanced' learners. This includes tutorials and remedial teaching. The entire approach is student centric. For well-planned curriculum delivery, lesson plan file is prepared by every faculty member before commencement of semester. As per the lesson plan the contents are delivered to the students and it is monitored by respective program coordinators and head of the departments and members of IQAC Committee. Internal assessments are conducted to evaluate the performance of students. Students are encouraged to make present power point presentations. Guest lecturers on important and current issues by experts from the industry and senior academicians are organized regularly. Continuous review of the progress of syllabus completion, performance of the students, association activities are done in the department level meetings.

1.1.2 Certificate/ Diploma Courses introduced during the Academic year

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

1.2 Academic Flexibility

1.2.1 New programmes/courses introduced during the Academic year

Programme with Code	Date of Introduction	Course with Code	Date of Introduction
B.Com (H) II Shift BBA (G) II Shift	August 2019 August 2019	888212	

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

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

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

Certificate	Diploma Courses
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No of Students	N/A	N/A
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1.3 Curriculum Enrichment **ANNEXURE 1.3.1**

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

Value added courses	Date of introduction	Number of students enrolled
Summer School	17th June, 2019 to 26th July, 2019	42
Winter School on Ethical hacking and web development	24 Dec-4th Jan,2020	12
Advanced Excel Training by ICT	28 th Jan-18 th March,2020	100
SHIBUI TALKS 4.0	7th September,2019	43
Financial Literacy course by ICT	February 2020	38

1.3.2 Field Projects / Internships under taken during the year

Project/Programme Title	No. of students enrolled for Field Projects / Internships
BBA (I &II Shift)	All second year students of BBA
BCA (I&II Shift)	All second year students of BCA
B.com	All second year students B.Com(H)
B.Ed.:	PSE 1 (Semester-I)
Internship (PSE I) 08.10.2019 to 19.10.2019	95 Students enrolled for Field project
	PSE 2 (Semester-II)
Internship (PSE II) 20.01.2020 to 31.01.2020	94 Students enrolled for Field project
Internship (SEP) 05.08.2019 to 10.12.2019	
	93 Students enrolled for Practice Teaching in Schools

1.4 Feedback System **(Annexure 1.4)**

1.4.1 Whether structured feedback received from all the stakeholders.

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

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

Feedback of stakeholders is sought regularly about institutions for ensuring their satisfaction. Accordingly, continuous review is carried out by respective committees and the recommendations are integrated in the Planning for upgrading, maintaining and utilizing physical, academic and support

facilities. Along with, this feedback is analyzed at higher level of management and steps are taken to improve the functioning.

Feedback of stakeholders is sought regularly about infrastructure and learning resources for ensuring their constant satisfaction. Feedback is also taken from faculty members, stakeholders and experts regarding industry trends and feedback to identify new demands of industry. Structured feedback is taken from students, alumni, employers and experts from academia, industry and research through course/programme review feedback. This ensures that the institute benchmarks its own processes and performance, thereby improving on a continual basis efficiency and effectiveness of its processes, backed by data.

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

Students

Feedback:

The feedback is collected at specific intervals during the academic session. The academic feedback is taken

every week from the class representatives.

General Feedback: feedback is taken on regular basis regarding the general facilities including hostel-mess, canteen, computer lab general hygiene and cleanliness. The action against the problems of urgent /immediate nature are addressed by the authority immediately. The alternative issues which require management approval are addressed to the Honourable Chairman

and corrective measures are then taken accordingly.

Faculty

Feedback:

The academic & behaviour feedback from the students are analysed and the essential corrective measures

recommended to faculty members. The remarks are likewise shared with department for any corrective measures.

Syllabus Coverage: One hundred % syllabus coverage feedback is likewise gathered from the

Individual Subject
Teacher.

Parents

Feedback:

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

Alumni feedback:

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

Feedback and suggestions received for various Audit/Inspections like NAAC, SFRC, JAC etc. are considered and follow up is done.

2.2 Catering to Student Diversity

CRITERION II -TEACHING -LEARNING AND EVALUATION

2.1 Student Enrolment and Profile

2.1. 1 Demand Ratio during the year

Name of the Programme	Number of seats available	Number of applications received	Students Enrolled
BBA (G)	360	The admission to various programs at MSI i.e. BBA, BBA (B&I), BCA and B.Ed. is through the Common Entrance Tests (CET) for each course conducted by GGSIP. Lakhs of applications are received for each course.	343
BBA (B&I)	120		110
BCOM (H)	120		111
BCA	180		180
B. Ed	100		93

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers both UC courses
2019-2020	453 (BBA and BBA (B&I))	N/A	36+1	N/A	N/A
2019-2020	180 (BCA)		20		
2019-2020	111 (BCOM (H))		09		
2019-2020	93 (B.Ed.)		13		

Guest Faculty

2.3 Teaching - Learning Process

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

Number of teachers on roll	Number of teachers using ICT (LMS, e-Resources)	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources Used
BBA & BBA (B&I)	All	LCD Projector Laptop	Some of the Classrooms are installed with LCD	05	Presentations resources, Qu
BCA	All	LCD Projector Laptop	2 Class Rooms installed with LCD	02	Presentation, Quiz, C
B.Ed.	All	Projectors	01	01	PPTs & Educ
BCom (H)	All	Projectors Computers Internet connections	01	01	Power Poin

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

Students are supported through remedial coaching classes and mentoring. Final year students are provided from passed out students/Alumni to help them analyse job profiles and career options after completion of Visiting and Guest lectures also mentor students regarding overall development and further education graduation. Alumni committee is established to bridge gap between current batch students and pass out for er ~~enhancements required in industry. Students are encouraged to participate in various Seminars, Workshops~~

Subject wise special remedial classes are provided for slow learners.

The mentor extends various support to students, such as-

- Grievance Redressal Cell has been set up for listening and execution of complaints of students.
- Placement cell has been set up to provide placement services related information to B.Ed. students.
- Co-curricular and cultural events are organized.
- Periodical Seminars and workshops are conducted for B.Ed. students.
- Counselling cell has been set for career guidance.
- Online classes are conducted.
- Various workshops were conducted for the well-being of the students.

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

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

For Slow Learners:

- Every department organizes a series of programmes like remedial classes, mock test, debates, group discussions, personality development workshops.
- The mentors are appointed to meet the needs of the slow learners. They provide them personal, academic and career counselling.
- The mentor helps the students, particularly slow learners to develop their personality and motivation. A coordinator is appointed for every class to take special care, to monitor, guide and help the slow learners.

On the other side, the institute also identifies, the advance learners and work them as per the requirements. They are facilitated with state-of-the-art facilities in terms of well-equipped library provided with latest edition of books, journals, computer labs, internet and other amenities. Co-curricular or extra co-curricular activities encourage learning approach. Advance learners also encouraged to take up internship and industry-based project. They are encouraged to participate in research activities like management technical fest, quiz, debates, seminars, exhibitions, competitions, etc. conducted for advanced learners to motivate them and help them excel in all the fields. As a result of well-planned support, slow learners are also performing well.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor: Mentor
2184	77	1:15

2.4 Teacher Profile and Quality

2.4.1 Number of full-time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant position	Positions filled during the current year	No. of faculty with Ph. D
11	11	Nil	11	03

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

<i>Year of award</i>	<i>Name of full-time teachers receiving awards from state level, national level, international level</i>	<i>Designation</i>	<i>Name of the award, fellowship, received from Government or recognized bodies</i>

N/A

2.5 Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year- end examination	Date of declaration of results of semester-end/ year- end examination
BBA (Gen)	017	Aug-Dec	December, 2019	April, 2020
BBA (B&I)	18	2019- I, III		July, 2020
BCA	020	&V Semester	May, 2020	
BCA	146	Jan-June	December, 2020	April, 2020
B.COM(H)	021	2020- II, IV		July, 2020
B.Ed.		and VI Semester		
		Aug-Dec		
		2020- I, III		
		& V		

		Semester		
2.5.2 Reforms initiated on Continuous Internal Evaluation (CIE) system at the institutional level (250 words)				
<p>Assessment on continuous basis considering weight age from 25% -50% in internal marks, depending upon course objectives, learning outcomes and pedagogy is done. Various components for continuous assessment are defined and used. Semester Internal examination- written examination is held every semester end. The end semester internal examination weight varies from 75%-50%. Students subject knowledge is assessed through direct and indirect methods of assessment methodology/tools like case studies and comprehensive studies are used keeping in mind the learning outcomes or parameters to be measured and emphasis on delivery of a programme as prescribed in the course curriculum is done.</p> <p>The students those who are slow in their grasping power as compared to their counterparts are identified on the basis of percentage, classroom performance, participation in class, regularity in assignment submission, personal interaction and punctuality. The institute with the help of teachers handle it sensitively and pays attention to learners with various paces. Revision lectures are conducted for students to have insight to the previously covered topics. Parents are also kept in the loop; the institute provide academic counselling through parent teacher meeting (PTM) on regular intervals to enhance the communication between parents-teachers-students.</p> <p>Class room interaction and Co-curricular activities: The activities, i.e., quizzes, assignments, every day attendance and mid-term examination are conducted. The students are assessed and marks are provided to them session with department and as per the institute suggestions/coverage. The internal and outside idea marks then will become the very last cease semester fulfillment of the scholar.</p>				
2.5.3 Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)				
<p>The institute adheres to the Academic Calendar prepared according to the calendar provided by GGSIP University. Every year the academic calendar is prepared for the institute and department wise activity schedule is also prepared for the smooth functioning. This ensures that the curriculum is enriched through related activities, like, extension series, guest lectures and interaction with industries. The academic calendar was prepared and followed for conducting the examination and other relevant activities. The academic calendar is also displayed on the college website and also shares with the head of the departments so as to ensure proper execution. A copy of academic calendar for session 2019-2020 is attached (Annexure 1) for reference.</p> <p>The institute is affiliated to GGSIP University, so we follow the academic calendar provided by the University. The institute prepare their own academic calendar for various programmes which follow the timelines/guidelines and academic schedule of the affiliating University. Generally, the GGSIP University gives guidelines on the following in their academic schedule, along with annual, cultural and sports meet schedule.</p> <ul style="list-style-type: none"> • Beginning of the academic session. • Mid-term examination schedule. • Annual cultural fest. • Annual cultural meet. • End term theory and practical examination schedule. 				

- Vacation schedule.
- Last working day of the semester.

2.6 Student Performance and Learning Outcomes

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

www.msi-ggsip.org

The teaching learning process is the back bone of the academic system of any institution. Hence, Institute gives utmost care on teaching learning process so as the communication reaches all the students of different groups at grass root levels. With the advent of technology, teaching methodology has also appropriately evolved. The faculty members concentrate on teaching in addition to research and extension services and have evolved the best possible strategies and techniques of teaching to facilitate learning of students. The learning outcomes are clearly defined as per courses of the University. They are influential in achieving the mission and objectives of the University. While defining the learning outcomes, following are taken care of:

- They are articulated as complete declarative sentences that clearly describe the knowledge, skills, and competencies that students are expected to acquire as a result of completing their programme of study
- The resources (faculty, library, labs, technology etc.) and pedagogy to be adopted for effective course delivery and student learning are determined in consonance with the learning outcomes to be achieved

The outcomes are assessed and measured to identify the extent to which goals are accomplished.

- The gaps identified after the analysis are addressed through the properly laid action plan The outcomes assessment plan also specifies the performance targets/criteria (measurable objectives) that are used by the domain to determine the extent to which the programme learning outcomes are being achieved The assessment of student learning outcomes is done by using direct and indirect measurement tools like viva, internal examination scheme. Assessment methodology/tools are decided keeping in mind the parameters/learning outcomes to be measured and the desired emphasis during the delivery of a programme as prescribed in the course curriculum.

2.6.2 Pass percentage of students

Programme Code	Programme name	Number of students appeared in the Final year examination	Number of students passed in Final semester/year examination	Pass Percentage
017	BBA &	373	349	93.56%
018	B&I			
021	B.Ed.	91	91	100%
146	B.COM	42	42	100%
020	BCA	174	165	94.82%

2.7 Student Satisfaction Survey				
2.7.1 Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)				
The institute ensures that the students are provided various platforms to reach the authorities with their suggestions and feedback. Apart from formal feedback taken in each semester, the students can convey their concerns if any, through a suggestion box placed at the main entrance. Also, the students can send email or contact through website. Overall satisfaction is thoroughly evaluated through feedback system.				
CRITERION III – RESEARCH, I NNOVATIONS AND EXTENSION				
3.1 Resource Mobilization for Research				
3.1.1 Research funds sanctioned and received from various agencies, industry and other organisations				
Nature of the Project	Duration	Name of the funding	Nature of the Project	Dur atio n
Major projects	N/A	N/A		
Minor Projects		N/A		
Interdisciplinary Projects		N/A	N/A	N/A
		N/A	N/A	N/A
Industry sponsored Projects		N/A	N/A	N/A
		N/A	N/A	N/A
Projects sponsored by the University/ College		N/A	N/A	N/A
		N/A	N/A	N/A
Students Research Projects (<i>Other than compulsory by the college</i>)		N/A	N/A	N/A
International Projects		N/A	N/A	N/A
Any other (Specify)		N/A	N/A	N/A
Total		N/A	N/A	N/A

3.2 Innovation Ecosystem				
3.2.1 Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year.				
Title of Workshop/Seminar	Name of the Dept.			Date(s)
N/A				
3.2.2 Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year.				
Title of the Innovation	Name of the Awardee	Awarding Agency	Date of Award	Category
N/A				
3.2.3 No. of Incubation centre created, start-ups incubated on campus during the year				
Incubation Centre	Name		Sponsored By	
N/A				
Name of the Start-up	Nature of Start-up		Date of commencement	
<ul style="list-style-type: none"> Entrepreneurship Development cell has been established to develop global entrepreneurial mind set citizen sensitive to professional and human values for students. To facilitate networking and establish collaborations for undertaking multi-disciplinary and interdisciplinary research, E cell regularly invites eminent experts for promoting entrepreneurship amongst students. Few E cell students have got funding from government initiatives and agencies for their start up. MSI has been North Delhi Centre for EAC Camp by DST, Govt. Of India.				
3.3 Research Publications and Awards				
3.3.1 Incentive to the teachers who receive recognition/awards				
State		National		International
N/A				
3.3.2 Ph. Ds awarded during the year (applicable for PG College, Research Center)				
Name of the Department			No. of Ph. Ds Awarded	
BBA B.COM(H) B.Ed.			04	
3.3.3 Research Publications in the Journals notified on UGC website during the year				
	Department	No. of Publication		Average Impact factor, if any
National	BBA	0		-
International	BBA	04		-
National	BCA	05		-
International	BCA	03		-
National	BCOM	04		-
International	BCOM	04		-
National	B.Ed.	0		-
International	B.Ed.	0		-
3.3.4 Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year				
Department			No. of publication	

BBA		21 National Conference Proceedings and 02 Books				
BCA		33 National Conference Proceedings				
B. Com (H)		5 National Conference Proceedings				
B.Ed.		03 National Conference Proceedings				
Publication details in Annexure 3.3.4						
3.3.5 Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index						
Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citations
Annexure 3.3.4						
3.3.6 h-index of the Institutional Publications during the year. (based on Scopus/ Web of science)						
Title of the paper	Name of the Author	Title of the Journal	Year of Publication	h-index	Number of citation excluding self citations	Institutional affiliation as mentioned in the publication
N/A						
3.3.7 Faculty participation in Seminars/Conferences and Symposia during the year:						
No. of Faculty	International level	National level	State level	Local level		
Attended Seminars/ Workshops	6 (Online Webinar)	43 (Online Webinar)	6 (Online Webinar)			
Presented papers		1				
Resource Persons		2	1	3		
3.4 Extension Activities						
3.4.1 Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year						
Title of the Activities	Organizing unit/ agency/ collaborating agency		Number of teachers co-ordinated such activities		Number of students participated in such activities	
Annual Sports Day	NSS-MSI in Collaboration with Prakriti MSIT		Dr. Rajeshwari Malik and Mr. Vivek Solanki		2000	
Cleanliness Drive	NSS Cell of MSI		Dr. Rajeshwari Malik and Mr. Vivek Solanki		Teaching, non-teaching staff, NSS students and other students of MSI.	
Blood Donation Camp	NSS MSI with Prakriti MSIT with collaboration The Rotary Blood Bank		Dr. Rajeshwari Malik and Mr. Vivek Solanki		120	
Project Manzar	NSS cell of MSI in		Dr. Rajeshwari Malik		50	

	Collaboration with AIESEC in Delhi IIT	and Mr. Vivek Solanki	
PUBG Fundraiser	NSS- MSI in Collaboration with Rekt- The gaming society of MSI	Dr. Rajeshwari Malik and Mr. Vivek Solanki	Students of MSI and other colleges
Online Campaigns	NSS	Dr. Rajeshwari Malik and Mr. Vivek Solanki	NSS volunteers and other students
Educational Seminar	NSS-MSI in Collaboration with Byjus's and Career labs	Dr. Rajeshwari Malik and Mr. Vivek Solanki	150
Expresso	NSS-MSI	Dr. Rajeshwari Malik and Mr. Vivek Solanki	100
Webinar on Depression	NSS-MSI in Collaboration with E-Cell, MSIT	Dr. Rajeshwari Malik and Mr. Vivek Solanki	200
Instagram Live session	NSS-MSI	Dr. Rajeshwari Malik and Mr. Vivek Solanki	60
The eight Siblings	NSS-MSI collaboration with NSS-NSUT	Dr. Rajeshwari Malik and Mr. Vivek Solanki	400
Waste Segregation from Home	NSS-MSI in Collaboration with Change in Range	Dr. Rajeshwari Malik and Mr. Vivek Solanki	60
Project- Veerangana	NSS-MSI	Dr. Rajeshwari Malik and Mr. Vivek Solanki	400
Project- Sanskriti	NSS-MSI	Dr. Rajeshwari Malik and Mr. Vivek Solanki	198
3.4.2 Awards and recognition received for extension activities from Government and other recognized bodies during the year			
Name of the Activity	Award/recognition	Awarding bodies	No. of Students benefited
N/A			
3.4.3 Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year			
Name of the scheme	Organizing unit/ agency/ collaborating agency	Name of the activity	Number of teachers coordinated such activities
			Number of students participated in such activities
Annexure- 3.4.3			
3.5 Collaborations			
3.5.1 Number of Collaborative activities for research, faculty exchange, student exchange during the year			
Nature of Activity	Participant	Source of financial support	Duration
N/A			
3.5.2 Linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc. during the year			
Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research	Duration (From-To) participant

		lab with contact details		
Internship	1) P S E- I, 2) P S E- II 3) In te rn sh ip	DPS Mathura Road, SM Arya School, GGSSS NO.2 Janakpuri, DAV Public School, Patel Nagar Modern Convent School, Dwarka Sarvodaya School, Bindapur N.K. Bagrodia Global School, Venkateshwara International School, Dwarka, NDPS Vikaspuri, Vishal Bharti Public School, Paschim Vihar, Basava International School, Dwarka Sector 21 Paramount International School, Sector-21, Dwarka	1) 2 Weeks 2) 2 Weeks 3) 5 Months	All Students of First, Second and Third Semester (279 Students)

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

Organisation	Date of MoU signed	Purpose and Activities	Number of students/teachers participated under MoUs
Annexure- 3.5.3			

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 Physical Facilities

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

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

4.1.2 Details of augmentation in infrastructure facilities during the year

Facilities	Existing	Newly added

Campus area	7376.6 Sq M	
Class rooms	35	
Laboratories	7	
Seminar Halls	2	
Classrooms with LCD facilities	9	
Classrooms with Wi-Fi/ LAN	33	
Seminar halls with ICT facilities	2	
Video Centre	1	
No. of important equipments purchased (\geq 1-0 lakh) during the current year.		
Value of the equipment purchased during the year (Rs. in Lakhs)		
Others(Rooms with Audio-Video Facilities)	12	

*Note: 02 Building are under construction for the future courses to be commenced in the institute.

4.2 Library as a Learning Resource

4.2.1 Library is automated {Integrated Library Management System-ILMS }

Library & Book-Bank is fully computerized. All the library operations like Accessioning & Cataloguing of Books/CDs/Periodicals/Journals/Magazines, Circulation (Issue/Return), Reports etc. are fully computerized. The WebOPAC facility is also available wherein the Library Patrons can search & reserve the library Books/CDs etc. online.

Library Automation offers many opportunities to improve service for **library** patrons. Among other benefits, it makes materials easier for patrons to Locate as well as allowing staff to better serve patrons by facilitating a multitude of staff tasks such as acquisitions, cataloguing, circulation and reference etc.

Advantages of Library Automation

1. **Improved Customer Service:** Automation of the library helps the library staff in the areas of acquisitions, cataloging and circulation etc., which in turn allows to serve better. Thus the time saved can be utilized to answer the reference questions and help people who having trouble in finding the right information.
2. **Cataloging Improvements:** Automated cataloging standards, such as MARC (Machine Readable Cataloging), allow for quicker cataloging of library items. It allows the library staff in sharing of materials from location to location with an easier and affordable way.
3. **Easier Access:** Not only does automation of library materials make it easier to find books, buy it also makes it easier to access journals and some books online from a home computer. The automation of library collections also allows the library to be more flexible when it comes to any increases in demand.
4. **Collections:** Automation of the library allows for an improvement in the variety, amount and quality of materials that are available in the library's collection. It can also help make weeding out old, outdated and irrelevant books and materials from the collection, which helps keep the library's collection more streamlined and easier to find the right item.

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
Alice for Windows (AFW) by Softlink Asia Pvt. Ltd.	Fully	5.00.016	June 2006

4.2.1 Library Services:

	Existing		Newly added (2019-2020)		Total (as on 31 st March 2020)	
	No.	Value	No.	Value	No.	Value
Text Books	24868		1145	Rs.	26013	
Reference Books	3677		308	5,51,254	3985	

e-Books			541		1788	
Journals (Printed)	85		+7 (-7)	Rs. 1,66,026	85	
e-Journals	35463	Rs. 16,01,132	-	Rs. 16,88,730	3116	
Digital Database	1. IEEE (IEEE IEL online L3) 2. Elsevier's Science Direct , 3. Springer Link		Renewed: 1. IEEE (ASPP +POP), 2. Elsevier's Science Direct , 3. Springer Link		1. IEEE (ASPP +POP), 2. Elsevier's Science Direct , 3. Springer Link, 4. Previous Year's Question Papers, WebOPAC, NPTEL, NDL, Swayam etc	
CD & Video	682		-		682	
Library automation	Fully		Fully		Fully	
Weeding (Hard Soft)			-		-	
Others (specify)	DELNET Membership General & Technical Magazines and Newspapers	Rs. 13570			2445 E-Books & 882 E-Journals 21 General & Technical Magazines and 15 Newspapers	Rs. 13570

Part-B

4.4 Maintenance of Campus Infrastructure			
4.4.1 Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year			
Assigned budget on academic facilities	Expenditure incurred on maintenance of Academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
Rs. 2,12,50,000/-	Rs. 2,12,50,000/-	Rs. 1,34,287,200/-	Rs. 1,08,271,516/-
4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)			
<p>Institute makes budgetary provision under different heads for maintaining and utilizing the campus infrastructure facilities. Institute development committee assigned enough funds for maintenance and repairing. The allocated funds are utilized under the observation of various monitoring committees such as Purchase committee, Repair and maintenance committee, Sports Committee, Library committee, Lab Maintenance Committee, Students Feedback committee etc. of the college. To maintain and upkeep the infrastructure Institute facilities and equipments, following activities are undertaken by college:-</p> <p>There is Stock Maintenance Committee in every department, who maintains the stock</p>			

register by physically verifying the items round the year.

- Department wise annual stock verification is done by concerned Head of the Department.
- Regular maintenance of Computer Laboratory equipments are done by Laboratory Assistant along with Laboratory attendant and they are headed by Lab Maintenance Committee Convenor.
- Overall development of campus is done by Campus Discipline and Cleanliness Committee of the college.
- Regular cleaning of water tanks, proper garbage disposal, pest control, landscaping and maintenance of lawns is done by Institute Fourth Class Employees.
- College campus maintenance is monitored through regular inspection.
- Upkeep all facilities and cleanliness of environment in men's and women's hostel is maintained through Hostel monitoring committee.
- Outsourcing is done for maintenance and repairing of IT infrastructure such as computers, internet facilities including Wi-Fi and broadband. Updating of softwares is done by lab assistants.
- Outsourcing is done for the maintenance of wooden, furniture, electrification, and plumbing.
- Regular maintenance of the water cooler and water purifier is done by outsourcing agent.
- The maintenance of the reading room and stock verification of library books is done regularly by library staff.
- The URL for Institutional Website: <http://msi-ggsip.org/>.
- The URL to Institutional Library is :
- <https://sites.google.com/site/centrallibrarymaharajasurajmal/>

CRITERION V - STUDENT SUPPORT AND PROGRESSION

5.1 Student Support

5.1.1 Scholarships and Financial Support

	Name /Title of the scheme	Number of students	Amount in Rupees
Financial support from institution			
Financial support from other sources			
a) National	Post Matric Scholarship for Minorities (2019-2020)	02	Applied
	Post Matric Scholarship for Central Armed Police Forces and Assam	03	Applied

	Rifles (2019-2020)				
	Prime Minister's Scholarship scheme for Ministry of Railways (2019-2020)	02		Applied	
	Merit cum Means Income linked Financial Assistance through IPU (2019-2020)	29		16,59800	
	Post Matric Scholarship for SC (2019-2020)	09		Applied	
	Post Matric Scholarship for OBC (2019-2020)	01		Applied	
	Metric Scholarship for SC/ST/OBC/Minority Students (2019-2020)	04		Applied	
	Financial Assistance to Economically Weaker Section (2019-2020) GGSIP	04		Applied	
b) International					
5.1.2 Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,					
Annexure- 5.1.2					
5.1.3 Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year					
Year	Name of the scheme	Number of benefited students by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed
B.Ed. 2017-18	Career counselling & aptitude building <ul style="list-style-type: none"> • Mentoring • Alumni Connect • Expert Industry Guidance 	186	5 Pursuing PG Courses	Appearing in CTET 1 student cleared UGC NET	22
B. Com 2017-18	<ul style="list-style-type: none"> • Career counselling & aptitude 	50	50	Approx.24 for competitive exams and	27

	<ul style="list-style-type: none"> building Mentoring Alumni Connect Expert Industry Guidance 			higher studies	
BCA	<ul style="list-style-type: none"> Career counselling & aptitude building Mentoring Alumni Connect Expert Industry Guidance 	178	<p>2 students pursuing MS from International University</p> <p>15 students pursuing MCA/MBA from GGSIP, Amity and Delhi University</p>	Approx. 25 students cleared MCA/MBA Entrance of various Universities both National and International.	115

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

Total grievances received	No. of grievances redressed	Average number of days for grievance redressal
19	07	05

Annexure-5.1.4

5.2 Student Progression

5.2.1 Details of campus placement during the year 2019-2020 (**Annexure- 5.2.1**)

On Campus			Off Campus		
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Name of Organizations Visited	Number of Students Participated	Number of Students Placed
Companies Visited for BBA and BCOM students: ZS Associates TRANSWEB EDUCATIONAL SERVICES IHS MARKIT WIPRO CC FIS Google CONCENTRIX PUBLICIS MEDIA THE KNOTTY TALES AMAZON FIS Voda IPRIMED PLANET SPARKS GET WORK	409				

(INSURANCE)					
Companies Visited for BCA: 155 ZS Associates Deloitte Daffodil Capgemini Wipro CC Infosys TCS FIS Google FIS Voda NIIT Wipro (WIMS)	155				

5.2.2 Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to
2019-2020	15	B.Ed.	Education	Jamia Milia Islamia GGSIP University IGNOU	M.Com M.Ed./M. A (English) M.Com/ M.A (English)
2019-2020	1	BCA	Department of Computer Application	Delhi University	M.Sc. (OR)
	4	BCA	Department of Computer Application	IGNOU	MCA
	1	BCA	Department of Computer Application	Amity	MBA
	8	BCA	Department of Computer Application	GGSIP University	MCA
	1	BCA	Department of Computer Application	Symbiosis Pune	PGDITM
	18	BCOM(H)	Department of Commerce	Amity University Narsee Monjee College, Mumbai, Nift-Kolkata,	MBA MBA Masters in Fashion Technology

				Study abroad GTB College IP University Main Campus	Business B.Ed. MBA
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5.2.3 Students qualifying in state/ national/ international level examinations during the year (e.g.: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

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

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

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

Annexure- 5.2.4

5.3 Student Participation and Activities

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

Year	Name of the award/ medal	National/ Internation al	Sports	Cultural	Student ID number	Name of the Student
2019-2020	Nil					

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

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

We have total 11 societies run and managed by student's coordinator and overall coordination is done by Cultural Committee of the college.

Various societies are namely:

- Antra -En Core Singing Society

- VITT: The Finance and Investment Society
- Innovision Photography Society
- Natraj Dance Society
- Sifar: Dramatic Society
- Tark Litrary Society
- Veda Quiz Society
- Bits Please Technical Society
- Meraki: The Fine Arts Society
- Advertere : Marketing Society
- Rekt: Gaming Society

Details of Activities Conducted by various societies are available in [Annexure-5.2.4](#)

5.3 Alumni Engagement

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

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

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

Finally, a sumptuous lunch is organized for Management, Faculty, Alumni and Students.

5.3.2 No. of-enrolled Alumni:

Approx.500

5.3.3 Alumni contribution during the year (in Rupees):

Nil

5.3.4 Meetings/activities organized by Alumni Association:

Alumni meet was successful organized on 12th Aug 2018. More than 70 Alumni participated in the meet and college students presented a cultural programme for the Alumni. Alumni were also invited to share

their experiences and give feedback to the institute for quality improvement.

CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 Institutional Vision and Leadership

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

Decentralization

1. The Governing Body delegates all the academic and operational decisions based on policy to Director, HOD's, Committees members in order to achieve the vision and mission of the MSI. Faculty members, other staff members are given representation in various committees and allowed to conduct various programs to showcase their abilities. They are encouraged to develop leadership skills by being in charge of various academic, co-curricular, and extracurricular activities.
2. A team of Faculty members and Students coordinate the co-curricular and extra-curricular activities in the College. Moreover, the institute has open door policy, where anyone can talk to Director or Management by taking permission.

Participative management

1. Moreover, IQAC Conducts meeting at regular intervals to discuss the compliance of the work done during previous semester and plan of the coming semester. All the staff members were involved in the decision making process and future course of action is decided after rigorous brainstorming.
2. Feedback of stakeholders is sought regularly about institutions for ensuring their satisfaction. Accordingly, continuous review is carried out by respective committees and the recommendations are integrated in the Planning for upgrading, maintaining and utilizing physical, academic and support facilities. The institute promotes all stakeholders to share their feedback regarding its functions and collects feedback form various stakeholders like Feedback from Students, Faculty, Alumni, and Parents. This ensures that the institute benchmarks its own processes and performance, thereby improving on a continual basis efficiency and effectiveness of its processes, backed by data

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

Yes/No/Partial: **YES**

- MSI has Integrated Library Management System -ILMS.
- All Systems are networked and linked.
- We use Biometric for Attendance Management system.
- Guidelines of IQAC and submission of AQAR for Affiliated/Constituent Colleges Page 30

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

6.2 Strategy Development and Deployment

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

- **Curriculum Development: Developed at University Level**

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

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

Examination and Evaluation: As per University rules, there is one Midterm examination to be conducted in a semester by the institution and at the end of semester End Term Examination is conducted by University, which is a centralized process managed by University. We at MSI follows a disciplined strategy for evaluating our students, which includes:

- Continuous evaluation is done through class tests, assignments, viva and presentations.
- For comprehensive evaluation: Students are evaluated on all parameters of personality.
- ICT is used for evaluation of results.

Research and Development: All the departments of the institute have access to well-equipped computer laboratories with adequate infrastructural facilities to carry out the research projects.

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

Library, ICT and Physical Infrastructure /Instrumentation:

The library materials via Web- OPAC & library has also subscribed for online databases that can be browsed from 9 AM to 6.30 PM.

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

Human Resource Management: We strictly believe in the motto of team building and collective decision making.

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

- The institute also provides best faculty awards every year at the Annual Day function.
- Also, the best researcher award and give away cash prizes to the deserving faculty members.

Industry Interaction /Collaboration: Efforts are made to build and maintain excellent rapport with the Top Management of various Organizations and Industries and forge collaborative Industry, Academia alliances. This provides a unique and rare opportunity provided to students to learn the theoretical concepts practically. Institute is in process of initiating Memoranda of Understanding with major companies, where the component of learning that focuses on the application of theory in an authentic industrial context. Some of the major companies which visited the campus in the last academic session are:

- Industrial Visit To SEBI Regional Office, New Delhi For B.Com(H) Students
- Industrial Visit To Max Insurance, Delhi For B.Com(H) Students
- Industrial Visit To TRAINING BASKET, ITHUM TOWER NOIDA For BCA Students
- VISIT TO NCERT (CIET) By B.Ed Students

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

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

- **Planning and Development:** The institute has maintained its well updated internal system via emails it encourages optimization of the Internet technology for information dissemination.
- Implemented SMS system for dissemination of information including regular notice to all faculty members.

Administration: The website displays notices before admission, and reports of recent events written by students.

- Notice display system for students and other stakeholders on the college website.

Finance and Accounts: Fully computerized office and accounts section.

- Maintenance the college accounts through Tally.

- **Student Admission and Support:** Online admission including online payment gateway.

- **Examination:** Sending Notice, Date Sheet and other examination related information to students via college website.

6.3 Faculty Empowerment Strategies

Annexure 6.3

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

Year	Name of teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
1.	Dr.Kavita Pabreja	ICAIA Conference	ICAIA 2020 organized by MSIT	4000
2.	Ms.Proyanka Dhaka	IEEE Conference	IEEE	10000

***COVID-19 Effected semester

6.3.2 Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year **Annexure 6.3.2**

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non-teaching staff)
2020	The Corona Pandemic Challenge: Coping up with Physical, Emotional and Digital Stress		01st June,2020	All Teaching Staff and Faculty from other institutes	
2020	India's looming migrant crisis and relevance of the vision of Former Prime Minister Chaudhary Charan Singh		06th June,2020*	All Teaching Staff and Faculty from other institutes	
2020	Ethical Issues in Research and Leadership Challenges in this hour of Crisis		17th June, 2020	All Teaching Staff and Faculty from other institutes	
2020	Human Values in Contemporary Scenario		20th June, 2020	All Teaching Staff and Faculty from other institutes	
2020	Webinar on Mental Well-Being: Grow through what you go through		25 May 2020	All Teaching Staff and Faculty from other institutes	
2020	Emerging Trends in Big Data, IOT and Cyber Security		13th -14th February, 2020	All Teaching Staff and Faculty from other institutes	

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

6.3.3

Title of the professional development programme	Number of teachers who attended	Date and Duration (from – to)
Research Methods and Data Analysis using SPSS”(Module-I)	All Teaching Staff and Faculty from other institutes	17th February-19th February,2020
Python for Data Science, NPTEL online certification (funded by Ministry of HRD, Govt. of India) a 4week AICTE approved Faculty development programme	01	Aug-Sept 2019
Data mining, NPTEL online certification (funded by Ministry of HRD, Govt. of India) a 8week course	01	Jan-Apr 2020
Online Refresher Course in Management	01	16 weeks(1 Sep 2019 to 16 Jan 2020)
One Week FDP on "Open Source Tools for Research" sponsored by Ministry of HRD, PMMMNMTT	01	8th June to 14th June, 2020
"Contemporary research practices in social sciences"	01	30th May to 5th June 2020
Online FDP on Design and development of e-learning	01	10th to 16th may 2020
FDP on 'Faculty Development: Planning and Management for Institutional Excellence'	01	18-22 November 2019
FDP on 'Machine Learning using Python'	01	2-6 March, 2020
A one-week FDP on, “Process Management in Problem Solving” an online FDP (live), from 3 to 8 June, 2020.	01	3 to 8 June, 2020.
Optimization using MATLAB	01	16/12/2019 to 20/12/2019

5 days virtual FDP on “R Programming”		01	25-29 May, 2020
6.3.4 Faculty and Staff recruitment (no. for permanent/fulltime recruitment):			
Teaching		Non-teaching	
Permanent	Fulltime	Permanent	Fulltime/temporary
	99	34	
6.3.5 Welfare schemes for			
Teaching	<p>Group Insurance Schemes, EPF, 10 Academic Leave per year and the institute sponsors the research publications and registrations to academic conferences.</p> <p>Institute organises workshops, FDPs, seminars and conferences.</p> <p>Best faculty award has been initiated comprising hefty cash prize.</p> <p>Also, on festive occasions, lunches are organised.</p> <p>Subsidised in campus housing and subsidised meals are also provided in the hostel mess</p>		
Non teaching	Earned Leave, EPF, Maternity Leave are provided.		
Students	<p>Gold medals and cash prizes are awarded to merit holders in sports and academics. Industrial trips are organised and several workshops, training sessions are conducted for their overall improvement.</p> <p>In campus hostel facility with quality housing and meal is provided to students. Regular interaction with parents is done to ensure a coordinated effort for the welfare of the students.</p>		
6.4 Financial Management and Resource Mobilization			
6.4.1 Institution conducts internal and external financial audits regularly (with in 100 words each)- YES			

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

Name of the non government funding	Funds/ Grants received in Rs.	Purpo
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agencies/ individuals				se
6.4.2 Total corpus fund generated				
6.5 Internal Quality Assurance System				
6.5.1 Whether Academic and Administrative Audit (AAA) has been done?				
Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	•	GGSSIP University	•	Director
Administrative	•	GGSSIP University	•	Director
6.5.2 Activities and support from the Parent – Teacher Association (at least three)				
In the Current Session Parent Teacher Meeting was held on 18.10.19 and 14.02.2020.				
<input type="checkbox"/> <input type="checkbox"/> Parents are cordially invited for Orientation Programme of their wards on their first Day of College every year.				
<input type="checkbox"/> <input type="checkbox"/> We conduct regular meetings and telephonic contact with the parents on monthly basis after attendance. Feedback from parents is given due consideration.				
<input type="checkbox"/> <input type="checkbox"/> Parents are always invited for Appreciation Ceremony of Meritorious Students on Annual Day.				
6.5.3 Development programmes for support staff (at least three)				
<ul style="list-style-type: none"> MS Teams software training was provided to the Lab staff on 11 August 2020 				
6.5.4 Post Accreditation initiative(s) (mention at least three):				
<ul style="list-style-type: none"> Regular health check-up camps in college to ensure the well-being of the employees <input type="checkbox"/> <input type="checkbox"/> 'Holistic' approach towards all the stake holders				
<input type="checkbox"/> <input type="checkbox"/> More open interactive and progress oriented organisational culture				
6.5.5				
a. Submission of Data for AISHE portal : (Yes /No) YES				
b. Participation in NIRF : (Yes /No) NO				
c. ISO Certification : (Yes/No) NO				
d. NBA or any other quality audit : (Yes/No) NO				
6.5.6 Number of Quality Initiatives undertaken during the year				
Year	Name of quality initiative by IQAC	Date of conducting activity	Duration(from ----- to-----)	Number of participants
2019-20	Academic Calendar for the session was more holistic in approach	Every Semester	Annexure 6.5.6 (i), (ii)	Prepared by HODs & implemented by all Departments
2019-20	Corporate Outreach Programs initiated to bridge the skill	Every Semester	Annexure	BBA, B.Com (Hons.) and BCA students

				and faculty
2019-20	Institutional Social Responsibility activities were given due importance	Every Semester	Annexure	All staff members and students
2019-20	Academic autonomy was ensured through systematic check points	Every Semester	Annexure	By IQAC members
2019-20	Faculty Development Programs were organized to ensure the continuous learning for teachers.	Every Semester	Annexure 6.5.5 (vi)	All faculty members

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Title of the programme	Period (from-to)	Participants	
		Female	Male
Guest Lecture: Gender sensitization	15th January, 2020		

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

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

Institution it is aware of the necessity of maintaining a green campus along with opting for environment friendly practices. To compensate for the loss of greenery due to the built up area, extensive green coverage has been created. Plethora of trees, plants, saplings and vegetables are planted in campus and are maintained by the gardener of the Institute. Students of the college also contribute in the greenery of the campus by sowing and planting trees and saplings.

Eco Friendly Initiatives

Plastic Free Campus: The efforts to make the Institution Plastic free have been initiated. Continuous small benchmarks are being set so as to reach the target of plastic free campus in coming years. As of now all the plastic dustbins are replaced by steel dustbins throughout the campus. These small initiative's will makes us do a little bit of our efforts for environment conservation and preservance.

7.1.3 Differently abled (Divyangjan) friendliness

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

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

7.1.4 Inclusion and Situatedness

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

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff

N/A

7.1.5 Human Values and Professional Ethics

Annexure

7.1.5

Code of conduct (handbooks) for various stakeholders

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

The institute has come forward to support the nation in the time of contingency. Donated Rs. 13 Lacs to the COVID-19 Pradhan Mantri & Mukhya Mantri Rahat Koish in the month of April, 2020.

7.1.6 Activities conducted for promotion of universal Values and Ethics

Annexure 7.1.6

Activity	Duration(from-----to -----)	Number of participants
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7.1.7 Initiatives taken by the institution to make the campus eco-friendly (at least five)

The campus has green landscaping of plants and trees, through various activities like :

- Swachh Bharat Abhiyan -Poster Making Competition-
- Swachhta Pakhwada- Cleanliness Drive
- Plantation Drive
- No Plastic Campus
- Green landscaping with trees and plants
- Students participate in campaigns like “Adopt a tree”
- Plantation Drive
- Awareness about deforestation
- Conserve native species of plants and trees

7.2 Best Practices

Describe at least two institutional best practices

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

BEST PRACTICE- I

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

Goal Aims and Objectives: The Institute organizes Faculty Development Programs (FDP’s), seminars, workshops etc. for enhancing and upgrading knowledge of faculty members. Such practices have deep impact on quality enhancement and overall development of faculty as well as students. It positively impacts the academic functioning of the Institute and facilitates the role of teacher as educators and mentors. The Institution conducts the FDP’s/seminars/workshops/Guest Lectures with the following objectives:

- To upgrade their knowledge and skills
- To improve their effectiveness as teachers and mentors
- To promote research work in their field of specialize

- To inculcate values and ethics
- To bring innovation and creativity in teaching-learning process
- To develop sensitization towards environment and other social issues

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

BEST PRACTICE- II

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

Objectives of the Practice : The objectives/intended outcomes of this best practice are:

- To facilitate effective teaching learning process in all the courses.
- To accomplish holistic growth of students and enhance their learning experiences and outcomes.

To ensure effective teaching learning, students are actively involved in the teaching learning process through student centred innovative pedagogies such as inquiry approach, constructive strategies, project learning, brainstorming sessions, ICT based learning and presentations. Monthly attendance of the students is intimated to the students and their parents. On the basis of low attendance, students are detained from appearing in examination (at the end of the semester). Each department submits an annual report on the activities comprising academic activities, research and extension activities. Innovations in teaching/learning, publications, staff and student achievements, extra and co- curricular activities are also highlighted in the report. Annual reports of various departments are consolidated at the Director’s office, which further goes to the Governing Body. To ensure quality sustenance and enhancement, the Institute periodically conducts the performance audit of the departments (by Internal Quality Assurance Cell) which includes review of Teaching – learning methodologies, result analysis, research output, Faculty Development Programs attended/conducted and Extension activities, Co-curricular and extra-curricular activities conducted during the year. The link for the best practices exercised in the current semester are as follows:

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

7.3 Institutional Distinctiveness

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

Provide the details of the performance of the institution in one area distinctive to its vision, priority and Thrust

Provide the weblink of the institution in not more than 500 words.

Maharaja Surajmal Institute (MSI) is a self-financing, quality conscious and trend setting Institute with focus on providing equal opportunities for development of human potentials for every segment of society including the differentiated one. The MSI is a venture of its own kind where academics and professionals have joined hands to aid and direct the agenda of education. The Institute, situated in the heart of Janakpuri is spread over about 8 acres of land and has best of Infrastructure and academic facilities with highly qualified and experienced staff and state of the art computer labs. The Institute has been established through the dedicated and selfless endeavors of educationists and social workers who are deeply concerned with the standards of education and are determined to upgrade the quality, content and direction of education. MSI has an Intellectual capital comprising of 90 faculty members dedicated to facilitate acquisition of conceptual understanding, skills and requisite behavioral qualities to groom students into tomorrow's **Global Professionals**. The institute has become one of the pioneers in promoting quality education at par with the best available in the region. The commitment and the dedication of management and faculty members enabled the college to thrive well over the years. In terms of placement, MSI boasts of not only a steady stream of campus recruiters but we have also assurances for future tie-ups and recruitment opportunities for our

students. The institution conducts enrichment programmes such as Student Mentorship, Corporate Training Program, and Additional Skill Acquisition Programme to ensure holistic development of the students. Every year, students of MSI bag Gold Medals, receive merit certificates and achieve excellent results in exams held by Guru Gobind Singh Indraprastha University (GGSIPU) Also, MSI holds the reputation of being one of the best colleges under the GGSIPU. The vision and mission statement highlighting its distinctness are place prominently on the institute website. Also the ranking received at different survey like Times of India, India Today and inspections like JAC, NAAC are displayed on the home page of the institute.

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

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

- To fetch the research grants from various agencies.
- Stress more on publications in journals of repute.
- Industry interface
- Increase alumni engagement.

Name _____

Name _____

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Abbreviations:

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

For Communication with NAAC

The Director

National Assessment and Accreditation Council (NAAC)

(An Autonomous Institution of the University Grants Commission)

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