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SMS
VARANASI

PART - A

Preface

It gives me immense pleasure and privilege as well to submit the Self-Study Report (SSR) of School of Management Sciences, Varanasi for the Cycle - I of accreditation by the National Assessment and Accreditation Council (NAAC), Bangalore.

The report has been prepared following the guidelines of NAAC and is a reflection of the academic and administrative activities happening during the past years in the institute focusing on curricular aspects ; teaching-learning and evaluation ; research, consultancy and extension ; infrastructure and learning resources ; student support and progression ; governance, leadership and management ; innovations and best practices. It is an endeavor which encourages us to capitalize on opportunities and be prepared to face the challenges by taking advantage of our strengths and addressing our weaknesses. This helps in developing better strategies for continuous improvement in the deliverables of the institute to the stakeholders.

A separate accreditation committee comprising of faculty members has been constituted to take the institute through the possible accreditation process. The committee has prepared the report through group discussions and regular interactions with the entire campus community. The report has been finalized with utmost sincerity, honesty and collective effort of the faculty & staff members which is now being submitted to NAAC for assessment & accreditation. This committee in due course of reporting the processes of the institute also found the opportunities for possible improvement. I take this opportunity to thank each member of faculty & staff involved in this accreditation process for their immense and tireless work.

We, at SMS Varanasi, look forward to the visit of the Peer Team from NAAC and believe their insightful observations would help the institute achieve its intended objectives better.

Date : 7th March, 2017

(Prof. P. N. Jha)
Director, School of Management Sciences,
Varanasi (UP)
Director
School of Management Sciences
Varanasi

Declaration by the Head of the Institution

I certify that the data included in this Self-study Report (SSR) are true to the best of my knowledge.

This SSR is prepared by the institution after internal discussions, and no part thereof has been outsourced.

I am aware that the Peer Team will validate the information provided in this SSR during the peer team visit.

Signature of the Head of the institution

Director   With seal
School of Management Sciences
Varanasi

Place : Varanasi

Date : 7th March, 2017

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Prof. P. N. Jha
D. Litt. (Management)
(Former Director, JDIMT, Punjab)
DIRECTOR

SMS VARANASI

SCHOOL OF MANAGEMENT SCIENCES

Approved by : AICTE Ministry of HRD, Govt. of INDIA

Certificate of Compliance

(Affiliated / Constituent / Autonomous Colleges and Recognized Institutions)

This is to certify that School of Management Sciences, Varanasi fulfills all norms

1. Stipulated by the Affiliating Universities and / or
2. Regulatory Council / Body [such as UGC, NCTE, AICTE, MCI, DCI, BCI, etc.] and
3. The affiliation and recognition [if applicable] is valid as on date.

In case the affiliation / recognition is conditional, then a detailed enclosure with regard to compliance of conditions by the institution will be sent.

It is noted that NAAC's accreditation, if granted, shall stand cancelled automatically, once the institution loses its University affiliation or Recognition by the Regulatory Council, as the case may be.

In case the undertaking submitted by the institution is found to be false then the accreditation given by NAAC is liable to be withdrawn. It is also agreeable that the undertaking given to NAAC will be displayed on the college website.

Principal / Head of the institution

(Prof. P. N. Jha)
Director
School of Management Sciences
Varanasi

Date : 7th March, 2017

Place : Varanasi

CAMPUS : KHUSHIPUR (MOHAN SARAI-MUGHAL SARAI BYPASS), P.O. - BACHHAON, VARANASI-221011 ● Phone:0542-2271771, 72, 3259266 Fax: 2271773
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E-mail: director@smsvaranasi.com ● Visit us: www.smsvaranasi

PART - B

EXECUTIVE SUMMARY

School of Management Sciences (SMS), Varanasi, came into existence in 1995 in the Holy City of Varanasi as a self-financed institution with its flagship programme – PGDBM. Established and nurtured under the academic care of some renowned management professors of Banaras Hindu University, the institution attained the grit to capture the core value of 'Quality' in the underpinnings of its very foundation in order to pioneer the spread of management and computer science education in accordance with the spirit of Higher Education as a private entity in the eastern part of Uttar Pradesh. In its proud standing of about twenty years so far, it went on experiencing scintillating success in its scholastic endeavour to prove its national character as a globally sensitive educational centre of excellence. Maintaining the core value – quality, as its mainstay in the pursuit of the gamut of academic & administrative activities focusing on the territory of 'teaching-learning', SMS, today, is regarded one of the most sought after institution for the academic programmes – PGDM, MBA & MCA at PG level, and BBA, BCA, & B. Com. at UG level, that it conducts.

Uttar Pradesh is the most populated State in India, but unfortunately belongs to a group of States having the least literacy rates. In such a background with the limitations of territorial disadvantages, SMS may not have a towering faculty-publications & research support, or a robust consultancy back-up, but the institution is certainly an acclaimed one in imparting an ethical value-lashed professional education. Holding the trait of cultural congruity of Varanasi, the institution is endowed with strong moorings in Indian ethics and values being reflected in its curricular, pedagogic, and research activities. It looks relevant to mention in the institutional snapshot that SMS has recently been accorded a prestigious position in the list of **'Top – 50 B-schools' in India** by one of the oldest B-school Rating Agency – Business India. The institute currently publishes four bi-annual research journals – Management Insight, Purushartha, Computing trendz, and SMS Journal of Entrepreneurship & Innovation, earning credit of being indexed in national and international databases. Supported by its foreign collaborators, Claflin University and

others, the institute has successfully organized so far four International Conferences, while the fifth one is slated for February, 2017.

As regards the academic courses' profile, SMS currently offers 6 programmes – 3 post-graduate courses, including PGDM, MBA, & MCA, and 3 undergraduate courses – BBA, BCA and B. Com. Among them, PGDM is an AICTE approved programme, whereas other postgraduate courses are conducted under the affiliation of Dr. A. P. J. Abdul Kalam Technical University (AKTU), Lucknow. The undergraduate courses (BBA, BCA, and B. Com.) are run as affiliated programmes of another state university, Mahatma Gandhi Kashi Vidyapeeth (MGKV), Varanasi, as per the state government rule. Thus a clear-cut dichotomy in the curricular management has been the destiny of the institution. The institute is very clear with the objective of providing quality education at all levels to every student. The vision of the institute aims at becoming a constantly growing institution imparting globally oriented professional education and leadership traits lashed with ethics & morality.

The mission of the institute focuses on creating an excellent learning ambience that inducts in itself the outcomes of innovative teaching, research and consultancy towards producing professionals capable of answering global challenges and demonstrating high ethical and moral standards.

The Self Study Report for the accreditation represents the core functions and activities of the institute and also highlighting the quality sustenance and enhancement measures taken by the institution. They are presented as per the guidelines given in respect to all the seven criteria of NAAC.

I.   CURRICULAR ASPECTS :

The institute makes constant endeavor to remain the most sought after seat of teaching-learning in the areas of management and computer sciences as an affiliate to the universities it is associated with. The vision, mission and objectives of the institution reflect the core values of higher education, and are effectively communicated to the students, teachers, staff, and other stakeholders. Curricula for five courses are provided by the university while the curriculum for PGDM is governed by the institution itself. Action plans for proper development and deployment of these curricula are made and strictly adhered by the institute. For

effectively translating the curriculum and improving teaching practices, the teachers are provided procedural and practical supports from the institute as well as universities. Institute understands that acquisition of competencies occurs at different paces for advanced and slow learners. Accordingly, various initiatives have been taken by the institute for effective curriculum delivery and transaction, such as lecture plan, a wide range of teaching pedagogy, regular tests, competency profiling & mapping, industrial exposure, practicals, personality & employability development programmes, exposure to global business environment, faculty training & development, a rich library & computer centres, one of the best ICT support, modern class rooms, mentoring & counseling system, yoga & meditation, mechanism to redress ragging & sexual harassment, various scholarship schemes, guest lectures, tutorials & remedial classes, a number of extension activities, icampus, publication of four research journals, etc. With a view to effectively operationalize the curriculum, the institute regularly interacts with beneficiaries like, industries, research bodies and universities. It has faculty representation on the Board of Studies of the university, and also sends the suggestions on curriculum following feedback from the stakeholders. On the basis of need assessment, the institute plans, designs and develops the PGDM curriculum that does not come under university-purview. Further, the institute has mechanism to analyze and ensure that the stated objectives of curricula are achieved in the course of implementation.

Being a self-financed institution, it offers four courses in the area of management & commerce, and two under computer sciences. Additionally, a number of enrichment programmes such as, Courses of Independent Study, NCFM modules, SAS, SPSS, .Net, Android, Foreign Language, Spoken Tutorial Project from IIT Bombay, connectivity to NPTEL, Employability Enhancement Programme, etc. plus a wide elective options are available. Facility of Choice Based Credit System is also provided. Several skill oriented programmes, relevant to regional and global employment markets are also run. At present, five of the six courses follow a semester system.

In order to enhance the experience of the students to cope with the requirements of the employment market, the institute supplements the university curriculum with a number of initiatives as well as integrating the same with several cross cutting issues

relating to gender, climate & environment, ICT, human rights, etc. It is equally ensured that all the learners could have sufficient access to various enrichment and value-added programmes on aspects like ethical & moral values, employable & life skills, better career options, community orientation, etc. for their holistic development. Institute has a mechanism to monitor and evaluate the quality of enrichment programmes being offered. A system is in place to obtain structured feedback from students and other stakeholders to be used towards enrichment of curriculum, and also sending needful suggestion to the university on curriculum-enrichment.

II.   <u>TEACHING – LEARNING AND EVALUATION :</u>

The institute makes efforts to serve students of different backgrounds and abilities through effective teaching-learning experiences. The process of admitting students follows a widely publicized, transparent and well-administered mechanism, complying with various norms of the regulatory agencies. The enrolled profiles are reviewed and the outcomes are used for improvement of the process. Student profile is having representation of students' community from different geographical area and socio-economic, cultural and educational backgrounds. All the admitted students are subjected to a comprehensive orientation programme, and assessment of the learning levels of advanced and slow learners is made so as to design compatible programmes for them. In order to foster an inclusive academic ambience, the institute analyses the academic growth of differently-abled students and provides tutorials for needy students.

The institute understands that diversity of learners influences the extent of their learning, and therefore the teaching-learning modalities of the institute are rendered to be relevant for the learner-group. The teaching schedule is meticulously planned and organized, and students centered methods are an integral part of the teaching pedagogy adopted by the faculty. For enhancing learning experiences, participative learning, problem solving techniques, experiential learning, projects, field experiences, latest technologies including materials from **NMEICT, NPTEL,** etc. are used. The institute follows mentorship system to meet the academic and personal needs of students. The learning environment is conducive for critical thinking,

creativity and scientific temper. Feedback on the evaluation of faculty is an important part for improving the quality of teaching-learning process.

Institute maintains adequate and well qualified faculty from diverse backgrounds. It facilitates the participation of teachers in teacher recharge programmes, both in India and abroad. The institute regularly organizes faculty development and staff training programmes. It also strives to attract and retain faculty of eminence. Faculty members take initiative to learn and keep abreast of the latest developments, to innovate, continuously seek improvement in their work and strive for individual and institutional excellence. The institute has taken steps to facilitate mobility of its faculty through exchange programmes. The entire gamut of teaching-learning activities is subjected to an effective mechanism of evaluation process. It helps in enhancing the competence of students, and to further gauge the knowledge and skills acquired at various levels of the programmes. The evaluation process is disseminated among the stakeholders, and the transparency & security of evaluation system is ensured. The institute adheres to the academic calendar for conduction of examination, that involves the use of technology in its management. The institute also has a mechanism for redressal of grievances in respect to evaluations.

Institute looks at learning outcomes as the desired outcomes of the teaching-learning process in terms of acquisition of the skills and knowledge. For the purpose, the graduate attributes are well-defined and it is ensured that various programmes and activities contribute in achieving the stated graduate attributes. The achievement of intended learning outcomes is an integral part of the pedagogical and assessment protocol of the programmes. The institute encourages deployment of innovative technologies to enhance student-learning, and further has mechanism to analyze short falls in achievement of learning outcomes in order to apply improvement measures.

III.   RESEARCH, CONSUTANCY AND EXTENSION :

Post graduate education is a field where the nature of learning is very vibrant. It not only encourages the self-learning but also motivates the participants to be entrepreneurs. Such a form of learning needs consistency in research to make the

process more current and dynamic. The institute facilitates its faculty to undertake research by providing research facilities in terms of laboratory, equipment, internet connectivity, research journals and research incentives. Institute encourages and promotes a research culture by organizing workshops, training & development programmes, sensitization programmes, visits of the researchers of eminence, etc. For boosting the research ambience effectively, the institute has got a **Research & Development Cell** that also encourages the faculty to undertake interdisciplinary research and to collaborate with other organizations & industry for research purposes in the light of a well-documented **'Research and Publication Incentive Policy'** of SMS Varanasi. Faculty are given due recognition for guiding research. The outcome of the effort is visible in as much as quite a large number of faculty members are NET qualified and several of them have either attained doctoral degree or staying at the verge of submission of their Ph. D-thesis in institutions of repute. Institute provides study / sabbatical leave and other benefits for the purpose. The institute has got financial provisions in its budget to support even the students' research projects. At the same time, institute encourages the mobilization of resources from external agencies like, ICSSR, UGC, DST, etc. Institute makes efforts to improve its infrastructure requirements to facilitate research. Centre for Spiritualism and Human Enrichment, Centre for Entrepreneurship, Innovation & Skill Development have been established to promote research in prioritized areas. They are today known as reputed centres. Residential facility on a limited basis for research scholars is also available within the campus with needful supports.

The faculty is significantly involved in research which is evident by the publication of a number of their research articles in refereed and reputed journals. Research awards and recognition have also been received by a few faculty-members. The institute also gives awards & incentives to the faculty for receiving research recognition on national and international levels. The institute currently publishes 4 bi-annual and peer reviewed research journals; two of them are indexed and also hosted on INFLIBNET of UGC, and one is indexed in international database. Apart from this, institute has also published several books based on the research work. The institution's researches have contributed towards social and national causes.

The institute has a structured policy on consultancy, and has so far rendered consultancy services to several industries on the areas of its expertise, which

are duly publicized. The resources generated through consultancy are fairly utilized by the institute. As per the revenue-sharing policy, mutual benefits have accrued due to consultancy.

The institute is fully aware of its Institutional Social Responsibilities, and as such is equally committed to nurture a vibrant state of civic engagements and outreach initiatives. The ISR is disseminated among all the constituents of the institute. A number of extension activities have been conducted as per the needs perceived, where both faculty and students actively participate. The institute has a mechanism to track the students' involvement in various social activities that promote citizenship roles. The institute is also taking steps to have NSS centre of the university at the campus. Several awards and recognitions have been received for extension activities. The institute has got the association of NGOs, community and other institutions towards extension activities. The institute also reviews and evaluates the impact of its extension programmes on the community for needful improvement.

The institute has got MoUs with several reputed universities/institutions abroad for student/faculty exchange, joint research, etc. It has also a linkage with FMS-BHU for promoting research avenue to our students. At the same time, the institute has got a robust linkage with several industries for students' training & placement. These bodies also provide insights in respect to curricular development, and have added towards enhancing the academic profile of the institute. The impact of institutional collaborations is reviewed from time to time.

IV.   INFRASTRUCTURE AND LEARNING RESOURCES :

Infrastructure is a basic physical and organizational requirement for the smooth operation of educational functions like teaching-learning mechanisms as well as overall academic development. The institute has adequate facilities for teaching-learning in terms of classrooms, furniture, equipment, etc. Computer laboratories with sufficient terminals, internet facility are there to provide computer education to students. There is a mechanism to augment infrastructural facilities from time to time and to ensure that these are used optimally. Health services for students, faculty and non-teaching staff are

provided. The institute also has necessary facilities for ensuring an active participation of physically challenged students. Facilities for sports and extra-curricular activities are equally provided by the institute.

The library, with institutional membership of **DELNET,** has adequate books, journals (national & international), CDs, magazines & newspapers, physical facilities like reading room, reprography, internet, CCTV, etc. Library resources are augmented every year with newer editions and titles. Library operations are effective and user-friendly. There is a Library Coordination Committee which assists the library system in its various functioning including optimal use of the budget allocated for the library. Library is fully computerized and networked. It also collects feedback from the users and incorporates suggestions for its improved functioning. The IT facility at the institute is equipped with adequate hardware & software and is upgraded from time to time. All the members of faculty are provided with requisite IT facilities for preparation of computer aided teaching-learning material. For purchasing, upgrading and maintenance of computers, budget is allocated.

For the maintenance of the physical and academic support facilities, institute provides budget every year. The activities of maintenance are taken care by the Maintenance Cell. There are procedures and systems in place for maintaining and utilizing physical and academic support facilities including, library, computer centres, classrooms, electrical systems, sports facilities, etc.

V.   STUDENT SUPPORT AND PROGRESSION :

The policies of the institute are always student-oriented. Constant efforts are made to provide all necessary assistance to students to acquire meaningful experiences for learning at the campus and to facilitate their holistic development and progression. The institute provides adequate facilities in terms of career counseling, soft skill development, etc. for personal enhancement and development. Several welfare measures like, scholarships, financial assistance, insurance are provided. Student participation to co- & extra-curricular activities is encouraged. The institute has mechanisms for timely redressal for issues related to grievances, ragging and sexual harassment. There is a structured training & placement cell to help students to

identify job opportunities and getting campus placements. Mechanism to provide and develop entrepreneurship skills is also available at the campus. The institute gets significant contribution from its alumni association towards its development plans. All the relevant information about the institute are publicly accessible.

Institute has a mechanism to regularly monitor the progression of students in various programmes. Efforts are made for reducing drop-out rate and increasing pass percentage of students. For the overall development of students, a range of games and extra-curricular & extension activities are organized, and the students are also encouraged to participate to state & national level sports and activities. Feedback from students is used by the institute towards planning and developing support services. Various academic & administrative mechanisms do have the representation of students.

VI.   GOVERNANCE, LEADERSHIP AND MANAGEMENT :

The institute adopts and aligns its vision, mission and objectives in harmony with the goals of higher education by means of an effective leadership. Practice of decentralization and participative management is followed so as to help leadership groom at various levels. The institute formulates its strategic planning and in the process interacts with the stakeholders. Policies and plans are monitored and evaluated. The institute takes decisions in the light of facts and objective information. The perspective plan document has been created in the way of development and deployment of strategies. The institute has a well-defined organizational structure, quality policy, action plan and schedules. An effective feedback system is in place that involves various stakeholders. The institute has got an effective mechanism for grievance rederessal.

Adhering to a standard practice, the institute takes sustained interest in recruitment and promotion aspects of the faculty. Programmes to enhance professional development of faculty & staff are regularly conducted. There is an effective welfare mechanism for them, that also includes programmes on gender sensitization. Performance appraisal reports are in practice. There is adequate budgetary provisions for various academic and administrative activities, and for monitoring the financial management practices, both internal

& external audits are done. The institute also takes initiatives to mobilize resources, and maintains a reserve fund. The institute encourages autonomy at the department and even faculty level. Academic audit is performed. IQAC, with some external members, has contributed significantly towards quality assurance strategies and processes. The institute reviews its teaching-learning process, structure, learning outcomes periodically.

VII. <u>INNOVATIONS AND BEST PRACTICES :</u>

The institute is geared to promote an ambience of innovation, creativity and improving quality. Creating pathways to further the interest of the students, internal quality assurance, inclusive practices and stakeholder relationships, are the integral part of the scholastic agenda of the institute.

Promotion of eco-friendly campus is effected through conducting a green audit of the facilities and campus. Other initiatives taken by the institute include, energy conservation, water harvesting, efforts for carbon neutrality, plantation drives, hazardous & e-waste management, **and a complete reliance on solar power**. Innovations in students' development, by including the practice of 'Professional Competency Assessment', in administrative system, in social responsiveness, are being created. Institute is also making efforts to implant best practices in various areas of teaching-learning. Two best practices that are worth mentioning include, (a) Promoting Spiritual & Ethical Value based Management Education and Practices, and (b) Students' Employability Enhancement Activities.

Thus, the institute is trying to align its objectives and practices towards a better future of the students as well as a harmonious plus constructive relationship with other stakeholders for achieving its mission and vision in the days ahead.

SWOC Analysis

Strengths :

- Adequate infrastructure facilities and environment-friendly campus with a complete support of electricity through solar energy.

- Well qualified and competent faculty.

- Experienced and committed Governing & Academic Councils.

- Emphasis on spiritual & ethical value-based education.

- Publication of 4 research journals, indexed in national & international databases.

- Experiential learning and sharing of experience of experts from academia and industry.

- Expanding into new areas like, Business Analytics.

- Continuous initiatives for development & training of faculty.

- Committed Alumni relationship and strong community networks.

- Good industry linkage and vibrant social outreach programmes.

- Academic collaborations with international universities and institutions.

- Rated amongst 'Top 50 B-Schools in India', along with awards & recognitions.

Weaknesses :

- No accreditation so far.

- Locational disadvantage.

- Limited academic autonomy in university governed programmes.

- Less consultancy and grants from funding agencies.

- Relatively less diverse population among students.

Opportunities :

- Opportunity to expand value based education.

- Drawing more diverse-set of students.

- Greater participation in research activities.

- More consultancy and extension services.

- Capitalizing on Management Development Programmes.

- Increasing awareness & encouragement to skill development.

- Continuous improvement through pedagogy and curriculum changes.

Challenges :

- Providing still better placements to students.

- Dynamic market conditions.

- Growing competition for quality intake.

- Retention of qualified & experienced faculty in larger number.

- Obtaining research & consultancy projects of quality in volume.

PART-C:

Profile of the Institution

1. **Name and address of the Institute:**

Name :	SCHOOL OF MANAGEMENT SCIENCES, VARANASI	
Address :	Khushipur (Mohan Sarai-Mughal Sarai Bypass), P.O. Bachhaon, Varanasi-221 011 (U.P.)	
City :	PIN : 221 011	State : Uttar Pradesh
Website :	www.smsvaranasi.com	

2. **For communication:**

Designation	Name	Area/ STD code	Tel. No.	Mobile No.	Fax No.	E-mail
Director	Prof. P.N. Jha	0542	3259266	9919995577	2271773	director@sms varanasi.com
Registrar & Member of the NAAC Steering Committee	Mr. Sanjay Gupta	0542	3259266	9415300837	2271773	registrar@sm svaranasi.co m
Professor & **Coordinator** of the NAAC Steering Committee	Dr. Alok Kumar	0542	3259266	9889280282	2271773	alokkumar@s msvaranasi.c om

3. **Status of the Institution :**

Affiliated College	✓
Constituent College	
Any Other (specify	

4. **Type of Institution:**

(a) By Gender:

i.	For Men	
ii.	For Women	
iii.	Co-Education	✓

(b) By Shift:

i.	Regular	✓
ii.	Day	
iii.	Evening	

5. **Is it a recognized minority Institution?**

Yes	
NO	✓

If Yes, specify the minority status (Religious / linguistic / any other) and provide documentary evidence

6. **Sources of funding:**

Government	
Grant-in-aid	
Self-financing	✓
Any Other	

7. **Date of establishment of the College:**

a. **Date** : 20/12/1994

b. **University to which the college is affiliated or which governs the college:**

(PG Courses – MBA & MCA) Dr A P J Abdul Kalam Technical University, Lucknow
(PG Course - PGDM) All India Council for Technical Education (AICTE), New Delhi
(UG Courses – BBA, BCA & B. Com.) Mahatma Gandhi Kashi Vidyapeeth, Varanasi

c. **Details of UGC Recognition:**

Under Section	Date, Month & Year (dd-mm-yyyy)	Remarks (If any)
i. 2 (f)	27-02-2006	--
ii. 12 (B)	04-03-2013	--

(Enclose the Certificate of recognition u/s 2 (f) and 12 (B) of the UGC Act)
Certification enclosed

d. **Details of recognition/approval by statutory/regulatory bodies other than UGC (AICTE, NCTE, MCI, DCI, PCI, RCI etc.)**

Under Section / clause	Recognition/approval details Institution/Deptt/ Programme	Day, Month, Year (DD-MM-YYYY)	Validity	Remarks
AICTE	PGDM & MBA	05/04/2016	One Year	--
AICTE	MCA (Lateral)	05/04/2016	One Year	--

(Enclose the recognition / approval letter) –
Recognition/ Approval letters enclosed

8. **Does the affiliating University Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?**

Yes ☐   NO ✓

If yes, has the College applied for availing the autonomous status "

Yes ☐   NO ☐

9. **Is the college recognised**

a. By UGC as a 'College with Potential for Excellence' (CPE)?

Yes ☐   NO ✓

If yes, date of recognition : ………………………………. (dd/mm/yyyy)

b. For its performance by any other governmental agency?

Yes ☐   NO ✓

If yes, Name of the agency …………………………. and

Date of recognition : ……………………………. (dd/mm/yyyy)

10. **Location of the campus and area:**

Location *	Urban
Campus area in sq. mts.	12512
Built up area in sq. mts.	10269

(Urban, Semi-urban, Rural, Tribal, Hilly Area, Any others specify)*

11. **Facilities available on the campus (Tick the available facility)? In case the College has an agreement with other agencies in using such facilities provide information on the facilities covered under the agreement.**

Auditorium/Seminar Complex		
Sports Facilities	Play Ground	
	Swimming Pool	
	Gymnasium	
Hostel	Boys' Hostel (1) 89 inmates	
	Girls' Hostel (1) 75 inmates	
Residential Facilities	For Teaching Staff	
	For Non-teaching Staff	
Cafeteria		
Health Centre	First Aid Facility	
	Inpatient Facility	
	Outpatient Facility	
	Ambulance Facility	
	Emergency care Facility	
Health Centre Staff	Qualified Doctor (Part Time)	On Call
	Qualified Nurse (Part Time)	On Call
Other Facilities	Bank	
	ATM	
	Post office	
	Book shops	
Transport Facilities	For Students	
	For Staff	
Animal House		NA
Biological Waste Disposal		NA
Generator/Power House		
Solid Waste Management Facility		
Water waste Management Facility		
Water harvesting		

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

Sl. No.	Programme	Name of the Programme / Course	Duration	Entry Qualification	Medium of instruction	Sanctioned / approved student intake	No. of students admitted (2016-17)
	Under-Graduate	BBA	3 years	10+2	English	180	180
		B. Com.	3 years	10+2	English	240	148
		BCA	3 years	10+2	English	180	146
	Post-Graduate	PGDM	2 years	Graduation	English	120	85
		MBA	2 years	Graduation	English	120	108
		MCA	2 years	Graduation	English	60	32
	Integrated Programmes PG	----------	----------	----------	----------	----------	----------
	Ph.D.	----------	----------	----------	----------	----------	----------
	M.Phil.	----------	----------	----------	----------	----------	----------
	Ph.D.	----------	----------	----------	----------	----------	----------
	Certificate Courses	----------	----------	----------	----------	----------	----------
	UG Diploma	----------	----------	----------	----------	----------	----------
	PG Diploma	----------	----------	----------	----------	----------	----------
	Any other (specify and provide details)	----------	----------	----------	----------	----------	----------

13. **Does the institution offer self-financed Programmes?**

Yes ✓   NO ☐

If yes, how many ?   all the programmes run by the institute are self-financed

14. **Whether new programmes have been introduced during the last five years?**

Yes	✓	NO		Number	02

Two programmes have been added; MBA programme (PG level) has been introduced in 2013 while B. Com. Programme (UG level) has been introduced in 2014.

15. **List the departments:** *(respond if applicable only and do not list facilities like library, Physical Education as departments, unless they are also offering academic degree awarding programmes. Similarly, do not list the departments offering common compulsory subjects for all the programmes like English, regional languages etc.)*

   (***Do not list facilities like library, Physical Education as departments unless these are teaching departments and offer programmes to students***)

Faculty	Departments (eg. Physics, Botany, History etc.)	UG	PG	Research
--	Management	BBA & B. Com.	PGDM & MBA	Provision available under AKTU
--	Computer Science	BCA	MCA	

16. **Number of Programmes offered under** *(Programme means a degree course like B.A., M.A., B.Sc, M.Sc, B.Com etc.)*

a. Annual System	1
b. Semester	5
c. Trimester System	0

17. **Number of Programmes with:**

a. Choice based Credit System	1
b. Inter/Multidisciplinary Approach	0
c. Any other (specify)	0

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

   Yes ☐   NO ☑

   If yes,

   a. Year of Introduction of the Prgramme(s) …………………. (dd/mm/yyyy) and number of batches that completed the programme.

   b. NCTE recognition details (if applicable)
      Notification No. …………………………………………
      Date : ………………………………..(dd / mm / yyyy)
      Validity : …………………………….

   c. Is the Institution opting for assessment and accreditation of Teacher Education Programme separately "

   Yes ☐   NO ☐

19. **Does the college offer UG and/or PG programmes in Physical Education?**

Yes ☐   NO ☑

If yes,

a. Year of Introduction of the Prgramme(s) …………………. (dd/mm/yyyy) and number of batches that completed the programme.

b. NCTE recognition details (if applicable)
Notification No. ………………………………………
Date : ……………………………..(dd / mm / yyyy)
Validity : …………………………….

c. Is the Institution opting for assessment and accreditation of Teacher Education Programme separately "

Yes ☐   NO ☐

20. **Number of teaching and non-teaching positions in the Institute (Current)**

Positions	Teaching faculty						Non-teaching staff		Technical staff	
	Professor		Associate Professor		Assistant Professor					
	*M	*F	*M	*F	*M	*F	M	*F	*M	*F
Sanctioned by the UGC/University/State Government *(Recruited / Yet to recruit)*	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Sanctioned by the Management/Society or other authorized bodies	5	0	7	0	27	6	27	4	8	1
Recruited	5	0	7	0	27	6	27	4	8	1
Yet to be recruited	-	-	-	-	-	-	-	-	-	-

*M-Male *F-Female

21. **Qualifications of the teaching staff (current):**

Highest qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent teachers							
D.Sc. / D.Litt	1	0	0	0	0	0	1
Ph.D.	4	0	2	0	5	3	14
M.Phil.	0	0	1	0	0	1	2
PG	0	0	4	0	22	2	28
Temporary teachers							
Ph.D.							
M.Phil.							
PG							
Part-time teachers							
Ph.D.							
M.Phil.							
PG							

22. **Number of Visiting Faculty/ Guest Faculty engaged with the College :** 03

23. **Furnish the number of students admitted to the college during the last four academic years:**

Categories	Year 1 (2016-17)		Year 2 (2015-16)		Year 3 (2014-15)		Year 4 (2013-14)	
	Male	Female	Male	Female	Male	Female	Male	Female
SC	3	7	4	5	1	1	4	0
ST	1	0	1	2	1	0	0	0
OBC	136	44	112	50	64	27	71	20
General	337	141	271	128	330	149	220	98
Others	22	8	15	5	31	6	25	7

24. Details of Students enrolment in the College during the current academic year (2016-17) :

Type of Students	UG	PG	M. Phil.	Ph.D.	TOTAL
Students from the same state where college is located	423	201	0	0	624
Students from other states of India	51	24	0	0	75
NRI Students	0	0	0	0	0
Foreign Students	0	0	0	0	0
Total	474	225	0	0	699

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

UG | 8%   PG | 5%

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

a. Including the salary component	Rs. 65000
b. Excluding the salary component	Rs. 41000

27. **Does the college offer any programme/s in the Distance Education Mode (DEP)?**

Yes ☐   NO ✓

If yes,
a. is it a registered centre for offering distance education programmes of another University

Yes ☐   NO ☐

b. Name of the University which has granted such registrarion

c. Number of Programmes offered

d.
e. Programmes carry the recognition of the Distance Education Council

Yes ☐   NO ☐

28. **Provide Teacher-student ratio for each of the programme/course offered:**
PGDM: 1:15
MBA: 1:15
BBA: 1:30
B. Com.:   1:30
MCA :   1:15
BCA: 1:30

29. **Is the College applying for ?**

Accreditation :   Cycle 1 ✓   Cycle 2 ☐   Cycle 3 ☐   Cycle 4 ☐

Re-Assessment :   NA

(Cycle 1 refers to first accreditation and Cycle 2, Cycle 3 and Cycle 4 refers to re-accreditation)

30. **Date of accreditation:**   NA

    Cycle 1 : ………… (dd/ mm /yyyy(Accreditation Outcome / Result ..……

    Cycle 2: …………. (dd/ mm /yyyy(Accreditation Outcome / Result ……..

    Cycle 3: ………… (dd/ mm /yyyy(Accreditation Outcome / Result ……..

    Kindly enclose copy of accreditation certificate(s) and peer team report(s) as an annexure.

31. **Number of working days during the last academic year.**

    275 days

32. **Number of teaching days during the last academic year**

    210 days

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

    7th May, 2013

34. **Details regarding submission of Annual Quality Assurance Reports (AQAR) to NAAC : NA**

35. **Any other relevant data (not covered above) the College would like to include.**
   (Do not include explanatory / descriptive information)

    Given below are a few unique credentials of the institution :

- The Institute has been ranked among 'Top 50 B. Schools' in India as per B. Schools Survey conducted by Business India (Dec. 21, 2015 – Jan. 3, 2016 Issue).
- Institute has installed 200 KW- capacity Solar Power Plant to meet total electricity requirement of the campus as part of 'Green initiative'.
- 4 bi-annual ISSN-numbered Print Research Journals – Management Insight, Purushartha, Computing Trendz, and SMS Journal of Entrepreneurship and Innovation, are published by the Institute. Two of them are hosted on OJAS-platform of UGC-INFLIBNET, and one is internationally indexed with Scopus, Elsevier.
- Institute has got Five international tie-ups with prestigious foreign universities and institutions.
- Institute has received a number of prominent awards on national and international platforms.

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PART- D
Criteria-wise Analytical Report

CRITERION - I : CURRICULAR ASPECTS

1.1 CURRICULUM PLANNING AND IMPLEMENTATION

1.1.1 **State the Vision, Mission and Objectives of the Institution and describe how these are communicated to the students, teachers, staff and other stakeholders?**

The vision, mission and objectives of School of Management Sciences, Varanasi, are noted below and carry proper compatibility to the basic values of higher education :

Vision: 'To become a constantly growing center of excellence nurturing global-centric professional leadership based on ethical and moral attributes'.

Mission: 'To create excellent learning ambience through innovation in teaching, research and consultancy for producing professionals capable of answering global challenges and demonstrating high ethical and moral standards'.

Objectives: The Institution has the following guiding values towards attainment of its objectives:
- Contribution to national development.
- Committed to foster an inclusive academic ambience.
- Fostering global competencies amongst students.
- Inculcating value system amongst students and other stakeholders.
- Promoting use of technology.
- Promoting quest for excellence.
- Promoting better standards of research.
- Ensuring an exceptional and distinctive learning experience for the students.
- Strengthening networks with local, national and international partners and stakeholders to yield mutually beneficial outcomes.
- Providing one of the best working and learning environment for staff and students.

Communication of Vision, Mission and Objectives to pertinent stakeholders:

(A) **Students:**
- Orientation-cum-Induction programmes,
- Rule Book,
- Academic Handbook,
- Information Brochure (Informa),
- Placement Brochure,
- Website of the institute (www.smsvaranasi.com),
- Director's address during conferences / workshops / convocation / cultural events, etc.

- The teachers also informally feed the students the importance and relevance of vision, mission and objectives of the institution,
- Social Media.

(B) **Teachers and Staff:**
- Brief orientation on joining by the Director and senior members of faculty,
- Rule Book, Academic Handbook, Information Brochure (Informa), and Placement Brochure,
- Website of the institute,
- Social Media,
- As audience during students' Orientation-cum-Induction programmes,
- Director's address on plural occasions at the institute.

(C) **Other stakeholders:**
- Website of the institute
- Publications like, Rule Book, Academic Handbook, Information Brochure (Informa), Placement Brochure, etc.
- Director's welcome address during the events like, convocation, alumni meets, and other academic & cultural events of the institute,
- Social Media.

1.1.2 How does the Institution develop and deploy action plans for the effective implementation of the curriculum? Give details of the process and substantiate through specific examples.

The development and deployment of action plans by the institute for an effective implementation of the curriculum for various courses entail the following steps:

- The exercise of curricular development and revision is carried out at the institute level through in-house team of the relevant faculty members accommodating the feedback and suggestions of employers, alumni, and experts from other reputed institutions that have already been collected.
- The Academic Calendar and Schedules for Extra and Co-curricular Activities at the institute are prepared in accordance with the Academic Calendar to ensure timely completion of curricular and co-curricular activities.
- Subject preference, from among a group of subjects, are formally obtained by the relevant faculty members, and then the subjects are allotted to them as per their area of specialization, past experience with that subject and practical industrial exposure.
- Lecture plans, prepared by the subject teacher, are subjected to a deliberation involving the Director and senior faculty members of the concerned department. In

case, some amendments are needed, they are done and finally the lecture plans are approved.

- Syllabi and lecture plans are provided to the students by the concerned Course Coordinator, who further explains the significance and intricacies involved in the subject and satisfies the query, if any, raised by the students in this regard. Subjects are taught as per the lecture plan, and the record of the progress of academic movement is maintained by the relevant Course Coordinator.

- Institute has developed in its LAN-based application "I-campus" – Daily Class Progress Report (DCPR), where the faculty members are required to upload every day the facts related to class activities of the day. Review of course progress, for each and every course, is made on a weekly basis in the meeting with Director of the concerned subject teachers and relevant Course Coordinator.

- Movement of the course provides needful space for accommodating the exercises like, group discussions, presentations, personality & employability enhancement skills, quizzes, industrial visits, project works, etc. as these immensely contribute towards confidence building of the students.

- Provision for guest lectures by the experts from both academia and industries on specific topics in every fortnight for various courses is made with needful arrangements.

- Institute has an exclusive 'Feedback Cell'. Feedback in a structured form about teaching-learning and other relevant aspects is taken from the students of all the various courses in every semester for needful improvement in future. Feedback is also obtained from the alumni and experts from industry towards content enrichment in the curriculum and to further minimize the gap between theory and practice.

- Topper student in each semester of all the various courses is awarded cash prize, and the University topper (in university-run courses) is awarded with a Gold Medal additionally.

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

Support received from the affiliating Universities:

- The teachers can access the website of affiliating Universities (Dr. A. P. J. Abdul Kalam Technical University, Lucknow, henceforward referred to as AKTU for MBA & MCA courses, and Mahatma Gandhi Kashi Vidyapith, Varanasi, henceforward referred to as MGKV towards BBA, BCA and B. Com. courses) for Objective of the Course, latest subject details with Course Code, Evaluation scheme showing distribution of marks for sessional & end semester examinations, Elective subjects &

Groups of Specialization, Pattern of Sessional Examination, Objective of the subjects, Allocation of hours for different Units in a Subject, Suggested Readings, Guidelines for Research Project & Comprehensive Viva, Practical, Training etc. which helps them frame up their lecture-delivery and other co-curricular mechanisms to ensure timely and updated knowledge delivery to the students.

- Whenever there is a change in the curriculum design, the university sends its details to the affiliated colleges through its website and also via circulars.
- The university also provides training through orientation, refresher, workshops for the faculty.
- The university equally provides external examiners for practicals, viva-voce, etc.

Support received from the Institute:

- Faculty members are encouraged to deliver the curriculum through both traditional and innovative teaching methods, such as lecturing, presentations, discussions, workshops, case study, seminars, etc.
- Institute also facilitates printing and scanning facility to faculty members. The institute provides round-the-clock Internet connectivity for their self-development.
- Regular Guest Lectures are conducted in each semester in regard to important and specific issues pertaining the syllabi that also helps the faculty in refining the knowledge with current & pragmatic facts and figures.
- The teachers are encouraged to prepare question-bank, solutions and study material for the use of students so that the effectiveness of the curriculum could be enhanced. This also enhances the teacher's knowledge of that particular subject.
- The institute also encourages the teachers to participate to the FDPs organized at other institutes/Universities every year for translating the curriculum effectively to the students in terms of pedagogy. Such faculty members share their learning amongst other colleagues in a colloquium organized from time to time by the Institute.
- E-learning resources as a Local Chapter of NPTEL (National Programme on Technology Enhanced Learning).
- The Institute itself organizes week long FDP each year to enrich the faculty on various fronts. All faculty members attend this programme.
- Teachers are also sent to the Corporate bodies to learn the newer developments in the trade and pass on the same to the student community. Moreover, the faculty is also asked to maintain a strict vigil at the projects being undertaken by students in various companies. There is provision for faculty members to be sent abroad in faculty exchange programmes which are offered by our partner Universities of America and Europe.

1.1.4 **Specify the initiatives taken up or contribution made by the Institution for effective curriculum delivery and transaction on the curriculum provided by the affiliating University or other statutory agencies.**

- The curricula provided by both the affiliating universities are strictly followed by the institute. For their effective delivery and transaction with the relevant students, 'Lecture Plan' in a structured format is prepared by the members of the faculty for every subject in all the various courses concerned separately. Such lecture plans entail the details of allocation of periods for various units in the subject concerned, pedagogy employed for them, timing of internal assessment tests, books & references prescribed for various units, and timing for other relevant activities, if any, in the subject.

- Teachers make important notes taking the help of journals/area specific publications other than the available text for helping the students towards effective learning. These are made available at the Library as reference material. Apart from inputs of curriculum, the skills enhancing employability of students in industries are also transacted with them.

- In our Institute, generic skills are taught through EEP (Employability Enhancement Programme) modules. The subjects imparting generic skills include soft skills like effective communication, foreign languages, technical report writing, personality development, group discussion & interview techniques, presentation skills, quantitative techniques, etc. Further, employability is also ensured by introducing industrial / field training, live projects and induction of electives in the programme, as prescribed by the respective universities. The Institute equally encourages the use of actual Case Studies, Corporate examples and live exercises to augment the effectiveness in the curricula provided by the universities.

- To ensure effective curriculum delivery in the learning process, the institute provides well set up fully Air-conditioned classrooms with state of the art communication facilities (multimedia projector etc.) , computer lab and internet facility.

- Guest Lectures by experts from both academia and industries are conducted on a regular basis in each and every semester in regard to important and specific issues so that students can gain practical knowledge and exposure on the related curricular inputs. Other latest resources are also made available as and when required to enhance the effectiveness of the teaching-learning environment.

- Major text books for all main subjects are issued to students, in addition to reference books on issue return basis. Latest books, Journals, and magazines on related subjects are procured and placed in the Library for faculty and students' access.

- For effective curriculum delivery, the institute has got the provision of Special/remedial classes for slow learners. Extra classes are conducted for those students, who could not attend the classes on account of Blood Donation Camps or

other social welfare programmes or participation in sports or other extracurricular/co-curricular activities, to make up their loss.

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

The Institute tries to inculcate in its pedagogy and curriculum, the aspects beneficial to not only the students but also other stakeholders such as industry, research bodies and the affiliating Universities. The respective Course Coordinators regularly interact with the concerned University for issues related to Syllabus transaction, internal assessment, summer internship programmes, etc. Director and senior faculty members interact with experts from industry and research organizations and incorporate their views & suggestions for improving the aforesaid matters and others relevant from the point-of-view of the operationalization of the curriculum. Suggestions are also taken from experts invited from different institutions, research bodies and industry for guest lectures.

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

The institute has been very particular in making its contributions towards development of curriculum, in the shape of suggestions based on the feedback of teachers and students, to both the affiliating universities from time to time, either at its own initiative or in response to such demands by the universities. Following submissions make it clearer :

In order to make the curricula of University-courses more effective and fruitful, the institute keeps on forwarding its suggestions from time to time to the concerned Universities. The Universities, when ask for such discussions, Institution readily does participate. Recently, the University has appointed one of our senior faculty in management, a **'Member'** in the **Board of Studies for MBA** vide University notification dated 12/01/2016. This development is expected to provide enhanced opportunity to the institute for contributing towards development of University-curriculum more effectively.

1.1.7 **Does the Institution develop curriculum for any of the courses (other than those of the purview of affiliating University) by it? If yes give details on the process (Needs assessment, design, development and planning) and the courses for which the curriculum has been developed.**

The institute designs / develops its curriculum only for the PGDM programme, which is governed as per norms and guidelines of the All India Council for Technical Education (AICTE), Govt. of India. Such design and development of the curriculum

are based on need assessment, mostly industry-based apart from taking cues from the model curriculum designed for the purpose. An expert curriculum review committee is formulated at the institute comprising of senior faculty members of the institute, which takes forward the process of curriculum development in the following steps :

- Review of the current economic and business scenario.
- Review of the suggestion and feedback sought from academic peers, industry experts, students & alumni, and placement cell.
- Review of course structure and credits of other reputed universities and institutions.
- Identification of gaps in the current curriculum and required skill sets for the students.
- Meetings of expert review committee
- Development of proposed curriculum by teams constituted for the purpose under supervision of the senior faculty member
- Compilation of the curriculum as a comprehensive set of courses.
- Review by involving Experts both from Industry and Academia (Management) and incorporating their comments.
- Modifications as suggested by the experts.
- Final structure of PGDM Academic Handbook consisting of PGDM Ordinance covering Curriculum, Syllabi, Credits, Assessment Pattern, etc.
- Approval of the Academic Council, and inclusion of suggestion(s), if any, to the final structure of Academic Handbook.
- Publication and Implementation of Curriculum & Syllabi plus related scheme in the PGDM course.

1.1.8 How does the Institution analyse / ensure that the stated objectives of curriculum are achieved in the course of implementation?

The Institution ensures implementation of Curriculum to achieve its stated objectives in the following manner :-

- Lecture Plans are prepared by each faculty member, wherein the session-wise details of the topics are covered in every subject. The Lecture Plans also include the list of text and reference books, Journals, e-Journals, case studies etc. to be discussed during the semester.

- The student-feedback provides an opportunity for understanding the student perception regarding the effective delivery of the faculty.

- The progress seen in the various course review meetings held every week enables the Director and Course Coordinators to understand the extent and pace of course coverage by the faculty during the prescribed period. If there is found any significant deviation from the desired pace of progress, corrective actions are taken immediately.

- Regular monitoring of the students' attendance in all the courses is done by the Course Coordinators, and reports are sent to the Director on a daily basis.

- Extra classes are allotted in practical subjects for comprehensive coverage and timely completion of the syllabus.

- Slow learners are identified based on students' feedback and subject tests. Tutorials are conducted for these subjects and the concerned students.

- Paper setting (PGDM) is done as per subject objectives and outcomes mentioned in the respective subject course plan. In order to assess the quality and extent of learning by the students, practical based and conceptual questions are also added.

- Subject wise result analysis is carried-out by the respective Course Coordinators, which are further reviewed by the Director. The faculty members are advised to take the corrective action for improvement of results if required.

- The first-hand feel is also generated based on interns selected during job interviews and feedback received from corporate regarding their performance in campus placement interview.

1.2 ACADEMIC FLEXIBILITY

1.2.1 **Specifying the goals, objectives, give details of the certificate / diploma / skill development courses offered by the Institution.**

The Institute keeps on organizing short term programmes for the benefits of the learners. For internal learners, i.e., our students, an agency has been roped in for individual profiling of the students which ultimately guides them to their SWOT. This is done each year and advancements and improvements thus get recorded, and thereby facilitating them for a decent placement. Competitive certification programmes like developing Android applications, advanced data analytics applications and NCFM are organized and certificates are provided to all successful candidates. The Spoken Tutorials programme of IIT Bombay certifies the successful candidates in various knowledge areas like C, C++, Java, Linux, PL/SQL and PHP. Institution has also become connected as a Local Chapter of NPTEL.Various workshops are also conducted on management skills like Selling, Personality, Business Data analysis through Excel and advanced softwares like SPSS. Further the Employment Enhancement Programme (or EEP) is a part of continuous evaluation and forms a part of sessional assessment across certain courses. For external learners various workshops on Computer Awareness and Writing skills are organized and certifications are done. The Centre for Entrepreneurship, Innovation and Skill Development (CEISD) of our Institute keeps a strict vigil on finding avenues where training needs are surfaced.

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

The Institute at present does not have any twinning or dual degree programmes.

1.2.3 **Give details on the various institutional provisions with reference to academic flexibility and how it has been helpful to students in terms of skills development, academic mobility, progression to higher studies and improved potential for employability. Issues may cover the following and beyond:**

- **Range of Core / Elective options offered by the University and those opted by the college**
- **Choice Based Credit System and range of subject options**
- **Courses offered in modular form**
- **Credit transfer and accumulation facility**
- **Lateral and vertical mobility within and across programmes and courses**
- **Enrichment courses**

Flexibility to the non-university course like, PGDM, is provided by the institute as per the overall guidelines by the AICTE. In the process, it is ensured that the curricular package takes proper care of the issues like, skills development, potentiality to move to higher studies, employability, etc. for the participants. For the university-affiliated courses, such flexibility is available to the extent it is permitted by the concerned affiliating university for the relevant courses. However, the existing state of flexibility certainly accommodates the students' concerns towards skills development, potentiality to move to higher studies, employability, etc. to some extent through several add-on plus enrichment courses and activities including, Live Projects, Guest Lectures, Spare Time Learning, Mentor Group, Workshops & Conferences.

Range of Core / Elective options offered by the University and those opted by the college:

University affiliated Courses	No. of Core Papers	Elective Options	Opted by Institute
MCA (AKTU)	11+2	5 (4th Sem.) & 15 (5th Sem.)	All 11+2 Core Papers, and 1 Elective in 4th Sem. & 3 Electives in 5th Sem.
MBA (AKTU)	36	6 Groups in (3rd & 4th Sems.)	All 36 Core Papers and 3 Groups of Electives in (3rd & 4th Sems.)
BBA (MGKV)	38	NIL	All 38 Core Papers
BCA (MGKV)	40	NIL	All 40 Core Papers
B. Com. (MGKV) (Yearly)	19+2	2 : 1st Year, 3 : 2nd Year & 3 : 3rd Year	All 19+2 Core Papers

Choice Based Credit System and range of subject options:

Name of Courses	Availability of Choice Based Credit System	Range of Subject Options
PGDM	YES	Core : 1st Sem.8, 2nd Sem.9, 3rd Sem.11, 4th Sem. 8 Electives : 3 Groups Courses of Independent Studies : 4 in 2nd Sem. & 4 in 3rd Sem.
MCA	NO	3rd Sem. 5, 4th Sem.5, 5th Sem. 5, 6th Sem. Project Electives : 5 (4th Sem.) + 15 (5th Sem.) Compulsory Audit Course : 2

MBA	NO	1st Sem.8, 2nd Sem.9, 3rd Sem.9, 4th Sem. 8
		Electives : 6 Groups (3rd & 4th Sems.)
		Compulsory Audit Course : 2
BBA	NO	1st Sem.7, 2nd Sem. 6, 3rd Sem. 6, 4th Sem. 6, 5th Sem. 6, and 6th Sem. 7
BCA	NO	1st Sem.7, 2nd Sem. 6, 3rd Sem. 7, 4th Sem. 6, 5th Sem. 8, and 6th Sem. 6
B. Com.	NO	1st Year 6+1, 2nd Year 6+1, & 3rd Year 7

Courses offered in modular form: NO
Credit transfer and accumulation facility: NO
Lateral and vertical mobility within and across programmes and courses:

Vertical mobility is provided in MBA-IT Semester III with the approval of university – AKTU. Direct Second year admissions are permitted in the MCA programme as per the AKTU rules. No other programmes run by the institute have got this kind of facility.

Enrichment courses:
* Audit Courses (for MCA & MBA)   --   Two
* Courses of Independent Study (for PGDM)   --   Eight
* Employability Enhancement Programme (for all PG courses)
* Foreign Language (French) (for all courses)
* Spoken Tutorial Project - IIT Bombay (under National Mission on Education through ICT – NMEICT) (for MCA & BCA courses)
* Business Skill Development Programme by MSME, Govt. of India for developing entrepreneurial skills (for all courses)
* E - learning resources through 'National Programme on Technology Enhanced Learning (NPTEL)
* The institute encourages the students for NCFM modules.

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

All the academic programmes currently offered by the Institute such as, PGDM, MBA, MCA, BBA, BCA & B. Com. are self-financed. The details of policies adopted by the institute regarding admission, curriculum, fee structure, teacher-qualification and salary in respect to these programmes can be seen below :

PGDM: Admissions are made as per guidelines of the AICTE, New Delhi. The admission to PGDM programme covers following stages :

- Admission Notification by the institute through national dailies and institute website (www.smsvaranasi.com). The application form for admission is available at the institute office and can be collected personally. This can also be downloaded from the above website and submitted online as well apart from submitting the filled-in form personally / by courier.
- Admission criteria take into account the scores of CAT/MAT/CMAT/ATMA and other AICTE approved entrance test scores.
- Group discussion & Personal Interview, which are generally conducted on the same day at the institute.
- Institute's in-house entrance test for the candidates who don't carry scores of above mentioned entrance tests, and those seeking admission on the basis of the quota of the management. On the whole, the admission criteria are blind and merit based, and provide equal opportunity to all.
  - *Curriculum is prepared and developed at the institute itself as per the process already explained earlier.*
  - *Fee structure is decided by the institute under the overall guidelines of the AICTE.*
  - *Teachers' qualifications and their salaries are governed as per AICTE norms.*

MBA and MCA: Admissions to these programmes are made as per guidelines of the affiliating University, AKTU and AICTE, New Delhi. The admission to MBA and MCA programmes covers following stages :
- Admission Notification by the UPTU through national dailies and university website (www.aktu.ac.in) and conduction of state admission test (UPSEE).
- Admission Counselling of the candidates qualifying the above admission test, and their allocation to colleges/institutes of their choice in order of preference as well as availability of seats.
- Admission criteria also take into account the scores of AICTE approved entrance tests for the candidates from outside UP.
- Group discussion & Personal Interview, which are generally conducted on the same day at the institute.
- Institute's in-house test for the candidates who seek admission on the seats lying vacant and declared open for admission, by the AKTU, at the level of college / institute itself or against the quota of the management.
  - *Curricula for these programmes are provided by the AKTU.*
  - *Fee structure is decided under the overall guidelines of the Government of UP and AKTU.*
  - *Teachers' qualifications and their salaries are governed as per AICTE and AKTU norms.*

BBA, BCA and B. Com.: Admissions to these programmes are made as per guidelines of the affiliating University, MGKV. The admission to these programmes covers following stages :

- Admission Notification by the institute through national dailies and institute website (www.smsvaranasi.com). The application form for admission is available at the institute office and can be collected personally. This can also be downloaded from the above website and submitted online as well apart from submitting the filled-in form personally / by courier.
- Conduction of Admission Test (online) of all the eligible candidates as per MGKV norms, separately for BBA, BCA and B. Com. on the same day in different sessions.
- Personal Interview of the candidates qualifying the written test.
- Admission to finally selected candidates and their approval by the affiliating university, MGKV within the period specified for the purpose.
  - *Curricula for these programmes are provided by the MGKV.*
  - *Fee structure is decided under the overall guidelines of the Government of UP and MGKV.*
  - *Teachers' qualifications and their salaries are governed as per MGKV norms.*

Although same curriculum, but additional efforts are put in for overall development and employability.

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

Yes, the institute provides additional skill oriented programmes for the students that carry relevance to both regional and global employment markets. Details may be seen below:

For enhancing employability skills, `Employability Enhancement Programme' (EEP) is conducted for the students. Areas covered in the EEP are:
- Quantitative Aptitude
- Reasoning
- Data Interpretation and Sufficiency
- English Grammar
- Group Discussions
- Mock Interviews

For enhancing the computing skills, skills of teamwork and working for hours under stressful conditions of deadlines, the institute conducts a simulation based competition

for the MCA and BCA – students, '24 Hours, 16 Hours and 8 Hours Tech Marathon'. Institute also has tied up with IIT-Bombay for 'Spoken Tutorial Project (under National Mission on Education through ICT – NMEICT)' course for both BCA and MCA students. Institution has also become connected as a Local Chapter of NPTEL. Moreover, workshops on the relevant topics for enhancing computing skills of students are organized regularly. Institute has organized Business Skill Development Programme by MSME, Govt. of India for developing entrepreneurial skills of management students.

School of Management Sciences, Varanasi has also got a Centre For Entrepreneurship, Innovation and Skill Development (CEISD), the main objective of which is to act as a Centre of Excellence in order to develop and promote the Knowledge Capital on National & International Level through exploration & promotion of Ecosystem for Entrepreneurship, nourish & mentor the innovations and enhance the multidimensional managerial, technical and human skills.

General proficiency courses are part of curricula in our PGDM programme. At least one Foreign language, preferably French, is to be opted by all the students. Further 8 weeks industrial training and internship are offered. The Training & Placement Cell regularly conducts career development training to enhance campus placements. Entrepreneurship development programmes are conducted at regular intervals in association with organizations like Micro, Small and Medium Enterprises (MSME) etc. The institute has Rainbow Club which conducts various extension and extra mural programmes such as blood donation, eco-sensitization, Computer and Technology awareness programmes, CSR activities etc. These activities give community orientation and sense of belongingness towards society.

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

No.

1.3 CURRICULUM ENRICHMENT

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

Institute aims at enhancing the professional competencies, human & social values, and technology friendly attributes among its students in order to enable them to become a globally sensitive citizen who could effectively contribute towards social and national development. Following efforts are made by the Institute to ensure that its academic programmes and objectives are integrated in a meaningful way :

- Providing a strong pool of well qualified and competent faculty in all the various areas who make every possible effort to supplement the university curricula to fulfill the academic needs of the students and allow the institution to achieve the objectives embedded in its vision and mission statements.
- A rich Library with an excellent collection of 33939 books, subscription to 109 national & international print journals, 66 magazines, 30 newspapers, wide range of academic CDs and DVDs, institutional membership of DELNET including ILL facility, and containing a fully computerized documentation centre plus a Digital Harbour (for referring to the e-journals as well as research work done by faculty and students through projects).
- 8 Computer Labs with about 400 P-IV smart terminals, to work as standalone or on LAN environment, unlimited internet access through 8 mbps RF Broadband connection, and an authentic range of softwares plus all relevant electronic gadgets.
- iCampus – an e-system for an instant contact and networking involving students and faculty plus staff for an effective teaching-learning as well as efficient governance.
- A range of value added programmes including, soft skill development, group discussion & personal interview sessions, psychometric test series, numerical & quantitative skills, quizzes, presentation skills, English communicative skills, pre-placement briefings, and other academic stimulus to enhance employability quotient of the students.
- Provision of industrial visits in domestic as well as foreign environments to imbibe the scenario of business globally.
- National and International level Conferences, workshops and group activities for promoting advanced knowledge and leadership skills.
- Provision of a number of Students' Clubs, outdoor & indoor games for sensitizing towards social & community responsibilities.

- Apart from class-room lectures, the teaching pedagogy augmented with research & live projects, model presentations, case analysis, simulation exercises, market surveys, role plays, etc.
- Provision of modules of Business Analytics, Courses on Independent Study (CIS) and foreign language courses.
- Organization of Guest Lectures on a regular basis by experts in academia as well as industry from both India and abroad on specialized topics.
- Academic collaboration with several international universities / institutions for providing international exposure to the students.
- Regular publication of **four bi-annual journals** and SMS Newsletter to encourage the students to develop their research aptitude.
- Provision of Mentor system, yoga sessions and counseling on a wide areas for the students to come over any stress or any psychological problem.
- Provision of a wide range of scholarships for the students to motivate them to perform better in terms of learning graduate attributes.
- Provision of study material, model question papers, extra classes and tutorials for the students.

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

The faculty members make a sincere effort to restructure and enrich the syllabi for giving an impetus to capacity building among students and boosting their employability. Institute believes in opening up new vistas that help participants appreciate the dynamic changes that are taking place in the field of higher education and corresponding developments in view of globalization-drive. In our quest to offer students a real time experience, we have initiated several innovative action-oriented activities which help students to respond to the dynamic employment market.

Centre for Entrepreneurship, Innovation & Skill Development (CEISD): This centre of excellence is committed to apprise the students of the needs of the dynamic employment market and helps in incubation, development and mentoring of existing and start-up entrepreneurs by organizing relevant programmes from time to time.

Centre for Spiritualism and Human Enrichment (C-SHE): This centre of excellence, since 2002, has been making efforts to inculcate human values in students and in the promotion of business ethics, organizational ethics and professional ethics.

Professional Competency Assessment: This activity is regularly organized with the help of leading service providers – **ABBSCISSA**, for the students.

Tech Marathon : Conceptualized by the institution itself, this competitive activity enables the students to develop and hone important skills such as, team work, handling

the work pressure, meeting the deadline under high pressure situations, team coordination, division of work, creativity and innovation.

Students' Activity Clubs: There are various clubs related to Art & Culture, Photography, Sports, Social & Community interaction, Information Technology etc which keep on organising programmes to enrich the students on the co- and extra-curricular fronts.

Mentor group : Each faculty is assigned the role of a Mentor and a group of students who share common interest in a specific area of management or inclination towards a common industry, come together and the faculty mentors the group of students by imparting required knowledge to provide them insights and conceptual clarity in their shared interest area.

Spare-time learning: During their spare time, students and faculty members join hands to explore management theories through empirical researches and relating the same with the modern practices in management.

Summer Projects : The institute by virtue of exploring its corporate linkages, invites corporates to accommodate selected students as per the requirement of the industry or company to get firsthand experience of corporate assignment.

Students' Feedback: Being a responsive organization, the institute seeks regular feedback from the students with respect to their satisfaction and expectation from the faculty and execution of various academic pursuits by the institute in order to utilize the feedback as a tool for planning future activities and understanding the scope for improvement.

Alumni Association: The institute has a strong network of alumni members with whom it is in regular touch through Alumni Meets and other activities plus events. The Alumni members are the ambassadors of the institute in the corporate & they continue to bring laurels to their alma mater in form of guest lectures and final placements. The institute aims at generating & maintaining a strong alumni network by reaching out to alumni & keeping them connected.

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

Following efforts are made by the Institute to integrate the cross cutting issues such as Gender, Climate Change, Environmental Education, Human Rights, ICT etc. in support of curriculum by way of organizing related activities and spreading awareness among the stakeholders :

Efforts on the issue of Gender :
The institute tries to support the revolution of changing the way women are perceived by the society through following efforts :

- Formation of Anti-Sexual Harassment Committee.

- Organizing gender sensitization programmes pertaining to health, harassment, women's rights, etc.

- Representation of female gender is Disciplinary Action Committee Cum Anti-Ragging Squad and several other academics related administrative committees / cells.

- Different activities like: Poster making, Debate and Elocution competition are organized, which give platform especially to female students for expressing their thoughts and emotions through words and art.

- Maintaining an impressive gender ratio among students, faculty and staff in various courses.

Efforts on the issue of Climate Change and Environmental Education :
Institute believes that the only way towards curbing serious environmental threat is to support greenery around us. There is a need to focus on environmental issues which have caused climatic changes. Initiatives taken in this area include :

- The complete supply of electricity in the campus is very shortly going to be through 220 KW solar energy plant, that is under final process of installation by the institute.

- Maintenance of lush green campus & garden for reducing the adverse effects of pollution which may cause climatic changes.

- Regular plantation drives are conducted by the Rainbow Club on the occasion of Independence and Republic Days to reduce the effect of carbon dioxide.

- Using only about one tenth of the area for construction purposes against the standard rule of one third area and the rest of the area dedicated for plantation, lawns, and play ground.

- Promoting hazardous & e-waste management, provision of rain-water harvesting, promoting use of renewable energy, organizing programmes to make awareness on energy saving, focus on reduced use of paper & using one side-printed pages for rough work, etc.

- A paper on sustainable development has been included under courses of independent study which too sensitizes the students on such matters of global importance.

Human Rights :
The institute organizes lectures of eminent personalities and government officers to promote awareness on Human Rights. Institute has got a 'Public Relations Cell' that informs students as well as parents about their rights.

ICT:

With the aim of making Information and Computer Technology a part and parcel to the teaching-learning platform, the institute provides IT facilities like Internet Facilities, Online library facilities, e-journals, students' projects etc. Institution has recently become connected as a Local Chapter of National Programme on Technology Enhanced Learning (NPTEL). Various intra-institute competitions are also organized like Tech Marathon to boost confidence in students. The institute has developed its own website, intranet system in the name of iCampus, mobile app, etc. There is a Technical Club 'Live Wire' that organizes Web Designing Competition, IT Quiz, etc. for the students on a regular basis. The institute also has a Centre for Advanced Computing 'SMS CAC' that organizes advanced training programmes for participants in the domain of ICT by attracting best possible resource persons in the relevant area. Besides the faculty and students, the library and office staff is also sensitized towards ICT.

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

Value-added / enrichment courses:

- Courses on Yoga and Meditation
- Spiritual Tour Programme
- Courses of Independent Study
- Employability Enhancement Programme
- Foreign Language (French)
- Spoken Tutorial Project - IIT Bombay (under National Mission on Education through ICT – NMEICT)
- Business Skill Development Programme by MSME, Govt. of India for developing entrepreneurial skills
- E-learning resources through 'National Programme on Technology Enhanced Learning (NPTEL)
- The institute encourages the students for NCFM modules.

The Institute believes in producing not only successful mangers but moral and ethical leaders who are socially sensitive & responsible. To cultivate this trait, the institute undertakes various corporate social responsibility activities like Blood Donation Camps (under the aegis of IMA / Govt. Hospitals); clothes distribution campaign where students distribute old clothes to the needy, computer literacy campaigns amongst the residents of nearby places adjoining the Institutes.

On the co-curricular front, students are exposed to various events like case analysis, business plan and incubation contests so as to give the students opportunities to independently apply theoretical and practical knowledge to real life problems, critique the

existing wisdom and formulate new ideas and solutions and develop the skills of critical enquiry. Additionally, the Summer Internship is provided, wherein the students have the chance to put classroom understanding into practice while working over there. Internship has been a platform for several students towards securing a pre- placement offer, thus it places a pivotal role for final placement.

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

The institute has a dedicated 'Feedback Cell' for soliciting feedback from various stakeholders. Feedbacks collected from the stake holders are analyzed and implemented by the institute for the development of the students. Feedback is taken on all aspects including curriculum and training programmes. The views of the students, alumni and employers on curriculum are well received and the relevant suggestions are communicated to the Director for further action. Institute arranges for Workshops or Seminars to enrich the student's knowledge beyond the curriculum. The Institution has a mechanism of collecting feedback from students about the evaluation on teaching and syllabus completion. Students performance report are analyzed and corrective measures are taken. Course Coordinators continuously interact with teaching faculty and take feedback on the actual progress of the syllabus and teaching learning problems. Based on that feedback, corrective measures are discussed with Director and subsequently requisite action is taken.

For example, subject on Business Analytics was introduced in PGDM in the year 2014 based on above feedback. Further some additions have been introduced in the subject of Business Analytics and Supply Chain Management during 2015 in response to the feedback from industry.

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

Evaluation of enrichment programme incorporates attendance, testing and final certification. The institute has a proper mechanism for the same. Such enrichment programmes are mostly the outcome of the feedback and suggestion from industry and academia.

Monitoring of enrichment programmes :

- The various enrichment programmes applicable to all the different courses are put under the calendar of activities separately for various courses.
- The Course Coordinator of every course has the responsibility to monitor the progress and implementation of such programmes.
- The Director seeks the feedback from the concerned course coordinators, who in turn ensures that the implementation of such programmes has been effective and further achieving the desired purpose in terms of various learning outcomes, including graduate attributes.
- The enrichment programmes are monitored for their implementation in true spirit with proactive participation of faculty.

Evaluation of enrichment programmes :

- Feedback on quality of students' performance in semester results, academic activities conducted by various students' clubs, workshops, and other outdoor activities,
- Regular interactions and meetings of the Director with course coordinators, faculty, and also students to know their suggestions before hand,
- Class suggestions collected through Suggestion Box,
- Feedback from the visiting resource persons following their interaction with the students.

1.4 FEEDBACK SYSTEM

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

Recently, the University (AKTU) has appointed one of our senior faculty member in management a **'Member'** in the **Board of Studies for MBA** vide University notification dated 12/01/2016. This development is expected to provide enhanced opportunity to the institute for contributing towards development of University-curriculum more effectively.

The institute follows the Syllabi as declared by the respective affiliating Universities from time to time. Both Management & Computer Departments conduct curriculum review meetings as and when needed and pass on the recommendations through the Director to the respective University-authorities for inclusion / enrichment of the syllabi. The institute has been very particular in making its contributions towards development of curriculum, in the shape of suggestions based on the feedback of teachers and students, to the affiliating universities from time to time, either at its own initiative or in response to such instructions from the universities.

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

Yes, the institute has a formal mechanism in the form of a dedicated 'Feedback Cell' to obtain feedback from students and other stakeholders including Industry people in regard to the curricular design and enrichment from time to time.

Feedback-based suggestions are sent to both the affiliating Universities either at the institute's own initiative or in response to such instructions from the universities towards introducing changes in curriculum or starting new programmes.

Internally also the institute not only employs such feedback towards designing the PGDM curriculum in the beginning of an academic year, but also incorporates any currently received feedback to the existing curriculum midway. **For example,** the institute has initiated certain changes in three papers for the PGDM-second semester course pertaining to Business Analytics – 1, Supply Chain Management, and EEP - 2.

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

During the last four years, the institute has introduced three new programmes / courses including, MBA, B. Com. and the MCA (Lateral), based on a regular feedback obtained from our stakeholders including, the parent community, students' community and industry people. The rationale behind the step is the matching of standard of education, which is demanded by such professional courses, and the reputation of the institution in the relevant markets by virtue of its credibility established in the very beginning days through performance given while conducting courses like, the flagship PGDM or the BBA and the BCA programmes.

Any other relevant information regarding Curricular Aspects which the college would like to include.

The Institution tries to garner advantages emerging out of economic and social developments in the country and augments the courses by adding newer variants of the subjects already under curriculum. Those beyond the scope of the curriculum, but important from the social perspective, are given due weightage through the Courses of Independent Studies. For example, a paper on Business Sustainability was added in CIS after brainstorming sessions for the purpose. Continuous efforts in this regards are made by the Institute.

Also, a few of the **photographs** relevant to the **Criterion I** are provided ahead.

Plate No. I-1: Showing Personality Training and Assessment of students by expert from ABBSCISSA.
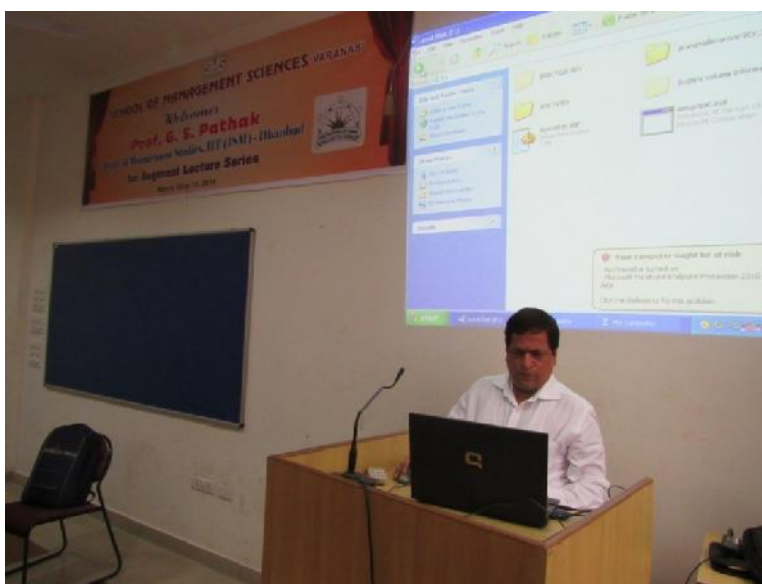
Plate No. I-2: Showing Guest Lecture to students by outside academician.

![SMS VARANASI logo]

Plate No. I-3: Showing Guest Lecture to students by Industry Expert.

Plate No. I-4: Showing Inaugural Session of First International Conference.

Plate No. I-5: Showing Inaugural Session of Second International Conference.

Plate No. I-6: Showing Inaugural Session of Business Skill Development Programme for students.

Plate No. I-7: Showing Inaugural Programme of Tech Marathon – a 24 Hrs. Techno Brain Race by students.

Plate No. I-8: Showing a Programme on Women Empowerment held at the Institute.

Plate No. I-9: Showing Industrial Visit of students (National).

Plate No. I-10: Showing Industrial Visit of students (International).

CRITERION - II :
TEACHING - LEARNING AND EVALUATION

2.1 Student Enrolment and Profile

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

In the admission process the institute ensures publicity through :

- Prospectus, Advertisement in News Papers, Website, Social networking sites like, Facebook, etc.
- Visit to different locations and institutions to make awareness about the courses run by the institute and the admission process for the same.
- Outdoor advertisements, Bulk SMS, tele-calling, and publicity through stakeholders.
- Admission Leaflets, carrying details about admission process, facilities, contact details of concerned persons, are widely distributed.
- Conduct of SMS Mental Ability and Recognition Test (SMART),

Transparency in the admission process is ensured through following efforts:

- A dedicated Admission Cell to conduct and monitor various admission related activities.
- Admission process follows the norms and guidelines of affiliating Universities / Government / AICTE.
- Details of Admission process, course structure, course fee, scholarship schemes, faculty, infrastructure, and all other related information are provided in the prospectus and website.
- GD and PI are included in the selection process of students, apart from scores in written tests.
- Merit list is uploaded on the notice boards as well as website.
- Admission offer is sent through letters, and a stipulated time is provided for admission.
- Institute has a suitable mechanism for grievance redressal in regard to admission process.

2.1.2 **Explain in detail the process of admission put in place for UG, PG and Ph.D. programmes by the College. Explain the criteria for admission (Ex. (i) merit, (ii) common admission test conducted by state agencies and national agencies (iii) combination of merit and entrance test or merit, entrance test and interview (iv) any other) to various programmes of the Institution.**
Process of admission to various PG & UG courses at the institute involves following general steps :

- Constitution of an 'Admission Cell' in every academic session to look into all the aspects of admission for various courses run by the institute
- Wide publicity is done through newspapers, website, social networking sites, etc.
- Notifications are displayed a number of times
- Sale of Admission Forms and Informa (Prospectus)
- Entrance Test by institute / University / Govt. agencies
- Group Discussion and Personal Interview
- Merit list and admission offer

However, the details of criteria of admission to various courses are given below :

Programme(s)	Course(s)	Criteria for Admission
UG (Affiliated to MGKV)	BBA	1. Minimum Eligibility Criteria set by University 2. Past Academic Performance + Entrance Test + Personal Interview
	BCA	-Do-
	B. Com.	-Do-
PG	MBA (Affiliated to AKTU)	1. Minimum Eligibility Criteria set by University 2. Common Test Conducted by State Agencies and/or College Entrance Test + Personal Interview
	MCA (Affiliated to AKTU)	-Do-
	PGDM (Approved by AICTE)	1. Minimum Eligibility Criteria set by AICTE 2. Common Test conducted by National Agencies and/or College Entrance Test + Group Discussion + Personal Interview

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

For BBA, BCA and B.Com., Institute conducts its own entrance examination as per the norms of MGKV and below are the details of students admitted at entry level for the year 2014-15

Programme	Minimum % of marks for admission	Maximum % of marks for admission
BBA	46	80
B.Com.	45	75
BCA	42	75

For PGDM, Institute considers the CAT/MAT/XAT/CMAT Scores and below are the details of students admitted at entry level for the year 2014-15.

Programme	Minimum % of Cummulative Scores for admission	Maximum % of Cummulative Scores for admission
PGDM	45	75

For MBA and MCA programmes, AKTU conducts the entrance test and below are the details of students admitted at entry level for the year 2015-16 along with the comparison with some other Institutes of Varanasi:

Programme	Institute	Highest Rank Holder	Lowest Rank Holder
MBA	School of Management Sciences, Varanasi	864	8187
	Rajarshi School of Management and Technology	32	7065
	SHEPA	No Admission through Counselling	
MCA	School of Management Sciences, Varanasi	1385	1792
	Rajarshi School of Management and Technology	644	4923
	SHEPA	No Admission through Counselling	

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

Yes, there is a mechanism for reviewing Admission Process and students' profiles as noted below :

- Admission Cell of the Institute reviews the mechanism of admission process every year in meetings chaired by the Director with involvement of Course Coordinators of various courses.
- Before the beginning of the admission process for upcoming academic session, the previous year's admission scenario in various courses along with admitted students' profiles are critically analyzed once again.
- Such review takes into consideration any significant shifts in the trends of geographical, demographic and qualification diversity of the admitted students of previous year along with their performance in terms of examination result, discipline, communication skills, participation in extra-curricular activities, etc.
- Accordingly, the areas and issues requiring more emphasis are identified, and action plan for admission process during forthcoming session is finalized.
- Every year, after the admissions are over the institute prepares and analyzes students' profiles to help fulfill the objective to uplift the disadvantaged sections of society.

Outcome and Contribution of the effort are as under :

- General Profile helps to identify the trend of students' interests and to make provision for adequate teaching & learning facilities plus support services.
- Gender based Students' Profile helps to find out the progression of girl students to higher education and make needful provisions for promotion of education among them.
- Profile based on Social Category helps in identifying SC/ST/OBC/Minority candidates for advancing various relevant supports available at institute/Govt./Universities.
- Based on the profile analysis, Personal Interview was introduced in the admission process for UG-courses for selecting better pool of students.
- Based on the profile analysis, Personal Interview in the admission process for PGDM-course was introduced for selecting better quality of students.
- Introduction of the mechanism for availability of online admission form for UG-courses also.
- Introduction of online admission test for UG-courses since current year.

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

- **SC/ST**
- **OBC**

- **Women**
- **Differently abled**
- **Economically weaker sections**
- **Minority community**
- **Any other**

Strategies adopted for promotion of access to SC/ST/OBC/Differently abled :

- The institute has got a Dean, Development & Students' Activities. He along with various Course Coordinators caters to the need of students from disadvantaged sections at the time of admission and throughout their course-pursuit.
- The Scholarship Cell of the institute provides counseling to these students about various scholarship schemes available for them, and guides them how to avail the facilities.
- Reservation policy is applied as per the guidelines of Govt./affiliating universities.
- The institute displays on the notice boards and website various financial assistance and other benefits for these students.

Strategies adopted for promotion of access to Women :

- It is evident from the table below that girls constitute a large proportion of the students seeking admission to the institute. The institute always encourages their admission in various courses.
- Institution remains active in providing all the necessary amenities to them, and ensures equal opportunities to them.

Strategies adopted for promotion of access to Economically weaker sections/Minority community/Others :

- The Scholarship Cell of the institute provides awareness to these students about various scholarship schemes available for them at the level of Govt./affiliating universities/institute, and guides them how to avail the facilities.
- For poor and orphan students, the institute provides a 'Fee Waiver Scheme' to various extents.

The National commitment to diversity and inclusion is well reflected in the effort of the institute, and the same may be seen in the Table below.

Category wise number of students admitted in the college in last four academic years:

Categories	Year 1 (2016-17)		Year 2 (2015-16)		Year 3 (2014-15)		Year 4 (2013-14)	
	Male	Female	Male	Female	Male	Female	Male	Female
SC	3	7	4	5	1	1	4	0
ST	1	0	1	2	1	0	0	0
OBC	136	44	112	50	64	27	71	20
General	337	141	271	128	330	149	220	98
Others	22	8	15	5	31	6	25	7

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

Details of the applications received and admissions made for various UG and PG programmes during last four years:

Session	Programme	Number of Applications	Number of Students Admitted	Demand Ratio
2013-14	BBA	220	109	2.02
	BCA	191	71	2.69
	PGDM	214	99	2.16
	MCA	16	12	1.33
	MBA*	185	120	1.54
2014-15	BBA	283	163	1.74
	BCA	166	82	2.02
	B. Com.**	131	98	1.34
	PGDM	151	77	1.96
	MCA	69	60	1.15
	MBA	183	120	1.53
2015-16	BBA	228	130	1.75
	BCA	182	109	1.67
	B. Com.	283	134	2.11
	PGDM	141	77	1.83
	MCA	33	23	1.43
	MBA	162	120	1.35

	BBA	264	180	1.47
	BCA	218	146	1.49
2016-17	B. Com.	296	148	2.00
	PGDM	178	85	2.09
	MCA	39	32	1.22
	MBA	147	108	1.36

*MBA started from 2013-14session
**B.Com. started from 2014-15 session

Trends observed :

- Despite a continuously growing choices for institutions to pursue BBA, BCA, B. Com., MBA, MCA, and PGDM courses, the institute has been able to maintain reasonably good demand ratio.
- Inspite of tough competition as well as already running PGDM-programme, the institute filled-up the seats reasonably for its newly started MBA-programme and maintained a good demand ratio as well.
- In its very beginning year, the B. Com. course could also attract a good number of 98 students, which has been growing constantly.

Reasons for increase/decrease and action taken:

- Constantly growing B-School Rating of the institute from **A+** to **A++** to **A+++** to recently one in **Top-50 B-Schools** in India.
- Filling all the vacant posts of full time faculty.
- Pool of qualified, experienced, competent and caring faculty& staff.
- One of the best infrastructure.
- Availability of all required learning resources.
- Availability of wide range of scholarship scheme.
- Well-disciplined atmosphere.
- Tie-ups with foreign universities.
- Providing quality placements to both UG and PG students.
- Strong institute-industry-community linkage.
- 21 + years' credibility of providing quality education.

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2.2 <u>Catering to Student Diversity</u>

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

Institute provides following facility for differently-abled students:
- Extra care is taken in teaching.
- Tutorial classes, Personal guidance and care are provided.
- For physically challenged students, provision for wooden ramps, wheel-chairs and stretcher are available.
- 24-hour Ambulance Service is available.
- Teachers take special care of such students.
- During examinations, provision is there so that such students don't face any difficulty.
- Scholarship schemes are available for deserving students.
- Placement activities, organized by the placement cell of the institute, provide needful care to such students.
- Provision of counseling and assistance in scholarships, free-ships or any other special facilities offered by the governments and other agencies.

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

- Yes, the students' needs in terms of knowledge and skills are assessed before the programme begins so that needful arrangements for both the advanced and slow learners could be effectively made. The performance of the students in the qualifying examination and entrance test serves as the basic indicator on such counts.
- Institute assesses the students on the basis of other parameters also such as, communication skills, logical skills etc. during personal interview at the time of admission.
- Institute organizes a comprehensive orientation-cum-induction programme for newly inducted students every year at the beginning of the new academic session to not only provide valuable insights and necessary information to them but also to assess their needs in terms of knowledge and skills.
- After the orientation-cum-induction programme, feedback is taken by the respective Course Coordinators from the students on three aspects:
  1. Learnings from the programme,
  2. Possible improvements for enhancing the utility of the programme in future,
  3. Admission Process.

- Further, during the introductory lectures the teachers assess students' knowledge by asking questions and their subsequent interactions in the class. Accordingly, the teachers focus on the needs and improvements for the students.

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

Students come from different backgrounds having different skills and personality sets. Institute identifies the knowledge, skill and personality gaps in the students and following strategies are adopted for bridging these gaps in the students :

- Extra classes are organized,
- Students' Mentor system has been adopted,
- Employability Enhancement Programme (EEP), focusing on areas like, Quantitative Aptitude, English proficiency, Group Discussions, Mock Interviews, Reasoning, etc. is conducted,
- Arrangements for personality development programme for students,
- Business Skill Development Programme by MSME, Govt. of India for developing entrepreneurial skills is organized,
- Provision for taking-up NCFM modules,
- Provision for IIT-Bombay and MHRD supported 'Spoken Tutorials' course, and various software application development programmes, etc.
- E-learning resources as a Local Chapter of NPTEL.

2.2.4 **How does the college sensitize its staff and students on issues such as gender, inclusion, environment etc.?**
Before the beginning of the academic session, a comprehensive schedule for various co- & extra-curricular activities is formulated so as to remain supportive to the academic calendar. Such activities necessarily consist of sensitization programmes for staff and students on issues like, gender, inclusion, environment, health, etc. Pertinent details are given below:

Issue of Gender :
- Institute sensitizes its staff and students on the issue of gender by arranging sensitization programmes on topics like women empowerment, anti-ragging awareness, rights of women and many more.
- Anti-Sexual Harassment Committe of the institute is also actively involved in looking into this issue.

Issue of Environment :

- Institute has formed a Rainbow Club which is actively involved in promoting participation of students and faculty in social welfare activities such as sensitization toward environment.
- Plantation programme is organized by this very club periodically on the Republic day and other occasions.
- Institute is actively seeking to establish NSS centre under the MGKV.
- Every year, on National Energy Conservation Day, sensitization programme is organized for students and staff to make them committed towards saving energy.

Issue of Inclusion :

- Sensitization activities focussing on inclusion are performed on Independence and Republic Day.
- On the eve of Baba Saheb Ambedkar Birthday, sensitization programme for inclusion is conducted.
- Institute is committed to foster an inclusive academic ambience, and therefore provides equal opportunity to the students coming from disadvantaged sections of society.
- Tutorials, study material and special classes are made available to the needy students.
- Under the EEP-programme and career plus counseling sessions, the students receive guidance for competitive examinations.
- Institute provides a number of scholarship schemes for different categories of students.

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

<u>Process of Identification</u>

Education/learning needs of advanced learners are identified on the basis of :

- Marks obtained in qualifying, entrance tests and semester/annual examinations,
- Performance in personal interview and other exercises conducted for admission of students,
- Performance in class-tests after admission,
- Feedback taken from students on regular basis,
- Interaction of students with Course Coordinators & faculty members, and
- Participation and performance in co and extra-curricular activities.

Initiatives for Advanced Learners

- Informal counseling by class mentors and individual teachers in and outside the class.
- Provision for additional reference books from the library.
- Special guidance by individual teachers through assignments, question paper solving, discussion, etc.
- Organizing Business Plan contest annually for the students and awarding the best business plans. This contest gives an opportunity to advanced learners to demonstrate their knowledge, creativity, and innovativeness. Participants also get a chance to interact with professionals for expanding their knowledge base.
- Organizing Business Case Analysis Contest for such students.
- Students are encouraged to participate in national and international conferences as paper presenters, rapporteurs, facilitators, volunteers, and event organizers.
- Introduction of Course of Independent Study (CIS) in PGDM. Students are given choice of selecting a course of their interest from a pool of courses. Students are allotted a mentor who guides the student. This enables such students to learn about the subject which is of interest to him/her apart from the class room teaching.
- Institute organizes 'Entrepreneurship Awareness Camps' sponsored and supported by Deptt. Of Science and Technology, Government of India.
- Guidance from the teachers as to how to read and refer the original sources of study like, research journals, encyclopedia, newspaper editorials, etc.
- Formation of Synergy and Live Wire Club. The activities done by them are given below:

Name of the Clubs	Objective	Activities
Synergy	To promote literary activities for students	Organizing programmes for students such as Debates, Quizzes, Student Seminars and Workshops, Role Plays, Management Games, Elocution, and Budget Analysis
Live Wire Club	To promote technical skills of students in computer and IT	Organizing Web Designing Competition, IT Quiz, Tech Marathon, etc.

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

Collection and Analysis of Data

- Institute collects data of slow learners and economically weaker students by analyzing their profiles following admission.

- Institute also conducts the review of the academic performance and growth of all the students of the institute. Once the semester results are declared, Course Coordinators submit a detailed report to the Director on the academic performance of the students and also the comparison with previous semesters' performance of the students. The report covers the aspects like, overall vs. individual performance of students in end semester examinations & sessionals, comparison with previous semester's performance of students, probable reasons for good / bad performance, and remedial actions required.

- The students are kept regularly informed about various benefits and facilities available to them by the universities, institute and government so that they might continue their studies.

Support services to prevent drop-out and to continue studies

- Extra classes and tutorials by the faculty to increase the performance standard of slow learners.

- One-to-one interaction through respective Course Coordinators and Class Mentors with students perceived to be at risk to discontinue the course.

- Information and data gathered above paves way for various remedial actions.

- Remedial classes for failed students.
- Providing students the study material if required by them.
- Personal counseling is provided to them to avail of the relevant scheme by the affiliating university for such instances, like failed, drop of examination, etc.
- Reviewing the teaching pedagogy for future improvements.
- Books and stationery are provided, in case required by such students.
- Institute also intends to purchase brail material for the library for pertinent class of students.

2.3 Teaching-Learning Process

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

College plans and organizes the teaching, learning and evaluation schedules through:

- Academic Calendar
- Teaching Plan
- Activity Schedule for Co-curricular and Extra-curricular Activities
- Internal Evaluation Schedule

Academic Calendar

The academic calendar mentions the dates of:

- Commencement of Academic Session
- Summer Training Report Presentation
- Survey Report Synopsis Submission
- Survey Report Pre-Submission
- Survey Report Final Submission
- Dissertation Synopsis Presentation
- Final Submission of Dissertation
- Commencement of Odd Semester End Examination
- Commencement of Even Semester
- Commencement of Even Semester End Examination
- Semester Break
- Holidays, etc.

Teaching Plan

- In all the courses, on the basis of academic calendar, for each subject, concerned teacher prepares a lecture plan for ensuring smooth coverage of the syllabus with uniform pace.

- Director reviews the progress of the syllabus-coverage on weekly basis to find out any deviation from the lecture plan. Reasons for deviation are noted down and required action is taken such as arranging of extra classes in case progress in any subject is slow.

- Institute's mechanism for teaching plan ensures that all the courses are completed as per the schedule and thus fulfilling the objectives.

- Feedback on regular basis is taken from the students to find out whether they understand the subject thoroughly or not. Remedial measures are taken if required on the basis of feedback of students.

Activity Schedule

Annual blueprint for various co-curricular and extra-curricular activities to be organized for all the programmes is prepared in the form of activity schedule. Activity schedule mentions the dates for:

- Activities to be conducted by various clubs
- Industrial visits to be conducted for students of all the programmes
- Foundation-day (Annual) function
- Guest lectures
- Workshops/Seminars/Conferences
- Any other activity planned for the session

Internal Evaluation Schedule

- Semester end examination dates are mentioned in the academic calendar

- For internal evaluation, schedule for class tests/assignments/case study/quizzes etc. for each subject is prepared and notified to students after the commencement of the semester.

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

- The IQAC monitors quality initiatives of the institution in improving the teaching-learning process.
- IQAC gives opportunities to people other than the institution to air their views and opinion regarding the academic programmes, co-curricular activities, research activities by faculty & students, conference, workshops, guest lectures, etc..
- These suggestions are considered by the Institute administration while making suitable amendments to the academic transactions.

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

Student centered methods are an integral part of the pedagogy adopted by the Institute using Experiential learning, Participative learning and Problem-solving methodologies for enhanced learning experiences. The various methods adopted for holistic student learning and development include :

- Classroom lectures augmented by exercises, project studies, role plays, case studies, simulation games, brainstorming sessions, group presentations.
- Use of Charts / Maps / Diagrams / LCD Projectors for PPT in class rooms.
- Use of internet and computer technology by students.
- Conducting enrichment and value-added programmes with emphasis on practical orientation of students.
- Group and panel Discussions.
- Domestic and International Industrial Visits.
- Active participation of students in organizing and participating in conferences, seminars, cultural events, sports' fest, social welfare activities, and other extracurricular activities.
- Business plan, web designing contests and other contests are organized where students make groups among themselves and participate. Faculty guides them in such contests.
- Various clubs have been formed where students and faculties work as a team and organize various activities. This contributes in participatory learning of students.
- Interactive sessions on the current developments in the subject are arranged from time to time for updating the students.
- Budget Analysis on the Day when Union Budget is presented in the House.
- Students are provided with user id and password for use of e-resources.
- Students have access to IIT-Bombay and MHRD supported 'Spoken Tutorials' course (a Project under NMEICT).
- Provision of e-learning resources through NPTEL.
- Course of Independent Study (CIS) has been introduced in PGDM.
- Collaboration with foreign universities for the benefit of students
- System of mentoring and counseling.

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

Institute has created a learning environment that is conducive to nurture critical thinking, creativity and scientific temper among learners. They equally motivate the students to become life-long learners and innovators.

Critical thinking and Creativity:

- Classroom lectures augmented by exercises, project studies, role plays, case studies, simulation games, brainstorming sessions, group presentation, etc.
- Inclusion of Project and Research Reports in the syllabi.
- Formation of various Clubs for promoting creativity in diverse areas.
- Group and Panel Discussions.
- Domestic and International Industrial Visits.
- Active participation of students in organizing and participating in conferences, seminars, cultural events, sports' fest, social welfare activities, and other extracurricular activities.
- Business plan contests, Tech Marathon, web designing contests and other contests are organized where students get opportunity to apply their critical thinking.
- Interactive sessions on the current developments including Budget Analysis in the subject or otherwise are arranged from time to time for updating the students.
- Faculties are encouraged to use creative and innovative approaches in teaching.
- Panorama club encourages creativity in photography among students

Scientific Temper:

- For intellectual resources, best journals have been subscribed by institute alongwith e-journals, books, educational CD's and other relevant material including e-resources through NPTEL.
- Scientific temper of students is developed through projects like survey projects/research projects/ dissertations/ mini-projects etc.
- Usage of statistical packages like SPSS is promoted.
- 8 Hours', 16 Hours' and 24 hours' 'Tech Marathon', a computer based problem-solving exercise is conducted every year.
- Faculty Members are encouraged to participate in Seminars/Conferences/ Workshops/Faculty Development Programmes/Orientation and Refresher Courses so that their scientific knowledge gets enhanced and they become well equipped in transferring the relevant knowledge to the students effectively resulting in development of scientific temper among students.

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

The technologies and facilities available at the institute and used by the faculty for teaching-learning include the following :

Computer Laboratories' facilities :

- 8 computer labs. With about 400 smart terminals,
- Wi-Fi enabled campus, internet facility to each and every faculty,
- Unlimited internet access through 8 mbps RF Broadband connection,
- A number of LCD and OHP projectors,
- Analysis softwares & special databases like SPSS, SAS, CMIE, etc.,
- Cameras, and various modern electronic gadgets.

e-learning facilities :

- e-journals and DELNET.
- INFLIBNET facility.
- A good collection of educational CDs.
- Library with a Digital Harbour.
- Institution has recently become connected as a Local Chapter of National Programme on Technology Enhanced Learning (NPTEL)
- Spoken Tutorial Workshops conducted by IIT Bombay under "talk to Teacher", a Project under National Mission on Education through ICT (NMEICT) is available at the institute, a remote centre of the project.
- Video-conferencing and Webinar facility

Mobile use :

- Institute has its own website.
- iCampus (an e-system developed by the institute) for various mobile applications.
- Institute has facebook and twitter pages.
- Students are encouraged to use mobile applications and other e-connectivities.

Apart from the above, the institute has formed a 'Knowledge Management Centre' whose main responsibility is to provide 'Online Management and IT Knowledge Bank'. This Centre helps the students in the following manner:

- Exploring the industry requirements with quality contents and proper dissemination of information related to Management and Computer Applications.
- Providing latest information about the faculty contributions in different National and International Journals and Magazines.
- Providing PPTs, course notes, case studies relating to different areas of management to budding managers.
- Providing latest and relevant information of Managerial Happenings in Global Corporate Arena.
- Enriching the students with new Tools and technologies used in the business, industries and Computer Applications.
- Enriching the career prospects of the students of PGDM, MBA, MCA and Undergraduate Courses.

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

Institute exposes students and faculty to advanced level of knowledge and skills through following methods**:**

Guest Lectures/Interactive Sessions :

Apart from class room teaching, SMS Varanasi takes due care for providing ample interaction opportunities to its students with the corporate world. Guest lectures of experts from different areas of specialization are organized. These guest lectures are a very important aspect in the life of the students as they are exposed to real time challenges and possible solutions to the existing problems.

The detailed list of the eminent personalities who have delivered guest lectures for students in last few years would be made available to the NAAC Peer Team during their visit.

Hi-Life Lecture Series:

The Center for Spiritualism and Human Enrichment (C-SHE) at the institute organizes a series of hi-life lectures. The lecture series entail discussions on work life balance, stress management, self motivation, workplace spirituality, ethics and other relevant aspects.

The list of eminent personalities from India and abroad who have delivered Hi-Life lectures for students in last few years is available for perusal by the NAAC Peer Team during visit to the institute.

Workshops :

For students, workshops on specialized fields conducted by experts are organized on regular basis. These workshops are activity based and aimed at developing the required skills and personality for successful careers.

The list of workshops that have been conducted during last few years is available for perusal by the NAAC Peer Team during visit to the institute.

Faculty skill Enhancement Programmes:

- Faculty Members are encouraged to participate in Seminars/Conferences/ Workshops/Faculty Development Programmes / Orientation and Refresher Courses.
- Faculty Development Programmes are also organized by Institute for the faculties.
- Institute also provides financial support to faculty for organizing conferences/seminars/ workshops/ FDP/MDP etc.

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

<u>Process</u>

In order to meet the academic and personal needs of students effectively, the institute encourages the system of mentor-mentee. Institute has a comprehensive system for academic, personal and psycho-social support plus guidance services for students. The system includes Academic Mentorship, Counseling Cell and Training and Placement Cell:

Academic Mentorship: For each course / programme there is a Course Coordinator and for each class there is a Mentor. Responsibilities of Class Mentors are:
- Support the course coordinators in discharge of their duties and responsibilities on the above issues.
- Engage in conversations with students to understand their problems and solving them.
- Guide the students in selecting specialization courses.
- Interacting with parents of students whenever required.
- Motivating and inspiring students for improving their academic performance and overall development.

Additionally, for survey projects, research projects, mini projects, dissertations, and summer training projects, each student is allocated a mentor under whose guidance students do their projects. Academic mentoring of students also takes in the form of various participatory learning activities such as :

- Domestic and International Industrial Visits with faculty members.
- Active participation of students in organizing and participating in conferences, seminars, and other non-classroom academic activities.
- Business plan, web designing contests and other contests, where students make groups among themselves and participate.
- Interactive sessions on the current developments in the subject are arranged from time to time for updating the students including 'Budget – Analysis'.

Counseling Cell : Institute has a counseling cell for students to ensure their healthy frame of mind, emotional stability, wellness and discipline. The responsibilities of counseling cell are:

- To discuss, understand, and solve students attitude and behavior related problems.
- Taking care of stress related problems of students.
- Making them aware of the various financial supports available through institute / affiliating universities / governments, and help them in making applications for the same.
- Developing positive attitude in students and making them realize their strengths and potentials.
- Helping students in overcoming bad habits.
- Making students disciplined.
- Enabling students to overcome state of depression, dejection, and negative emotions.
- Reporting any financial support required by the student
- Interaction of any student with the counseling cell to be kept strictly confidential.

Under this very category of counseling, the institute, keeping in mind, the fast changing modern competitive life, pressures and other environmental stresses, has established a **Behavioural Dynamics Lab (BDL)** for providing Psycho Diagnostic Assessment, Mental Health Care, and Stress Management Services to students. This lab provides psycho-diagnostic testing services for diagnosis and assessment of behavioural problems of students and helps to alleviate problems with Psycho-Therapy, Bio-feedback Therapy, Behaviour Therapy, Meditation, and Yoga.

The Counseling Cell equally provides career counseling as noted below:

- Institute has always appreciated and given due importance to establishing linkages with industry, for the purpose of placing its students and preparing students accordingly through career counseling.
- Institute has established a full-fledged and well-equipped Training and Placement Cell which provides active support to the students of various courses in getting quality summer as well as final placements.
- Due to strong Institute-Industry linkages, large number of reputed companies visit our campus for recruitments and helping students to get suitable jobs.

Training & Placement Cell: Proper guidance to students is given to students for enhancing their employability.

Students Benefitted

Through academic mentorship, all the students have generally been benefited in one or other way. Counselling Cell provides proper counseling to students as and when required. Moreover, employability of many students have improved due to the efforts of T&P Cell as is evident from the placement record of the institute.

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

Innovative Teaching Approaches/Methods adopted by the Faculty :
Faculties are encouraged to adopt innovative teaching approaches/methods/practices in the Institute. They have recently been provided the facility of NPTEL also. Majority of the faculty members in theory subjects in classroom teaching not only use the lecture method using traditional tools like black board and also the modern tools like, PPT Presentations, use of LCD projectors, internet, but also conduct as per the requirement :

- Management Games
- Role Plays
- Case Studies
- Simulation Games
- Brainstorming Sessions
- Seminars
- Group Discussions
- Computer-Assisted Learning
- Statistical Packages
- Internet usage
- Tech Marathon for computer-courses students

Faculty members arrange local industrial tours for clarity in the concepts of students and also go for experiential learning of students.

Efforts made by the Institute to encourage the faculty to adopt innovative approaches :

- State of the Art Computer Labs (eight) with about 400 smart terminals,

- Sufficient number of LCD Projectors, most of them fitted in the lecture theatres,

- 24 hours internet facility, and Wi-Fi enabled campus,

- Institutional Membership of DEL NET,

- Access to the e-resources through NPTEL,

- Computerized transactions using LIBSYS software,

- Rich collection of books and journals on all the various areas of Management and Computer Applications,

- Organization of FDP every year to make the faculty aware of innovative teaching pedagogy,

- Leave and financial support to faculty to participate to FDPs held in other institutions, pursuing Ph. D programmes, etc.

Impact of such innovative practices on student-learning :

- Enhancement in students' attention in teaching-learning process,

- Encouragement in students' creativity noticed,

- Curiosity about new technology inculcated in students,

- BBA and BCA students getting first position in the University,
- Many students of BBA and BCA coming in the Top-ten list of the University,
- Majority of PGDM, MBA and MCA students getting quality jobs through campus placement,
- Several undergraduate-courses' students have also grabbed better job placements.
- Institute being constantly ranked among top B-Schools in the country.

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

Institute library is equipped with a large collection of books, journals, e-journals, newspapers, magazines and other study material to augment teaching-learning process of a high order. Details of library resources may be seen below :

No. of Titles	13728 (Computer- 4516 & Management-9212)
No. of Books	33939 (Computer- 11365 & Management-22574)
Journals	109 (Computer- 28; 12 International, 16 National & Management- 81; 13 International, 68 National)
E-Journals	07 + DElNET
Magazines	66(Mgmt. and General : 60 & Computer : 6)
CD's	2305
Newspapers	30
Project Reports	2005
Back issues of Journals in hard bound Format	1782
Annuals and year books	654

Distinguishing Features:
- Institutional Membership of DEL NET,
- Subscription of E-Journals of Sage Publications,
- Computerised Transactions using Libsys Software,
- Bar Code implemented in the Library,
- Rich collection of research oriented books in different areas of Management and Computer Applications,
- A place is provided for display of Wall-paper in library where the students can post their articles and other literary material,
- Information Kiosk at the Library Entrance,
- Back issues of International & national Journals are available in bound format,
- New arrivals, books and journals are prominently displayed on the racks,
- A spacious reading hall to accommodate 100 students at a time,
- Continuous up-gradation of the Library by subscribing latest publications on the contemporary subjects aiding Management and Computer Science,

- Students' Access to Library from morning to late evening,
- CD Duplication Facility through DVD Writer,
- CCTV Surveillance,
- Photocopy facility,
- Sufficient book-borrowing facilities for faculty & students,
- Additional access to library is provided to students during examination time,
- Competitive examinations preparation material updated on regular basis,
- Library has some reading material in audio form for the visually challenged,
- It also has the facility of wheel-chairs for physically challenged,
- Faculty attendance in library maintained.
- Books are purchased on faculty recommendations.

Institute reviews the library resources on regular basis. Institute has a mechanism where faculty members give requisitions for the required books, journals, etc. and it is ensured that required resources are made available in library on time.

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

- Usually, institute does not face any problem in completing the curriculum on time and according to the academic calendar.
- One of the main reasons for this is that 'Course Review Meetings' for all the courses are held on weekly basis and required actions are promptly taken.
- However, if some unscheduled holidays need to be declared due to uncontrollable factors, the curricula are completed by :
    * Extending teaching schedule for one more hour, and
    * Arranging extra classes on Sundays and other holidays

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

The institute monitors and evaluates the quality of teaching learning through following measures:
- Responsibilities of Course Coordinators, Class Mentors, and Teachers are laid out in this regard just before the commencement of the academic session/semester by the Director.
- Lecture plan is prepared by the faculty on the basis of academic calendar for ensuring smooth coverage of the syllabus with uniform pace.
- Respective course coordinators along with the teachers concerned, in presence of Director, review the progress of the syllabus coverage on weekly basis to find out any

deviation from the lecture plan. Reasons for deviation are noted down and required action is taken, such as arranging of extra classes in case progress in any subject is slow.

- Course Coordinators with the support of Co-Coordinators and class mentors regularly monitor and evaluate the quality of teaching, teaching methods used, and classroom environment. They interact with students and teachers regularly in this regard.
- Feedback is taken from the students in structured form in every semester for all the courses on teaching quality and learning and accordingly required action is taken.
- Academic performance of students is evaluated regularly for analyzing the effectiveness of teaching employed. Comprehensive analysis of examination result for every semester is done by the respective course coordinators and reported to the Director along with needful recommendations on corrective actions. Performance in internal assessments of students is also monitored closely by course coordinators and corrective actions are taken if required.
- The Director regularly monitors the conduct of the classes.
- Academic Audit is done by involving Director, Faculty Members and Experts.

2.4 Teacher Quality

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

Recruitment Procedure

1. Need analysis for faculty is done area wise and subject wise.
2. Applications from the eligible & interested candidates are solicited within prescribed time duration through advertisements of the positions in national level newspapers and institute website.
3. All applications received are scrutinized.
4. Short-listed candidates are called for the interview on prescribed date through letter/ e.mail/telephone.
5. Interview is held by a duly constituted selection committee, which recommends the candidates for selection.
6. Appointment letters to the selected candidates are issued providing a time frame for joining.
7. In case, any selected candidate does not join, appointment letter is issued to the next candidate in merit.
8. Approval of the appointment by the Governing Council of the institution.

Retention Strategy

The institute believes in retention of well qualified and competent manpower at all levels. It facilitates the participation of its teachers in various teacher recharge programmes. However, in order to ensure minimum turnover of the faculty as well as to keep them continuously relevant under the current dynamic environment, following steps are implemented:

- Faculty is constantly encouraged to update themselves with the advancements made in the discipline concerned as well as emerging pedagogical tools.
- They are facilitated by paid leaves and sponsorships for attending conferences, seminars and paper presentations at outstations, even abroad.
- Faculty is encouraged to upgrade their qualifications, and exposure to training and assessments.
- Faculty is given promotion and/or incentives on achieving higher qualifications, like Ph. D. or publications in reputed journals.
- Faculty is provided exposure to global business environment.

- Faculty is also sent to international conferences held abroad to make research paper presentations.
- They are further encouraged to take joint research with the faculty of foreign and other universities/institutions.
- Time bound promotion facility
- Effectiveness of retention strategy followed by Institute is reflected in the fact that many faculty members are working in the institute for more than 15 years.

Qualifications of the teaching staff

Highest qualification	Professor (05)		Associate Professor (07)		Assistant Professor (33)		Total
	Male	Female	Male	Female	Male	Female	45
Permanent Teachers							
D.Sc. / D.Litt.	1	0	0	0	0	0	1
Ph.D.	4	0	2	0	5	3	14
M.Phil.	0	0	1	0	0	1	2
PG	0	0	4	0	22	2	28

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

- The Institute has always ensured that requisite number of full time competent faculty members is appointed in reasonable time as per the AICTE/Affiliating universities' norms.
- Moreover, they are also motivated to pursue higher qualifications wherever required by giving them all needful support in addressing to their academic agendas.
- For emerging areas of study, faculties are also sent to attend workshops/conferences/seminars etc. for getting the required knowledge and skills.
- The Institute also invites subject experts from the industry and other academic/research institutes to provide inputs to the students and faculty members in emerging areas.
- To enhance the knowledge, the faculty members are also encouraged to participate in various research activities including paper presentation in Conferences and Seminars and Paper Publication in reputed journals.
- Guest lectures and workshops are conducted by experts.

Outcome

- In last three years some new subjects were introduced in PGDM programme covering the emerging areas, like Business Analytics, etc. and the existing faculty members were able to teach those subjects comfortably. Reason being that some faculty members were sent to attend workshops and other programmes to upgrade the knowledge and skills in the emerging areas.
- Majority of faculty members have been able to upgrade their qualification by attaining NET and Ph. D.
- Majority of faculty members have published their research papers in reputed journals.

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

With a view to enhance quality of the members of faculty, the institute provides several research and training opportunities through in-house faculty development programmes as well as giving opportunity to them for attending similar programmes in external organizations/institutions of repute.

a)   Nomination to Staff Development Programmes

Academic Staff Development Programme	No. of Faculty Nominated
Staff Training / FDP / Refresher courses conducted by other institutions	15
Conferences / Seminars / Workshops conducted by other institutions	24
Staff Training / FDP / Refresher courses conducted by the institution	All members of Faculty

b) Faculty Development Programmes organized by the institution in last four years to empower and enable the use of various tools and technology for improved teaching-learning :

S. No.	Year	Name of FDP	Resource Persons
1.	2013	Pedagogical Innovations in Professional Education.	Prof. B. P. Singh, Prof. S. K. Singh, Prof. P. S. Tripathi, Prof. Anand Prakash,

		Changes in Management Education : Concepts to Practice.	Prof. R. C. Mishra, Prof. K. P. Pandey, Prof. Atul Tandon, etc.
2.	2014	Teaching and Research Methods.	Mr. Manas K Mandal, Prof. Anand Prakash, Prof. Azhar Kazmi, etc.
3.	2015	Contemporary Innovative Practices for Research and Teaching.	Prof. Arvind Chaturvedi, Prof. Prabal Kumar Sen, Prof. Pramod Pathak, Prof. A K Tripathi, etc.
4.	2016	Professional Research & Teaching: SWOT	Prof. Azhar Kazmi, Prof. P.R.Agrawal, Prof. Dhananjay Pandey, Prof. N.K.Sharma, Prof. Furqan Qamar, Prof. M.S.Pandey

During the above FDPs as well as others participated by them, the faculty members are exposed to the following tools and technology :
- Teaching pedagogy
- Knowledge management
- Development and use of enrichment materials
- Assessment patterns
- Handling new curriculum
- Important cross cutting issues, etc.

c) Percentage of faculty -

% of Faculty invited as resource persons in Workshops / Seminars /Conferences organized by external professional agencies	42 %
% of Faculty who have participated in external Workshops / Seminars / Conferences recognized by national/ international professional bodies	100 %
% of Faculty who have presented papers in Workshops / Seminars / Conferences conducted or recognized by professional agencies	100 %

2.4.4 What policies/systems are in place to recharge teachers? (eg: providing research grants, study leave, support for research and academic publications teaching

experience in other national institutions and specialized programmes industrial engagement etc.)

Institute has a Technical Cell which has the responsibility to ensure up-gradation of teachers' knowledge-base as well as recharging teachers.

- Teachers submit their proposal for attending national/International conferences/seminars/workshop, orientation/refresher courses, FDP/MDP etc. to the Technical Cell. Depending upon the importance of the proposal, acceptance is given. They are also provided with needful financial support & leave facilities. Proposals for organizing the conference/seminar/workshop by faculty members are also submitted to Technical Cell and suitable action is taken.

- Technical Cell also nominates the faculty members for attending conferences/seminars/workshops and other events in India and abroad which Cell deems important for faculty.

- Technical Cell takes initiatives in organizing Faculty Development Programmes in the institute for faculty.

- Technical Cell encourages faculty members to apply for research grants from funding agencies like AICTE/UGC/ICSSR/etc.

- Study leave is given to faculty members for pursuing higher studies.

- Provision for sabbatical leave for faculty members is also there.

- Faculty is also encouraged to take-up industry-academic joint work & consultancy on revenue sharing basis as per institutional policies.

- Institute facilitates mobility of its faculty through exchange programmes,

- Induction Programme for new faculty members is organized by Technical Cell.

- Technical Cell also promotes faculty members for doing research, publishing research papers in journals, contributing book chapters and writing books.

- Institution has a comprehensive 'Research and Publication Incentive Policy' for the faculty members.

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

During the last four years, 5 faculty members have been recognized and awarded for their contribution in teaching and research as per details below :

Name of Faculty Member(s)	Award / Recognition - particulars
Alok Kumar	'Exemplary Contribution in the field of Academics' in 2012 by Career Launcher.
Sandeep Singh	Varanasi Management Association (VMA) in 2012
Kamalsheel Mishra	Eastern UP Exporters' Association (EUPEA) in 2013
Anindo Bhattacharjee	Organizing Member of the 10th Philosophy of Management International Conference held at St. Anne's College, Oxford, UK in 2015
R K Singh	Varanasi Management Association (VMA) in 2014
Sandeep Singh	Best Paper Presentation Award at National Seminar on 'Extension Innovations and Methodologies for Market-Led Agricultural Growth and Development' organized by Indian Society of Extension Education in 2015 at Gwalior.
Sandeep Singh	Best Paper Presentation Award at 17th Indian Agricultural Scientists & Farmers Congress organized by Bioved Research Institute of Agriculture and Technology in 2015 at Allahabad.

Institute carries a culture to nourish potential for research and contributing to academic as well as corporate knowledge reservoir. Director of the institute remains very keen in identifying research opportunities and motivates faculty members to excel in academic strivings and teaching practices, further avail the benefits provided under 'Research and Publication Incentive Policy' of the institution.

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

Institute has already introduced a system of evaluating its teachers by the students as well as external peers in order to leverage the teaching-learning programme. Appreciating the significance of feedback in the evaluation of teachers and teaching process, the institute

has established a **'Feedback Cell'** that has the exclusive responsibility to effectively manage the entire gamut of feedback activities relating to various stakeholders, including students :

(a) Evaluation of teachers by the students :

(i) During each semester of an academic year , feedback from students is taken in a structured form in all the various courses.
(ii) The feedback form mainly focuses on the various teaching related skills of the faculty members, like command on subject, communication, quality of content delivered, regularity, and overall behavior with students.
(iii)In case any faculty doesn't meet the expected benchmark on feedback, he/she is counseled by the Director on a one-to-one basis. The sole purpose of this counseling exercise is to ensure that respective faculty members should take initiatives to sharpen his/her teaching skills in order to improve performance and feedback next time.

(b) Evaluation of teachers by the external Peers :

Experts from other organizations/institutions plus external examiners use to visit the institute during Guest Lectures, Presentation, Practicals and Viva-voce. Most of them get the occasion of interacting with the faculty members during the aforesaid exercises and later on convey their opinions to the Director or some other Senior Faculty. This leads to an informal evaluation of teachers by the external peers. The feedback is communicated to respective faculty member by the Director to understand his/her strengths or weaknesses so as to take needful steps for improving the quality of the teaching learning process.

2.5   Evaluation Process and Reforms

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

- The institute disseminates the evaluation processes to all its stakeholders. Details of academic evaluation process are described in the students' handbook published by the Institution, and that is given to all the students at the time of Orientation following their admission to the Institution. The same is also distributed among the faculty members for their awareness.
- The rules and regulations regarding examination are circulated to faculty members and also intimated to students by course coordinators at the beginning of academic session.
- The instructions are displayed on the notice board for the students; circulars are generated giving the complete information of assessments of students.
- Information on assignments, project, presentation etc. are informed to students and faculty members through notices.
- The marks of the same are displayed on the notice boards without delay.
- Faculty meetings are conducted at regular intervals in regard to evaluation system also.
- Faculty members participate to workshops on examination reforms and evaluation process at the affiliating universities.
- All other stakeholders also come to know about the evaluation processes through printed copies of students' handbook in various courses, or alternatively through the website of the institute.

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

The institute effectively implements all the evaluation reforms introduced by the affiliating universities from time to time as mentioned below :

University affiliated programmes –

Both the affiliating universities, AKTU and MGKV have initiated several reforms in the examination and evaluation system including,

- Barcode and hollow craft stickers system have been introduced,
- Provision of 'Challenge Evaluation' for the students having failed in any subject during semester examination,

- Filling of examination forms, student summary reports and generation of admit cards online,
- Uploading of internal assessment marks by the respective subject teachers online.

Institution-governed programme (PGDM) –

Major evaluation reforms initiated by the institute in PGDM programme, that have positively impacted the evaluation management system, are :

- Introduction of CGPA system,
- Introduction of Choice Based Credit System,
- Introduction of Viva-voce as a part of continuous internal evaluation in theory subjects,
- Introduction of case study wherever applicable in theory subjects as a part of continuous, internal evaluation,
- Significant weight to practical-oriented questions,
- Timely declaration of result,
- Effective mechanism for redressal of grievances pertaining to evaluation,
- Barcode and hollow craft stickers system have been introduced in the marks statements,
- Transparency and security of evaluation system.
- Zero tolerance to unfair practices in the examination,
- Vigilance squad to check-up the candidates in examination hall,
- Students not allowed to enter to examination hall with personal belongings like bags, mobile phones, etc.
- Provision of back-paper examination,
- Adherence to academic calendar for conduct of examination,
- Provision of online examination application forms,
- Online submission of assignments by the students to the faculty,
- Establishment of 'Examination Cell' to facilitate various examinations.

Through above reforms, improvement in learning, seriousness and attendance of students have been observed.

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

The evaluation reforms of the university are followed by the institute in the following way:

- Institute organizes all examination as per schedule and requirements of affiliating universities.
- Effective training of non-teaching and office staff in use of ICT resources for handling of online communications and reports filling.
- All the timer-lines of affiliating universities like exams, submission of internal marks, conducting viva-voce, attending university meetings are followed on a compulsory basis.
- Uninterrupted power supply has been ensured to support online works.
- University personnel, institute's examination cell and internal vigilance squad monitor effective implementation of the relevant evaluation reforms.

To ensure effective implementation of the reforms initiated by the institute in PGDM-programme, following measures are taken :

- Academic handbook is prepared before the start of the new academic session, mentioning all the schedules for evaluation and is religiously followed.
- Institute organizes all examination as per schedule mentioned in the academic handbook.
- Examination Cell is formed at institute level for smooth conduction of internal and external examination and also compilation of marks.
- Examination vigilance squad consists of a lady member.
- Regular Course Review meetings are conducted to ensure that sessions/classes are going as per plan so as to complete the syllabi in time before commencement of exams.

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

Formative Assessment Approach for BBA & BCA:
- In BBA, the marks of internal assessment are awarded on the following basis:
  (i) Marks of the sessional test   -   20 marks
  (ii) Class participation/ attendance and general discipline-   10 marks
- In BCA, internal evaluation of the students is done for 25 marks in each theory paper.
- Marks obtained in the "Internal Assessment" as regular student by the candidates of all categories remain unchanged and are counted in the computation of annual examination result.
- If a student fails to appear in the sessional tests, he/she is treated as fail in the semester examination result. However, he/ she will be eligible to appear in the sessional test of next semester.

Summative Assessment Approach for BBA & BCA:

- Duration of semester written examination carrying 70 marks in each paper is of three hours. A candidate is declared to have passed the semester examination if she/ he secures passing marks as prescribed by the University. The final result of the candidates is declared on the basis of combined results of all the semester examinations.
- In BCA, Lab. Examinations are of 50/100 marks depending upon the syllabus.
- A candidate securing 60% or more marks will be awarded first division and candidates securing 50% or more but less than 60% marks in the aggregate will be placed in second division.
- Students are eligible for the facility of improvement/ back paper as per University rules from time to time.
- A candidate who fails in a semester examination or fails to clear back paper, is permitted to appear in the semester examination as casual student only on the completion of his/her prescribed course of study.

Formative Assessment Approach for B.Com.:

There is no formative assessment pattern for B.Com.

Summative Assessment Approach for B.Com.:

- The evaluation of the students are done on the basis of the written annual examination having 100 marks in each paper.
- Duration of annual written examination is of three hours.
- A candidate is declared to have passed the annual examination if she/he secures passing marks as prescribed by the University.
- The final result of the candidates shall be declared on the basis of combined results of all the annual examination of B.Com. I, B.Com. II and B.Com. III.
- A candidate securing 60% or above is awarded first division and candidates securing 45% or more but less than 60% marks in the aggregate is placed in second division and candidate securing 33% or more but less than 45% marks in the aggregate is placed in third division.
- Students are eligible for the facility of improvement/ back-paper in two papers in each year as per University rules.
- A candidate who fails in an annual examination or fails to clear back paper, is permitted to appear in the annual examination as a casual student only on the completion of his/her prescribed course of study.

Formative Assessment for MBA and MCA :
- Internal assessment accounts for 50 marks in theory papers.
- In MCA final semester there is a project where internal assessment carries 500 marks.

Summative Assessment for MBA and MCA :
- End-semester examination of 100 marks is conducted for each theory papers.
- In MBA summer training project report carries 150 marks.
- In MCA each Lab examination carries 50 marks.

Formative Assessment for PGDM :
There is a mechanism of continuous evaluation for internal assessment of students in theory subjects. To ensure rigour of the internal assessment process, three parameters are used and they are:

1. **Class Tests** - Three Class Tests are taken and then best two performances out of total three are selected.

2. **Presentation/Assignment** - In non-quantitative theory subjects, presentation is a part of continuous internal evaluation and in quantitative theory subjects, assignment is taken on a practical problem.

3. **Attendance** - To ensure regularity, attendance has also been made part of continuous internal evaluation. Minimum attendance requirement is 75%.

- Details of internal assessment for theory papers are indicated below:

Activities	Marks
Class Tests - 3	30
Presentation/Assignment	10
Attendance	10
TOTAL	50

- For Field Survey (Second Semester), following internal assessment pattern is followed:

Synopsis Evaluation	25 marks
Pre-Submission Presentation	25 marks

- For Summer Training Project (Third Semester), following internal assessment pattern is used:

Presentation	50 marks

- For Dissertation (Fourth Semester), following internal assessment pattern is practised:

Synopsis Presentation	50 marks

Summative Assessment for PGDM :

- Semester-end examination of theory papers is of 3 hours duration carrying 100 marks.
- For Field Survey (Second Semester), following summative assessment pattern is followed:

Report	50 marks
Viva-voce	50 marks

- For Summer Training Project (Third Semester), following summative assessment pattern is used:

Report	100 marks

- For Dissertation (Fourth Semester), following summative assessment pattern is practised:

Dissertation Thesis	100 marks

- After the completion of fourth semester examination, a comprehensive viva-vove is conducted carrying 150 marks.

The following Grades are awarded based on the overall performance in the PGDM Programme:

Percentage Distribution of Marks (Out of 100)	Grade Points	Letter Grade	Remarks
= > 90 - < 100	10	A++	Outstanding
= >80 - < 90	9	A+	Excellent
= > 70 - < 80	8	A	Very Good
= > 60 - < 70	7	B+	Good
= > 50 - < 60	6	B	Satisfactory
= > 40 - < 50	5	C	Pass
Below 40	0	F	Fail

Academic performance of students is evaluated regularly for analyzing the effectiveness of teaching employed. Performance in internal assessment exercises and end-semester examinations of students are monitored closely by course coordinators and corrective actions are taken if required.

Positive impact of assessment approaches in PGDM:

In PGDM course, following changes in assessment approach have positively impacted the students:

- Introduction of CGPA system
- Introduction of Credit based semester system to match international standard.
- Proportional weight (100 : 50) to end-semester examination and continuous internal evaluation. This has made students regular in their studies and attendance.
- Introduction of Open Defence as a part of continuous internal evaluation.
- Introduction of case study wherever applicable in theory subjects as a part of continuous internal evaluation.

Through above changes, improvement in learning, seriousness and attendance of students have been observed.

2.5.5 **Detail on the significant improvements made in ensuring rigor and transparency in the internal assessment during the last four years and weightages assigned for the overall development of students (weightage for behavioral aspects, independent learning, communication skills etc.)**

<u>**For university run programmes**</u>

Institute completely follows the assessment pattern as decided by the affiliating universities in respect to MBA, MCA, BBA, BCA, and B. Com. Courses.

<u>**PGDM Programme**</u>

Following significant improvements have been made in internal assessment for PGDM programme:

- Proportional weight (100 : 50) to end-semester examination and continuous internal evaluation. This has made students regular in their studies and attendance.
- Introduction of Open Defence as a part of continuous internal evaluation.
- Introduction of case study wherever applicable in theory subjects as a part of continuous internal evaluation.

- Breakup of internal assessment is given below:

Activities	Marks
Class Tests - 3	30
Presentation/Assignment	10
Attendance	10
TOTAL	50

- Presentation has been included in the internal assessment to improve the communication skills of the students.
- Workshops on 'Communication' are conducted to help in development of communication and soft skills.
- Assignment instigates the students towards independent learning.
- For independent learning, Courses of Independent Study (CIS), with 2 credits each, have been started in PGDM.
- Marks of various internal exams are notified and answer texts are shown to the students by the concerned faculty with necessary feedback.

Moreover, in ensuring rigor and transparency in the internal assessment, information & computer technology have significantly contributed, and these are now in use both by the affiliating universities and institute in the examination management process.

2.5.6 What are the graduate attributes specified by the college/ affiliating university? How does the college ensure the attainment of these by the students?

The institute has laid down the following general graduate attributes that are ensured through its various activities:
- Subject Knowledge and its practical application
- Problem Solving skills
- Leadership skills
- Use of modern tools and technology
- Social sensitiveness
- Ethical and moral attributes
- Good communication skills
- Industry exposure
- Project management
- Global exposure
- Entrepreneurship skills
- Good personality
- Employability skills

Institute ensures the attainment of above attributes by students through following mechanism:

- Practical orientation in classroom teaching
- Focus on value education
- Industrial visits
- Tie ups with foreign universities
- Personality development activities
- Organizing programmes for creating social and environmental sensitiveness among students
- Projects as a part of curriculum
- Organizing entrepreneurship development programmes
- Promoting use of modern tools and technology in class and projects
- Promoting leadership skills among students by encouraging them to organize various co-curricular and extra-curricular activities.
- Employability enhancement programmes

2.5.7 What are the mechanisms for redressal of grievances with reference to evaluation both at the college and University level?

Grievance Redressal Mechanism in regard to Evaluation at Institute level

- Institute has formed a 'Student's Grievance Redressal Cell' to take care of these issues.
- If a participant has any questions regarding the matters relating to the evaluation, he or she is encouraged to discuss them with the Course Coordinator. If necessary, the matter is referred to the Student's Grievance Redressal Cell' to take appropriate action.
- Provision of 'Back Paper' examination is available.

Grievance Redressal Mechanism for University Programmes

For University run programmes, universities have their own grievance redressal system with reference to evaluation. MGKV has the provisions for 'Back Paper Examination' and 'Challenge Evaluation'. AKTU has got the provisions for 'Carry Over Examination', 'Scrutiny' and 'Challenge Evaluation'. The institute has a mechanism to make the relevant students aware of these provisions by both the affiliating universities through notices as well as the concerned Course Coordinators.

2.6.   Student Performance and Learning Outcomes

2.6.1   Does the College have clearly stated learning outcomes for its programmes? if yes, give details on how the students and staff are made aware of these?

Yes, Institute has clearly stated learning outcomes for its programmes. The students are expected to imbibe:

- Knowledge and curiosity to learn more in their respective academic domains,
- Employability skills
- Positive attitude
- Rational thinking and decision making capabilities
- Skills of team management and leadership
- Ethical and moral values
- ICT- skills
- Sensitivity towards humanity, society, and environment
- Traits of a responsible citizen of the nation

The students and faculty members are made aware of these learning outcomes through :

- Students are made aware of the outcomes expected from them under a separate and dedicated session covering this issue during their Orientation Programme at the beginning of the academic session, and through course coordinators during subsequent interactive sessions.
- Faculties are made aware of the learning outcomes by the Director during their induction session on joining, at the beginning of the academic session and through regular interactions with them.
- Director's address on various occasions.
- Information Brochure of the institute.
- Institute website/social networking sites, etc.

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

The institute continuously monitors and communicates the progress of students through the duration of the course/programme through these methods:

- There is continuous evaluation of students during the semester through various assessment tests that include:
  - Class Tests / Mid-term tests Tests
  - Attendance and Class Participation
  - Presentations
  - Assignments and Projects
  - Case studies
- The results of internal assessment are displayed in prescribed time on notice boards.
- Course coordinators have the responsibility to take remedial measures for those who don't perform well in internal assessment exercises with the support of concerned subject teachers.
- Performance of students in end-semester examination is analysed carefully by the various Course Coordinators and required action is taken following discussion with the Director on the matter.

Result of MGKV governed Under-Graduate Courses:

S.N.	Name of courses	Pass %			
		2013-16	2012-15	2011-14	2010-13
1	BBA	91	96	89	95
2	BCA	86	91	97	95

For B. Com. course, no batch has completed the programme so far, as the course was started in 2014 only.

Analysis of BBA and BCA results : During the last four years, the pass % in BBA has been highest for 2012-15 batch and lowest for 2011-14 batch. In BCA, the pass % was highest for 2011-14 batch, and lowest for 2013-16 batch. In both BBA and BCA in last four years, pass % has been above 90% except for one batch each in both the courses.

Result of UPTU governed Post-Graduate MCA Course:

S.N.	Name of Course		Pass %			
		2013-16	2012-15	2011-14	2010-13
1	MCA	91.66	100	94.87	98.21

Analysis of MCA results : During the last four years, the pass % in MCA has been above 90% and was 100% for 2012-15 batch.

Result of PGDM Course:

S.N.	Name of Course		Pass %		
		2014-16	**2013-15**	**2012-14**	**2011-13**
1	PGDM	98.5	98	100	100

<u>Analysis of PGDM results</u> : During the last four years, the pass % was 100 % for two batches and almost 100% for other two batches.

<u>Difference in patterns of achievement across the programmes</u> : Across all the four above programmes, the results in PGDM is comparatively higher on account of scoring hundred percent two times, i.e. in 2011-13 and 2012-14 batches.

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

The institute understands that the achievement of intended learning outcomes is central to the pedagogical and assessment processes. With this view, the institute has introduced and implemented following measures to structure the teaching, learning and assessment strategies in order to facilitate the achievement of the intended learning outcomes :

<u>TEACHING STRATEGY</u>

Academic Calendar :

For BBA, BCA and B. Com. Programmes, institute follows the academic calendar prepared by MGKV, and for MBA and MCA programmes, institute follows the academic calendar prepared by AKTU.

For PGDM programme, institute prepares the academic calendar before the commencement of the new academic session. The academic calendar mentions the dates of :

- Commencement of Academic Session
- Summer Training Report Presentation
- Survey Report Synopsis Submission
- Survey Report Pre-Submission
- Survey Report Final Submission
- Dissertation Synopsis Presentation
- Final Submission of Dissertation

- Commencement of Odd Semester Examination
- Commencement of Eve Semester
- Commencement of Even Semester Examination
- Semester Break
- Holidays

Teaching Plan:

- In all the courses, on the basis of academic calendar, for each subject, concerned teacher prepares a lecture plan for ensuring smooth coverage of the syllabus with uniform pace.
- Director and Course Coordinators along with concerned faculty members review the progress of the syllabus coverage on weekly basis to find out any deviation from the lecture plan. Reasons for deviation are noted down and required action is taken such as arranging of extra classes in case progress in any subject is slow.
- Institute's mechanism for teaching plan ensures that all the courses are completed as per the schedule and thus fulfilling the objectives.
- Feedback on regular basis is taken from the students to find out whether they understand the subject thoroughly or not. Remedial measures are taken if required on the basis of feedback of students.

LEARNING STRATEGY

Institute monitors the achievement of learning outcomes of students through:
- Academic Performance of students
- Participation and performance in extra-curricular activities
- Placements of students
- Quality of Projects undertaken by students
- Discipline
- Awards and Recognitions received

Institute monitors the achievement of learning outcomes of Faculty members through :

- Performance of students in the Subjects taught by them
- Application of teaching methodology
- Research Publications
- Participation and organizing conferences/seminars/workshops
- Performance in duties and responsibilities assigned by institute
- Awards and Recognitions received

ASSESSMENT STRATEGY

Direct Assessment :

- Internal and external (semester) examinations for theory and practical subjects,
- Continuous Evaluation System which covers various components like, class tests, presentations, assignments, class participation, etc. Details are noted below :

For BBA, BCA and B. Com. Programmes, institute follows the evaluation pattern as decided by MGKV, and for MBA and MCA programmes, institute follows the evaluation pattern as decided by the AKTU.

For PGDM –

In the theory papers, evaluation pattern includes:

A. Semester-end Examinations
B. Internal Assessment (Sessionals)

- Details of internal assessment for theory papers are indicated below:

Activities	Marks
Class Tests -3	30
Presentation/Assignment	10
Attendance	10
TOTAL	50

- For Field Survey (Second Semester), following assessment pattern is followed:

Synopsis Evaluation	25 marks
Pre-Submission Presentation	25 marks
Report	50 marks
Viva Voce	50 marks
Total	150 marks

- For Summer Training Project (Third Semester), following assessment pattern is used:

Presentation	50 marks
Report	100 marks
Total	150 marks

- For Dissertation (Fourth Semester), following assessment pattern is practised:

Synopsis Presentation	50 marks
Research Report	100 marks
Total	150 marks

- Semester-end examination of theory papers is of 3 hours duration carrying 100 marks.
- After the completion of fourth semester examination, a comprehensive viva-voce is conducted carrying 150 marks.

Indirect Assessment :

- External Examiners' feedback
- Guest Speakers (both corporate & academia) feedback
- Alumni feedback
- Feedback from employers

2.6.4 **What are the measures/initiatives taken up by the institution to enhance the social and economic relevance (student placements, entrepreneurship, innovation and research aptitude developed among students etc.) of the courses offered?**

MEASURES FOR STUDENT PLACEMENTS:

- Institute has always appreciated and given due importance to establishing linkages with industry for the purpose of placing its students meaningfully and preparing students accordingly through career counseling.
- The Institute has established a full-fledged and well-equipped Training and Placement Cell which provides active support to the students of various courses in getting quality summer as well as final placements.
- Due to strong Institute-Industry linkages, large number of reputed companies visits campus for recruitments and helping students to get jobs.
- Details of student placements in last four years are given below:

Year	Course(s)	Total No. of Students reporting for Campus Interview	Total No. of Students selected through Campus Interview	Total No. of Companies visited for Campus Placements
2013	PGDM + MCA	115	81	47
2014	PGDM + MCA	119	81	41
2015	PGDM + MBA + MCA	202	167	52
2016	PGDM + MBA + MCA	128	172	67

- Associated Chambers of Commerce and Industry (ASSOCHAM) and the reputed educational magazine, The Education Post awarded School of Management Sciences, Varanasi for being "The Best Institute in UP for Placement Efforts" at the event hosted at Ahmedabad. The award was presented by the State Minister for Education for the State of Gujarat on Sunday, November 24, 2013.

- DNA and Stars of the Industry Group conferred the award for "Innovation in Building Academic & Industry Interface" to the institute in 2011.

MEASURES FOR ENTREPRENEURSHIP AND INNOVATION

- Institute has a Centre for Entrepreneurship, Innovation & Skill Development (CEISD) which is involved in providing valuable inputs and training on Entrepreneurship development and innovation to the students.

- Institute has organized 'Entrepreneurship Awareness Camps' sponsored and supported by Deptt. Of Science and Technology, Government of India.

- Entrepreneurship development programmes are conducted at regular intervals in association with organizations like Micro Small and Medium Enterprises (MSME).

- Business Plan Contests and Start-up Melas are conducted for improving the entrepreneurship skills of the students.

MEASURES FOR DEVELOPING RESEARCH APTITUDE

- Students are encouraged to participate in seminars/conferences/workshops both at the institute as well as outside.
- For intellectual resources, best journals have been subscribed by institute along with e-journals, books, educational CD's and other relevant material.
- Research aptitude in students is developed through projects like survey projects/research projects/ dissertations/ mini-projects etc.
- Usage of statistical packages like SPSS is promoted.

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

The institute has a mechanism to analyze shortfalls in achievement of learning outcomes and suggest improvement measures. Course Coordinators, with the support of class mentors, document the progress of students in academics and extra- curricular activities. Feedback from students is taken in every semester in a structured form. Institute also collects information about performance of students during their placement interviews and further when they start working at their work stations through the feedback from the employers. Required remedial measures are taken on the basis of information collected by course coordinators.

For overcoming barriers of learning, institute takes following steps :

- Providing Mock Question Papers / Question Bank and suggestive answers to the students
- Timely redressal of students' grievances
- Showing answer texts to students (in class/term tests) to make them understand their relative strengths and weaknesses
- Strict monitoring of attendance of students by the respective course coordinators
- Extra/Remedial classes/ Tutorials for weak students to solve their problems
- Provision of Mentorship
- Regular feedback is undertaken to have needful check on quality education.

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

Institute monitors the achievement of learning outcomes of students through:

- Academic Performance of Students
- Participation and performance in extra-curricular activities
- Placements of Students
- Quality of Projects undertaken by students
- Discipline
- Awards and Recognitions received
- Mails/letters to the parents if student is irregular in the classes
- Feedback from faculty and students are considered to improve learning outcomes

Institute monitors the achievement of learning outcomes of Faculty members through:

- Performance of Students in the Subjects taught by them
- Application of teaching methodology
- Research Publications
- Participation and organizing conferences/seminars/workshops
- Performance in duties and responsibilities assigned by institute
- Awards and Recognitions received

Institute ensures the achievement of learning outcomes through:

- Counseling is provided to slow learners by the assigned mentors
- Attendance is compulsorily taken for every session
- Tests and assignments are meticulously assessed and one to one feedback is given
- Students are provided extra assignments

- Regular feedback from faculty and students
- Toppers in various semester examinations and final university examinations are awarded with cash prize and Gold Medal respectively (as per scholarship schemes of the institute)
- Coordinators of various clubs and other co and extra-curricular activities remain vigilant on the performance of students

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

Yes, both the institute and individual teachers use assessment/ evaluation outcomes as an indicator for evaluating student performance, achievement of learning objectives and planning.

The details may be seen below :

- Institute conducts regular review of the academic performance and growth of all the students. Individual teachers and course coordinators regularly keep track of student's performance in internal assessment exercises.
- Course review meetings are held every week under the supervision of Director.
- Once the semester results are declared, course coordinators submit a detailed report to the Director on the academic performance of the students and also the comparison with previous semester's performance of the students. The report covers the following aspects :
    - Overall performance of students in end semester examinations and sessionals.
    - Individual student performance in end semester examinations and sessionals.
    - Comparison with previous semester(s) academic performance of students.
    - Reasons for good/bad academic performance of students.
    - Future action required

In the report comprehensive evaluation is done for the academic performance of the students. After the submission of the report, meeting chaired by Director is held for remedial action to be taken if required.

Remedial Actions:

Those students who do not perform well in the examinations, one to one interaction with the students is organized and accordingly actions are taken as below :

- Remedial classes for failed students.
- personalized counseling and guidance by the class mentor.
- Providing students with more study material if required.
- Reviewing the teaching pedagogy for future improvements.

Examples of success:

- The process implemented by the institute for monitoring the academic growth of the students has paid dividends. University Toppers in BBA & BCA courses of MGKV invariably come from this institution. Top-Ten positions in these courses use to be studded by our students. Majority of the students get first division.
- A good number of interested students have been selected in campus job placements.
- Similarly in PG course also, performance of students has shown improvement with majority of the students getting first division.
- PGDM students' job placements through campus selection have been spectacular.

Any additional information regarding Teaching, Learning and Evaluation, which the institution would like to include.

- Institute gives emphasis on 'Value Education' and has introduced a subject 'Leadership by Indian Ethos' in PGDM.
- Courses on Independent Study (CIS) have been introduced.
- Institute organizes industrial tours for experiential learning.
- For enhancing the employability of students, institute has started 'Employability Enhancement Programme'.
- For overall personality development of students, a separate faculty member-cum-trainer has been roped in, and many extra- curricular activities are organized.

    Also, a few of the **photographs** relevant to the **Criterion II** are provided ahead.

Plate No. II-1: Showing Classroom Interaction of students by a faculty member.

Plate No. II-2: Showing IIT Bombay workshop of students.

Plate No. II-3: Showing Library Overview of the Institution.

Plate No. II-4: Showing Computer Lab. Overview of the Institution.
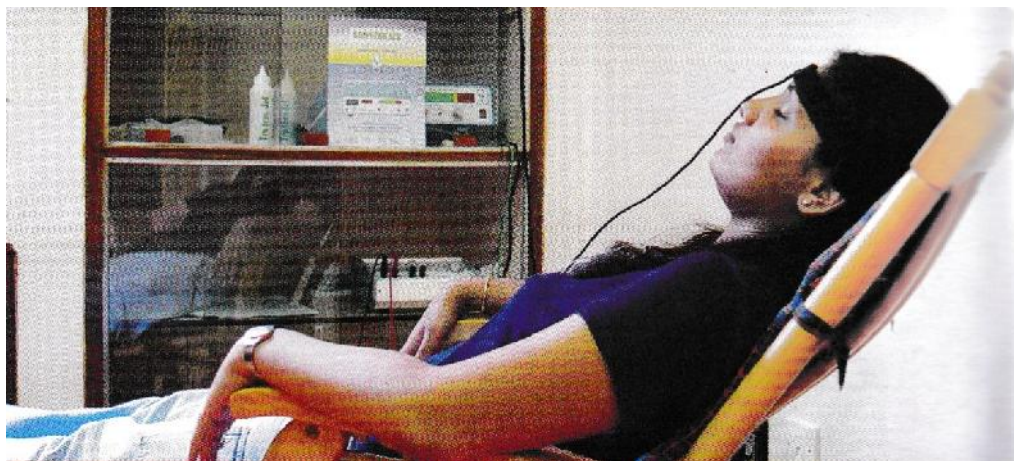
Plate No. II-5: Showing Activity at Behavioural Dynamics Lab. (BDL) of the Institution.

Plate No. II-6: Showing Scholarship Amount & Merit Certificate presentation event at the Institution.

Plate No. II-7: Showing the participation of our faculty member to an International Conference.

CRITERION-III:
RESEARCH, CONSULTANCY AND EXTENSION

3.1 PROMOTION OF RESEARCH

3.1.1 Does the institution have recognized research centre/s of the affiliating university or any other agency/organization?

The institute doesn't have any recognized research centre, either of its affiliating or other agencies / organizations so far. However, faculty members at Professor-level are recognized by the AKTU for supervising Ph.D programme at AKTU. Currently, two faculty members are engaged as Ph.D guides for two research scholars.

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

There is a dedicated Research & Development Cell headed by Dean (R&D) for addressing the issues of research. The composition of R&D Cell is as follows :
- Dean (R&D) - Convenor
- PGDM Course Coordinator - Member
- MBA Course Coordinator - Member
- MCA Course Coordinator - Member
- One Senior Faculty from Management Department - Member
- One Senior Faculty from Computer Department - Member

Few recommendations of the R&D Cell which have been implemented:

- Promoting non-doctoral faculties to pursue Ph.D. programme and facilitating institutional support to them.
- Promoting a meaningful enrichment and dissemination of the SMS - intellectual capital through research papers, books, monographs, etc. by the faculty members.
- Organizing International conferences on the area of core competencies like, values, ethics, spirituality, leadership, innovation, skill development, entrepreneurship, etc.
- Enrichment of the library.
- Encouraging and supporting faculty members to participate in conferences/ seminars/workshops organized by reputed organizations.
- Organizing learning programmes on statistical packages and pedagogical tools for faculty members.
- Exploring the avenues for resource generation by attracting industrial consultancy.
- Monitoring and addressing to the various issues pertaining to Internal Quality Assurance Cell (IQAC).

The impact is visible in the following achievements :

- More number of faculty members started pursuing their Ph. D – programme and have eventually obtained Ph. D. Degrees,
- Improved frequency of writing research papers and books by the faculty members,
- Successful organization of four International Conferences so far in the desired areas,
- Better revenue generation through industrial and academic consultancies.

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

The Research & Development Cell helps facilitate the faculty members to pursue the research activities individually/jointly. Institute has been trying to have research projects from external agencies like, UGC, ICSSR, etc. Further, institute offers following facilities to smoothen progress and implementation of research scheme/projects

- Institution has a comprehensive 'Research and Publication Incentive Policy'.
- Allocation of funds for promoting research.
- Subscription to numerous leading National and International level journals.
- Provision of financial support to attend and present research papers in national/international seminars, workshops, etc.
- Enriching library and computer centre with appropriate resources for research.
- Seeking suggestion from faculty members in the purchase of good reference books from leading publishers for the library.
- Identification of thrust areas of research.
- Study Leaves are granted for research work.
- Financial assistance for travel, stay, report writing, survey etc., is provided.
- Faculty members are provided opportunity to have exposure to foreign academic & business environments.
- Faculty members are motivated for research publications and are provided with incentives and recognition for the same.
- Immediate salary increment for faculty members completing Ph.D.
- Promoting and supporting faculty members for enhancing qualification like, NET, Ph.D.
- Organizing conferences/seminars/workshops on contemporary issues on national as well as global level.
- Motivating faculty members to participate in conferences/seminars/ workshops/ orientation programmes/FDP organized by reputed organizations in India and abroad.

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

The institute makes following efforts towards developing scientific temper and research culture & aptitude among students :

- Students are given various assignments, projects, industrial-exposure which are conducive in developing the above mentioned traits.
- Organization of contests on case studies – 'Case Chase Contest' for the students (carrying cash and consolation prizes plus citations) to develop their exploratory research aptitude in presence of judges like, eminent academicians and industry experts.
- Organization of business model contest – 'Start-Ups Mela & Business Model Contest', where students' performance is assessed by a panel of judges from both academia and industry. The Centre for Entrepreneurship, Innovation & Skill Development (CEISD), of the institute organizes this event and offers cash & consolation prizes and citations to the winning students.
- A rich library & documentation centre are available to them.
- One of the best IT-infrastructure has been made available at the campus.
- Availability of Spoken Tutorial Workshops conducted by IIT Bombay under "talk to Teacher", a Project under National Mission on Education through ICT (NMEICT).
- Centre for Advanced Computing (SMS CAC) is there at the institute.
- Promotion of active participation (through paper presentation) of students to National and International Conferences / workshops held at the institute.
- Financial and other resource-support to students for participation to academic events taking place at other institutions / organizations.
- Providing opportunities to students to have exposure to international business environment, and also to academic environment, covered under the students' exchange programmes, with universities abroad.
- The institute is in elementary process of collaborating with the Malaviya Centre for Innovation, Incubation and Entrepreneurship (MCIIE) of IIT – BHU (Varanasi) to further boost the scientific temper of our students.
- Organization of academic exercises like,8/16/24 Hours Tech Marathon, Android workshops, web designing contests, workshops on .NET Technology, workshops of IIT Bombay, etc.
- Availability of National Programme on Technology Enhanced Learning (NPTEL)-connectivity.
- Organization of Hi-Life lecture series.
- Arrangement of interactive sessions on the current developments in the subject (both management and computer sciences) from time to time.

- Promotion of use of statistical packages like SPSS by the students in their survey projects / research projects / mini projects / dissertations.
- Inclusion of subjects like, Business Incubation, Business Analytics, Courses of Independent Study, etc. in the curriculum.

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

Student Research :

So far as guiding student research is concerned, all the members of faculty remain actively involved as 'Mentor' with the students from PGDM, MBA, MCA, BCA and also BBA in respect to their project related research activities. Such activities go almost round the year as per the requirement of different semesters in various above courses. Details of the research involvement of the faculty members may be seen below :

Sr. No.	Department	No. of Faculties guiding Ph.D.	No. of Faculties involved in International Business Student Survey Project	No. of Faculties involved in Guiding research of PG students
1.	Management	02	02	21
2.	Computer Science	Nil	Nil	9

Joint Publications with other Institutions/Research Organizations /Industry.

Sr.No	Department	Joint Research
1.	Management	84
2.	Computer Science	10

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

Following programmes have been conducted by the institution with focus on capacity building in terms of imbibing research culture among the faculty and students :

- Regular organization of workshops on 'Mobile and Web Application Development', 'Advanced Android Mobile Platform', 'Preparing for a Career in Market Research and Consultancy', 'Personality Development and Assessment', 'Web Application Development', 'Personality Training & Assessment Workshop', 'MS-Excel', 'SPSS', more than thirty sessions for Spoken Tutorial Workshops conducted by IIT Bombay under "talk to Teacher" Project under National Mission on Education through ICT (NMEICT), academic exercises like, 8/16/24 Hours Tech Marathon, Android workshops, workshops on .NET Technology, Communicative English, 'Business Analytics Using R', etc.
- Organization of a number of 'Business Skill Development Programme' under ministry of MSME.
- Regular organization of contests on case studies – 'Case Chase Contest', 'Start-Ups Mela & Business Model Contest' for the students to develop their research aptitude and culture.
- Organization of 'Faculty Development Programme' every year by the institute with focus on capacity building.
- Staff training programmes for the staff members of Computer Centre and Library are organized in the campus, and alternatively they are also sponsored by the institute to participate to similar programmes elsewhere.
- Conferences of national and international levels are organized regularly by the institute on contemporary issues.
- Guest Lectures, Hi-Life Lectures, and Interactive Sessions are regularly organized by the institute for inculcating research aptitude in faculty and students as well.
- Through its Training & Placement Cell, the institute arranges the summer training programmes for the students that provide financial incentives by the concerned industrial units, and this acts as a motivator for the students to work sincerely and develop his/her research skills and interest.
- Industrial visits on regular basis for students in India and abroad for sensitizing them towards research needs in industries globally.
- Active participation of students and faculty in various other sensitive issues in society through extension and outreach programmes.

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

In the field of management, the prioritized research areas and the expertise available in the institute include :

- Ethics and values in management,
- Marketing Communications,
- Marketing & sales,
- Entrepreneurship,
- Leadership, and
- Indian ethos for Management.

In the field of computer sciences, the prioritized research areas along with expertise are :

- Multiagent systems,
- Data Mining and Data Warehousing,
- Distributed Software.
- Software Engineering

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

Following are the efforts initiated by the Institute in attracting researchers of eminence to visit the campus and interact with teachers and students :

1. Organized series of International and National Conferences.
2. Guest Lectures.
3. Workshops.
4. Hi-Life Lectures.
5. Faculty Development Programmes.
6. MDP's.
7. Group Meetings, etc.

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

Approximately 5 % of the faculty members have utilized sabbatical leave for research activities. This has visibly improved the research quality and culture of the Institute as the

involved faculties bring with them the research culture of host institutions and this certainly provides a kind of leverage to the existing state of research environment at the institute. This is one of the reasons that more number of faculty members started pursuing their Ph.D. programmes on taking study leave during the past 3-4 years, and many of them have eventually completed their Ph. Ds.

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

- Publications of research findings in Journals, Books etc.
- Publication of 4 bi-annual journals by the Institute.
- Linking research findings with the curriculum in PGDM wherever the suitability is.
- Several students have been working on viable 'Start-ups' backed up by research work of the institution which is going to contribute to the entrepreneurial eco-system of our community in a big way.
- Software for employability enhancement test has been designed, which are of immense use for stakeholders concerned.

3.2 RESOURCE MOBILIZATION FOR RESEARCH

3.2.1 **What percentage of the total budget is earmarked for research? Give details of major heads of expenditure, financial allocation and actual utilization.**

Sufficient budget is earmarked in every financial year for R&D. This budget is utilized for:

- Providing financial support to organize conferences/seminars/ workshops/ FDPs /MDPs etc. and for supporting faculty members in attending conferences, seminars or symposium and present the research papers (both nationally and internationally).
- Supporting to students for attending projects competition, technical symposium, etc by way of registration fees, TA/DA.
- Publication and Research Incentives for teachers.
- Organizing guest lectures, hi-life lectures and training programmes.
- Honorarium for experts.
- Workshops for PG students.
- Publication and distribution of Research Journals.

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

Yes, the Research and Publication Incentive Policy of the institution has a provision to advance seed money to the members of faculty for research.

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

Provision is made for supporting student research projects in the annual R&D budget. In case of internship at other organizations in the country, the students' travelling and boarding costs are borne by the Institute. Even students are sent for the training / projects at Universities outside India, under academic tie-ups with us, and in such cases, travel arrangements are borne by the Institute while boarding / lodging is taken care of by the foreign supporting Institution. The reverse is also done in case foreign researchers are visiting us. Further, the consumables and accessories required for Mini Projects are also provided to the students.

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

Modern day research is mostly of inter-disciplinary nature, where roles of faculty mentors remain significant. At this institution, faculty members from both the areas of management and computer science remain cooperative, interactive and involved in several of the research paper-writing by them.

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

The Institute has taken the following initiatives to ensure optimal use of various equipment and research facilities:

- Optimal deployment of in-house funds to develop research facilities in terms of enrichment of library, attracting eminent resource persons in the area of research-methodology & guidance plus enrichment of computer & IT facilities.
- These facilities are available on campus to facilitate research by students and faculty members. All the infrastructural support like Library resources, computer centre are readily available for use by staff and students not only during office hours but also on holidays / Sundays as the need be.
- International and e-journals are made available in Library and they are being continually used to foster research orientation.
- Institute identifies prioritized research areas.
- Institute adopts target based publication approach.
- Institute monitors visits to e-journal sites, and encourages faculty members and students to avail benefits of e-resources in optimum way.
- Track of library usage by faculty and students by recording number of reference books used and frequency of library visits are maintained.
- The time-table for students of all the various courses is prepared so that the visits to computer centre and library ensure optimal utilization of these resources.
- Various audio-visual equipments are shared by both the management and computer faculties.
- Conference Hall, Seminar Hall, GD Rooms, etc. are commonly shared
- Provision for issue of books for longer duration to the researcher – both faculty and students.
- Institute encourages the use of its computer labs by several external agencies for arranging competitive examinations like, GATE, UPSEE, etc.

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

Not so far.

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

Following supports, in this regard, are extended to the faculty :]

- Institute has made available to the faculty national & international journals of repute, 24-hours internet connectivity, all important national dailies, University News, bulletin from other research agencies, guidance & suggestions on securing research projects, etc.

- Institution has a Research & Publication Incentive Policy for the faculty.

- The institute has made sincere efforts in getting recognized recently by the UGC under categories of 2 (f) and 12 (B).

- Faculty members are provided with all needful stationery free of cost, travel grant, duty leave, registration fee, etc. for attending to seminars / conferences / workshops / FDPs in India and abroad for a better exposure on academic research venture.

3.3 RESEARCH FACILITIES

3.3.1 **What are the research facilities available to the students and research scholars within the campus?**

The Institute has taken the initiative to develop research facilities through in-house funds allocated towards enrichment of library, attracting eminent resource persons in the area of research-methodology & guidance plus enrichment of computer & IT facilities. The facilities available on campus to facilitate research by students and research scholars including faculties may be seen below :

- The institute houses 33939 books on different areas of management, computer sciences and other allied areas, subscription to 109 national & international journals, e-journals 7 + DELNET,66 magazines, 30 newspapers, and a vast collection of digital material in the form of CDs and DVDs in its library.
- Library also has a Digital Harbour – information retrieval system, with a collection of e-journals, e-books, lecture videos, and a vast stock of digital books on all the related areas for research in management and computer sciences.
- The institute's computer centre comprises of 8 computer labs and about 400 smart terminals to work as standalone and also on LAN environment. Provision of computer, internet and Wi-Fi facility is available in the campus.
- Faculty Development Programme, organized every year by the institute for the faculty, necessarily consists of sessions dealing with Research Methodology. Such FDPs are open to outsiders as well for participation. At the same time, the faculty members are also nominated by the institute to participate to FDPs organized in other institutions, and institute provides needful leave and all related financial assistance in this regard. The students also get similar privilege in case they are nominated for participation to other institutions in academic activities.
- Information pertaining to organization of conferences, workshops, project competitions, etc. held in other institutions are given to both the faculty and students in time through notices along with relevant programme brochures as well as through icampus, an e-system of the institute.
- Photo-copying machine has been made available by the institute in the library to facilitate both the faculty, outside research scholars and students in teaching-learning plus research activities.

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

The institute is keen towards regular upgradation and development of infrastructural facilities to meet the needs of researchers especially in the new and emerging areas of research.

- Centres of Excellence including, Centre for Spiritualism and Human Enrichment (C-SHE), Centre for Entrepreneurship, Innovation & Skill Development (CEISD) have been established to work in emerging areas of research.

- Knowledge Management Centre is there to cater to the needs of researchers in terms of providing information and knowledge services to various stakeholders, providing Online Management and IT Knowledge Bank, and etc.

- Beginning with the publication of a single bi-annual journal, Management Insight (ISSN : 0973-936X) in 2004, the institute today has three more bi-annual journals namely, Purushartha (ISSN : 0975-024X), Computing Trendz (ISSN : 2230-9152), and SMS Journal of Entrepreneurship & Innovation (ISSN : 2349-7920). On account of attaining needful quality, two of these journals are already indexed on national and international databases like, UGC-INFLIBNET, Scopus, Elsevier.

- Institute has gradually published about nine books so far, excluding the books published by faculty members at their own.

- In order to provide further impetus to the research in new areas, the institute has entered into academic collaboration with several international universities / institutions of repute.

- Has a mechanism to explore the industry requirements and proper dissemination of information related to Management and Computer Applications with quality contents.

- Providing latest and relevant information of managerial happenings in Global Corporate Arena.

- Arrangements to enrich the students with new Tools and technologies used in the business, industries and Computer Applications through Guest Lectures, Hi-Life Lectures and Interactive Sessions involving experts from both academia and industries from within and outside India.

- Institute is also taking steps to collaborate with the Malaviya Centre for Innovation, Incubation and Entrepreneurship (MCIIE) of IIT – BHU (Varanasi) in order to further boost the research in emerging areas.

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

Not so far.

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

At present, institute is having enough infrastructures in terms of library and e-journals. Students and research scholars of the institute are benefited from:-

- Provision of Financial assistance and guidance.
- Personal counselling is given to students even at the hostels by the faculty.
- Provision of books in the hostels, and book-borrowing from the library.
- Access to various recognized libraries including Central Library of BHU, Central Library of MGKV, American Library through the institute.

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

Institute is providing following facilities for the optimum benefit of researchers:-

- The Institute subscribes 84 national and 25 international journals which are available in reference library.
- Institutional Membership of DELNET.
- Access to various national and international e-journals, research articles and abstracts through subscription to online databases.
- Books and journals are procured on request of researchers.
- Wi-Fi internet facility in campus.
- Books are issued for longer duration for research work.
- Photo copying facility is available for research work.
- Latest books and e-journals are procured every year as per the guidelines of AICTE.
- Analysis software and special databases like SPSS, SAS, CMIE, etc.
- Two journals of the institute, Management Insight and Purushartha are hosted on INFLIBNET, the OJAS Platform of UGC, Scopus, Elsevier.
- Special training sessions for research methodology are conducted on regular basis.

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

In order to promote collaborative research, institute, at its own, has developed research facilities on the counts of Library and Computers, and as such provides access to various national and international e-journals, research articles and abstracts through subscription to online databases.

Any research institute so far has not developed or created collaborative research facilities at this institute, though talks in this connection are in process with an international University.

3.4 RESEARCH PUBLICATIONS AND AWARDS

3.4.1 Highlight the major research achievements of the staff and students in terms of:

- **Patents obtained and filed (process and product)**
- **Original research contributing to product improvement**
- **Research studies or surveys benefiting the community or improving the services**
- **Research inputs contributing to new initiatives and social development**

Patents obtained and filed : None so far.

Original research contributing to product improvement : None so far.

Research studies or surveys benefiting the community or improving the services : Centre for Entrepreneurship, Innovation & Skill Development (CEISD) of this institute has been successfully involved since 2014 in the launch of a company – Agnivesh Ayurved Healthcare (Pvt.) Ltd., from the scratch level of New Product Development of classical and patented Ayurvedic formulations based medicines.

Research inputs contributing to new initiatives and social development : Our several students of MBA & PGDM programmes, in consultation with faculty of the institute, have taken initiatives to contribute towards designing a number of Socially useful Business Models. Important among them are – Recycled Paper Products, Domestic Rain Water Harvesting Model, Recycled Plastic Products, etc.

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

Institute, at its own, publishes following 4 Research Journals with ISSN recognition :

Journals' Title / Journals' Traits	Management Insight	Purushartha	Computing Trendz	SMS Journal of Entrepreneurship and Innovation
Nature & Objectives	• Launching year 2004 • Loaded with DOI • Both Print and Online	• Launching year 2008 • Loaded with DOI • Both Print and Online	• Launching year 2011 • Loaded with DOI • Both Print and Online	• Launching year 2004 • Loaded with DOI • Only in Print form so far

	• ISSN : 0973 936X (Print) and 2456 0936 (Online) • A journal of incisive analysers • Peer reviewed • Blessed with an effective Advisory Board • Knowledge creation in relevant domains and their speedy dissemination among pertinent consumers • Focus on empirical and applied research	• ISSN : 0975 024X (Print) and 2456 1371 (Online) • A journal of management, ethics & spirituality • Peer reviewed • Blessed with an effective Advisory Board • Synchronizing oriental and modern wisdom • Creation of wholesome knowledge in the domains of management, ethics & spirituality • Striving to re-establish Indian ethos in the managerial epistemology	• ISSN : 2230 9152 (Print) and 2456 138X (Online) • A journal of emerging trends in IT • Peer reviewed • Blessed with an effective Advisory Board • Knowledge creation in domains of ICT • Enriching the analysis of ongoing researches in relevant areas • Providing a forum to pertinent stakeholders in ICT area to share views	• ISSN : 2349 7920 • A journal of entrepreneurship, innovation & skill dev. • Peer reviewed • Blessed with an effective Advisory Board • Integrating the practices in entrepreneurship, innovation & skill dev. to enrich relevant knowledge and its fast spread • Focus on empirical and applied research
Periodicity	Bi-annual	Bi-annual	Bi-annual	Bi-annual
Index – Status	OJAS-INFLIBNET (UGC) and CROSSREF	Scopus, Elsevier, and OJAS-INFLIBNET (UGC)	--	--
Editorial Board : **(i) Editor-in-Chief**	Prof. P. N. Jha, Director, School of Management Sciences, Varanasi			
(ii) Managing / Executive Editor	Prof. Alok Kumar	Prof. Sandeep Singh	Prof. K S Mishra	Prof. R K Singh

(iii) **Consulting Editors**	Dr. A K Gope & Mr. Rohit Mehta	Dr. K S Mishra, Dr. Alok Kumar, Dr. R. K. Singh, Mr. R R Singh, Dr. A Srivastava, Mr. A K Sinha, Dr. W Hisam & Mr. A. Bhattacharjee	Mr. S S. Srivastava, Mr. A P Dube, Mr. R Katare, Mr. R G Gupta, Dr. A Srivastava & Dr. A Gupta	Dr. A Kumar, Dr. S Singh, Mr. A Pandey, Dr. P Pathak & Mr. K Singh
(iv) **Subscription / Circulation Team**	Dr. P Pathak, Dr. A. Srivastava & Mr. A K Tiwary	Mr. R Mehta	Mr. R K Yadav	Mr. A Tiwary, Mr. S K Srivastava & Mr. V Tripathi
Publication Policies :	- Authors need to send two copies of manuscripts on A-4 size Bond Paper along with a soft copy through e-mail within stipulated period. - Matter should be typed in double space with Font size 11 in MS-Word and 1 inch margin on all the four sides. - Name(s) of author(s) should not be written anywhere on the body of the manuscript, excepting the page carrying Abstract / Executive Summary. - Journals reserve the right of making editorial amendments where necessary. - Merely sending manuscripts does not guarantee final place in an issue of the journals. - The Editorial Board(s) may take its / their own time in communicating about the acceptance of the manuscript. - Correspondence would be sent to the first author in case of multiple authors. - When published, the author(s) would receive a copy of the journal along with three reprints of the same. - No part of any paper / article in any of the journals can be reproduced without the prior permission of the Editor-in-Chief.			

3.4.3   Give details of publications by the faculty and students

No. of Papers published by the Faculty : 231, Students : 2

The relevant details of publications by the members of faculty are available and are open to the perusal by the visiting NAAC Peer Team.

3.4.4   Provide details (if any) of * research awards received by the faculty, * recognition received by the faculty from reputed professional bodies and agencies, nationally and internationally, * incentives given to faculty for receiving state, national and international recognitions for research contributions.

In the last four years, five faculty members have earned recognition / award for their contributions in teaching and research as per following details :

Name of Faculty Member(s)	Award / Recognition - particulars
Alok Kumar	'Exemplary Contribution in the field of Academics' in 2012 by Career Launcher.
Sandeep Singh	Varanasi Management Association (VMA) in 2012
Kamalsheel Mishra	Eastern UP Exporters' Association (EUPEA) in 2013
Anindo Bhattacharjee	Organizing Member of the 10th Philosophy of Management International Conference held at St. Anne's College, Oxford, UK in 2015
R K Singh	Varanasi Management Association (VMA) in 2014
Sandeep Singh	Best Paper Presentation Award at National Seminar on 'Extension Innovations and Methodologies for Market-Led Agricultural Growth and Development' organized by Indian Society of Extension Education in 2015 at Gwalior.
Sandeep Singh	Best Paper Presentation Award at 17th Indian Agricultural Scientists & Farmers Congress organized by Bioved Research Institute of Agriculture and Technology in 2015 at Allahabad.

The institute provides a financial reward of Rs. 10,000/-, Rs. 15,000/-, and Rs. 20,000/- to the faculty on receiving recognition / award for academic / research contribution at state, national, and international levels respectively beyond what is already covered in the 'Research & Publication Incentive Policy' of the institution.

3.5 CONSULTANCY

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

Institute has established Training & Placement Cell and Consultancy, Resource Generation & Funding Cell to promote collaborations with organizations and industry.

Objectives of the Cells :

- To enhance industry-institute interaction.
- To increase industry involvement in curricular aspects.
- To arrange industrial training for students and identify students' project work in the Industries.
- To arrange short term programs/workshops for the benefit of students.
- To arrange guest lectures.
- To extend overall supervision & control of consultancy projects.
- To explore the possibilities of seeking business relationships with the different corporate and other non-governmental sectors.

Activities

I. Industry Involvement in Curriculum design :
The institutional mechanism for curriculum design & development has representation of Industries also. MBA, MCA and Under graduate curricula are designed by the respective affiliating universities. However, in PGDM course, opinion and input of experts from Industry are considered while finalizing the relevant Curriculum.

II. Industry Visits :
Regular Industry visits have been organized for the students within and outside the state. Around 25 industry visits have been arranged to various industries during last four years.

III. Expert Lectures :
Expert Guest lectures for students are organized in the campus periodically on the latest relevant topics. More than 80 Guest Lectures have been arranged during last four years, involving industry experts, renowned consultants and top academicians.

IV. Corporate Advisory Council :

A large number of corporate captains/experts are the members of the Corporate Advisory Council of the institute in order to provide suggestions and guidelines to the institute on the platform of Industry-Institute dyadic relations.

V. Internship :

Every student is required to undergo 6-8 weeks internship (for PGDM & MBA) /six month project training (for MCA) during summer at various compatible industrial establishments as per the relevant course requirements.

VI. Workshops/Seminars :

Apart from the regular Industry - Institute interface activities, special workshops have been arranged for students to keep pace with new technologies required in Industry like ANDROID, Mobile Programming, Business Analytics, etc.

VII. Industry based Projects :

A large number of Projects in PGDM, MBA and MCA have been industry based/ sponsored in last four years.

VIII. Extending Consultancy to industrial Units :

The institute as per its Policies on Consultancy, has extended consultancy services to several industrial establishments according to expertise available with the institute. Details have been given ahead.

IX. Management Development Programmes :

The institute has been providing MDPs to a large number of corporate units in the areas of expertise available with the institute.

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

Institute believes that mutual benefits should accrue due to consultancy. The institute already has a **Stated Policy for Consultancy**. The details of the policy is open for inspection by the NAAC Peer Team during the visit.

The expertise available at the institute in regard to consultancy is publicized through the relevant publications including, MDP Brochure, Informa, etc. The same is also available at the website of the institute to have wider spread and access.

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

The institute has the following mechanism for the purpose :

- The institute publishes the expertise available with its faculty for the consultancy services through institute website, MDP Brochure and Informa.
- The institute has signed an MoU with 'Partners in Change', New Delhi for giving a fillip to the activities relating to consultancy.
- Provision of financial incentives as per the Consultancy Policy and Research and Publication Incentive Policy of the institution.
- Institute encourages the faculty to utilize the expertise for consultancy services by way of giving 60% of Revenue, generated through consultancy assignments, to the faculty and their team as per the stated policies of consultancy in the institute.
- The institute provides ample opportunities to the faculty by means of participation to both in-house and outside meetings and conferences for making target people aware of his/her expertise as well as exchanging them for consultancy purposes.
- Institute extends credit in the faculty's annual academic performance report on the count of consultancy assignments undertaken by a faculty.
- Provision of financial incentives to better performers in respect to consultancy services.
- Institute itself has also got excellent facilities to carry out consultancy assignments.

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

Broad areas for Consultancy services from the Institute, made available to industries and other organizations, include, Leadership, Business Planning, Designing and Development of Software.

Details of the major consultancy services provided by the institute and the revenue generated during the last four years are mentioned in the **Evaluative Report of the Departments.**

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

The Policies & Guidelines of the Consultancy Cell of the institute have got a clear-cut provision in regard to Consultancy Revenue Sharing Pattern. Accordingly, the total

consultancy revenue (charges) shall be shared between the Institute and the faculty members involved in the project in the ratio of 60 : 40.

The Institute's share in income generated through consultancy projects is dedicated towards the development of infrastructure and other academic-oriented facilities. Sometimes, the institute also provides financial incentives, out of this revenue-share, to better performers among faculty in the consultancy projects.

3.6 <u>Extension Activities and Institutional Social Responsibility (ISR)</u>

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

The institute is not only committed to promote and enhance academic & intellectual strivings of the students and faculty, but is equally dedicated towards social engagements and outreach initiatives. With a view to provide a meaningful context for inculcating the values of social responsibility among the students, the institute through its Rainbow (social welfare) Club and other Centres, takes care of various outreach & extramural activities that carry wider potentials to contribute towards the traits for good citizenship, service orientation and holistic development of the students. The students along with faculty members are actively involved in these activities pertaining to promoting a healthy & meaningful institution-neighbourhood-community network. Following are some of the details :

1. Cancer awareness programmes are organized by students in collaboration with an NGO, so as to impart awareness about cancer to school students in a nearby village.
2. Blood Donation Camps are organized annually on the occasion of International Blood Donation Day in collaboration with IMA blood bank or State Govt. Hospitals at Varanasi.
3. Other activities include, services to rural areas, helping community programmes, social events like cloth donation, etc.
4. Voter id awareness and registration camp was organized in the campus in collaboration with Amar Ujala group.
5. Plantation programme is organized periodically on the Republic day and other occasions.
6. Free Health checkup camps are organized for the nearby villegers, students and staff members of the organization.
7. Rain water harvesting sytem was established in the campus in collaboration with

Coca Cola.

8. Energy conservation day is celebrated every year in the campus to make the society aware of the energy conservation techniques and implimentations.

9. Organization of Computer Awareness Programmes for the girls residing in nearby villages are conducted every year.

10. Providing entrepreneurial awareness and skills to citizens of nearby villages on a regular basis.

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

- In the institute, various social activities, towards promotion of citizenship roles of the students, are organized by the students' social welfare club – Rainbow.

- The club works under a dedicated faculty coordinator and several faculties as members.

- All the students are encouraged by this club for participating to such noble causes & activities. However, those with a social bent of mind are given preferences in these activities. The intention is to make them wholesome and complete citizens responsible for better governance.

- The coordinator, with the assistance of member faculties, tracks the extent and magnitude of the students' involvement to the different socially oriented activities.

- On the completion of an activity, a detailed report in this regard is submitted by the programme-coordinator to the Director for needful at his end.

- Accordingly, participation certificates or other recognitions are given to the relevant students.

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

The institution always welcomes stakeholders' perception on the overall performance and the quality of the deliverables by the institution. A lot of importance and weightage are given to the perceptions and suggestions forwarded or received from various stakeholders – students, alumni, parents, employer, faculty, etc. by the institute. The mechanism to solicit perception from such stakeholders may be seen below :

- Students' feedback is collected during each semester in regard to their perception on the above issues in a structured format.

- Students' class representatives can communicate the requirement / problem if any with the concerned course coordinator / class mentor, and in specific cases, even with the Director, whose doors are always open to students.

- The suggestions box is placed in the institute to get suggestions of stakeholders.
- Parents can give feedback during parents- teacher meeting, organized by the institution, on the issues like, lack of attendance, poor result, etc. of their ward(s).
- The faculty meetings that are weekly conducted in regard to review the course progress with the Director also provides a suitable platform to the members of faculty to reveal their overall as well specific perceptions relating to the aforesaid aspects.
- The alumni of our institute can communicate via Linkedin, Twitter, Facebook and other social networks for putting their views on the above issues. Alternatively, they also discuss their point-of-view on the above matters during the Alumni Meets, that are organized regularly.
- Suggestions and feelings of the employers on the above issues and other related dimensions are solicited during Guest Lecture sessions, post Placement-interview discussions of them with the members of Training & Placement Cell, and sometimes also with the Director.

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

The planning and organization of the various extension and outreach programmes by the institute take place during May-June every year, prior to the beginning of the new academic session. The activities start immediately after finalizing the curricular design / modifications applicable from the forthcoming academic session, and involve the participation of senior faculty members, course coordinators, coordinators of various students' clubs along with the Director. The perception of these institutional members as well as those advanced by other stakeholders are given due consideration in finalizing the list of different extension and outreach programmes. The examination schedules of the affiliating universities, and that of the institute (for PGDM) along with other suitability of the students are also considered. The details, however, include, timing for such programmes, responsibility-areas, material requirements, courses involved, etc.

Major extension and outreach programmes organized during last four years along with their impact on the overall development of the students plus related expenditure may be seen in the table below :

Sr. No.	Major Extension & Outreach Activities	Impact on Students' overall development	Expenditure in 2015-16 (Rs.)	Expenditure in 2014-15 (Rs.)	Expenditure in 2013-14 (Rs.)	Expenditure in 2012-13 (Rs.)	Expenditure in 2011-12 (Rs.)
1	Blood Donation Camp	Sense of belongingness, better emotional bonding & grooming as a responsible citizen, inculcating the essence of humanism, and better social sensitivity quotient.	12,200	13,050	14,800	13,000	14,200
2	Eye Checkup Camp	-Do-	-	7,800	--	6,500	--
3	General Health Checkup Camp	-Do-	10,100	--	14,550	--	12,550
4	Cloth Distribution Programme	-Do-	6100	7,500	7,000	7,000	6,800
5	National Energy Conservation day	Service to humanity by taking active part in environmentalism, helping in extending the values of sustainability of the natural eco-system, helping in the spread of the consequences of global warming.		7,700	6,200	6,500	5,400
6	Plantation Drive	-Do-	7800	8,700	8,000	6,800	7,000
7	Computer Saksharta Mission	Enhancement in employability & entrepreneurial skills, learning efficient work-culture, opportunity to practice class-room learning on the social floor.	12, 050	13,550	12,550	--	--
8	Sports Fest	Growth in personal productivity, sustaining the demand of longer working hours, better streamlining of the body, improvement in aesthetic & narcissistic values, learning leadership & organizing skills, and appreciating team-spirits.	2,00,000	2,00,000	2,50,000	2,50,000	3,00,000
Total Expenditure Year-wise :			**2,48, 250**	**2,58,300**	**3,13,100**	**2,89,800**	**3,45,950**

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

For promoting the participation of students and faculty in extension activities, the institute has got the following mechanism :

- Various students' clubs have been constituted with one faculty as Coordinator and a few other faculties as Members. The students who are selected for the extension activities by such clubs get the opportunity of participation.
- Rainbow Club of the Institute is entrusted for promoting participation of students and faculty in social welfare activities for the local community. Some of the major activities are:

  - Organization of Blood donation camps
  - Holding free medical check-up camps
  - Tree plantation-derives
  - Distribution of clothes and other materials to the poor
  - Assistance to deprived sections of the society

- Application for constituting NSS-unit is already submitted to MGKV, and the same is in process.
- Institute provides 'Certificate of Participation' to all the participants.

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

In order to ensure social justice and empower students from under-privileged and vulnerable sections of the society, the institute has undertaken the following extension activities :

- The Blood Donation Camps, organized by the institute every year, provide a good stock of blood to the IMA / Govt. Hospitals-blood bank. In any untoward eventuality, when a person from the above categories in the society needs blood, the institute, through its Rainbow Club, comes forward for helping him/her in getting needful blood.
- Free Health check-up and other Medical Relief camps, organized by the institute on a regular basis, are mostly directed to cover this very section of the society.
- Distribution of clothes and other materials by the institute also targets this very section of the society.
- Organization of Computer Awareness Programme for the girls residing in nearby

villages every year focuses on the participants mostly belonging to deprived sections of the society.

- Organization of Programme providing entrepreneurial skills to the people residing in nearby villages every year also covers the participants who come from the under-privileged sections of the society.
- Recently, the institute had organized a 'Voter id Awareness and Registration'Camp, in collaboration with Amar Ujala group, as well as 'Aadhar' Camp in the campus . In these camps not only the students and staff members but also the nearby villegers, who may not afford to participate to such programmes held in the heart of the City, paricipated and benefitted from such camps.

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

The institute is committed to provide a context that could nurture the traits of professionalism, humanism and social responsibility among the students. The main objective of the extension and extra-curricular activities led by the Institute focuses on expanding the horizon of learning experience to the society and community as well beyond the contributions at the respective working places by our students. We all, and therefore students too, bear a kind of onus towards the society at large for having provided us everything in our life in respect to proper & overall grooming. This has to be returned back to the society & community through various outreach activities. Further, there is a significant impact of such extension activities on the total academic learning experience of the students. Students are learning the values and skills in the college and practicing the same on the society, and thereby gaining a leading edge in the society towards their efforts and contributions. Moreover, the expected outcomes of various major extension and extra-curricular activities in terms of inculcating the different values & skills among students may be seen below :

Sr. No.	Activities	Outcomes for Students
01.	Computer Literacy Drive	Knowledge & skill-sharing, better command on the subject, enhancement in social fraternity, proximity to community, inculcating training, teaching, and employability skills.
02.	Blood Donation and other health related camps	Better grooming as a responsible citizen, better emotional bonding, sense of belongingness, inculcating the essence of humanism, better social sensitivity-quotient, and enhanced physical fitness.

03.	Plantation	Service to humanity by taking active part in environmentalism, helping in extending the values of sustainability of the natural eco-system, etc.
04.	Sports	Enhancement in personal productivity, sustaining the demand of longer working hours, improvement in aesthetic & narcissistic values, learning leadership & team spirits plus organizing skills.
05.	Imparting Entrepreneurial Skills	Enhancement in entrepreneurial and employability skills, learning efficient work-culture, service to economic cause of the society and opportunity to practice classroom learning on the social floor also.

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

The institute ensures the involvement of the community in its outreach activities through :

- Wider publicity of the details of the proposed outreach programme among the target participants, mostly from the nearby villages through 'Posters', Word-of-Mouth, Social Media, etc.
- Arrangements for potable drinking water, seating, refreshments, etc. are made by the institute for all the participants.
- Cooperative attitude of the staff and students.
- Ensuring an ambience that may lead to feeling a sense of security by the female participants.
- Perception of tangible benefits.
- Confidence on the organizer as per the outcomes of previous outreach activities.

So far as contribution to the community is concerned, the details have already been given earlier. However, to exemplify, it can be submitted that recently the institute had organized a 'Voter id Awareness and Registration Camp' in collaboration with Amar Ujala group as well as 'Aadhar' Camp in its campus . In these camps not only the students and staff members but also the nearby villegers actively paricipated, and directly benefitted by getting the above opportunities almost at their doors. Apart from them, organization of various kinds of health check-up camps, cloth distribution-drives, etc., organized by the institute on regular basis for the community, provides perceptible gains to the community.

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

Institution has developed constructive relationship with a number of Varanasi based institutions like :

- Indian Medical Association-Blood Bank,
- Govt. Hospital – Blood Bank,
- Arya Mahila PG College,
- Panchaganga Foundation,
- Benaras Club,
- Eastern UP Exporters' Association (EUPEA),
- Schools, Hospitals, etc.
  for working on various outreach and extension activities covering social and cultural exchanges.

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

The institute has received the following awards and recognitions in regard to above issues :

- Eastern UP Exporters' Associatio (EUPEA) awarded SMS Varanasi as a 'B-School with High Social Sensitivity' at a function during 2015.
- For promoting inclusive leadership based and quality education, SMS Varanasi was awarded with "B-School Leadership Award 2014" in the 22nd World HRD Congress at Mumbai.
- Associated Chambers of Commerce and Industry (ASSOCHAM) and the reputed educational magazine, **The Education Post** have recently awarded SMS, Varanasi for being *" Best Institute in Uttar Pradesh for Placement Effort"* at the event hosted at Ahmedabad in 2013.
- SMS Varanasi was recognized and awarded Prize and Certificate by the prestigious Diesel Locomotive Works (DLW), Varanasi (Govt. of India) at the 'Flower Exhibition 2013 (*Pushpa Pradarshani 2013*)', organized by DLW, Varanasi.
- The institute was presented 'Quality Initiative Mission Educational Leadership Award 2013' in the Management Education category by Knowledge Resource Development & Welfare Group at New Delhi by the Chairperson, National Commission for Minorities, Govt. of India.
- SMS Varanasi has been recognized and awarded at World HRD Congress by "DNA & Stars of Industry Group- Innovation and Leadership Award 2013".
- The institute bagged Awards for * Innovations in Building Academic and Industry

Interface, * Outstanding B-School in Marketing (North), and * Best B-School in Business School Leadership at the 12th World HRD Congress, held at Mumbai in 2012.

- SMS Varanasi has been recognized and awarded Prize and Certificate by the prestigious Banaras Hindu University (BHU), Varanasi at the 'Malviya Memorial Flower Exhibition 2012 (*Malviya Smriti-Pushpa Pradarshani 2012*)', organized by BHU, Varanasi.
- The institute received Innovative Bschool Awards –"Innovation in Building Academic & Industry Interface" from DNA & Stars of the Industry Group in 2012 at Mumbai.
- Varanasi Management Association (VMA) awarded SMS Varanasi as a 'B-School with High Social Sensitivity' at a function during 2012.
- Quality Circle Forum of India (QCFI) awarded SMS Varanasi, appreciating its outstanding support in organizing 23rd Chapter Convention, KCCQC' 2012 in the year 2012.

3.7 COLLABORATION

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

Institute attaches much significance to the area of research by both the faculty and students. With this objective also in mind the institute has signed MoU with five Universities / Institutions abroad including, Claflin University, USA, Universidade Estadual Paulista (UNESP) Brazil, California State University, San Bernardino (CSUSB), USA, Karolay Robert College (KRF) Gyongyos, Hungary, and Emporia State University, USA.

Under the collaboration with Claflin University, USA, some of our PGDM-students got selected by them and further stayed with the University at USA for more than a month. They got both industrial and academic exposure of that land. Alternatively, their students also have visited our campus and have stayed here for a week. They also participated to academic deliberations and workshops relating to our areas of expertise. The learning experience of this exchange could certainly be shared among other students as well, and visibly contributed towards teaching-learning, research and developmental activities at both the ends.

Further, the institute has already started taking steps towards collaborating with IIT-BHU (Varanasi) based Malaviya Centre for Innovation, Incubation and Entrepreneurship (MCIIE) for sharing facilities and equipment to promote the research in regard to incubation for new start-ups by the students.

Institute's linkage with a number of industrial units provides benefits towards summer project training & internships, campus placements, and curricular developments. Advice of experts from industry and academia has helped the institute in updating curricular contents and pedagogy. MCA students have to do a project in organizations in the sixth semester and the linkage of the Institute with the organizations, involved in software development, networking, and DBMS, has facilitated the students in doing their projects in such organizations. For the benefit of the students, Institute organizes Industrial visits every year and this becomes possible because of the Institute's linkage with the Industries. Institute organizes conferences/seminars, and attracts participants, resource persons, partners and sponsorships from across the world largely due to its linkages with other organizations. Benefits are also accrued at the institute by the expert advice and

suggestions of some of the industrial stalwarts who happen to be the members of both Governing Council and Academic Council of the institute.

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

S. No.	Name of Organisation	Nature of Linkage	Expected outcome
1	Claflin University, USA	MOU	Faculty Exchange, Joint Research Projects, Student Exchange.
2	Universidade Estadual Paulista (UNESP) Brazil	MOU	Student Exchange, Faculty Exchange, Joint Research Project.
3	California State University, San Bernardino (CSUSB) USA	MOU	Student Exchange, Faculty Exchange, Joint Conferences and Research.
4	Karolay Robert College (KRF) Gyongyos, Hungary	MOU	Faculty Exchange, Joint Research Project, Student Exchange.
5	Emporia State University, USA	MOU	Faculty Exchange, Joint Research Projects, Student Exchange.

Under the MoU, signed with Claflin University, USA, for Student Exchange, some of our PGDM-students got selected by them and further stayed with the University at USA for more than a month. They got both industrial and academic exposure of the global business environment. Alternatively, their students also have visited our campus and have stayed here for a week. They also participated to academic deliberations and workshops relating to our areas of expertise. The learning experience of this exchange could certainly be shared among other students as well, and visibly contributed towards teaching-learning and developmental activities at both the ends.

Most of the above mentioned universities / institutions have also been the Associate Partners in the organization of four International Conferences so far by the institute.

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

Out of the industry-institution-community interactions, the institute has got several feedback that have contributed towards up-gradation of academic facilities. Further, in terms of placement for the students (the details are already appended), such interactions have immensely contributed. Contributions have equally been realized towards development of the computer laboratories as well as library.

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

SMS Varanasi firmly believes in continuous interaction between academia and industry for exploring the changing paradigm of management practices and to provide a vibrant platform for every stakeholder for sharing of ideas. Institute organizes national & international conferences at regular intervals in various areas including Management, International Business, Leadership, Spirituality and Computer Technology.

Details of national & international conferences organized by SMS Varanasi during last four years :

Conference	Topic	Eminent Participants	No. of Delegates	
			National	**International**
National Seminar 1st Oct. 2016	Advancements in Information Technology: Business and Societal Perspective	Prof. S.K.Kak, Prof. Rajeev Tripathi, Mr. Sachin Rane	118	3
International Conference, 20-22 Feb., 2016	Emerging Strides in Innovation and Skill Development: A Sustainable Perspective	Mr. G.K.Pillai, Prof. B.P.Singh, Prof. Ashish Chandra	159	3
International Conference, 22-24Nov., 2014.	Spirituality : The Essence of Ethical Leadership and Management.	Prof. ADN Bajpai, Prof. R K Khandal, Prof. Rana P B Singh, Prof. P K Mukhopadhyaya, Mr. Navneet Sequera, Mr. V T Chandrashekhar Rao, Prof. V N Giri, Gurushree, Mr. V Mathur, etc.	168	12

National Conference, 22-23 Feb., 2014.	Management and Technology for Skill Development : Innovative Approaches.	Prof. David Oakley Faulkner, Prof. D B Bhandari, Prof. B P Singh, Prof. A K Tripathi, Prof. P K Mishra, Dr. V Sharma, Mohd. Abdul Mateen, Prof. P Nag, Prof. A K Mishra, Prof. P B Khand, etc.	247	03
International Conference, 22-24Feb., 2013.	Leadership and Management through Spiritual Wisdom.	Prof. G N Samten, Mr. Mahesh Bhatt, Swami Chidanand Saraswati, Prof. Luqman Khan,Father Eugene, Sri Turianandjee, B K Usha, Mr. R K Mittal, Swami Manavtavadi, etc.	204	11
International Conference, 24-26Feb., 2012.	Spiritual Paradigm for Surmounting Global Management Crisis.	Dr. S K Dave, Dr. Henry Tisdale, Prof. V P Goby, Brenda Roberts, Dr. Louis H Oppenheim, Prof. H S Grewal, Prof. M J Xavier, Swami Satya Vedanta, Prof. S C Prajna, etc.	203	22

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

SMS has got a dedicated Centre for International Relations to see that the institute enters into a feasible agreement with prestigious universities / institutions abroad for effecting various facets of academic exchange programmes. The Centre also explores the possibility of holding joint conferences and research activities of mutual interest.

SMS has already signed MoUs with Clafflin University, USA, UNESP (Universidade Estadual Paulista), Brazil, California State University, San Bernardino, (CSUSB) USA, Karolay Robert College (KRF), Gyongyos, Hungary, Emporia State University, KS, USA, and is in the process of signing more in near future.

S.N	Name of Univ. / Inst.	Nature of Linkage	Expected outcome
1	Claflin University, USA	MOU	Faculty Exchange, Joint Research Projects, Student Exchange.

2	Universidade Estadual Paulista (UNESP) Brazil	MOU	Student Exchange, Faculty Exchange, Joint Research Project.
3	California State University, San Bernardino (CSUSB) USA	MOU	Student Exchange, Faculty Exchange, Joint Conferences and
4	Karolay Robert College (KRF) Gyongyos, Hungary	MOU	Faculty Exchange, Joint Research Project, Student Exchange.
5	Emporia State University, USA	MOU	Faculty Exchange, Joint Research Projects, Student Exchange.

From the above linkages, faculty and students are the major beneficiaries. The society and community are also expected to be benefitted from joint research outcomes in the future.

a) **Curriculum development / enrichment :** No
b) **Internship / On-the-job training :** No
c) **Summer placement :** Yes
d) **Faculty exchange and professional development :** No
e) **Research :** Yes
f) **Consultancy :** No
g) **Extension :** No
h) **Publication :** Yes
i) **Student Placement :** No
j) **Twinning programmes :** No
k) **Introduction of new courses :** No
l) **Student Exchange :** Yes
m) **Any other :** No.

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

The Institution remains in constant touch with the universities and institutions of repute, both in India and abroad, for exploring ways to make the tie-ups with them for strengthening the academic deliverables of the institute more meaningfully for the pertinent stakeholders. Fresh agenda is discussed by the Coordinators of the relevant Centres – Centre for International Relations and Centre for Entrepreneurship, Innovation & Skill Development, with the Director as well as representatives of management in this

regard to give a final shape to the planning on the matter. Further, the Coordinators of both the Centres have already started communicating with the key persons involved in such tie-ups. Joint meeting are organized as per mutual convenience between the authorities of both the participating university / institution to give a shape to the matters to be included under the proposed agreement. This leads into signing of a formal Memorandum of Understanding for an agreed upon period.

Apart from the existing linkages, the institute is open to more such meaningful collaborations in the time to come that could ultimately help in the institution, society and nation building process.

Any other relevant information regarding Research, Consultancy and Extension which the college would like to include.

A few of the **photographs** relevant to the **Criterion III** are provided ahead.

Plate No. III-1: Showing Faculty Development Programme of faculty members.

Plate No. III-2: Showing Interaction of faculty members with an Expert from Research Organization during a Faculty Development Programme.

Plate No. III-3: Showing 4 Bi-annual Journals published by the Institution.

Plate No. III-4: Showing a glimpse of one of the MDPs conducted by the Institution at Mumbai.

Plate No. III-5: Showing SMS-students interacting with a faculty member at Claflin University Campus under Students' Exchange Programme.

Plate No. III-6: Showing student-delegates from Claflin University, USA at SMS Campus under Students' Exchange Programme.

Plate No. III-7: Showing a delegate from California State University, USA at SMS Campus under Exchange Programme.

Plate No. III-8: Showing delegates from Emporia State University, USA at SMS Campus interacting with Director & faculty members, SMS on Academic Collaboration.

Plate No. III-9: Showing an Overview of Blood Donation Camp organized at SMS Varanasi.

Plate No. III-10: Showing an Overview of Cloth Distribution Camp organized by SMS Varanasi.

Plate No. III-11: Showing an Overview of Computer Awareness Programme for rural people organized by SMS Varanasi.

Plate No. III-12: Showing an Overview of Computer Literacy Programme for rural students organized by SMS Varanasi.

Plate No. III-13: Showing a Health Check-up Camp organized on Republic Day by SMS Varanasi.

CRITERION - IV :

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 Physical Facilities

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

The **Policy** of the institution for creation and enhancement of infrastructure entails an assured availability of the various infrastructure – physical, technical and cerebral, well before the beginning of every academic session in the light of a detailed assessment of such requirements proposed by the different departments and functional units in terms of faculty, classrooms, books & journals, labs, teaching aids & computer systems, etc. The orientation of the policy of the institute is to facilitate effective teaching and learning, and widely covers the following aspects :

- Creating & maintaining spacious classrooms, air conditioned lecture theatres, tutorial spaces, conference hall and auditorium.
- Creating infrastructure facilities specifically designed for students' Training, Placement and personality development activities.
- Continuous up-gradation of computer laboratories with required terminals, latest electronic gadgets, and internet facility to promote computer literacy and ICT learning.
- Equipping library with sufficient books, journals, e-resources, newspapers & magazines, and reading space and facilitating easy access & handling of operations.
- Providing Audio Visual facilities in more and more classes for interactive learning,
- Making available better games and sports facilities (both indoor and outdoor),
- Providing an uninterrupted supply of power for all electricity requirements through the Solar Power System to ensure green energy enabled campus.
- Ensuring availability of adequate arrangements and facilities for organizing various extension & outreach programmes.
- Strengthening the students' research facilities on continuous basis.
- Maintaining fully green environment in the campus.
- To ensure the provision of needful facilities to any physically challenged student/learner,
- To ensure that prior to the commencement of each semester of an academic year, any residual infrastructural deficiencies (if faced in the just concluded semester) are effectively addressed and come over well before time.
- Every year the Governing Council, in response to such demand by the institute, allots specific budget to the institute for infrastructure developments. Accordingly, the institute continuously augments infrastructure to keep pace with academic advancement and growth as and when needed. Presently, almost all facilities exist for an excellent teacher-student interface.

4.1.2   Detail the facilities available for

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

Facility Type	No.	Particulars
Auditorium	1	Capacity of 400 people with facilities like audio visual aids, furniture & fixtures, Electrical & Lighting etc.
Conference Hall	1	Capacity of120 people with facilities like Air Conditioning, Bose audio system, visual aids, furniture & fixtures, Electrical & Lighting etc.
Lecture Theatres	12	The lecture theatres at institute are designed to endorse interactive learning involving the students and the faculty. The classrooms are air-conditioned and operational with multimedia and audio-visual equipments that facilitate effective teaching and learning.
Class Rooms	14	Class rooms have all the necessary facilities that are required for effective teaching and learning.
Group Discussion Rooms	1	Round Table facility is available for effective group discussions between faculty and students and among students
Personality Development Activity Rooms	1	Institute has a personality development activity room for undertaking necessary exercises that help building the personality of students
Tutorial Rooms	2	Tutortial rooms have all the necessary facilities.
Library	1	There is a Centralized library having reading hall for about 100 students. Additionally there are two stack rooms and one reference section housing about 34000 books apart from periodicals and other reference materials. The Library uses the Libsys package for all its transactions. On-line journals are also subscribed through DELNET.
Computer Labs	8	The Institute has 8 state-of-the-art computer labs fitted with about400 latest machines and licenced softwares. All computers are connected to LAN and internet which also connects the faculties for sharing and communicating information to students. Students can have access to Wi-Fi broadband internet connection.
Animal house & Botanical garden	NA	--

Institute has up-to-date and state-of-the-art infrastructural facilities on its campus. The institute campus is spread in about 10 acres with multi-storied buildings in four different blocks known as Academic Block, Administrative Block, New PG Block (Academic Block II) and Computer Centre-cum-Library Block. The Built-up area is around 10,269 Sq. mts.

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

Facility Type	Particulars
Sports Ground	Institute has a sports ground that is used for cricket, volley ball and other outdoor sports. Facilities for indoor games including Table Tennis, Chess, Carrom, etc.
Gymnasium	Gymnasium has necessary facilities for fitness exercises
Open Air Theatre	Open air theatre is used for the purpose of entertainment and other performances.
Yoga Facility	Yoga facility like mats and space is available in the institute.
Public speaking	Facility available
Communication skills development	Facility available
Health and Hygiene	Facilities available
NSS	In process

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

The Management regularly holds interactions with the Director and faculty members for the optimal utilization of the available infrastructure. Efforts are continuously being made to keep pace in infrastructure development with the academic needs. The issues of classrooms, faculty, support services and other infrastructure are addressed before initiating any new programme. The following points describe facilities developed or augmented so far :

- **Campus :** Institute has up-to-date and state-of-the-art infrastructural facilities on its campus. The college campus is spread in about 10 acres with multi-storied buildings

in four different blocks known as Academic Block, Administrative Block, New PG Block (Academic Block II) and Computer Centre-cum-Library Block. The Built-up area is around 10,269 Sq. mts. that is utilized for the present 3 PG and 3 UG programmes.

- **Administrative Block :** The administrative block has 1193 sq. mts. of built up area. It houses the Director - Chamber, Executive Secretary-Chamber, Registrar-Office, Administrative Office, Guest Rooms, Controller of Examinations Office, Conference and Meeting Halls, Training and Placement Cell, Coordinators' Chambers, Asstt. Registrar's Office etc.) with adequate amenities and facilities for smooth functioning.

- **City Office :** Located in the heart of the city with Approx. 2000 Sq. ft area for housing the Accounts & Finance section, counseling activities, and an overall contact point of the institution in the city.

- **Water and Electricity :** Sufficient potable water facility is available in the campus at all locations floor-wise in all blocks with water cooler and water filter systems. Institute has installed the solar energy plant of 200KW and total electricity requirement of the institute is fulfilled by the plant. In addition to that Institute also has power supply from UPPCL with a campus transformer of 170 KW. For emergency, four DG sets serve as back up. These are of denominations 200 kVA, 82.5 kVA, 30 kVA and 15 kVA. The power consumption is around 1100 units per day during summers (April to October) and 400 units during winters (November to March).

- **Computer and Internet :** The Institute provides round-the-clock internet facility (both wired and Wi fi). The Institute has 8 computer labs fitted with about 400 latest machines and licenced softwares. The computer centres are not only used by our students but also by many on-line recruitment and entrance examinations of institutions and agencies of the state and country. Notable ones include GATE, BARC, IBPS, UPTU, IIT-JEE, NPCIL, UP Jal Nigam, UP Awas vikas, VIT, etc.

- **Classroom and Lecture Theatres :** The Institute has adequate numbers of classrooms and lecture theaters / halls spread across the two academic blocks. Facilities of Psychological counselor, Behavioural Dynamics Lab., video conferencing, indoor sports, and maintenance cells are available.

- **Library :** There is a Centralized library having reading hall for about 100 students. Additionally there are two stack rooms and one reference section housing about 34000 books apart from periodicals and other reference materials. The Library uses the Libsys package for all its transactions. On-line journals are also subscribed through institutional membership of DELNET.

- **Other facilities :** The Institute has its own staff bus and Ambulance. Basic medical facilities are available with doctors on call. To accommodate the students coming from distant places, the college has two hostels, one each for boys and girls. Students' canteen is on the back side of the administrative block. PNB has installed an ATM in

the campus building. Transportation facility is available for desirous students from different parts of the city covering most of the routes. A sports and fitness centre is available for staff and students inside the campus. Proper Security is available round the clock.

Apart from the above facilities,

- All faculty members strive to use the infrastructure optimally. The time-table is scheduled for the optimal utilization of resources like labs, library, class rooms, Multimedia halls, auditorium etc.
- The institute continuously augments infrastructure to keep pace with academic advancement and growth as and when needed. Nearly all facilities exist for an excellent teacher-student interface. Three new computer centres have been recently augmented.

Building Plan is available as Annexure 4.1.3. which is open to verification.

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

Institute has following infrastructure facilities to address to the requirements of students with physical disabilities :

- In-house health and medical facilities
- Wooden ramps
- stretcher
- Ambulance
- Wheel-chair
- Doctor on call facility,
- During examinations, seating arrangement made on ground floor
- Extra care & counseling in learning exercises
- Audio learning resources for visually challenged learners, etc.

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

- **Hostel Facility – Accommodation available**
- **Recreational facilities, gymnasium, yoga center, etc.**
- **Computer facility including access to internet in hostel**
- **Facilities for medical emergencies**
- **Library facility in the hostels**
- **Internet and Wi-Fi facility**

- **Recreational facility-common room with audio-visual equipments**
- **Available residential facility for the staff and occupancy**
- **Constant supply of safe drinking water**
- **Security**

The College has one Boys' hostel to accommodate 100 Students and one Girls' hostel with capacity of accommodating 90 students. The existing accommodation capacity matches to the average requisition for hostels from students, both boys and girls.

Facilities in hostels include:

- Wi-fi
- Library
- Common room
- Health-care facility
- Safe continuous drinking water supply
- Security and transportation facility

Staff residential facility is available for a few.

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

- All the employees and students are covered under Group Insurance. Additionally, university provides insurance coverage to all the relevant students
- Medical Check-up by qualified practitioners on regular basis
- Doctor on call facility is available
- Ambulance facility is available for taking the student/staff to nearby hospital in the event of an emergency
- Stretcher is available
- First-aid Box is available in the campus
- Doctors visit the college and hostels every fortnight
- The Institute has tied up with a reputed hospital
- Near to Institute, there are other well equipped and specialized medical facilities by specialist hospitals.
- Health related workshops are conducted frequently by renowned practitioners.

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

Facility	Available	Details
IQAC	Yes	Space is available
Grievance Redressal Mechanism	Yes	Institute has in-built mechanism for redressal of student and other kind of grievances.
Women's Cell	Yes	Anti-Sexual Harrasment Committee with representations from faculty, staff and students looks into the issues of grievances, gender aspects, etc.
Counselling and Career Guidance	Yes	Regular counselling and mentoring of students is undertaken on regular basis by all faculty members. Students are also counselled when they seek admission.
Placement Unit	Yes	Institute has full fledged Training and Placement Cell.
Health Centre	Yes	Health-care and Gymnasium have necessary facilities.
Canteen	Yes	Students' canteen is on the back side of the administrative block.
Recreational Space for Staff and Students	Yes	Outdoor and indoor sports facility is available in the institute campus
Safe Drinking Water	Yes	Water coolers in sufficient numbers are installed at required places to ensure easy availability of safe drinking water to students and staff.
Auditorium	Yes	Capacity of 400 people with facilities like audio visual aids, furniture & fixtures, Electrical & Lighting etc.

4.2 **Library as a Learning Resource**

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

- Yes, the institute has a Library Coordination Committee, comprising of four faculty members from both management and computer sciences areas, and is headed by a senior Faculty member for extending decision supports to the Librarian. LCC has the authority to update, upgrade, and take decisions on Library functioning and Administration in consultation with the Librarian.
- The committee also gives guidelines for the procurement of costly printed reference books, digital materials, hardwares and softwares, necessary for the modern library.
- Library provides 5 cards to PG students and 3 cards to UG students for books borrowing for a period of 15 days.
- Annuals and other important material from academic perspectives are also available for issuance.
- Renovation of furniture and library is also carried out to meet the current demand.
- A photo copier is available inside the Library premises.

Following initiatives have been implemented :
- New Arrival Section has been made
- Procurement is made on the basis of suggestion by faculty / students
- CCTV cameras have been installed.
- A kiosk is made available for Library information.
- Digital Library has also been made available for access to needful materials on-line.
- Subject Files by Faculties maintained
- Wheel Chairs inside the library
- Maintenance of all entry and exit records, etc.

4.2.2 Provide details of the following:

- **Total area of the library (in Sq. Mts.)**
- **Total seating capacity**
- **Working hours (on working days, on holidays, before examination days, during examination days, during vacation)**
- **Layout of the library (individual reading carrels, lounge area for browsing and relaxed reading, IT zone for accessing e-resources)**
- **Access to the premises through prominent display of clearly laid out floor plan; adequate signage; fire alarm; access to differently abled users and mode of**

access to collection)

- **Total area of the library** is 660 sq.mts. which includes reading hall area and stacking room area.
- **Total Seating capacity** is 100.
- **Working hours :** Library is kept open throughout the year on all working days between 10:00 am and 5:30 pm from Monday to Saturday. On the days of examinations, the Library is open even on Sundays/other Holidays as the case may be.
- **Layout of the Library :** Central Reading Hall, Two Stack Halls – one each for Management and Computer Applications, One Reference Section, One Reprographic Section, One Technical Section, One Librarian-room, 'Digital Harbour' for e-access to materials, and separate section for archives.
- **Premises access :** Proper signage are in place with CCTV installed at all prominent locations for proper check and control, fire-fighting devices installed, separate counters for issue and return of borrowed books, wheel chairs are available, and wooden ramp as and when required.

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

Library Coordination Committee headed by a senior Faculty member takes care of this issue.

Amount spent on procuring new books, journals and e-resources during the last four years is given below:

Library Holdings	2012-13		2013-14		2014-15		2015-16	
	Number	Total Cost (Rs.)	Number	Total Cost (Rs.)	Number	Total Cost (Rs.)	Number	Total Cost (Rs.)
Text and Reference Books	1945	447848	669	239983	1810	474878	630	315561
Journals/Periodicals	127/75	304632	114/69	251252	91/66	111015	109/66	224072
e-journals	16	24955	06	15200	07	22950	07	22950
DELNET		7500		11500		11500		11500

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

Facility	Details
OPAC	Yes
Electronic Resource Management package for e-journals	Yes
Federated searching tools to search articles in multiple databases	Yes
Library Website	Not separately
In-house/remote access to e-publications	Yes
Library automation	Yes (Libsys)
Total number of computers for public access	6 Terminals
Total numbers of printers for public access	2
Internet band width/ speed	8 Mbps
Institutional Repository	Maintained through Documentation Centre
Content management system for e-learning	i-campus
Participation in Resource sharing networks/consortia (like INFLIBNET)	Yes

4.2.5 Provide details on the following items:

- Average number of walk-ins
- Average number of books issued/returned
- Ratio of library books to students enrolled
- Average number of books added during last three years
- Average number of login to OPAC
- Average number of login to e-resources
- Number of information literacy trainings organized
- Details of "weeding out" of books and other materials

Average number of walk-ins	200-250
Average number of books issued/returned	150-200
Ratio of library books to students enrolled	27 :1
Average number of books added during last three years	1945 + 669 + 1810 = 4424
Average number of login to OPAC	35

Average number of login to e-resources	15
Number of information literacy trainings organized	3
Details of "weeding out" of books and other materials	**2011-12------------------------------ 11** **2012-13------------------------------ Nil** **2013-14------------------------------ 02** **2014-15------------------------------ 09**

4.2.6   Give details of the specialized services provided by the library:

- Manuscripts   -   Not applicable
- Reference   -   3300
- Reprography   -   Facility available
- ILL (Inter Library Loan Service)   -   Yes
- Information Deployment and Notification   -   Yes
- OPAC   -   Yes
- Internet Access   -   Yes
- Downloads,   -   Yes
- Printouts   -   Yes
- Reading list./ Bibliography compilation   -   Yes
- In-house/remote access to e-resources   -   Yes
- User Orientation   -   Yes
- Assistance in searching Databases   -   Yes
- INFLIBNET/IUC facilities   -   Yes

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

- New arrivals of books, journals and other resources are displayed on the racks placed at prominent places, and also communicated on the intranet I-Campus.
- Faculty members are informed about the new arrivals by the librarian.
- Staff members motivate the students to read new arrivals.
- Faculty members and students are given direct access to the books in the library.
- Faculty members and students can suggest books to be purchased.
- Regular notices are put up for faculty members and students on the library notice boards for necessary information.

- The library is fully automated. There are sufficient number of computers in the library which are used by the students and staff.
- E-content notification is provided to the library users.
- Suggestion Box is there to receive any feedback/advice from the readers ; operated on regular intervals.

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

For physically challenged persons, wheel-chair is provided within the premises of Library. Audio learning material is also available. Such *'Divyangas'* are also given emotional and other physical support by the staff of library.

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

- Suggestion box is installed in the Library Premises for collecting feedback from library users.
- Students are also encouraged to directly send their suggestions / complaints to the Director.
- Feedback facility is also available on intranet I-Campus.
- Annual meetings are held involving the Library Coordination Committee to analyze the collected feedback from the readers, and to bring suggested improvements in the library services. This brings a step towards implementation of best practices in the Library.
- Matters in the Rule Book for students pertaining to Library, is modified accordingly.
- Number of books issued to the students at a time was increased in response to a similar feedback from the students and faculty.

4.3 IT Infrastructure

4.3.1. Give details on the computing facility available (hardware and software) at the institution.

The college has up-to-date and ample computing facility in all wings / blocks. Faculty members are provided with computers and laptops with internet browsing facility for preparation of teaching/learning materials in their respective rooms / chambers / cabins. LCD projectors, DVD players, video conferencing and OHPs are available for the faculty's use. The institute has seminar / conference halls / theatres equipped with LCD projectors and are available as and when requested by the teachers. The institute also has fully air-conditioned centralized computing facility, Internet facility and Libraries to be used by both the faculty members as well as students towards teaching-learning assignments. Also the faculty is provided with audio-visual aids which facilitate multimedia teaching. Faculties are given personal computers at their seating places having necessary softwares for academic purposes. However, the details of computing facility may be seen below :

- Number of systems with configuration:
  1. Dual Core, 1GB RAM, 160 GB HDD, 15" TFT (HP/HCL) :242
  2. Dual Core, 2GB RAM, 500 GB HDD, 15" TFT (HP/Lenevo):   78

- Computer-student ratio :   1:4
- Stand alone facility   : Yes (a number of Printers & Scanners)
- LAN facility   : Yes
- Wi fi facility   : Yes
- Licensed software : Microsoft Campus Agreement, SPSS
- Number of nodes/ computers with Internet facility : 320
- Any other:

  a) 8 MBPs leased Line (Sify)
  b) CCTV Surveillance
  c) Video Conferencing facility - yes

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

- On-Campus : Institute provides Computers and Internet facility to all the faculty members in their respective rooms / chambers / cabins through Wi-Fi and LAN. Students can access internet facility in library or computer lab or anywhere in the

campus as the whole campus is created Wi-Fi zone so as to enable them to access institute's internet facility in their own laptop. Facility of Printers and Scanners are also available to the faculty and students.

- Off-Campus : Majority of faculty and Non-teaching staff have been provided with smartphones for internet connectivity. Students have been provided with Wi-Fi access in hostels.

4.3.3   What are the institutional plans and strategies for deploying and upgrading the IT infrastructure and associated facilities?

The Institute has the following plans and strategies for deploying and upgrading the IT infrastructure and associated facilities :-

- Up-gradation of internet bandwidth,
- Installation of LCD projectors in every class room and laboratory for effective teaching and learning process,
- Replacement of computer system used more than 5 years by faculty / staff/ students,
- Up-gradation of Servers configured in the college campus,
- Plan to configure college owned email server,
- Increment/Replacement of access points within the campus for the smooth functioning of Wi-Fi facility,
- Renewal of Microsoft Academic Alliance License every year to use only licensed software within campus,
- Increment in software assets through finding out the use of new softwares to enhance effectiveness of teaching and learning process,
- Plan to start virtual classes,
- Working on educational tie-ups for online certifications like Adobe/ Microsoft/ Oracle etc.,
- Developing in-house software for Enhancing Student's Employability.

Apart from the above points, institute plans to organize intensive workshops on Information Security/ Network Security/ Open Source Softwares/ Statistical Packages for the Computer Center Technical Staff and Faculties more frequently.

4.3.4 **Provide details on the provision made in the annual budget for procurement, upgradation, deployment and maintenance of the computers and their accessories in the institution (Year wise for last four years)**

Institute provides sufficient budget in every session for procurement, upgradation, deployment and maintenance of the computers and their accessories.

The data of the last four years are as follows :

Session	Amount (in Rs.)
2011 – 12	7,46,524
2012 – 13	4,64,176
2013 - 14	24,84,674
2014-15	29,93,115
2015-16	18,16,429

4.3.5 **How does the institution facilitate extensive use of ICT resources including development and use of computer-aided teaching/learning materials by its staff and students?**

- The classroom teaching through power point presentation / OHP is encouraged.
- There is wide usage of computers, Internet and related ICT in Teaching-Learning, Evaluation and e-correspondence.
- Computerization at library, examination cell, administration and finance sections are already in place in the institute.
- The Smart cards & E-governance have helped in enhancing the quality.
- The E-Journals and Learning Resources are accessible to all.
- The software based courses are included in the curriculum.
- Online Examination and online feedback systems are in place.
- Every faculty is provided with a desktop and Internet Connectivity to facilitate computer-aided teaching-learning.
- Availability of E-learning resources as a Local Chapter of NPTEL (National Programme on Technology Enhanced Learning.
- The faculty members as well as students extensively use these computing facilities to

have access to the best possible teaching learning materials.

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

- The ICT resources are extensively deployed for the use of students. The purpose is to promote awareness and develop an attitude of independent learning to an extent.
- The institute has made available adequate number of computers with internet connectivity for the free and open access to the students, The teachers play the role of facilitators.
- The Institute also has facilities for on-line teaching and learning,
- Availability of E-learning resources as a Local Chapter of NPTEL (National Programme on Technology Enhanced Learning.
- Spoken Tutorials workshops (A project of MHRD and IIT-Bombay) are frequently organized for BCA and MCA students pertaining to modules of C, C++, Linux, Java and SQL.
- The students have on-line test facility in Employability Enhancement Programme of the Institute.

- Simulation exercises (like based on Android mobile apps) are also conducted from time to time.

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

The institute is already in process of getting connected directly with the National Knowledge Network.

4.4 Maintenance of Campus Facilities

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

Institute has a 'Maintenance Cell' with a Project Engineer, Administrative & Estate Officers, and a pool of other staff from electrical, sanitation, security, etc. Institute, in consultation with the accounts & finance department, and supported with this maintenance cell ensures optimal allocation and utilization of the available financial resources.

The institute has spent the following amount (in Rs.) for maintenance of its assets as below:

Assets	2011-12	2012-13	2013-14	2014-15	2015-16
Building	2453404	1194028	981248	2369267	3026239
Furniture	201706	22220	769437	24852	-
Equipment	470848	658896	951233	631436	578761
Computers	7,46,524	4,64,176	2484647	2993115	1816429
Vehicles	1339195	353959	3045913	1235022	4407314

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

- Institute has a full fledged 'Maintenance Cell' with a Project Engineer, Administrative Officer, supported by the Estate Officer and having a team of supervisors, electrical maintenance personnel, water supply and sanitation personnel, security, etc.
- The Administrative Officer takes care of maintenance and repair of buildings, transportations, roads, water lines, electrical installations, equipments, and other support services through the support of all other personnel of the maintenance cell.
- Whenever the need arises, the concerned department raises a maintenance indent stating the nature of repair / maintenance required and the priority.

- A purchase department also functions at the campus level to take care of the regular purchase needs.
- Indents are raised by the concerned department and after being sanctioned it goes to the purchase department, for necessary action.

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

Mechanism

- The Institute has a hardware maintenance cell with group of technical staff.
- Hardware personnel take care of the maintenance of all the computer related facilities.
- Major problem related to computer maintenance is also solved by them.
- Also five lab assistants / computer operators are there to look after the minor problem.
- Experts are called when needed for software up-gradation and training at the Computer Centre and Library, other softwares have been generated on own resource base, hence, are handled internally.
- Annual stock taking and maintenance is a routine matter.

Frequency

- Proper maintenance of electrical items, including generators, is done for enhanced efficiency. Institute has a proper maintenance schedule for the purpose, and a brief description of the same is given below :

ELECTRICAL MAINTENANCE SCHEDULE

S. No.	Equipments	Daily	Weekly	Forth Nightly	Monthly	Quart'ly	Half Yearly	Yearly
1	Transformer Inspection - Oil Level, Leakage & Temprature				P			
2	Oil Testing Transformer & Circuit Breaker							P
3	Transformer Silica Gel to be changed						P	
4	Inspection of Panel, DBs, Switchgears & Termination : a) Gen Set b) Academic - I c) Computer Block d) Admin. Block e) Academic - II				P			
5	Earthing to be tested					P		
6	Energy Reading of Gen Sets	P						
7	Routine Maintenance of DG Sets	P						
8	Records of Diesel receiving				P			
9	Records of Diesel issue and Consumption for DG Sets	P			P			
10	ACs Servicing						P	
11	Maintenance of Fans, Lights, Switches and S/w. Boards			P				

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

- Proper maintenance of electrical items, including generators, is done for enhanced efficiency and Institute has a proper maintenance schedule for this, which has been mentioned above with details.

- Further, the Administrative Officer with the support of specialized maintenance staff regularly monitors the water supply to ensure constant supply of potable water.

Any other relevant information regarding Infrastructure and Learning Resources which the college would like to include.

A few of the **photographs** relevant to the **Criterion IV** are provided ahead.

Plate No. IV-1: Showing Students inside Boys' & Girls' Hostels respectively.

Plate No. IV-2: Showing organization of Yoga Camps at the Institution.

Plate No. IV-3: Showing students reading inside Library.

CRITERION - V :
STUDENT SUPPORT AND PROGRESSION

5.1 Student Mentoring and Support

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

Yes, before the beginning of new academic session, every year, Institute publishes

- Informa (prospectus)
- Academic Handbook
  The information regarding institution and programmes / courses are also available on the institute website, www.smsvaranasi.com

Information Provided in Informa

- Vision & Mission, Quality Policy & Guiding Values of the Institute
- Journey of SMS-Varanasi
- Institute Milestones
- Message of the Director
- Awards, Accolades and Commendations
- Information of Academic Programmes
- System of Academic Appraisal
- Teaching Pedagogy
- Course Profile of Courses
- Fee structure
- Information on Institute's International Academic Alliances
- Research and Publications of the Institute
- Information on Infrastructure
- Student Scholarships provided by the Institute
- Industrial Visits for students organized by the Institute
- Diary of Events organized by the Institute
- Centers for Excellence established by the Institute
- Students' Corner
- Information on Training and Placement Cell
- Information on Recruiters who have provided training and campus placements to students
- Information about Faculty members
- Members of Corporate Advisory Council
- Members of Governing Council
- Members of Academic Council

Information Provided in Academic Handbook

At the beginning of academic session, all the students are provided with the Academic Handbook. The contents of the handbook include :

- Academic Calendar
- General Guidelines
- Course Structure
- Assessment Pattern
- Syllabus

Informa (prospectus) and Academic Handbook are uploaded on Institute's website also for online access.

Mechanism for Commitment and Accountablity

- Regular course review meetings to keep the teaching-learning on desired track.
- Lecture Plans,
- Academic Council Meetings,
- Governing Council Meetings,
- Remedial Measures, as and when required.

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

- Given below are the details of scholarship schemes provided by the institute for the students of various courses :

Dr. Sarvepalli Radhakrishnan Scholarship for New Admissions in the PGDM Programme.
The quantum of such scholarships would be distributed as per the details given below:

Percentile obtained in CAT/XAT/MAT/CMAT	Slab of Scholarship applicable in PGDM Course
• 60 to less than 70	15% of First Year Fee
• 70 and above	20% of First Year Fee

Merit Scholarship for New Admissions in PGDM Course.
The quantum of above scholarships would be distributed as per the details given below:

Percentage obtained in Graduation (any discipline)	Slab of Scholarship applicable in PGDM Course
• 70% and above	15% of First Year Fee
• Throughout 60% and above (Xth, XIIth & Graduation)	25% of First Year Fee

Merit Scholarship for New Admissions in BBA / BCA / B. Com.
This scheme will be applicable for New Admission in BBA, BCA and B.Com. Courses.

Overall percentage of marks attained by student in class XIIth	Slab of merit scholarship
• 70% and above	15% of First Year Fee

SMART Scholarship for New Admissions in BBA / BCA / B. Com.
This scheme will be applicable for New Admission in BBA, BCA and B.Com. Courses.

Percentage of marks attained by student in SMART	Slab of SMART scholarship
• 60% and above	• 10% of First Year Fee

Note : *Students are eligible to opt any one of the above Scholarship Schemes.

BabuNageshwar Singh Scholarship for Post Graduate Studies.
The scheme will be applicable to the undergraduate students (BBA / BCA / B.Com / B.Tech. Programmes) of SMS for pursuing Post-Graduate Courses at School of Management Sciences, Varanasi / Lucknow.

(A)

Overall Percentage of Marks attained by Student in BBA/BCA/B.Com/B.Tech. Courses at SMS	Slab of Merit Scholarship applicable in PGDM Course run at SMS
• 60% to less than 70%	20% of First Year Fee
• 70% and above	25% of First Year Fee

(B)

Overall Percentage of Marks attained by Student in BBA/BCA/B.Com/B.Tech. Courses at SMS	Slab of Merit Scholarship applicable in MBA / MCA(L) Courses run at SMS
• 60% and above	10% of First Year Fee

SMS SCHOLARSHIP SCHEMES & AWARD FOR EXISTING STUDENTS

Prof. Mukund Lal Scholarship (for Semester Toppers): SMS have system of providing adequate scholarships towards toppers of each semester of various Graduate and Post-Graduate Programmes: PGDM, MBA, MCA(L), BBA, BCA & B.Com.

Smt. Virendra Kumari Memorial Gold Medal (for University Toppers) - This prestigious award is bestowed upon the toppers of the various University run courses at SMS, Varanasi.

- The total amount of scholarship offered by the institute to the students in last four years is given below:

Year	Total Amount (Rs. In lacs)
2015-16	39.95
2014-15	38.89
2013-14	31.62
2012-13	27.69

The above financial aid was made available and further disbursed among all the relevant students on time.

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

No. of students who have received Govt. Scholarship :

2013-14 : 89
2014-15 : 116
2015-16 : 82

- Uttar Pradesh Government has started a scheme of giving scholarship and fee reimbursement of Students' Fees, whose parent's yearly income from all sources does not exceed Rs. 1 Lac, to alleviate the financial burden of students of all the categories. Scholarships for the weaker sections are provided through the *Samaj Kalyan Vibhag,* U.P. Government.
- The institute has a 'Scholarship Cell' that works under the supervision of Dean, Development & Students' Activities. All the students who are eligible, avail these scholarship schemes and are given all needful counseling plus assistance through these mechanisms by the institute.

5.1.4 What are the specific support services/facilities available for

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

The institute makes available specific support services / facilities on these various counts as mentioned below :

Students from SC/ST, OBC and economically weaker sections :
- Institute has a dedicated 'Scholarship Cell' and an officer to look into students' welfare (Dean, D & S A). Through these mechanisms, institute facilitates the students belonging to SC/ST, OBC and economically weaker sections in availing Uttar Pradesh Government scholarships. If they are entitled to scholarship schemes of the

institute, they certainly get in time.

- Full support is extended by Library in providing them required books and study material.
- Remedial classes are arranged whenever requirement is there.
- They are provided various kinds of counseling.

Students with physical disabilities :

Institute provides following facilities for physically challenged/differently abled students:

- Extra care is taken in teaching.
- Teachers have been advised to provide special attention and personalized care of such students.
- Wooden ramps, wheel-chairs and stretchers are provided.
- During examinations, such students are provided seating arrangements on the ground floor. At the same time, all other needful provisions are there so that such students don't face any difficulty.
- Class mentors remain more attentive towards them.

Overseas students :

Although no overseas student has taken admission in any course at the institute so far, yet the institute organizes spiritual tour of Varanasi for such overseas students who make their study-tour for Varanasi. The institute's Centre for Spiritualism and Human Enrichment extends this spiritual tour package wherein the visiting students are exposed to :

- Cultural History & Geography of Varanasi
- An introduction to the Indian Philosophic traditions
- Indian Dance forms
- Indian Classical Music
- Visit to places of Spiritual significance and Indian Heritage
- Indian Yogic Tradition

Institute organizes this tour and provides all the needful facilities to the overseas students.

Students to participate in various competitions/National and International :

- Institute displays the information about relevant competitions/conferences on notice boards.
- Students are encouraged to participate, and Dean (D & S A) has been assigned the responsibility to look into the applications of the students who desire to participate.

- Students are provided financial assistance in the form of Travel and Daily Allowances and other assistance in preparation for the events.

Medical assistance to students: health centre, health insurance etc. :

The institute provides following facilities / services :

- Health Insurance provided by the institute
- First-aid Box
- Doctors on Call
- 24-hours Ambulance Service
- Free Health Check-up Camps
- Free Eye Check-up Camps
- Blood Donation Camps
- Association with IMS Varanasi & Govt. Hospitals' Blood Banks for the benefit of students, if needed
- Alliance with some reputed Hospitals of Varanasi for emergency purposes
- Health Insurance is also provided by an affiliating university-AKTU.

Organizing coaching classes for competitive exams :

The institute makes available following facilities :
- Academic counseling through Class Mentors and other faculty
- Library has a separate section of Books and Magazines for various competitive examinations
- Individual copies of national level Newspaper are provided to each student free of cost
- Provision of 'Employability Enhancement Programme (EEP), where quantitative skills, spoken and written English skills are imparted to the students that help them in many competitive examinations.

Skill Development (spoken English, computer literacy, etc.,) :

- Institute runs an enrichment course by the name 'Employability Enhancement Programme' (EEP). Areas covered in the EEP are :

  - Quantitative Aptitude
  - Reasoning
  - Data Interpretation and Sufficiency
  - English Grammar

- Group Discussions
- Mock Interviews
- Role Plays
- Management Games

- To enrich the pool of Information Technology knowledge of students, Institute has established a Centre for Advance Computing (CAC), which supports students in developing computer and information technology knowledge by organizing need-based training sessions for the students.
- Centre for Entrepreneurship, Innovation & Skill Development (CEISD) of the institute is committed to develop and promote the knowledge capital through exploration & promotion of ecosystem for entrepreneurship, nourishing innovation and enhancing various skills in order to contribute to the inclusive growth. The Centre organizes Business Model Contests, Start-Up Melas, Case Chase Contests for the students. Cash prizes and other awards are given to the winners as well as participants.
- Institute has already tied-up with Software Companies like Adobe, Sun Microsystems, SPSS and Microsoft for training students in computers.
- Availability of E-learning resources as a Local Chapter of NPTEL (National Programme on Technology Enhanced Learning).
- Institute is a remote centre for Spoken Tutorial Workshops which are conducted by IIT- Bombay under "Talk to Teacher" Project, an initiative of National Mission on Education through ICT, MHRD Government of India. Regular workshops for UG and PG students of computer applications are conducted on computer languages and packages using Free Open Source Software. Details of the workshop/online exam. conducted during 2013 and 2014 are given below:

Year	Subject / Software	No. of Participants
2013	C and C++	137
2014	C, C++ and Java	333
2015	Java and Linux	160
2016 (Till October)	C, CPP, Java, Linux, PHP and MySQL	335

Support for "slow learners" :

Institute conducts regular review of the academic performance and growth of all the students. Every week course review meetings are held when classes are running. Once the semester results are declared, course coordinators submit a detailed report to the Director on the academic performance of the students and also the comparison with previous semester's performance of the students. The report covers the following aspects:

- Overall performance of students in end semester examinations and sessionals.
- Individual student performance in end semester examinations and sessionals.
- Comparison with previous semester(s) academic performance of students.
- Reasons for good/bad academic performance of students.
- Future action required

In the report, comprehensive evaluation is done for the academic performance of the students. After the submission of the report, meeting chaired by Director is held for remedial actions to be taken for Slow Learners.

Remedial Actions:
Those students who do not perform well in the examinations, following actions are taken on the basis of one to one interaction with the students through the relevant Course Coordinator(s) and Class Mentor(s) :

- Remedial classes for failed students.
- Providing students additional study material if required by them.
- Reviewing the teaching pedagogy for future improvements.
- Personal as well as academic counseling
- Extra facilities provided by the Library

Exposures of students to other institution of higher learning/ corporate/business house etc.:

- Institute arranges summer training/projects for students in companies of repute under the mentorship of a faculty member. Training and Placement Cell has the responsibility of organizing summer training/projects.
- Every year Industrial tours are organized for students where students visit companies for practical exposure in India and abroad.
- Institute has student exchange programmes with foreign universities for exposure of students to institutions of higher learning abroad.
- Invited lectures of eminent people from other universities/institutes and corporate are

organized regularly for the benefit of the students.

Students are sponsored to attend various competitions at other institutions and also support is provided to visit institutions abroad.

Publication of student magazines :

A bi-annual Newsletter (SMS NEWS) is published since the last nine years on regular basis with the participation of students under the supervision of faculty members.

5.1.5 **Describe the efforts made by the institution to facilitate entrepreneurial skills, among the students and the impact of the efforts.**

The institute has already established a 'Centre for Entrepreneurship, Innovation & Skill Development (CEISD)' to inculcate various entrepreneurship skills among the students. This Centre is committed to develop and promote the knowledge capital through exploration & promotion of ecosystem for entrepreneurship, nourishing innovation and enhancing various skills in order to contribute to the inclusive growth. The Centre organizes Business Model Contests, Start-up Melas, Case Chase Contests, etc. for the students. Cash prizes and other awards are given to the winners. All participants are provided 'Participation Certificates'.

Further, the institute, has already organized one national level and one international level conference in the relevant areas for exposing the student-participants to higher level of inputs in regard to entrepreneurial skills.

The curricula in various courses run by the institute carry papers on Communication, Business Incubation, Sustainable Development, Entrepreneurship, etc. which are meticulously covered in the teaching-learning process of the institute.

The institute also conducts 'Business Skill Development Programme' in association with MSME-Institute for the students.

Impact : A sizeable number of students have started participating to the 'Business Model Contest & Start-Ups Mela' with their viable projects. Several socially useful business models including, Recycled Paper Products, Domestic Rain Water Harvesting Model, Recycled Plastic Products, etc. have been presented during the Start-Ups Mela by our students.

5.1.6 **Enumerate the policies and strategies of the institution which promote participation of students in extracurricular and co-curricular activities such as sports, games, Quiz competitions, debate and discussions, cultural activities etc.**

- **additional academic support, flexibility in examinations**
- **special dietary requirements, sports uniform and materials**
- **any other**

- There is a **Dean** for Students' Affairs who looks after the co-curricular and extra-curricular activities and also motivates the students for participation. Different Clubs under the guidance of the Dean and coordinated by the respective faculty coo-ordinators have been established which undertake different categories of activities as per details given below:

Name of the Club	Objective	Activities
Synergy Club	To promote literary activities for students	Organizing programmes for students such as Debates, Quizzes, Student Seminars and Workshops, Role Plays, Management Games, Elocution, and Budget Analysis
Contrast Club	To promote creativity in students	Poster-making, Painting Competition, Advertising Creativity, Business Model Competition, Cartoon-making etc.
Spark Club	To promote performing art talent of students	Dance competition, Drama, Vocal and Instrumental Music etc.
Panorama Club	To promote photography	Providing Training in Photography, Documentary and Movie Making
Crest Club	To promote sports among students	Organizing indoor and outdoor games' competition
Live Wire Club	To promote technical skills of students in computer and IT	Organizing Web Designing Competition, IT Quiz etc.

Rainbo w Club	To promote social welfare activities	Organizing Blood Donation & Health Check-up Camps, Plantation and other Environmental marketing, Material assistance to the poor, Literacy drive and other Social Marketing.

- Students are encouraged to participate in the activities organized by the above mentioned clubs. Students are also encouraged to participate in sports and other extra-curricular activities organized by other Institutions/organizations.
- All the students participating to various co- and extra-curricular activities are given awards and 'Participation Certificate' by the Director during the Annual Day (Adharshila) celebrations.
- Special support is provided to students who participate in such activities in the form of:
  - Consideration of attendance
  - Financial support
  - Conveyance facility
  - Special Classes for course coverage
  - Making available all the back up support such as sports kit, materials like camera for photography competition, uniform, and other dresses required for performing arts, and first aid box
  - Supporting dietary requirements

5.1.7 Enumerating on the support and guidance provided to the students in preparing for the competitive exams, give details on the number of students appeared and qualified in various competitive exams such as   UGC-CSIR- NET, UGC-NET, SLET, ATE / CAT / GRE / TOFEL / GMAT /   Central /State services, Defense, Civil Services, etc.

The institute makes available following supports and guidance :
- Academic counseling through Class Mentors and other faculty.
- Library has a separate section of Books and Magazines for various competitive examinations.
- Individual copies of national level Newspaper are provided to each student free of cost.
- Provision of 'Employability Enhancement Programme (EEP), where quantitative skills, spoken and written English skills are imparted to the students that help them in many competitive examinations.
- However, no reliable record of the students, moving towards various competitive examinations, is available with the institute. Institute only has the information of those students who have joined the corporate world or start their own business.

5.1.8 **What type of counselling services are made available to the students (academic, personal, career, psycho-social etc.)**

<u>Academic Counselling</u>

For each course/programme there is a course coordinator and for each class there is a class mentor.
The responsibilities of course coordinators are:

- Coordination of the course as per the ordinance, rules and the regulation of the institute.
- Proper induction of newly admitted students.
- Regularity and proper management of the classes.
- Ensuring students' attendance, proper internal assessment exercises and monitoring progress of course coverage.
- Implementation of an effective mentoring system for better growth and employability of students.
- Ensuring effective academic grooming of students.
- Creating an environment for students where they feel free to discuss their problems with teachers.
- Developing feedback system from students and teachers.
- Active participation to the weekly review meetings for course progress.

Responsibilities of class mentors are:

- Support the course coordinators on the above issues.
- Engage in conversations with students to understand their problems and solving them.
- Guide the students in selecting specialization courses.
- Interacting with parents of students whenever required.
- Motivating and inspiring students for improving their academic performance and overall development.

Apart from above, for survey projects, research projects, mini projects, dissertations, and summer training projects, each student is allocated a mentor under whose guidance students do their projects.

<u>Personal and Psycho-social counseling</u>
Institute has a counseling cell for students to ensure their healthy frame of mind, emotional stability, wellness and discipline. The Cell takes care of the problems of attitude and behavior in students.

The responsibilities of counseling cell are:

- To discuss, understand, and solve students attitude and behavior related problems.
- Taking care of stress related problems of students.
- Developing positive attitude in students and making them realize their strengths and potentials.
- Helping students in overcoming bad habits.
- Making students disciplined.
- Enabling students to overcome state of depression, dejection, and negative emotions.

Interaction of any student with the counseling cell is kept strictly confidential. Under this very category of counseling, the institute has got - ***Behavioural Dynamics Lab:***
Keeping in mind, the fast changing modern competitive life, pressures and other environmental stresses, Institute has established Behavioural Dynamics Lab (BDL) for providing Psycho Diagnostic Assessment, Mental Health Care, and Stress Management Services to students. This lab provides psycho-diagnostic testing services for diagnosis and assessment of behavioural problems of students and helps to alleviate problems with:

1. Psycho-Therapy,

2. Bio-feedback Therapy,

3. Behaviour Therapy,

4. Meditation, and

5. Yoga.

Career Counselling

- Institute has always appreciated and given due importance to establishing linkages with industry, for the purpose of placing its students and preparing students accordingly through career counselling.
- Institute has established a full-fledged and well-equipped Training and Placement Cell which provides active support to the students of various courses in getting quality summer as well as final placements.
- Due to strong Institute-Industry linkages, large number of reputed companies visits campus for recruitments and helping students to get jobs.
- Information and guidance about various opportunities, campus recruitment, other career options are made available to the students very promptly.

5.1.9 Does the institution have a structured mechanism for career guidance and placement of its students? If 'yes', detail on the services provided to help students identify job opportunities and prepare themselves for interview and the percentage of students selected during campus interviews by different employers (list the employers and the programmes).

Yes, the institute has a structured mechanism for career guidance and placement of its students. The institute has established a full-fledged and well-equipped Training and Placement Cell, which provides active support to the students of various courses in getting quality summer as well as final placements. It is worth mentioning that the Institute has got an impressive placement - track.

Training and Placement Cell of the Institute is involved in the following functions and is endowed with the following distinctive features:

- Providing job opportunities to students.
- Hosting interface sessions with representatives of business organisations at different metros.
- Publishing Placement and Summer Training Brochures in time and their effective distribution.
- Regular visits to the various business houses of repute in the country for creating industry-academia linkages.
- Inviting top business executives and business magnets to interact with the students.
- Arranging Summer Training for the students to groom their vision for the forthcoming corporate life.
- Organising Seminars, Conferences and Industrial visits for the students at various locations in India.
- Undertaking projects from the industry for providing practical exposure to the students which forms an integral part of their curriculum.

Employability assessment, grooming and counseling are another significant areas of activity for the training and placement cell. This activity is executed to prepare the students well in advance for their final placement selection process. The students are made aware of the important criteria employed by different organizations so that they are equipped with the right attitude and aptitude to face the forthcoming employment evaluation activities resulting in their successful induction in organisations of repute. For this purpose the training and placement cell conducts various personality assessment tests, evaluation sessions by industry experts, and employability assessment tests.

Other activities undertaken by the cell are:

- Designing & Printing of Placement Brochure
- Developing & executing the Placement strategy
- Conducting Recruitment Survey
- Interacting with Past and Potential Recruiters
- Placement Presentation at various companies

Training and Placement Cell is provided with all the necessary back up supports like air conditioned GD/PI room, internet and skype facility, camera, office executives, and supporting staff.

Apart from T&P Cell, institute has a Centre for Entrepreneurship, Innovation & Skill Development (CEISD) which is involved in providing valuable inputs and training on Entrepreneurship development.
Trainer on communicative English including GD & PI exercises has also been roped in.

The details of number of students selected through campus interviews in last 4 years including the number of companies visited is given below.

Year	Course(s)	Total No. of Students reporting for Campus Interview	Total No. of Students selected through Campus Interview	Total No. of Companies visited for Campus Placements
2013	PGDM + MCA	115	81	47
2014	PGDM + MCA	119	81	41
2015	PGDM + MBA + MCA	202	167	52
2016	PGDM + MBA + MCA	128	172	67

Companies visiting for campus placements include Axis Bank, Apollo Tyres Ltd., Berger Paints India Ltd., Capital IQ, Ceasefire Industries Ltd., Colgate Palmolive India Ltd., ITC Ltd., Exide Industries Ltd., Genpact India, Kajaria Ceramics, Kamdhenu Ispat Ltd., Mother Dairy, Prism Cement Ltd., etc. However the detailed list of companies visited for campus placements at the institution during above years are available as **Annexure 5.1.9.**

5.1.10 Does the institution have a student grievance redressal cell? If yes, list (if any) the grievances reported and redressed during the last four years.

Yes, the institute has **'Student's Grievance Redressal Cell'.** The Cell is headed by the Dean, DSA and has members from both genders in faculty, staff, T & P Cell, and students.
However, no major grievance has been reported in last four years.

5.1.11 What are the institutional provisions for resolving issues pertaining to sexual harassment?

The institute has **'Anti-Sexual Harassment Committee'** to resolve issues pertaining to sexual harassment.

5.1.12 Is there an anti-ragging committee? How many instances (if any) have been reported during the last four years and what action has been taken on these?

Yes, the Institute has **'Disciplinary Action Committee – cum – Anti-Ragging Squad (DACARS)'** with Director as Chairman ; a senior faculty as Convenor; all Course Coordinators, a senior lady faculty and Dean, DSA as Members.

Fortunately, not a single incident of ragging has been reported in last four years.

5.1.13 Enumerate the welfare schemes made available to students by the institution.

Many welfare schemes are made available to the students by the institution such as:

Group Insurance Scheme : Applicable to all the students in different courses run by the institute. Additionally, the students coming under the courses like, MCA & MBA are also covered under the Group Insurance Scheme of UPTU.

Education Loan Facility from Banks: Institute has tie-up with Canara Bank and Kashi Gomati Samyut Grameen Bank for providing education loan to students.

Canteen Facility: The institute provides hygienic food facilities at concessional rate within the campus with all suitable options of snacks, tea-coffee and lunch.

Blood Bank Facility: The institute has tie-up with Blood Banks of Indian Medical Association, Varanasi & Govt. Hospitals of Varanasi, and arranges annually a blood donation camp at institute. So, students and their family members have privilege to access blood bottles on priority basis.

Scholarship & Financial Aid: The institute provides many types of scholarships to deserving students and facilitates for financial aid to the eligible students as per the norms of state government.

Gold Medals: Institute awards Shrimati Virendra Kumari Memorial Gold Medal to university toppers from the institute.

Sports Facilities: The institute provides various sport facilities, both indoor & outdoor, to the students.

Facilities for Personality Development : Personality Development Workshops are conducted for students by outsourcing expert agencies, such as ABBSCISSA.

5.1.14 Does the institution have a registered Alumni Association? If 'yes', what are its activities and major contributions for institutional, academic and infrastructure development?

Institute has an **Alumni Association.** All the activities of this association are conducted from the Institute, which is the Head Office of the association. The association has also established two chapters, one at Delhi and other at Mumbai. Meetings of the alumni association are conducted on regular basis with Institute bearing all the costs.

The broad activities of SMS Alumni Association are:

- To promote the philosophy and values of SMS Alumni Association related to business education and practice, among academia and industry.
- To work with Alma mater on continuing education programmes for the benefit of SMS Students.
- To promote knowledge-sharing among SMS faculty, students and alumni.
- To cater to the networking needs of the SMS alumni by enabling frequent exchanges of views at meets and reunions.
- To seek academic contributions from the alumni for the publications of SMS Management Journals and newsletter.

The contribution of the Alumni Association for the development of the Institute are:

- It has assisted in the lateral career development of alumni through knowledge exchanges.
- It has assisted in the campus placement of students.
- Exchange of practical inputs of alumni with the students has helped in enhancing the knowledge base of students.

- A sense of belongingness of the alumni for the Institute and vice versa has increased.
- It has helped the Institute in curricula development and improvement in the teaching pedagogy.

5.2 Student Progression

5.2.1 Providing the percentage of students progressing to higher education or employment (for the last four batches) highlight the trends observed.

As per a common perception, the number of students progressing to higher education is derived from the number of Transfer Certificates/College Leaving Certificates issued by the institute. It has been observed that majority of UG level completed students move for higher education, at the parent institution or elsewhere. The number for students progressing towards higher education after postgraduate programmes, especially PGDM is very low. Majority of students get

placed in reputed companies or go for self-employment. There are very few students who proceed for further studies like M. Phil. or Ph.D or any other Masters' programme from domestic or foreign universities. The trend to move to higher education is comparatively more encouraging among students from MBA and MCA courses.

However the number of students progressing to higher education for the last four batches is mentioned below :

Student progression	2012-13	2013-14	2014-15	2015-16
UG to PG (within Institute)	20	54	64	26
Campus Selection	81	81	167	172
Employment other than Campus Placement	Self-employment & Higher Studies	Self-employment & Higher Studies	Self-employment & Higher Studies	Self-employment & Higher Studies

5.2.2 Provide details of the programme wise pass percentage and completion rate for the last four years (cohort wise/batch wise as stipulated by the university)? Furnish programme-wise details in comparison with that of the previous performance of the same institution and that of the Colleges of the affiliating university within the city/district.

Programme-wise success rate (%) for last five years:

S.N.	Course(s)	2012	2013	2014	2015	2016
1	PGDM	97	100	100	98	98.5
2	MCA	98.27	98.21	94.87	100	91.6
3	BBA	96	95	89	96	91
4	BCA	94	95	97	91	86

- Institute is best in BBA and BCA among all other Institute/colleges of the affiliating University on the basis of students' performance.

Table showing comparative performance in BBA and BCA courses by students of SMS Varanasi and all other Colleges under MGKV for the Year 2014 and 2015 :

Course(s)	Number of Students in Top-ten List of MGKV from <u>SMS Varanasi</u> in <u>2015</u>	Number of Students in Top-ten List of MGKV from all other Colleges in <u>2015</u>	Number of Students in Top-ten List of MGKV from <u>SMS Varanasi</u> in <u>2014</u>	Number of Students in Top-ten List of MGKV from all other Colleges in <u>2014</u>
BBA	TWO (First and Fifth Positions)	EIGHT	SIX (First, Second, Third, Sixth, Ninth, and Tenth Positions)	FOUR
BCA	SIX (First, Second, Fourth, Fifth, Ninth, and Tenth Positions)	FOUR	THREE (Second, Seventh, and Ninth Positions)	SEVEN

- In MCA & MBA, Institute is one of the best in UP in terms of campus placements.
- PGDM is an autonomous course so no comparison is possible. But on the basis of PGDM students of the Institute selected through campus placements, it is easily perceived to be the best in whole of the Eastern U.P. region.
- B. Com. has been started only two years back and no batch has so far passed out.

5.2.3 How does the institution facilitate student progression to higher level of education and/or towards employment?
- The institute has got an academic alliance with Faculty of Management Studies (FMS) of Banaras Hindu University (BHU) whereby the PGDM passed-out students get eligibility to appear for the Ph. D. programme at FMS, BHU.

- The faculty members offer assistance and guidance to students towards registering for further academic programmes like Ph. D as well as motivating them to participate in national level test like UGC-NET.
- Mock GD & Interviews are conducted on regular basis to sharpen the employability skills of the students.
- Institute has established a full-fledged and well-equipped Training and Placement Cell which provides active support to the students of various courses in getting quality summer as well as final placements.
- Very recently, Jobs through Campus Placements have also been started for the final semester / year students of Undergraduate courses – BBA, BCA and B. Com.
- Students of UG – programmes are provided guidance on their career-plan by the faculty.
- All pertinent information on higher education are made available to the students through a number of magazines, newspapers and books through the Library as well as Counseling.
- Students are also motivated on choosing a better career-path by their seniors during the regular Alumni Meets.

Number of students selected through Campus Interview :

Year	Course(s)	Total No. of Students reporting for Campus Interview	Total No. of Students selected through Campus Interview	Total No. of Companies visited for Campus Placements
2013	PGDM + MCA	115	81	47
2014	PGDM + MCA	119	81	41
2015	PGDM + MBA + MCA	202	167	52
2016	PGDM + MBA + MCA	128	172	67

5.2.4 Enumerate the special support provided to students who are at risk of failure and drop out?

- The institute allots faculty mentors for the students to take care of the issues pertaining to failure or drop-out.
- Apart from various scholarship schemes, the institute also has a fee-waiver provision for financially weaker students.
- Tutorial classes are arranged for such students and slow learners in general.
- Provision of additional lecture notes/course material is available.
- Motivation and counseling is provided to the students with Non English medium backgrounds so that they can get rid of the language fear in subjects and examination.
- In some cases, the Director, with senior faculty members, also counsels such students directly or through telephonic conversation with parents of such students.

5.3 Student Participation and Activities

5.3.1 **List the range of sports, games, cultural and other extracurricular activities available to students. Provide details of participation and program calendar.**

Sports Activities
1. Cricket
2. Volleyball
3. Badminton
4. Chess
5. Carrom
6. Table Tennis

Cultural Activities

1. Music
2. Dance
3. Instrumental
4. Drama

Other Extra-curricular Activities

1. Business Plan Contest
2. Web Designing Contest
3. Quizzes
4. Debates
5. Budget Analysis
6. Social Welfare Activities
7. Photography and Movie Making
8. Conferences/Seminars/Workshop
9. Case Chase Competition

- Sports activities take place on continuous basis with one annual Inter-Institute Sports Fest under Crest Club.
- Cultural activities are conducted on various occasions. Every year Institute organizes its annual-day function 'Adharshila' on 10th November in which Intra-Institute competitions are organized.
- Every year, cultural activities are organized on Republic Day, Independence Day, Teachers' Day and Activity Days (last Saturday of a month during run of a semester) . Also, Freshers' and Farewell parties are organized by students of respective courses every year.
- Social welfare activities are organized round the year.
- Business plan, Case Chase Competition and Web designing contests are organized

once a year.
- Quizzes, debates, and Photography activities are organized regularly.
- Budget Analysis activity is organized once a year following the Budget Speech of the Hon'ble Finance Minister of India.
- Conferences/workshops/seminars are organized on regular basis.
- Institute has formed various clubs for sports, games, cultural and other extracurricular activities for students.

Club Activity Calendar for 2016-17 is given below:

SYNERGY CLUB	
ACTIVITY	**Schedule (Date/Week)**
G. K. Quiz Preliminary Round (all UG students)	31st August, 2016
General Quiz Final for UG Students	30th September, 2016
Debate Competition for all Students	31st January, 2017
Extempore Competition for all Students	28th February, 2017
Budget Analysis Competition for PGDM and MBA)	4th March, 2017
CONTRAST CLUB	
Cartooning	31st August, 2016
Painting and Poster Making Competition for all Students	30th September, 2016
Ad-Darshanam (Round 1)	30th January, 2017
Ad-Darshanam (Final Round)	28th February, 2017
SPARK CLUB	
Solo Song Competition	31st August, 2016
Solo Dance Competition	30th September, 2016
Instrumental and Band Performance	30th January, 2017
Mimicry Competion/ Poetry Recitation	28th February, 2017
PANORAMA CLUB	
World Photography Day	19th August, 2016
Photography Competition and Activities	On all Activity Days

Movie and Documentary Making	31st January, 2017

CREST CLUB	
Sports Activities	On all Activity Days
Sports Fest	6th -7th November, 2016

RAINBOW CLUB	
Plantation Programme	15th August, 2016
Compter Awareness and Entrepreneurship Programme for surrounding villagers	28th August, 2016
Blood Donation Awareness and Registration	31st August, 2016
World Literacy Day Programme	8th September, 2016
Gender Sensitization Programmes & Old cloth Collection	30th September, 2016
Blood Donation Camp and Health Check-up	Third week of October, 2016
National Energy Conservation Day	14th December, 2016
World Peace Day Programme & Cloth/Blanket Distribution for poor people	31st December, 2016

LIVE WIRE CLUB	
Web Designing workshop for BCA-V	Last week of August, 2016
Web-Designing Competition for all the Students	30th September, 2016
24 hours Tech Marathon for MCA V Students	Last week of October, 2016
16 hours Tech Marathon For MCA IV Students	Last week of March, 2017
Mini Tech Marathon for BCA IVth Semester Students	First week of March, 2017
Mini Tech Marathon for BCA VIth Semester Students	First week of April, 2017

Student Participation

Activity	No. of Student Participation (2015-16)
Sports	165
Cultural	142
Extra-curricular	78
Social Welfare	62

5.3.2 Furnish the details of major student achievements in co-curricular, extracurricular and cultural activities at different levels: University / State / Zonal / National / International, etc. for the previous four years.

Following are the details of students' participation in co-curricular, extracurricular and cultural activities at different levels: University / State / Zonal / National / International, etc.

- Mr. Saleem Khan (MBA, 2013-15) participated in First UP State Skateboarding & Freestyle BMX Championship held on December 15, 2013 at K D Singh Babu Stadium, Lucknow, UP, and scored 8 out of 10 points.
- Ms. Sripriya Roy Choudhury (BCA, 2011-14) participated to **'Kaun Banega Crorepati (KBC) - 2013'** and won Rs. 3.20 Lac.
- Mr. Shubham Singh (MBA, 2014-16) participated to AKTU Technical-Management-Literary Fest 2016, and came out to be the 'Winner' at the State Level.

5.3.3 How does the college seek and use data and feedback from its graduates and employers, to improve the performance and quality of the institutional provisions?

The institute has got a dedicated 'Feedback Cell' to seek and use data and feedback from its existing students, passed-out graduates (alumni) and employers and use them to improve the performance and quality of the institutional provisions. Details are below :

Existing Students : Students' feedback is collected in every semester of each programme where students submit their opinion about classroom teaching in regard to five important parameters – Command on subject matter, Communication skills, Quality of content delivery, Regularity in taking classes, and Overall behavior with students. The same is utilized to improve the teaching by communicating it to the faculty members for their reference. Moreover, their preferences for the industry are taken by the T & P Cell and the same is being considered during their allocation to summer training as well as placement.

Alumni : The institute has a strong Alumni-base, and almost all passed out students are registered to be in the network with institute. Apart from Varanasi, that is the head office of the Alumni Association, it also has two other Chapters – Mumbai and Delhi. "Alumni Meet" is organized every year and feedback is taken from the passed-out students. The feedback is utilized to improve soft skills and academic inputs being provided to the existing students to enhance their employability in the industry.

Employers : Feedback of the employers and corporate people is gathered during their arrival to institute during Guest Lectures, Placement Interviews, and meeting of the T &

P personnel with them. Such feedback covers their opinion on the performance of the students working with them currently, performance aspect of students during placement interviews, and academic inputs to be augmented to the syllabi for a better corporate compatibility plus enhanced performance of students on the workplaces.

5.3.4 **How does the college involve and encourage students to publish materials like catalogues, wall magazines, college magazine, and other material? List the publications/ materials brought out by the students during the previous four academic sessions.**

Students are involved in publishing the SMS-Newletter. Newsletter is published twice a year. The institute bears entire cost of the publication and further extends support to the students through faculty members in the Editorial Board of the newsletter. The institute also encourages them to publish other material to showcase their creativity by organizing exhibition under the Panorama Club.

5.3.5 **Does the college have a Student Council or any similar body? Give details on its selection, constitution, activities and funding.**

No formal students' council but the students/students' representatives are involved in various activities.

5.3.6 **Give details of various academic and administrative bodies that have student representatives on them.**

Following are the details of various academic and administrative bodies that have student representatives:

1. Training and Placement Cell :

Students are members of Student Placement Cell which is constituted for placement activities. Second and Third semester students are members and they coordinate the various activities.

2. Class Representatives :

Class representative reports any issue related to the academics and other class related issues to class mentors and course coordinators for smooth functioning of the class.

3. Anti-sexual Harassment Committee
4. Student's Grievance Redressal Cell

5.3.7 How does the institution network and collaborate with the Alumni and former faculty of the Institution.

Institute has a strong **Alumni Association**. All the activities of this association are conducted from the Institute through the Coordinator, Alumni Association. Institute is the Head Office of the Association. The Association has also established two Chapters, one at Delhi and other at Mumbai. Meetings of the alumni association are conducted on regular basis with Institute bearing all the costs. Social networking sites also play important roles in collaborating with the alumni

Former faculty are invited during the Annual Cultural Day – 'Adharshila' as well as National & International Conferences, when their opinion on current course curriculum, teaching pedagogy, etc. are gathered by their colleagues and are further discussed on needful platforms. Social networking sites also contribute significantly towards collaborations with the former faculty.

Any other relevant information regarding Student Support and Progression which the college would like to include.

A few of the **photographs** relevant to the **Criterion V** are provided ahead.

Plate No. V-1: Showing Students' Orientation Programmes.

Plate No. V-2: Showing Students' Sports Activities.

Plate No. V-3: Showing Students' Cultural Activities.

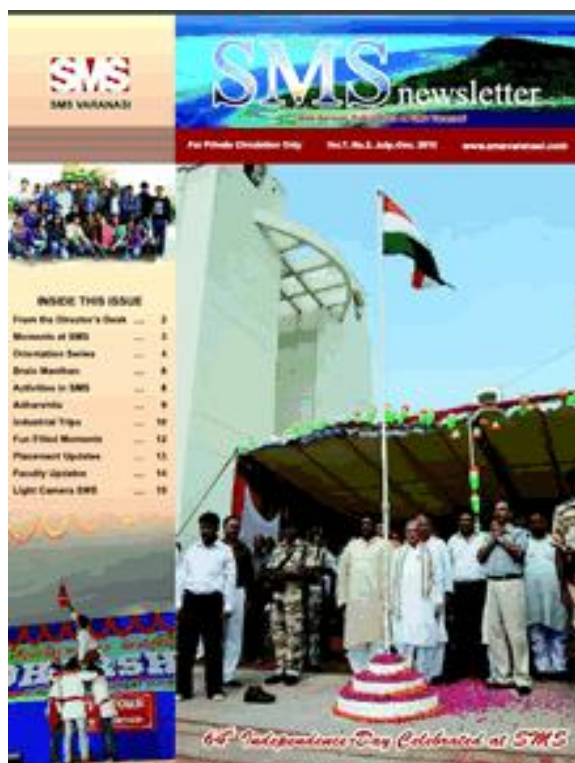Plate No. V-4: Showing Students' Campus Placement Activities.

Plate No. V-5: Showing front-page of two volumes of SMS Newsletter.

Plate No. V-6: Showing SMS Alumni Meets of Three Chapters – Varanasi, Mumbai & Delhi.

Plate No. V-7: Showing Poster of Anti-ragging message at SMS Campus.

CRITERION - VI :
GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 Institutional Vision and Leadership

6.1.1 **State the vision and mission of the institution and enumerate on how the mission statement defines the institution's distinctive characteristics in terms of addressing the needs of the society, the students it seeks to serve, institution's traditions and value orientations, vision for the future, etc.?**

The vision and mission of the institute are cited below:

Vision: To become a constantly growing center of excellence nurturing global-centric professional leadership based on ethical and moral attributes.

Mission: To create excellent learning ambience through innovation in teaching, research and consultancy for producing professionals capable of answering global challenges and demonstrating high ethical and moral standards

Quality Policy: Imparting value based education of highest standard, relevant to contemporary World.

The mission statement defines the Institute's distinctive characteristics in terms of addressing the needs of the society, students, institute's value orientation, and vision for the future. The corresponding goals of the institute are oriented to :
- Creation and maintenance of a high order of learning ambience in terms of physical as well as intellectual infrastructure,
- Promote traditions and inculcate values amongst students,
- Provide opportunities to see and understand global business environment through international visits of students,
- Provide maximum quality placement opportunities to students,
- Matching to the pursuit of its present sectors of educational disciplines, promoting Consultancy in Services Industries and MSMEs.
- Impart pertinent and pragmatic knowledge to students, compatible to global standards.
- Promote quality Research through Publication of four bi-annual Research Journals – Management Insight, Purushartha, Computing Trendz, and SMS Journal of Entrepreneurship & Innovation.
- Organizing conferences (national & international) in the areas of ethics, values, entrepreneurship, etc.
- Enhance academic associations with established and renowned Global institutions of excellence for providing needful exposure of the global challenges to the learners,
- Establish Centres of Excellence for advanced studies in relevant areas,

- Providing ample opportunities to students to understand and establish social and community-connect
- Establish full-fledged Incubation Center for furthering Entrepreneurial projects.

The Vision and Mission of the institute are in tune with the objectives of higher education as well. The institute is committed to provide a context that constantly enhances quality of teaching-learning, co- & extra-curricular activities, sensitization towards social & environmental causes, and remaining answerable to all its pertinent stakeholders.

6.1.2 What is the role of top management, Principal and Faculty in design and implementation of its quality policy and plans?

- Institute has a Governing Council which is the apex body of the institute and includes Director as the Member Secretary. Governing Council, during the meeting, provides broad outlines on the quality policy and plans by also keeping the feedback from the faculty and other stakeholders in consideration.
- Institute equally has an Academic Council with Director as its Chairman and four Senior Faculty being the Members apart from other members drawn from both academics and corporate houses. The quality policy and plans pertaining to academics are specially discussed during its meeting for needful implementation.
- Further, the Director and faculty members meet on regular basis, along with the representative of Management for taking needful initiatives in the light of policy decisions taken by the Governing and Academic Council that mostly relate to start New Courses, faculty & infrastructure-requirements, various academic, co- & extra-curricular activities, extension programmes, welfare schemes for staff & students, research & collaboration areas, and etc. that are required and deemed suitable for improvement in quality of institute functioning.
- The total gamut of jobs and activities needed for implementation of such policy decisions are then distributed among the various departments / activity centres / functionaries to perform.
- For monitoring and evaluation of the status of performance in regard to all such jobs, the institute has suitable mechanism.
- The Director collects feedback from all the functionaries at stipulated intervals to ensure timely and effective compliance.

6.1.3 What is the involvement of the leadership in ensuring :

- **the policy statements and action plans for fulfillment of the stated mission**

- **formulation of action plans for all operations and incorporation of the same into the institutional strategic plan**
- **Interaction with stakeholders**
- **Proper support for policy and planning through need analysis, research inputs and consultations with the stakeholders**
- **Reinforcing the culture of excellence**
- **Champion organizational change**

<u>Policy statements and action plans for fulfillment of the stated mission & formulation of action plans for all operations and incorporation of the same into the institutional strategic plan :</u>

- At the institution, the Academic and Administrative decisions are taken by the Director in the light of the directions and decisions of the Governing Council and Academic Council. Decisions at both the levels of course involve participation and opinion of pertinent faculty, students, employers, and staff members too.
- To achieve the vision and mission of the institute, the entire institute has been put under a typical organization structure with the Director being reported by Deans – Research & Development (R & D), Development & Student Activities (DSA), and System & IT along with all the Course Coordinators, Registrar and Head, Training & Placement Cell.
- Administrative decisions are carried through the Registrar and the authorities under him, and the Registrar reports to the Director. The functions of all these personnel have been defined in the relevant ordinances and guidelines.
- The Director is the principal executive and academic plus administrative head of the institute and exercises general control over the affairs of the institute and gives effective decisions to various authorities.
- All other officers discharge respective duties in accordance with the provisions of the statutes, ordinances under the guidance of the Director.
- Leadership Functions of the Director of the institution:
    - Ensures periodic monitoring & evaluation of various processes & sub-processes.
    - Looks after the overall development of institute.
    - Directions to mobilize external resources to strengthen the institute.
    - Plans & provides for necessary facilities for institutional development.
    - Instills confidence and devotion in every member of the institute.
    - Defines quality policies and objectives in various areas outlined by the statutory bodies.
    - Facilitates the conduction of periodic meeting of various bodies such as Governing Council, Academic Council, Curricular Revision, Examination Cell, etc.
    - Advises / monitors employee recruitment process.

Interaction with stakeholders :

The stakeholders are involved in the various processes of the Institute.

- The students' suggestions are considered in revision of the curriculum.
- The Alumni meet is regularly arranged wherein the Alumni participate and take part in the other activities of the institute.
- The industry representatives also provide expertise for various technical and academic activities like syllabus framing, placement, project selection, industry visits, etc.
- Parents' meets are organized wherein parents enthusiastically participate and discuss various relevant issues.
- Institute actively participates to various meetings convened by AICTE, AKTU, MGKV, and other governmental agencies.
- Institute through its Social Welfare Club – Rainbow, regularly interacts with society at large.

Proper support for policy and planning through need analysis, research inputs and consultations with the stakeholders :

- The feedback from the stakeholders such as students, faculty, alumni and parents are taken on regular basis through the 'Feedback Cell'.
- Feedback is compiled and forwarded to Director for needful.
- Director then interacts with concerned people/authorities regarding the data generated, the feedback given and the lessons learnt.
- Action plans are then designed.

Reinforcing the culture of excellence :

- Various programmes, activities, courses of the institute are evaluated at various levels (Faculty in the Departments, Academic Council and Director's level) so as to ensure that excellence is not only sought to be attained, but also every activity is looked at from the perspective of how it could have been more effectively and meaningfully done.
- The institute has also sought, wherever possible, to train its leadership and faculty to equip themselves with skills to deal with Quality and Excellence issues.
- The institute provides global exposure to the faculty members by sponsoring their international visits to universities abroad and for paper presentations.

- The faculty members also undergo FDPs, through which the culture of excellence is reinforced.
- Inputs on new and emerging areas in academics as well as corporate practices are drawn through regular interaction with experts from both academia and industries during Guest Lectures, Hi-Life Lectures, Conferences, Workshops, etc.

Champion organizational change :

- Keeping in mind the fact that the organizational set up is for excellence, periodic changes are made in the set up to cope with the relevant changes taking place in the outside environment.
- New academic programmes and activities are added to maintain a sustained compatibility for the academic ambience in respect to external needs.
- The institute always ensures necessary changes in the composition of its several committees, their method of working and liaisoning.
- The Management ensures constant evaluation and makes administrative changes to improve quality and moves towards excellence.
- Significant outcomes on this floor include the growing rating & ranking of the institute from A+ in 2010 to one in Top 50 B-Schools in the Country as per rating by Business India in 2015, hosting of two journals of institute – Management Insight & Purushartha on UGC-INFLIBNET, and indexing of 'Purushartha' in International data-base.
- Launch of two more journals – Computing Trendz, and SMS Journal of Entrepreneurship & Innovation with ISSN.

6.1.4   What are the procedures adopted by the institution to monitor and evaluate policies and plans of the institution for effective implementation and improvement from time to time?

Institute monitors and evaluates its policies and plans for effective implementation and improvement from time to time through the following mechanism :

- Meetings of Governing Council where effective implementation of previous meeting decisions are evaluated and future decisions are taken.
- Meetings of Academic Council for monitoring and evaluating academic related issues.
- Weekly meeting of Director with course coordinators and faculty members for monitoring the progress of syllabus coverage and other classroom teaching issues.
- Evaluation of students' performance in examinations is done twice a year following semester-results.

- Issues like need for additional faculty and technical staff are discussed and planned for further processing.
- Feedback from students is taken on regular basis for effective functioning of the institute.

6.1.5 Give details of the academic leadership provided to the faculty by the top management?

- Top management gives full autonomy and liberty to the Director for smooth implementation of various academic and administrative activities with the support of faculty and staff.
- Top management does not interfere in the implementation of academic activities, but extends all possible support whenever sought by the Director or faculty members.
- It provides financial support and guidance in organizing national and international conferences.
- Full support by top management is provided in framing the curriculum of PGDM course including inclusion of new courses, participation of faculty members in seminars/conferences/refresher course etc. and publishing journals, papers and books.
- Faculty members are given guidance and full support in deciding teaching scheme, lecture plan, and evaluation system, framing R&D norms, student feedback form and any other activity related to institute development.
- Faculty members are also encouraged to become members on the various boards of the universities, or to take up assignment as paper setter. For example, some of the members of faculty are examiners in prestigious institutions including, ISM Dhanbad, Company Secretary-exams, Ph. D-thesis examiner of a number of universities, and are equally on the board of studies of AKTU.

6.1.6 How does the college groom leadership at various levels?

- The institute gives ample opportunity to the faculty and staff for developing leadership & decision-making qualities at every level.
- Faculty is invited member in the Governing Council. Senior members of faculty (Professors) are members of Academic Council.
- The institute has defined organizational structure and the roles and responsibilities at various levels.
- Delegation of authority is practiced by the Director in the matters of academic as well as administrative activities.
- The management through the Director of the institute involves the staff members in various activities related to the development of the institute.

- The faculty members and non-teaching staff members are involved in the constitution of various committees such as Placement Committee, Curricular and Extra-Curricular committees, Alumni Committee, Admission Committee etc. Smooth functioning of these committees is the prime responsibility of the committee coordinators & members. For fulfilling the same, committee members have all freedom and autonomy available from institute's end.

- Leadership is also groomed at various levels amongst senior Faculty Members, junior Faculty Members, Administrative staff members, Librarian, Technical staff, etc. They are given enough freedom to operate in their field and offered training from time to time so that their leadership qualities are nurtured.

- Institute allows staff members to attend various conferences, seminars and workshop in their respective domains for development of leadership quality.

6.1.7 **How does the college delegate authority and provide operational autonomy to the departments / units of the institution and work towards decentralized governance system?**

- Institute has a mechanism for delegating authority and providing operational autonomy to all the various functionaries. Prior to the beginning of a new Academic Year, the Director notifies and circulates the details of Academics related Administrative Duties & Responsibilities in respect to the forthcoming Academic Year among all the members of faculty and staff. Such details entail name(s) of various Committees / Cells / Bodies, name of respective Person- In-charge & associated members, Duties & Responsibilities, Reporting relationship, Monitoring & Review Frequency, etc.

- Accordingly, the institute provides required autonomy to departments, centres, clubs, course coordinators and other units such as library, computer centre, etc. in taking and implementing decisions that are directed at betterment of the institute. Required funds and facilities are provided for implementation of decisions.

- The faculty members are extended full autonomy and freedom for organizing their activities which results in job enlargement, enrichment and job satisfaction.

- The above mechanism enables the institute in fostering a culture of decentralized governance system in line with the organizational arrangement as depicted below :

Management Committee / Society
|
Governing Council
|
Director

Academics	**Training & Placement**	**Administration**

Various Course Coordinators	Dean - System & IT	Dean - Research & Development	Dean - Development & Students Affairs	Chairperson (T&P Cell)	Registrar
Teaching Faculty	Teaching Faculty	Teaching Faculty	Teaching Faculty	GM - Corp. Affairs / Sr. Manager (Corp. Relations)	
				Office Executive	

Examination Cell (Controller of Examinations)	Asstt. Registrar	Administrative Officer			Finance Section		Librarian	
Office Executive	Office Executive	Security Officer	Estate Officer	Maintenace Deptt	Accounts Officers	Asstt. Acctounts Officers	Asstt. Librarian	Library Assitant

6.1.8 **Does the college promote a culture of participative management? If 'yes', indicate the levels of participative management.**

Yes, the Institute has a culture of Participative Management, which can be observed below :

- There is representation of faculty members in various statutory and non-statutory bodies. They are involved in the decision making process to a larger extent.
- At departmental level, the role of faculties is major in decision making.
- The faculty members are empowered to carryout various administrative activities of their concern, including their suggestion in faculty recruitment areas.
- The faculty members are empowered for academic decisions also under the set policies.
- The Heads of library, computer centre, maintenance cell, marketing division, training & placement cell, etc have active involvement in staff & material procurement process.
- Faculty participates in deciding teaching scheme, course structure, lecture plan for all the various courses, and also for curricula and evaluation system (for PGDM).
- Senior Teachers are involved in framing R&D norms, student feedback form, self appraisal form and any other activity related to institute's development.

6.2 Strategy Development and Deployment

6.2.1 Does the Institution have a formally stated quality policy? How is it developed, driven, deployed and reviewed?

Yes, the institute has a formally stated quality policy. It is designed in line with Vision, Mission, and Objectives.

Quality Policy: Imparting value based education of highest standard, relevant to contemporary World.

Quality Policy has its roots in the Global Academic policies and programmes. In this regard, the pertinent concepts of the peer institutions and a distilled view of our stakeholders' expectations have been the fundamental inputs in designing the Quality Policy. A better actualization of the Quality Policy is ensured through our curricular design, pedagogical mix and a continuous delivery of the complete academic package throughout the span of a programme-pursuit. Quality Policy is equally kept open to a review-process on the basis of plural feedback and needful developments in the relevant environment.

6.2.2 Does the Institute have a perspective plan for development? If so, give the aspects considered for inclusion in the plan.

Yes, the Institution has a perspective plan envisioned through a document VISION 2020 where a global outlook has been generated and stitched with the human values which, according to the institution, are the only way to achieve harmonious globalization.

Aspects considered for inclusion in the plan are:
- Vision, Mission and Quality Policy
- Past Achievements
- SWOC Analysis
- Future Outlook
- Key Result Areas for Future
- Human Resource Plan
- Infrastructure Plan
- Academic Plan
- Research and Development Plan
- Extra-Curricular and Co-curricular Plan
- Activity Plan for Various Centres

The details of 'Perspective Plan' is available as Annexure 6.2.2. and shall be open for perusal by the visiting NAAC Peer Team.

6.2.3 Describe the internal organizational structure and decision making processes.

The efficacy is achieved through a robust mechanism of arranging personnel in a hierarchical model with the Director having all academic and administrative powers. The respective Course Coordinators look towards day to day functioning of the pertinent courses for which a team of Co-coordinator and faculty members is active in every endeavour. The decision-making process is decentralized for speedy actions. The various other teams in the areas of administration, training & placement, maintenance, etc. are also kept in action to look after the related activities in the institution. The organizational structure looks like one mentioned below :

Organisational Structure:

Decision making processes :

- The institute, for strategic areas and issues, follows a top down approach in the decision making process with involving various functionaries.
- The Governing Council and Academic Council formulate the long term strategic plans for the future development of the institution in their annual meetings. Policy decisions, important institutional decisions, financial decisions, major recruitment (faculty) & purchase decisions are taken in this meeting.

- The Director, Registrar and the Course Coordinators along with three Deans (Development & Student Activities, Research & Development, and System & IT) are involved in formulating the operational plans for the smooth functioning of the institution.
- The faculty members are involved to implement the plans and taking necessary action to make the plans successful.
- Various Committees / Cells are formed and action plans, activities, their scheduling and implementation are undertaken in a systematic way under the close supervision and monitoring by the Director.

6.2.4   Give a broad description of the quality improvement strategies of the institution for each of the following

- **Teaching & Learning**
- **Research & Development**
- **Community engagement**
- **Human resource management**
- **Industry interaction**

Teaching & Learning

- Institute follows holistic approach to the teaching-learning paradigm that incorporates innovative learning methods for making the internalization exercise of the students highly lucid, interactive, comprehensible and purposeful. The strategic actions taken in this regard include:

  - Classroom lectures augmented by exercises, project studies, role plays, case studies, simulation games, brainstorming sessions, group presentations.
  - Group and panel Discussions.
  - Domestic and International Industrial Visits.
  - Active participation of students in organizing and participating in conferences, seminars, cultural events, sports' fest, social welfare activities, and other extra-curricular activities.
  - Business plan, Case Chase, Web designing and other contests are organized where students make groups among themselves and participate. Faculty guides them in such contests.
  - Interactive sessions on the current developments in the subject are arranged through invited & guest lectures from time to time for updating the students.

- Academic Calendar and lecture plan are made at the beginning of the academic year and semester respectively.
- Use of ICT resources and Mentoring System for students.
- Institute runs add-on course, courses of independent study and enrichment courses that are required for effective learning of students.
- All required facilities are provided in library and computer centres.
- Institute organizes lectures, workshops and seminars for students on regular basis (invariably once a fortnight when classes are running) by inviting experts/people of eminence from India and abroad to deliver the same.
- Institute has a comprehensive system for academic, personal and psycho-social support and guidance services for students. The system includes:

  - Academic Mentorship
  - Counseling Cell
  - Scholarships

- Institute takes necessary initiatives to identify and respond to the learning needs of both the advanced learners as well as slow learners. Congenial environment for fulfilling the learning needs of both of them has been developed.
- Institute has formed various clubs for promoting extra-curricular activities among students.
- Institute conducts the review of the academic performance and growth of all the students of the institute. Once the semester results are declared, course coordinators submit a detailed report to the Director on the academic performance of the students and also the comparison with previous semesters' performance of the students and accordingly remedial actions are taken.
- Institute reviews the mechanism of admission process on regular basis to attract good students for admission.
- Comprehensive orientation-cum-induction programme is conducted at the beginning of the session for making students adjust easily to the new environment.

Research and Development

There is a dedicated Research & Development Cell headed by Dean (R&D) as well as a comprehensive 'Research & Publication Incentive Policy' for addressing the issues of research.

The main points of policy to promote research culture in the Institute are:

- Allocation of funds for promoting research.
- Faculty members are motivated for research publications and are provided with incentives and recognition for the same.
- Immediate Salary increment for Faculty members completing Ph.D.
- Promoting and supporting faculty members for pursuing Ph.D.
- Enriching library and computer centres with appropriate resources for research.
- Identification of thrust areas of research.
- Organizing conferences/seminars/workshops.
- Motivating faculty members to participate in conferences/seminars/ workshops/orientation programmes/FDPs organized by reputed organizations in India and abroad.

Community Engagement

The institute has a Rainbow (social welfare) Club which takes care of community engagement activities. The faculty members and students are actively involved in these activities. Following are some of the details.

1. Cancer awareness programmes were organized by students in collaboration with NGO, so as to impart awareness about cancer to school students.
2. Blood Donation Camps are organized annually on the occasion of International Blood Donation Day in collaboration with IMA & Govt. Hospital's blood banks.
3. Other activities include services to rural areas, helping community programmes, social events like cloth donation, etc.
4. Voter id awareness and registration camp was organized in the campus in collaboration with Amar Ujala group.
5. Plantation programme is organized periodically on the Republic day and other occasions.
6. Free Health checkup camps are organized for the nearby villegers, students and staff members of the organization.
7. Energy conservation day is celebrated every year in the campus to spread the message about the energy conservation techniques and implementations.

Human Resource Management

Quality improvement strategy for human resource development includes :

- Standard and well defined recruitment and selection process for faculty and staff.
- Training and development process for faculty and staff.

- Empowerment of students through quality education leading to qualified and sensitive human resource.

Industry Interaction

Interaction with the industry is ensured through following mechanisms:

1. **Training and Placement Cell**
   Institute has established Training & Placement Cell to promote collaboration with industry. The objectives of the cell include :

- To enhance industry-institute interaction.
- To increase industry involvement in curricular aspects.
- To arrange industrial training for students and identify industrial units for students' project work.
- To arrange short term programs/workshops for the benefit of students.
- To arrange guest lectures.
- To facilitate campus placement activities.

2. Industry Involvement in Curriculum design

The institutional structure for curricular design has representation of Industries also. MBA , MCA and Under graduate Curriculua are designed by the respective affiliating universities – AKTU and MGKV. In PGDM course, experts from Industry are invited to give their inputs in finalizing the Curriculum.

3. Industry Visits
Regular Industry visits are organized for students for having the exposure to the environments of industries within and outside the country.

4. Expert Lectures
Expert Guest lecture for students are organized in the campus periodically on the latest relevant topics. A number of Guest Lectures have been arranged during last four years which include industry experts, renowned consultants and top academicians.

5. Internship
Every student is required to undergo 6-8 weeks internship /six month project training (for MCA) during summer as per the course requirement.

6. Workshops/Seminars

Apart from the regular industry-institute interface, special workshops have been arranged for students to keep pace with new technologies required in Industry like ANDROID, Mobile Programming etc.

7. Industry based Projects

A large number of Projects by MBA, PGDM and MCA-students have been industry based/ sponsored in last four years.

6.2.5 How does the Head of the institution ensure that adequate information (from feedback and personal contacts etc.) is available for the top management and the stakeholders, to review the activities of the institution?

Feedback and suggestions are obtained from students, faculty, alumni, and industry through the 'Feedback Cell'. These are made available to the Director, as per the administrative policy requirement of the institution. Director then discusses the same with top management during the meetings of Governing Council, Academic Council and other meeting-occasions when the administrative and academic issues are presented for needful review by the top management. The outcome of these suggestions and feedback makes a basis to review the institutional activities. Thereafter all the required information is made available to the relevant stakeholders through such channels like, Informa of the institution, SMS Newsletter, Placement Brochure, Rule Book, Activity Details and institutional website for review of all stakeholders.

6.2.6 How does the management encourage and support involvement of the staff in improving the effectiveness and efficiency of the institutional processes?

The institute has always stressed on transparency as well as participative management in all the academic and administrative matters. As such, the management is always keen to encourage and support the active involvement of the faculty & staff towards improving the effectiveness and efficiency of the institutional processes, which is evident through following points :

- The management involves the faculty & staff members in various activities related to the development of the institute through the Director. They are involved as Coordinator(s) or Member(s) of the various committees / cells to ensure that all the institutional processes and activities take place in full pace and everyone could be involved in one or more activity-areas. This format also leads to job satisfaction and motivation to faculty & staff.

- In order to ensure job rotation and exposure plus experience of different academic and academic-related areas, the members and coordinators of such committees / cells are also interchanged during different academic sessions.
- The management, from time to time, holds meeting with Director and sometimes also with staff to share their concerns about significant aspects like, attendance of students, examination results, training & research, etc. The management welcomes suggestions from one and all to improve the teaching-learning platform, attendance, counseling, etc.
- The management also welcomes the proposal & suggestion by the faculty & staff on the issues of curricular and co-curricular activities, infrastructure development, identification of areas for faculty recruitment, etc. and gives consideration at the time of finalizing actions.
- The management is equally keen to provide all possible financial and non-financial support to the members of faculty & staff.

6.2.7 Enumerate the resolutions made by the Management Council in the last year and the status of implementation of such resolutions.

<u>**Status of Implementation of major decisions taken in the last meeting of Governing Council held on 13th June, 2016**</u>

Major decisions / recommendations made in GC Meeting, 13/06/2016	Status of Implementation
• **Item 6 (GC) :** Organization of National Conference on "Advancement in Information Technology : Business & Societal Perspectives" on 1st October, 2016.	A National Seminar on "Advancement in Information Technology : Business & Societal Perspectives" was successfully organized and completed on 1st October, 2016 at the SMS Varanasi campus with the participation of more than 118 delegates, including three participants from abroad.
• **Item 6 (GC) :** Organization of International Conference on "Spirituality & Skill for Leadership & Sustainable Management" during 18-19 February, 2017.	The institute has already started taking various relevant steps in this connection, and is hopeful to have a successful organization of the academic event on international level.
• **Item 7a (GC) :** Exploring and actualizing the possibility of SMS Varanasi joining 'Visegrad University Association' with a	Taking an immediate action in this regard, the relevant Cell of the institute has already started making contacts for needful.

view to enhance international linkages.	
• **Item 7c (GC) :** Expeditious efforts towards NAAC-accreditation for SMS Varanasi.	The institute has already compiled the SSR for the purpose and is shortly going to upload the same on the website of the institution to begin the process of NAAC-accreditation.
• **Item 7c (GC) :** Expeditious efforts towards NBA-accreditation for SMS Varanasi.	The institute has equally been taking serious efforts through the relevant Cell to prepare the SAR, and is hopeful to proceed for NBA-accreditation too in near future only.
• **Item 7d (GC) :** Approaching an established / renowned publisher for marketing of in-house journals.	The concerned officers of the relevant Cell have already been communicated about this decision, and they have already started taking steps in this connection.

However, the resolutions of the Governing Council above is available in the relevant Register, and is open to the perusal by the visiting NAAC Peer Team.

6.2.8 Does the affiliating university make a provision for according the status of autonomy to an affiliated institution? If 'yes', what are the efforts made by the institution in obtaining autonomy?

The institute is affiliated to Dr. A P J Abdul Kalam Technical University (AKTU), Lucknow for MBA and MCA courses, and M G Kashi Vidyapith (MGKV), Varanasi for the undergraduate courses – BBA, BCA, and B. Com. Both the universities do not currently have the provision to accord the status of autonomy to an affiliated institution.

6.2.9 How does the Institution ensure that grievances / complaints are promptly attended to and resolved effectively? Is there a mechanism to analyse the nature of grievances for promoting better stakeholder relationship?

- General complaints received by the Course Coordinators are first of all dealt by them directly.
- In case, the grievances / complaints are of serious nature, the matter is forwarded to the Director, who, as per the nature of the grievance / complaint, forwards either to the 'Disciplinary Actions Committee and Anti-Ragging Squad', or the 'Grievance Redressal Cell'.

- Meetings of the concerned members of such institutional bodies are convened by the relevant Convenor / Coordinator.
- The members deliberate upon the matter of grievance / complaint thoroughly and provide opportunity to every affected party to present his / her point-of-view.
- The recommendation of the members is sent to the Director through the Convenor / Coordinator for necessary action.
- Apart from the DACARS and Grievance Redressal Cell, the institute also has a '3-Layer Disciplinary & Anti-Ragging Vigilance Structure' and 'Anti-Sexual Harassment Committee' in order to have more promptness in spotting any event of indiscipline, ragging, or any kind of harassment, and for resolving any such situation that may invite a grievance / complaint to be lodged. The above structure provides a better scope of vigilance on all working days towards students or any other member of the institution in a course-wise, floor / block-wise and campus surrounding-wise manner by the active involvement of all the course coordinators, a number of faculty members, and members of staff plus students. These personnel are to report to the Director / Registrar on a regular basis.

For analyzing the nature of grievances for promoting better stakeholder relationship, the above mentioned institutional bodies are duly empowered.

6.2.10 During the last four years, had there been any instances of court cases filed by and against the institute ? Provide details on the issues and decisions of the courts on these?

No. The institute so far has never faced any court/legal cases.

6.2.11 Does the Institution have a mechanism for analyzing student feedback on institutional performance? If 'yes', what was the outcome and response of the institution to such an effort?

Yes, the Institution has a mechanism – a dedicated 'Feedback Cell', for studying and analyzing the feedback from students in regard to institutional performance in order to understand their needs and to take needful actions accordingly at the proper time. Important outcomes of such feedback include :

* A fully air-conditioned New Academic Block ,
* Facilities for more types of indoor games,
* International tours for students to provide global exposure,
* Canteen in a separate building, with CCTV to provide better canteen facilities and monitoring the activities there,
* Upgrading the Library with newer books, magazines, journals, etc.
* Modifications in library-rules in regard to issue of books to students.

6.3 <u>Faculty Empowerment Strategies</u>

6.3.1 What are the efforts made by the institution to enhance the professional development of its teaching and non teaching staff?

The institute has made various efforts to enhance the professional development of teaching and non-teaching staff. The Institute undertakes the following measures to improve the professional development of the teaching staff :

- Establishing a motivating and productive work environment.
- Research & Publication Incentive Policy.
- Consultancy Policy.
- Financial and Leave support to attend relevant Seminars / Conferences / FDPs / Training programmes at both National and International levels.
- Encouraging to organize seminars / conferences at both national and international level at the institution.
- Encouraging for qualification upgrading, such as M.Phil., Ph.D., with full pay & study leave for undergoing related academic activities in this regard.
- Visit to International Universities.
- Provision of internet-connectivity to the computer-systems of faculty in their cabins/chambers.
- Connectivity to NPTEL as a Local Chapter.
- Involvement in various committees/cells of the institution, on rotation-basis, either as a coordinator or a member to widen the professional experience and skills.
- Provision to borrow up to 20 books at a time from the Library of the institute.
- Immediate salary increment to Ph.D. awardees.
- Best Teacher's Award for excellent academic performance.
- Priority in Promotion for best performers.
- Motivating the faculty to become member on the Board of Study of the Universities in relevant disciplines.
- Providing the opportunity to the faculty for becoming paper-setters and examiners at the institute and outside.
- Involving senior faculty in accreditation exercises.
- Organizing Get-togethers and dinners for all the members of the family of the employees on various occasions.

    Institute has equally carried out various programmes for skill enhancement of Non-Teaching staff members. These are as below :
- In-house periodic Training,

- ICT training for access to information,
- Sponsorship for enhancing qualification,
- Deputations to trainings outside,
- Soft skill training,
- Office Automation and Computer awareness.

6.3.2 What are the strategies adopted by the institution for faculty empowerment through training, retraining and motivating the employees for the roles and responsibility they perform?

The Institute has strategy to train, retain and motivate the faculty. Following are some of the strategic initiatives carried out by the institute:

- Conducive work environment (Internet, printer, laptop, air-conditioners at work place)
- Support for further research in the form of sponsorship for attending relevant conferences/seminars/training programmes and FDPs.
- Support for qualification enhancement in the form of full time / part-time deputation for M. Phil. / Ph.D. with Full pay to those who have served the Institution continuously for at least 5 years, study leaves for data collection / thesis writing / presentation / open-defense etc.
- Best Teacher Awards for excellent academic performance during the year (in terms of students' feedback and academic work(s) published).
- Felicitation of faculty & staff members who complete 10/15/20 years of service in the institution.
- Visit to International Universities.
- Felicitation of Ph.D. awardees.
- Reimbursement for purchasing the books related to R&D work.
- Promotions to best performers.
- Research & Publication Incentive Policy.
- Consultancy Policy.

6.3.3 Provide details on the performance appraisal system of the staff to evaluate and ensure that information on multiple activities is appropriately captured and considered for better appraisal.

Performance Appraisal System for faculty members include following dimensions:
- Teaching feedback from students,
- Result of students in the subject(s) taught by a faculty,

- Research contribution of the faculty,
- Any outstanding contribution,
- Extent of involvement, interest and performance in various academics related administrative activities,
- Extension activities undertaken,
- Disciplinary track during a year,
- Contribution in the developmental activities of the institute,

Information on the above issues are properly captured by the existing mechanism for monitoring and review, already in place at the institution. Such collected information are considered for a better and unbiased appraisal.

6.3.4 What is the outcome of the review of the performance appraisal reports by the management and the major decisions taken? How are they communicated to the appropriate stakeholders?

The major outcome of the review of performance appraisal reports, collected from Faculty members, reflects in the annual increment, incentive and promotion offered by the management. Apart from this, institute has the following reforms to value employee's high-order performance or contribution. Sponsorship is provided for qualification enhancement, for attending International conferences & National Conferences, provision of Best Teacher's Awards, Deputation of teaching & non-teaching staff for Need based training.

However, in the event of performance below expectation, courses allotted may be changed to more exactly match the aptitude & interest of a faculty. They are also counseled by the Director as to how to make improvements. All these decisions are communicated to the relevant stakeholders through annual increment letters or other formal communications from the office of the Director.

6.3.5 What are the welfare schemes available for teaching and non-teaching staff? What percentage of staff have availed the benefit of such schemes in the last four years?

The welfare schemes available to teaching and non-teaching staff include following benefits :
- Contribution to EPF   -- For 100 % members
- Tution-fee waiver scheme   --   -do-
- Group Insurance scheme   --   -do-
- Provision for Medical Leave   --   -do-
- Transportation Facility   --   -do-

- Cash Awards during Annual Day Event   -- For members completing 10/15/20 Years of service

Besides the above, a family tour package is also provided to continuously serving employee of the Institution.

6.3.6   **What are the measures taken by the Institution for attracting and retaining eminent faculty?**

The Institute has several measures to attract and retain the eminent faculty members. Following are some of the initiatives carried out by the institute :

- **For attracting eminent faculty,** the institute makes a wide publicity through the website and also by publishing in national dailies the vacant posts to be filled.
- All the various salience pertaining to institutional atmospheres, comparative status among peers in terms of credibility attained through significant achievements as well as available facilities are also publicized through press conferences, website and social media so as to reach prospective candidates of eminence.
- **For retaining eminent faculty,** the institute ensures a conducive work environment by providing better and competitive pay-package, attractive leave facilities, internet, printer, laptop, air-conditioners, etc. at work place.
- Supports are advanced for further research in the form of sponsorship for attending related conferences/seminars/training programmes and FDPs.
- Support for qualification upgrading in the form of full time / part-time deputation for M. Phil. / Ph.D. with Full pay to those who have served the Institution continuously for at least 5 years, study leaves for data collection / thesis writing / presentation / open-defense etc.
- Best Teacher Awards for excellent academic performance during the year (in terms of students' feedback and academic works published).
- Visit to International Universities.
- Felicitation of Ph.D. awardees in way of immediate increment.
- Reimbursement for purchasing the books related to R&D work.
- Provision to borrow up to 20 books at a time from the Library of the institute.
- Promotions to best performers by giving due importance to internal promotions and growth.
- Research & Publication Incentive Policy.
- Consultancy Policy.

6.4 Financial Management and Resource Mobilization

6.4.1 What is the institutional mechanism to monitor effective and efficient use of financial resources?

The institute has got a Finance Committee which looks into the effective and efficient use of financial resources through Budgets. For the purpose, budgets on the basis of projected financial requirement of different departments/centres, in their consultation, are prepared. These are further sent to the Governing Council for needful evaluation and final approval. Corresponding funds are then allocated for needful utilization. This is monitored by the Finance Committee so as to adhere to the optimal utilization of funds. Apart from such an internal audit, the external audit, by competent Chartered Accountants, are equally brought into the process of financial operations.

6.4.2 What are the institutional mechanisms for internal and external audit? When was the last audit done and what are the major audit objections? Provide the details on compliance.

Both internal and external audits are in place at the institute. While, finance committee remains vigilant on the financial operations throughout the year in the form of internal audit, external audit is carried out every six months by competent chartered accountants.

The last external audit has been carried out during August, 2016.
There was no major audit objection for the last audit.

6.4.3 What are the major sources of institutional receipts/funding and how is the deficit managed? Provide audited income and expenditure statement of academic and administrative activities of the previous four years and the reserve fund/corpus available with Institutions, if any.

The major sources of institutional receipts/funding are through:
- Students' fee,
- Seminars / Conferences / Workshops' Registration Fee,
- Consultancy Fee,
- Publications being subscribed and sold,
- On-line examinations of various organizations,
- Sponsorships of events.

The institute has so far not experienced any deficit of funds in carrying out various institutional responsibilities.

Audited Income and Expenditure statement / Balance sheets for the previous 4 years are available as <u>Annexure 6.4.3 A</u>.

Corpus fund is maintained in the form of FDRs and varies from year to year. Details are available in <u>Annexure 6.4.3 B</u>.

6.4.4 Give details on the efforts made by the institution in securing additional funding and the utilization of the same (if any).

The institute has been making efforts for securing additional funding from the relevant agencies. In this connection, the institute had earlier got recognition from UGC under 2(f). Recently, due to institute's concerted efforts, it has been recognized under 12(B) also by the UGC.

Our faculty members have submitted a Project entitled, "Research Methods in Social Sciences and Humanities" to the Indian Council of Social Science Research (ICSSR) for financial assistance. Other two Projects – 'Entrepreneurship Development Programme (EDP)' and 'Faculty Development Programme (FDP)' have also been submitted to National Science & Technology Entrepreneurship Development Board, Deptt. of Science & Technology for financial assistance.

6.5 Internal Quality Assurance System

6.5.1 Internal Quality Assurance Cell (IQAC)

a. **Has the institution established an Internal Quality Assurance Cell (IQAC)? If 'yes', what is the institutional policy with regard to quality assurance and how has it contributed in institutionalizing the quality assurance processes?**

b. **How many decisions of the IQAC have been approved by the management / authorities for implementation and how many of them were actually implemented?**

c. **Does the IQAC have external members on its committee? If so, mention any significant contribution made by them.**

d. **How do students and alumni contribute to the effective functioning of the IQAC?**

e. **How does the IQAC communicate and engage staff from different constituents of the institution?**

a. Yes the institute has established Internal Quality Assurance Cell (IQAC). The IQAC monitors quality initiatives of the Teaching departments and meets every year to evaluate the teaching/learning practices within the institution. IQAC gives opportunities for people other than from the institution to air their views and opinion regarding the academic programmes and co-curricular activities. These suggestions are considered by the institute administration while making suitable amendments to the academic transactions.

b. All the decisions of the IQAC have been approved and implemented by the management.

c. Yes. IQAC has external members. Members have contributed in various ways. They have extended their expertise at various levels. Significant among them are :

    (i) Introduction of 'Employability Enhancement Programme'.

    (ii) Introduction of 'Spoken Tutorial Project – IIT Bombay, a programme under National Mission on Education through ICT (NMEICT) for the students of computer courses – MCA & BCA.

d. Students and alumni contribute by giving necessary feedbacks.

e. Necessary inputs are taken from the staff and the action taken is communicated to them by the IQAC.

6.5.2 Does the institution have an integrated framework for Quality assurance of the academic and administrative activities? If 'yes', give details on its operationalisation.

Institute has a well-defined framework for quality assurance of the academic as well as administrative activities. Internal audit of academic activities is done at the end of each semester. In addition to this, performance review in various courses is taken by the Director every week in terms of number of lecturers planned and engaged and topics planned and covered. The Audit encompasses the students' performance in examinations, the number of campus selections in reputed corporate houses, students' regularity in class and classroom activities, faculty-contribution over and above the teaching of syllabi. A weekly review is taken on each aspect focusing on the curriculum aspects and tracking of the lecture plans-cum-delivery. A check on the temporal relevance of the curriculum is also done each semester and changes are made accordingly through a formal process. The check is also done on the pedagogy adopted in different subjects as requirement of each subject is different.

In regard to administrative activities, the review of the progress / implementation status in various committees/cells/bodies is conducted by the Director as per schedule and frequency already notified prior to the beginning of an academic year.

6.5.3 Does the institution provide training to its staff for effective implementation of the Quality assurance procedures? If 'yes', give details enumerating its impact.

The institute is very particular in providing opportunities to its staff for understanding properly the elements embedded in the procedures of quality assurance so that there could be a more effective implementation of the procedures for quality assurance at the institutional level. The efforts of the institute are reflected below :

- The Director of the institute participated to a Two-day "Assessors' Interaction Meeting (AIM)", organized by and at NAAC, Bangalore on the 23-24December, 2013.
- Our faculty, Dr. Alok Kumar was deputed to participate to a Two-day Workshop on "NAAC – Awareness", organized by the IQAC, MG Kashi Vidyapith, Varanasi, and sponsored by NAAC, Bangalore on the 24-25 February, 2015.
- Our two faculty members, Dr. Alok Kumar and Dr. Aditya Kumar Gupta were deputed to participate to a One-day Workshop on "NAAC – Accreditation : Significance and Procedure", organized by the IQAC, MG Kashi Vidyapith, Varanasi, and sponsored by UP State Higher Education Council, Lucknow on the 26th July, 2015.

- Our faculty, Dr. Alok Kumar has been deputed to participate to a One-day Workshop on "NAAC – A Need for Academic Excellence", organized by the IQAC, MG Kashi Vidyapith, Varanasi, and sponsored by UP State Higher Education Council, Lucknow and Department of Higher Education, Govt. of UP on the 14th March, 2016.
- The Director of the Institute participated as a 'Guest of Honour' in an IQAC Workshop entitled "Quality Assurance Issues in Higher Education" on 24/09/2016 held at M G Kashi Vidyapith. A faculty member was also deputed to participate over there.

The above exposure has certainly added towards the quality orientation of the institute in respect to bring remarkable improvements to the entire gamut of teaching-learning processes, and quality consciousness of the institute as a whole.

6.5.4 Does the institution undertake Academic Audit or other external review of the academic provisions? If 'yes', how are the outcomes used to improve the institutional activities?

Yes, the Institute has well defined format for Academic Audit which is performed at the end of each semester by Inter departmental teams. External audit is also done by Academic peers from other reputed institutions. In addition to this, performance review is taken by the Director every week in terms of number of lecturers planned and engaged and topics planned and covered. The Audit also encompasses the students' performance in examinations, the number of campus selections in reputed corporate houses, students' regularity in class and classroom activities, faculty contribution over and above the teaching of syllabi. A check on the temporal relevance of the curriculum is also done each semester and changes are made accordingly through a formal process. The check is also done on the pedagogy adopted in different subjects as requirement of each subject is different.

The action plan is decided and implemented on the basis of the audit for which necessary support is provided. Individual teachers take the responsibility to incorporate suggestions given by the audit members.

6.5.5 How are the internal quality assurance mechanisms aligned with the requirements of the relevant external quality assurance agencies/regulatory authorities?

Internal quality assurance mechanism has been designed keeping in mind the requirements and core values of the relevant external quality assurance agencies/regulatory authorities. The entire gamut of teaching-learning takes into

consideration as to how to focus on the intent, instructions, and guidelines of the regulatory agencies like, AICTE, UGC, NAAC, NBA, etc. in respect to issues like :

- Contribution to National development.
- Inculcation of a value system among students.
- Fostering global competencies among students.
- Promotion to the use of technology, especially ICT.
- Quest for excellence.

The above core values are embedded in the institutional vision, mission and objectives, and thus act as a significant mechanism for quality assurance in the overall functioning of the institute.

6.5.6   What institutional mechanisms are in place to continuously review the teaching learning process? Give details of its structure, methodologies of operations and outcome?

Institute reviews the teaching learning process through the learning outcomes of students and faculty.

The teaching learning process, in regard to students' learning outcomes, is reviewed through :

- Academic Performance of Students
- Participation and performance in extra-curricular activities
- Placements of Students
- Quality of Projects undertaken by students
- Discipline
- Awards and Recognitions received

Course Coordinators, with the support of class mentors, document the progress of students in academics and extra- curricular activities. Feedback from students is taken in every semester in a structured form. Required remedial measures are taken on the basis of information collected by course coordinators.

Further, Institute reviews the teaching learning process through the learning outcomes of Faculty members through:

- Performance of Students in the subjects taught by them
- Application of teaching methodology

- Research Publications
- Participation and organizing conferences/seminars/workshops
- Performance in duties and responsibilities assigned by institute
- Awards and Recognitions received

Positive results have come through this review, and reflected in student's performance and faculty achievements.

6.5.7 How does the institution communicate its quality assurance policies, mechanisms and outcomes to the various internal and external stakeholders?

The internal stakeholders are communicated the above aspects through notices, newsletter, institute website, internal meetings, addresses by the Director, rule-book, placement brochure, informa of the institute, academic handbook, news published in print and electronic media, and orientation-cum-induction programme for newly admitted students.

The external stakeholders are communicated the above aspects through institute website, addresses by the Director in various cultural plus academic events, rule-book provided to the students, academic handbook, placement brochure and informa of the institution given to the students, news published in print and electronic media, teacher-parent meetings, etc.

Any other relevant information regarding Governance, Leadership and Management which the college would like to include.

A few **photographs** relevant to **Criterion VI** are being provided ahead.

Plate No. VI-1: Showing glimpses of Meetings of Academic and Governing Councils of the

Institution.

Plate No. VI-2: Showing glimpses of Annual Day Programme - Adharshila

Plate No. VI-3: Showing Felicitation to faculty & staff on Annual Day Programme - Adharshila

CRITERION - VII :
INNOVATIONS AND BEST PRACTICES

7.1   Environment Consciousness

7.1.1   Does the Institute conduct a Green Audit of its campus and facilities?

The institute conducts a Green Audit of its campus and facilities in the following ways :

- Involvement and commitment of management, faculty & staff, and students towards maintaining a green campus,
- Required budget is allocated for keeping the Institute environment-friendly,
- The environmental awareness is given priority at the time of making plans for development viz., energy and water conservation,
- For creating awareness on eco-friendly atmosphere among the students, subjects related to Environment and Sustainability have been given to curricula,
- Organizing Tree Plantation drives to help maintain ecological balance,
- There are, however, four major areas where Institute puts large focus to maintain green campus. These four areas include,
- Energy Efficiency
- Landscaping and carbon neutrality
- Water Conservation
- e-Waste Management

The environment-friendly practices of the Institute are self-explanatory once anybody enters the campus.   The Administrative Officer, Estate Officer, Project Engineer, Supervisors and Coordinator of the Rainbow Club have been given the responsibility to make the Institute environment-friendly.

7.1.2   What are the initiatives taken by the college to make the campus eco-friendly?

- **Energy conservation**
- **Use of renewable energy**
- **Water harvesting**
- **Check dam construction**
- **Efforts for Carbon neutrality**
- **Plantation**
- **Hazardous waste management**
- **e-waste management**

To make the campus eco-friendly, Institute has taken a number of initiatives as explained below:

Energy Conservation :

- Institute has got a **Solar Power Plant of the capacity of 200 KW** to fulfill the complete electricity requirement of the institute.
- The Institute has wide spread arrangement for power connections with a central power room and control panels and all power cables are underground to reduce distribution losses.
- Desktops which are used in the Institute consume only about 50 watts/desktop on an average against the normal standard of 200 watt/desktop.
- Proper maintenance of electrical items, including generators, is done for enhanced efficiency, and institute has a proper maintenance schedule for the purpose. A brief description of the same is given below.

S. No.	Equipments	Daily	Weekly	Forth Nightly	Monthly	Quart'ly	Half Yearly	Yearly
	ELECTRICAL MAINTENANCE SCHEDULE							
1	Transformer Inspection - Oil Level, Leakage & Temprature				P			
2	Oil Testing Transformer & Circuit Breaker							P
3	Transformer Silica Gel to be changed						P	
4	Inspection of Panel, DBs, Switchgears & Termination : a) Gen Set b) Academic - I c) Computer Block d) Admin. Block e) Academic - II				P			
5	Earthing to be tested					P		
6	Energy Reading of Gen Sets	P						
7	Routine Maintenance of DG Sets	P						
8	Records of Diesel receiving				P			
9	Records of Diesel issue and Consumption for DG Sets	P			P			
10	ACs Servicing						P	
11	Maintenance of Fans, Lights, Switches and S/w. Boards			P				

- Air conditioners are not run unnecessarily on generators to reduce unwanted emissions.
- Intermittent use of air conditioners is promoted in the Institute.
- 'Energy Day' is observed to create awareness among the students, faculty, and staff for energy conservation. Everyone, including students, follow the practice of switching off the lights, fans, and air conditioners when not required.
- LED lights have been installed to save energy.
- Solar heaters have been provided in the hostels.

Use of Renewable Energy :

- Solar energy power plant of 200KW is installed in the institute to fulfill the complete electricity requirement of the institute.
- Solar heaters are used in the hostels.

Water Harvesting :

All the buildings of the Institute have been provided with Rain water harvesting facility. Apart from the surface area, 2600 sq.mts. roof area of the buildings are also covered with rain water harvesting facility having recharge potential of 2175 cu. m. Three water tanks of the dimension 14ft. x 7ft. x 6.5ft. have been made for the purpose.

Efforts for Carbon neutrality :

- Extensive plantation of trees has been done to reduce the effect of carbon dioxide.
- Only about one tenth of the area has been used for construction against the standard rule of one third area. Rest of the area is used for plantation, lawns, and play ground.

Plantation :

- Extensive plantation of trees has been done in the campus.
- Every year tree plantation drive is organized by Rainbow Club.
- Beautiful lawns are maintained and are surrounded by trees and plants.
- Considerable amount of money is spent in maintaining greenery of the campus.
- Institute has already been awarded in the 'Flower Show' organized by Diesel Locomotive Works (DLW), Varanasi.

Hazardous and e-Waste management :

Institute is very keen on this issue. A mechanism is already in place to effectively dispose of outdated computer systems, useless electronic items, and other junk materials.

7.2 Innovations

7.2.1 Provide details of innovations introduced during the last four years which have created a positive impact on the functioning of the College.

Institute has carried out various innovations in last four years which have created a positive impact on the functioning of the Institute.

Given below are the details:

Innovations in Students' Development, Learning, Support and Employability Process :

- Add-on course by the name **'Employability Enhancement Programme'(EEP)** has been started to enhance the employability of students. Areas covered in the EEP are:

    - Quantitative Aptitude
    - Reasoning
    - Data Interpretation and Sufficiency
    - English Grammar
    - Group Discussions
    - Mock Interviews
    - Role Plays
    - Management Games

- Institute has established **Behavioural Dynamics Lab (BDL)** for providing Psycho Diagnostic Assessment, Mental Health Care, and Stress Management Services for students. This lab provides psycho-diagnostic testing services for diagnosis and assessment of behavioural problems of students.

- Institute has established a counseling cell for students to ensure their healthy frame of mind, emotional stability, wellness and discipline. The cell takes care of the problems of attitude and behavior in students.

- **Tech Marathon :** Conceptualized by the institution itself, this competitive activity enables the students to develop and hone important skills such as, team work, handling the work pressure, meeting the deadline under high pressure situations, team coordination, division of work, creativity and innovation.

- Institute has started new scholarship-schemes for students for supporting the needy and promoting meritorious students.

- Wi-Fi facility in the campus has been started.

- Students' Clubs have been formed for extra-curricular, intellectual, and social activities by the students.

Innovations in Academic System :

1. 'Knowledge Management Centre' has been established for providing 'Online Management and IT Knowledge Bank'.
2. 'icampus', an electronic LAN facility, has been started through which students from any computer (including any LAN configured laptop) in the campus can check their attendance, get the teachers' notes and previous years' question papers, get the information on notices and other updates regarding Institute's happenings.
3. Course of Independent Study (CIS) has been introduced in PGDM programme.
4. Spoken Tutorial Project - IIT Bombay (under National Mission on Education through ICT – NMEICT) for MCA & BCA courses is conducted.
5. Foreign Language is taught to the students beyond syllabi.
6. System of Academic Mentorship has been introduced.
7. System of Lecture plan has been introduced for timely coverage of syllabus.
8. E-learning resources through 'National Programme on Technology Enhanced Learning (NPTEL) has been made available.
9. To enhance the learning experience of the students, Institute has introduced the following methods of learning apart from classroom teaching:

- International Industrial Visits apart from domestic ones,
- Facility of summer internship in foreign country,
- Enhanced frequency of Workshops,
- Guest Lectures by eminent personalities abroad also from academia, and corporate on relevant subjects,
- Participation in contests like business plan contest, case chase competition and web designing contest,

Innovations in Administrative System :

- Biometric machine has been installed for monitoring the punctuality and regularity of staff members.

- 'icampus', an electronic LAN facility, has been started. All the teachers enter the attendance of students and course coverage there on daily basis. Separate panels for Course Coordinators, Registrar and Director have been provided through which they are able to know the attendance of the students in their course, classes taken by the teachers and progress of the course as per the lecture plan on an instant basis. Further, all the staff members could also see their leave status on 'icampus'.

- Student and alumni feedback system have been introduced for making necessary changes in the functioning of the Institute.

- Audit of Institute's durable properties, such as library holdings, computer systems, LCD Projectors, water coolers etc. has been started. This has helped Institute in maintaining and updating these properties as per the expectations of users.

Innovations in Social Responsiveness :

Fully aware of the responsibility towards the society, Institute has started Rainbow Club with the purpose to promote and organize activities by the students and faculty members for the benefit of the society. This club organizes activities like:

- Blood donation camps,
- Tree plantation drive,
- Programmes for energy conservation,
- Food and clothes distribution to deprived section of the society,
- Computer training to students studying in villages, etc.

Other Innovations :

100% Solar Energy Power backup (200 kv).

Concept of Hi-life lecture series has been initiated by Centre for Spiritualism and Human Enrichment (C-SHE) of the Institute for students and faculty members for sensitizing them towards spirituality, ethics, and human values in the field of management and technology.

Given below is the list of few speakers who have delivered Hi-life lecture:

- Rev. Patrick McCollum, Patrick Foundation, USA.
- Mr. Rakesh Kumar Mittal, IAS (Retd.).
- Dr. Harriet Nettles, Educational Psychologist. USA.

- Prof. Graham Ward, Coaching Practice Director, INSEAD, France and Director, Kets De Vries Institute of Leadership, Sweeden.
- Prof. Michael DeWilde, Director of the Business Ethics Center at the Seidman College of Business, USA and an Associate Professor of Philosophy at Grand Valley State University, USA.
- Prof. Roberto Biloslavo, University of Promoska, Slovenia.
- Prof. Tarun Gupta, Western Michigan University, USA.
- Prof. Subramaniam Ganesan, Oakland University, USA.
- Mr. S. Y. Siddiqui, Chief Operating Officer, Maruti Suzuki India Limited.
- Mr. Girish N. Pande, Chief Commissioner, Income Tax, Allahabad.

7.3   Best Practices

7.3.1   Elaborate on any two best practices in the given format at page no. 98, which have contributed to the achievement of the Institutional Objectives and/or contributed to the Quality improvement of the core activities of the college.

Institute is making its sincere efforts in implanting best practices in all areas of its functioning. Two best practices that are worth mentioning include :

I.   Promoting Spiritual & Ethical Value based Management Education and Practices
II.   Students' Employability Enhancement Activities

Best Practice-I

Title of the Practice :

Promoting Spiritual & Ethical Value based Management Education and Practices

Goal :

Institute has established a Centre for Spiritualism and Human Enrichment (C-SHE). The objective/goal of the Centre is to devise pragmatic mechanisms to blend spirituality in management education and practices and making students aware and conscious of human values and ethics so that when they pass out from the institute, they not only possess the management skills but also have moral and ethical attributes and social sensitivity. Further, this Centre works towards integrating the spiritual wisdom into modern management and leadership practices.

The Context :

With expanding boundaries of business and technology coupled with a more vibrant economic, political, and social structure of the world, complexity in management practices has increased manifold which often lead to unethical practices. The harvest of questionable business practices what we get in the corporate world is to a larger extent a result of the seeds of management education, which are sown in business schools. Business schools are today expected to prepare future managers and business leaders who are not only expected to excel in demonstrating business skills at marketplace, but also act as ethical and responsible corporate citizens. As business schools are the nursery where future business professionals are groomed, responsibility falls on business schools for preparing and nurturing business professionals in a way that they have business acumen,

social sensitivity, and moral & ethical compass to not just excel but also shape the future management practices towards a more responsible and sustainable behaviour. Further, there is a strong need felt across the world to develop a better narrative of management practices by integrating the spiritual wisdom.

The Practice :

Institute, through the efforts of C-SHE (Centre for Spiritualism and Human Enrichment), does the following activities :

- Proper amalgamation of spiritual & ethical value-based content in the main curriculum of the PGDM course. Already, the following three subjects have been designed and added in the main curriculum with the approval of the Academic Council :

  1. Leadership by Indian Ethos,
  2. Corporate Governance and Corporate Social Responsibility,
  3. Business and Sustainable Development,

S. No.	Date	Theme of the Conference
1	30-31 October, 2010	Spirituality and Ethics in Management (National)
2	24-26 February, 2012	Spiritual Paradigm for Surmounting Global Management Crisis (International)
3	22-24 February, 2013	Leadership and Management Through Spiritual Wisdom (International)
4	22-24 November, 2014	Spirituality : The Essence of Ethical Leadership and Management (International)

- Organizing National and International conferences on spirituality for getting the world view for the benefit of the students, faculty, and management practitioners. Already three conferences have been organized in last few years.
- Organizing students' seminar on spirituality.
- Organizing yoga sessions.
- Organizing Hi-life lecture series for students to sensitize the students towards values and ethics. These lectures are taken by eminent national and international personalities.
- Organizing spiritual tour and workshops for Indian and Foreign students.
- Publishing a bi-annual journal '*Purushartha*' which is based on spirituality, ethics, and management. Scholars from across the world contribute papers for the journal.

The journal is fully indexed with Scopus, Elsevier and is also hosted on OJAS platform of INFLIBNET, University Grants Commission.

- Conducting 'Management Development Programmes' in and outside Varanasi on the theme of spiritual wisdom.
- Enriching the Institute library with study material on spirituality. Library is already rich with books and CD's on spirituality.

Evidence of Success :

The efforts of the Centre have been widely acknowledged the world over by leading authorities from both industry and academia.

- The members of this institution are invited to engage in dialogue on international and national forums.
- The institution has attracted scholars from renowned global institutions in its conferences, hi-life lecture series and workshops. Many eminent scholars have also contributed their views and wisdom in our publication – Purushartha Journal.
- 15 students of Grand Valley State University, USA participated in 'one week workshop' organized by the institute to learn the Indian philosophy, spiritualism, and culture as a part of their 'Study Abroad' programme.
- The students have participated enthusiastically in all the programmes organized by the Centre for them and have not only participated but also have presented papers in the national and international conferences organized by the Centre.
- More importantly, the Institute has been getting acknowledgment by the Corporate houses regarding the passed-out students and currently working with them exhibiting appreciable ethical and moral attributes during working transactions. These are certainly the testimony of the success of the practice under reference.

Problems Encountered and Resources Required :

With the support of management, faculty and staff, no problem has been felt so far.

The practice is implemented with the internal resources in terms of financial and human.

Contact Details

Name of the Principal :   Prof. P. N. Jha
Name of the Institution :   School of Management Sciences, Varanasi
City :   Varanasi
Pin Code :   221 011
Accredited Status :   Yet to be accredited by NAAC
Work Phone :   0542-2271771

Website :   www.smsvaranasi.com
Mobile :   9919995577
Fax :   0542-2271773
E-mail :   director@smsvaranasi.com

Best Practice-II

Title of the Practice :

Students' Employability Enhancement Activities

Goal :

The objective of the practice is to enhance students' employability through curricular, co-curricular and extra-curricular activities.

The Context :

The overall purpose of any educational institution is to ensure holistic development of students by playing its part in transforming the students to responsible citizens, who could contribute positively for the causes of the society and nation as well. However, the core purpose before a new-age B-school, providing professional education, is to equally prepare students who are employable and acceptable by the industries, and generally the following qualities in the students are desired by the industries at the time of recruitment :

- Subject & Technical Knowledge
- Innovative problem solving Skills
- Communication Skills
- Quantitative Aptitude
- Inter-personal and Organizational Skills
- Leadership & Team Skills
- Discipline & Time Management Skills
- Decision Making Skills
- Exposure to global business environment & cross-culture

In this context, Institute constantly makes effort to develop above mentioned qualities in students through various activities.

The Practice :

For Enhancement of subject & Technical knowledge and Decision Making Skills,
following curricular and co-curricular activities are undertaken:

- Classroom sessions are augmented by:
    - Exercises
    - Projects
    - Role Plays
    - Case Studies
    - Brainstorming Sessions
    - Presentations

- Domestic and International Industrial Visits are organized for students' practical learning.
- Facility of summer internship is provided in reputed organizations for practical learning. Facility of summer internship in foreign country is also there for the students.
- Workshops and guest Lectures by eminent personalities from academia, and corporate on relevant subjects are organized from time to time.
- Regular academic performance review of the students is done. Remedial classes are conducted for poor performers and slow learners.

- Students are allocated class mentors who take care of the problems of the students.

- Business Plan Contests, Start-up Melas, Virtual Stock Trading Competition and Entrepreneurship Development Programmes are conducted for students.

- Students are encouraged to participate in conferences/seminars and present papers.

For enhancing the Communication skills, Inter-personal & Organizational Skills, and Quantitative Skills, following activities are conducted:

- Institute conducts Workshops on 'Soft Skills for Employability Enhancement' through MRS Training Services, Delhi.
- Workshops on 'Oral and Written Communication' are conducted by the experts on communicative English from BHU, Varanasi and Delhi.
- 'Personality Training & Assessment Workshop' is conducted by ABBSCISSA HR-Consultancy, Delhi, wherein various personality assessment and development activities are organized including, Numerical Test, Verbal Reasoning, Psychometric Tests, Map Problems, Group Discussion Activities, Story Writing and Personal

Interviews. ABBSCISSA provides inputs and feedback to the students on the basis of their performance in various activities on individual basis.

- In-house software has also been developed by the institute for regular practice sessions by the students in this regard as many companies have also included online tests for testing the quantitative aptitude of students during recruitment.
- Other various workshops, conducted by experts, are also organized by the institute for improving the communication skills of the students.
- Synergy Club organizes activities like debates and mock parliament for improving the communication skills of the students

For enhancing Innovative problem solving skill, Discipline & Time Management Skill, and Leadership & Team Skills, following activities are conducted :

- Tech Marathon **:** Conceptualized by the institution itself, this competitive activity enables the students to develop and hone important skills such as, innovative problem solving, team work, handling the work pressure, meeting the deadline under high pressure situations, team coordination, division of work, creativity and innovation.
- Workshops on 'Android Application Development' are conducted through Agile Soft Tech Pvt. Ltd.
- Workshops on 'Web Development' are conducted through S B Soft Technologies.
- Workshops on 'Business Analytics using SAS and R' are conducted through Data Perls Pvt. Ltd.
- 'Business Model Contests' and 'Case Chase Contests' are organized.
- Workshops on 'Tally Software' are conducted by Institute of Financial Accounting for Professionals.

For enhancing the personality, decision making skills, Inter-personal and organizational skills, following activities are conducted:

- Fresher's and farewell parties are organized every year by students of all the courses.
- Teachers Day celebration is organized by students every year demonstrating their organizational and inter-personal skills.
- Clubs have been formed for promoting extra-curricular activities.
- Workshops are organized for personality development of students.

For providing Exposure to global business environment & cross-culture, following activities are conducted:

- Industrial visits for students to foreign countries are organized under the guidance and supervision of faculty members.

- Foreign language courses are conducted.
- Students' exchange programmes are conducted, for which MoUs have been signed with several Universities / Institutions abroad.
- Courses on global business environment and cross-culture have been included in the curriculum.
- Interactions of students & faculty members with experts from academia and industry of foreign countries are organized under Series of Hi Life Lectures and Guest Lectures.

Evidence of Success :

Success of the institute on following the practice mentioned above could be gauged by the fact that all the students of the current batch of PGDM and more than 90% students of MBA, interested in jobs, have been placed through campus selection. Grabbing of a majority of Top 10 positions in BBA and BCA final result of MGKV by our students continuously for past three years can equally be attributed to the aforesaid practice by the institute.

Problems Encountered and Resources Required :

With the support of management, faculty and staff, no problem has been felt so far.

The practice is implemented with both the external and internal resources in terms of financial and human resources.

Contact Details :

Name of the Principal :	Prof. P. N. Jha
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Mobile :	9919995577
Fax :	0542-2271773
E-mail :	director@smsvaranasi.com

A few **photographs** relevant to **Criterion VII** are being provided ahead.

Plate No. VII-1: Showing a bird's eye-view of the Institution.

Plate No. VII-2: Showing Inauguration of Water Harvesting Project at the Institution by Coca Cola Global CEO.

Plate No. VII-3: Showing programmes on National Energy Conservation Day at the Institution.

Plate No. VII-4: Showing Plantation drives at the Institution.

Plate No. VII-5: Showing Activities of the Centre for Spiritualism & Human Enrichment (C-SHE) of the Institution.

Plate No. VII-6: Showing a bird's eye-view of the 'Solar Power System' at the Institution.

Part - E
Evaluative Reports of the Departments

Evaluative Report of the Department of Management

1. **Name of the Department :** Management

2. **Year of Establishment :** 1995

3. **Names of Programs / Courses offered (UG, PG, M. Phil., Ph. D., Integrated Masters, Integrated Ph. D., etc.)**

   - PGDM   --   PG Level
   - MBA   --   PG Level
   - BBA   --   UG Level
   - B. Com.   --   UG Level

4. **Names of Interdisciplinary courses and departments / units involved:**

Programme	Name of the Course	Department involved
MBA	Fundamental of Computer & Information System	Computer Science
PGDM	E-Commerce	Computer Science
BBA	Fundamentals of Computers	Computer Science
BBA	Management Information System	Computer Science
BBA	Fundamentals of E-Commerce	Computer Science

5. **Annual/ semester/choice based credit system (programme wise) :**

Programme	Annual/Semester/Choice based Credit System
PGDM	Semester System with Choice based Credit System
MBA	Semester System
BBA	Semester System
B. Com.	Annual System

6. **Participation of the department in the courses offered by other departments :**

Programme of Dept. of Computer Science	Subject	Name of the Department involved
MCA	Human Values and Professional Ethics	Management
BCA	Principles of Management	Management
BCA	Business Communication	Management
BCA	Organizational Behaviour	Management
BCA	Financial Accounting and Management	Management
BCA	Business Economics	Management
BCA	Elements of Statistics	Management

7. **Courses in collaboration with other Universities, Industries, foreign institutions etc.**

- MBA with Affiliation of AKTU, Lucknow
- BBA and B. Com. with Affiliation of MGKV, Varanasi

8. **Details of courses / programmes discontinued (if any) with reasons :**
NA

9. **Number of teaching posts :**

Teaching Post	Sanctioned	Filled
Professor	4	4
Associate Professors	4	4
Asst. Professors	25	25

10. Faculty profile With name, qualification, designation, specialization (D.Sc./D.Litt./ Ph.D./M.Phil., etc.)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. students guided for the last 4years
Prof P.N. Jha	D.Litt., Ph.D.	Professor and Director	Marketing and Advertising	30	02
Dr. Alok Kumar	Ph.D.	Professor	HRM & Strategy	16	NIL
Dr. Sandeep Singh	Ph.D.	Professor	Marketing	19	01
Dr. Raj Kumar Singh	Ph.D.	Professor	Marketing	21	NIL
Mr. KK Bajpai	MBA	Asso. Prof.	IT	26	NIL
Mr. Rishi R Singh	M.Phil, MA	Asso. Prof.	Economics	11	NIL
Dr. A C Supkar	Ph.D.	Asso. Prof.	Marketing	15	NIL
Dr. Anupam Shukla	Ph.D.	Asso. Prof.	Marketing	12	NIL
Mr. Amit K Sinha	M.Com,	Asstt. Prof.	Commerce	10	NIL
Dr. Pallavi Pathak	Ph.D.	Asstt. Prof.	HRM	15	NIL
Mr. Amitabh Pandey	MBA	Asstt. Prof.	Marketing	15	NIL
Mr. Atish Khadse	MBA, LLB, M. Com.	Asstt. Prof.	Finance/OR	12	NIL
Mr. S Roy	MFC, MA,	Asstt. Prof.	Statistics	13	NIL
Mr. Sunit K Mishra	MBA	Asstt. Prof.	Marketing	8	NIL
Mr. Rohit Mehta	MBA	Asstt. Prof.	Finance	7	NIL
Mr. Kartikeya Singh	MBA	Asstt. Prof.	Marketing	8	NIL
Dr. Medha Srivastava	Ph.D.	Asstt. Prof.	Marketing	4	NIL
Dr. Saurav Kumar	Ph.D.	Asstt. Prof.	Marketing	8	NIL
Dr. Shishir Gujrati	Ph.D.	Asstt. Prof.	Finance & Accounts	5	NIL
Mr. Purnendu K Patra	B. Tech. & MBA	Asstt. Prof.	Marketing	9	NIL
Mr. Rahul Singh	M. Com.	Asstt. Prof.	Finance & Accounts	11	NIL
Mr. Vir Pratap	MBA, M. Com.	Asstt. Prof.	Finance & Accounts	7	NIL
Mr. Irfan Ahmed Khan	MIBA	Asstt. Prof.	IB, & Finance	10	NIL
Mr. Chandra Sh. Singh	MBA	Asstt. Prof.	Marketing	6	NIL

Dr. Anchal Pathak	Ph. D.	Asstt. Prof.	HRM	3	NIL
Mr. Veeresh Tripathi	MBA	Asstt. Prof.	Operations	5	NIL
Mr. Ashish Kr. Tiwary	MMM	Asstt. Prof.	Marketing	9	NIL
Dr. Anil Kr. Gope	Ph.D.	Asstt. Prof.	HRM & Accounts	5	NIL
Mr. Saurabh K. Srivastava	MBA	Asstt. Prof.	Marketing / IT	9	NIL
Mrs. Anju Singh	M. Com & MBA, M. Phil.	Asstt. Prof.	Accounts & Finance	14	NIL
Mrs. Bhawana Dixit	MBA	Asstt. Prof.	Marketing	10	
Ms. Namrata Tiwari	MBA	Asstt. Prof.	HRM	7	NIL
Mr. Pankaj Srivastava	MBA	Asstt. Prof.	Marketing	8	NIL

11.   List of Senior Visiting Faculty :

- Mr. Durgesh Upadhyay
- Mr. Nitesh Kumar
- Mr. Kishen Jee

12.   Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty:

NA

13.   Student-Teacher Ratio (Program-wise) :

Programme	Student-Teacher Ratio
PGDM	15:1
MBA	15:1
BBA	30:1
B. Com.	30:1

14.   Number of academic support staff (technical) and administrative staff: sanctioned and filled:

ACADEMIC SUPPORT (Technical)	9
ADMINISTRATIVE STAFF	31

15. **Qualifications of teaching faculty with D. Sc./D. Litt./Ph.D./M.Phil./PG:**

   D. Litt.   :   1

   Ph. D.   :   11

   M. Phil.   :   2

   PG   :   19

16. **Number of faculty with ongoing projects from a) National b) International funding agencies and grants received :**

a. National	NIL
b. International Funding Agencies	NIL

   No Grants received

17. **Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received :**
   NIL

18. **Research Centre / facility recognized by the University** :
   Research Facility available and recognized by Dr. A P J Abdul Kalam Technical University, Lucknow.

19. **Publications (per faculty) :**

   - **Number of papers published in peer reviewed journals (national / international):**
   - **Number of publications listed in International Database (For *e.g.* Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)**
   - **Monographs:**
   - **Chapter in Books:**
   - **Books Edited:**
   - **Books with ISBN numbers with details of publishers:**

   Citation Index :

   - **SNIP:**
   - **SJR:**
   - **Impact factor**
   - **h-index :**

Publications by faculty	Numbers
Paper published in peer reviewed journals (National/International)	National : 131 International : 46
Publications listed in International Database	Journal : Purushartha
Monographs	01
Chapter (s) in books	37
Edited Books	6

Books written by faculty-members : 4, as per details below ;

Sr. No.	Author(s)	Title	ISBN	Publication Details
1	Dr. Pallavi Pathak	Organizational Effectiveness in Centres of Higher Learning – A Comparative Study	978-3-659-93466-7	LAP Lambert Academic Publishing Omscriptum GmbH & Co.KG, Saarbriicker, Deutschland / Germany
2	Dr. Medha Srivastava	Customer Loyalty : Concept, Context & Character	978-93-329-0271-8	Mc Graw Hill Education (India) Private Limited
3	Dr. Anil Kumar Gope	Quality of Working Life in Sugar Industry	9789380222431	Gen Next Publication, New Delhi
4	Mr. Irfan Ahmed Khan	150 Years of Mahamana's Service to Humanity	978-93-81212363	Bharti Publication, Delhi

Citation Index-range/Average : Not Available
SNIP : NIL
SJR : 0.101 of Journal Purushartha published by the Institute
Impact factor-range/average : NIL
H-index : Yes

20. **Areas of consultancy and income generated :**

Consultancy in the following broad areas has been undertaken:

- Human Resource Management
- Organizational Behaviour

- Marketing & sales
- Soft Skills

Given below are the details of the organizations for which consultancy has been provided and the income generated.

S No	Name of Organization	Year	Income (Rs)
1	IDBI Bank,TCS, Videocon,Pepsico	2013	60000
2	SM Shetty High School , Powai Mumbai	2014	25000
3	Bombay Chambers of Commerce & Industry , Reliance Capital, IDBI Bank	2014	28000
4	NTPC , Barh, Patna (Bihar)	2014	16,000
5	Hindalco , Renukoot (UP)	2014	20,000
6	NTPC , Barh, Patna (Bihar)	2014	18,770
7	FFDC,Kannauj (UP)	2014	16,000
8	NTPC, Rihand (UP)	2014	24,000
9	BRBCL,Patna (Bihar)	2014	21,490
10	NTPC,Kahalgaon (Bihar)	2014	52,800
11	NTPC, Patna (Bihar)	2014	20,459
12	Hindalco, Renukoot (UP)	2014	20,000
13	NTPC, Lucknow (UP)	2014	8,840
14	Agnivesh Ayurved Healthcare, Varanasi	2014	20,000
15	Agnivesh Ayurved Healthcare, Varanasi	2014	20,000
16	Agnivesh Ayurved Healthcare, Varanasi	2014	20,000
17	Agnivesh Ayurved Healthcare, Varanasi	2014	20,000

18	Agnivesh Ayurved Healthcare, Varanasi	2014	20,000
19	Beacon Insurance Brokers Pvt., Ltd., Vadodara, Gujarat on "Behavioral Reengineering Project".	2014	1,60,000
20	Agnivesh Ayurved Healthcare, Varanasi	2015	20,000
21	Fragrance and Flavour Development Centre (Govt. of India), Kannauj, UP	2017	25,000

21. **Faculty as members in:**

- National Committees: 2
- International Committees: 1
- Editorial Boards: 10

22. **Student projects:**

- Percentage of Student who have done in-house project including inter-departmental / programme : NIL
- Percentage of student placed for projects in organizations outside the institution, i.e. in research laboratories / industry/ other agencies : 100 %

23. **Awards / recognitions received by the faculty and students :**

Name of Faculty Member(s)	Award / Recognition - particulars
Alok Kumar	'Exemplary Contribution in the field of Academics' in 2012 by Career Launcher.
Sandeep Singh	Varanasi Management Association (VMA) in 2012
Anindo Bhattacharjee	Organizing Member of the 10th Philosophy of Management International Conference held at St. Anne's College, Oxford, UK in 2015
R K Singh	Varanasi Management Association (VMA) in 2014
Sandeep Singh	Best Paper Presentation Award at National Seminar on 'Extension Innovations and Methodologies for Market-Led Agricultural Growth and Development' organized by Indian Society of Extension Education in 2015 at Gwalior.

	Best Paper Presentation Award at 17th Indian
Sandeep Singh	Agricultural Scientists & Farmers Congress organized by Bioved Research Institute of Agriculture and Technology in 2015 at Allahabad.

Following are the details of Awards / recognitions received by the relevant students :

• Mr. Saleem Khan (MBA, 2013-15) participated in First UP State Skateboarding & Freestyle BMX Championship held on Dec. 15, 2013 at K D Singh Babu Stadium, Lucknow, UP, and scored 8 out of 10 points.

• Mr. Shubham Singh (MBA, 2014-16) participated to AKTU Technical-Management-Literary Fest 2016, and came out to be the 'Winner' at the State Level.

• Six BBA-students came in the list of 'Top Ten' rank holders in the BBA final result of MGKV in the year 2014, and the Topper – Shambhavi Srivastava received the Gold Medal during the Convocation at MGKV.

• Two BBA-students came in the list of 'Top Ten' rank holders in the BBA final result of MGKV in the year 2015, and the Topper – Gautami Jhingaran received the Gold Medal during the Convocation at MGKV, and also received 'Smt. Virendra Kumari Memorial SMS Gold Medal.

24. **List of eminent academicians and scientists / visitors to the Department:**

• Prof. Azhar Kazmi (King Fahd University Dhahran)
• Prof. B. P. Singh (Fomer Head & Dean, Delhi School of Economics)
• Prof. M. K. Mandal (Director General, Life Sciences, DRDO, New Delhi)
• Prof. P. R. Agrawal (Vice Chancellor VBS Purvanchal University Jaunpur)
• Prof. P. Nag (Vice Chancellor MG Kashi Vidyapith Varanasi)
• Prof. A. D. N. Bajpai (Vice Chancellor HP University, Shimla)
• Prof. R. K. Khandal (Vice Chancellor UP Technical University Lucknow)
• Prof. Y K. Mishra (Former VC, Rajasthan Sanskrit University, Jaipur)
• Prof. Atul Tandan (Former Director MICA)
• Prof. P. Venugopal (XLRI Jamshedpur)
• Prof. Prabal Kumar Sen (XLRI Jamshedpur)
• Prof. Pramod Pathak (ISM Dhanbad)
• Prof. G. S. Pathak (ISM Dhanbad)
• Prof. Arvind Chaturvedi (IMI New Delhi)

- Prof. Rana P. B. Singh (BHU Varanasi)
- Prof. V. N. Giri (IIT Kharagpur)
- Prof. S. K. Singh (BHU Varanasi)
- Shri LB Rai (CEO DLW Varanasi)
- Father Eugene (Bishop's House Varanasi)
- Swami Chidanand (Krishnamurti Foundation Varanasi), etc.

25. **Seminars / Conferences / Workshops organized and the source of funding (national /international) :**

Sr. No.	International Conferences Organized on	Year
1	"Spiritual Paradigm for Surmounting Global Management Crisis" (Feb. 24-26).	2012
2	"Leadership and Management through Spiritual Wisdom" (Feb. 22-24).	2013
3	"Spirituality: The Essence of Ethical Leadership and Management". (Nov. 22-24)	2014
4	"Emerging Strides in Innovation and Skill Development: A Sustainable Perspective" (Feb. 20-22).	2016

Sr. No.	National Conferences Organized on	Year
1	"Management of Innovation in Business and Technology: New Strides" (Feb. 19-20).	2011
2	"Management and Technology for Skill Development: Innovative Approaches" (Feb. 22-23).	2014

Sr. No.	Major Workshops Organized	Year
1	"Business Analytics Using SAS" (Oct. 27-30).	2014
2	"ABBSCISSA Assessment"	2014
3	"Business Analytics Using SAS" (Sept. 27- Oct. 1).	2015
4	"ABBSCISSA Assessment" (Oct. 5-7).	2015
5	"Business Analytics Using R" (Oct. 24-38).	2016
6	"I Speak Therefore I Am (Soft Skill)" (Oct. 21-25).	2016
7	"Soft Skills For Employability Enhancement" (Jul. 18-27).	2016
8	"ABBSCISSA Assessment" (Sept. 16-17).	2016

Funding to above programmes was made internally.

26. **Student profile programme / course-wise :**

Name of the Course / Programme	Applications received	Selected	Enrolled		Pass Percentage
			Male	Female	
PGDM (2016-18)	178	85	51	34	NA
PGDM (2015-17)	141	77	53	24	NA
PGDM (2014-16)	151	77	56	21	98.5
MBA (2016-18)	147	108	55	53	NA
MBA (2015-17)	162	120	62	58	NA
MBA (2013-15)	185	120	74	46	93
BBA (2016-19)	264	180	138	42	NA
BBA (2014-17)	283	163	124	39	NA
BBA (2013-16)	220	109	98	11	91
B. Com (2016-19)	296	148	120	28	NA
B. Com (2015-18)	283	134	94	40	NA
B. Com (2014-17)	131	98	77	21	NA

26. **Diversity of students**

For the Current Year 2016-17 :

Name of the Course	% of students from the same State	% of students from other States	% of students from abroad
PGDM	82	18	N I L
MBA	94	06	
BBA	88	12	
B. Com.	95	05	

27. **How many students have cleared national and state competitive examinations, such as NET, SLET, GATE, Civil Services, Defense Services, etc.?**

Exact data could not be obtained.

29. **Student progression :**

Student progression	2012-13	2013-14	2014-15	2015-16
UG to PG (within Institute)	20	54	64	26
Campus Selection	81	81	167	172
Employment other than Campus Placement	Exact data not available	Exact data not available	Exact data not available	Exact data not available

30. **Details of infrastructural facilities :**

a. Library (Management) till 31st October, 2016:

Total No of Titles	:	9212
Total No. of Books	:	22574
Online Journals	:	07 + DELNET
Print National Journals	:	68
Print International Journals	:	13

b. Internet facilities for Staff & Students   : Yes

c. Class rooms with ICT facility   : 10

d. Laboratories   : 02

31. **Number of students receiving financial assistance from College, university, government or other agencies :**

Year	No. of Students received Govt. Scholarship	No. of Students received SMS Scholarship
2013-14	89	81
2014-15	116	168
2015-16	82	186

32. **Details on student enrichment programmes (special lectures / workshops / seminar) with external experts :**

Academic Year	Guest Lectures	Workshops/Seminars
2013-14	11	4
2014-15	15	6
2015-16	18	6

33. **Teaching methods adopted to improve student learning:**

- Discussions / Open house
- Lecturing through Power Point Presentations / Over-head projectors
- Case studies
- Role plays
- Management games
- Movie/Paper Review
- Guest Lectures/workshops/Seminars
- Industrial Visits (International, National & Local) for first hand exposure.

34. **Participation in Institutional Social Responsibility (ISR) and extension activities:**

The institute has Rainbow social welfare Club which takes care of outreach & extension activities. The faculty members and students are actively involved in these activities. Following are some of the details.

1. Cancer awareness programmes were organized by students in collaboration with NGO, so as to impart awareness about cancer to school students.
2. Blood Donation Camps are organized annually on the occasion of International Blood Donation Day in collaboration with IMA / Govt. Hospitals' blood bank.
3. Other activities include services to rural areas, helping community programmes, social events like cloth donation etc.
4. Voter id awareness and registration camp was organized in the campus in collaboration with Amar Ujala group.
5. Plantation programme is organized periodically on the Republic Day and Independence Day every year.
6. Free Health checkup camps are organized for the nearby villegers, students and staff members of the organization.
7. Rain water harwesting sytem was established in the campus in collaboration with CoCaCola.
8. Energy conservation day is celebrated every year in the campus to aware about the energy conservation techniques and implimentations.

35.   SWOC Analysis of the department and future plans:

Strengths	Weaknesses	Opportunities	Challenges
1. Well-qualified and dedicated faculty.	1. Less Consultancy	1. Lot of students in this area wants to make career in business management	1. Providing still better placements to students.
2. Excellent infrastructure with a promising faculty-student ratio	2. Govt. and other funding agencies' sponsored projects are yet to get	2. Better Industry – Institute interaction	2. Retaining qualified and experienced faculty in more number
3. Established reputation & positive attitude towards quality	3. More quality research publications needed	3.Entrepreneurship Skills Development in more students	3. Getting research projects through funding by outside agencies.
4. Strong Alumni- base	4. Limited autonomy from affiliating Universities	4. More enriched academic tie-ups	4. Catering to the needs of students from diverse background.
5. Awards and recognitions	5. Less diverse population	5. Setting of Incubation Centre	5. Achieving full academic autonomy for different courses in near future

Future plans:

- Ñ   More Faculty enrolments for higher academic degrees (Ph.D., D. Litt.)

- Ñ   Encourage rest of the faculty for NET/SLET qualifications

- Ñ   Involving more faculty in Consultancy Work

- Ñ   Further improving the students through short-term projects

- Ñ   Encouraging faculty to attend and organize Refresher Courses/FDPs/MDPs

- Ñ   Encouraging faculty to write papers/book chapters/articles etc.

- Ñ   Starting new courses like, Journalism & Mass Communication, M. Com. and Skill based Vocational Courses.

****

Evaluative Report of the Department of Computer Sciences

1. **Name of the department :**   DEPARTMENT OF COMPUTER SCIENCES

2. **Year of Establishment :**   1996

3. **Names of Programmes / Courses offered (UG, PG, M. Phil., Ph. D., Integrated Masters, Integrated Ph. D., etc) :**   BCA at UG Level and MCA at PG Level

4. **Names of Interdisciplinary courses and the departments/units involved :**

Programme	Name of the Course	Department involved
MBA	Fundamental of Computer & Information System	Computer Science
MBA	Human Values and Professional Ethics	Computer Science
MBA	Cyber Security	Computer Science
PGDM	E-Commerce	Computer Science
BBA	Fundamentals of Computers	Computer Science
BBA	Management Information System	Computer Science
BBA	Fundamentals of E-Commerce	Computer Science

5. **Annual/ semester/choice based credit system (programme wise) :**
    MCA: Semester wise, BCA: Semester wise.

6. **Participation of the department in the courses offered by other departments**

Programme of Dept. of Management	Subject	Name of the Department involved
MBA	Human Values and Professional Ethics	Computer Science
MBA	Fundamental of Computer & Information System	Computer Science
MBA	Cyber Security	Computer Science
PGDM	E-Commerce	Computer Science
BBA	Fundamentals of Computer	Computer Science
BBA	Management Information System	Computer Science
BBA	Fundamentals of E-Commerce	Computer Science

7. **Courses in collaboration with other universities, industries, foreign institutions, etc. :**

   - MCA with Affiliation of AKTU, Lucknow

   - BCA with Affiliation of MGKV, Varanasi

8. **Details of courses/programmes discontinued (if any) with reasons :**
   MCA 3- year full time course was discontinued from 2015 in the light of growing market preference as well as industry-inputs in favour of 2-year MCA course.

9. **Number of Teaching posts :**

	Sanctioned	Filled
Professors	01	01
Associate Professors	03	03
Asst. Professors	08	08

10. **Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,) :**

Name	Qualification	Designation	Specialization	No. of Year of Experience	No. of Ph.D Student guided in the last 4 year
K.S. Mishra	Ph.D.	Professor	Software Engg	19	NIL
S.S Srivastava	M.tech. (Ph.D. pursuing)	Associate Prof.	O.S. CBNST	17	NIL
A.P. Dube	MCA (Ph.D. pursuing)	Associate Prof.	Object Oriented System	15	NIL
Rajeev Katare	M.Tech.	Asst. Prof.	Automata Theory	19	NIL
R.G. Gupta	M.Tech. (Ph.D. pursuing)	Associate Prof.	Web Technology	10	NIL
Abhishek Srivastava	MCA, M.Sc.(CS)	Asst. Prof.	E-commerce	11	NIL
Aditya Kumar Gupta	Ph.D.	Asst. Prof.	Database	12	NIL
Banibrata Paul	M. Tech.	Asst. Prof.	Discrete Math.	6	NIL
Sumit Jalan	M.Tech. (Ph.D. pursuing)	Asst. Prof.	Algorithm	2	NIL
Sushil Kumar Singh	MCA	Asst. Prof.	Software Engg.	8	NIL
Debprio Banerjee	MCA	Asst. Prof.	Database	8	NIL
Rudresh Singh	MCA	Asst. Prof.	Software Engg.	8	NIL

11. **List of senior visiting faculty :** NA

12. **Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty :** NA

13. **Student -Teacher Ratio (programme wise) :** MCA **-** 15:1, and BCA – 30:1

14. **Number of academic support staff (technical) and administrative staff; sanctioned and filled :**

| ACADEMIC SUPPORT (Technical) | 9 |
| ADMINISTRATIVE STAFF | 31 |

15. **Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.**

   Ph. D.   :   02
   M. Phil.   :   0
   PG   :   10

16. **Number of faculty with ongoing projects from a) National b) International funding agencies and grants received :** NIL

17. **Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received :** NIL

18. **Research Centre /facility recognized by the University:** None

19. **Publications:**

   a) **Publication per faculty:**

   - **Number of papers published in peer reviewed journals (national / international) by faculty and students :**
     National – 26, International – 15

   - **Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)**
     Dr. Kamal Sheel Mishra: Benchmarking the clustering algorithms for multiprocessor environments using dynamic priority of modules, Applied Mathematical Modelling ,36 (2012) 6243–6263 2012 **Elsevier** Inc.

   - **Monographs :** NIL

   - **Chapter in Books:** 4

   - **Books Edited :** NIL

   - **Books with ISBN/ISSN numbers with details of publishers**

Sr.No.	Name of Faculty	Title of Book	Publisher Name	ISBN NO.
1.	Aditya Kumar Gupta	Taxonomy of Database Management System	Laxmi Publication, New Delhi	81-318-0006-7

- **Citation Index**

- **SNIP:** NO

- **SJR:** NO

- **Impact factor**
  Dr. Kamal Sheel Mishra: Benchmarking the clustering algorithms for multiprocessor environments using dynamic priority of modules, Applied Mathematical Modelling ,36 (2012) 6243–6263 2012 **Elsevier** Inc., **Impact Factor : 2.251.**

- **h-index:** NO

20. **Areas of consultancy and income generated: NA**

21. **Faculty as members in**
    a) National committees : NO
    b) International Committees : NO
    c) Editorial Board : 4

22. **Student projects**

    a) Percentage of students who have done in-house projects including inter departmental/programme: 100%
    b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies: 100%

23. **Awards / Recognitions received by faculty and students:**

    Faculty :
    Dr. Kamalsheel Mishra has received recognition from Eastern UP Exporters' Association (EUPEA) in 2013

Students :

- Ms. Sripriya Roy Choudhury (BCA, 2011-14) participated to **'Kaun Banega Crorepati (KBC) - 2013'** and won Rs. 3.20 Lac.

- Three BCA-students came in the list of 'Top Ten' rank holders in the BCA final result of MGKV in the year 2014.

- Six BCA-students came in the list of 'Top Ten' rank holders in the BCA final result of MGKV in the year 2015, and the Topper – Piyush Kumar Gupta received the Gold Medal during the Convocation at MGKV, and also received 'Smt. Virendra Kumari Memorial SMS Gold Medal.

24. **List of eminent academicians and scientists / visitors to the department :**

Sr. No.	Name(s)
1	Prof. K K. Bhutani , Allahabad University
2	Mr. Nitesh Kumar , IBM, Noida
3	Mr.Kuldeep Pandey , Waayoo.com, Lucknow
4	Prof. S.K. Kak, Former VC, Mahamaya Technical University, Noida.
5	Prof. A.K. Tripathi, IIT(BHU), Varanasi
6	Mr. Sachin Rane, Datamatics, Mumbai
7	Dr. P. K. Chakrabarty, BHU, Varanasi

25.   **Seminars/ Conferences/Workshops organized & the source of funding**

a) National :
  Source of funding : Institute

Sr. No.	National Conference Organised	Year
1	National Conference on Management of Innovation in Business and Technology: New Strides	2011
2	National Conference on Management and Technology for Skill Development: Innovative Approaches.	2014
3	National Seminar on Advancements in Information Technology : Business and Societal Perspectives.	2016

b) International :
  Source of funding : Institute

Sr. No.	International Conference Organized	Year
1	International Conference on Spiritual Paradigm for Surmounting Global Management Crisis.	2012
2	International Conference on Leadership and Management through Spiritual Wisdom	2013
3	International Conference on "Emerging Strides in Innovation and Skill Development: A Sustainable Perspective"	2016

Sr. No.	Major Workshops Organized on	Year
1	"Web Application Development" (Mar. 11-16).	2013
2	"Advanced Android Mobile Platform" (Aug. 26- Sept. 2)	2013
3	"Android Workshop" (Mar. 3-10).	2014
4	"Web Application Development using .Net Technology" (Sept. 20-28).	2014
5	"Android Application Development" (Mar. 21-30).	2015
6	". Net Technology" (Sept. 26- Oct. 5).	2015

7	"Advanced Android Mobile Platform" (Apr. 26- May 2).	2016
8	"Web Application Development using MVC" (Oct. 20-27)	2016
9	"Android" (Oct. 14-15).	2014
10	"Web Designing" (Aug. 25-30).	2015
11	"Web Designing " (Aug. 29-Sept. 3)	2016

26. **Student profile programme/course wise:**

Name of the Course / Programme	Applications received	Selected	Enrolled		Pass Percentage
			Male	Female	
MCA (2014-16)	69	60	40	20	96.5%
MCA (2015-17)	33	23	15	8	NA
MCA (2016-18)	39	32	18	14	NA
BCA (2013-16)	191	71	54	17	86%
BCA (2015-18)	182	109	90	19	NA
BCA (2016-19)	218	146	117	29	NA

27. **Diversity of Students :** For the Current Year (2016-17)

Name of the Course	% of student from the same State	% of Student from other States	% of Student from abroad
MCA	29	03	NIL
BCA	121	25	NIL

28. **How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?:**

Exact data could not be possible.

29. Student progression :

Student progression	2012-13	2013-14	2014-15	2015-16
UG to PG (within Institute)	20	54	64	26
Campus Selection	81	81	167	172
Employment other than Campus Placement	Exact data not available	Exact data not available	Exact data not available	Exact data not available

30. Details of Infrastructural facilities :

a) Library (Computer Science) till 31st October, 2016.

Total No of Titles	4516
Total No. of Books	11365
Print National Journals	16
Online Journals	DELNET Membership
Print International Journals	12

Internet Facility for staff & student. All faculties are provided desktop with internet and campus is WIFI

Class room with ICT Facility : 10

Student's laboratories : 06

31. Number of students receiving financial assistance from college, university, government or other agencies :

Year	No. of Students received Govt. Scholarship	No. of Students received SMS Scholarship
2013-14	89	18
2014-15	116	89
2015-16	82	59

32. **Details on student enrichment programmes (special lectures / workshops / seminar) with external experts :**

Academic Year	Guest Lectures	Workshops/Seminars
2013-14	03	6
2014-15	04	3
2015-16	04	5

33. **Teaching methods adopted to improve student learning :**
    a. Use of PowerPoint presentations
    b. Video lectures
    c. Mini project
    d. Case Studies

34. **Participation in Institutional Social Responsibility (ISR) and Extension activities :**

    The institute has Rainbow social welfare Club which takes care of outreach & extension activities. The faculty members and students are actively involved in these activities. Following are some of the details.

    1. Cancer awareness programmes were organized by students in collaboration with NGO, so as to impart awareness about cancer to school students.
    2. Blood Donation Camps are organized annually on the occasion of International Blood Donation Day in collaboration with IMA / Govt. Hospitals' blood banks.
    3. Activities includes services to rural areas, helping community programmes, social events like cloth donation etc.
    4. Voter id awareness and registration camp organized in the campus in collaboration with Amar Ujala group.
    5. Plantation programme is organized periodically on the Republic day and other occasions.
    6. Free Health checkup camps are organized for the nearby villegers, students and staff members of the organization.
    7. Rain water harwesting sytem was established in the campus in collaboration with CoCaCola.
    8. Energy conservation day is celebrated every year in the campus to aware about the energy conservation techniques and implimentations.

9. Organizing Computer Sakshartha Mission every year in the summer for the nearby villegers and students.

35. **SWOC analysis of the department and Future plans :**

Strengths :

1) Experienced and competent faculty

2) Updated IT Infrastructure

3) Regular organization of National and International Conferences, workshops & Guest Lectures.

4) In house Software Development.

5) Innovative Teaching-Learning practices

Weaknesses :

1) No meaningful consultancy as yet

2) No Grants from government and other funding agencies so far.

3) Limited quality publications.

4) Limited autonomy from affiliating university.

Opportunities :

1) To meet the dynamic needs of the IT- Industry.

2) Providing more space to ICT-enabled teaching-learning.

Challenges :

1) Catering to the students from diverse backgrounds and areas.

2) Meeting 100 % quality campus placements.

39. **Future plans of the department.**

1. Procuring AICTE /DST Grants

2. Efforts to get more quality Campus placements

3. Attracting Consultancy assignments

*****

ANNEXURES

AICTE Extension of Approval Letter 2016 – 17

PGDM & MBA

All India Council for Technical Education
(A Statutory body under Ministry of HRD, Govt. of India)

7th Floor, Chandralok Building, Janpath, New Delhi- 110 001
PHONE: 23724151/52/53/54/55/56/57 FAX: 011-23724183 www.aicte-India.org

F.No. Northern/1-2812891620/2016/EOA   Date: 05-Apr-2016

To,

The Principal Secretary (Tech. Edu.)
Govt. of Uttar pradesh,
Sachiv Bhawan, Lucknow-226001.
12A, Navin Bhawan.
U.P. Lucknow-226001

Sub: Extension of approval for the academic year 2016-17

Ref: Application of the Institution for Extension of approval for the academic year 2016-17

Sir/Madam,

In terms of the provisions under the All India Council for Technical Education (Grant of Approvals for Technical Institutions) Regulations 2012 notified by the Council vide notification number F-No.37-3/Legal/2012 dated 27/09/2012 and norms standards, procedures and conditions prescribed by the Council from time to time, I am directed to convey the approval to

Regional Office	Northern	Application Id	1-2812891620
Name of the Institute	SCHOOL OF MANAGEMENT SCIENCES	Permanent Id	1-4747061
Name of the Society/Trust	SCHOOL OF MANAGEMENT SCIENCES	Institute Address	KHUSHIPUR, P.O. BACHHAON VARANASI, VARANASI, VARANASI, Uttar Pradesh, 221011
Institute Type	Unaided - Private	Society/Trust Address	KHUSHIPUR, P.O. BACHHAON, VARANASI,VARANASI,VARANASI,Uttar Pradesh,221011

Opted for change from Women to Co-ed and Vice versa	No	Opted for change of name	No	Opted for change of site	No
Change from Women to Co-ed approved and Vice versa	Not Applicable	Change of name Approved	Not Applicable	Change of site Approved	Not Applicable

To conduct following courses with the intake indicated below for the academic year 2016-17

Application Id: 1-2812891620			Course	Full/Part Time	Affiliating Body	Intake 2015-16	Intake Approved for 2016-17	NRI Approval status	PIO / FN / Gulf quota Approval status	Foreign Collaboration/Twining Program Approval status
Program	Shift	Level								
MANAGEMENT	1st Shift	POST GRADUA	MASTERS IN BUSINESS ADMINISTRATION	FULL TIME	Dr. A.P.J. Abdul Kalam Technical University.	120	120	NA	NA	NA

Application Number: 1-2812891620   Page 1 of 3
Note: This is a Computer generated Report.No signature is required.   Letter Printed On:16 April 2016

Printed By : ac2956841

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All India Council for Technical Education
(A Statutory body under Ministry of HRD, Govt. of India)

7th Floor, Chandralok Building, Janpath, New Delhi- 110 001
PHONE: 23724151/52/53/54/55/56/57 FAX: 011-23724183 www.aicte-India.org

		TE			Uttar Pradesh, Lucknow					
MANAGEME NT	1st Shift	POS I GRA DUA TE DIPL OMA	POST GRADUATE DIPLOMA IN MANAGEMENT	FULL TIME	None.	120	120	NA	NA	NA

The above mentioned approval is subject to the condition that SCHOOL OF MANAGEMENT SCIENCES shall follow and adhere to the Regulations, guidelines and directions issued by AICTE from time to time and the undertaking / affidavit given by the institution along with the application submitted by the institution on portal.

In case of any differences in content in this Computer generated Extension of Approval Letter, the content/information as approved by the Executive Council / General Council as available on the record of AICTE shall be final and binding.

Strict compliance of Anti-Ragging Regulation:- Approval is subject to strict compliance of provisions made in AICTE Regulation notified vide F. No. 37-3/Legal/AICTE/2009 dated July 1, 2009 for Prevention and Prohibition of Ragging in Technical Institutions. In case Institution fails to take adequate steps to Prevent Ragging or fails to act in accordance with AICTE Regulation or fails to punish perpetrators or incidents of Ragging. it will be liable to take any action as defined under clause 9(4) of the said Regulation.

Note: Validity of the course details may be verified at www.aicte-India.org

Dr. Avinash S Pant
Vice - Chairman, AICTE

Copy to:
1. **The Regional Officer,**
   All India Council for Technical Education
   Govt. Polytechnic Campus
   Adjoining Directorate of Technical Education
   Vikas Nagar, Kanpur-208 002, Uttar Pradesh

2. **The Director Of Technical Education,**
   Uttar Pradesh

3. **The Registrar,**
   None.

4. **The Principal / Director,**
   SCHOOL OF MANAGEMENT SCIENCES
   KHUSHIPUR, P.O. BACHHAON
   VARANASI,
   VARANASI,VARANASI,
   Uttar Pradesh,221011

5. **The Secretary / Chairman,**
   SCHOOL OF MANAGEMENT SCIENCES
   KHUSHIPUR,

Application Number: 1-2812891620
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Page 2 of 3
Letter Printed On:16 April 2016

P.O. BACHHAON,
VARANASI,
VARANASI,VARANASI,
Uttar Pradesh,221011

6. Guard File(AICTE)

Application Number: 1-2812891620
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Letter Printed On:16 April 2016

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AICTE Extension of Approval Letter 2016 – 17

MCA (Lateral)

All India Council for Technical Education
(A Statutory body under Ministry of HRD, Govt. of India)

7th Floor, Chandralok Building, Janpath, New Delhi- 110 001
PHONE: 23724151/52/53/54/55/56/57 FAX: 011-23724183 www.aicte-India.org

F.No. Northern/1-2812905143/2016/EOA   Date: 05-Apr-2016

To,

The Principal Secretary (Tech. Edu.)
Govt. of Uttar pradesh.
Sachiv Bhawan, Lucknow-226001,
12A, Navin Bhawan,
U.P. Lucknow-226001

Sub: Extension of approval for the academic year 2016-17

Ref: Application of the Institution for Extension of approval for the academic year 2016-17

Sir/Madam,

In terms of the provisions under the All India Council for Technical Education (Grant of Approvals for Technical Institutions) Regulations 2012 notified by the Council vide notification number F-No.37-3/Legal/2012 dated 27/09/2012 and norms standards, procedures and conditions prescribed by the Council from time to time. I am directed to convey the approval to

Regional Office	Northern	Application Id	1 2812905143
Name of the Institute	SCHOOL OF MANAGEMENT SCIENCES	Permanent Id	1-7182681
Name of the Society/Trust	SCHOOL OF MANAGEMENT SCIENCES	Institute Address	KHUSHIPUR, P.O. BACHHAON, VARANASI, VARANASI, VARANASI, Uttar Pradesh, 221011
Institute Type	Unaided - Private	Society/Trust Address	KHUSHIPUR, P.O. BACHHAON, VARANASI,VARANASI,VARANASI,Uttar Pradesh,221011

Opted for change from Women to Co-ed and Vice versa	No	Opted for change of name	No	Opted for change of site	No
Change from Women to Co-ed approved and Vice versa	Not Applicable	Change of name Approved	Not Applicable	Change of site Approved	Not Applicable

To conduct following courses with the intake indicated below for the academic year 2016-17

Application Id: 1 2812905143			Course	Affiliating Body						
Program	Shift	Level		Full/Part Time		Intake 2015-16	Intake Approved for 2016-17	NRI Approval status	PIO / FN / Gulf quota Approval status	Foreign Collaboration/Twining Program Approval status
MCA	1st Shift	MCA 2nd Year	MASTERS IN COMPUTER APPLICATIONS	FULL TIME	Dr. A.P.J. Abdul Kalam Technical	60	60	NA	NA	NA

Application Number: 1 2812905143
Note: This is a Computer generated Report.No signature is required.

Printed By : AE5733301

Page 1 of 3
Letter Printed On:17 April 2016

All India Council for Technical Education
(A Statutory body under Ministry of HRD, Govt. of India)

7th Floor, Chandralok Building, Janpath, New Delhi- 110 001
PHONE: 23724151/52/53/54/55/56/57 FAX: 011-23724183 www.aicte-India.org

		Direc t			University, Uttar Pradesh, Lucknow					

The above mentioned approval is subject to the condition that SCHOOL OF MANAGEMENT SCIENCES shall follow and adhere to the Regulations, guidelines and directions issued by AICTE from time to time and the undertaking / affidavit given by the institution along with the application submitted by the institution on portal.

In case of any differences in content in this Computer generated Extension of Approval Letter, the content/information as approved by the Executive Council / General Council as available on the record of AICTE shall be final and binding.

Strict compliance of Anti-Ragging Regulation:- Approval is subject to strict compliance of provisions made in AICTE Regulation notified vide F. No. 37-3/Legal/AICTE/2009 dated July 1. 2009 for Prevention and Prohibition of Ragging in Technical Institutions. In case Institution fails to take adequate steps to Prevent Ragging or fails to act in accordance with AICTE Regulation or fails to punish perpetrators or incidents of Ragging, it will be liable to take any action as defined under clause 9(4) of the said Regulation.

Note: Validity of the course details may be verified at www.aicte-India.org

Dr. Avinash S Pant
Vice - Chairman, AICTE

Copy to:
1. **The Regional Officer,**
   All India Council for Technical Education
   Govt. Polytechnic Campus
   Adjoining Directorate of Technical Education
   Vikas Nagar, Kanpur-208 002, Uttar Pradesh

2. **The Director Of Technical Education,**
   Uttar Pradesh

3. **The Registrar,**
   Dr. A.P.J. Abdul Kalam Technical University, Uttar Pradesh, Lucknow

4. **The Principal / Director,**
   SCHOOL OF MANAGEMENT SCIENCES
   KHUSHIPUR,
   P.O. BACHHAON.
   VARANASI,
   VARANASI,VARANASI,
   Uttar Pradesh,221011

5. **The Secretary / Chairman,**
   SCHOOL OF MANAGEMENT SCIENCES
   KHUSHIPUR,
   P.O. BACHHAON,
   VARANASI,
   VARANASI,VARANASI,
   Uttar Pradesh,221011

6. **Guard File(AICTE)**

Application Number: 1-2812905143
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Page 2 of 3
Letter Printed On:17 April 2016

Printed By : AE5733301

v

Application Number: 1-2812905143
Note: This is a Computer generated Report.No signature is required.

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Letter Printed On:17 April 2016

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University Affiliation Letters

Dr. A.P.J. Abdul Kalam Technical University, Lucknow

के.के. चौधरी
पी.सी.एस.
कुलसचिव

उ०प्र० प्राविधिक विश्वविद्यालय
आई0ई0टी0 परिसर, सीतापुर रोड, लखनऊ-226021
दूरभाष: 0522-2732193
फैक्स: 0522-2732185

पत्रांक: उ.प्र.प्रा.वि./कुस.का./स.वि./2015/1200-4494

College Code - 106

संशोधित

दिनांक 15.05.2015

सेवा में,
DIRECTOR,
SCHOOL OF MANAGEMENT SCIENCES, VARANASI

विषय:- शैक्षिक सत्र 2015-16 की अस्थायी सम्बद्धता (Provisional Affiliation) के सम्बन्ध में।

महोदय,
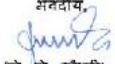
उपर्युक्त विषय के सम्बन्ध में मुझे यह सूचित करने की अपेक्षा है कि अखिल भारतीय तकनीकी शिक्षा परिषद, नई दिल्ली के द्वारा प्रदान किये गये अनुमोदन के आधार पर विश्वविद्यालय/उ0प्र0 शासन की सम्बद्धता समिति द्वारा की गई संस्तुतियों के क्रम में शासनादेश के संख्या 1587/सोलह-1-2015-13(5)/2015- दिनांक 15.05.2015 को निर्गत आदेशानुसार उत्तर प्रदेश प्राविधिक विश्वविद्यालय अधिनियम 2000 की धारा 23(2) के अधीन मा0 कार्यपरिषद से अनुमोदन की प्रत्याशा में संस्थान को निम्नानुसार पाठ्यक्रम प्रवेश क्षमता के साथ

S.No.	Branch Name	Ist Shift	IInd Shift
1	MASTER OF BUSINESS ADMINISTRATION	120	0
2	MCA Lateral Entry	60	0

स्ववित्त पोषित योजना के अन्तर्गत निम्नलिखित शर्तों के अधीन शैक्षिक सत्र 2015-16 हेतु विश्वविद्यालय के द्वारा अस्थाई सम्बद्धता की सहर्ष स्वीकृति प्रदान की जाती है।

1. संस्था द्वारा अखिल भारतीय तकनीकी शिक्षा परिषद, नई दिल्ली/उ.प्र.प्राविधिक विश्वविद्यालय द्वारा निर्धारित भूमि, भवन, अवस्थापना सुविधाएं, पाठ्यक्रम हेतु निर्धारित पठन-पाठन/पाठ्यचर्या, प्रयोगशाला हेतु निर्धारित उपकरण, फैकल्टी अनुपात, रैगिंग निरोधक तथा विश्वविद्यालय के निरीक्षक मण्डल द्वारा संस्था के निरीक्षण में दर्शायी गई कमियों/मानकों को पूर्ण करना अनिवार्य होगा, अन्यथा की स्थिति में संस्था को प्रदत्त अस्थाई सम्बद्धता स्वतः निरस्त समझी जायेगी, जिसका सम्पूर्ण उत्तरदायित्व स्वयं संस्थान/प्रबन्धतंत्र का होगा।

2. निरीक्षण मण्डल द्वारा अन्य गतिविधियों के साथ-साथ संस्था के लेखा का आडिट भी विश्वविद्यालय द्वारा किसी भी समय किया जायेगा।

3. बी.फार्म./एम.फार्म./बी.आर्क./एम.आर्क. पाठ्यक्रम संचालित करने वाले संस्थानों को फार्मेसी काउंसिल आफ इण्डिया एवं काउंसिल आफ आर्किटेक्चर के द्वारा पाठ्यक्रम संचालन हेतु निर्धारित मानक एवं संबंधित काउंसिल का अनुमोदन भी प्राप्त किया जाना अनिवार्य होगा तथा निर्धारित मानक पूर्ण न करने की दशा में एवं अभातिशिप, पी.सी.आई., सी.ओ.ए. के द्वारा अनुमोदित प्रवेश क्षमता से अधिक प्रवेश लेने की दशा में विश्वविद्यालय के द्वारा संस्था को प्रदत्त अस्थाई सम्बद्धता स्वतः निरस्त समझी जायेगी, जिसका सम्पूर्ण उत्तरदायित्व स्वयं संस्थान/प्रबन्धतंत्र का होगा।

4. संस्था प्राविधिक शिक्षा विभाग, उत्तर प्रदेश शासन/उ०प्र० प्राविधिक विश्वविद्यालय द्वारा प्रवेश/शुल्क के सम्बन्ध में समय-समय पर जारी किये गये दिशा निर्देशों का अनुपालन सुनिश्चित करेगी तथा शुल्क निर्धारण समिति द्वारा निर्धारित नियमानुसार अनुमन्य फीस ही प्रवेशित छात्रों से लेगी तथा शिक्षण प्रशिक्षण से सम्बन्धित शासन/विश्वविद्यालय द्वारा वांछित सूचना समय से उपलब्ध करायेगी, अन्यथा सम्बद्धता सम्बन्धी विशेषाधिकार को कम करने अथवा समाप्त करने की कार्यवाही की जायेगी।

5. संस्था को सम्बद्धता प्राप्त हो जाने के उपरान्त यदि संस्था द्वारा ऑनलाइन आवेदन के समय भरी गयी सूचनाओं/विवरण तथा सम्बद्धता संबंधी शुल्क न जमा करने तथा सीटों की संख्या में किसी भी प्रकार की त्रुटि शासन/विश्वविद्यालय के संज्ञान में आती है तो संस्था को प्रदान अस्थाई सम्बद्धता स्वतः निरस्त समझी जायेगी। जिसका सम्पूर्ण उत्तरदायित्व स्वयं संस्थान का होगा।

6. उ०प्र० प्राविधिक विश्वविद्यालय के प्रथम विनियम 2010 में प्रदत्त अध्याय-8 (सम्बद्धता) में उल्लिखित प्रावधानों का पालन संस्था द्वारा सुनिश्चित किया जाएगा अन्यथा की स्थिति में सम्बद्धता समाप्त करने की कार्यवाही की जायेगी।

7. संस्था से एक माह के अन्दर संस्था में निदेशक/प्राचार्य एवं कार्यरत शिक्षकों की सूची तथा चयन से संबंधित समस्त अभिलेख विश्वविद्यालय को प्रस्तुत की जायेगी।

8. संस्था के निदेशक का पद रिक्त होने के तीन माह(कार्यदिवस) के अन्दर अवश्य चयनित कर लिये जाएं, जिसकी सूचना विश्वविद्यालय को अवश्य करायें। (अध्याय: 6.15)

9. संस्था में कार्यरत शिक्षक द्वारा संस्था छोड़ने की स्थिति में 15 दिन (कार्य दिवस) के अन्दर विश्वविद्यालय को अवश्य सूचित करें। (अध्याय:6.13)

10. शैक्षिक एवं शिक्षणेतर स्टाफ के वेतन का आहरण नियमित रूप से किया जायेगा, अन्यथा की स्थिति में विश्वविद्यालय द्वारा नियमानुसार कार्यवाही की जायेगी। (अध्याय: 6.25b)

11. लैब एवं उसके उपकरणों का सम्पूर्ण विवरण संस्था के सूचना पट, वेबसाइट पर प्रदर्शित होने चाहिए एवं इसकी सूचनाएं विश्वविद्यालय को भी अवश्य सूचित करायें। (अध्याय:6.13)

12. संस्था की समस्त सूचनाएं संस्था के सूचना पट, वेबसाइट पर प्रदर्शित होने चाहिए एवं इसकी सूचनाएं विश्वविद्यालय को भी अवश्य सूचित करायें। (अध्याय:6.16)

13. संस्था द्वारा छात्रों से लिये गये शुल्क की सूचना संस्था द्वारा अपनी वेबसाइट पर तथा संस्था के सूचना पट पर अवश्य चस्पा की जायेगी। इसकी सूचना विश्वविद्यालय को उपलब्ध करायी जायेगी अन्यथा संस्था के विरुद्ध यथोचित कार्यवाही किये जाने पर विचार किया जायेगा।

14. अखिल भारतीय तकनीकी शिक्षा परिषद का अनुमोदन प्राप्त न होने अथवा समाप्त होने की दशा में सम्बद्धता का यह अनुमोदन स्वतः निरस्त हो जायेगा।

15. संस्था में पायी गयी कमियों का प्राविधिक विश्वविद्यालय द्वारा औचक निरीक्षण कभी भी किया जा सकता है।

16. संस्था का शैक्षिक सत्र के अन्तर्गत किसी भी समय आकस्मिक निरीक्षण विश्वविद्यालय द्वारा किया जा सकता है और उक्त आकस्मिक निरीक्षण में निर्धारित मानकों के सापेक्ष कमियों के दृष्टिगत सम्बद्धता समाप्त करने की कार्यवाही की जा सकती है।

17. जिन संस्थाओं की अभाशिप एवं विश्वविद्यालय के मानकों के सम्बन्ध में शासन अथवा विश्वविद्यालय स्तर से कोई निरीक्षण अथवा जांच की जाती है अथवा कोई नोटिस जारी की जाती है तो सम्बन्धित संस्थाओं की सम्बद्धता तद्कार्यवाही के अधीन होगी।

18. संस्था द्वारा प्रवेश में उत्तर प्रदेश शैक्षणिक संस्थाओं में प्रवेश (अनुसूचित जातियों, अनु० जनजातियों और अन्य पिछड़े वर्गों के लिए आरक्षण) अधिनियम, 2006/विश्वविद्यालय द्वारा निर्धारित प्रवेश मानकों एवं अनुसूचित जाति/जनजाति के छात्रों से राज्य सरकार द्वारा निर्धारित नियमानुसार ही शुल्क के अतिरिक्त किसी अन्य प्रकार का शुल्क न लिया जाए अन्यथा की स्थिति में सम्बद्धता समाप्त करने की कार्यवाही की जायेगी।

19. संस्था द्वारा यह सुनिश्चित किया जाए कि संस्था में नवप्रवेशित/अध्ययनरत छात्रों से शुल्क वही लिये जाएं जो समय-समय पर फीस निर्धारण समिति द्वारा निर्धारित की गई हो। अन्य किसी प्रकार का शुल्क/डोनेशन लेने की शिकायत पर विश्वविद्यालय द्वारा संस्था की सम्बद्धता समाप्त करने एवं संस्था को Black List करने की कार्यवाही की जायेगी।

20. AMS (Academic Monitoring System) संबंध में विश्वविद्यालय द्वारा जारी परिपत्र संख्या: उ०प्र०प्रा०वि०/कुलस०क0/2014/4414-21, दिनांक 11.07.2014 का अनुपालन सुनिश्चित कराने की बाध्यता होगी।

21. विश्वविद्यालय द्वारा शैक्षणिक एवं परीक्षा संबंधी कार्यों हेतु शिक्षकों एवं शिक्षणेतर कर्मचारियों को दिये गये दायित्वों का पालन संस्था द्वारा अनिवार्य रूप से सुनिश्चित किया जायेगा। संस्था का यह दायित्व होगा कि वह शिक्षक अथवा शिक्षणेतर कर्मचारियों को तत्काल ही कार्यमुक्त करना सुनिश्चित करेंगे। कतिपय कारणवश यदि ऐसा सम्भव न हो तो संस्था द्वारा विश्वविद्यालय से अनुमोदन प्राप्त किया जाना आवश्यक होगा।

उपर्युक्त शर्तों के अनुपालन में विचलन अथवा संस्था के आकस्मिक निरीक्षण में किसी प्रकार की कमियां पायी जाने की स्थिति में संस्था की अस्थाई सम्बद्धता स्वतः निरस्त समझी जायेगी, जिसका सम्पूर्ण उत्तरदायित्व स्वयं संस्थान/प्रबन्धतंत्र का होगा।

भवदीय,

(के. के. चौधरी)
कुलसचिव

पृष्ठांकन संख्या व दिनांक: उपरोक्त

प्रतिलिपि निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित:-
1- प्रमुख सचिव, महा० कुलाधिपति/श्री राज्यपाल उत्तर प्रदेश, राजभवन, लखनऊ।
2- प्रमुख सचिव, प्राविधिक शिक्षा विभाग, उत्तर प्रदेश शासन, लखनऊ।
3- अध्यक्ष, अखिल भारतीय तकनीकी शिक्षा परिषद, नई दिल्ली।
4- निदेशक, समाज कल्याण, उ.प्र. लखनऊ।
5- गार्ड फाइल।

(के. के. चौधरी)
कुलसचिव

University Affiliation Letters

Mahatma Gandhi Kashi Vidyapeeth, Varanasi

<u>**BBA & BCA Course**</u>

कुलसचिव, वीर बहादुर सिंह पूर्वान्चल विश्वविद्यालय जौनपुर को सम्बोधित विशेष सचिव महामहिम कुलाधिपति के पत्र संख्या—ई.स./4929/जी.एस. दिनांक 25.08.2004 की टंकित प्रति:—

आपके पत्र संख्या—4340/सम्बद्धता/2003 दिनांक 19.06.2003 के सन्दर्भ में मुझे आपसे यह कहने का निदेश हुआ है कि महामहिम कुलाधिपति महोदय ने उ. प्र. राज्य विश्वविद्यालय अधिनियम 1973 की धारा 37(2) के सुसंगत प्राविधानों के अधीन स्कूल आफ मैनेजमेंट साइसेज, वाराणसी को बी.बी.ए. एवं बी.सी.ए. पाठ्यक्रमों में स्वबित्त पोषित योजनान्तर्गत निम्नलिखित शर्तों के अधीन दिनांक 01.07.2004 से सम्बद्धता की स्वीकृति सहर्ष प्रदान कर दी है:—

1. संस्था उच्च शिक्षा विभाग द्वारा जारी शासनादेश संख्या—2851/सत्तर—2—2003—16(92)/2002, दिनांक 2 जुलाई, 03 में उल्लिखित दिशा—निर्देशों एवं समय—समय पर इस विषय में निर्गत शासनादेशों का पालन करेगी।

2. यदि संस्था द्वारा विश्वविद्यालय की परिनियमावली में वर्णित तथा शासन एवं विश्वविद्यालय द्वारा निर्धारित शर्तों एवं मानकों की पूर्णता एवं उनकी निरन्तरता को सुनिश्चित नहीं किया जायेगा तो उ.प्र. राज्य विश्वविद्यालय अधिनियम 1973 के सुसंगत प्राविधानों के अन्तर्गत संस्था को प्रदान की गई सम्बद्धता वापस लिए जाने की कार्यवाही नियमानुसार की जायेगी।

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वीर बहादुर सिंह पूर्वान्चल विश्वविद्यालय जौनपुर

पत्रांक 7209/सम्बद्धता/2004   दिनांक— 18/9/04

प्रतिलिपि:— निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित।

प्रबन्धक/प्राचार्य, स्कूल आफ मैनेजमेंट साइसेज, वाराणसी को इस आशय से प्रेषित कि महामहिम कुलाधिपति द्वारा दिये गये निर्देशों का अनुपालन सुनिश्चित करते हुए कृत कार्यवाही से विश्वविद्यालय को अवगत करायें।

2. उप/सहायक कुलसचिव, परीक्षा/गोपनीय/अतिगोपनीय/शैक्षणिक/स्टोर।

कुलसचिव

कुलसचिव
Registrar

महात्मा गांधी काशी विद्यापीठ,
वाराणसी—2
दूरभाष —0542 222689
Mahatma Gandhi Kashi Vidyapith
Varanasi-2
Phone- 0542 222689

पत्रांक :कु0स0—2 B स0अ0 /1490/ 01—विविध आ0—08—2010 / 2013   दिनांक : 11 November, 2013

To Whom It May Concern

This is to certify that all degree and Post graduate Colleges located in district of **Varanasi, Chandauli, Sant Ravidas Nagar (Bhadohi), Mirzapur, Sonebhadra and Ballia** are now affiliated to the Mahatma Gandhi Kashi Vidyapith, Varanasi vide order no. 379/79-वी-I-09 (क) 31-2008 dated feb. 25, 2009 of the Veer Bahadur Singh Purvanchal University, Jaunpur. In Continuation of this arrangement, **School of Management Sciences, Khushipur, Bachhaon, Varanasi** is also permanently affiliated with Mahatma Gandhi Kashi Vidyapith, Varanasi vide U.P. Governor letter **No. E.S. 4929/G.S. Dated Sep. 29, 2004** with effect from **July 01, 2004.**

Dr. (S.L. Maurya)
Registrar

x

BCom Course

कुलसचिव
Registrar

महात्मा गांधी काशी विद्यापीठ,
वाराणसी–2
दूरभाष– 0542 2221718
Mahatma Gandhi Kashi Vidyapith
Varanasi-2
Tel. No.- 0542 222689

पत्रांक : कु0स0–2 B स0अ0 *2962* / 01–288–2014 / 2014   दिनांक : *23* अगस्त, 2014

सेवा में,

अधिशासी सचिव,
स्कूल आफ मैनेजमेंट साइंसेज,
खुशीपुर, वाराणसी।

विषय : महाविद्यालय संचालन हेतु सम्बद्धता की अनुमति के सम्बन्ध में।

महोदय,

उपर्युक्त विषयक अनुसचिव, उच्च शिक्षा अनुभाग–6, उ0प्र0 शासन, लखनऊ के पत्र संख्या–सम्ब0 807 / सत्तर–6–2014–2(410) / 2014 दिनांक 24.06.2014 द्वारा उ0प्र0 राज्य विश्वविद्यालय अधिनियम 1973 (यथा संशोधित उ0प्र0 राज्य विश्वविद्यालय संशोधन अधिनियम 2007) की धारा–37 (2) परन्तुक के अधीन दी गयी सम्बद्धता की पूर्वानुमति के आलोक में आप द्वारा प्रस्तुत शपथ पत्र दिनांक 08.07.2014 एवं कार्य परिषद की स्वीकृति की प्रत्याशा में माननीय कुलपति जी के आदेशानुसार स्कूल आफ मैनेजमेंट साइंसेज, खुशीपुर, बच्छांव, वाराणसी को स्ववित्तपोषित योजनान्तर्गत वाणिज्य संकाय में स्नातक स्तर पर बी0काम0 पाठ्यकम में निम्नलिखित शर्तों के अधीन दिनांक 01.07.2014 से आगामी तीन वर्ष हेतु सम्बद्धता की अनुमति प्रदान की जाती है:–

1. महाविद्यालय अनुमोदित शिक्षकों को नियमानुसार कार्यभार ग्रहण कराकर उनसे अध्यापन कार्य करायेगा एवं सीधे बैंक के माध्यम से वेतन भुगतान करेगा।

2. संस्था द्वारा उत्तर प्रदेश राज्य विश्वविद्यालय अधिनियम, 1973 (यथा संशोधित) की धारा 37 (2) में प्राविधानित परन्तुक के अनुसार सम्बद्धता प्राप्ति की तिथि से एक वर्ष की अवधि में सभी निर्धारित मानकों को पूर्ण कर लिया जायेगा अन्यथा अगले शैक्षणिक वर्ष में छात्रों का प्रवेश प्रतिबंधित रहेगा।

3. महाविद्यालय सशर्त सम्बद्धता आदेश में इंगित कमियों की पूर्ति कर लेगा एवं विश्वविद्यालय के कुलसचिव को 15 अगस्त तक इस आशय का प्रमाणपत्र प्रतिवर्ष प्रेषित करेगा कि महाविद्यालय सम्बद्धता की शर्तें निरन्तर पूरी कर रहा है।

4. महाविद्यालय शासनादेश संख्या–2851 / सत्तर–2–2003–16 (92) / 2002, दिनांक 02 जुलाई, 2003 में उल्लिखित सुसंगत दिशा–निर्देशों एवं इस विषय में समय–समय पर निर्गत अन्य शासनादेशों का पालन करेगा।

5. रिट याचिका सं0–61859 / 2012 में पारित आदेश दिनांक 20.12.2012 के अनुपालन हेतु मानकानुसार शिक्षकों के अनुमोदन / नियुक्ति के सम्बन्ध में निर्गत शासनादेश संख्या–522 / सत्तर–2–2013–2 (650) / 2012 दिनांक 30 अप्रैल, 2013 का अनुपालन महाविद्यालय द्वारा सुनिश्चित किया जायेगा।

6. यदि संस्था द्वारा विश्वविद्यालय की परिनियमावली / अध्यादेश में वर्णित तथा शासन एवं विश्वविद्यालय द्वारा निर्धारित शर्तों एवं मानकों की पूर्णता तथा उनकी निरन्तरता को सुनिश्चित नहीं किया जायेगा तो उत्तर प्रदेश राज्य विश्वविद्यालय अधिनियम, 1973 के प्राविधानों के अंतर्गत संस्था को प्रदान की गयी सम्बद्धता वापस लिये जाने की कार्यवाही नियमानुसार की जायेगी।

7. महाविद्यालय द्वारा प्रस्तुत प्रस्ताव के साथ संलग्न किये गये अभिलेख भविष्य में इतर पाये जाने की स्थिति में सम्बंधित महाविद्यालय की सम्बद्धता के सम्बन्ध में शासन को तत्काल सूचित किया जायेगा जिसके लिए महाविद्यालय प्रबंधन पूर्णतः उत्तरदायी होगा।

.....2

8. सम्बद्धता आदेश में उल्लिखित शर्तों को महाविद्यालय प्रबंधन द्वारा पूर्ण नहीं किये जाने पर सम्बद्धता वापस लेने हेतु नियमानुसार आवश्यक कार्यवाही के लिए विश्वविद्यालय स्तर से शासन को संस्तुति की जायेगी।

9. उत्तर प्रदेश राज्य विश्वविद्यालय अधिनियम, 1973 (यथासंशोधित) की धारा—37(6), 37 (7) तथा 37 (8) में प्राविधानित अधोलिखित प्राविधान भी प्रभावी होंगे:—

   37(6) :—कार्य परिषद प्रत्येक सम्बद्ध महाविद्यालय का निरीक्षण, उस निमित्त उसके द्वारा प्राधिकृत एक या अधिक व्यक्तियों द्वारा पांच वर्ष से अनधिक के अन्तराल पर समय—समय पर करायेगा और उस निरीक्षण की रिपोर्ट कार्यपरिषद को दी जायेगी।

   37(7) :—कार्य परिषद इस प्रकार निरीक्षण किये गये सम्बद्ध महाविद्यालय को ऐसी कार्यवाई करने का निर्देश कर सकेगा जो उसे उस अवधि के भीतर जिसे विहित किया जाये आवश्यक लगे।

   37(8) :—ऐसे किसी महाविद्यालय की सम्बद्धता का अधिकार, जो उपधारा (7) के अधीन कार्य परिषद के किसी भी निर्देश का अनुपालन करने में विफल हो जाता है अथवा सम्बद्धता की शर्तों का पालन नहीं कर पाता है, उस महाविद्यालय के प्रबंध समिति से रिपोर्ट प्राप्त करने के पश्चात् और राज्य सरकार के पूर्व स्वीकृति से, कार्य परिषद द्वारा परिनियमों के प्राविधानों के अनुसार वापस लिया जा सकेगा या उसमें कमी की जा सकेगी।

   उक्त प्राविधानों के अन्तर्गत विश्वविद्यालय द्वारा कार्यवाही सुनिश्चित की जायेगी और शासन को रिपोर्ट प्रेषित की जायेगी।

10. शासनादेश में प्रदर्शित कमियों को पूर्ण न करने एवं भविष्य में मानकों के विपरीत महाविद्यालय का संचालन पाये जाने व अभिलेखों की अप्रमाणिकता प्रकाश में आने पर यह अनुमति स्वतः निरस्त मानी जायेगी।

भवदीय,

कुलसचिव

प्रतिलिपि सूचनार्थ एवं आवश्यक कार्यवाही :—
1— मा0 कुलपति जी—सूचनार्थ।
2— अनुसचिव, उच्च शिक्षा अनुभाग- 6, उत्तर प्रदेश शासन, लखनऊ।
3— क्षेत्रीय उच्च शिक्षा अधिकारी, वाराणसी।
4— उपकुलसचिव (समिति) को इस आशय से कि कृपया कार्यपरिषद की आगामी बैठक में प्रस्तुत करते हुए स्वीकृति प्राप्त कर लें।
5— परीक्षा नियंत्रक।
6— सर्बंधित पत्रावली।

कुलसचिव

U.G.C. Certificate Letters

2 (f) Certificate

23236351, 23232701, 23237721, 23234116
23235733, 23232317, 23236735, 23239437

www.ugc.ac.in

F.8-206/2005 (CPP-I)

ज्ञान-विज्ञान विमुक्तये

विश्वविद्यालय अनुदान आयोग
बहादुरशाह जफर मार्ग
नई दिल्ली-110 002
UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MARG
NEW DELHI-110 002

February, 2006

2 7 FEB 2006

The Registrar,
Veer Bahadur Singh Purvanchal University,
Jaunpur (U.P).

Sub:- **List of Colleges prepared under Section 2 (f) of the UGC Act, 1956- Inclusion of New Colleges.**

Sir,

    I am directed to refer to the letter No. SMS/CAMP/ACD/2005/489 dated 27-12-2005 received from the College on the subject cited above and to say that the name of the following College has been included in the list of Colleges prepared under Section 2 (f) of the UGC Act, 1956 under the head Non-Government Colleges teaching upto Bachelor's Degree:-

Name of the College	Year of Establishment	Remarks
School of Management Sciences, Khushipur (Mohan Sarai-Mughal Sarai Bypass), P.O-Bachhaon, Varanasi-221 011 (U.P). (On permanent affiliation)	1997	The College is not eligible to receive Central assistance under Section 12 (B) of the UGC Act, 1956 as the UGC has not yet finalised the details to provide financial assistance to "Self Financed Colleges".

The documents in respect of the above College have been accepted by the Commission.

Yours faithfully,

(Mrs. Urmil Gulati)
Under Secretary
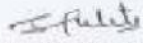
Copy forwarded to:-

1. The Principal, School of Management Sciences, Khushipur (Mohan Sarai-Mughal Sarai Bypass), P.O-Bachhaon, Varanasi-221 011 (U.P).
2. The Secretary, Government of India, Ministry of Human Resource Development, Department of Secondary Education & Higher Education, Shastri Bhavan, New Delhi-110 001.
3. The Secretary to the Government of Uttar Pradesh, Department of Higher Education, Lucknow (U.P).
4. The Joint Secretary, UGC, Northern Regional College Bureau, 35, Ferozshah Road, New Delhi.
5. Publication Officer (Website-UGC), New Delhi.
6. Section Officer (F.D.-III Section) U.G.C., New Delhi.
7. All Sections, U.G.C, New Delhi.
8. Guard file.

(B.R. Nagpal)
Section Officer

U.G.C. Certificate Letters

12 (B) Certificate

Ph. 23236351, 23232701, 23237721
23234116, 23235733, 23232317
23236735, 23239437, 23239627

Extension No. 413 (CPP-I Colleges)
UGC Website: www.ugc.ac.in
F. No. 8-206/2005 (CPP-I/C)

ज्ञान-विज्ञान विमुक्तय
SPEED POST

विश्वविद्यालय अनुदान आयोग
बहादुरशाह जफर मार्ग
नई दिल्ली-110 002
UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MARG
NEW DELHI-110 002

February, 2013

4 MAR 2013

The Registrar
Mahatma Gandhi Kashi Vidyapith
Varanasi – 221 002
Uttar Pradesh

Sub: - Declaring a College fit to receive Central Assistance under Section 12 (B) of the UGC Act, 1956.

Sir,

I am directed to refer to the letter no. SMS/CAMP/ACD/2013/37 dated 11-01-2013 received from the Principal, School of Management Sciences, Khushipur (Mohan Sarai – Mughal Sarai Bypass), P.O. Bachhaon, Varanasi – 221 011, Uttar Pradesh on the above subject and to say that it is noted that the following college is **un-aided/self financed** and **permanently** affiliated to **Mahatma Gandhi Kashi Vidyapith, Varanasi.** The college is already included under Section 2 (f) of the UGC Act, 1956 vide this office letter of even No. dated 27.02.2006. I am further to say that the name of the following college has been included in the list of colleges prepared under Section 12 (B) of the UGC Act, 1956 under the head 'Non-Government, self financed College teaching upto **Bachelor's Degree'**:-

Name of the College	Year of Establishment	Remarks
School of Management Sciences, Khushipur (Mohan Sarai – Mughal Sarai Bypass), P.O. Bachhaon, Varanasi – 221 011, Uttar Pradesh.	1997	As the College is charging fee as per University norms and a certificate in this regard has been received in UGC. The College would also be eligible to get grant for all UGC schemes related to teachers and students only as per the decision of the Commission dated 8th July 2011.

The documents submitted in respect of the above College have been accepted by the niversity Grants Commission.

Yours faithfully,

(Raksha Pahwa)
Under Secretary

Copy to:-

1. The Principal, School of Management Sciences, Khushipur (Mohan Sarai – Mughal Sarai Bypass), P.O. Bachhaon, Varanasi – 221 011, Uttar Pradesh.
2. The Secretary, Government of India, Ministry of Human Resource Development, Department of Higher Education, Shastri Bhawan, New Delhi - 110 001.
3. The Secretary (Higher Education), Government of Uttar Pradesh, 8B, Navin Bhawan, UP Sachivalaya, Lucknow – 226 001, (Uttar Pradesh).
4. The Joint Secretary, UGC, Northen Regional College Bureau (NRCB), 35, Ferozeshah Road, New Delhi – 110 001.
5. Publication Officer (UGC-Website), New Delhi.
6. Section Officer (FD-III Section), UGC, New Delhi.
7. Guard file.

(Sunita Gulati)
Section Officer