



YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

1.Name of the Institution

Maharaja Surajmal Institute

- Name of the Head of the institution **Prof. H.S Rawat**
- Designation **Director**
- Does the institution function from its own campus? **Yes**
- Phone no./Alternate phone no. **01145656183**
- Mobile No: **9997007933**
- Registered e-mail **principalmsi@yahoo.co.in**
- Alternate e-mail **iqac@msijanakupuri.com, iqac@msi-ggsip.org**
- Address **C-4, Janakpuri, New Delhi**
- City/Town **New Delhi**
- State/UT **Delhi**
- Pin Code **110058**

2.Institutional status

- Type of Institution **Co-education**
- Location **Urban**
- Financial Status **Self-financing**

- Name of the Affiliating University **Guru Gobind Singh Indraprastha University**
- Name of the IQAC Coordinator **Dr.Monika Tushir**
- Phone No. **01145656183**
- Alternate phone No. **9899065934**
- Mobile **9871498208**
- IQAC e-mail address **iqac@msi-ggsip.org,
iqac@msijanakupuri.com**
- Alternate e-mail address **monikatushir@msijanakupuri.com,
monikadavar@msijanakupuri.com**

3.Website address (Web link of the AQAR (Previous Academic Year)

<https://www.msijanakupuri.com/iqac-2020-2021/>

4.Whether Academic Calendar prepared during the year?

Yes

- if yes, whether it is uploaded in the Institutional website Web link:

<https://www.msijanakupuri.com/academic-calendar/>

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.70	2012	15/09/2012	14/09/2017
Cycle 2	A	3.02	2017	30/10/2017	29/10/2022

6.Date of Establishment of IQAC

26/07/2014

7.Provide the list of funds by Central / State Government

UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	Nil	Nil	Nil	Nil

8.Whether composition of IQAC as per latest NAAC guidelines

Yes

- Upload latest notification of formation of IQAC

[View File](#)

9.No. of IQAC meetings held during the year 4

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**
- If No, please upload the minutes of the meeting(s) and Action Taken Report **No File Uploaded**

10.Whether IQAC received funding from any of the funding agency to support its activities during the year? No

- If yes, mention the amount **1,00,000 approx**

11.Significant contributions made by IQAC during the current year (maximum five bullets)

Academic Calendar for the Academic Year 2021-22 was made more comprehensive to include diverse activities and its successful implementation was monitored by the IQAC.

Institutional Social Responsibility and outreach activities were given due importance.

Faculty enrichment (patents/copyrights), Organization of Internships/Seminars/FDPs/Conferences/Webinars for student and faculty enrichment and bridging the gap between traditional pedagogy and contemporary requirements.

Faculty members of different programmes were motivated to take part in the curriculum revision with affiliating university.

New Programmes namely BBA LLB, BA LLB and MBA have been started in the Academic Year 2022-23.

12.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
Designing of Academic calendar	The Academic Calendar for the session 2021-22 was made more comprehensive and was successfully executed.
Focus on Institutional social and outreach activities	NSS cell organized many activities during the session
Organization of Internships/Seminars/FDPs/Conferences/Webinars for faculty enrichment and bridging the gap between traditional pedagogy and contemporary requirements	Various programmes organized under IQAC
Participation in Curriculum revision	BBA/B.Com/BCA curriculum revision taken up by MSI Faculty with affiliating university.

13. Whether the AQAR was placed before statutory body? **Yes**

- Name of the statutory body

Name	Date of meeting(s)
Governing Body, Maharaja Surajmal Institute	01/09/2022

14. Whether institutional data submitted to AISHE

Part A

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Cycle 2	A	3.02	2017	30/10/2017	29/10/2022
6.Date of Establishment of IQAC			26/07/2014		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Nil	Nil	Nil	Nil	Nil	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			View File		
9.No. of IQAC meetings held during the year			4		
• Were the minutes of IQAC meeting(s)			Yes		

and compliance to the decisions have been uploaded on the institutional website?		
<ul style="list-style-type: none">• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded	
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Governing Body, Maharaja Surajmal Institute	01/09/2022

14.Whether institutional data submitted to AISHE	
Year	Date of Submission
2022	23/02/2022

15.Multidisciplinary / interdisciplinary
In view of the NEP, university has initiated new interdisciplinary centres integrating different departments in addition to the existing inter/multidisciplinary research and academics. Academic programmes are redesigned to include Multidisciplinary /Interdisciplinary courses as electives. All programmes are designed in such a way that students get maximum

flexibility to choose elective courses offered by other Departments. The University is proactively working towards implementation of the suggestions given in the NEP and Maharaja Surajmal Institute is implementing these with full vigour.

16.Academic bank of credits (ABC):

Maharaja Surajmal Institute is an affiliated institute of GGSIP University. The institute is running regular programmes and courses in the curriculum scheme are delivered. In the direction of Academic Bank of Credits the guidelines issued by the affiliating university is being implemented by the institute and the registration process of students have been started in the month of November 2022.

17.Skill development:

The Institute organises various activities for the development of soft skills, life skills, values, vocational guidance etc. Soft skills activities included Intra E-cell Projects, Socho Group Discussion and webinar on marketing master etc to name a few. Some of the major life skills activities included workshop on Happiness and Success in life, Mindfulness in the classroom and special lecture on We all can be mentally healthy etc. Major Vocational Skill Development activities included How to do well in GD? Career Edge Workshop and Lecture on How to shape your Career during and after graduation?, etc.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

MSI encourages learning of national language Hindi by organising various Programmes including online value added courses, webinars and seminars on culture heritage & law and celebration of Hindi Diwas. Further, Subjects like Corporate Governance, Ethics and Social Responsibility of Business, Human Rights and Value Education etc. in the curriculum of various programmes inculcates cultural values in Indian tradition so that students imbibe value orientation.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

MSI offers various programmes. All these programmes are offered as outcome-based education (OBE) which is designed keeping in mind the national and global requirements. The Institute has implemented outcome-based education with clearly stated Programme Outcomes, Programme Specific Outcomes and course outcomes. All courses are designed with outcomes centred on cognitive abilities namely Remembering, Understanding, Applying, Analysing,

Evaluating and Creating. Apart from the domain-specific skills, learning outcomes at all levels ensure social responsiveness and ethics, as well as entrepreneurial skills so those students contribute proactively to economic, environmental and social well-being of the nation. All course syllabi have been designed with due consideration to social needs at large so as to apply the spirit of NEP.

20.Distance education/online education:

Since 2019, educational institutions in the country have employed digital platforms for engaging classes, conducting conferences, meetings etc. Keeping aside the negative impact of lack of face to face learning, online education has broken the geographical barriers creating interaction of experts and students from distant locations. Opening up of the educational institutions after pandemic has paved the way of adopting hybrid mode of education called as 'PHYGITAL' combining online and offline resources. This can be considered as the new normal, which is envisaged in New Education Policy as well. Due to the experience gained during the closure period of Covid-19, access to online resources by educators and students will not be a constraint anymore. As a part of course curriculum, MOOC courses are offered at MSI which promote the blended learning system of learning.

Extended Profile

1.Programme

1.1	254
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	919
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	140
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	
File Description	Documents
Data Template	View File
2.3	834
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	View File
3.Academic	
3.1	123
Number of full time teachers during the year	
File Description	Documents
Data Template	View File
3.2	123
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	30
Total number of Classrooms and Seminar halls	
4.2	392.836
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	257
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

MSI is a constituent college of GGSIP University and its perambulate syllabus is designed by the parent University. The college pioneers within these set academic structures to provide the best quality education and the holistic development of its students. Academic processes are streamlined, with timetable, workload and other supporting administrative tasks, also teaching-learning and evaluation schedules are strictly adhered as per the Academic Calendar notified by GGSIP University. The classes were conducted both in online and off-line mode during 2021-22 and regularly monitored by the Head of the various Departments. Regular assessment of all assignments, presentations and internal exams was conducted for evaluating students' performance. For well-planned curriculum delivery, lesson plan, departmental time-table and different academic coordination formats are prepared by every faculty member before the commencement of the semester. The institute played an active role in curriculum revision in the capacity of Convenor of BBA (General and Banking Insurance) programme and as a member in BCA, B.Com and B.Ed programmes. Different Academic performas, i.e., AC-2, AC-3 and Lesson plans are also regularly monitored by respective Head of departments and members of IQAC committee. The departments also hold regular meetings to assess the covered curriculum and discuss the issues faced by the students and teachers.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.msijanakpuri.com/syllabus/

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

MSI being the constituent college of GGSIP University, follows the Academic Calendar issued by the University at the beginning of the academic year. The institute formulates the schedule for teaching, internal-external exams, semester break and vacations. The time-table committee prepares the time-table as per the guidelines of the

University for the number of credit hours for each subject and the Academic calendar prior to the start of the semester. University provides provision for deviation in mid-term exams to ensure smooth and efficient functioning of its teaching and administrative processes. Within the framework, the college also prepares its own calendar of events and activities before the commencement of the Academic session and the same is communicated to all. The dates of internal examination are also mentioned in the academic calendar. To maintain further compliance, answer sheets are checked within seven days after the commencement of each examination. Criteria for assessment includes mid-term exam performance, assignments, presentations and class room performance and is shared with students. All project work, internship, field work and presentation components of the syllabus and assessment are framed taking into consideration the academic calendar. MSI calendar also includes different events where students enthusiastically participate and excel, i.e., "Sports Day", Genesis (Annual Fest), Industrial Visits, guest lectures and Annual Day function and etc.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	http://www.msijanakpuri.com/wp-content/uploads/Academic-Calendars-2021-22.pdf

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 year.

Academic council/BoS of Affiliating University

Setting of question papers for UG/PG programs

Design and Development of Curriculum for Add on/ certificate/ Diploma Courses

Assessment /evaluation process of the affiliating University

A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

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

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

5

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

4

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

2489

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

222

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

Being an affiliated Institute, the Institute follows curriculum designed by the University. The University integrates cross cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the curriculum by offering subjects like Business Ethics, Environmental science, Environmental Education and Gender School and Society.

Professional Ethics

MSI firmly believes in rigorous implementation of professional ethics; students are made aware of code of conduct and professional ethics during Orientation programme held annually and through various activities at classroom level. The same is reflected in assignments, intellectual property rights issues, consequently discouraging any kind of plagiarism.

Gender

The Institute organizes various Programs for gender sensitization such as self-defense workshop for Women etc to make students familiar with the various related acts, rules and legal consequences.

Human Values

The MSI organizes various workshops for inculcating human values such as workshop on Peace and Harmony. The students were taught how to perform "The king technique" for self-healing. This technique includes wisdom, gentleness, and kindness and love values. This workshop helped the students in realizing the importance of rebalancing one selves in order to prevent burnout and become more effective as a healer.

Environment and Sustainability into the Curriculum

The infrastructure of the institute is eco-friendly that take care of environment and its sustainability aspects through rain water harvesting, solar panels, LED bulbs, tobacco free zone. The NSS Wing of Institute and Eco-club promote environmental awareness through programmes such as Tree Plantation Drive and water conservation.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

17

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

2386

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	View File

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

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://docs.google.com/forms/d/1mloARoI1PYv81St1-Uhlq5CL49QmWmLHRkFM5QeHELI/edit?usp=sharing

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

940

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

135

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

Response: Rank in-competition tests and class XII scores are taken as the initial indicator of students' learning ability at the entry-level. Further progress in subsequent years is based on academic performance, level of alertness, participation in discussions, and mid-semester evaluations.

The following steps are taken to assess advanced learners:

1. Along with class participation during lectures, tutorials, class tests, assignments, presentations, and other interactions are regularly assessed to identify the advanced learners.
2. Students are motivated to make presentations and participate in international/national conferences/seminars/workshops
3. Recommendation letters are issued to students to pursue internships in institutions of repute and culminate projects of industrial importance.

Every student is different and efforts are made to make slow learners inclusive in the mainstream. The following steps are taken to assess slow learners:

1. Along with class participation during lectures, tutorials, class tests, assignments, presentations, and other interactions are regularly assessed to identify the slow learners. It is ensured that they acquire conceptual clarity in respect to the 'must know' aspect of learning through a variety of pedagogy.
2. Mentor-mentee interaction keeps faculty in constant touch with students, ironing out academic and personal issues, and stimulates overall personality development.
3. Tutorial classes are taken as remedial sessions for slow learners.

E- notes are provided to students for specific learning needs by library e-resources

File Description	Documents
Link for additional Information	https://sites.google.com/site/centrallibrarymaharajasurajmal/resources/e-resources/subscribed-e-resources?authuser=0
Upload any additional information	View File

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

Number of Students	Number of Teachers
2483	123

File Description	Documents
Any additional information	View File

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

The College makes continuous and conscious efforts to enable its students to realize their potential and evolve as leaders and transforming agents of society.

Experiential learning- Existential investigation is facilitated by way of internship, industrial visits, project work and participation of students in activities organized under the umbrella of the following societies, "MERAKI - The Fine Arts society, "NATURE KNOCKS- The Eco Society" ,"INNOVATE- The Technical Society", "INNOVISION - The Photography Society" ,"E-Cell- The entrepreneurship Cell".

Participative learning- Students are encouraged to participate in various curricular and co-curricular activities organised in collaboration with prestigious organisations. Participative Learning is facilitated by the activities organised by following societies like "TARK - The literary Society", "ARTHANITI- The economics society", "SYNERGY,"ADVERTERE - The Marketing Society" etc.

Problem solving methodologies- Simulation technique is used in classroom to equip them with real working environment. In B.Ed. before going to schools for internship rigorous simulations in small groups under teachers mentoring is a routine to enhance the teaching skills. Software like Tally, add on courses on advance excel, hackathon, summer school and winter schools etc. to give opportunities to students to hone their skills through problem solving. It is facilitated by the activities organised by following societies like "ENACTUS & "VITT - The Finance and Investment Cell".

File Description	Documents
Upload any additional information	View File
Link for additional information	https://sites.google.com/site/centrallibrarymaharajasurajmal/resources/e-resources/free-e-resources?authuser=0

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

To be in terms of the growing needs of ICT in the teaching learning, Institute is providing ICT enabled classrooms with LCD projector installed which helps in the e-learning process. The

library provides accessibility to e-resources to teachers and students. The college has well equipped Computer Labs. The labs are updated with new software's like Tally, Microsoft Office, the latest Excel software's etc. faculties are assisted by helping to provide access to more and better educational content, for simulations of effective teaching practices by using e-resources like videos, case studies, Quiz etc. To cater the growing needs of online teaching during the pandemic Institute has purchased MS Teams software for smooth conduct of classes. Besides using the e-books in the e-classrooms, educational podcasts and videos, such as Ted Talks, YouTube Content, etc which further adds quality to lecture delivery. Teachers share reading materials, short notes, e-books over different media like Google Classroom, E-Mail, College Portal, Blogs, WhatsApp, etc. Student of education department gets hand on experience of handling smart board with subject specific lesson plans. Teachers use social media platforms like WhatsApp and Telegram to connect with the students individually and collectively beyond the classroom for giving extra information and support to students.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	http://www.msijanakupuri.com/wp-content/uploads/2.3.2-ICT.pdf

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

2.3.3.1 - Number of mentors

91

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

123

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)**2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year**

80

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)**2.4.3.1 - Total experience of full-time teachers**

1052

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

MSI, being a constituent college of Guru Gobind Singh Indraprastha University, is bound by the University rules regarding Internal Assessment. It gives 25% weightage in overall assessment of the students. The breakup of Internal Assessment as prescribed by the University is as follows : Mid-term Examination, Test, Individual Presentation/Viva- Voice/Group Discussion/Class Participation. A variety of techniques and methods such as MCQs, Analytical tests, Case studies, Book Reports, Classroom presentations, individual and group projects are also employed. The College encourages the teachers to adopt innovative methods such as Open Book Tests, MCQs and Analytical Tests, etc. on a continuous basis before semester-end examinations held by the University. Teachers ensure that the students are aware of the Internal Assessment Evaluation Criteria. Students are informed in advance that independent learning, original thinking and new ideas will be given additional points. Assignments and tests are regularly conducted. After every internal examination the evaluation is done and the marks are shared with the students and the results are entered in the students Progression Records maintained by departmental result committee. Performance is discussed with the students in detail to enhance transparency. The performance of the students in CIE (continuous Internal Evaluation) is reviewed in the internal academic audit and the remedial measures are initiated to improve the standards of the students and quality of education.

File Description	Documents
Any additional information	View File
Link for additional information	https://www.msijanakpuri.com/departments-courses/

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

The institution has a well-defined system in place to deal with examination related grievances. For this purpose, there is a student grievance redressal committee. The College follows a completely web-enabled (online) internal assessment and attendance management system. Assignment and test / project marks are uploaded on the Google Classroom. The faculty addresses the rightful grievances of the students pertaining to the marks obtained in the internal assessment. The evaluated papers related

to internal examination consisting of class tests, assignments, projects, etc. are returned to students with detailed remarks and suggestions for improvement. Any query of students regarding the feedback and evaluation is thoroughly addressed by the respective teachers. The marks are sent to the university only after each student has been given ample opportunity and time to review and register her complaint, if any. The final Internal Assessment marks are reviewed by the Departments. If any error is detected in the final mark-sheet in spite of rigorous scrutiny, it is promptly reported to the University by the College. Hence the College employs a robust multi-tiered mechanism to ensure transparency and objectivity in dealing with grievances related to internal examinations.

File Description	Documents
Any additional information	View File
Link for additional information	http://www.ipu.ac.in/exam_notices.php

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.

The Institute uses following avenues to make the students and faculty members aware of the learning outcomes:

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

Students are made aware of the course specific outcomes through orientation programme, class representatives meetings with the HOD's, Director and classroom discussion.

5.The college encourages teachers for their participation in workshops, seminars, conferences and FDPs to enrich them to attain the outcomes while teaching learning in the classes.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	http://www.msijanakpuri.com/wp-content/uploads/2.6.1-COs-of-all-the-courses.pdf
Upload COs for all courses (exemplars from Glossary)	View File

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

MSI monitors the progress of program outcomes, programme specific outcomes and course outcomes on continuous basis through direct and indirect methods.

Direct methods are provided through direct examinations or observations of student knowledge or skills against measurable course outcomes. Students under university examination are evaluated for 75% of total marks and institution for 25% marks as internal assessment. The knowledge and skills described by the course outcomes are mapped to specific problems on University Examination, internal exams, students projects, assignments, class tests, presentations and internal assignment. Internal tests are conducted per semester to ensure that students have achieved desired level of competencies at module level.

Moreover, MSI accumulates feedback from students, alumni, and parents which is an indirect and important method of measuring attainment with objectives of identifying the attainment level of students in terms of programme, subject, course and syllabus outcomes and to understand the impact of teaching learning process. Last but not the least, higher education is another important parameter to measure attainment of POs, PSOs and COs is through progression of students towards higher studies in premier educational institutions in India and abroad.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.msijanakupuri.com/departments-courses/

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

799

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	http://www.msijanakupuri.com/wp-content/uploads/ANNUAL-REPORT-2021-22.pdf

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<http://www.msijanakupuri.com/wp-content/uploads/2.7-Feedback-forms.pdf>

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 year (INR in Lakhs)

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

0

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

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

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	No Link

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

206

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

25

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

110

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

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 year

Maharaja Surajmal Institute is actively and aggressively organizing and participating in various extension activities and outreach program to promote the Institute-Neighborhood community to sensitize the students towards community needs. The Institute believes in not only promoting the societal and community activities to sensitize students but also leading in shaping the students and faculty and staff into responsible citizens of the nation and imparting all round development of students in each vertical. Society Committee team members and organizers inculcate this awareness and goodness through various program like Cleanliness, Gender sensitization, Cloths & stationary donation camp, Campaign - Hygiene and Environment Awareness, Plantation drive, Mental health awareness, Feed animal drive for stray cows,

Blood donation camps, Eco Club activities, Women Development and Empowerment activities etc. The Institute is always leading the students and Faculty to keep update of all the most trending activities in Commerce, Technology, Management and in Education Excellence by providing them time to time subscriptions and through institute social media handles like facebook, Youtube, LinkedIn, Twitter, Instagram. The Eco club actively engage students in promotion of water conservation programs and Awareness programs like Ban on Use of Plastic items etc. The Institute also motivate the faculty towards research and development to groom their skills and uplifting their quality through Career Assessment Forms, Research Certifications and Excellence and Innovation Awards and Certifications.

File Description	Documents
Paste link for additional information	http://www.msijanakupuri.com/wp-content/uploads/3.3.1-Writen-up-Merged.pdf
Upload any additional information	View File

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

49

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

55

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

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., during the year

55

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

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

7

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	View File

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

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

2

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

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:

Institute has a well-maintained and resilient infrastructure conducive to teaching-learning.

- 27 spacious classrooms and tutorial rooms.
- 14 classrooms with LCD projector facilities.
- 3 Seminar halls with LCD projectors and PA system, 1 Video center with a video camera and LCD projector,
- Curriculum Lab, an Art Lab, and Language Lab
- 9 fully air-conditioned Computer Labs with ultra-modern 257 computers. 4 Labs are with wall-mounted LCD projectors.
- 5 standalone LCD projectors
- Software packages such as Python, R, SPSS, MATLAB, C++, etc.
- All the labs & staff rooms are equipped with computer systems, webcams, headphones, printers, and internet facilities.
- 72 computers & 9 laptops are installed in staff rooms, library, and office.
- Institute uses Google Classroom, Google Meet, and Microsoft teams for conducting classes and evaluations.
- Library is well equipped with more than 30000 books with a seating capacity of 150 users. The library has a total of 28 computers with internet connectivity. Book Bank facility is

provided to all students.

- The library has access to Online Journals, NPTEL, NDLI (Institutional and Club member), and other useful E-Resources. Books may be borrowed through DELNET Institutional Membership.
- Auditorium with a total seating capacity of 550 people
- Photocopy shop, Admin block & Other facilities

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.msijanakpuri.com/infrastructure/

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

Response:

MSI is committed to offering the resourceful infrastructure for holistic growth of students.

Auditorium: A spacious, fully equipped and air-conditioned Auditorium

- Seating capacity of 550 persons.

Sound system with 8 speakers, 4 amplifiers and 2 mixers.

- 4 hand mikes, two podium mikes, two collar mikes and two standing microphones and portable projector.
- Full Stage System of lights consisting of 26 lights and a mixer.
- The hall has generator for power back-up and firefighting system.
- 4 hand fire extinguishers and 6 entry and exit points.
- CCTV surveillance.

Seminar Halls: Institutes have well-furnished Air-Conditioned two Seminar Halls with seating capacity of 120 persons each.

Outdoor games

Institute have Playground of 2.94 acres. Sports ground consists of

Football Ground, Volleyball Court, Badminton Courts and a Cricket Ground.

Indoor games

Multipurpose hall is used for indoor games and Yoga practices by students. 2 Tables, racquets and balls for Table Tennis, Carom and Chess boards are available.

Open space (Hawa mahal) for cultural activities

It is used for various exhibitions and festivals besides sports. It has been an active space used for cultural activities like music, theatre in particular street plays, talks, poetry reading sessions, art and photography competitions.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.msijanakpuri.com/infrastructure/

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

27

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

30

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.msijanakpuri.com/wp-uploads/Total-Classrooms-in-MSI-with-Wi-Fi-or-Lan.pdf content/
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

15.127

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

An integrated library system(ILS), also known as a library management system(LMS), is an enterprise resource planning system for the library, used to track items owned, orders made, bills paid, and patrons who have borrowed.

Maharaja Surajmal Institute's Library is using "Alice for windows (AFW)". It is a product of "Softlink Asia Pvt. Ltd." and is established in Brisbane, Australia.

Alice for Windows is an integrated library automation software package. Softlink has been exclusively dedicated to the development and support of advanced knowledge, content and integrated library management solutions.

Alice for Windows comprises modules required for the day-to-day transaction of a library, i.e., management, circulation, inquiry, and reports and utilities. It is important to mention here that OPAC module is known as inquiry in AFW.

Maharaja Surajmal Institute's Library is fully automated. All the processes like Management (Record of users and books), Cataloguing, Circulation, Periodicals, Barcoding, Web-OPAC Search etc. are fully done with the help of library management software "Alice for Windows" provided by Softlink Asia Pvt. Ltd. Maharaja Surajmal Institute's library is automated since 2006, the current

version being used is 6.00.016.

Various modules used are:

- acquisitions (ordering, receiving, and invoicing materials).
- cataloging(classifying and indexing materials).
- Circulation (lending materials to patrons and receiving them back).
- Serials(tracking magazine and printed journals holdings).
- WebOPAC (OPAC stand for online public access catalog(public user interface)).

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://sites.google.com/site/centrallibrarymaharajasurajmal/?pli=1

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources A. Any 4 or more of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

5.473

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

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

407

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

Response:

1. 9 computer labs with 257 computer systems interconnected LAN.
2. 72 computer systems for Library and Staff members.
3. 45 Deskjet printers in labs, library, staff rooms and office.
4. Labs are updated & maintained timely. Chairs worth Rs 135700/- were purchased in March 2022. Security Firewall worth Rs. 375657/- purchased in Feb 2022. 6 Air Conditioners in Labs were replaced worth Rs 216000 in March 2022.
5. 18 LCD projectors and 9 Laptops.
6. Additional 6 speakers, 6 headphones and 10 webcams & 8 digital pads worth Rs 60000/- were provided for online teaching during Covid-19.
7. 6 full-time Technical Assistants for ICT infrastructure. Besides, the Computer maintenance is outsourced to M/s Systemtek

Computers at the rate of Rs 190427/- renewed annually.

8. Computing and internet facilities are available to teachers and students on campus. The leased line has been upgraded to 200 Mbps from M/s Shyam Spectra Pvt. Ltd. (@ cost of Rs 620000/- renewed annually.)

9. Auditorium, Seminar halls and Conference hall are ICT enabled.

10. Software packages Python, R, SPSS, MATLAB, C++, MS-Teams, Windows, MS-Office, Linux, Java, etc are available. Institute spends more than 5.5 Lac per year on Microsoft campus agreements and MS-Teams software.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.3.2 - Number of Computers

257

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

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

177.734

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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:

Budgetary provision are made by institute development committee for maintenance and repairing infrastructure facilities. A Care Taker, Maintenance Engineer & support staff maintains separate in-house complaint registers & oversees the maintenance.

- Maintenance service of ACs, Water Coolers & purifiers, Lifts, CCTV, Biometric & Intercom facility is outsourced through AMC (Annual Maintenance Contract).
- Institute outsources the House Keeping & Security service.
- Purchase Committee consisting faculty members, Director MSI and Management purchases furniture and equipment as per the requirements
- Repair & maintenance committee consisting faculty members, Store Keeper and Maintenance Engineer are responsible for availability & regular upgradation of equipment's.
- Labs are maintained by Lab in-charge and maintain records of equipment and teaching learning material.
- Fire-fighting system inspection is done monthly by the Committee. Fire safety certificate is obtained from Delhi Fire Service. Firewater Pumping System covers the entire College.
- A Sports Committee comprising of Sports faculty and other faculty members from different Departments holds regular meetings for maintenance of sports infrastructure.
- Sports equipment are maintained by an Attendant. He also ensures regular upkeep of Fitness room, Badminton Court,

Table Tennis Court, Cricket & Football ground.

- **The Sports Ground is maintained by a team of dedicated gardeners and attendant.**

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

86

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

51

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to institutional website	http://www.msijanakupuri.com/wp-content/uploads/5.1.3-Skill-dvlpt-activities-2021-2022.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

919

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

919

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

215

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

210

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

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) during the year

174

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

5.3 - Student Participation and Activities

5.3.1 - 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) during the year

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) during the year.

10

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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)

Students' representation and engagement in various administrative, co-curricular and extracurricular activities is as follows:

- Two students from every course are selected as GGSIPU campus ambassador
- Further there are class representatives for each Section.
- There are 16 student societies for organizing various curricular and co-curricular activities.
- In consonance with the NAAC guidelines on composition of IQAC the representation of students is also ensured in IQAC Cell.
- As a part of publication committee students contribute in designing of MSI Newsletter, Student Brochure, and Hostel Brochure etc.
- Also students actively participate in NSS CELL, Entrepreneurial cell, anti-ragging cell, Eco club and sports and cultural committee.

Number of students assisting in various committees (list of students is attached in additional information):

S. No

Committee/Cell

No. of Students

1.

NSS

449

2.

E-Cell

22

3.

Women Development Cell

24

4.

IQAC

6

5.

Class Representative

57

6.

GGSIPIU Campus Ambassador

2

7.

MSI Publication Committee

12

8.

Student Grievance Redressal

10

9.

Committee for Student of Minority

14

10.

Committee for Student with disability

3

File Description	Documents
Paste link for additional information	http://www.msijanakpuri.com/wp-content/uploads/5.3.2-Student-Representation-Engagement-Additional-info-1.pdf
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

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

42

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

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

MSI Alumni Association is registered under the Societies Registration Act of 1860 on 27th March 2019. MSI aims to foster stronger relations between its alumni and others connected with the Institute. There is constant Alumni interaction through various platforms:

- Alumni Meets are held on regular basis by Alumni Association where Alumni share their experiences and provide valuable inputs. Notable alumnus like Ms. Prerna Aggarwal of B.Com (H), recipient of Leadership award by FICCI conclave "Healthcopeia", October 2021, founder and director at AXICO Healthcare Pvt. Ltd., has been providing inputs on how to

start a new venture.

- Functions are organised by Alumni association where prestigious Alumni like Mr. Akshay Maharabhushanam, student of BCA Batch (2018-2021), Double Black Belt holder who has won many Gold Medals for India in International, National and state level Karate Championships, Mr. Varun Verma, BCA Batch (2010-2013), Mr. India Supranational 2019 and Miss Vidhi Jain, BBA Batch (2018-2021), Miss India Universe 2019 provide motivation and guidance to the students to attain success.
- Alumni association also contributes towards campus drive and placements through its Alumni. IT Alumni like Sahil Madaan from ZS associates Ltd. and Ramneek Singh, from Software One Ltd. have helped to start campus drives of their respective companies at MSI.

File Description	Documents
Paste link for additional information	http://www.msijanakupuri.com/wp-content/uploads/5.4.1-Alumni-Association-Additional-info-2021-22.pdf
Upload any additional information	View File

5.4.2 - Alumni contribution during the year E. <1Lakhs (INR in Lakhs)

File Description	Documents
Upload any additional information	View File

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

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

Mission: Developing new paradigms in education in management, computer application, e-business, teacher education and national

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

B. Nature of Governance:

The institution follows a democratic and participative mode of governance with all stakeholders and members of the Institute (Director, Heads of Departments and the Conveners of various committees, faculty members and staff) in implementing the institutional policies.

C. Perspective Plan

The perspective plan includes the horizontal expansion by increasing the student intake of BCA programme and by starting BBA (LLB)/BA (LLB) and vertical expansion by starting MBA and establishment of the University under the aegis of SMES.

D. Participation of Teachers in Decision-Making Bodies

The Institute provides autonomy to Heads of Departments. Teachers participate in various decision-making bodies through teacher's representatives in the Governing Body, various committees like Purchase Committee, Hostel Committee, Publication, Seminar and Research Committee, Examination Committee etc.

File Description	Documents
Paste link for additional information	https://www.msijanakupuri.com/vision-and-mission/
Upload any additional information	View File

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

The institution practices decentralization and participative management to ensure transparency in keeping with its belief in collective leadership and democratic traditions. All the major stakeholders of the Institute including Management, the Governing Body, the Director, Teaching and Non-Teaching Staff, Parents, Students, and Alumni work in a democratic way of governance following the tacit rules of accountability in the execution of their duties and responsibilities. This practice is reflected in all the three important pillars of the institution, viz.

academics, administration, and extra-curricular activities.

1. The Governing Body delegates all the academic decisions based on Institutes policy to the Director, HOD's, and Committees members to achieve the Institutes vision and mission.

2. The administration is decentralized as the Director along with HODs and various committees participates in decision-making which creates an environment of organizational participatory democracy. Class coordinators conduct the Parent-Teacher meetings in which the academic progress of the students is communicated. Grievance Redressal Cell and Internal Complaint Committee develops a responsive and accountable attitude among stakeholders in order to maintain a harmonious educational atmosphere in the Institute.

3. Extra-curricular activities like seminars, workshops, career counseling sessions, inter-departmental activities, industrial visits, and study tours are organized by faculty and students.

File Description	Documents
Paste link for additional information	https://www.msijanakpuri.com/wp-content/uploads/2021/08/MSI-Committees-2021-1.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Institute strategically plan to evolve as a Centre of excellence within purview of its vision and mission being a self-financing institution.

1. The plan to increase the additional intake of 60 students in the Bachelor of Computer Application programme (second shift) affiliated with GGSIPU was successfully implemented w.e.f academic session 2021-22.
2. The institute has implemented the long-term perspective plan for the growth, vertical and horizontal expansion, and development of the Institute in a systematic manner.
 - a. Higher Education Advisory Sub-Committee of Surajmal Memorial Education Society (SMES) with Director, MSI as a Member Secretary looked into the nuances and scope of opening the Law College and MBA College and deliberated on

space availability. The members of the committee decided to go with the growth and expansion plans of the Institute by starting the BBA (LLB) (Hons.), BA (LLB) (Hons.) (Both 5-year Integrated) and MBA Programme with a student's intake of 60 BBA (LLB), 60 BA (LLB), and 120 (MBA) from the academic session 2022-23.

- b.The institute has obtained provisional affiliation from GGSIPU and approval from Bar Council of India and AICTE.

The Institute is already running nine courses and three new courses will commence from Academic Session 2022-23.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://www.msijanakpuri.com/
Upload any additional information	View File

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

All the procedures and rules relating to the staff have been compiled into service conditions and policy manual of the Institute and are strictly adhered to. The organogram of the Institute describes the decentralized structure of administration which is a cooperative effort of the Management, Director, staff members, students and other stakeholders in pursuit of the common objective.

Salient features are:

- The Academic Committee of SMES takes all the major decisions regarding academics related work.
- The Governing body conveys all the decisions taken by the Academic Committee to the Director and staff.
- Director, MSI is assisted by the Deputy Director and Head of the Departments for all departmental issues.
- The HODs conduct meetings with the entire staff members and student representatives to discuss the various needs at the departmental level.
- Various Committees and cells are formed like IQAC, Time-Table Committee, Students' Grievance Redressal Cell, Anti Ragging Cell, Software and Women Development Cell etc. to

maintain the discipline amongst the college students.

- For the holistic development of the students, the extracurricular activities and various societies at MSI Campus are constituted. It includes the participation of all stakeholders like the students, parents, guardians, alumni, NGOs, Corporates and Media Houses.

File Description	Documents
Paste link for additional information	https://www.msijanakpuri.com/wp-content/uploads/2021/08/MSI-Committees-2021-1.pdf
Link to Organogram of the Institution webpage	https://www.msijanakpuri.com/msi-organogram/
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

The institution has effective welfare measures for both teaching and non-teaching staff that is reflected in following ways.

- The Institute provides salaries as per UGC norms and 6th Pay commission-based salary and leaves benefits.
- 10 Academic Leaves and 8 Casual leaves in a calendar year. (Teaching Staff)

- Earned Leaves (Non-teaching staff) (Total 300 days during service)
- 10 medical leaves.
- 2 short leaves of 2 hours in a month in place of half-day casual leave.
- Maternity leaves of 135 days
- Skill Enhancement Leave for Training & Development of Non-Teaching Employees.
- Payment of Gratuity
- Employees Provident Fund.
- Staying of Guests in Campus Hostel.
- Provision of staying in staff quarters.
- Subsidized meals are also provided in the hostel mess.
- Career Progression Schemes.
- Annual Increments
- Best Employees Awards every year.
- Research award for publication in SCI/SCIE/ESCI/Scopus journals, consultancy project, patents, copyrights.
- Free Parking space within the campus.
- Proper research facilities like library, research lab, and internet with Wi-Fi connectivity.
- Spacious Faculty Rooms.
- Staff provided with ACs / Water Coolers / Microwave / generator etc.
- Aadhar / COVID Vaccination Camp
- Travelling Reimbursements.
- Institute organizes and sponsors the registration for workshops, FDPs, seminars, and conferences for faculty development.
- Open Door Access to superiors (Democratic Environment).

File Description	Documents
Paste link for additional information	https://www.msijanakupuri.com/grievance-redressal-and-welfare-committee/
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

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

0

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

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

11

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

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

69

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

The Institution has evolved a standard, effective, and a well-developed Performance Appraisal System.

All the Teaching Staff are required to submit a self-appraisal report every year, along with all the documentary proofs. The areas in which faculty members are appraised are:

- Qualification up-gradation
- Research and Academic Performance
- Training, FDP, Workshops attended
- Papers presented in Conference/ Seminars/ Workshops
- E-Content Development
- Results of the classes taught in the previous semester
- Contribution in co-curricular activities
- Research Publications
- Publications of books, Articles
- Professional membership
- Contribution in providing service to the Department

The information furnished is duly evaluated by the HOD, the Director, and the score sheet of each faculty member is submitted to the management.

Faculty feedback is also taken from the students during the semester.

The performance of the non-teaching staff is assessed on several parameters like:

- Responsibility
- Punctuality
- Dedication and Commitment towards work
- Loyalty: supports and follows institute's policies and guidelines
- Oral Communication: speaks effectively with seniors, colleagues & students
- Leadership: gives clear directions and listens to co-workers
- Teamwork & Relationship with fellow faculty and staff.

These feedback forms are closely monitored and analyzed by the Director of the Institute who counsels those staff members (teaching and non-teaching) whose performance needs improvement.

File Description	Documents
Paste link for additional information	http://www.msijanakupuri.com/wp-content/uploads/6.3.5-Performance-Appraisal-Forms-for-Teaching-and-Non-Teaching-Staff.pdf
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The institution has a pre-defined mechanism for internal and external financial audits.

Internal audit

In the initial stage, pre-audit is done by the accounts department. The internal audit is conducted for clarity, authenticity, transparency, and financial accuracy where Income/Expenditure Accounts are closely monitored and compared with the financial budgets for the financial year.

External audit

The external audit takes place annually after the completion of every financial year. The accounts of the Institute are audited every year by a qualified chartered accountant firm. The income-expenditure statement and balance sheet are prepared for each

financial year and submitted to the Income Tax department by the approved auditor.

The process of checking and verification of accounts continues for 8 to 15 days every year. The bills and vouchers of the revenue expenditure are checked. The proper records with the concerned Department of capital expenditure are also checked and verified. Based on the suggestion given by the Auditor, the corrective measures to improve the process are incorporated.

File Description	Documents
Paste link for additional information	https://surajmalmemorialeducationsociety.org/finance-committee/
Upload any additional information	View File

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

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

0

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The Resource mobilization policy of the Institution serves to identify the funds available for the smooth conduct of various programmes. As the Institute is a self-financing Institution, its income is primarily from tuition fee receipts, as fixed by State Government. Funds are also generated from sources like student activity fees, placement fees, and sponsorships and are managed in a very effective and efficient manner. The policy outlines the following procedures for the efficient management of generated funds:

- The Institute has a Governing Body, Purchase Committee, and associated bodies which help in the preparation, division, allocation, and utilization of funds.
- The expenditures are made according to the given budget proposal.
- The utilization of these funds is ensured through financial auditing.
- Salaries, PF, and other incentives are provided to the staff.
- Adequate funds are allocated for effective teaching-learning practices.
- A monetary Award for research work is awarded to faculty members ranging from Rs. 5000/-to Rs. 20,000/-.
- National and International Conferences, Seminars, Workshops, FDPs, Refresher Courses, Guest lectures, field trips, and industrial visits are organized.
- Scholarships awarded to the meritorious students.
- Enhancement of library facilities, Laboratories and IT infrastructure up-graded.
- MS Teams and Tally Software purchased.
- Funds provided for social service activities.

File Description	Documents
Paste link for additional information	http://www.msijanakpuri.com/wp-content/uploads/6.4.3-Mobilization-of-Funds-2021-22.pdf
Upload any additional information	View File

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

IQAC has contributed significantly for institutionalizing quality assurance strategies and processes. Following are the two examples of best practices institutionalized.

1. Performance and Academic Audit by IQAC through higher authorities to increase and maintain the quality education. Academic Committee is set up for this purpose to review the academic progress regarding the teaching-learning process through the following:

- Academic Calendar and Timetable is prepared.
- Timely delivery of lesson plans using standardized lesson plan formats.
- Conduct of teaching performance to monitor the regular delivery of lectures.
- Inspection of Course coverage and Attendance registers by the Management to bring about quality improvement in academics.

2. Development and maintenance of harmonious educational atmosphere and accountable attitude among stakeholders to encourage healthy discussions and promote an open and welcoming work culture.

a. For Employees

- The employees can meet the Director and Chairman-SMES for redressal of any grievances.
- Director, MSI / HODs holds regular meetings with all staff members for quality improvement.

b. For Students

- The institution has a student grievances committee, Students' Welfare, Anti-Ragging, and discipline committee.
- The students can contact Director directly/visit the Grievance redressal portal on MSI website/put their suggestions in the suggestion box available on campus.

File Description	Documents
Paste link for additional information	http://www.msijanakupuri.com/wp-content/uploads/6.5.1-IQAC-contribution-for-institutionalizing-the-quality-assurance-strategies-1.pdf
Upload any additional information	View File

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

Institute focuses on learner-centric education approach that shifts the role of the teachers from contributors of information to facilitating student learning through appropriate practices.

Reform No 1: Enhanced Use of ICT Resources for teaching-learning:

Under the supervision of IQAC, the Institute was proactive in ensuring regular online and offline studies. Institute has purchased MS Teams software, advanced ICT tools, broadband internet Wi-Fi facility (200 Mbps Internet Leased Line). The Institute switched to online platforms like Microsoft Teams, Google Meet, Google Classroom, Zoom to conduct regular internal assessments and examination, classes, sharing of study material, conducting extracurricular activities.

Reform No.2: Use of Online Students Feedback/ Online Mentoring Feedback and Online Program Exit and Semester Exit Feedback for review and improvement of the teaching-learning process.

The Institute with the help of IQAC has adopted a feedback system that takes suggestions from stakeholders to obtain an honest opinion about the institutional performance, especially in academics. Online feedback is collected from the students which are analyzed department-wise, semester wise, class-wise and subject-wise feedback which is reviewed for improvement in teaching-learning process. Online Semester Exit and Program Exit Feedback from the students is also introduced for improvement in the teaching-learning process.

File Description	Documents
Paste link for additional information	http://www.msijanakupuri.com/wp-content/uploads/6.5.2-Teaching-Learning-Process-2021-22.pdf
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	http://www.msijanakupuri.com/wp-content/uploads/ANNUAL-REPORT-2021-22.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

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 year

The institute is sensitive and committed towards gender equity issue. It has an effective women development cell which creates awareness regarding gender equity. The center aims at creating awareness among students about respect for all human beings & that everyone is valued and favored equally regardless of their gender. Measures initiated by the Institute to promote gender equity are:

- 17th May 2022, sensitization and distribution of sanitary napkins, wipes and sanitizers to all staff and students at campus was done.
- On the occasion of International Women's Day 8th March 2022, Women Development Cell of the Institute in collaboration with Delhi police conducted a self-defence session in the auditorium at 11:00 am.
- On 11th October 2021, Women's Development Cell and NSS volunteers organized an event on the occasion of International Day of the Girl Child 2021. It was attended by 150 attendees.
- For safety and security purpose the institute has restricted entry at the gates with guards deputed to check the entry of undesirable elements in the institute and also the entire institute is monitored under CCTV camera coverage.
- The institute also has a counsellor who conducts regular counselling sessions of students to counsel them on various psychological & sociological issues.

File Description	Documents
Annual gender sensitization action plan	http://www.msijanakupuri.com/wp-content/uploads/Criteria-7.1.1.annual-gender-sensitization-plan-21-22.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	http://www.msijanakupuri.com/wp-content/uploads/Specific-facilities-provided-for-women.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The institute has its focus on cleanliness and proper waste management of degradable and non-degradable waste. The waste management facilities in the institute are:

- The college has implemented a solid waste management system in which segregation of wet, dry, paper and green waste, by setting up of dustbins of different colours. The green coloured dustbins are for wet & biodegradable wastes, blue dustbins are for disposal of plastic wrappers & non-biodegradable wastes, yellow dustbins are for papers & glass bottles, which are disposed on daily basis to the MCD trucks outside the institute.
- Due to the nature of the courses taught, no biomedical waste material is produced in the institute.

- In order to manage the E-waste the institute has a scheme through which electronic and computer accessories which are "obsolete" are exchanged with new equipment under buy back scheme. Old computers after repair & upgradation are donated to a school in Shamli. Also, the Institute outsources the maintenance and repairing of IT infrastructure such as Computers, Printers, LAN, facilities, Modems, Routers, Internet facilities including Wi-Fi, broadband & amplifier.
- Due to the nature of the courses taught, there is no hazardous waste material which is produced in the institute.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	http://www.msijanakupuri.com/wp-content/uploads/Criteria-7.1.3.geotaaged-photos.pdf
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

A. Any 4 or All of the above

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

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following
1.Green audit 2. Energy audit
3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

A. Any 4 or all of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (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

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

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 200 words).

The institute is committed to creating an Inclusive environment, taking care to cater to the needs of all sections and cultures of society. To inculcate harmony towards cultural diversity, a number of events were organized in the Year 2020-21.

- On 1st February 2022 a seminar on glimpses of different childhood in India was organized to focus on the stories of children growing up in vastly differing circumstances from different cultures of India. The aim of the event was to promote tolerance for cultural and socioeconomic differences.
- On 3rd December 2021, Maharaja Surajmal Institute celebrated International Specially-abled day in the college auditorium. The event had more than 100 participants and it had multiple cultural acts. Its message was to be more sensitive towards the children with special needs.
- On 11th October 2021, a slogan writing competition was organized in the MSI auditorium on International Day of Girl child, by the NGO Sarthak Prayas, to promote harmony towards all gender.
- On 31st August 2021, a special lecture was organized on "Mental health awareness", it focussed on making every person aware about mental health issues. The aim of the event was to promote tolerance for people from communal, socioeconomic and other diversities.

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

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Throughout the year the institute has made dedicated efforts to make its students and employees not just aware of their constitutional rights but also corresponding duties through which they can be an asset to the society. Following are few of the activities conducted in the Institute:

- Awareness Campaign was organised by the Eco Club on 13/08/2022 to motivate the staff and students of MSI towards their responsibilities and obligations as citizens to Hoist the National Flag in their homes to celebrate the 75th year of India's Independence.
- On 21st December 2021, the key note speaker of the faculty development program on NEP 2020, Lt. General J.P.Nehra, of Indian Army gave a lecture in the institute auditorium on rights, duties, leadership and ethics at workplace, which was attended by more than 100 participants.
- In order to spread awareness and reduce elder abuse Project Vriddhi by NSS Cell on 23, December 2021 had organized a visit to Old age home and gifts were given to them. There were more than 90 participants in the event.
- On 16 September 2021, NSS Cell of Maharaja Surajmal Institute invited two speakers who were veterinary doctors to its webinar "Tails of Hope" raising voices against animal abuse.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	View File

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts A. All of the above

periodic programmes in this regard. The Code of Conduct is displayed on the website. There is a committee to monitor adherence to the Code of Conduct. Institution organizes professional ethics programmes for students, teachers, administrators and other staff. 4. Annual awareness programmes on Code of Conduct are organized.

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Following activities were organized by MSI to commemorate National and International Days:

- On 13th August 2022, Independence day was celebrated in the institute by hoisting the National Flag in the college campus in the presence of the staff & students of the institute.
- On the occasion of International Women's Day 8th March 2022, the Women Development Cell of Maharaja Surajmal Institute in collaboration with Delhi police conducted a self-defense session for students in the auditorium at 11:00 am.
- On 3rd December 2021, International Specially Abled day was celebrated in the institute auditorium which was attended by more than 100 participants. The message of the event was to be more sensitive towards the children with special needs and was communicated through various cultural activities.
- On 14th September 2021, Hindi Diwas was organized by the

B.ed Department of MSI, in which various competition like self composed hindi poems, quizzes, etc were organized.

- On 4th September 2021 Teacher's Day was celebrated in the auditorium with all the Covid appropriate behaviour in place, it had self-written poems. The teachers were entertained with certain games like antakshari, guess the song, tongue twisters etc. in which all the teachers took active participation and enjoyed.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

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

1. Title-Addressing heterogeneity and creating inclusion.

Objective: To address heterogeneity and create an inclusive environment.

Context - In Indian society known for its diversity, there is a lurking need to embrace and cater the differences through inclusion.

Practice: Identification and Additional inputs are given to exceptionally bright students and remedial classes for below average.

Evidence of Success - The pass percentage is very high and placement record is outstanding.

Problems Encountered- To ensure inclusiveness and address heterogeneity, teachers have to be more creative and keep abreast with learning requirements of diverse learners.

2. Title:Building a Legacy of Academic Excellence and Producing Gold Medallists

Objective: To attain and maintain academic excellence.

Context - In present times, there is a need to identify and nurture outstanding students and thereby providing them enriching opportunities outside of the constraints of textbooks and prescribed curricula to attain their potential.

Practice: The Institute focuses on imparting the knowledge deemed 'Must know, Should know and Could know' through seminars, webinars, experiential learning, continuous assessment etc. and also offers best state of art infrastructural facilities.

Evidence of Success -MSI has created a legacy of producing Gold Medallists across courses over the years.

Problems Encountered-

With the rapid change in the face of education in the post covid times, students and teachers alike have to evolve themselves further to keep pace and remain relevant.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Moving from academic excellence towards academic & professional excellence:

1. **Academic Excellence** - The main factors which cater to the academic excellence are innovative methods of teaching, dedicated teachers and excellent environment. MSI students are consistently in the University top rankers list. Also, the institute has a legacy of creating Gold medallists.
2. **Professional Excellence**- Specific activities for professional development are organised regularly by the various societies of the institute such as Rekit, the gaming society; ENACTUS; Meraki, the fine arts society; Nature Knocks, the eco

society; Innovate, the technical society; VITT, the financial and investment cell; Synergy; ADVERTERE, the marketing society; ANTARA ENCORE the music society; E-Cell, the entrepreneurship cell.

3. Regular Monitoring & Implementation of the code of conduct - In order to ensure discipline in the campus, there is an emphasis on implementation of code of conduct at all times. There is an active discipline committee which conducts proper monitoring & maintains discipline of students.
4. Placement Initiatives - The placement cell tirelessly works to secure best placements for students. The various initiatives are helping the institute move towards professional excellence which is reflected in placement of majority of students in reputed organisations with packages as high as 18.5 lacs p.a.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

MSI is a constituent college of GGSIP University and its perambulate syllabus is designed by the parent University. The college pioneers within these set academic structures to provide the best quality education and the holistic development of its students. Academic processes are streamlined, with timetable, workload and other supporting administrative tasks, also teaching-learning and evaluation schedules are strictly adhered as per the Academic Calendar notified by GGSIP University. The classes were conducted both in online and off-line mode during 2021-22 and regularly monitored by the Head of the various Departments. Regular assessment of all assignments, presentations and internal exams was conducted for evaluating students' performance. For well-planned curriculum delivery, lesson plan, departmental time-table and different academic coordination formats are prepared by every faculty member before the commencement of the semester. The institute played an active role in curriculum revision in the capacity of Convenor of BBA (General and Banking Insurance) programme and as a member in BCA, B.Com and B.Ed programmes. Different Academic performas, i.e., AC-2, AC-3 and Lesson plans are also regularly monitored by respective Head of departments and members of IQAC committee. The departments also hold regular meetings to assess the covered curriculum and discuss the issues faced by the students and teachers.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.msijanakpuri.com/syllabus/

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

MSI being the constituent college of GGSIP University, follows the Academic Calendar issued by the University at the beginning of the academic year. The institute formulates the schedule for

teaching, internal-external exams, semester break and vacations. The time-table committee prepares the time-table as per the guidelines of the University for the number of credit hours for each subject and the Academic calendar prior to the start of the semester. University provides provision for deviation in mid-term exams to ensure smooth and efficient functioning of its teaching and administrative processes. Within the framework, the college also prepares its own calendar of events and activities before the commencement of the Academic session and the same is communicated to all. The dates of internal examination are also mentioned in the academic calendar. To maintain further compliance, answer sheets are checked within seven days after the commencement of each examination. Criteria for assessment includes mid-term exam performance, assignments, presentations and class room performance and is shared with students. All project work, internship, field work and presentation components of the syllabus and assessment are framed taking into consideration the academic calendar. MSI calendar also includes different events where students enthusiastically participate and excel, i.e., "Sports Day", Genesis (Annual Fest), Industrial Visits, guest lectures and Annual Day function and etc.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	http://www.msijanakpuri.com/wp-content/uploads/Academic-Calendars-2021-22.pdf

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

A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

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

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

5

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

4

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

2489

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

222

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

Being an affiliated Institute, the Institute follows curriculum designed by the University. The University integrates cross cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the curriculum by offering subjects like Business Ethics, Environmental science, Environmental Education and Gender School and Society.

Professional Ethics

MSI firmly believes in rigorous implementation of professional ethics; students are made aware of code of conduct and professional ethics during Orientation programme held annually and through various activities at classroom level. The same is reflected in assignments, intellectual property rights issues, consequently discouraging any kind of plagiarism.

Gender

The Institute organizes various Programs for gender sensitization such as self-defense workshop for Women etc to make students familiar with the various related acts, rules and legal consequences.

Human Values

The MSI organizes various workshops for inculcating human values such as workshop on Peace and Harmony. The students were taught how to perform "The king technique" for self-healing. This technique includes wisdom, gentleness, and kindness and love values. This workshop helped the students in realizing the importance of rebalancing one selves in order to prevent

burnout and become more effective as a healer.

Environment and Sustainability into the Curriculum

The infrastructure of the institute is eco-friendly that take care of environment and its sustainability aspects through rain water harvesting, solar panels, LED bulbs, tobacco free zone. The NSS Wing of Institute and Eco-club promote environmental awareness through programmes such as Tree Plantation Drive and water conservation.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

17

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

2386

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	B. Any 3 of the above
---	------------------------------

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	View File

1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website
---	---

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://docs.google.com/forms/d/1mloARoI1PYv81Stl-Uhlq5CL49QmWmLHRkFM5QeHELI/edit?usp=sharing

TEACHING-LEARNING AND EVALUATION**2.1 - Student Enrollment and Profile**

2.1.1 - Enrolment Number Number of students admitted during the year**2.1.1.1 - Number of sanctioned seats during the year****940**

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)**2.1.2.1 - Number of actual students admitted from the reserved categories during the year****135**

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

Response: Rank in-competition tests and class XII scores are taken as the initial indicator of students' learning ability at the entry-level. Further progress in subsequent years is based on academic performance, level of alertness, participation in discussions, and mid-semester evaluations.

The following steps are taken to assess advanced learners:

1. Along with class participation during lectures, tutorials, class tests, assignments, presentations, and other interactions are regularly assessed to identify the advanced learners.
2. Students are motivated to make presentations and participate in international/national conferences/seminars/workshops

3. Recommendation letters are issued to students to pursue internships in institutions of repute and culminate projects of industrial importance.

Every student is different and efforts are made to make slow learners inclusive in the mainstream. The following steps are taken to assess slow learners:

1. Along with class participation during lectures, tutorials, class tests, assignments, presentations, and other interactions are regularly assessed to identify the slow learners. It is ensured that they acquire conceptual clarity in respect to the 'must know' aspect of learning through a variety of pedagogy.
2. Mentor-mentee interaction keeps faculty in constant touch with students, iron out academic and personal issues, and stimulates overall personality development.
3. Tutorial classes are taken as remedial sessions for slow learners.

E- notes are provided to students for specific learning needs by library e-resources

File Description	Documents
Link for additional Information	https://sites.google.com/site/centrallibrarymaharajasurajmal/resources/e-resources/subscribed-e-resources?authuser=0
Upload any additional information	View File

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

Number of Students	Number of Teachers
2483	123

File Description	Documents
Any additional information	View File

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

The College makes continuous and conscious efforts to enable its students to realize their potential and evolve as leaders and transforming agents of society.

Experiential learning- Existential investigation is facilitated by way of internship, industrial visits, project work and participation of students in activities organized under the umbrella of the following societies, "MERAKI - The Fine Arts society, "NATURE KNOCKS- The Eco Society" ,"INNOVATE- The Technical Society", "INNOVISION - The Photography Society" ,"E-Cell- The entrepreneurship Cell".

Participative learning- Students are encouraged to participate in various curricular and co-curricular activities organised in collaboration with prestigious organisations. Participative Learning is facilitated by the activities organised by following societies like "TARK - The literary Society", "ARTHANITI- The economics society", "SYNERGY,"ADVERTERE - The Marketing Society" etc.

Problem solving methodologies- Simulation technique is used in classroom to equip them with real working environment. In B.Ed. before going to schools for internship rigorous simulations in small groups under teachers mentoring is a routine to enhance the teaching skills. Software like Tally, add on courses on advance excel, hackathon, summer school and winter schools etc. to give opportunities to students to hone their skills through problem solving. It is facilitated by the activities organised by following societies like "ENACTUS & "VITT - The Finance and Investment Cell".

File Description	Documents
Upload any additional information	View File
Link for additional information	https://sites.google.com/site/centrallibrarymaharajasurajmal/resources/e-resources/free-e-resources?authuser=0

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

To be in terms of the growing needs of ICT in the teaching learning, Institute is providing ICT enabled classrooms with LCD projector installed which helps in the e-learning process. The library provides accessibility to e-resources to teachers and students. The college has well equipped Computer Labs. The labs are updated with new software's like Tally, Microsoft Office, the latest Excel software's etc. faculties are assisted by helping to provide access to more and better educational content, for simulations of effective teaching practices by using e-resources like videos, case studies, Quiz etc. To cater the growing needs of online teaching during the pandemic Institute has purchased MS Teams software for smooth conduct of classes. Besides using the e-books in the e-classrooms, educational podcasts and videos, such as Ted Talks, YouTube Content, etc which further adds quality to lecture delivery. Teachers share reading materials, short notes, e-books over different media like Google Classroom, E-Mail, College Portal, Blogs, WhatsApp, etc. Student of education department gets hand on experience of handling smart board with subject specific lesson plans. Teachers use social media platforms like WhatsApp and Telegram to connect with the students individually and collectively beyond the classroom for giving extra information and support to students.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	http://www.msijanakpuri.com/wp-content/uploads/2.3.2-ICT.pdf

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the

latest completed academic year)

2.3.3.1 - Number of mentors

91

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality**2.4.1 - Number of full time teachers against sanctioned posts during the year**

123

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)**2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year**

80

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

1052

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

MSI, being a constituent college of Guru Gobind Singh Indraprastha University, is bound by the University rules regarding Internal Assessment. It gives 25% weightage in overall assessment of the students. The breakup of Internal Assessment as prescribed by the University is as follows : Mid-term Examination, Test, Individual Presentation/Viva-Voice/Group Discussion/Class Participation. A variety of techniques and methods such as MCQs, Analytical tests, Case studies, Book Reports, Classroom presentations, individual and group projects are also employed. The College encourages the teachers to adopt innovative methods such as Open Book Tests, MCQs and Analytical Tests, etc. on a continuous basis before semester-end examinations held by the University. Teachers ensure that the students are aware of the Internal Assessment Evaluation Criteria. Students are informed in advance that independent learning, original thinking and new ideas will be given additional points. Assignments and tests are regularly conducted. After every internal examination the evaluation is done and the marks are shared with the students and the results are entered in the students Progression Records maintained by departmental result committee. Performance is discussed with the students in detail to enhance transparency. The performance of the students in CIE (continuous Internal Evaluation) is reviewed in the internal academic audit and the remedial measures are initiated to improve the standards of the students and quality of education.

File Description	Documents
Any additional information	View File
Link for additional information	https://www.msi.janakpuri.com/departments-courses/

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

The institution has a well-defined system in place to deal with examination related grievances. For this purpose, there is a student grievance redressal committee. The College follows a completely web-enabled (online) internal assessment and attendance management system. Assignment and test / project marks are uploaded on the Google Classroom. The faculty addresses the rightful grievances of the students pertaining to the marks obtained in the internal assessment. The evaluated papers related to internal examination consisting of class tests, assignments, projects, etc. are returned to students with detailed remarks and suggestions for improvement. Any query of students regarding the feedback and evaluation is thoroughly addressed by the respective teachers. The marks are sent to the university only after each student has been given ample opportunity and time to review and register her complaint, if any. The final Internal Assessment marks are reviewed by the Departments. If any error is detected in the final mark-sheet in spite of rigorous scrutiny, it is promptly reported to the University by the College. Hence the College employs a robust multi-tiered mechanism to ensure transparency and objectivity in dealing with grievances related to internal examinations.

File Description	Documents
Any additional information	View File
Link for additional information	http://www.ipu.ac.in/exam_notices.php

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.

The Institute uses following avenues to make the students and faculty members aware of the learning outcomes:

1. Course curriculum states expected learning outcomes for each subject of all the courses. The same are made known to all the stakeholders through University Syllabus which is available on Websites of university and Institute.

2. Lesson Plan - The institute has a practice of planning the semesters well in advance to facilitate smooth execution of work. Individual Faculty members prepare their lesson plan in the beginning of every semester for every subject taught by them. This ensures that the learning outcomes are achieved well in time.

3. Interactive sessions with students like Orientation Programmes, Director's address are utilized for informing students about the learning outcomes of their course/program.

4. Apart from aforementioned modes, meeting of staff with Institute's Director, departmental meeting by HOD are conducted to disseminate the expected learning outcomes to the faculty members. Students are made aware of the course specific outcomes through orientation programme, class representatives meetings with the HOD's, Director and classroom discussion.

5. The college encourages teachers for their participation in workshops, seminars, conferences and FDPs to enrich them to attain the outcomes while teaching learning in the classes.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	http://www.msijanakpuri.com/wp-content/uploads/2.6.1-COs-of-all-the-courses.pdf
Upload COs for all courses (exemplars from Glossary)	View File

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

MSI monitors the progress of program outcomes, programme specific outcomes and course outcomes on continuous basis through direct and indirect methods.

Direct methods are provided through direct examinations or observations of student knowledge or skills against measurable course outcomes. Students under university examination are evaluated for 75% of total marks and institution for 25% marks as internal assessment. The knowledge and skills described by the course outcomes are mapped to specific problems on University Examination, internal exams, students projects, assignments, class tests, presentations and internal assignment. Internal tests are conducted per semester to ensure that students have achieved desired level of competencies at module level.

Moreover, MSI accumulates feedback from students, alumni, and parents which is an indirect and important method of measuring attainment with objectives of identifying the attainment level of students in terms of programme, subject, course and syllabus outcomes and to understand the impact of teaching learning process. Last but not the least, higher education is another important parameter to measure attainment of POs, PSOs and COs is through progression of students towards higher studies in premier educational institutions in India and abroad.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.msi.janakpuri.com/departments-courses/

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

799

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	http://www.msijanakupuri.com/wp-content/uploads/ANNUAL-REPORT-2021-22.pdf

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<http://www.msijanakupuri.com/wp-content/uploads/2.7-Feedback-forms.pdf>

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 year (INR in Lakhs)

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

0

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

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

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	No Link

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

206

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

25

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

110

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

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 year

Maharaja Surajmal Institute is actively and aggressively organizing and participating in various extension activities and outreach program to promote the Institute-Neighborhood community to sensitize the students towards community needs. The Institute believes in not only promoting the societal and community activities to sensitize students but also leading in shaping the students and faculty and staff into responsible citizens of the nation and imparting all round development of students in each vertical. Society Committee team members and organizers inculcate this awareness and goodness through various program like Cleanliness, Gender sensitization, Cloths & stationary donation camp, Campaign - Hygiene and Environment Awareness, Plantation drive, Mental health awareness, Feed animal drive for stray cows, Blood donation camps, Eco Club activities, Women Development and Empowerment activities etc. The Institute is always leading the students and Faculty to keep update of all the most trending activities in Commerce, Technology, Management and in Education Excellence by providing them time to time subscriptions and through institute social media handles like facebook, Youtube, LinkedIn, Twitter, Instagram. The Eco club actively engage students in promotion of water conservation programs and Awareness programs like Ban on Use of Plastic items etc. The Institute also motivate the faculty towards research and development to groom their skills and uplifting their quality through Career Assessment Forms, Research Certifications and Excellence and Innovation Awards and Certifications.

File Description	Documents
Paste link for additional information	http://www.msijanakupuri.com/wp-content/uploads/3.3.1-Writen-up-Merged.pdf
Upload any additional information	View File

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

49

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

55

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the

year

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., during the year

55

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

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

7

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	View File

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

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

2

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

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:

Institute has a well-maintained and resilient infrastructure conducive to teaching-learning.

- 27 spacious classrooms and tutorial rooms.
- 14 classrooms with LCD projector facilities.
- 3 Seminar halls with LCD projectors and PA system, 1 Video center with a video camera and LCD projector,
- Curriculum Lab, an Art Lab, and Language Lab
- 9 fully air-conditioned Computer Labs with ultra-modern 257 computers. 4 Labs are with wall-mounted LCD projectors.
- 5 standalone LCD projectors
- Software packages such as Python, R, SPSS, MATLAB, C++, etc.
- All the labs & staff rooms are equipped with computer systems, webcams, headphones, printers, and internet facilities.
- 72 computers & 9 laptops are installed in staff rooms, library, and office.
- Institute uses Google Classroom, Google Meet, and Microsoft teams for conducting classes and evaluations.
- Library is well equipped with more than 30000 books with a seating capacity of 150 users. The library has a total of 28 computers with internet connectivity. Book Bank facility is provided to all students.
- The library has access to Online Journals, NPTEL, NDLI (Institutional and Club member), and other useful E-

Resources. Books may be borrowed through DELNET Institutional Membership.

- Auditorium with a total seating capacity of 550 people
- Photocopy shop, Admin block & Other facilities

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.msijanakupuri.com/infrastructure/

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

Response:

MSI is committed to offering the resourceful infrastructure for holistic growth of students.

Auditorium: A spacious, fully equipped and air-conditioned Auditorium

- Seating capacity of 550 persons.

Sound system with 8 speakers, 4 amplifiers and 2 mixers.

- 4 hand mikes, two podium mikes, two collar mikes and two standing microphones and portable projector.
- Full Stage System of lights consisting of 26 lights and a mixer.
- The hall has generator for power back-up and firefighting system.
- 4 hand fire extinguishers and 6 entry and exit points.
- CCTV surveillance.

Seminar Halls: Institutes have well-furnished Air-Conditioned two Seminar Halls with seating capacity of 120 persons each.

Outdoor games

Institute have Playground of 2.94 acres. Sports ground consists of Football Ground, Volleyball Court, Badminton Courts and a Cricket Ground.

Indoor games

Multipurpose hall is used for indoor games and Yoga practices by students. 2 Tables, racquets and balls for Table Tennis, Carom and Chess boards are available.

Open space (Hawa mahal) for cultural activities

It is used for various exhibitions and festivals besides sports. It has been an active space used for cultural activities like music, theatre in particular street plays, talks, poetry reading sessions, art and photography competitions.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.msijanakupuri.com/infrastructure/

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

27

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

30

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.msijanakupuri.com/wp-uploads/Total-Classrooms-in-MSI-with-Wi-Fi-or-Lan.pdf content/
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year

(INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

15.127

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource**4.2.1 - Library is automated using Integrated Library Management System (ILMS)**

An integrated library system(ILS), also known as a library management system(LMS), is an enterprise resource planning system for the library, used to track items owned, orders made, bills paid, and patrons who have borrowed.

Maharaja Surajmal Institute's Library is using "Alice for windows (AFW)". It is a product of "Softlink Asia Pvt. Ltd." and is established in Brisbane, Australia.

Alice for Windows is an integrated library automation software package. Softlink has been exclusively dedicated to the development and support of advanced knowledge, content and integrated library management solutions.

Alice for Windows comprises modules required for the day-to-day transaction of a library, i.e., management, circulation, inquiry, and reports and utilities. It is important to mention here that OPAC module is known as inquiry in AfW.

Maharaja Surajmal Institute's Library is fully automated. All the processes like Management (Record of users and books), Cataloguing, Circulation, Periodicals, Barcoding, Web-OPAC Search etc. are fully done with the help of library management software "Alice for Windows" provided by Softlink Asia Pvt. Ltd. Maharaja Surajmal Institute's library is automated since

2006, the current version being used is 6.00.016.

Various modules used are:

- acquisitions (ordering, receiving, and invoicing materials).
- cataloging(classifying and indexing materials).
- Circulation (lending materials to patrons and receiving them back).
- Serials(tracking magazine and printed journals holdings).
- WebOPAC (OPAC stand for online public access catalog(public user interface)).

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://sites.google.com/site/centrallibrarymaharajasurajmal/?pli=1

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

5.473

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

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

407

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

Response:

1. 9 computer labs with 257 computer systems interconnected LAN.

2. 72 computer systems for Library and Staff members.

3. 45 Deskjet printers in labs, library, staff rooms and office.

4. Labs are updated & maintained timely. Chairs worth Rs 135700/- were purchased in March 2022. Security Firewall worth Rs. 375657/- purchased in Feb 2022. 6 Air Conditioners in Labs were replaced worth Rs 216000 in March 2022.

5. 18 LCD projectors and 9 Laptops.

6. Additional 6 speakers, 6 headphones and 10 webcams & 8 digital pads worth Rs 60000/- were provided for online teaching during Covid-19.

7. 6 full-time Technical Assistants for ICT infrastructure. Besides, the Computer maintenance is outsourced to M/s Systemtek Computers at the rate of Rs 190427/- renewed annually.

8. Computing and internet facilities are available to teachers and students on campus. The leased line has been upgraded to 200 Mbps from M/s Shyam Spectra Pvt. Ltd. (@ cost of Rs 620000/- renewed annually.)

9. Auditorium, Seminar halls and Conference hall are ICT enabled.

10. Software packages Python, R, SPSS, MATLAB, C++, MS-Teams, Windows, MS-Office, Linux, Java, etc are available. Institute spends more than 5.5 Lac per year on Microsoft campus agreements and MS-Teams software.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.3.2 - Number of Computers

257

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)**4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)****177.734**

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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:

Budgetary provision are made by institute development committee for maintenance and repairing infrastructure facilities. A Care Taker, Maintenance Engineer & support staff maintains separate in-house complaint registers & oversees the maintenance.

- Maintenance service of ACs, Water Coolers & purifiers, Lifts, CCTV, Biometric & Intercom facility is outsourced through AMC (Annual Maintenance Contract).
- Institute outsources the House Keeping & Security service.
- Purchase Committee consisting faculty members, Director MSI and Management purchases furniture and equipment as per the requirements
- Repair & maintenance committee consisting faculty members, Store Keeper and Maintenance Engineer are responsible for availability & regular upgradation of equipment's.
- Labs are maintained by Lab in-charge and maintain records of equipment and teaching learning material.
- Fire-fighting system inspection is done monthly by the Committee. Fire safety certificate is obtained from Delhi Fire Service. Firewater Pumping System covers the entire

College.

- A Sports Committee comprising of Sports faculty and other faculty members from different Departments holds regular meetings for maintenance of sports infrastructure.
- Sports equipment are maintained by an Attendant. He also ensures regular upkeep of Fitness room, Badminton Court, Table Tennis Court, Cricket & Football ground.
- The Sports Ground is maintained by a team of dedicated gardeners and attendant.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

86

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

51

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to institutional website	http://www.msijanakupuri.com/wp-content/uploads/5.1.3-Skill-dvlpt-activities-2021-2022.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

919

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

919

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

215

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

5.2.2 - Number of students progressing to higher education during the year**5.2.2.1 - Number of outgoing student progression to higher education****210**

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)**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) during the year****174**

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

5.3 - Student Participation and Activities**5.3.1 - 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) during the year****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) during the year.****10**

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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)

Students' representation and engagement in various administrative, co-curricular and extracurricular activities is as follows:

- Two students from every course are selected as GGSIPU campus ambassador
- Further there are class representatives for each Section.
- There are 16 student societies for organizing various curricular and co-curricular activities.
- In consonance with the NAAC guidelines on composition of IQAC the representation of students is also ensured in IQAC Cell.
- As a part of publication committee students contribute in designing of MSI Newsletter, Student Brochure, and Hostel Brochure etc.
- Also students actively participate in NSS CELL, Entrepreneurial cell, anti-ragging cell, Eco club and sports and cultural committee.

Number of students assisting in various committees (list of students is attached in additional information):

S. No

Committee/Cell

No. of Students

1.

NSS

449

2.

E-Cell

22

3.

Women Development Cell

24

4.

IQAC

6

5.

Class Representative

57

6.

GGSIPIU Campus Ambassador

2

7.

MSI Publication Committee

12

8.

Student Grievance Redressal

10

9.

Committee for Student of Minority

14

10.

Committee for Student with disability

3

File Description	Documents
Paste link for additional information	http://www.msijanakupuri.com/wp-content/uploads/5.3.2-Student-Representation-Engagement-Additional-info-1.pdf
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)**5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year**

42

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

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

MSI Alumni Association is registered under the Societies Registration Act of 1860 on 27th March 2019. MSI aims to foster stronger relations between its alumni and others connected with the Institute. There is constant Alumni interaction through various platforms:

- Alumni Meets are held on regular basis by Alumni Association where Alumni share their experiences and provide valuable inputs. Notable alumnus like Ms. Prerna Aggarwal of B.Com (H), recipient of Leadership award by FICCI conclave "Healthcopeia", October 2021, founder and director at AXICO Healthcare Pvt. Ltd., has been providing inputs on how to start a new venture.
- Functions are organised by Alumni association where prestigious Alumni like Mr. Akshay Maharabhushanam, student of BCA Batch (2018-2021), Double Black Belt holder who has won many Gold Medals for India in International, National and state level Karate Championships, Mr. Varun Verma, BCA Batch (2010-2013), Mr. India Supranational 2019 and Miss Vidhi Jain, BBA Batch (2018-2021), Miss India Universe 2019 provide motivation and guidance to the students to attain success.
- Alumni association also contributes towards campus drive and placements through its Alumni. IT Alumni like Sahil Madaan from ZS associates Ltd. and Ramneek Singh, from Software One Ltd. have helped to start campus drives of their respective companies at MSI.

File Description	Documents
Paste link for additional information	http://www.msijanakpuri.com/wp-content/uploads/5.4.1-Alumni-Association-Additional-info-2021-22.pdf
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	View File

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

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

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

B. Nature of Governance:

The institution follows a democratic and participative mode of governance with all stakeholders and members of the Institute (Director, Heads of Departments and the Conveners of various committees, faculty members and staff) in implementing the institutional policies.

C. Perspective Plan

The perspective plan includes the horizontal expansion by increasing the student intake of BCA programme and by starting BBA (LLB)/BA (LLB) and vertical expansion by starting MBA and establishment of the University under the aegis of SMES.

D. Participation of Teachers in Decision-Making Bodies

The Institute provides autonomy to Heads of Departments. Teachers participate in various decision-making bodies through teacher's representatives in the Governing Body, various committees like Purchase Committee, Hostel Committee, Publication, Seminar and Research Committee, Examination Committee etc.

File Description	Documents
Paste link for additional information	https://www.msijanakpuri.com/vision-and-mission/
Upload any additional information	View File

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

The institution practices decentralization and participative management to ensure transparency in keeping with its belief in collective leadership and democratic traditions. All the major stakeholders of the Institute including Management, the Governing Body, the Director, Teaching and Non-Teaching Staff, Parents, Students, and Alumni work in a democratic way of governance following the tacit rules of accountability in the execution of their duties and responsibilities. This practice is reflected in all the three important pillars of the institution, viz. academics, administration, and extra-curricular activities.

1. The Governing Body delegates all the academic decisions based on Institutes policy to the Director, HOD's, and Committees members to achieve the Institutes vision and mission.

2. The administration is decentralized as the Director along with HODs and various committees participates in decision-making which creates an environment of organizational participatory democracy. Class coordinators conduct the Parent-Teacher meetings in which the academic progress of the students is communicated. Grievance Redressal Cell and Internal Complaint Committee develops a responsive and accountable attitude among stakeholders in order to maintain a harmonious educational atmosphere in the Institute.

3. Extra-curricular activities like seminars, workshops, career counseling sessions, inter-departmental activities, industrial visits, and study tours are organized by faculty and students.

File Description	Documents
Paste link for additional information	https://www.msi.janakpuri.com/wp-content/uploads/2021/08/MSI-Committees-2021-1.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Institute strategically plan to evolve as a Centre of excellence within purview of its vision and mission being a self-financing institution.

1. The plan to increase the additional intake of 60 students in the Bachelor of Computer Application programme (second shift) affiliated with GGSIPU was successfully implemented w.e.f academic session 2021-22.
2. The institute has implemented the long-term perspective plan for the growth, vertical and horizontal expansion, and development of the Institute in a systematic manner.
 - a. Higher Education Advisory Sub-Committee of Surajmal Memorial Education Society (SMES) with Director, MSI as a Member Secretary looked into the nuances and scope of opening the Law College and MBA College and deliberated on space availability. The members of the committee decided to go with the growth and expansion plans of the Institute by starting the BBA (LLB) (Hons.), BA (LLB) (Hons.) (Both 5-year Integrated) and MBA Programme with a student's intake of 60 BBA (LLB), 60 BA (LLB), and 120 (MBA) from the academic session 2022-23.
 - b. The institute has obtained provisional affiliation from GGSIPU and approval from Bar Council of India and AICTE.

The Institute is already running nine courses and three new courses will commence from Academic Session 2022-23.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://www.msijanakupuri.com/
Upload any additional information	View File

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

All the procedures and rules relating to the staff have been compiled into service conditions and policy manual of the Institute and are strictly adhered to. The organogram of the Institute describes the decentralized structure of administration which is a cooperative effort of the Management, Director, staff members, students and other stakeholders in pursuit of the common objective.

Salient features are:

- The Academic Committee of SMES takes all the major decisions regarding academics related work.
- The Governing body conveys all the decisions taken by the Academic Committee to the Director and staff.
- Director, MSI is assisted by the Deputy Director and Head of the Departments for all departmental issues.
- The HODs conduct meetings with the entire staff members and student representatives to discuss the various needs at the departmental level.
- Various Committees and cells are formed like IQAC, Time-Table Committee, Students' Grievance Redressal Cell, Anti Ragging Cell, Software and Women Development Cell etc. to maintain the discipline amongst the college students.
- For the holistic development of the students, the extracurricular activities and various societies at MSI Campus are constituted. It includes the participation of all stakeholders like the students, parents, guardians, alumni, NGOs, Corporates and Media Houses.

File Description	Documents
Paste link for additional information	https://www.msijanakpuri.com/wp-content/uploads/2021/08/MSI-Committees-2021-1.pdf
Link to Organogram of the Institution webpage	https://www.msijanakpuri.com/msi-organogram/
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

The institution has effective welfare measures for both teaching and non-teaching staff that is reflected in following ways.

- The Institute provides salaries as per UGC norms and 6th Pay commission-based salary and leaves benefits.
- 10 Academic Leaves and 8 Casual leaves in a calendar year.(Teaching Staff)
- Earned Leaves (Non-teaching staff) (Total 300 days during service)
- 10 medical leaves.
- 2 short leaves of 2 hours in a month in place of half-day casual leave.
- Maternity leaves of 135 days

- Skill Enhancement Leave for Training & Development of Non-Teaching Employees.
- Payment of Gratuity
- Employees Provident Fund.
- Staying of Guests in Campus Hostel.
- Provision of staying in staff quarters.
- Subsidized meals are also provided in the hostel mess.
- Career Progression Schemes.
- Annual Increments
- Best Employees Awards every year.
- Research award for publication in SCI/SCIE/ESCI/Scopus journals, consultancy project, patents, copyrights.
- Free Parking space within the campus.
- Proper research facilities like library, research lab, and internet with Wi-Fi connectivity.
- Spacious Faculty Rooms.
- Staff provided with ACs / Water Coolers / Microwave / generator etc.
- Aadhar / COVID Vaccination Camp
- Travelling Reimbursements.
- Institute organizes and sponsors the registration for workshops, FDPs, seminars, and conferences for faculty development.
- Open Door Access to superiors (Democratic Environment).

File Description	Documents
Paste link for additional information	https://www.msijanakpuri.com/grievance-redressal-and-welfare-committee/
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

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

0

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

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

11

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

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

69

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

The Institution has evolved a standard, effective, and a well-developed Performance Appraisal System.

All the Teaching Staff are required to submit a self-appraisal report every year, along with all the documentary proofs. The areas in which faculty members are appraised are:

- Qualification up-gradation
- Research and Academic Performance
- Training, FDP, Workshops attended
- Papers presented in Conference/ Seminars/ Workshops
- E-Content Development
- Results of the classes taught in the previous semester
- Contribution in co-curricular activities
- Research Publications
- Publications of books, Articles
- Professional membership
- Contribution in providing service to the Department

The information furnished is duly evaluated by the HOD, the Director, and the score sheet of each faculty member is submitted to the management.

Faculty feedback is also taken from the students during the semester.

The performance of the non-teaching staff is assessed on several parameters like:

- Responsibility
- Punctuality
- Dedication and Commitment towards work
- Loyalty: supports and follows institute's policies and guidelines
- Oral Communication: speaks effectively with seniors, colleagues & students
- Leadership: gives clear directions and listens to co-workers
- Teamwork & Relationship with fellow faculty and staff.

These feedback forms are closely monitored and analyzed by the Director of the Institute who counsels those staff members (teaching and non-teaching) whose performance needs improvement.

File Description	Documents
Paste link for additional information	http://www.msijanakpuri.com/wp-content/uploads/6.3.5-Performance-Appraisal-Forms-for-Teaching-and-Non-Teaching-Staff.pdf
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The institution has a pre-defined mechanism for internal and external financial audits.

Internal audit

In the initial stage, pre-audit is done by the accounts department. The internal audit is conducted for clarity, authenticity, transparency, and financial accuracy where Income/Expenditure Accounts are closely monitored and compared with the financial budgets for the financial year.

External audit

The external audit takes place annually after the completion of every financial year. The accounts of the Institute are audited

every year by a qualified chartered accountant firm. The income-expenditure statement and balance sheet are prepared for each financial year and submitted to the Income Tax department by the approved auditor.

The process of checking and verification of accounts continues for 8 to 15 days every year. The bills and vouchers of the revenue expenditure are checked. The proper records with the concerned Department of capital expenditure are also checked and verified. Based on the suggestion given by the Auditor, the corrective measures to improve the process are incorporated.

File Description	Documents
Paste link for additional information	https://surajmalmemorialeducationsociety.org/finance-committee/
Upload any additional information	View File

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

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

0

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The Resource mobilization policy of the Institution serves to identify the funds available for the smooth conduct of various programmes. As the Institute is a self-financing Institution, its income is primarily from tuition fee receipts, as fixed by State Government. Funds are also generated from sources like student activity fees, placement fees, and sponsorships and are

managed in a very effective and efficient manner. The policy outlines the following procedures for the efficient management of generated funds:

- The Institute has a Governing Body, Purchase Committee, and associated bodies which help in the preparation, division, allocation, and utilization of funds.
- The expenditures are made according to the given budget proposal.
- The utilization of these funds is ensured through financial auditing.
- Salaries, PF, and other incentives are provided to the staff.
- Adequate funds are allocated for effective teaching-learning practices.
- A monetary Award for research work is awarded to faculty members ranging from Rs. 5000/-to Rs. 20,000/-.
- National and International Conferences, Seminars, Workshops, FDPs, Refresher Courses, Guest lectures, field trips, and industrial visits are organized.
- Scholarships awarded to the meritorious students.
- Enhancement of library facilities, Laboratories and IT infrastructure up-graded.
- MS Teams and Tally Software purchased.
- Funds provided for social service activities.

File Description	Documents
Paste link for additional information	http://www.msijanakpuri.com/wp-content/uploads/6.4.3-Mobilization-of-Funds-2021-22.pdf
Upload any additional information	View File

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

IQAC has contributed significantly for institutionalizing quality assurance strategies and processes. Following are the two examples of best practices institutionalized.

1. Performance and Academic Audit by IQAC through higher

authorities to increase and maintain the quality education. Academic Committee is set up for this purpose to review the academic progress regarding the teaching-learning process through the following:

- Academic Calendar and Timetable is prepared.
- Timely delivery of lesson plans using standardized lesson plan formats.
- Conduct of teaching performance to monitor the regular delivery of lectures.
- Inspection of Course coverage and Attendance registers by the Management to bring about quality improvement in academics.

2. Development and maintenance of harmonious educational atmosphere and accountable attitude among stakeholders to encourage healthy discussions and promote an open and welcoming work culture.

a. For Employees

- The employees can meet the Director and Chairman-SMES for redressal of any grievances.
- Director, MSI / HODs holds regular meetings with all staff members for quality improvement.

b. For Students

- The institution has a student grievances committee, Students' Welfare, Anti-Ragging, and discipline committee.
- The students can contact Director directly/visit the Grievance redressal portal on MSI website/put their suggestions in the suggestion box available on campus.

File Description	Documents
Paste link for additional information	http://www.msijanakupuri.com/wp-content/uploads/6.5.1-IQAC-contribution-for-institutionalizing-the-quality-assurance-strategies-1.pdf
Upload any additional information	View File

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

Institute focuses on learner-centric education approach that shifts the role of the teachers from contributors of information to facilitating student learning through appropriate practices.

Reform No 1: Enhanced Use of ICT Resources for teaching-learning:

Under the supervision of IQAC, the Institute was proactive in ensuring regular online and offline studies. Institute has purchased MS Teams software, advanced ICT tools, broadband internet Wi-Fi facility (200 Mbps Internet Leased Line). The Institute switched to online platforms like Microsoft Teams, Google Meet, Google Classroom, Zoom to conduct regular internal assessments and examination, classes, sharing of study material, conducting extracurricular activities.

Reform No.2: Use of Online Students Feedback/ Online Mentoring Feedback and Online Program Exit and Semester Exit Feedback for review and improvement of the teaching-learning process.

The Institute with the help of IQAC has adopted a feedback system that takes suggestions from stakeholders to obtain an honest opinion about the institutional performance, especially in academics. Online feedback is collected from the students which are analyzed department-wise, semester wise, class-wise and subject-wise feedback which is reviewed for improvement in teaching-learning process. Online Semester Exit and Program Exit Feedback from the students is also introduced for improvement in the teaching-learning process.

File Description	Documents
Paste link for additional information	http://www.msijanakupuri.com/wp-content/uploads/6.5.2-Teaching-Learning-Process-2021-22.pdf
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	A. All of the above
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File Description	Documents
Paste web link of Annual reports of Institution	http://www.msijanakpuri.com/wp-content/uploads/ANNUAL-REPORT-2021-22.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

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 year

The institute is sensitive and committed towards gender equity issue. It has an effective women development cell which creates awareness regarding gender equity. The center aims at creating awareness among students about respect for all human beings & that everyone is valued and favored equally regardless of their gender. Measures initiated by the Institute to promote gender equity are:

- 17th May 2022, sensitization and distribution of sanitary napkins, wipes and sanitizers to all staff and students at campus was done.
- On the occasion of International Women's Day 8th March 2022, Women Development Cell of the Institute in collaboration with Delhi police conducted a self-defence session in the auditorium at 11:00 am.

- On 11th October 2021, Women's Development Cell and NSS volunteers organized an event on the occasion of International Day of the Girl Child 2021. It was attended by 150 attendees.
- For safety and security purpose the institute has restricted entry at the gates with guards deputed to check the entry of undesirable elements in the institute and also the entire institute is monitored under CCTV camera coverage.
- The institute also has a counsellor who conducts regular counselling sessions of students to counsel them on various psychological & sociological issues.

File Description	Documents
Annual gender sensitization action plan	http://www.msijanakpuri.com/wp-content/uploads/Criteria-7.1.1.annual-gender-sensitization-plan-21-22.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	http://www.msijanakpuri.com/wp-content/uploads/Specific-facilities-provided-for-women.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The institute has its focus on cleanliness and proper waste management of degradable and non-degradable waste. The waste management facilities in the institute are:

- The college has implemented a solid waste management system in which segregation of wet, dry, paper and green waste, by setting up of dustbins of different colours. The green coloured dustbins are for wet & biodegradable wastes, blue dustbins are for disposal of plastic wrappers & non-biodegradable wastes, yellow dustbins are for papers & glass bottles, which are disposed on daily basis to the MCD trucks outside the institute.
- Due to the nature of the courses taught, no biomedical waste material is produced in the institute.
- In order to manage the E-waste the institute has a scheme through which electronic and computer accessories which are "obsolete" are exchanged with new equipment under buy back scheme. Old computers after repair & upgradation are donated to a school in Shamli. Also, the Institute outsources the maintenance and repairing of IT infrastructure such as Computers, Printers, LAN, facilities, Modems, Routers, Internet facilities including Wi-Fi, broadband & amplifier.
- Due to the nature of the courses taught, there is no hazardous waste material which is produced in the institute.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	http://www.msijanakupuri.com/wp-content/uploads/Criteria-7.1.3.geotaaged-photos.pdf
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge

B. Any 3 of the above

Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	
File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File
7.1.5 - Green campus initiatives include	
7.1.5.1 - The institutional initiatives for greening the campus are as follows: <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 	A. Any 4 or All of the above
File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File
7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution	
7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following <ol style="list-style-type: none"> 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities 	A. Any 4 or all of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (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

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

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 200 words).

The institute is committed to creating an Inclusive environment, taking care to cater to the needs of all sections and cultures of society. To inculcate harmony towards cultural diversity, a number of events were organized in the Year

2020-21.

- On 1st February 2022 a seminar on glimpses of different childhood in India was organized to focus on the stories of children growing up in vastly differing circumstances from different cultures of India. The aim of the event was to promote tolerance for cultural and socioeconomic differences.
- On 3rd December 2021, Maharaja Surajmal Institute celebrated International Specially-abled day in the college auditorium. The event had more than 100 participants and it had multiple cultural acts. Its message was to be more sensitive towards the children with special needs.
- On 11th October 2021, a slogan writing competition was organized in the MSI auditorium on International Day of Girl child, by the NGO Sarthak Prayas, to promote harmony towards all gender.
- On 31st August 2021, a special lecture was organized on "Mental health awareness", it focussed on making every person aware about mental health issues. The aim of the event was to promote tolerance for people from communal, socioeconomic and other diversities.

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

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Throughout the year the institute has made dedicated efforts to make its students and employees not just aware of their constitutional rights but also corresponding duties through which they can be an asset to the society. Following are few of the activities conducted in the Institute:

- Awareness Campaign was organised by the Eco Club on 13/08/2022 to motivate the staff and students of MSI towards their responsibilities and obligations as citizens to Hoist the National Flag in their homes to celebrate the 75th year of India's Independence.

- On 21st December 2021, the key note speaker of the faculty development program on NEP 2020, Lt. General J.P.Nehra, of Indian Army gave a lecture in the institute auditorium on rights, duties, leadership and ethics at workplace, which was attended by more than 100 participants.
- In order to spread awareness and reduce elder abuse Project Vriddhi by NSS Cell on 23, December 2021 had organized a visit to Old age home and gifts were given to them. There were more than 90 participants in the event.
- On 16 September 2021, NSS Cell of Maharaja Surajmal Institute invited two speakers who were veterinary doctors to its webinar "Tails of Hope" raising voices against animal abuse.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	View File

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. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff

4. Annual awareness programmes on Code of Conduct are organized

A. All of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Following activities were organized by MSI to commemorate National and International Days:

- On 13th August 2022, Independence day was celebrated in the institute by hoisting the National Flag in the college campus in the presence of the staff & students of the institute.
- On the occasion of International Women's Day 8th March 2022, the Women Development Cell of Maharaja Surajmal Institute in collaboration with Delhi police conducted a self-defense session for students in the auditorium at 11:00 am.
- On 3rd December 2021, International Specially Abled day was celebrated in the institute auditorium which was attended by more than 100 participants. The message of the event was to be more sensitive towards the children with special needs and was communicated through various cultural activities.
-
- On 14th September 2021, Hindi Diwas was organized by the B.ed Department of MSI, in which various competition like self composed hindi poems, quizzes, etc were organized.
- On 4th September 2021 Teacher's Day was celebrated in the auditorium with all the Covid appropriate behaviour in place, it had self-written poems. The teachers were entertained with certain games like antakshari, guess the song, tongue twisters etc. in which all the teachers took

active participation and enjoyed.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

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

1. Title-Addressing heterogeneity and creating inclusion.

Objective: To address heterogeneity and create an inclusive environment.

Context - In Indian society known for its diversity, there is a lurking need to embrace and cater the differences through inclusion.

Practice: Identification and Additional inputs are given to exceptionally bright students and remedial classes for below average.

Evidence of Success - The pass percentage is very high and placement record is outstanding.

Problems Encountered- To ensure inclusiveness and address heterogeneity, teachers have to be more creative and keep abreast with learning requirements of diverse learners.

2. Title:Building a Legacy of Academic Excellence and Producing Gold Medallists

Objective: To attain and maintain academic excellence.

Context - In present times, there is a need to identify and nurture outstanding students and thereby providing them enriching opportunities outside of the constraints of textbooks and prescribed curricula to attain their potential.

Practice: The Institute focuses on imparting the knowledge deemed 'Must know, Should know and Could know' through seminars, webinars, experiential learning, continuous assessment etc. and also offers best state of art infrastructural facilities.

Evidence of Success -MSI has created a legacy of producing Gold Medallists across courses over the years.

Problems Encountered-

With the rapid change in the face of education in the post covid times, students and teachers alike have to evolve themselves further to keep pace and remain relevant.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Moving from academic excellence towards academic & professional excellence:

1. **Academic Excellence** - The main factors which cater to the academic excellence are innovative methods of teaching, dedicated teachers and excellent environment. MSI students are consistently in the University top rankers list. Also, the institute has a legacy of creating Gold medallists.
2. **Professional Excellence**- Specific activities for professional development are organised regularly by the various societies of the institute such as Rekit, the gaming society; ENACTUS; Meraki, the fine arts society; Nature Knocks, the eco society; Innovate, the technical society; VITT, the financial and investment cell; Synergy; ADVERTERE, the marketing society; ANTARA ENCORE the music society; E-Cell, the entrepreneurship cell.
3. **Regular Monitoring & Implementation of the code of**

conduct - In order to ensure discipline in the campus, there is an emphasis on implementation of code of conduct at all times. There is an active discipline committee which conducts proper monitoring & maintains discipline of students.

4. Placement Initiatives - The placement cell tirelessly works to secure best placements for students. The various initiatives are helping the institute move towards professional excellence which is reflected in placement of majority of students in reputed organisations with packages as high as 18.5 lacs p.a.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

Following Activities will be organized in the upcoming academic year 2022-23

1. Professional Excellence- Workshop on learning to Observe & Listen, seminar on CV & Resume building, seminar on Glimpses of childhood in the light of NEP 2020, lecture on life skills for netizens, guest lecture on networking & Group Discussion, guest lecture on Briefing students about Banking exams, lecture on Mental health, seminar on cloud computing, seminar on artificial intelligence, special lecture on ICT skills, guest lecture on ethical hacking, guest lecture on Robotics.
2. Regular Monitoring & Implementation of the code of conduct - The discipline committee have planned discipline duty charts for all the faculty members. Also regular monitoring will be carried out by the management, Director and HODs.
3. Placement Initiatives - Various events like an industrial visit to mother dairy, industrial tour to CISCO, guest lecture on overseas opportunities, educational tour by BBA department, pre-placement workshop by BCA department, webinar on marketing master, etc have been planned, Business idea competition by E-cell, E-submit, workshop on "How to start a business", Career edge workshop.
4. Value Addition Initiatives- There will be International Day of Girl Child celebration, Guru Nanak Jayanti about

Sikhism the symbol of self-less service, celebration of national youth day, rangoli completion, kite making competition, Hindi Diwas celebration, seminar on Gender Sensitization, lecture on human ethics & values, group discussion on environment protection.