



Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution		MAHARAJA SURAJMAL INSTITUTE
Name of the head of the Institution		Prof. (Dr.) Rachita Rana
Designation		Director
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		01125552667
Mobile no.		9891113744
Registered Email		principalmsi@yahoo.co.in
Alternate Email		iqac@msi-ggsip.org
Address		C-4, Janakpuri, New Delhi
City/Town		New Delhi
State/UT		Delhi
Pincode		110058
2. Institutional Status		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Urban
Financial Status	Self financed
Name of the IQAC co-ordinator/Director	Dr. Rajeshwari Malik
Phone no/Alternate Phone no.	01125552667
Mobile no.	9811637781
Registered Email	iqac@msi-ggsip.org
Alternate Email	rajeshwarimalik@msi-ggsip.org

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://www.msijanakpuri.com/aqar-2019-2020/
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	https://www.msijanakpuri.com/academic-calendar/

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B	2.70	2012	25-Aug-2012	25-Aug-2017
2	A	3.02	2017	25-Dec-2017	25-Aug-2021

6. Date of Establishment of IQAC	25-Aug-2018
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
IQAC Meetings held regularly	26-Sep-2020 1	19

IQAC Meetings held regularly	12-Oct-2019 1	20
IQAC Meetings held regularly	11-Jul-2020 1	19
IQAC Meetings held regularly	26-Sep-2020 1	19
JAC	04-Jun-2019 1	20
AAC (2018-19)	22-Jan-2019 1	19
AQAR	20-Sep-2019 1	20
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
N/A	N/A	N/A	2020 0	0
View File				

9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

4

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

Yes

If yes, mention the amount

75000

Year

2019

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

Academic Calendar for the session was more holistic in approach and its successful implementation was monitored by IQAC • Many activities were organized by IQAC under Corporate Outreach Programs initiated to bridge the skill gap. • Institutional Social Responsibility activities were given due importance. • Academic autonomy was ensured through systematic check points. • More faculty Development Programs, workshops and seminars were organised for ensuring quality in higher education and creating awareness to bridge the gap between traditional pedagogy and 21st century learner.

[View File](#)

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

Plan of Action	Achievements/Outcomes
Academic Calendar (Holistically designed)	The Academic Calendar for the session 201920 was more elaborate and was successful executed.
Corporate Outreach Programs initiated to bridge the skill gap	Many activities were organized during the session. Detail report in annexure.....
Institutional Social Responsibility activities were given due importance	Many activities were organized during the session. Detail report in annexure.....
Academic autonomy was ensured through systematic check points	All courses follow a lecture plan and all teachers prepare a course- file for their respective subjects each semester.
Faculty Development Programs were organized to ensure the continuous learning for teachers	Three faculty development programs were organized during the session.
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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
Maharaja Surajmal Institute	26-Sep-2020

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

Yes

Date of Visit

09-Oct-2017

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission	2019
Date of Submission	25-Feb-2019
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>The institution is steadily moving from the traditional to automated Management Information System (MIS). The following systems are fully functional in the Institute from last few years.</p> <ol style="list-style-type: none"> 1. Biometric Attendance System for Staff 2. Library is fully automated and uses the software Alice for windows by Soft link Asia Pvt. Ltd. 3. Institutional email system 4. Result and Students Performance Analysis Software 5. University Rank Apps (Result Checker Apps) 6. Online system for Daily Reports 7. MOOC and Google Classroom 8. CCTV and Security Systems 9. Publications in e-version 10. Android based Apps for various societies and events <p>Apart from these the students are encouraged to develop apps, websites and software as per the requirements. A special software development cell is highly active working on various projects. The social media profile of the institute is also actively managed by the team of students. The latest news, updates and information is provided to various stakeholders through Facebook, LinkedIn and other social media platforms.</p>

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

MSI has a well-planned process for curriculum delivery and documentation which calibrates with the commitment to provide best quality education for the students. The Institute works actively with the parent University GGSIPU for designing and development of effective curriculum which meets the demands of the society. MSI is committed to provide the distinctive learning environment and skills, for understanding of self and others, to learn to solve personal and social problems and continually improving the overall performance of the 'Quality Management Systems'. The vision and mission of the Institute is stated below: VISION "Developing new paradigms in education in management, computer application, e-business, teacher education and national values leading to student empowerment with an inclination for creative and cohesive group

functioning in a global scenario" MISSION MSI is committed to provide the distinctive learning environment for the development of professional competencies and skills, for understanding of self and others, to learn to solve personal and social problems and continually improving the overall performance of the "Quality Management System". The vision and mission of Maharaja Surajmal Institute are corroborated with the objectives of the society and reflects the commitment of the Institute towards holistic growth and development of the students and inculcating national and human values in them through academic, co-curricular and socially meaningful activities. Mission articulates on student's empowerment, developing, functioning and performing at the global level. In the contemporary circumstances, the need of the hour is to abreast students with the latest knowledge in respective disciplines and thus the Institute Organizes various programs such as Industry visit, Live Projects, Research Projects, Summer Internships. Also, the Institution focuses on developing new paradigms and inculcating strong value system for all-inclusive development of the students. The teaching, learning and evaluation schedules are strictly as per the Academic calendar notified by the GGSIP University. Smooth execution of classes is regularly monitored by the head of the institution and heads of the departments. The institute has well qualified, dedicated and experienced faculty. They are encouraged to participate in seminars/ workshops/conferences for keeping themselves abreast with the latest developments in their respective subjects. The pedagogy at MSI provides ample opportunities for students to develop into trained and competent professionals by keeping up-to-date of the ever changing technologies. For effective curriculum delivery, a number of traditional and modern teaching pedagogies such as the classroom lectures, power-point presentations, role plays, group-discussions, debates, seminars, workshops etc. are used. The Institute aims to achieve and excel as premiere technical/ management institution of the country. While teaching students and keeping pace with the evolving definitions and concepts, a sincere effort is also made to cover the latest developments in each subject area. The classroom environment is congenial and makes learning proactive and the students learn a sense of team spirit, responsibility and professional integrity. It helps in building a healthy student-faculty bond, which develops students to their fullest potential and harnesses the best in the teachers.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
N/A	Nil	Nil	Nil	Nil	Nil

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BCom	Commerce	01/08/2019
BBA	BBA General	01/08/2019
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BCom	Advertising and Brand Management	01/08/2019

BCom	Services Marketing	01/08/2019
BCom	Industrial Relations & Labour Laws	01/08/2019
BCom	International Business Management	01/08/2019
B.A.BED	Value Education	01/08/2019
B.A.BED	Adult & Population Education	01/08/2019
B.A.BED	Health and Physical Education	01/08/2019
BCA	Software Testing	01/08/2019
BCA	Multimedia and its Applications	01/08/2019
BCA	Microprocessor	01/08/2019

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

	Certificate	Diploma Course
Number of Students	Nil	Nil

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Summer School	17/06/2020	42
Winter School on Ethical hacking and web development	04/01/2020	12
Advanced Excel Training by ICT	28/01/2020	100
SHIBUI TALKS 4.0	07/09/2019	43
Financial Literacy course by ICT	01/02/2020	38
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BBA	Internship Programme	480
BCom	Internship	120
BEd	Internship	100
BCA	Internship	176
View File		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes

Employers	Yes
Alumni	Yes
Parents	Yes

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

Feedback Obtained

Feedback of stakeholders is sought regularly about institutions for ensuring their satisfaction. Accordingly, continuous review is carried out by respective committees and the recommendations are integrated in the Planning for upgrading, maintaining and utilizing physical, academic and support facilities. Along with, this feedback is analyzed at higher level of management and steps are taken to improve the functioning. Feedback of stakeholders is sought regularly about infrastructure and learning resources for ensuring their constant satisfaction. Feedback is also taken from faculty members, stakeholders and experts regarding industry trends and feedback to identify new demands of industry. Structured feedback is taken from students, alumni, employers and experts from academia, industry and research through course/programme review feedback. This ensures that the institute benchmarks its own processes and performance, thereby improving on a continual basis efficiency and effectiveness of its processes, backed by data. A dedicated team of faculty members takes feedback of internal and external subject experts including feedback of all course faculties of campuses to define/review the course objectives, contents, learning outcomes and assessment tools and put up the recommendations. Feedback is taken from eminent experts to integrate their feedback while defining curriculum/ programme. Feedback from students is also taken through class representative meetings, and corrective measures are taken accordingly to improve the teaching- learning processes. Students Feedback: The feedback is collected at specific intervals during the academic session. The academic feedback is taken every week from the class representatives. General Feedback: feedback is taken on regular basis regarding the general facilities including hostel-mess, canteen, computer lab general hygiene and cleanliness. The action against the problems of urgent /immediate nature are addressed by the authority immediately. The alternative issues which require management approval are addressed to the Honourable Chairman and corrective measures are then taken accordingly. Faculty Feedback: The academic behaviour feedback from the students are analysed and the essential corrective measures recommended to faculty members. The remarks are likewise shared with department for any corrective measures. Syllabus Coverage: One hundred syllabus coverage feedback is likewise gathered from the Individual Subject Teacher. Parents Feedback: The parents' meet performed by using university each month of the semester aside from different problems permits mother and father to give tips concerning their wards that is duly cited with the aid of the applicable individuals within the college. Alumni feedback: The alumni of the college whove moved on to industry or for higher studies additionally share their valuable inputs on how their years in the institution have helped them perform of their places of work/study. The alumni additionally supply constructive tips on helping the students gain extra recognition and improving themselves. Feedback and suggestions received for various Audit/Inspections like NAAC, SFRC, JAC etc. are considered and follow up is done.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the	Programme	Number of seats	Number of	Students Enrolled
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Programme	Specialization	available	Application received	
BBA	General	360	600	343
BBA	B&I	120	300	110
BCom	H	120	250	111
BCA	General	180	200	180
BEd	General	100	250	93
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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	837	Nil	79	Nil	Nil

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
79	79	Nil	Nil	9	Nil

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

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

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

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

Appreciation Ceremony is organized to appreciate meritorious regular students (100 attendance) The students who are little show in their grasping as compared to their counterparts are identified on the basis of their class participation, pass percentage, classroom performance and regularity in submission of assignments, punctuality and personal interactions. The institute through its teachers handles it sensitively, and pays required attention to learners with various paces. The institution adopts following strategies for facilitating and motivating the identified slow and better learners. For Slow Learners:

- Every department organizes a series of programmes like remedial classes, mock test, debates, group discussions, proficiency and personality development workshops.
- The mentors are appointed to meet the needs of the slow learners. They provide them personal, academic and social counselling.
- The mentor helps the students, particularly slow learners to develop their personality and move ahead. Class coordinators is appointed for every class to take special care, to monitor, guide and help the slow learners improve. On the other side, the institute also identifies, the advance learners and work them as per the requirements. Advanced learners are facilitated with state-of-the-art facilities in terms of well-equipped library provided with latest edition of books, online journals, computer labs, internet and other amenities. Co-curricular

or extra co-curricular activities encourage participative learning approach. Advance learners also encouraged to take up internship and industry-based projects. Students also participate in research activities like management technical fest, quiz, debates, seminars, exhibitions, colloquium etc., are conducted for advanced learners to motivate them and help them excel in all the fields. As a result of well-groomed advanced learners, the institute has bagged so many gold medals so far, higher than any other affiliated Institute of GGSIPU.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2184	79	1 : 28

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
11	11	Nil	11	3

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2020	N/A	Nil	Nil
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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BCom	888	Aug-Dec	15/07/2019	20/12/2019
BCom	888	Jan-June	06/01/2019	05/06/2019
BBA	018	Aug-Dec	15/07/2019	20/12/2019
BBA	018	Jan-June	06/01/2019	05/06/2019
BCA	020	Aug-Dec	15/07/2019	20/12/2019
BCA	020	Jan-June	06/01/2019	05/06/2019
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Assessment on continuous basis considering weight age from 25-50 in internal marks, depending upon course objectives, learning outcomes and pedagogy is done. Various components for continuous assessment are defined and used. Semester Internal examination- written examination is held every semester end. The end semester internal examination weight varies from 75-50. Students subject knowledge is assessed through direct and indirect methods of assessment methodology/tools like case studies and comprehensive studies are used keeping in mind the learning outcomes or parameters to be measured and emphasis on delivery of a programme as prescribed in the course curriculum is done. The students those who are slow in their grasping power as compared to their counterparts are identified on the basis of percentage, classroom performance,

participation in class, regularity in assignment submission, personal interaction and punctuality. The institute with the help of teachers handle it sensitively and pays attention to learners with various paces. Revision lectures are conducted for students to have insight to the previously covered topics. Parents are also kept in the loop the institute provide academic counselling through parent teacher meeting (PTM) on regular intervals to enhance the communication between parents-teachers-students. Class room interaction and Co-curricular activities: The activities, i.e., quizzes, assignments, every day attendance and mid-term examination are conducted. The students are assessed and marks are provided to them session with department and as per the institute suggestions/coverage. The internal and outside idea marks then will become the very last cease semester fulfilment of the scholar.

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

The institute adheres to the Academic Calendar prepared according to the calendar provided by GGSIP University. Every year the academic calendar is prepared for the institute and department wise activity schedule is also prepared for the smooth functioning. This ensures that the curriculum is enriched through related activities, like, extension series, guest lectures and interaction with industries. The academic calendar was prepared and followed for conducting the examination and other relevant activities. The academic calendar is also displayed on the college website and also shares with the head of the departments so as to ensure proper execution. A copy of academic calendar for session 2019-2020 is attached (Annexure 1) for reference. The institute is affiliated to GGSIP University, so we follow the academic calendar provided by the University. The institute prepare their own academic calendar for various programmes which follow the timelines/guidelines and academic schedule of the affiliating University. Generally, the GGSIP University gives guidelines on the following in their academic schedule, along with annual, cultural and sports meet schedule. • Beginning of the academic session. • Mid-term examination schedule. • Annual cultural fest. • Annual cultural meet. • End term theory and practical examination schedule. • Vacation schedule. • Last working day of the semester.

2.6 – Student Performance and Learning Outcomes

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

<https://www.msijanakpuri.com/departments-courses/>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
017	BBA	General	395	388	98.23
021	BEd	General	92	92	100
146	BCom	H	55	55	100
020	BCA	General	170	170	100

[View File](#)

2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nill	Nill	N/A	Nill	Nill
View File				

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
N/A	N/A	

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Nill	Nill	N/A	Nill	Nill
View File				

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

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
0	N/A	N/A	Entrepreneurship Development Cell	To facilitate networking and establish collaborations for undertaking multi-disciplinary and interdisciplinary research.	01/08/2019
View File					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
BBA, BCOM and B.ed	4

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

Type	Department	Number of Publication	Average Impact Factor (if
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			any)
National	BBA	10	Nil
International	BBA	12	Nil
National	BCA	7	Nil
International	BCA	7	Nil
National	BCOM	4	Nil
International	BCOM	Nil	Nil
National	B.ED	3	Nil
International	B.ED	2	Nil
View File			

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

Department	Number of Publication
BBA	23
BCA	33
BCOM	5
B.ED	3
View File	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
N/A	N/A	N/A	2020	0	N/A	Nil
View File						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
N/A	N/A	N/A	2020	Nil	Nil	N/A
View File						

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	6	43	6	Nil
Presented papers	Nil	1	1	Nil
Resource persons	Nil	2	1	3
View File				

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Instagram Live session	NSS-MSI	2	60
Webinar on Depression	NSS-MSI in Collaboration with E-Cell, MSIT	2	200
Espresso	NSS-MSI	2	100
Educational Seminar	NSS-MSI in Collaboration with Byius's and Career labs	2	150
Online Campaigns	NSS	2	50
PUBG Fundraiser	NSS- MSI in Collaboration with Rekt- The gaming society of MSI	2	400
Project Manzar	NSS cell of MSI in Collaboration with AIESEC in Delhi IIT	2	50
Blood Donation Camp	NSS MSI with Prakriti MSIT with collaboration The Rotary Blood Bank	2	150
Cleanliness Drive	NSS Cell of MSI	2	300
Annual Sports Day	NSS-MSI in Collaboration with Prakriti MSIT	2	2000
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Nil	N/A	Nil	Nil
View File			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agen cy/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Plantation and Environmental Awareness Drive	Eco club of Maharaja Surajmal Institute	Plantation and Environmental Awareness Drive	5	100

[View File](#)

3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
Nil	N/A	Nil	Nil

[View File](#)

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Internship	1) PSE-I, 2) PSE-II 3) Internship	DPS Mathura Road, SM Arya School, GGSSS NO.2 Janakpuri, DAV Public School, Patel Nagar Modern Convent School, Dwarka Sarvodaya School, Bindapur N.K. Bagrodia Global School, Venk ateshwara In ternational School, Dwarka, NDPS Vikaspuri, Vishal Bharti Pub	15/05/2019	29/05/2019	279

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
MOU:MSI AIFMR	03/01/2020	Courses-Advanced Excel Financial Markets	100

ICT Academy	18/02/2020	Financial Literacy	100
View File			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
35641514	25693999

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Others	Existing
Video Centre	Existing
Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing
View File	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
Alice for Windows (AFW) by Softlink Asia Pvt. Ltd.	Fully	6.00.016	2020

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	24868	Null	1145	26013	26013	26013
View File						

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Dr. Monika Tushir	Management Process and Organisational Behaviour	Online	01/08/2020
View File			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	0	0	0	0	0	0	0	0	0
Added	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0

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

100 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Subject Notes and Previous year Question papers of all Departments	https://sites.google.com/site/centrallibrarymaharajasurajmal/resources/e-resources?authuser=0
DELNET	www.delnet.in
DELNET E-Books reference	https://sites.google.com/site/centrallibrarymaharajasurajmal/resources/useful-resources-for-students?authuser=0
DELNET E-Journal (Management)	http://164.100.247.25/basisbwdocs/manager.html
DELNET E-Journal (Computer Science)	http://164.100.247.25/basisbwdocs/computer-science.html
DELNET E-Journal (Education)	http://www.e-booksdirectory.com/listing.php?category=68

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
21250000	21250000	134287200	108271516

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

Institute makes budgetary provision under different heads for maintaining and utilizing the campus infrastructure facilities. Institute development committee assigned enough funds for maintenance and repairing. The allocated funds are

utilized under the observation of various monitoring committees such as Purchase committee, Repair and maintenance committee, Sports Committee, Library committee, Lab Maintenance Committee, Students Feedback committee etc. of the college. To maintain and upkeep the infrastructure Institute facilities and equipments, following activities are undertaken by college:- There is Stock Maintenance Committee in every department, who maintains the stock register by physically verifying the items round the year. • Department wise annual stock verification is done by concerned Head of the Department. • Regular maintenance of Computer Laboratory equipments are done by Laboratory • Assistant along with Laboratory attendant and they are headed by Lab Maintenance Committee Convenor. • Overall development of campus is done by Campus Discipline and Cleanliness Committee of the college. • Regular cleaning of water tanks, proper garbage disposal, pest control, landscaping and maintenance of lawns is done by Institute Fourth Class Employees. • College campus maintenance is monitored through regular inspection. • Upkeep all facilities and cleanliness of environment in men's and women's hostel is maintained through Hostel monitoring committee. • Outsourcing is done for maintenance and repairing of IT infrastructure such as computers, internet facilities including Wi-Fi and broadband. Updating of softwares is done by lab assistants. • Outsourcing is done for the maintenance of wooden, furniture, electrification, and plumbing. • Regular maintenance of the water cooler and water purifier is done by outsourcing agent. • The maintenance of the reading room and stock verification of library books is done • regularly by library staff. • The URL for Institutional Website: <http://msi-ggsip.org/>. • The URL to Institutional Library is :

<https://sites.google.com/site/centrallibrarymaharajasurajmal/>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Nil	Nil	Nil
Financial Support from Other Sources			
a) National	Post Matric Scholarship for Minorities (2019-2020), Post Matric Scholarship for Central Armed Police Forces and Assam Rifles (2019-2020), Prime Minister's Scholarship scheme for Ministry of Railways (2019-2020), Merit cum Means Income linked Financia	54	Nil
b) International	Nil	Nil	Nil

[View File](#)

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Skill Development Programme-Winter School on Ethical hacking and web development	23/12/2020	100	HACKVEDA
Skill Development Programme-Summer School	17/06/2019	100	HACKVEDA

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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	Career counselling aptitude building • Mentoring • Alumni Connect • Expert Industry Guidance	186	5	1	22
2019	• Career counselling & aptitude building • Mentoring • Alumni Connect • Expert Industry Guidance	50	50	24	27
2019	• Career counselling & aptitude building • Mentoring • Alumni Connect • Expert Industry	178	17	25	115

[View File](#)

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

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
19	7	5

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
ZS Associates	204	2	Nil	Nil	Nil
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5.2.2 – Student progression to higher education in percentage during the year

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

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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	1
SET	Nil
SLET	Nil
GATE	Nil
GMAT	20
CAT	120
GRE	25
TOFEL	30

[View File](#)

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

Activity	Level	Number of Participants
69	College and Inter-college	750

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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2020	N/A	Nil	Nil	Nil	Nil	Nil

[View File](#)

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

We at MSI are firm believer that Overall growth of students is possible only when we give students a platform to express themselves in their areas of interest other than academic front. We have total 11 societies run and managed by student's coordinator and overall coordination is done by Cultural Committee of the college. Various societies are namely: • Antra -En Core Singing Society • VITT: The Finance and Investment Society • Innovision Photography Society • Natraj Dance Society • Sifar: Dramatic Society • Tark Litrary Society • Veda Quiz Society • Bits Please Technical Society • Meraki: The Fine Arts Society • Advertere : Marketing Society • Rekt: Gaming Society

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

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

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

5.4.2 – No. of enrolled Alumni:

500

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

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

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

Decentralization 1. The Governing Body delegates all the academic and operational decisions based on policy to Director, HOD's, Committees members in order to achieve the vision and mission of the MSI. Faculty members, other staff members are given representation in various committees and allowed to conduct various programs to showcase their abilities. They are encouraged to develop leadership skills by being in charge of various academic, co-curricular, and extracurricular activities. 2. A team of Faculty members and Students coordinate the co-curricular and extra-curricular activities in the College. Moreover, the institute has open door policy, where anyone can talk to Director or Management by taking permission. Participative management 1. Moreover, IQAC Conducts meeting at regular intervals to discuss the compliance of the work done during previous semester and plan of the coming semester. All the staff members were involved in the decision making process and future course of action is decided after rigorous brainstorming. 2. Feedback of stakeholders is sought regularly about institutions for ensuring their satisfaction. Accordingly, continuous review is carried out by respective committees and the recommendations are integrated in the Planning for upgrading, maintaining and utilizing physical, academic and support facilities. The institute promotes all stakeholders to share their feedback regarding its functions and collects feedback form various stakeholders like Feedback from Students, Faculty, Alumni, and Parents. This ensures that the institute benchmarks its own processes and performance, thereby improving on a continual basis efficiency and effectiveness of its processes, backed by data

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

Yes

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Admission of Students	MSI is an affiliate College of GGSIP University. The admission is done through Entrance Examination conducted by University and based on their online admission procedure, students are admitted to Colleges based on their preferences and ranks. College is allowed to admit 10 students under Management seats, which is done on the basis of percentage in 12th examination and rank in CET Exam.
Industry Interaction / Collaboration	<p>Efforts are made to build and maintain excellent rapport with the Top Management of various Organizations and Industries and forge collaborative Industry, Academia alliances. This provides a unique and rare opportunity provided to students to learn the theoretical concepts practically. Institute is in process of initiating Memoranda of Understanding with major companies, where the component of learning that focuses on the application of theory in an authentic industrial context. Some of the major companies which visited the campus in the last academic session are:</p> <ul style="list-style-type: none"> • Industrial Visit To SEBI Regional Office, New Delhi For B.Com(H) Students • Industrial Visit To Max Insurance, Delhi For B.Com(H) Students • Indstrail Visit To TRAINING BASKET, ITHUM TOWER NOIDA For BCA Students • VISIT TO NCERT (CIET) By B.Ed Students
Human Resource Management	<p>We strictly believe in the motto of team building and collective decision making.</p> <ul style="list-style-type: none"> • The Institute organizes various orientation and enrichment programmes for both • teaching and non-teaching staff members for upgrading their skills in the latest technology. • Salary, pay-scale and increments are given to staff members as per Government • norms which leads to employee satisfaction. • The management contributes an amount equal to the employee share for EPF with Pension scheme and Group insurance. • Institute grants Medical, Casual, On Duty and Special Leave to its faculty members. And Non Teaching gets Medical, Causal and Earned Leave as per the norms of University. It also provides Maternity

Leave according to norms to its female members. • MSI provide Special Leave for pursuing higher studies, attending enrichment courses/seminars/conferences/workshops and exam duties. • The faculty and staff members are entitled to avail summer and winter vacations as per guidelines of the University. • MSI has Biometric, CCTV facility which are used for human resource management. • The institute also provides best faculty awards every year at the Annual Day function. • Also, the best researcher award and give away cash prizes to the deserving faculty members

Library, ICT and Physical Infrastructure / Instrumentation

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

Research and Development

All the departments of the institute have access to well-equipped computer laboratories with adequate infrastructural facilities to carry out the research projects. • For promoting research MSI has purchased subscription for various online research journals and libraries to provide latest resources for the faculty members. • The Institute Central library facilitates research-oriented books, journals e- journals for research reference. • Almost all faculty members are provided with personal computer which helps them carry out their research work. • The institute has Wi-Fi enabled internet facilities for the fast access to online resources. • The

faculty members are encouraged to publish their research contributions in various National International Journals and conferences. • The Institute encourages the research scholars by providing on-duty leave to focus on their research. • The institute motivates the faculty members to attend research-oriented seminars/workshops/conferences, etc., by providing special duty leave. • The Institute encourages faculty members to pursue Ph.D programmes in reputed universities. • The institute supports the researchers by providing high end computing facility with necessary software and with modern equipment's.

Examination and Evaluation

As per University rules, there is one Midterm examination to be conducted in a semester by the institution and at the end of semester End Term Examination is conducted by University, which is a centralized process managed by University. We at MSI follows a disciplined strategy for evaluating our students, which includes: • Continuous evaluation is done through class tests, assignments, viva and presentations. • For comprehensive evaluation: Students are evaluated on all parameters of personality. • ICT is used for evaluation of results.

Teaching and Learning

At Maharaja Surajmal Institute we follow a holistic approach for growth and development of students, our teaching and learning methodology includes brainstorming, presentations, quizzes, inquiry learning, hands on activities, case studies etc. ? We provide adequate infrastructural facilities for teaching learning. ? We have well qualified and experienced faculty members. ? We provide Computer Laboratories with latest configuration hardware and original licensed software. ? We have concept of mentoring to provide special care for students who are considered as slow learners. Each faculty mentor has a group of 15-20 students whose overall growth and development are continuously monitored to faculty and their problems are discussed. ? We at MSI believes that Education is a never-ending process, hence we motivate our faculty members to join Orientation Programme, Refreshers Courses, Workshops and FDPs

to upgrade their skills and constantly be in the process of learning so that they can percolate the benefits of their updated knowledge and skills to students. ? We motivate our faculty members to pursue higher studies. ? We aspire to be abreast with the latest innovations and technological developments, so we encourage our faculty members to use innovative teaching methodologies. ? MSI is WI-Fi enabled campus and provides facility for students to use internet as a resource in their studies. ? At MSI we have centralized IT savvy Library where student can utilize online resources for their knowledge building. ? MSI Library has huge library with over 27 thousand titles and various journals, magazines, newspapers etc. all available for students. ? We take special care for students with special needs by providing remedial classes, and give them permission to record classroom lectures.

Curriculum Development

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

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

E-governance area	Details
<p>Planning and Development</p>	<p>The institute has maintained its well updated internal system via emails it encourages optimization of the Internet technology for information dissemination. • Implemented SMS system for dissemination of information including regular notice to all faculty members.</p>

Administration	The website displays notices before admission, and reports of recent events written by students. • Notice display system for students and other stakeholders on the college website
Finance and Accounts	Fully computerized office and accounts section. • Maintenance the college accounts through Tally.
Student Admission and Support	Online admission including online payment gateway.
Examination	Sending Notice, Date Sheet and other examination related information to students via college website.

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2020	Dr.Kavita Pabreja	ICAIA Conference	ICAIA 2020 organized by MSIT	4000
2020	Ms.Proyanka Dhaka	IEEE Conference	IEEE	10000
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2020	The Corona Pandemic Challenge: Coping up with Physical, Emotional and Digital Stress	Nil	01/06/2020	01/06/2020	65	Nil
2020	Indias looming migrant crisis and relevance of the	Nil	06/06/2020	06/06/2020	65	Nil

	vision of Former Prime Minister Chaudhary Charan Singh					
2020	Ethical Issues in Research and Leadership Challenges in this hour of Crisis	Nil	17/06/2020	17/06/2020	67	Nil
2020	Human Values in Contemporary Scenario	Nil	20/06/2020	20/06/2020	66	Nil
2020	Webinar on Mental Well-Being: Grow through what you go through	Nil	25/05/2020	25/05/2020	61	Nil
2020	Emerging Trends in Big Data, IOT and Cyber Security	Nil	13/02/2020	14/02/2020	58	Nil
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
FDP on Faculty Development: Planning and Management for Institutional Excellence	1	18/11/2019	22/11/2019	4
Online FDP on Design and development of e-learning	1	10/05/2020	16/05/2020	7

Contemporary research practices in social sciences	1	30/05/2020	05/06/2020	7
One Week FDP on Open Source Tools for Research sponsored by Ministry of HRD, PMMMNMTT	1	08/06/2020	14/06/2020	14
Research Methods and Data Analysis using SPSS"(Module-I)	60	17/02/2020	19/02/2020	2
Python for Data Science, NPTEL online certification (funded by Ministry of HRD, Govt. of India) a 4week AICTE approved Faculty development programme	1	01/08/2020	15/09/2020	1
Online Refresher Course in Management	1	01/09/2019	16/01/2020	112
FDP on Machine Learning using Python	1	02/03/2020	06/03/2020	4
A one-week FDP on, "Process Management in Problem Solving" an online FDP (live), from 3 to 8 June, 2020.	1	03/06/2020	08/06/2020	5
Optimization using MATLAB	1	16/12/2019	20/12/2019	4
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time

Nil	99	34	Nil
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6.3.5 – Welfare schemes for

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

6.4 – Financial Management and Resource Mobilization

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

YES

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
N/A	0	0
View File		

6.4.3 – Total corpus fund generated

346997919

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	GGSSIP University	Yes	Director
Administrative	Yes	GGSSIP University	Yes	Director

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

In the Current Session Parent Teacher Meeting was held on 18.10.19 and 14.02.2020. •?Parents are cordially invited for Orientation Programme of their wards on their first Day of College every year. •?We conduct regular meetings and telephonic contact with the parents on monthly basis after attendance. Feedback from parents is given due consideration. •?Parents are always invited

for Appreciation Ceremony of Meritorious Students on Annual Day.

6.5.3 – Development programmes for support staff (at least three)

- MS Teams software training was provided to the Lab staff on 11 August 2020

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

#More open interactive and progress oriented organisational culture #the well-being of the employees Holistic' approach towards all the stake holders

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Academic Calendar for the session was more holistic in approach	01/07/2019	30/06/2019	30/06/2020	10
2019	Corporate Outreach Programs initiated to bridge the skill	01/12/2019	31/12/2019	Nil	48
2020	Institutional Social Responsibility activities were given due importance	01/06/2020	30/06/2020	30/06/2020	90

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Guest Lecture: Gender sensitization	15/01/2020	15/01/2020	69	14

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

The institute makes every effort to integrate cross cutting issues as Gender, Climate Change, Environmental Education, Human Rights, ICT etc., into the curriculum. The Institute provides various means to educate or aware the students on Climate Change and Environmental Education. Institute has dedicated environmental society which is basically an ECO club of students that organizes many events and aims at promoting and increasing environmental consciousness, awareness and responsibility amongst the Institute youth and the populace.

Every year a plantation drive is done in the campus having a special budget/sponsorship for the event. Dustbins are installed at various positions and cleanliness is maintained. Conscious efforts are made to switch off lights and fans when not in use, to save energy. The institute has installed solar panels for supplementing the need of power supply to the hostel. Cleanliness drive is organized to create awareness and motivation among students to keep the environment clean. Institution it is aware of the necessity of maintaining a green campus along with opting for environment friendly practices. To compensate for the loss of greenery due to the built up area, extensive green coverage has been created. Plethora of trees, plants, saplings and vegetables are planted in campus and are maintained by the gardener of the Institute.

Students of the college also contribute in the greenery of the campus by sowing and planting trees and saplings. Eco Friendly Initiatives Plastic Free Campus:

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

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	1
Provision for lift	Yes	1
Ramp/Rails	Yes	1
Rest Rooms	Yes	1
Braille Software/facilities	Yes	1
Rest Rooms	Yes	1

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2020	Nil	Nil	Nil	Nil	N/A	Nil	Nil
View File							

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Pradhan Mantri Mukhya Rahat Kosh	14/04/2020	The institute has come forward to support the nation in the time of

emergency. Donated Rs 13 Lacs to COVID-19 Pradhan Mantri Mukhya Mantri Rahat Kosh.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Workshop on stress Management	27/08/2019	27/08/2020	150

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

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

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Title of the Practice: Pedagogy addressing outcome based education and heterogeneity of intellectual evolution (NO ONE IS LEFT BEHIND) Objectives of the Practice : The objectives/intended outcomes of this best practice are: •?To facilitate effective teaching learning process in all the courses. •?To accomplish holistic growth of students and enhance their learning experiences and outcomes. To ensure effective teaching learning, students are actively involved in the teaching learning process through student centred innovative pedagogies such as inquiry approach, constructive strategies, project learning, brainstorming sessions, ICT based learning and presentations. Monthly attendance of the students is intimated to the students and their parents. On the basis of low attendance, students are detained from appearing in examination (at the end of the semester). Each department submits an annual report on the activities comprising academic activities, research and extension activities. Innovations in teaching/learning, publications, staff and student achievements, extra and co- curricular activities are also highlighted in the report. Annual reports of various departments are consolidated at the Director's office, which further goes to the Governing Body. To ensure quality sustenance and enhancement, the Institute periodically conducts the performance audit of the departments(by Internal Quality Assurance Cell) which includes review of Teaching - learning methodologies, result analysis, research output, Faculty Development Programs attended/conducted and Extension activities, Co- curricular and extra-curricular activities conducted during the year.

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

<https://www.msijanakpuri.com>

7.3 – Institutional Distinctiveness

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

Maharaja Surajmal Institute (MSI) is a self-financing, quality conscious and trend setting Institute with focus on providing equal opportunities for development of human potentials for every segment of society including the differentiated one. The MSI is a venture of its own kind where academics and

professionals have joined hands to aid and direct the agenda of education. The Institute, situated in the heart of Janakpuri is spread over about 8 acres of land and has best of Infrastructure and academic facilities with highly qualified and experienced staff and state of the art computer labs. The Institute has been established through the dedicated and selfless endeavors of educationists and social workers who are deeply concerned with the standards of education and are determined to upgrade the quality, content and direction of education. MSI has an Intellectual capital comprising of 90 faculty members dedicated to facilitate acquisition of conceptual understanding, skills and requisite behavioral qualities to groom students into tomorrow's Global Professionals. The institute has become one of the pioneers in promoting quality education at par with the best available in the region. The commitment and the dedication of management and faculty members enabled the college to thrive well over the years. In terms of placement, MSI boasts of not only a steady stream of campus recruiters but we have also assurances for future tie-ups and recruitment opportunities for our students. The institution conducts enrichment programmes such as Student Mentorship, Corporate Training Program, and Additional Skill Acquisition Programme to ensure holistic development of the students. Every year, students of MSI bag Gold Medals, receive merit certificates and achieve excellent results in exams held by Guru Gobind Singh Indraprastha University (GGSIPU) Also, MSI holds the reputation of being one of the best colleges under the GGSIPU. The vision and mission statement highlighting its distinctness are place prominently on the institute website. Also the ranking received at different survey like Times of India, India Today and inspections like JAC, NAAC are displayed on the home page of the institute.

Provide the weblink of the institution

<https://www.msijanakpuri.com>

8.Future Plans of Actions for Next Academic Year

Continuing with the tradition of striving for excellence, the Academic Calendar would be prepared, as per the Academic Calendar of the Affiliating University with additional activity. This year, we plan to make the Academic Calendar more 'action-oriented', especially as per the needs of various Departments. More extension lectures, industrial interaction and industrial visits will be scheduled, so as to bridge the gap between classroom teaching and industrial requirements. Also, keeping in mind the high level of stress among youth, new activities would be planned for the mental well-being of the youth. More activities of Social Outreach would be organised like donation camps, blood donations, plantation drives, environment awareness events etc. Apart from increasing the activities in these regular areas, we at MSI plan to do the following additional things in the next academic session. 1. Start NSS in the institution: National Service Scheme (NSS), is the Governments ambitious scheme to inculcate the sense of service, nationalism and humanity among youth. Through this scheme we would sensitize the students to share their 'blessings' with the notso- blessed people of the society. The process has been initiated, and the necessary formalities from university are likely to be completed soon. 2. Pre-Placement Activities: We are planning to conduct a large number of pre-placement activities for the final year students of various courses, so as to help them optimally utilise the benefits of placement opportunities. This is being initiated on basis of feedback received from various stakeholders. Shibui Talk Series: The biggest issue today is stress among youngsters. It is visible in ever increasing rates of suicide, drug abuse, depression etc among the college students. In order to help them understand life, healthy competition and beauty of 'everydayness' without stress, we plan to start a talk series, called Shibui Talks (Japanese word meaning beauty in Simplicity). 4. Alumni Registration: In this academic session, we also plan to expedite the process of registration for the alumni. Currently more than one thousand alumni are regularly in touch with

the institution, contributing towards making the institute a centre for excellence. Through registration, we would be able to unleash the huge potential of the alumni placements at respectable positions in different organisations globally. 5. Course Management: To implement the curriculum in a more effective manner, it is planned to follow new formats for lesson plan and evaluation. These have already been circulated to faculty members. Also progression of each student will be tracked to cater to individual differences. 6. Recycle-Reuse-Reduce: Keeping in mind the environment being harmed unnecessarily because of use of paper for reporting and record keeping, we at MSI would like to initiate the triple R solution for various processes. The aim is to move towards paperless office, for which we would identify various processes which can be made completely paperless in the first stage. Adding more processes to have a seamless system with minimum use of paper and hence contribute towards protecting tress and saving the earth.