SELF STUDY REPORT
FOR
ACCREDITATION
2015

Submitted to
National Assessment and Accreditation Council
Bangalore

:: Submitted by ::

indore indira School of
Career Studies

Gram-Reoti, B/H Aurbindo Hospital,
Sanwer Road, Indore (M.P.)

Website: www.indoreindira.com/UG
E-mail: infomail@indoreindira.com

PREFACE

The Self Study Report of NAAC provided us with a fair chance of accumulating and analyzing ourselves. As a premier college, we are into so many things, curricular as well as extra curricular. Data and information is maintained at Department level. But during this self study process we could gather everything at one place and this provided us a bird's eye view. It even revised for us our strengths and weaknesses, so that we can count on them and can also work upon them. Through this report we are prepared for the first cycle of accreditation by National Assessment and Accreditation Council (NAAC)

The information in the report are true to the best of my knowledge and belief.

This report is prepared according to the instructions laid down by NAAC, and it includes two parts:

Part I:
    (a) Preface
    (b) Executive Summery
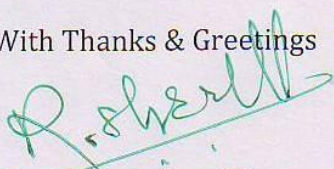   (c) Profile of the College

Part II:
    (a) Criterion wise input
    (b) Department wise reports

Indore Indira School of Career Studies was established in the year 2009, with the motive of developing the young minds and teaching them to capitalize their intellect in a productive and yielding way.

This Self Study Report (SSR) is result of team work and cooperation was extended by each and every member of the IISCS family.

We are looking forward to the visit of NAAC team and are eager to hear their views and comments on our colleges and its SSR. We are sure that the observations of NAAC team will help us enhance and update.

With Thanks & Greetings

(Dr. Rajesh Shroff)
Principal

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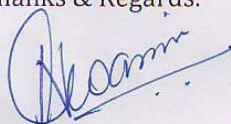
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NAAC Self Study Report (SSR)

The self study report (SSR) is a result of two months of untiring efforts of whole of Indore Indira Team. Collecting the information and data, analyzing it, discussing it, editing it, re-editing it and finally proofreading it, the report saw many twirls and swivels.

As the coordinator of NAAC steering committee, I extend thanks to our Founder Chairman & Managing Director, Mr. Swapnil Kothari, CEO Mr. Sarabjeet Singh Bharaj, Director, Mrs. Saroj Kothari, and Principal Dr. Rajesh Shroff to have shown trust in the steering committee. Their support and guidance acted as a light house in this voyage.

My heartiest thankfulness to the whole team of Indore Indira School of Career Studies, for whom time was no barrier, till we finished this report.

Eagerly awaiting the visit of NAAC team, to ponder over a look at our work.

Thanks & Regards.

Prof. Namita Hirwani
Co- ordinator - Steering Committee

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A Bird's Eye View Of the Institution

- Beautiful lush green campus with indoor and outdoor sports facilities
- Rich library, with number periodicals, journals, magazines, text books and reference books
- Wi-Fi enabled campus
- Generous admission process
- Regularly updated website
- Campus under CCTV surveillance
- College runs PG course in Science
- Happening canteen
- Sufficient parking space
- Faculty **Prof. Sandeep Khanuja, HOD –Management, has cleared NET** Examination in the year 2014.
- Students are extended with a wide platform to exercise their hobbies and passion. College believes that overall development comes, when passion is pursued along with studies. Through different clubs at college, the students practice dance, music, fashion, painting, photography, sports, gazettes etc. Many a times they are even given with the chance to showcase their talent to masses, through the events and exhibitions organized by the college.
- The college follows all the dictums prescribed by the Department of Higher Education, with regard to CCE.
- Classes on German & French language
- Social Motive – 1.   Students of the college raised voice against the negligence of

    BRTS authorities, that took life of one young boy.

  2.   The students participated in 'Ride for a cause',

    conducted by 'Enfield Pirates'.

- Unique initiative by the college to pat the gap between two generations, parents and their wards, 'Setu Nirman'. We reunite families and help our students and their parents to find out their lost bond.

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- Regular workshops on dance, drama, painting and photography.
- Various project works, related to entrepreneurship, achievers of various fields, and Social Service are scheduled periodically.
- The college also tries to inject philanthropy in the students. 'Muskaan', is one such initiative of our college, which has bought smile to many blind, orphans and even mentally retarded. Through this portal our students have donated clothes and goods and most important of all, they spent time for such humble cause.
- Regular dance workshops by expert trainers, called from Mumbai.
- 'Valour Award' has been announced by the college in name of one of its ex student, Late Lokesh Ramsinghania, who was a Thalassemia patient.
- The institute extends in 7 acres and has rich infrastructural provisions that includes:
    o Swimming Pool
    o Gymnasium
    o Indoor Game Facilities – Badminton, Table Tennis, Chess etc.
    o Big Open Play ground
    o Big Canteen
    o Tennis and Basket Ball Courts

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B - EXECUTIVE SUMMARY- SWOC ANALYSIS OF THE INSTITUTION

Under the able guidance and leadership of Mr Swapnil Kothari and Mr Sarabjeet Singh Bharaj, who themselves are educationists, Indore Indira School of Career Studies developed its footings in the year 2009, under Kautliya Chandragupta Education Society. This society was registered on 06/08/2005.

With a wide and broad mission and vision for the times ahead, the leaders of the institution established a state of art campus where the students can learn the core of the subjects in a natural ambiance. With tiny campuses of various colleges around the city, the need of an open and wide campus was realized and the same led to the execution of IISCS.

The purpose of starting the college was to bring innovative ideas in education and keeping in view the lack of interest of college students to attend the college various simultaneous plans were developed to make education more interesting. Started with the mere strength of 38, today the college has crossed over 400 admissions. By now we are offering PG courses even like M.Sc (CS) & PGDCA. In all we are running 7 UG and 2 PG courses. The college observes admissions not only from the state, but across the nation.

The college is developing itself with every passing year and trying to cater to the practical needs of the students by imparting them holistic knowledge so that they help their family and simultaneously the nation to grow where the teachers acts as the catalysers. The college is concerned about the development of its teachers as they are the strengthening pillars of the system.

We have 25 teachers with Ph.D., NET, M.Phil. and PG as highest qualifications and 18 non teaching staff to support various college related activities to run the operations smoothly. Our college has well equipped library with more than 9600 books, 8 journals, 13 magazines and various news papers for staff and students. Library also supports research work and verity of books helps us to develop other educational activities. Many of our faculty have attend seminars,

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workshops at national level. The college is an institution providing ample of golden opportunities to students. We organize in house management fest with an average participation of 1000 students called 'Indira-Dhanush' which is a great success .Our annual function is one of its types which provides lucrative learning to each and every student of our institute. To quench the thirst of knowledge the Principal, the Head of Departments, faculty and staff work like a team in common direction which always inspires the students to achieve heights in their lives.

SWOC analysis of the institution

Strength -
1. Experienced & qualified Faculty.
2. Well equipped sports department with outdoor play ground for football, cricket, basketball, tennis, swimming pool & indoor courts for badminton, table tennis, snooker, Gymnasium etc.
3. Studies are not at all restricted to syllabus.
4. Focuses on the practical orientations of the concepts
5. Personal attention is given to each student
6. Student are given information about the competitive examination
7. Crash courses are organized before the final exams.
8. Well Maintained Infrastructure which includes labs, library, bus, sickroom, ladies rest room etc.

Weakness –
1. Exams delay by the University.
2. Less reading habits among to students which is the problem of the entire states.
3. Lack of skilled administrative staff.

Opportunity -
1. To provide useful literature to students through library.
2. To have the tie ups with the companies for providing management student with management training.
3. To cater the needs of the student belonging to rural background, examples – special classes for English Language.

Challenges -
1. To raise the awareness for the Jobs available in management areas.
2. Preparing the students to take up a good job.
3. Motivating girl students to join technical graduation course.

C - PROFILE OF THE COLLEGE

1. Name and Address of the College:

Name :	Indore Indira School of Career Studies, Indore
Address :	Gram-Reoti, B/H Aurbindo Hospital, Sanwer Road, Indore (M.P.)

City : INDORE	Pin : 452015	State : Madhya Pradesh

Website :	www.indoreindira.com/UG

2. For communication :

Designation	Name	Telephone with STD code	Mobile	Fax	Email
Principal	Dr. Rajesh Shroff	O: 0731-6684150	9229573499		dr.rajeshshroff@yahoo.com
Steering Committee Co-ordinator	Prof. Namita Hirwani	O: 0731-6684150	9893506090		n_hirwani@rediffmail.com

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	✓

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b. By Shift

    i.   Regular   [ ]

    ii.   Day   [✓]

    iii.   Evening   [ ]

5.   It is a recognized minority institution?

    Yes   [✓]

    No   [ ]

If yes specify the minority status (Religious/linguistic/ any other) and provide documentary evidence. Religious   Minority (Jain) Annexure-01 & 02

6.   Sources of funding:

    Government   [ ]

    Grant-in-aid   [ ]

    Self-financing   [✓]

    Any other   [ ]

7.   a. Date of establishment of the college: **01/07/2009**

b. University to which the college is affiliated /or which governs the college (If it is a constituent College)

Devi Ahilya Vishwavidyalaya, Indore

Devi Ahilya Vishwavidyalaya, Indore Affiliation Notification – Annexure-03.

c. Details of UGC recognition -

Under Section	Date, Month & Year (dd-mm-yyyy)	Remarks(If any)
i. 2 (f)	--	--
ii. 12 (B)	--	--

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

NOT APPLICABLE

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 recognized

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 ☐

10. Location of the campus and area in sq.mts:

Location *	Urban
Campus area in Sq.mtr.	1937.02
Built up area in Sq.mtr.	1987.75

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

11. Facilities available on the campus (Tick the available facility and provide numbers or other details at appropriate places) or in case the institute has an agreement with other agencies in using any of the listed facilities provide information on the facilities covered under the agreement.

Auditorium/seminar complex with infrastructural facilities
Conference Hall with LCD Projector & Screen Available

Sports facilities	
Play ground	✓
Swimming pool	✓
Gymnasium	✓

Hostel :

NOT AVAILABLE

Boys' hostel

- i. Number of hostels
- ii. Number of inmates
- iii. Facilities (mention available facilities) ∗ Girls' hostel
- i. Number of hostels
- ii. Number of inmates
- iii. Facilities (mention available facilities) ∗ Working women's hostel
- i. Number of inmates
- ii. Facilities (mention available facilities)

- Residential facilities for teaching and non-teaching staff (give numbers available — cadre wise) :   ✘
- Cafeteria —   ✓
- Health centre –   ✘

First aid, Inpatient, Outpatient, Emergency care facility, Ambulance.......
Health centre staff –

Qualified doctor	Full time	☐	Part-time	☐
Qualified Nurse	Full time	☐	Part-time	☐

- Facilities like banking, post office, book shops :

Only Stationery Shop

- Transport facilities to cater to the needs of students and staff :

AVAILABLE

- Animal house :

  NOT AVAILABLE

- Biological waste disposal :

  NOT AVAILABLE

- Generator or other facility for management/regulation of electricity and voltage:

  AVAILABLE

- Solid waste management facility :

  NOT AVAILABLE

- Waste water management :

  NOT AVAILABLE

- Water harvesting :

  AVAILABLE

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

Academic Year 2014-15

SI No	Programme Level	Name of the Programme/ Course	Duration	Entry Qualification	Medium of instruction	Sanctioned/ approved Student strength	No. of students admitted
1	Under-Graduate	B.Com. Plain	06 Semesters	12th	English	180	21
		B.Com. Tax Procedure	06 Semesters	12th	English	180	28
2	Under-Graduate	B.Com. Hons.	06 Semesters	12th (Min. 60%)	English	180	10
3	Under-Graduate	B.B.A.	06 Semesters	12th	English	180	19
4	Under-Graduate	B.Sc. Computer Science	06 Semesters	12th	English	180	120
		B.Sc. Biotechnology	06 Semesters	12th	English	90	22
5	Under-Graduate	B.C.A.	06 Semesters	12th	English	180	105
6	Post-Graduate	M.Sc. Computer Science	04 Semesters	B.Sc.	English	30	04
7	Post-Graduate	PGDCA	02 Semesters	Gradua-tion	English	40	02

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13. Does the college offer self-financed Programmes?

Yes ☑   No ☐

If yes, how many? | 01 (One)

14. New programmes introduced in the college during the last five years if any?

Yes		No		Number	
✓				02	

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.)

Faculty	Departments (eg. Physics, Botany, History etc.)	UG	PG	Research
Commerce	Commerce	B.Com Plain B.Com Tax Procedure B.Com Hons.		-
Management	Management	B.B.A.	-	-
Science	Science	B.Sc. Computer Science B.Sc. Biotechnology	M.Sc. (CS) & PGDCA	-
Computer Application	Computer Application	BCA		

16. Number of Programmes offered under (Programme means a degree course like BA, BSc, MA, M.Com…)

a. annual system ☐

b. semester system **09**

c. trimester system ☐

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17. Number of Programmes with

a.	Choice Based Credit System	-
b.	Inter/Multidisciplinary Approach	-
c.	Any other (specify and provide details)	-

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

Yes [ ]   No [✓]

19. Does the college offer UG or PG programme in Physical Education?

Yes [ ]   No [✓]

20. Number of teaching and non-teaching positions in the Institution

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	-	-	-	-	-	-	-	-	-	-
Sanctioned by the Management/ society or other authorized bodies	-	-	-	-	15	15	12	05	05	02
Recruited					12	13	11	02	05	01
Yet to recruit	-	-	-	-	-	04	-	02	-	01

21. Qualifications of the teaching staff:

Highest qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent teachers	-	-	-	-	12	13	25
D.Sc./D.Litt.	-	-	-	-	-	-	-
Ph.D.	-	-	-	-	02	01	03
M.Phil.	-	-	-	-	01	01	02
PG	-	-	-	-	09	11	20
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.   **02**

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

Categories	2011-12		2012-13		2013-14		2014-15	
	Male	Female	Male	Female	Male	Female	Male	Female
SC	03	01	08	04	04	02	12	04
ST	00	00	02	01	00	00	01	01
OBC	02	01	02	01	15	03	29	02
General	463	39	560	41	299	22	246	32

24. Details on students enrollment in the college during the current academic year:

Type of students	UG	PG	M.Phil.	Ph.D.
Students from the same state where the college is located	90%	75%	-	-
Students from other states of India	10%	25%	-	-
NRI students	-	-	-	-
Foreign students	-	-	-	-
Total	**100%**	**100%**	**-**	**-**

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

UG | 4.28% | PG | - |

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. 21427/-**
(b) excluding the salary component	**Rs. 11885/-**

27. Does the college offer any programme/s in distance education mode (DEP)?

Yes [ ]   No [✓]

28. Provide Teacher-student ratio for each of the programme/course offered

S.No.	Programme Name	Teacher-Student Ratio
1	B.Com	1:10
2	B.Com (Hons.)	1:10
3	B.B.A.	1:7
4	B.Sc.	1:15
5	BCA	1:21
6	M.Sc.	1:4
7.	PGDCA	1:2

29. Is the college applying for

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

Re-Assessment: ☐

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

30. Date of accreditation* (applicable for Cycle 2, Cycle 3, Cycle 4 and re-assessment only)

NOT APPLICABLE

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

272

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

186

(Teaching days means days on which lectures were engaged excluding the examination days)

33. Date of establishment of Internal Quality Assurance Cell (IQAC) IQAC :
13/05/2015 (dd/mm/yyyy)

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

AQAR (i)   ……………… (dd/mm/yyyy)

AQAR (ii) ……………… (dd/mm/yyyy)

AQAR (iii) ……………… (dd/mm/yyyy)

AQAR (iv) ……………… (dd/mm/yyyy)

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

CRITERION I: CURRICULAR ASPECTS

1.1 Curriculum Planning and Implementation

1.1.1 State the vision, mission and objectives of the institute, and describe how these are communicated to the students, teachers, staff and other stakeholders.

Vision: Indore Indira School of Career Studies envisions bright future of the students associated with us, mainly from the rural area. We wish to bring to them quality level of higher education and to see them growing, leaving no stone unturned. We wish to see them exercising innovations, executing their minds and coming up with vibrant colours. Ofcourse a college plays main role in shaping the employable future of a student. We see ourselves contributing to their desired success, beign with them at this tender age, guiding them and strengthening their roots.

Mission: To bring quality higher education to the deserving candidates, mainly from rural area. So that the rural India develops in parallel, in paradigm of education. And hence the college is also located in a rural area.

Goals/objectives of the institution –

The objectives of the Institution are as under -
- ❖ To provide our students with needed knowledge and to enhance their creativity.'
- ❖ Development of employable skills amongst the students, so that they get into a strong profession that turns out a career for them.
- ❖ Increasing awareness amongst our students on human rights, value system, culture, heritage and environment.

1.1.2 How does the institution develop deploy action plans for effective implementation of curriculum? Give details of the process and substantiate through specific example(s).
To develop the action plans:-

Developing the action plan/ s:-

- Indore Indira School of Career Studies is an affiliated college and the curriculum followed here hails from the Department of Higher Education Madhya Pradesh and our affiliating University (Devi Ahilya Vishwavidyalaya, Indore). The academic calendar provided by the University acts as base for us for allotment of classes and preparing timetable. Through class tests, practical works, seminars and presentations etc. we try maintaining a perfect mix of learning centric activities.
- Action plan for all the courses is prepared by the Academic Coordinators ans the same includes responsibilities and duties allotted to individual faculty members. The same is adhered by all the faculty members.
- Individually all the faculty members prepare their lesson plans, which are duly and periodically checked by the respective HODs and the Principal.

Classification of action plan:-
- Semester timetable prepared a the beginning itself.

- Zero hour classes & bridge classes are arranged during the session.

- Monthly planner system in action

- Individual planning by faculty members about their respective course and timelimit. Faculty member chalk out their subject plans adhering to the time limit.

- Regualr departmental review meetings headed by HODs, to ensure all the needed heads are met and the needed efforts are being executed for smooth run of the courses.

- Periodic meetings of HODs and the Principal to keep a track overall.

- Attendance is taken seriously. Students are motivated to be regular in the class. Even parents are involved sometimes.

- Apart from CCE, internal tests are also given due weightage. They are econducted periodically by respective departments and the copies are sent to the University for final evaluation.

Total lectures allotted for each subject – 75 (60 hours)
   Out of which in the month of:

   July – 10 lectures (approx.)
   August – 20 lectures (approx.)
   September – 24 lectures (approx.)
   October – 21 lectures (approx.)
   November –   Crash Course - 10 lectures
- For First Year Students is conducted, Pre University Examination
- Important questions are given from University Examination point of view.

1.1.3 What type of support (procedural and practical) do the teacher receive (from the University and/or institution) for effectively translating the curriculum and improving teaching practices.

As an affiliated college, we are bound to follow the curriculum and timetable given by the Department of Higher Education and the University. However to maintain a pace with the fast paced changing education trends, faculty members are given updated training periodically.

Several In-House FDPs (Faculty Development Programmes) are organized for the same.

Procedural:-

University provides with the curriculum, academic calendar, date of commencement and ending the semester. Apart from this several notice float in from University from time to time.

Practical:-
- Well stuffed library available at the campus for the faculty members to prepare the content and ensure effective delivery.

- Basic infrastructure provided at campus includes staff room, individual cubicals for faculty members, computers for departments, internet access to faculty members, library, sufficient number of class-rooms, seminar hall with a smart board to conduct departmental programmes. Also a lush green ground is there for outbound activities. The campus is

equipped with Wi-Fi facility. Display boards to make announcements are also available outside the departments.

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

IISCS believes in parallel learning. Hence equal weightage is given to the extra curricular activities for which IISCS has several clubs. These clubs are specially formed to cater to the passionate needs of students, in terms of their hobbies and passion like music, fashion and dance. However the prime objective with the college remains delivering the content effectively and transacting the curriculum provided by the University effectively. The same is done in the following way:

Transaction of the curriculum provided by the University:
1. Induction programme at the beginning of the session, which makes the students aware of the procedures and processes of the University and the college.
2. Induction programme is followed by a two days streamwise Orientation Programme, which is headed by their respective coordinators.
3. In the orientation programme, examination pattern and marking scheme of the University, pattern of delivering lectures by the faculty, academic calendar prepared by the college for students etc. are explained to and discussed with the students.

Measures taken for the effective implementation of the curriculum:
1. **Semester Cell:** The college has a semester cell headed by a Senior Faculty, Dr. Ganesh Rao Munde, consisting of four members. The cell is responsible for conducting CCE Examination and sending the marks to the University.

2. **Library:** Nearly 9600 books are stuffed in the library, in the form of Text books, and references.

3. **Conference Hall:** A conference Hall with a seating capacity of 100 students, equipped with latest Audio Visual facilities.

4. **Computer Lab:** A Well equipped computer lab with 80 systems with latest configurations, Wi-Fi facility, LAN, scanners and printers etc.

5. **CCE (Continuous Comprehensive Evaluation):** In each semester, CCE is conducted (As per the guidelines and instructions of Dept. of Higher Education, M.P.) for students in each subject. For conducting this examination, different modes like objective type questions, assignment, classroom teaching, role play models, biography of famous personalities, chart & presentations etc. are adopted, in different semesters.

6. **Internal Tests & Assignments:** Apart from CCE, students are given topic-wise assignments by the respective subject teachers. College also conducts conduct internal examination at regular time intervals.

7. **Crash Course:** After completion of the syllabus, a crash course of 10-15 days is conducted for all the students to summarize and brush-up the important things from the complete syllabus.

8. **Pre University Examination for First Semester Students: To make the students acquainted with the** University examination pattern, a Pre University Examination is conducted in each semester, specially for the first year students.

9. **Separate Tutorials for Weak and Advance Learners:** The policy of the college is to uplift the level of weaker students and to make them capable of getting good marks. For the said reason, Tutorials are arranged for such students. Simultaneously extraordinarily performing students are identified. Special classes are given for such advance learners.

1.1.5 How does the institution, Network interact with beneficiaries such as industry, research bodies and University in effective operationaization of curriculum?

The students and the faculty at college get multi level exposure. Via the faculty development programmes, the faculty members get afaced to subject experts from outside world. Also the college paves the way for open communication of the faculty members to that with the officials of the University like the registrar and other officials. The coordinating staff at the college, remains in constant touch with the University officials for various activities like fests and examination.

Guest lectures are conducted for students and they are exposed to the practical world with their projects and industry visits.

1.1.6 What are the contributions of the institution and/or its staff members to development of the curriculum by the University?

Syllabus is given from the University. In case of any suggestion, to be given the college faculty briefs the Principal on the same and the Principal thereafter communicates the same to the University Authority.

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

The college is an affiliated institution by Devi Ahilya Vishwavidyalaya, Indore and hence runs only those courses which are affiliated by the University.

1.1.8 How does institution analyze/ensure that the stated objective of curriculum is achieved in the course of implementation?

- Students' performance is measure with periodical activities like project work, internal assessment, presentations, and seminars.

- Various inhouse clubs ensuring participation of the students as per their choice, like music, dance, photography, cricket and so on; to fulfill the need of entertainment with physical well being.

- Faculty is given enormous chances to participate in seminars, workshops, national and international conferences in their area of expertise.

- The faculty and students are also part of 'Muskaan Club' the philanthropic club of Indore Indira School of Career Studies, under which students are encouraged to enhance their deeds by offering help to old age homes, people with disabilities, & orphanages.

1.2 Academic Flexibility

1.2.1 Specify the goals and objectives give details of the certificate/ diploma/skill development courses etc., offered by the institute.

We are affiliated to Devi Ahilya Vishwavidyalaya Indore, hence we don't offer any certificate or diploma courses at University level.

1.2.2 Does the institute offer programmes that facilitate twinning/dual degree? If 'YES', give details.

No, the college doesn't run any twinning/ dual degree programme.

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:

The college runs programmes at UG and PG level. For Commerece stream students we hae B.Com with various elective options, like B.com – Plain, Tax Procedure, and Hons. For Science at UG level we have B.Sc & BCA and M.Sc. and PGDCA for PG level. Students are free to exercise their choice accordingly.

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

The college runs B.B.A. as the only self finance programme (as per the University guideline). For admission to this programme, students are studied on the basis of their academic and family background. Their curriculum is designed by board of studies (Management), of Devi Ahilya Vishwavidyalaya, Indore, the affiliating University. Fee structure of this course is Rs. 49, 500 per year. For appointment of teachers in this course, specially teachers from strong academic background and language proficiency are preferred. Teachers with industry exposure are called for guest lectures.

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1.2.5 Does the college provide additional skill oriented programmes, relevant to regional and global employment markets? If „yes" provide details of such programme and the beneficiaries.

Yes the college provides additional skill oriented programmes, details of such programmes organized in the year 2014-15 are as under:

Topic	Speaker/ Trainer	Duration/ Date	No. of Beneficiaries
Foreign Language Classes – • German • French	Dr. Nikhilesh Shastri & Ms. Gayatri Dabhai	20th August 2014 to 27th September 2014	30
SAP Training	Mr. Jayesh Tiwari	9th October 2014 – 22nd October 2014	20
Personality Development & Career Guidance	Ms. Pooja Upadhyay & Mr. Abhishek Tripati	24th August 2014 12th October 2014 3rd February 2015 22nd March 2015	150 (Approx)

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 the students?

Since the institution is an affiliated college, it abides by the rules of University and Dept. of Higher Education; and hence there is no such provision for the students to have flexibility to choose any combination of conventional and distance mode of education.

1.3 Curriculum Enrichment:-

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

The college is affiliated to the University and hence follows its rules and regulations outrightly. However to supplement its curriculum some colours are added from our side, which are narrated below:

1. Daily diaries of class proceeds maintained by the faculty members.
2. Academic calendar for the whole semester and monthly planner are made by the faculty members
3. To measure understanding level of the student, CCE is conducted generously.
4. Seminars, workshops and guest lectures are conducted to enrich students' knowledge.

1.3.2 What are 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?

For such a cause we conduct several enrichment and training programmes, which we feel are helpful to develop the employable skills in the students. Details of them are as under:
1) Computer Literacy Programme
2) Training Progrmme for GD/PI
3) Training Session for tips on Interview.
4) 3 days workshop on MS-Excel
5) 3 days workshop on MS-PowerPoint
6) 1 month workshop on Tally (Accounting Software)

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?

The college is sensitive to such issues and keeps its students aware and sensitized about the same. We have for the said cause an Anti harassment cell for women, and an Anti-Ragging Cell, which ensures that either no issues related to gender sensitivity or ragging pop up and in case they do, the same are addressed and resolved at the earliest and with fair practices.

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Also to make our students aware and integrated on the environment issue we hae started a campaign, 'Green Campus – Clean Campus'. Also the usage of polythene is prohibited at the campus.

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

Value added courses/ enrichment programmes given to students are detailed here under:

Anchoring, drama/ theatre activities, music, Fine Arts, Ethical Hacking, Debate, Personality Development, Tally, German Language and Basic Accounting.

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

We practice collecting feedback from various stakeholders of ours, like parents, alumni and students in different ways. This helps us gathering if we are going in the right direction. Also it really helps if people from different walks of life look at us and share their perspective. This certainly helps us improving in multidimensional ways.

We then gel their suggestions with our philosophy and try merging them to develop a model that best suits the need of the hour.

1.3.6 How does the institution monitor and evaluate the quality of its enrichment programmes?
The institute makes such an assessment through:
1. **Assignment and Projects**
2. **CCE**
3. **Presentations**

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?

We are an affiliated but non-autonomus college, hence we are in no capacity to design and develop the curriculum.

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 programmes?

College collects feedback from its stakeholders, students, parents and the alumni in different formats, like in writing from students. From parents such feedback is collected during setu nirman and from alumni during the alumni meet. The same is used for betterment of the institute and generous suggestions are tried to be brought into implementation.

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?

| M.Sc | 2014-15 | Faculty of Science |
| PGDCA | 2014-15 | Faculty of Computer Application |

Aforesaid are the two programmes started in last four years.

In the view that our own pass out students who want to pursue higher education in science and computer applicatoin should get opportunity in our college itself. The purpose of teaching the eligible and interested students from rural area, also gets accomplished by this.

CRITERION II: TEACHING – LEARNING AND EVALUTION

2.1 Student Enrolment and Profile

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

Being an affiliated college, we are responsible to ensure a fully transparent and ingenuous admission system, given by the state and the University. However within the space meant for a private minority college, we exercise publicizing our courses the following way:

1. Publicity:-

(a) **Prospectus:** - College prospectus is made available through college desk, containing details on state admission policy regarding the courses and combinations offered. Details related to courses offered, faculty team, infrastructure and other facilities available at the campus are also included in the prospectus. As a DAVV affiliated college, we strictly adhere to state admission policy regarding available subjects and combinations.

(b) **College Website**: - College website is updated on regular basis. It is an important interface between the college and its stakeholders. Link to the prospectus is also available on the website. All the activities running at the college are covered on website. Routine links giving trivial information on college are also available here.

(c) **Advertisement in Regional/National Newspapers:** - Various news of the college is published in newspapers of local and national repute. The information on courses offered and admission process are also published during the admission season.

2. Transparency :-

College provides offline admissions, given to the minority status by Central and State Governments. . With regard to admissions, we adhere to the norms and regulations given by the State Government, The affiliating University and The Department of Higher Education. Transparency is maintained by following ingenuous admission practices; allotting required number of seats to reserved category students, Other considerations are also made with regard to the

government norms of giving admissions to students on merit basis, sports quota, students associated with NSS and other social activities.

2.1.2 **Explain in detail the criteria adopted and process of admission (Ex. (i) merit (ii) common admission test conducted by the 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.**

College is affiliated to Devi Ahilya Vishwavidyalaya, Indore and abides by the admission procedure prescribed by the Department of Higher Education, M.P.

The college runs B.com (Plain, Tax Procedure, and Hons., B.B.A. (Bachelors of Business Administrtion), BCA (Bachelor of Computer Applicaton), B.Sc. Comp (Bachelor of Science in Computer Science), B.Sc. Biotechnology (Bachelor of Science in Bio Technology) and M.Sc. (Computer Science) & PGDCA in which basis of merit, or, marks obtained in the qualifying examination along with the weightage given to performance in sports and cultural events at state/ national level are taken into consideration.

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.**

The minimum and maximum percentage of marks for admission at entry level for each of the programmes offered by the college this year are as follows:

Programme		2014-15	
		Maximum	**Minimum**
UG	B.Com Plain	82.3%	47.9%
	B.Com Tax Procedure	85.7%	42.0%
UG	B.Com (Honours)	89.3%	62.0%
UG	B.B.A.	87.0%	45.0%
UG	B.Sc. Computer Science	86.3%	47.2%
	B.Sc. Biotechonology	87.8%	52.0%
	BCA	72.9%	51.3%
PG	M.Sc.	70.3%	55.6%
	PGDCA	81.3%	64.9%

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

Scrutiny of applications is done at the time of admissions, verifying their details. The Admissions Committee at the college takes thorough review of this process. The college also conducts audit of the admission process through a professional (Chartered Accountant).

Academic background, Caste, Gender, Economic Status, Extra Curricular activities are the criteria taken into consideration for such a review.

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.

The college stands fully vigilant to abide by each and every facet of the admissions policy prescribed by respective departments. Fully considerate for the reserved genres, differently abled candidates, female candidates, the economically weaker students, and the sportspersons colleges executes the process, in the following way:

S. No	CATEGORY	2010-2011		2011-2012		2012-2013		2013-2014		2014-2015	
		UG	PG	UG	PG	UG	PG	UG	PG	UG	PG
1	SC	2	-	6	-	15	-	19	-	17	-
2	ST	1	-	3	-	1	-	1	-	0	-
3	OBC	22	-	71	-	86	-	106	-	65	2
4	Women	23	-	49	-	47	-	61	-	28	1
5	Physically Challenged	-	-	-	-	-	-	-	-	-	-

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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. reason for increase/decrease and actions initiated for improvement.

Year 2011-12

Programme		Number of applications	Number of students admitted	Demand ratio
UG	B.Com Plain	191	180	106.11%
	B.Com Tax Procedure			
UG	B.Com (Honours)	41	36	113.88%
UG	B.B.A.	92	85	108.23%
UG	B.Sc.	119	108	110.18%
UG	BCA	105	100	105.00%

Year 2012-13

Programme		Number of applications	Number of students admitted	Demand ratio
UG	B.Com Plain	169	160	105.62%
	B.Com Tax Procedure			
UG	B.Com (Honours)	50	40	125.00%
UG	B.B.A.	135	120	112.50%
UG	B.Sc.	166	159	104.40%
UG	BCA	155	140	110.71%

Year 2013-14

Programme		Number of applications	Number of students admitted	Demand ratio
UG	B.Com Plain	55	50	110.00%
	B.Com Tax Procedure			
UG	B.Com (Honours)	33	32	103.12%
UG	B.B.A.	27	25	108.00%
UG	B.Sc.	157	143	109.79%
UG	BCA	98	95	103.15%

Year 2014-15

Programme		Number of applications	Number of students admitted	Demand ratio
UG	B.Com Plain	50	49	102.04%
	B.Com Tax Procedure			
UG	B.Com (Honours)	10	10	100.00%
UG	B.B.A.	19	19	100.00%
UG	B.Sc.	144	142	101.40%
UG	BCA	106	105	100.95%
PG	M.Sc.	04	04	100.00%
PG	PGDCA	02	02	100.00%

2.2 Catering of Student Diversity

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

The college adhers to the admission policy prescribed and hence due seats are allotted to the students of different abled category. As per the guideline, relaxation of marks in qualifying exam is considered for them. For the physically challenged students the library is placed at ground floor. Also to facilitate them to attend the classes at upper floors, ramp has been arranged.

The faculty members of the college and the students show equally responsible and empathetic attitude towards these students.

In memory of one such different able student, Late Lokesh Ramsinghania, the college has even announced 'Valour Award'.

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.

Individual information of the student is sought by the respective batch facilitator, during the orientation programme. This information includes

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their academic background, family background, hobbies, future plans, area of interest etc. This helps the batch facilitators to assess the needs of the student and they develop their class strategy accordingly.

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

Bridge course is planned scheduled every year for the students coming from non-commerce background, to pat the gap of understanding of the subject concerned. Apart from this, special lectures are also arranged for the specialized subjects like Tax Procedure, Economics, Computer Application etc.

2.2.4 **How does the college sensitize its staff and students on issues such as gender, inclusion, environment etc?**

The college is commited to provide an equal opportunity, participating and eco friendly environment to one and all associated with us. Gender and inclusion are sensitive issues, and hence to address gender related issues the college has formed an Anti Ragging Committee, Grievance Redressal Cell and Women Anti- Harassment Cell.

The college is already situated far away from the Hotch potch of the town, and is a neat and green campus. However to keep it clean and to inculcate environment friendly habits amongst the students, the college has started a anti polythene campaign, to reduce the usage of polythene and plastic.

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

Advance learners are extended with extra support, so that they do better in the examination. Such students are provided with extra library facilities, internet surfing to prepare notes and download supplementary study material. Extra tutorial and doubt clearing sessions are also arranged for such students.

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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.)?

The college maintains rapport with each and every student. Hence we know their individual concerns as well. Undoubtedly the progress and moves of students are recorded and analysed periodically, through CCE. The students found weak during this course of action are given personal counseling to boost their morale, so that they don't get depressed and pave away their way from studies. Students from economically weaker section are also taken into consideration the same way.

Such students are counseled and told about the benefits of continuing education and they are afaced to brighter side of the probable future they hold.

Also to minimize their risk of dropout, extra efforts of special tutorials, important questions from the examination point of view, providing extra books, study material etc. are taken into practice.

2.3   Teaching – learning Process

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

In this regard the academic calendar provided by the University is followed. The teaching schedules, number of lectures, Internal tests, presentations, seminars, CCE and semester exams and date of completion of session are all planned, based on the same. The same is shared with the students during the induction and orientation programmes.

The changes in this calendar on 'as and when' basis, are also communicated to students through the notice boards placed at different locations in the college.

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

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The college has an IQAC which consists of six members, our CMD, Mr Swapnil Kothari, CEO, Mr. Sarabjeet Singh Bharaj, Mrs. Saroj Kothari (Director), Dr. Rajesh Shroff (Principal), and Prof. Sandeep Khanjua (HOD – Commerece & Management), Prof. Namita Hirwani This cell is committed tocontinuous improvement in teaching and learning.

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?

The college is blessed with the management, amongst whom most are academicians themselves. Hence the management itself acts as the guiding source for the faculty members and teach them various methods and ways to make the teaching more effective through interactive sessions.
Our faculty members follow the path shown by them and try making the teaching more student centric by stressing on interactive and collaborative learning.

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?

The college believes in the concept of 'Parallel Learning', whereby we believe that it is not sufficient to be good at academics alone, since all brains are not same. Academics to us is one of the facet, for the grooming of which the student approach us and we provide them with the same, through various degree courses we offer. But the personality doesn't get complete finishing with mere academics, since mind has few more genres to touch. These non academic genres are music, painting and dance etc.

Through various extracurricular clubs at the college, which includes Michael Angelo (the painting club), The George Rodger club of Painting, Demonix (the dance club), Fionner (The Fashion Club), Estrade (The club of Dramatics), we try to give our students a wide platform to develop out of the box thinking. They are tuned to develop their passion into profession.

This keeps with them a habit of synchronizing their non – academic life to that with academics.

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2.3.5 **What are the technologies and facilities available and used by he 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 campus has following amenities to suffice with the aforesaid:
1. Modern teaching aids like computers
2. LCD Projectors
3. Audio visual equipments
4. Wi-Fi facility
5. Every department is well equipped with latest computers
6. 2 rooms are equipped with LCD projectors for Power Point presentations.
7. Computer Lab, biotech lab and chemistry and physics lab, DCE lab

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

The research committee of the institute acts as a light house for the research seekers. The committee keeps the all updated with latest happenings in the research field, new projects being floated and also tries coordinating with the management to get the required facilities done and ready for the researchers.

The college extends monetary as well intellectual support for the same. A well stocked library rich in journals, reference books is available to cater to the need of the faculty members and the students.

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 advice) provided students?**

Students are covered under all the aforesaid heads in the following way:

Academics: - Teachers try their best to satisfy the quest of students. For the extra notch of grooming and enriching, subject experts are also called periodically.

Psycho-Social Support:- Setu Nirman as mentioned aforesaid, is a psycho support programme, that bridges the gap in between the students and their parents. It redoes the shell of poignant defence for the students.

Personal:- Personal matters of the students and their grievances are dealt by the teachers, mentors and counselors.

Following are the details regarding the activities and number of beneficiaries.

Training & Workshops

Years	Activities	No. of Beneficiaries
2010-11	Setu Nirman (Mapping the Generation Gap)	52
	Computer literacy programme	40
2011-12	Setu Nirman (Mapping the Generation Gap)	54
	Computer literacy programme	45
2012-13	Setu Nirman (Mapping the Generation Gap)	59
	Computer literacy programme	67
2013-14	Setu Nirman (Mapping the Generation Gap)	50
	Computer literacy programme	72
	Workshop on SAP	89
2014-15	Lecture on Suicide Prevention by Ms. Neeta Vora of 'Spandan'	250
	Setu Nirman (Mapping the Generation Gap)	107

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?

- Faculty members have been trained to use new technical aids to improve classroom experience, like audio visual equipments.
- Campus has been made Wi-Fi enabled, so that sufficient interent access is available
- Faculty members are motivated to take classes with power point presentation, so that the class delivery becomes more effective.
- To make the classroom content thick, faculty members are advised to do more and more research.

The students are also benefitted as a result of the aforesaid.

2.3.9 How are library recourses used to augment the teaching – learning process?

The institute possesses a well stocked library with nearly 9536 books. The library is rich in terms of books and allied study material like various journals, research works, & references.

The library is in easy access location, on the ground floor. Faculty member is allotted with minimum of 10 books for a duration of 15 days, which can be reissued in case of need.

Books are also made available on demand and the channel of recommendation remains Faculty – HOD – Principal.

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.

No, we don't face any such problem.

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

Classes are run as per the planning done and given to the faculty members before the induction and orientation programme. Hence prehandidly each faculty knows his/ her course of action. Lesson plans are prepared by faculty members individually and teaching diaries are maintained by them on

regular basis. The same are checked by HODs regularly and by the Principal regularly.

To assess the teaching learning, feedback is collected from the students on oral and written basis. Oral feedback is taken at random and written is regular.

Should there occurs anything that needs attention and action, the Principal and the management takes immediate call on the same and do the needful.

2.4   Teacher Quality

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

Provisions regarding Recruitment & Selection of Teachers

For recruitment of deserving teachers, the college follows tri-level screening process:

I Stage: Applicant faculty delivers a demo class, which is observed by subject experts. They submit their opinion to the Principal on the aforesaid.

II Stage: On obtainment of satisfactory report from the experts, the Principal and the Chairman of the college interview the candidate personally. After clearing this process, the candidate is appointed as faculty in the college, on the probation of six months, by the Management.

III Stage: If a teacher fulfills the UGC norms, regarding his educational qualification, then only he is selected under College Code 28 of University statute.

Provisions for Retention

Retaining good faculty member is like have good asset accumulation. Hence the following:

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1. Structured HR Policy that takes care of performance mapping and periodic increments.
2. Faculty members are provided with an ecosystem that supports their research practices, and parallel studies. They are also encouraged to attend workshops, seminars and symposiums now and then. Also the college organizes several inhouse training programmes for the benefit of the faculty members.

Data on Faculty:

Highest qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent teachers	-	-	-	-	12	13	25
D.Sc./D.Litt.	-	-	-	-	-	-	-
Ph.D.	-	-	-	-	02	01	03
M.Phil.	-	-	-	-	01	01	02
PG	-	-	-	-	09	11	20
Temporary teachers	-	-	-	-	-	-	-
Part-time teachers	-	-	-	-	-	-	-

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 the details on the efforts made by the institution in this direction and the outcome during the last three years.**

The institute remains on regular hunt of good faculty members. The search is done via the advertisement given in the newspapers and also through the references.

Along with this, the institute organizes various updation programmes for the existing faculty members, so that they get expertise on the topic and they deliver better content to our students. A few programmes orgranised in past few years are as follows:

YEAR 2011-12

S. No.	Date	Workshop / Seminar
1	25/09/11	**Workshop on M. S. office (office Automation) – By Mr. Prashant Singh**
2	05/12/11	**One day Workshop of food without fuel – By Ms. Shanu Mehta**
3	18/01/12	**Workshop on Computer Education – By Mr. Amit Sharma**
4	06/03/12	**Seminar on Utility of Portfolio Management – By Dr. Rishi Dubey**
5	28/04/12	**Seminar on Consumer protection Act – By Dr. R. L. Shah**
6	29/05/12	**Workshop on M.P. VAT Practices – By Ms. Rashi Saluja**

YEAR 2012-13

S. No.	Date	Workshop / Seminar
1	01/12/12	**Workshop on Photo Journalism – By Dr. M. S. Parmar**
2	20/12/12	**Seminar on Role of Promotional Institutions in the Development of Entrepreneurship – By SADMAP**
3	05/02/13	**Kachhua hamesh Jitata he.......... (Motivational Lecture) – By Mr. JaYdeep Karnik**
4	23/04/13	**Motivational lecture on Stress Management – Delivered by Dr. Yash Thakur**

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Year 2013-14

S. No.	Date	Workshop / Seminar
1	20/09/13	Guest Lecture on 'Career in Commerce' by Mr. G. S. Grewal
2	10/11/13	Lecture on Accounting Software – By Mr. Ajay Patni
3	13/03/14	Workshop on 'Application of Statistical Tools in Research' – By Dr. Vivek Sharma
4	17/03/14	My Journey : from instruments Banking to writing spiritual (Motivational Lecture) – By Amish Tripathi
5	25/03/14	Debate Workshop for students – By Dr. Sanjay Jain
6	12/05/14	Workshop on Reduce Stress through Dance – By Mr. Kunwar Amar
7	18/06/14	Guest lecture on 'Role of Govt. in Entrepreneurship Development' – By Dr. Preeti Maheshwari

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S. No.	Date	Workshop / Seminar
1	03/09/14	Seminar on Chartered Accountancy as a Career – By Dr. G. S. Grewal
2	19/09/14	Workshop on Practical Accounting Training – By Ms. Rajani Jain
3	05/10/14	Workshop on Reduce Stress through Dance – By Mr. Kunwar Amar
4	25/10/14	Workshop on 'How to Prepare a Research Paper' – By Dr. Vivek Sharma
5	05/01/15	Workshop on Learning in Tally Accounting – By Ms. Rachna Maheshwari
6	26/02/15	Workshop on Communication Skill – By Mr. Abhishek Tripathi
7	13/04/15	Seminar on Research – By Mr. Divyaditya Kothari
8	16/06/15	Workshop on Computer Assembling – By Prof. Sanjay Vyas
9	26/06/15	Workshop on Water Harvesting – By Mr. Amit Sharma.

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

The college has due concern for the updation of faculty members. This ultimately is beneficial for college as well, since if the faculty will be well updated, he/ she shall be delivering better in the class. And if the college provide such cordial atmosphere the attrition rate of faculty members remains low.

For the aforesaid, number of **FDPs** are organized from time to time. Also the faculty members are motivated to attend/ participate in enrichment sessions, conferences, and seminars/ symposia outside the institute as well. Also sufficient support is provided to them to conduct research work.

Percentage of faculty:

a) Nomination to staff development Programmes

Academic Staff Development Programmes	Number of faculty nominated
Refresher courses	-
HRD programmes	-
Orientation programmes	-
Staff training conducted by the University	-
Staff training conducted by other institutions	04
Summer/winter schools, workshop, etc.	-

2.4.4 What policies/systems are in place to recharge teachers?(e.g.: providing research grants, study leave, support for research and academic publications teaching experience in other institutions and specialized programs industrial engagement etc.)

- Faculty members are encouraged to pursue higher studies.

- Teachers are deputed to attend various programmes outside the college as well.

- Regular programmes for the upliftment and betterment of the faculty members, like workshops, seminars and special lectures are conducted.

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.

- No

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 collects feedback from the students via oral and written modes. The same is accordingly shared with the Principal. Needed actions are taken accordingly.

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?

Details of the evaluation process are shared with the students at the beginning of the year, in the induction programme itself. The same is communicated to the faculty members by the HODs. Periodic changes and appended informations are updated on the notice boards placed at the campus. Also the students are communicated through SMS, Facebook and College website as well.

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

Being an affiliated college, we have revised ourselves with all the evaluation reforms introduced by the University over a period of time. However college has not introduced anything on its own.

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?

✓ As per University criteria, internal assessment test and CCE (continuous comprehensive evaluation) pattern is followed.

- ✓ MCQ pattern for internal question papers

- ✓ Regular performance evaluation of students through Oral tests, seminars and presentations.

An overall judgment of the performance of the student is done, throughout the year through various such activities.

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

The college works on both formative and summative methods of evaluation.

Formative Evaluation Method:

CCE is conducted for the same through different modes like tests based on multiple choice questions, assignments, presentations, unit tests, group discussion, seminars and oral tests. This provides us with a clear picture of understanding level of the student.

Summative Evaluation Approach

At the end of each semester, the performance of each and every student is evaluated by the University through semester examination. Those students, who are found weak in any of the subject are given another chance to clear it through ATKT examination. The institute follows the rules and guidelines of the Department of Higher Education and uses the formative and summative evaluation approach to measure the student's performance.

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 (weightages for behavioral aspects, independent learning, communication skills etc.)

Generous approach towards conducting the internal examination and CCE.

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Universtiy guidelines are followed for the same.

Semester system is followed by the college for all the examinations. Internal assessment weightage remains the following way:

BBA carries weightage of 20%,
B.Com (All Streams) carries weightage of 15%
BCA carries weightage of 15%,
B.Sc. carries weightage of 15%,
M.Sc. carries weightage of 15%,

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

Graduate attributes specified by the college/ University are:

- Overall personality grooming of the student. Hence we have developed the concept of alternate learning.

- Knowledge of computer and technical skills

- Current awareness

- Developing critical , imaginative and creative thinking

- Developing adaptability

- Making the students aware of legendary figures and their personality

- To inculcate the students them the reasoning power

- Stress management

- Leadership capabilities

College calls upon the real life achievers who whittle the students on various aspects of life, which helps the students to gain insight on proceeds of life. It works directly on their personality.

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

Redressal of grievances with reference to evaluation at college and University level:

- **Internal Evaluation (college level)** – At college level, things are monitored and governed by the examination committee, and in case of any query the students are shown with the answer sheets.
- **University Evaluation** – At University level, answer sheets are revalued/reviewed on chargable basis. Norms regarding the same are mentioned in University circular.

2.6 Students performance and learning outcomes

2.6.1 Does the college have clearly stated learning outcomes? If 'yes', give details on how the students and staff are made aware of these?

Yes, the learning outcomes are shared with the students and the faculty members via prospectus and notices.

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

For this during a semester, periodic tests are conducted. The college conducts two internal tests (according to the modules given by the University like class test, group discussion, poster presentation, assignment submission, presentation etc.). Result of the aforesaid is used to measure the understanding level of the student and to assess his performance. The following table shows the summary of the result:

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S.No.	Class	2010-11	2011-12	2012-13	2013-14	2014-15
1	B.Com I	83%	64%	60%	63%	59%
2	B.Com II	93%	63%	73%	68%	Awaited
3	B.Com III		68%	71%	93%	66%
4	B.Com IV		62%	61%	68%	Awaited
5	B.Com V			71%	75%	66%
6	B.Com VI			65%	73%	Awaited
7	B.Com (Hons.) I	65%	72%	73%	67%	78%
8	B.Com (Hons.) II	59%	59%	64%	58%	Awaited
9	B.Com (Hons.) III	35%	68%	48%	55%	49%
10	B.Com (Hons.) IV	73%	88%	81%	68%	Awaited
11	B.Com (Hons.) V		75%	60%	88%	84%
12	B.Com (Hons.) VI		68%	69%	94%	Awaited
13	BBA I	88%	75%	68%	88%	87%
14	BBA II	90%	96%	88%	90%	Awaited
15	BBA III	88%	92%	75%	90%	95%
16	BBA IV	98%	67%	96%	76%	Awaited
17	BBA V		69%	100%	92%	80%
18	BBA VI		70%	96%	99%	Awaited
19	B.Sc. I	63%	88%	75%	44%	59%
20	B.Sc. II	68%	75%	93%	92%	Awaited
21	B.Sc. III		68%	75%	67%	66%
22	B.Sc. IV		88%	75%	60%	Awaited
23	B.Sc. V			63%	69%	66%
24	B.Sc. VI			71%	70%	Awaited
25	BCA I	60%	68%	88%	96%	78%
26	BCA II	69%	88%	46%	100%	Awaited
27	BCA III		75%	86%	98%	49%
28	BCA IV		75%	88%	93%	Awaited
29	BCA V			68%	53%	84%
30	BCA VI			88%	92%	Awaited
31	M.Sc. I					100%
32	M.Sc. II					Awaited
33	PGDCA I					100%
34	PGDCA II					Awaited

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

Prearranged curriculum, academic calendar, Session plans, teaching aids like AV equipments, industrial exposure and allied academic activities like seminars, workshops and presentations scheduled from time to time, along with the assessment test and CCE, help the institution facilitate the achievement of the intended learning outcomes.

2.6.4 What are the measures/initiatives taken up by the institution to enhance the social and economic relevance (quality Jobs, entrepreneurship, innovation and research aptitude) of the courses offered?

Steps on Economic Relevance

As per the curriculum framed by Dept. of Higher Education (M.P.), B.Com 6th sem students have to complete 60 hours On Job Training. They are required to submit a report on the same, which is evaluated by an external examiner through viva voce.

Steps on Social Relevance

- 'Muskaan' the philanthropic initiative of the college sensitizes the students on social and philanthropic aspects and via this club they have been taken to orphanages, blind schools and slums etc.

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

Following methods are followed to collect and analyze the data on student learning outcome:

- Internal assessment tests and term end examinations
- Continuous Comprehensive Evaluation (CCE)
- Seminar presentation by students

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- Annual examination/term end examination
- Practical examination and viva voce

  Usage of this analysis is done for planning and overcoming the barriers of learning:
- Students are counseled on individual basis, based on their results. This exercise is done to motivate them and to sort out their weak areas.
- Previous question papers made available in the library for the students
- Extra coaching is provided to weak students to solve their problems.
- Identified advance learners are extended with extra support so that they can do better in the term end examination.

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

Following measures are adopted by the institute for the endurance of achievement of learning outcomes:

8. Compulsory attendance of 75% (as per guidelines of the University).
9. Monitoring on individual students' performance through the results of regular tests, assignments, and projects given to them.
10. Students identified as slow learners are taken care by respective batch facilitator and concerned subject teachers for arranging special classes for them.

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

Yes, the institution and individual teachers use assessment/evaluation as an indicator for evaluating students performance, achievements of learning objectives and planning.

Results of unit test and CCE help the teachers to enlist the slow and advanced learners. Accordingly the teachers cite the strategy to work on such candidates. In case of slow learners, extra tutorials, counseling is provided, so as to raise students' level and to bring him/ them to the main stream.

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In case of advance learners extra sessions with the teachers, internet facility to do surfing on related material is provided, so that the student can capitalize his potential to the maximum.

As part of their curriculum, all the students are given project work in the final year. Experience of this project stands helpful for them in job as well as in their own business.

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Criterion III: Research, Consultancy & Extension

3.1 Promotion of Research

3.1.1 Does the institution have recognized Research Center of the affiliating University or any agency/ organization?

No

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.

Yes, the institution has a research committee to monitor and address the issues of research.

Structure of the research committee:
Prof. Namita Hirwani   -   Convener
Prof. Sandeep Khanuja   -   Member
Prof. Ganesh Rao Munde   -   Member

Recommendations of the Committee
- Participation of faculty members in seminars, conferences and workshops held in college and at University level should be increased.
- Workout on fetching funds and sources for research work, from the University and UGC needs to be rigourously pursued.
- More Faculty Development Programmes needed.

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

- The research committee is active enough to keep an eye on various projects floated by UGC and updates the faculty members about the same.
- Faculty members are motivated to participate in such projects.
- Along with books and allied research material, speedy internet is also made available to the faculty members.

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- The college also shares the burden of the faculty members by sharing the participation fee.

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

There is no provision of major/ minor research project in the curriculum at UG level. However the students are sent for mandatory on job training in sixth semester (B.Com Students). Science students are sent for a project work in the fifth semester (B.Sc.)

Students are provided with a rich stocked library, internet service in computer lab, which runs round the clock. The campus has also been wi-fi enabled to help them getting access at their ease.

3.1.5 Give details of the faculty in active research (guiding student research leading research projects, engaged in individual/ collaborative research activity, etc.

Details of the faculty involved in active research are provided here under:-

S.No.	Dept.	Name	M.Phil/ Ph.D	Title of Topic	Year	University
1	Commerce	Dr. Rajesh Shroff	M.Phil.	Cloth Market Bank Evam Cosmos Bank me Grahak Seva ka Adhhyayan	2001	Devi Ahilya Vishwavidyalaya, Indore (M.P.)
2	Commerce	Dr. Rajesh Shroff	Ph.D.	National Insurance Company ke Karyakalapo evam Vyavsayik Lekho ka Vittiya Vishleshan	2010	Devi Ahilya Vishwavidyalaya, Indore (M.P.)
3	Hindi	Prof. Archana Kadam	M.Phil			Devi Ahilya Vishwavidyalaya, Indore (M.P.)

S.No.	Dept.	Name	M.Phil/ Ph.D	Title of Topic	Year	University
4	Commerce	Dr. Pavan Kumar Mittal	M.Phil.		2009	Global Open University, Nagaland
5	Commerce	Dr. Pavan Kumar Mittal	Ph.D.	Madhyapradesh ke Sarvajanik Evam Niji Kshetra ke Banko ki Grah Reen Yojnao ka Tulnatmak Addhyayan	2014	Devi Ahilya Vishwavidyalaya, Indore (M.P.)
6	Commerce	Dr. Kshama Malviya	M.Phil.	Analysis of Financial Statements of Nagrik Sahkari Bank, Ujjain	2006	Vikram University, Ujjain (M.P.)
7	Commerce	Dr. Kshama Malviya	Ph.D.	Evaluation of Micro Finance Programmes in India	2015	Devi Ahilya Vishwavidyalaya, Indore (M.P.)

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

Details with regard to the aforesaid are as follows:

S. No.	Date	Workshop / Seminar
1	25/07/15	Workshop on 'How to Prepare a Research Paper' – By Dr. Vivek Sharma

2.3.3 Provide details of Prioritized research areas and the expertise available with institution.

No provisions for the aforesaid as of now.

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

Several workshops and guest lecturers of eminent researchers are conducted periodically at the campus, details to which are as follows:

S. No.	Date	Workshop / Seminar
1	12/03/14	Workshop on 'Application of Statistical Tools in Research' – By Dr. Vivek Sharma
2	25/07/15	Workshop on 'How to Prepare a Research Paper' – By Dr. Vivek Sharma

3.1.9 What percentage of faculty has utilized sabbatical leave for research activities? How has the provision contributed to improve the quality of research culture on the campus?

Three faculty members are on sabbatical leave to pursue higher studies and research work. This provision has established fair position of the college in front of its faculty members, that the college takes great interest in the development of the faculty members.

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

Research work of Dr. Rajesh Shroff (Principal) on the financial statements of the insurance companies, (National level study) was picked by many insurance company to see and map their respective credentials.

Dr. Kshama Jaiswal study on 'Evaluation of Micro Finance Programmes in India' is also discussed with the faculty and staff members. She had also discussed her findings and experiences with some NGOs, through which she

could create awareness regarding various micro finance programmes run in India.

Research findings of Dr. Pawan Mittal on the topic ' Madhyapradesh ke Sarvajanik Evam Niji Kshetra ke Banko ki Grah Reen Yojnao ka Tulnatmak Addhyayan' have been shared with peer faculty members and the students. Dr. Mittal delivers consultancy services on the aforesaid topic.

3.2 Resource Mobilization for Research

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

No specific budget is allocated for research purpose in the institution.

3.2.2 Is there a provision in the institution to provide seed money to the faculty for research?

There is no such provision.

3.2.3 What are the financial provisions made available to support students research project by the students.

No specific budget is allocated for such a cause.

3.2.4 How does the various Departments/ Units/ Staffs of the institute in undertaking interdisciplinary research? Cite examples of successful endeavors and challenges faced in organizing interdisciplinary research.

The research committee takes initiative with regard to promoting the interdisciplinary research at institute level. This is done in following way:

- Number of times, in an year, the faculty members participate in interdisciplinary seminars on various challenges and issues.

- The research papers produced by the faculty members are published in various national and international journals/ books.

3.2.5 How does the institution ensure optimal use of the various equipments and research facility of the institution by it staff and students?

The institute promotes and motivates its faculty members, staff and the students to get involved into research. For this a well stocked library, stuffed with sufficient journals, periodicals and reference books is made available to them.

Apart from this the computer lab with latest technology and internet service is also provided to them.

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

No such grant received 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 the ongoing and completed projects and grants received during the 4 years.

No such process in practice.

3.3 Research Facilities

3.3.1 What are the research facilities available to the students and research scholars within the campus?
1. A well stocked rich library
2. Advance computer lab
3. Internet service round the clock
4. Wi-Fi enabled campus

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

Research is an area, that is given great importance in our college. For this purpose the college has formed a research committee as well. However in advnce, a great support is being extended to the concerned researchers, as far as the research work is concerned. The committee also gives several recommendations, which are worked upon as and when needed.

3.3.3 Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facility?

No

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

There are many University affiliated research centres in the city. The institution allows our research scholars to visit such research centres.

3.3.5 Provide details on the library/ Information research center or any other facility available specifically for the researchers?

Our library is stuffed with nearly 9600 text & referenced books for the students and faculty members but specially for the researchers we don't have any information research centre.

3.3.6 What are the collaborative research facilities developed by the research institutes in the college for e.g. laboratories, library, instruments, computers and new technologies etc.

The college gives the following infrastructural facilities
1. A well stocked rich library
2. Advance computer lab
3. Internet service round the clock
4. Wi-Fi enabled campus

3.4 Research Publications and awards

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

- ❖ Patents obtained & filed (process and products) - **None**
- ❖ Original research contributing to product improvement- **None**
- ❖ Research studies or surveys benefiting the community or improving the services- **None**
- ❖ Research inputs contributing to new initiatives and social developments- **None**

3.4.2 Does the institute publishes or partner in publication of research journals?

N.A.

3.4.3 Give Details of Publications by the Faculty and Students.

The details are provided as below-

Dr. Rajesh Shroff

- Paper published on the subject "Insurance & Risk Management in Global Perpective" on 06-12-14 organised by Vishist School of Management, Indore. ISBN No.: 13:978-93-5110-105-5.
- Paper published on the subject "Impact of Liberalization on Indian Insurance Sector" on 29-11-14 organised by Acropolis College, Indore. ISBN No.: 978-93-5196-018-08.
- Paper published on the subject "Bharat me Uccha Siksha – Samasyaye evam Sudharatmak Kadam" on 29-03-15 organised by Umiya Girls College, Indore. ISSN No.: 0973-1628.
- Paper published on the subject "Vartman Arthik Evam Vyavsayik Paridrashya me Uccha Shiksha Pranali ki Sarthakta" on 02&03-05-14 organised by Altius College, Indore. ISSN No.: 2384-8891.

Prof. Akanksha Joshi

- Paper published on the subject **"Transformation of financial service through information technology in India"** in the Journal ISSN No. 2348-8891 Published by Altius institute of universal studies Indore.

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- Paper published on the subject **Impact of globalization on Indian higher education** in "Research link" an International referred Journal published in National Seminar organized by Shri Umiya Girls College, and Shiksha Sanskriti Uthaan Nyaas, Indore, on Page No.- 12, ISSN No.-0973-1628.

Prof. Gurleen Kaur Chadha

- Paper published, on the subject Implication of Technology Policy in the Higher Education Classroom: Developing Trends in "Research link" an International referred Journal published in National Seminar organized by Shri Umiya Girls College, and Shiksha Sanskriti Uthaan Nyaas, Indore, on Page No.- 12, ISSN No.-0973-1628.

- Paper published, on the subject Enhancement of Information Communication Technology (ICT) in Educational Sector in National Seminar organized by Shri Vaishnav Institute of Management, Indore, ISBN No. 975-93-81583-45-6.

- Paper published, on the subject An Innovative approach to e-learning in Educational Sector in National Seminar organized by Shri Vaishnav Institute of Management, Indore, ISBN No. 975-93-81583-45-6.

- Paper published, on the subject Bluetooth Technology in National Seminar organized by Christian Eminent College Indore, NET-ITM 2011.

Dr. Kshama Jaiswal

- Paper published on the subject "Innovative Practice for accreditation & enhancement of higher education" on May 2008 organised by M.K.H.S. Gujarati Girls College, Indore.

- Paper published on the subject "Microcredit in India" on 2009 organised by IMS, Devi Ahilya Vishwavidyalaya, Indore, Indore.

- Paper published on the subject Foreign direct Investment in Higher Education Sector , in research Link ; ISSN 0973 1628 132 A(2) Volume XIV(1) in march 2015 at National conference Organized by Shri Umiya Girls College and Siksha sanskiriti Utthan Niyas ,Indore 29 March 2015

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3.4.3 Provide details if any Research awards received by the faculty. Reorganization received by the faculty from reputed bodies and agencies nationally and internationally. Incentives given to faculties for receiving state, national and international reorganizations for research contributions.

None

3.5 Consultancy

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

Ganesh Rao Munde is the coordinator for the placement cell at the campus, which acts as the catering window to serve bi-end. On one hand it fetches information on various job opportunities available for our students. In parallel it also arranges various training programmes and workshops.

This cell maintains a rapport with the industry and reads the prevailing need. It takes their feedback on our process and as to what can be done to customize our students as a tailor made product for the industry.

The findings of this cell are taken into action generously.

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

No such policy to promote consultancy.

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

The institution neither provides any consultancy services nor has any policy to encourage the staff for the same.

3.5.4 List the broad areas and major consultancy services provided by the institution and the revenue generated during the last 4 years?

No such initiative yet taken by the institute for providing consultancy services hence till the date, no revenue generated from this head.

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?

No such procedure in action

3.6 Extension activities and institutional social responsibility

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

The college promotes institution's neighbourhood community network and student engagement contributing to good citizenship, service orientation and holistic development of the students, the following way:

- Muskaan' the philanthropic initiative of the college sensitizes the students on social and philanthropic aspects and via this club they have been taken to orphanages, blind schools and slums etc.

3.6.1 What is the institutional mechanism to take students involvement in various social movements/ activities which promotes citizenship roles?

The institute has 'Muskaan' the philanthropic club, to sensitize students on social aspects. Through 'Muskaan' our students have paid visit to orphanages, old age homes, schools for blinds and spent time with them. This was to touch the emotional part of them and to make them understand that true life stands out of their lavishes. They were taught the need of sharing Later our students did several programmes for them and earned them some money.

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Also students of IISCS donated clothes for the needy, through 'Muskaan'.

3.6.3 How does the institution solicit stake holder's perception on the overall performance and quality of the institution?

We consider our students, their parents and our alumni our most important stakeholders. We have a set format to collect feedback from them:

Alumni:

Dialogue is maintained with them during alumni meets. Their experiences are shared and their bites on the betterment of the institute is taken. The same is given an implementation trial as well.

Students:

Student feedback on teaching methodology, faculty specific feedback, feedback on infrastructure, and canteen is taken in a written format. The same is given due concern and call is taken upon if any area needs attention.

Parents:

Interaction with parents is maintained during Setu Nirman and their versions are also taken for improvement.

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4.1 Physical Facilities

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

College has state-of-art infrastructure already. However we keep the campus updated with technical outfits and any other infrastructural development, if needed has been duly addressed.

Management makes reasonable amount of budgetary provisisons for maintenance and upkeep of infrastructural facilities like building, furniture, equipments etc. Required amount is spent for the same which helps in facilitating the students and also motivating teachers for effective teaching & learning.

4.1.2 Detail the Facilities available for

a) **Curricular and co-curricular activities – Classrooms, Technology enabled learning space, Seminar halls, Tutorial space, Laboratories, Botanical garden, Animal house, specialized facilities and equipments for teaching, learning and research etc.**

b) **Extra – Curricular activities- Sports, Outdoor and indoor games, Gymnasium, auditorium, NSS, NCC, Cultural activities, public speaking, communication skill development, yoga, health and hygiene etc.**

The infrastructure facilities available in the college premises are as under:

INFORMATION OF LECTURE HALL

S. No.	No. of Lab	DIMENSION SQ.FT.	FLOOR
1	Class Room – 1	30'0"×25'0"	First
2	Class Room – 2	30'0"×38'0"	First
3	Class Room – 3	30'0"×27'0"	First
4	Class Room – 4	30'0"×27'0"	First
5	Class Room – 5	30'0"×33'8"	First
6	Class Room – 6	28'4"×27'3"	Second
7	Class Room – 7	28'4"×21'9"	Second
8	Class Room – 8	28'0"×25'0"	Second
9	Class Room – 9	28'0"×25'0"	Second

INFORMATION OF BUILDING ROOM

S. No.	ROOM DETAIL	DIMENSION SQ.FT.	FLOOR
1	Principal Room	11'8"x13'4"	Ground
2	Director Room	28'4"x27'4"	Ground
3	Library Room (Main)	28'4"x37'4"	Ground
4	Library Reading Room	57'0"x25'0"	First
5	Computer Lab – 1	32'10"x24'8"	Ground
6	Computer Lab – 2	28'4"x12'4"	Second
7	Server Room	9'4"x24'8"	Ground
8	Accounts Office	28'4"x13'4"	Ground
9	Staff Room	28'0"x14'8"	Second
10	Biotech Lab	42'10"x24'8"	Second
11	Chemistry Lab	42'10"x24'8"	Second
12	Physics Lab	28'4"x33'4"	Second
13	DCE Lab	28'4"x22'0"	Second
14	Reception	Adequate	Ground
15	Seminar Hall	42'6x24'8	Ground
16	Girls Common Room	28'0"x14'0"	First

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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 existing infrastructure and future planned expansion if any)

Teaching and learning remains incomplete if not sufficed with the required infrastructure. Also the current education system needs more inputs, more technology, more support to get the final shape.

College management is pro-active for this and is very keen to provide the best infrastructure for conducting the curricular and extracurricular activities in the college. Management provides nearly 5-10% amount of the total budget every year for procurement, repairs and maintenance of the infrastructure. The details of such expenses made in past four years are as follows:

S.No	Particulars	2010-11	2011-12	2012-13	2013-14
1	Building	40902	-	68635	9450
2	Furniture	-	-	-	-
3	Equipment	11000	128132	257154	124228
4	Computer	190496	-	9737	12249

(Master plan of the building – Enclosed in Annexure No....04)

4.1.4 How does the institution ensure that the infrastructure facilities meet the requirement of students with physical disabilities?

The college adhers to the admission policy prescribed and hence due seats are allotted to the students of different abled category. As per the guideline, relaxation of marks in qualifying exam is considered for them. For the

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physically challenged students the library is placed at ground floor. Also to facilitate them to attend the classes at upper floors, ramp has been arranged.

The faculty members of the college and the students show equally responsible and empathetic attitude towards these students.

4.1.5 Give details on the residential facility and various provisions available within them:

No such facility is available in the college

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?

1. A first aid box is always available at the campus reception.
2. Free eye check up and health checkup camps are organized at the campus for the faculty members and the students.

4.1.7 Give the details of the common facilities available on the campus-space for special units like IQAC, Grievance Redressal unit, Women's cell, Counseling and career Guidance, Placement unit, Health centre, Canteen, recreational space for staff and students, Safe drinking water facility, auditorium etc.

Aforesaid details are as under:

- Water coolers are installed at each floor

- Exam control room

- Conference room

- Career guidance cell and placement cell is working in the campus

- Woman anti harassment cell is established to redress the grievances of the female students and staff

- Ample parking space for two and four wheelers

- Lively canteen

4.2   Library as 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, students/user friendly?

Yes, library has an advisory committee headed by the Principal Dr. Rajesh Shroff, which guides and supports to the library staff with their valuable suggestions.

LIBRARY ADVISORY COMMITTEE-
1. Dr. Rajesh Shroff   (Convener)
2. Prof. Namita Hirwani   (Member)
3. Prof. Sandeep Khanuja   (Member)
4. Prof. Ganesh Rao Munde (Member)

4.2.2 Provide details of the following:

S.No.	Particular	Comment
1	Total area of the library (in sq. Mts.)	28'4"x37'4" Sq.ft.
2	Total seating capacity	50
3	On working days	08:00 am to 04:00 pm
4	Before examination days	08:00 am to 05:00 pm
5	During examination days	08:00 am to 05:00 pm
6	During vacation	08:00 am to 04:00 pm
7	Layout	Annexure No. 05

4.2.3 How does the library ensures purchase & use of current titles print & e-journals & other reading materials? Specify amounts spent on procuring new books, journals & e-resources during last four years?

Library Holdings	(2010-11)		(2011-12)		(2012-13)		(2013-14)	
	No.	Total cost	No.	Total cost	No.	Total cost	No.	Total cost
Text books	850	340315	1100	535898	-	-	250	19975
Reference & Journals	5	2100	10	3000	11	2800	15	4500

4.2.4 Provide details on the ICT & other tools deployed to provide maximum access to the library collection?

S.No.	Particular	Comment
1	OPAC	No
2	Electronic Resources Management package for e-journals	Yes
3	Federated searching tools to search articles in multiple databases	No
4	Library Website	Yes
5	In-house/ remote access to e-publications	No
6	Library automation (Under process)	Yes
7	Total no. of computers for public access	2
8	Total no. of printers for public access	1
9	Internet band width/ speed	10 Mbps
10	Institutional repository	Yes

4.2.5 Provide details on the following items:

S.No.	Particular	Comment
1	Average no. of walk-ins	30-35
2	Average no. of books issued/ returned	20-25
3	Ratio of library books to students enrolled	26:1
4	Average no. of books added during last three years	1000-1500 per year
5	Average no. of login to OPAC	No
6	Average no. of login to e-resources	Recently added
7	Average no. of e-resources downloaded/ printed	Recently added
8	Number of information literacy trainings organized	No
9	Details of "weeding out" of books & other materials	Yes, last 3 years

4.2.5 Give details of the specialized services provided by the library

S.No.	Particular	Comment
1	Manuscripts	No
2	Reference	Yes
3	Reprography	Yes
4	ILL(inter library loan service)	Yes
5	Information deployment & notification (information deployment & notification)	Yes
6	Download	Yes
7	Printing	Yes
8	Reading list / bibliography compilation	No
9	In-house/ remote access to e-resources	Yes
10	User orientation & awareness	Yes
11	Assistance in searching databases	Yes
12	INFLIBNET / IUC facilities	No

4.2.7   Enumerate on the support provided by the Library staff to the students & teachers of the college.

Library has one librarian accompanied by two book lifters and one peon. All the staff members of the library provide necessary support to the students and staff members for searching text books, references, journals, magazines etc.

4.2.8   What are the special facilities offered by the library to the visually / physically challenged persons? Give details.

Library is located on the ground floor for easy access. Physically challenged students are provided special attention and assistance

4.2.9   Does the library get the feedback from its users? If yes, how is it analyzed & used for improving the library services. (What strategic are deployed by the Library to collect feedback from users? How is the feedback analyzed & used for further improvement of the library services?)

Yes, the library has a format to collect the feedback. The librarian Mr. Dijendra Gain personally makes sure to collect feedback from the stakeholders. The points so collected are shared with the advisory committee.

4.3   IT Infrastructure

4.3.1   Give details on the computing facility available (hardware and software) at this institute.

S.No.	Particulars	Quantity
1	Computers with Dual Core Processor	80
2	Printers	02
3	Scanner	01
4	Photocopy Machine –	01
5	10 MBPS Internet Leased Line	Available

4.3.2 Details on the computer and internet facility made available to faculty and students on the campus and off-campus?

The college has internet facility with the speed of 10 MBPS, which is shared by all the departments. Faculty and students avail this facility during college hours. Apart from gathering the teaching material the faculty members use computer and internet facility and other e-resources for their research work too.

4.3.3 What are the institutional plans and strategies for deploying and upgrading the IT infrastructure and associated facilities?

The institution is following the strategy of upgrading the computers and other accessories in every 2-3 years or as the new technology or upgradation is introduced. In this series we are having all our computer systems upgraded to Dual Core processor.

4.3.4 Provide 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)

Every year college makes a provision for the amount required for procurement upgradation and maintenance of the computers and accessories.

The details of the budgetary provisions made for procurement and maintenance of the computers and their accessories during the last four years are as under:

Year	Budgeted Expenditure in Rs.	
	Procurement	Maintenance
2010-11	65500	190496
2011-12	95000	-
2012-13	-	9737
2013-14	-	12249

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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 student?

The institute promotes extensive use of ICT resources in teaching and learning. Lectures are prepared and presented for students by the faculty members through PPT. Our six classrooms are equipped with LCDs/ OHPs.

All staff and faculty members at the college are computer savvy. The lecture deliverables, notes are not only prepared at computers, by the faculty; the same are uploaded on college website as well.

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 enable Class rooms/learning space etc.) by the institution place the student at the center of teaching-learning process and render the role of a facilitator for the teacher.

Learning activities and technology deployed at the institution works effectively online as well as offline. As narrated above the subject notes are prepared for every subject, are uploaded on college website, which can be accessed by the student from any corner of the world.

It helps not only our students, but for everyone who is interested accessing it.

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?

No, the institute is not availing such facility.

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)?

The institution makes sufficient provision for maintenance and upkeep of infrastructural facilities every year. Relevant data from the year 2010-11 to 2013-14 is as follows:

S. No	Particulars	2010-11		2011-12		2012-13		2013-14	
		Provision	Actual Exp.	Provision	Actual Exp.	Provision	Actual Exp.	Provision	Actual Exp.
1.	Building (repairs and maintenance)	300000	238878	1050000	1411982	350000	320621	750000	676284
2.	House keeping and cleaning charges	150000	121320	850000	975474	225000	118000	350000	327662
3.	Computer	-	-	100000	95000	-	-	-	-

4.4.2 What are the institutional mechanism for maintenance and upkeep of the infrastructure facilities and equipment of the college?

The College has appointed an Estate Officer for the maintenance and upkeep of infrastructure facilities and equipments.

4.4.3 How and with what frequency does the institute take up calibration and other precision measure for the equipment/instruments?

Equipments like cooler, water coolers, vacuum cleaner, note counting machine, fax machine and lab equipments etc. are maintained on regular basis. Computers & accessories, RO Machine etc. are maintained through AMC.

4.4.4 What are the major steps are taken for location, upkeep, and maintenance of sensitive equipments (voltage fluctuation, constant supply of water etc.)?

For power backup, the institution is having Generator. RO system is placed at ground floor near the water cooler for easy upkeep and maintenance. However coolers are placed at all the floors.

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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 the student through these documents and how does the institution ensure its commitment and accountability?

Yes, prospectus of the institute is updated every year. Information provided to the students through prospects is as follows:

1. Mission & Vision of the College
2. Historical Background of the College
3. Message of the founders and the Principal
4. Courses offered in current academic year
5. Admission policy and criteria
6. Norms at college – attendance, discipline, anti – ragging cell
7. Evaluation pattern and examination
8. Life at campus
   a. Infrastructure at the campus
   b. Activities at the campus – curricular and extra curricular
9. Undertaking
10. Details regarding evaluation scheme and list of committees is published in the students' manual

The link to the prospectus is also provided at the website www.indoreindira.com/UG

5.1.2 Specify the type, number and amount of institutional scholarships/ free ships given to the students during the last four years and whether the financial aid was available and disbursed on time?

Students at the institute are benefitted via various scholarship, under following head:

1. **Government scholarship**
   a. Central scholarship
   b. State scholarship

2. **Sports scholarship** – The institution has the policy to provide

scholarship through fee concession to the sports person, as under:

Level of Participation	Scholarship
Inter University/ National level competitions	50%
State Level Competitions	25%
Division Level Competition	15%
District Level Competition	10%

1. **Merit Scholarship –** The college provides merit scholarship to the students as under:

Level of Performance	Scholarship
Students obtained 90% & above in the qualifying examination	22%
Students obtained between 80 – 90%	12%

Scholarship sanctioned by State Government

YEAR - 2011-12			
S.NO	CATEGORY	NO.OF STUDENTS	SANTIONED AMOUNT
1	SC	06	72990
2	ST	03	25295
3	OBC	71	672305
	TOTAL	**80**	**770590**
YEAR - 2012-13			
S.NO	CATEGORY	NO.OF STUDENTS	SANTIONED AMOUNT
1	SC	15	173990
2	ST	01	11200
3	OBC	86	806820
	TOTAL	**102**	**992010**

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YEAR - 2013-14			
S.NO	CATEGORY	NO.OF STUDENTS	SANTIONED AMOUNT
1	SC	19	210565
2	ST	01	3550
3	OBC	106	1001063
	TOTAL	126	1215178
YEAR - 2014-15			
S.NO	CATEGORY	NO.OF STUDENTS	SANTIONED AMOUNT
1	SC	17	304260
2	ST	00	00
3	OBC	67	696856
	TOTAL	84	1001116

5.1.3 **What percentage of students receive financial assistance from state government?**
Government Scholarship central government and other national agencies

% of students received financial assistance (Scholarship) sanctioned by State Government

YEAR - 2011-12				
S. No	Category	Sanctioned amount	No. Of students	Percentage of Students Recd Assistance
1	SC	72990	06	
2	ST	25295	03	15.72%
3	OBC	672305	71	
	TOTAL	770590	80	

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YEAR - 2012-13				
S. No	Category	Sanctioned amount	No. Of students	Percentage of Students Recd Assistance
1	SC	121650	10	
2	ST	42158	05	9.69%
3	OBC	426108	45	
	TOTAL	**589916**	**60**	

YEAR - 2013-14				
S. No	Category	Sanctioned amount	No. Of students	Percentage of Students Recd Assistance
1	SC	291960	24	
2	ST	50590	06	44.93%
3	OBC	1183636	125	
	TOTAL	**1526186**	**155**	

YEAR - 2014-15				
S. No	Category	Sanctioned amount	No. of students	Percentage of Students Recd Assistance
1	SC	267630	22	
2	ST	16863	02	29.61%
3	OBC	700712	74	
	TOTAL		**98**	

The institute is committed to help the students in every possible way, as far as their needs related to education are concerned.

Support and services extended to the students

(1) Students from SC/ST, OBC and economically weaker sections

SC/ST/OBC students are identified at the time of admissions. Apart from the fee concession, such students are provided book-bank facility.

(2) Student with physical disabilities
The college has arranged a ramp for the students who are physically challenged. Wheel chair is also available at the main gate itself. For such students only, Library facility is available at ground floor

(3) Overseas students
No overseas student yet.

(4) Students to participate in various competition / National and International

- Students are motivated to participate in various activities at state and national level. For any such competition, team is sorted by the faculty members at college level and if needed trainers/ experts are outsourced to prepare the students.

Such students are given extra academic amenities and concession in admission fee as well.

List of year wise Events and position

Event	Type	Year	Position
Volley Ball	Team	2010-11	2nd Round
Cricket	Team	2010-11	2nd Round
Badminton	Team	2010-11	3rd Round
Wrestling	Team	2010-11	2nd Round
Table Tennis	Team	2011-12	2nd Round
Weight lifting	Team	2011-12	2nd Round
Table Tennis (men)	Arvind Tawar	2012-13	3rd Round
Swimming (men)		2012-13	3rd Round
Soft Ball	Vinita Tiwari (Captain)	2012-13	All India Inter University Participation (Punjab)
Soft Ball	Vinita Tiwari (Captain)	2012-13	Runner Up (National Championchip Punji)
Soft Ball	Vinita Tiwari (Captain)	2012-13	Winner (State Championship, Indore)
Soft Ball	Vinita Tiwari	2012-13	Winner (State Championship, Indore)

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Event	Type	Year	Position
	(Captain)		
Soft Ball	Vinita Tiwari (Captain)	2012-13	Winner (National Softball Championship, Bhuvenshwar)
Soft Ball	Vinita Tiwari (Captain)	2012-13	Winner (West Zone Championship, Pali (Raj.))
Kabaddi	Team	2013-14	3rd Round
Judo	Team	2013-14	3rd Round
Badminton (Women)	Snigdha Pathrikar	2013-14	3rd Round
Softball	Vinita	2013-14	Runner Up
Squash		2013-14	Participation
Volley ball (men)		2014-15	3rd Round
Volley Ball (women)		2014-15	Participation
Cricket (men)	Team	2014-15	3rd Round
Kabaddi (men)		2014-15	3rd Round
Badminton (men)		2014-15	Participation
Kho-kho (men)		2014-15	Participation
Softball	Ketan Hatuniya	2014-15	Ekvalya Award by CM Mr. Shivraj Singh Chouhan
Softball	Ketan Hatuniya	2014-15	Playing "International Tournament in Argentina"
Softball	Ketan Hatuniya	2014-15	Getting Silver medal in Senior National Softball
Softball	Kuldeep Pal	2014-15	Playing "International Tournament in Argentina"
Softball	Kuldeep Pal	2014-15	Getting Silver medal in Senior National Softball
Softball	Kuldeep Pal	2014-15	Gold Medal in West Zone Championship Softball at Mathura (UP)
Badminton (Women)	Snigdha Pathrikar	2013-14	DAVV State Level Winner
Badminton (Women)	Snigdha Pathrikar	2013-14	Participation in "University Woman National Badminton Sperdha West Zone"
Badminton (Women)	Snigdha Pathrikar	2013-14	DAVV State Level Winner
Badminton (Women)	Snigdha Pathrikar	2013-14	4th Round

(5) Medical assistance to students: health centre, health insurance etc.

A first aid kit is available at reception counter for any emergency

(6) Organizing coaching classes for competitive exams

We are committed to the development of the student who is enrolled with us, even after his graduation. For such a cause:

- Career guidance cell is established
- Eminent personalities and senior public servants are invited to whittle our students and to guide them on future prospects
- Library is equipped with books related to competitive examinations
- Special coaching classes for students appearing in CAT, MAT, XAT, SSC, PSC and other competitive examination.

(7) Skill development (spoken English, computer literacy etc.)

- Sessions on languages enhancement are organized

- Computer literacy programme for students every year (approx participation 120 students)

- Language classes, German & French

(8) Support for "slow learners"

- Such students are given special counseling and extra seating is given to them by the faculty members
- Previous year papers are made available to them
- Personal attention is given to them.

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(9) Exposures of student to other institution of higher learning /corporate/ business house etc.

Through Career Guidance cell our students have experienced various out house trainings like, retail training and factory visit.

(10) Publication of student magazines.

No

The students are whittled on entrepreneurial skills by the following ways:

1. Industry visits are conducted regularly for graduation students (pan stream).To quote a few:

S.No.	Year	Date	Place/Industry Visited	No of students
1	2010	21 Dec.	Tata Export	47
2	2011	09-Feb	Amber Confectionery Indore	55
3	2011	25-Jul	Pratibha Syntax, Pitampur	80
4	2013	19-Sep	S. Kumars Dewas Indore	60
5	2013	19-Dec.	Danik Bhaskar's KBA Plant , Indore	30
6	2013	25-Dec.	IPCA Laboratory, Pithampur	40
7	2013	29-Dec.	CDN Solution (IT Company), Indore	25
8	2014	06 Feb.	Pratibha Syntax,Pitampur	45
9	2014	11 Sep.	Maral Overseas, Dhamnod	25
10	2015	19-Mar.	Elensoft (IT Company), Indore	30

2. On job training in UG programmes as per the norms of higher education.

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3. **Educational tours :**

S.No.	Year	Date	Place/Industry Visited	No of students
1	2010	22 Dec.	Tata Export	50
2	2013	25-Dec.	IPCA Laboratory, Pithampur	40
3	2013	29-Dec.	CDN Solution (IT Company), Indore	25
4	2015	19-Mar.	Elensoft (IT Company), Indore	30

4. **Interaction with the real life achievers series** – Through this students are sent to the office of a real life achiever, to take notes of his success.

5. **Guest lectures** by eminent industrialists and a dialogue of students with them. To quote a few:
   - Mr. Anand Rathi - Chairman, Anand Rathi & Company
   - Mr. Sanjay Jog – country Head – HR & Design, Pantaloons
   - Mr. Chetan Bhagat – Famous Novelist
   - Mr. Alyeque Padamsee – Marketing Guru
   - Ms. Jhanvi Dhariwal – Executive Director, Manikchand Nana Deep Paper
   - Shri N. Raghuraman - State Editor, Dainik Bhaskar Group
   - Abhinav Sancheti – IT Professional & Entrepreneur

5.1.6 Enumerate the policies and strategies of the institution which support participation of students in extracurricular and co curricular activities such as sports, games, quiz competition, debate and discussion, cultural activities etc.

Students are motivated to participate in various activities at state and national level. Faculty members extend their support in best possible way. For any such competition, team is sorted by the faculty members at college level and if needed trainers/experts are outsourced to prepare the students. Institute has dedicates sports and cultural committee that executes the aforesaid in the following way:

✳ **Additional academic support, flexibility in examination.**
- Crash course classes are arranged for the students participating in such activities.
- Pre University examination or relaxation in the examination, as per the rules recommended by the affiliating University.

✳ **Special dietary requirements, sports uniform and materials**
Special uniform or attire required for a said activity/sport is provided. Also for students participating in sports, sports kit, health supplements and health drinks are also provided.

✳ **Any other**
Reimbursement of travel allowances upto University level is done by the college.

5.1.7 Enumerating on the support and guidance provided to the students in preparing for competitive exam give details on the no. of students appear and qualified in various Competitive exams such as UGC-CSIR-NET, UGC-NET, SLET, ATE/CAT/GRE/TOEFL/GMAT/CENTRAL/State services, defense, civil services etc.

At institute level we are committed to the development of the student who is enrolled with us, even after his graduation. For such a cause:
- Career guidance cell is established
- Eminent personalities and senior public servants are invited to whittle our students and to guide them on future prospects
- Library is equipped with book related to competition examination

No records of the students appeared and qualified in various Competitive exams such as UGC-CSIR-NET, UGC-NET, SLET, ATE/CAT/GRE/TOEFL/ GMAT/CENTRAL/State services, defense, civil services etc.

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5.1.8 What type of counseling services are made available to the students (academic, personal, career, psycho-social etc.)

All the aforesaid genres are covered as far as the counseling to the students is concerned:

- Grievance redressal cell, counseling cell, skill development cell and placement cell in place takes care of most of it. However for the psycho-social attribute, 'Setu Nirman' is conducted every year, which is a bridging activity between our students and their parents. Generation gap and difference of opinion between parents and their wards is actually a burning issue. Through this event we try to break the ice between two generations and solve the negative concerns amongst them. Apart from this as and when needed students get personal attention and counseling from their mentors, that keeps up their confidence level and a sense of poignant defense remains strong in our students, that they always have someone, who is concerned about them.

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 interview by different employers (list the employers and the programs).

- Institute has a career guidance and assistance cell in place that takes care of grooming the students and to prepare them for campus interviews. The advantage of placement cell is the strong networking which they have developed over a period of time, make them aware about the demand of skills in Human Resource helps the department to prepare the candidate accordingly for future employability. .

Details of Workshops/ Seminars/ Guest Lectures etc.

YEAR 2011-12

S. No.	Date	Workshop / Seminar
1	08/09/11	Workshop on Photography – By Dr. Subanshu Dubey
2	20/09/11	Workshop on M. S. office (office Automation) – By Mr. Prashant Singh
3	15/03/12	Seminar on Utility of Portfolio Management – By Dr. Rishi Dubey
4	02/06/12	Workshop on M.P. VAT Practices – By Ms. Rashi Saluja

YEAR 2012-13

S. No.	Date	Workshop / Seminar
1	12/09/12	Guest Lecture on Income Tax practices – By Mr. P. C. Tulsian
2	24/12/12	Seminar on Role of Promotional Institutions in the Development of Entrepreneurship – By SADMAP

Year 2013-14

S. No.	Date	Workshop / Seminar
1	19/11/13	Lecture on Accounting Software – By Mr. Ajay Patni
2	16/06/14	Guest lecture role on Govt. in Entrepreneurship Development – By Dr. Preeti Maheshwari

YEAR 2014-15

S. No.	Date	Workshop / Seminar
1	03/09/14	Seminar on Chartered Accountancy as a Career – By Dr. G. S. Grewal
2	05/06/15	Workshop on Learning in Tally Accounting – By Ms. Rachna Maheshwari

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 grievance redressal cell. So far nothing reported.

5.1.11 What are the institutional provisions for resolving issues pertaining to sexual harassment.

The college is having a women anti - harassment cell since last five years, which is notified every year in the students' manual. The cell is headed by Prof. Namita Hirwani and Dr. Kshama Jaiswal is member of this cell. Till date not a single case of sexual harassment has been reported in the institute.

5.1.12 Is there anti ragging committee? How many instances have been reported during the last four years and what action has been taken on these?

The College has an anti ragging committee headed by Mr. Ganesh Rao Munde. Till the date no incidence of ragging of any kind has been reported.

5.1.13 Enumerates the welfare schemes made available to student by the institution.

Apart from government scholarships schemes sports persons, participants of cultural activities, merit holders, students appearing for professional exams like CA & CS are given concession in the fee.

5.1.14 Does the institution have registered alumni association? If „yes‟, what are its activities and major contributions for institutional academic and infrastructure development?

Yes, the college has a registered alumni association.

The members of this association meet once in a year, to give their views and valuable suggestions to the management regarding academic enhancement and infrastructural development of the institution.

5.2 Student Progression

5.2.1 Provide the percentage of students progressing to higher education or employment (for last four batches)highlighting the trends observe.

Student Progression

The institute has not maintained any such record so far. However from this year onwards we shall do the needful.

5.2.2 Provide details of the program wise pass percentages and completion rate for the last four years (cohort wise/batch wise as stipulated by the University)? Furnish program wise details in comparison with that of previous performance of the same institution and that of the colleges of the affiliating University within the city or district?

Overall Results

S.No.	Class	2010-11	2011-12	2012-13	2013-14	2014-15
1	B.Com I	83%	64%	60%	63%	59%
2	B.Com II	93%	63%	73%	68%	Awaited
3	B.Com III		68%	71%	93%	66%
4	B.Com IV		62%	61%	68%	Awaited
5	B.Com V			71%	75%	66%
6	B.Com VI			65%	73%	Awaited
7	B.Com (Hons.) I	65%	72%	73%	67%	78%
8	B.Com (Hons.) II	59%	59%	64%	58%	Awaited
9	B.Com (Hons.) III	35%	68%	48%	55%	49%
10	B.Com (Hons.) IV	73%	88%	81%	68%	Awaited
11	B.Com (Hons.) V		75%	60%	88%	84%
12	B.Com (Hons.) VI		68%	69%	94%	Awaited
13	BBA I	88%	75%	68%	88%	87%
14	BBA II	90%	96%	88%	90%	Awaited
15	BBA III	88%	92%	75%	90%	95%
16	BBA IV	98%	67%	96%	76%	Awaited
17	BBA V		69%	100%	92%	80%
18	BBA VI		70%	96%	99%	Awaited
19	B.Sc. I	63%	88%	75%	44%	59%
20	B.Sc. II	68%	75%	93%	92%	Awaited
21	B.Sc. III		68%	75%	67%	66%
22	B.Sc. IV		88%	75%	60%	Awaited
23	B.Sc. V			63%	69%	66%
24	B.Sc. VI			71%	70%	Awaited
25	BCA I	60%	68%	88%	96%	78%

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S.No.	Class	2010-11	2011-12	2012-13	2013-14	2014-15
26	BCA II	69%	88%	46%	100%	Awaited
27	BCA III		75%	86%	98%	49%
28	BCA IV		75%	88%	93%	Awaited
29	BCA V			68%	53%	84%
30	BCA VI			88%	92%	Awaited
31	M.Sc. I					100%
32	M.Sc. II					Awaited
33	PGDCA I					100%
34	PGDCA II					Awaited

** The above mentioned results are related to only our institution and it is not possible for us to collect the data of other colleges.

5.2.3 How does the institution facilitate student progression to higher level of education and/or towards employment?

The college has career guidance cell to update students on various opportunities of study, and placement cell on employment opportunities

5.2.4 Enumerate the special report provided to students whom are at risk of failure and drop out?

On identification, such students are counseled separately by the faculty members and are shown the brighter side of them

5.3 Student participation and activities:

5.3.1 List the range of sports, games, cultural and other extra curriculum activities available to students. Provide details of participation and program calendar?

IISCS is known for parallel learning. We run extracurricular activities in parallel to academics, with the same rigour. Via different clubs at IISCS, the students are given chance to perform in a number of ways harnessing

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different flairs of their intellect, be it painting, drama, singing, dancing, photography, or sports.

The college organizes every year a painting exhibition, where all the money collected on sale of paintings is distributed amongst the students who made them. College also extends a wide platform to its students in the field of dramatics. Our students perform on a grand stage of state every year. Spectators of such drama are the cine personalities, who appreciate it. The end result of it is that many of our students have developed networking in cine field and they are able to explore opportunities in the cine world. Many cine celebs like Swanand Kirkire, Kunwar Amar have visited our campus number of times.

A few events to quote:
1. Annual Sports Week for students
2. Management Fest – Indira Dhanush
3. Ambassador of IISCS – conducted once in every two years
4. Theme based Annual Function
5. Dramatics: Drama Title 'Mrityunjay', 'Macbeth', 'Yug Sangharsh', 'World War' & 'The Last Lecture'

5.3.2 Furnish the details of major student achievements in co-curricular, extra curricular and cultural activities at different levels University/state/zonal/national/international etc for the previous four years.

No.	Name	Achievement
1	Vinita Tiwari (Captain)	Winner (State Championship, Indore)
2	Vinita Tiwari (Captain)	Winner (State Championship, Indore)
3	Vinita Tiwari (Captain)	Winner (National Softball Championship, Bhuvenshwar)
4	Vinita Tiwari (Captain)	Winner (West Zone Championship, Pali (Raj.))
5	Snigdha Pathrikar	DAVV State Level Winner
6	Snigdha Pathrikar	Participation in "University Woman National Badminton Sperdha West Zone"

No.	Name	Achievement
7	Snigdha Pathrikar	DAVV State Level Winner
8	Snigdha Pathrikar	4th Round
9	Kuldeep Pal	Playing "International Tournament in Argentina"
10	Kuldeep Pal	Getting Silver medal in Senior National Softball
11	Kuldeep Pal	Gold Medal in West Zone Championship Softball at Mathura (UP)
12	Ketan Hatuniya	Ekvalya Award by CM Mr. Shivraj Singh Chouhan
13	Ketan Hatuniya	Playing "International Tournament in Argentina"
14	Ketan Hatuniya	Getting Silver medal in Senior National Softball

5.3.3 **How does the college seek and issue data and feedback from its graduates and employers to improve performance and quality of the institutional provisions?**

We have a structured feedback form, in which the feedback is collected from the students, covering the following heads::
1.   Satisfaction with college teaching
2.   View point about college infrastructure
3.   View point about library and IT facilities
4.   Canteen provisions

5.3.4 **How does the college involve and encourage students to publish materials like catalogues wall magazines, college magazines and other materials? List the publications/materials brought out by the students during the four academic sessions.**

No publication

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5.3.5 Does the college have student council or any similar body? Give details on its selection, constitution, activities and funding.

College doesn't have any student council

5.3.6 Give details of various academic and administrative bodies that have student representative on them?

1. Cultural Committee
2. Anti – Ragging Cell
3. Annual Function Committee
4. Student Counseling Cell

5.3.6 How does the institution network and collaborate with the alumni and former faculty of the institution? Any other relevant information regarding student support and progression which the college would like to include.

We have maintained contact with a fewer former faculty members and also with the alumni. We invite them all in the yearly alumni meet and an oral feedback during interactive session, is gathered.

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6.1.1 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 seeks to serve, Institution's traditions and value orientations, vision for the future, etc.?**

Vision: Indore Indira School of Career Studies envisions bright future of the students associated with us, mainly from the rural area. We wish to bring to them quality level of higher education and to see them growing, leaving no stone unturned. We wish to see them exercising innovations, executing their minds and coming up with vibrant colours. Ofcourse a college plays main role in shaping the employable future of a student. We see ourselves contributing to their desired success, beign with them at this tender age, guiding them and strengthening their roots.

Mission: To bring quality higher education to the deserving candidates, mainly from rural area. So that the rural India develops in parallel, in paradigm of education. And hence the college is also located in a rural area.

Goals/objectives of the institution –

The objectives of the Institution are as under -
- ❖ To provide our students with needed knowledge and to enhance their creativity.'
- ❖ Development of employable skills amongst the students, so that they get into a strong profession that turns out a career for them.
- ❖ Increasing awareness amongst our students on human rights, value system, culture, heritage and environment.

6.1.2 **What is the role of Top Management, Principal and Faculty in design and implementation of its quality Policy and Plans?**

Role of Top Management:

Most of the management members of IISCS are educationists by themselves. They understand need of delivering quality eduation hence they act as guiding source for each and everyone at collge. The management interacts with rest of the family through the Principal. For any big or small concern the management seeks suggestions from all its family members through various committees etc.

Role of the Principal:-

True leader, our Principal Dr. Rajesh Shroff paves way for the development of the college, working with his experience in the education sector.
Despite a highly busy schedule, the Principal registers his participation in activities of various committees at the college and also supervises all academic and extracurricular activities.

6.1.3 What is the involvement of the leadership in ensuring?

The policy statements and action plans for fulfillment of the stated mission.

Mission statement is the guiding line for us at the institute. It gives us direction and speeds up our course of action towards an assumed targe. The Principal of the college ensures adherence to these guidelines.

Formulation of action plans for all operations and on corporation of the same in to the institutional strategic plan.

Various committees are in regular action for the execution of strategic plans. Periodic meetings keep everyone updated and things sorted.

Interaction with stakeholders

Through alumni meet and Setu Nirman, we maintain rapport with the alumni and the parents respectively. From students the feedback is collected in a written format.

Proper support for policy and planning through need analysis, research inputs and consultations with the stakeholders.

Regular feedback from students, faculty observation, industry interaction of the placement cell, and lastly feedback from the alumni helps us analyze our position, and do the needful for the betterment of the institute.

Reinforcing the culture of excellence

We try this by making every shot of ours as final shot. We try exercising excellent in each and every single action.

Champion organizational change.

Organizational challenges rarely occur in our organization, since we execute things in a structured way. However if still something occurs, we resolve the same with the able guidance of our Principal and the Management, if needed.

.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?**

Apart from his busy schedule and involvement in hundreds of a activities, the Prinicpal of the college is very concerned about regular review of classroom activities and other allied activities at college. His regular interaction with the HODs and rounds in the college, keeps things intact. He also takes periodic review of accounts, maintenance and estate management.

6.1.5 **Give details of the academic leadership provided to the faculty by the Top Management?**

Most of the members of the management are educationists by themselves. They act as the light house for the faculty members. Following the guidelines given by them, the college has made significant progress in these many years. However the able guidance of the Principal is sufficient enough to do with the needed course of action at the college.

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6.1.6 How does the college groom leadership at various levels?

Principal of the college is an important authority, the central force. But he being a true leader believes in decentralization of the power, hence he has deputed different faculty members with different jobs. There are several committees at the institute, headed by the faculty members.

6.1.7 How does the college delegate authority and provide operational autonomy to the department units of the institution and work towards decentralized governance system?

HODs prepare respective departmental evaluation plans, teaching and academic strategies, which they get approved by the Principal before implementation.

6.1.8 Does the college promote a culture of participative management? If yes indicate the level of participative management.

Yes the institute promotes participative management. Views are sought from the family members for betterment and development of the institution. The college has a governing body in which teachers' representative is nominated. Teachers and staff members give their suggestions to the management through this body

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, our college has a formally stated quality policy

- Content development
- Research orientation

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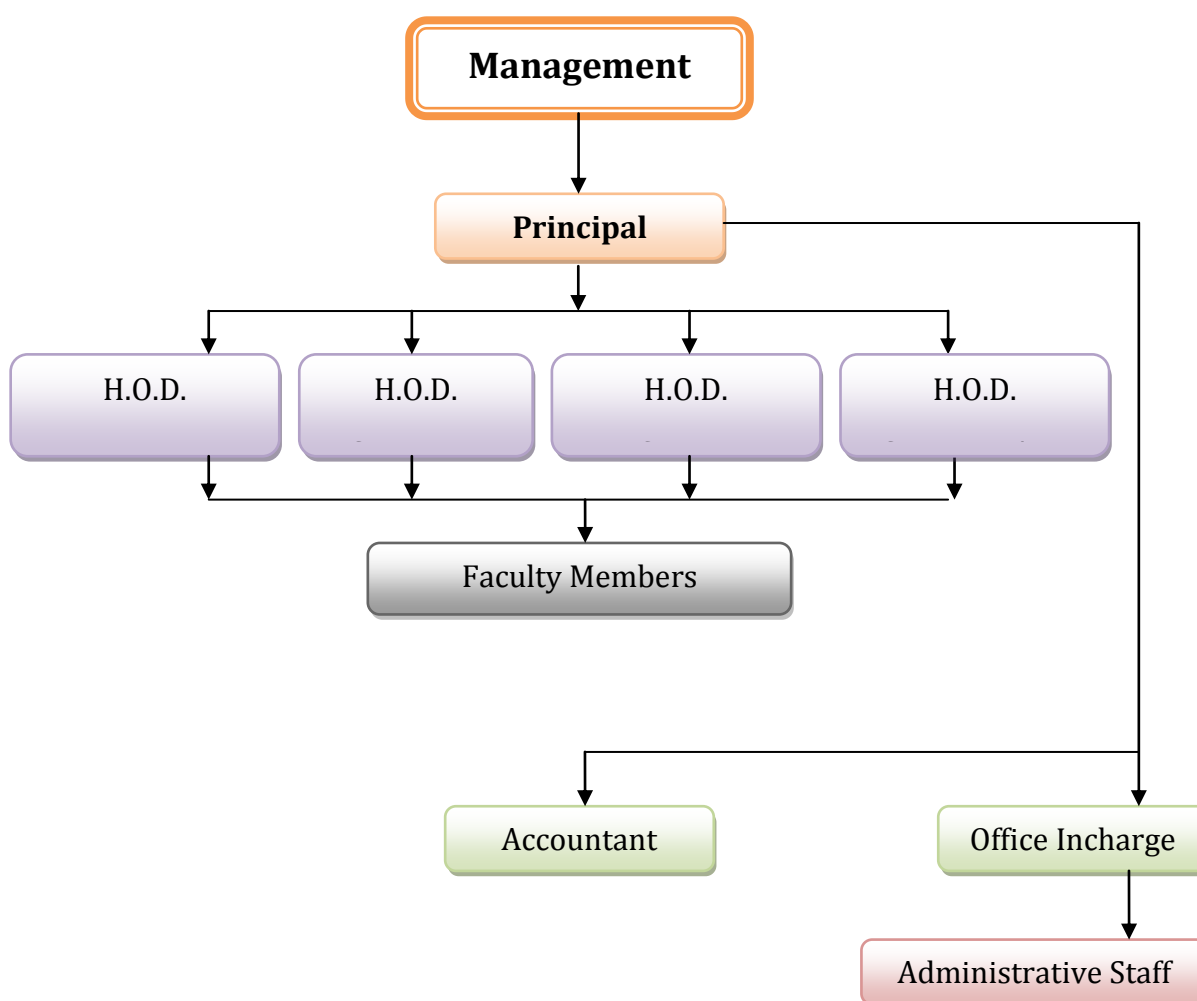are the two important areas to drive this campaign.

Mutual discussions of the management, teachers and the students yield the gist of this policy. The policy is put to practice and is audited periodically.

6.2.2 Does the Institute have a perspective plan for development? If so give the aspects considered for inclusion in the plan

We have the plan to convert a few classrooms into smart class in near future.

6.2.3 Describe the internal organizational structure and decision making processes.

The internal organization structure and the decision making process is as follows:

```
                    ┌──────────────────┐
                    │   Management     │
                    └──────────────────┘
                             │
                    ┌──────────────────┐
                    │    Principal     │──────────────────┐
                    └──────────────────┘                  │
        ┌────────────┬──────┴─────┬────────────┐          │
     ┌──────┐    ┌──────┐     ┌──────┐     ┌──────┐        │
     │H.O.D.│    │H.O.D.│     │H.O.D.│     │H.O.D.│        │
     └──────┘    └──────┘     └──────┘     └──────┘        │
        └────────────┴──────┬─────┴────────────┘          │
                    ┌──────────────────┐                  │
                    │ Faculty Members  │                  │
                    └──────────────────┘                  │
              ┌──────────────┴─────────────┐              │
        ┌──────────────┐            ┌──────────────────┐  │
        │  Accountant  │            │ Office Incharge   │──┘
        └──────────────┘            └──────────────────┘
                                             │
                                    ┌──────────────────────┐
                                    │ Administrative Staff │
                                    └──────────────────────┘
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The above mentioned chart is followed to drive the authority. Participative management is practiced but the final decision making power remains with the Principal and the Management only.

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:
Modern teaching aids are being used. We remain updated with the ever changing trends in education. Also several training programmes & FDPs are organized from time to time for improvement in teaching & learning.

Research & Development:
Soon the institute is coming with its own research journal. Additionally for students case study analysis and caselet discussion is organized for brain storming.

Community Engagement:
Cleaning programme and plantation programme are conducted periodically. Muskaan club is also a philanthropic initiative of the collge.

Human Resource Management:
The management and the principal of the college stand concerned for human resource development. Several training programmes and workshops are also conducted in this regard.

Industry Interaction:
The institute organizes interaction of the teachers and the students with eminent industrialist on regular basis.

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6.2.5 How does the head of institution ensure that adequate information is available for the top management and the stakeholders?

This is done through the annual report, served at the annual function.

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 nerve of it all is taken in the monthly review meetings.

6.2.7 Enumerate the resolutions made by the Management Council in the last year and the status of implementation of such resolutions.

All the resolutions put in the meeting of governing body are approved and then implemented. Especially selections under College Code-28 of the faculty members are approved by the Governing Body and then it is communicated to the University. Recently our governing body has recommended for sending application to UGC for obtaining recognition u/s 2(f) of UGC Act.

6.2.8 Does the affiliating University make a provision for according the status of autonomy to an affiliated institution?

Yes, there exists such a provision, but it can be put to execution only after 10 years of establishment, as per the University norms.

6.2.9 How does the institute ensure that grievances/complaints are promptly attended to and resolved effectively?

Management representative Director Mrs. Saroj Kothari is available for hearing the matters in between 10-11 a.m., while Principal Dr. Rajesh Shroff is available between 1-2 p.m.

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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 cases have been filed during last 4 years.

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, there is a structured feedback system in the institution.
In past there were instances of replacing the faculty members. Modification in canteen menu also has been one of the important change, taken after the feedback.

6.3 Faculty Empowerment Strategies

6.3.1 What are the efforts made by the institution to enhance the professional development of its teaching and non-teaching staff?

The institution arranges periodically several workshops, seminars and training programmes for the development of its teaching and non-teaching staff.

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?

For the aforesaid, The institution arranges periodically several workshops, seminars and training programmes for the development of its teaching and non-teaching staff.

6.3.2 Provide details on the performance appraisal system of the staff to evaluate ensure that information on multiple activities is appropriately captured and considered for better appraisal?

The management has structured multiple levels of leadership, for example, HODs in academics & officers in Administrative departments. CRs (confidential reports) are maintained and review of the same is done by the Management. Also views of management and the Principal are recorded.

The aforesaid are consolidated and taken into consideration at the time of granting 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 appropriate stakeholders?

With a structured HR Policy in place the observations of seniors is recorded while analyzing the performance of an employee. Also the appraisal is done on the basis of the same. Employees are awarded on annual day, based on this performance analysis.

6.3.5 What are the welfare schemes available for the teaching and non-teaching staff? What percentage of staff have availed the benefit of such schemes in the last two years?

Although there is no structured welfare scheme, the needy are supported on then and there basis.

6.3.6 What are the measures taken by the institution for attracting and retaining eminent faculty?

Over a period of time, with our brand name, and the structured HR policy and also through the initiatives taken by us in promoting the faculty members for higher studies, we could manage gaining their confidence. We are happy to remain first choice of the faculty members in the city, to be associated.

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6.4 Financial Management and Resource Mobilization

6.4.1 What is the institutional mechanism to monitor effective and efficient use of available financial resources?

At institute there exists an effective mechanism to monitor the usage of financial resource. With our CMD being a CA the things become more easy and effective.

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.

The College has mechanism for external audit only. Documentation part is prepared by the administration and accounts offices. The same is checked and verified by Firm of Chartered Accountant.

Audit of Financial statements for the year 2014-15 is under process. Its report will shortly be available at the office.

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 main source of finance is annual fees collected generally in two installments from the students, in an Academic Year.

Audited Income & Expenditure Account from the year 2010-11 to 2013-14 are enclosed in the annexure (Annexure No. 06) but the Income & Expenditure Account for the year 2014-15 is not yet audited. Its report will be attached as soon as it is received.

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6.4.4 Give details on the efforts made by the institution in securing additional funding and the utilization of the same (if any).

No, additional funds received by the institute.

6.5 Internal Quality Assurance System (IQAS)

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?

Yes, we are already having an internal quality assurance cell (IQAC), comprising of Mr Swapnil Kothari (CMD), Mr. Sarabjeet Singh Bharaj (CEO), Mrs. Saroj Kothari, (Director), Dr. Rajesh Shroff (Principal) & Prof. Namita Hirwani & Prof. Sandeep Khanuja as members.

This IQAC works in two core areas:

a. **Academics**
   It works on -
   - Developing students' understanding
   - Improving method of teaching
   - Finding creative and innovative ways of teaching
   - Arranging FDPs and research workshops for faculty members

b. **Non Academic**
   It works on -
   - Provides different platform for different talents through various workshops on dance, drama etc.
   - Website upgradation
   - Kinesis (posture management of the students)

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b. How many decisions of the IQAC have been approved by the management/ authorities for implementation and how many of them were actually implemented?

Most of the decisions of IQAC have been approved by the management and actually implemented.

c. Does the IQAC have external members on its committee? If so, mention any significant contribution made by them.

No, we didn't feel such need till now.

d. How do students and alumni contribute to the effective functioning of the IQAC?

We take feedback from students and alumni on the performance of the institution, which helps in effective functioning.

e. How does the IQAC communicate and engage staff from different constituents of the institution?

IQAC communicates with students from time to time and with parents during 'Setu Nirman'.

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 operationalization.

Yes, we have separate framework for administrative and academic activities but both the activities are monitored by IQAC.

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.
Yes we provide such training, details are as follows:
- Training of Ms Word
- Training of Ms Excel
- Innovations in Powerpoint presentations
- FDPs

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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?

The academic audit is undertaken through our internal cell only.

6.5.5 How are the internal quality assurance mechanisms aligned with the requirements of the relevant external quality assurance agencies/ regulatory authorities?

We have structured our IQAC keeping in mind the quality assurance requirements of External quality Assurance agencies/regulatory authorities.

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?

The institution has the mechanism for monitoring and continuous review of teaching-learning quality. The IQAC works on -

- Notes updation
- FDP
- Training / Workshop for subject enrichment

6.5.7 How does the institution communicate its quality assurance policies, mechanisms and outcomes to the various internal and external stakeholders?

Decisions of IQAC are communicated to parents through 'Setu Nirman'

6.5.8 Any other relevant information regarding Governance Leadership and Management which the college would like to include.

No

7.1 Environment Consciousness

7.1.1   Does the Institute conduct a Green Audit of its campus and facilities?

No, there is no such provision

7.1.2   What are the initiatives taken by the college to make the campus eco-friendly?

The college prehandidly is a lush green soothing ambiance. However to keep it maintained and to develop awareness in our students, about ecofriendliness, college has started a campaign 'Clean campus – Green Campus'. The same is propagated via different notice boards.

Also the students and all the members of Indore Indira family are advised to reduce the usage of polythene in their day to day life. They all are advised to keep the campus neat and clean, to the best possible and not to throw the poly-packs here and there.

However college has a big campus with ample provision of natural light in the classrooms and office area. Still the artificial and needed light arrangements are sufficiently made. Ethically all at campus follow stopping misuse of such artificial power resources and take it as their their moral responsibility to switch off the lights, water taps and other utilities if are on, unused.

7.2 Innovations

7.2.1   Give details of innovations introduced during the last four years which have created a positive impact on the functioning of the college.

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Such innovations are detailed below:

1. **Manuals:** Manuals briefing the students on college and University processes, activities and academic calendar is distributed on day one itself.
2. **Involvement of parents**: Parents are briefed via sms and also through phone calls, about the proceeds of their ward/ s.
3. **Academic diaries and course guides:** Faculty members now develop individual diaries, containing details of their schedules, lecture plans and other allied academic denominations. These diaries are checked on regular basis by the HODs and the Principal.
4. **Computerization of Library:** Computerization of library is under process.
5. **Fully automated administration and accounts office:** All the processes have been translated to electronic mode and things are centralized and fast now.
6. **Calendar system, Discipline in terms of attendance**: An efficient, well planned academic calendar ensures good attendance, since it helps the students, specially outsiders to plan their routine accordingly.

7.3   Best Practices

7.3.1   Elaborate on any two best practices as per the annexed format which have contributed to the achievement of the Institutional Objectives and/or contributed to the Quality improvement of the core activities of the college.

Several practices and activities are done and followed at college campus to meet with our objective of nurturing the student in the best way. As desired two out of them are detailed herewith:

BEST PRACTICE - 1
1. Title

Interaction with Real life Achiever Series

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2. Objective

The objective of this practice is to motivate the students with the experiences of the real life achievers. In this kind of practice students meet with their role models, who have achieved their goal/ s, after lots of odds and have created a legendary benchmark. The purpose is to give the students a sip of motivation, needed to do remarkable things in life.

3. The Background

As mentioned aforesaid, IISCS works on Alternate learning module. We believe that books can stuff you with content but the practical examples catalyses the spark in you and make you do wonders. Working on this sheer philosophy, from the very first year, IISCS has got students afaced to the real life achievers from different genres of life, like sports, business world, cine world, and spiritual world etc.

4. The Process

This practice goes in two ways:

Getting such eminent personalities form different walks of life, to the college:
Under this series we invite at campus various personalities and make our students to interact with them at mass. Their life history, struggling period, and various facets of their life are covered in the presentation given to the students pre handedly. Rest is left on the persona to reveal his trail.

Taking our students to such enterprises:
Through this sequence we take our students to the offices of such identified personalities and they get a chance to see the world created by these stars, and also they get a one to one interaction chance with these stars.

5. Success of the practice

Under this trail the college has invited:

1. Mr. Chetan Bhagat – The famous Novelist
2. Mr. Meer Ranjan Negi – Ex- Indian Hockey Player

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3. Mr. Swanand Kirkire – Lyricist, Singer and Producer
4. Mr. Amish Tripathi – The Famous Novelist
5. Mr. Pankaj Advani – World Billiards Champion

BEST PRACTICE -2

1. Title

'Setu Nirman'

2. Objective

The objective of this practice is to bridge the generation gap between parents and their wards.

3. The Background

Generally we have seen people saying that this generation is very fast. This generation is going out of hands. But the burden of this doesn't lie with the young generation alone. Need is to identify where we missed to give the right nurture. Setu Nirman of IISCS aims at sorting out the problems between the parents and their wards. We try to bridge the gap between two generations.

4. Process

This event is organized every year for three days. Nearly 15 days before the event, calls are made to the parents and they are allotted slot in these three days, on mutual convenience. It is mandatory for their wards to accompany them.

Faculty members and counselors sit at campus to give hearing to such cases individually. Both, parents and the ward are heard and then the needed whittle is given to them. In first time itself the practice yielded so effectively that we made it an annual event and we are practicing it regularly.

Remarkable changes are noticed not only in behavior of the students but in the behavior of the parents too.

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5. **Success of the Event**

The data regarding the success of this event is as under:

Year	No. of Beneficiaries
2009-10	48
2010-11	120
2011-12	185
2012-13	180
2013-14	85
2014-15	95

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1. Name of the department:
   Science

2. Year of Establishment:
   2010

3. Names of Programmes/Course offered:
   B.Sc. - Computer Science, Biotechnology & M.Sc. (Computer Science)

4. Names of Interdisciplinary courses and the departments/units involved:
   Computer Application

5. Annual/ **Semester**/Choice based credit system (program wise):
   6 Semesters (3 years)

6. Participation of the department in the courses offered by other departments:
   NO

7. Courses in collaboration with other universities, industries, foreign institutions, etc.:
   NO

8. Details of Courses/Programmes discontinued (if any) with reasons:
   B.Sc. – Life Science, as less number of students where opting the course.

9. Number of teaching posts Permanent:

Number of teaching posts Permanent: Post	Sanctioned	Filled
Professors	-	-
Associate Professors	-	-
Asst. Professors	12	11

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D. / M. Phil. etc.,)

S. No	Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
1	Prof. Merie Fernades	M.Sc., Elec. & Comm.	Asst. Prof.	Electronics	5 years	NIL
2	Prof. Neeta Dangi	M.A.	Asst. Prof.	Hindi	4 years	NIL
3	Prof. Asmita Gour	M. Tech & M.Sc.	Asst. Prof.	Bio/ Com. Sci.	3 years	NIL
4	Prof.Ankur Agrawal	B.Sc. Industrial Chemistry,M.Sc. Inorganic	Asst. Prof.	Chemistry	8 years	NIL
5	Prof. Ajay Verma	MCA & Ph.D.	Asst.	Comp.	8 years	NIL

S. No	Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
		(Purs.)	Prof.	Science		
6	Prof. Rajendra Patidar	BSC, MSC & M.Tech.	Asst. Prof.	Comp. Science	-	NIL
7	Prof. Gurleen Kaur Chadha	BSC & MCA	Asst. Prof.	Comp. Science	4 years	NIL
8	Prof. Shivkumar Yadav	BSC & MCA	Asst. Prof.	Comp. Science	-	NIL
9	Prof. Ravindra Bhatnagar	BSC, MSC & M.Tech.	Asst. Prof.	Comp. Science	-	NIL
10	Prof. Shweta Pandey	M.Sc. & M.Tech.	Asst. Prof.	Comp. Science	3 years	NIL
11	Prof. Akanksha Joshi	MCA	Asst. Prof.	Computer	4 Years	NIL

11. List of senior visiting faculty: -

   1. Prof. Neeraj Paliwal – Asst. Professor, M.Tech, NET Qualified, 15 years experience.

12. Percentage of lectures delivered and practical classes handled (Programme Wise) by temporary faculty: **NIL**

13. Student-Teacher Ratio: **15:1**

14. Number of academic support staff (technical) and administrative staff, sanctioned and filled:

Post	Filled
Support staff (Technical)	01
Support staff (Class IV)	05

15. Qualifications of teaching faculty with D.Sc./D. Litt/Ph.D./M.Phil/PG

Post	Ph. D		M. Phil		P.G.	
	M	F	M	F	M	F
Professor	-	-	-	-	-	-
Associate Prof.	-	-	-	-	-	-
Asst. Professor	00	00	00	00	04	07

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: **NIL**

19. Publications & Research per Faculty:

Prof. Gurleen Kaur Chadha

- Paper published, on the subject Implication of Technology Policy in the Higher Education Classroom: Developing Trends in "Research link" an International referred Journal published in National Seminar organized by Shri Umiya Girls College, and Shiksha Sanskriti Uthaan Nyaas, Indore, on Page No.- 12, ISSN No.-0973-1628.

- Paper published, on the subject Enhancement of Information Communication Technology (ICT) in Educational Sector in National Seminar organized by Shri Vaishnav Institute of Management, Indore, ISBN No. 975-93-81583-45-6.

- Paper published, on the subject An Innovative approach to e-learning in Educational Sector in National Seminar organized by Shri Vaishnav Institute of Management, Indore, ISBN No. 975-93-81583-45-6.

- Paper published, on the subject Bluetooth Technology in National Seminar organized by Christian Eminent College Indore, NET-ITM 2011.

Prof. Akanksha Joshi

- Paper published on the subject **"Transformation of financial service through information technology in India"** in the Journal ISSN No. 2348-8891 Published by Altius institute of universal studies Indore.

- Paper published on the subject **Impact of globalization on Indian higher education** in "Research link" an International referred Journal published in National Seminar organized by Shri Umiya Girls College, and Shiksha Sanskriti Uthaan Nyaas, Indore, on Page No.- 12, ISSN No.-0973-1628.

20. Areas of consultancy and income generated: **NIL**

20. Areas of consultancy and income generated: **NIL**

21. Faculty as members in
    a) National Committee   **None**
    b) International Committee   **None**
    c) Editorial Boards   **None**

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22. Student projects
   a)   Percentage of students who have done in-house projects including Inter departmental / programme: **None**
   b)   Percentage of students placed for projects in organizations: **None**

23. Awards/Recognitions received by faculty and students:

No.	Name	Achievement
1	Vinita Tiwari (Captain)	All India Inter University Participation (Punjab)
2	Vinita Tiwari (Captain)	Runner Up (National Championchip Punji)
3	Vinita Tiwari (Captain)	Winner (State Championship, Indore)
4	Vinita Tiwari (Captain)	Winner (State Championship, Indore)
5	Vinita Tiwari (Captain)	Winner (National Softball Championship, Bhuvenshwar)
6	Vinita Tiwari (Captain)	Winner (West Zone Championship, Pali (Raj.))
7	Kuldeep Pal	Playing "International Tournament in Argentina"
8	Kuldeep Pal	Getting Silver medal in Senior National Softball
9	Kuldeep Pal	Gold Medal in West Zone Championship Softball at Mathura (UP)
10	Snigdha Pathrikar	DAVV State Level Winner
11	Snigdha Pathrikar	Participation in "University Woman National Badminton Sperdha West Zone"
12	Snigdha Pathrikar	DAVV State Level Winner
13	Snigdha Pathrikar	4th Round

24. List of eminent academicians and scientists/Visitors to the department : **NIL**

25. Seminars/Conferences/Workshops organized & the source of funding : **2 Seminars**

26. Student profile programme/course wise:-

Class	Applied	Admitted	Enrolled (m/F)		Pass %
2010-11	30	24	18	06	71%
2011-12	122	108	90	18	73%
2012-13	170	159	142	17	76%
2013-14	151	143	137	06	72%
2014-15	150	144	140	04	74%

27. Diversity of Students: **Photography, Tally, German & French Language.**

28. How many students have cleared national and state competitive examinations such as NET,
   SLET, GATE, Civil services, Defense services Bank, Insurance, CA, CS, ICWA etc. :

Students have not submitted in such record.

29. Student progression

Student progression	Against % enrolled
UG to PG	70% approx

30. Details of Infrastructural facilities:

a) Library: Books of Commerce (College Library)

Books for B.Sc.	2151
Books for M.Sc.	181
Reference Books for B.Sc.	20
Reference Books for M.Sc.	00
Journals	02
Total	**2354**

b) Internet facilities for Staff & Students: **Well equipped lab with**

projector.

c) Class rooms with ICT facility: **Nill**

d) Laboratories: **Computer Lab – 01**
Chemistry Lab – 01
Biotech Lab – 01
Digital Electronic Lab – 01

31. Number of students receiving financial assistance from college, University, government or
other agencies. : **Comprehensive data enclosed earlier**

32. Details on student enrichment programmes - Special Lecture, (Special lectures /workshops/
Seminar) with external experts.

S. No.	Date	Workshop / Seminar
1	25/09/11	Workshop on M. S. office (office Automation) – By Mr. Prashant Singh
2	20/12/12	Seminar on Role of Promotional Institutions in the Development of Entrepreneurship – By SADMAP
3	25/03/14	Debate Workshop for students – By Dr. Sanjay Jain
4	18/06/14	Guest lecture on 'Role of Govt. in Entrepreneurship Development' – By Dr. Preeti Maheshwari
5	13/04/15	Seminar on Research – By Mr. Divyaditya Kothari
6	16/06/15	Workshop on Computer Assembling – By Prof. Sanjay Vyas

33. Teaching methods adopted to improve student learning:

The following methods and tools are adopted for improving student learning –

      a) Projector

      b) Previous Question Papers

      c) Models Preparation

      d) Guest lecturers of practitioners in the field.

      e) Story telling

34. Participation in Institutional Social Responsibility (ISR) and Extension activities.

Through 'Muskaan Group' and NSS Unit of the College.

35. SWOC analysis of the department and Future plans.

Strength -

1. Qualified and Experienced Faculty
2. Updated knowledge science and computers
3. Big Campus
4. Well Maintained Infrastructure.
5. Conducting Value Added Courses (German Language, Tally Accounting, Basic Accounting etc.)

Weakness –

1. Lack of research work
2. Language barrier
3. Mostly study restricted to course syllabus only.
4. Less reading habits among students.
5. Lack of skilled administrative staff.

Opportunity -

1. Provide special classes to improve students' overall performance.
2. To provide useful literature to students through library.
3. To introduce job oriented short term Certificate Courses.
4. To develop better proficiency among faculties in computer and ICT teaching

Challenges –

1.Campus is away from the main city
2.Our syllabus is not practical based
3.To conduct workshops on PD, Interview and Resume/CV preparation.
4.To conduct workshop on soft skill development.
5.To organize study tours and student projects.

Future Plans

1. To organize more seminars and workshops.
2. To develop industrial interaction
3. To motivate students to avail some value added certificate / diploma courses

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1. Name of the department :
   Computer Application

2. Year of Establishment :
   2010

3. Names of Programmes/Course offered:
   BCA & PGDCA

4. Names of Interdisciplinary courses and the departments/units involved:
   B.Sc. (Department of Science)

5. Annual/ **Semester**/Choice based credit system (program wise):
   6 Semesters (3 years)

6. Participation of the department in the courses offered by other departments:
   No

7. Courses in collaboration with other universities, industries, foreign institutions, etc.:
   NO

8. Details of Courses/Programmes discontinued (if any) with reasons:
   NO

9. Number of teaching posts Permanent:

Number of teaching posts Permanent: Post	Sanctioned	Filled
Professors	-	-
Associate Professors	-	-
Asst. Professors	06	05

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

S. No	Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
1	Prof.Ganesh Rao Munde	B.Sc. (Comp Sc.), M.Sc. M.Phil. (Mathematics),	Asst. Prof.	Maths	7 years	NIL
2	Prof. Sandesh Dubey	MCA	Asst. Prof.	Computer	4 years	NIL
3	Prof. Ritesh Dubey	MCA	Asst. Prof.	Computer	4 years	NIL
4	Prof. Ajay Vyas	MCA	Asst. Prof.	Computer	5 years	NIL
5	Prof. Preeti Sharma	M.Sc., MCA	Asst. Prof.	Computer	5 years	NIL

11. List of senior visiting faculty: -
    1. Prof. Neeraj Paliwal – Asst. Professor, M.Tech, NET Qualified, 15 years experience.

12. Percentage of lectures delivered and practical classes handled (programme wise) by
    temporary faculty: **None**

13. Student-Teacher Ratio: **21:1**

14. Number of academic support staff (technical) and administrative staff, sanctioned
    and filled:

Post	Filled
Support staff (technical)	1
Support staff (Class IV)	1

15. Qualifications of teaching faculty with D.Sc./D. Litt/Ph.D./M.Phil/PG

Post	Ph. D		M. Phil		P.G.	
	M	F	M	F	M	F
Professor	-	-	-	-	-	-
Associate Prof.	-	-	-	-	-	-
Asst. Professor	00	00	01	00	03	01

16. Number of faculty with ongoing projects from (a) National (b) International funding
    agencies and grants received: **None**

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17. Departmental projects funded by DST-FIST, UGC, DBT, ICSSR, etc. and total grants
     received: **None**

18. Research Centre/facility recognized by the University: **None**

19. Publications & Research per Faculty:

20. Areas of consultancy and income generated:
     None.

21. Faculty as members in
     a) National Committee   **None**
     b) International Committee   **None**
     c) Editorial Boards   **None**

22. Student projects
     a)   Percentage of students who have done in-house projects including
            Inter departmental / programme: **None**
     b)   Percentage of students placed for projects in organizations: **None**

23. Awards/Recognitions received by faculty and students:

No.	Name	Achievement
1.	Ketan Hatuniya	Ekvalya Award by CM Mr. Shivraj Singh Chouhan
2.	Ketan Hatuniya	Playing "International Tournament in Argentina"
3.	Ketan Hatuniya	Getting Silver medal in Senior National Softball

24. List of eminent academicians and scientists/Visitors to the department:

25. Seminars/Conferences/Workshops organized & the source of funding: **2 Seminars**

26. Student profile programme/course wise:-

Class	Applied	Admitted	Enrolled (M/F)		Pass %
2010-11	65	54	42	12	72%
2011-12	112	100	81	19	75%
2012-13	157	140	112	28	78%
2013-14	112	95	78	17	74%
2014-15	122	107	83	22	76%

27. Diversity of Students:

Name of the course	% of students from the same state	% of students from other states	% of students from abroad
Computer Application	**97%**	**3%**	**-**
PGDCA	**100%**	**-**	**-**

28. How many students have cleared national and state competitive examinations such
   as NET, SLET, GATE, Civil services, Defense services Bank, Insurance, CA, CS, ICWA etc. :
   Records not submitted by student

29. Student progression

Student progression	Against % enrolled
UG to PG	85%(Approx)
Entrepreneurship/ Self Employed	7% (Approx)

30. Details of Infrastructural facilities:
   Library
   The library of the institute has an excellent collection of reference / textbooks and periodicals related to various fields with an on-process updating. From time to time, books and journals are added to fulfill the demands of faculty and students
   a) Library: Books of Computer Application (College Library)

Books for BCA	2052
Reference books	10
Journals	02
Total	**2064**

   b) Internet facilities for Staff & Students:
      Well equipped lab with projector.
   c) Class rooms with ICT facility: **02 Rooms**
   d) Laboratories: **01**

31. Number of students receiving financial assistance from college, University, government or other agencies: **Comprehensive data enclosed earlier**

32. Details on student enrichment programmes - Special Lecture, (Special lectures /

workshops / Seminar) with external experts.

S. No.	Date	Workshop / Seminar
1	18/01/12	Workshop on Computer Education – By Mr. Amit Sharma
2	05/02/13	Kachhua hamesh Jitata he………. (Motivational Lecture) – By Mr. JaYdeep Karnik
3	23/04/13	Motivational lecture on Stress Management – Delivered by Dr. Yash Thakur
4	13/03/14	Workshop on 'Application of Statistical Tools in Research' – By Dr. Vivek Sharma
5	05/01/15	Workshop on Learning in Tally Accounting – By Ms. Rachna Maheshwari
6	16/06/15	Workshop on Computer Assembling – By Prof. Sanjay Vyas
7	26/06/15	Workshop on Water Harvesting – By Mr. Amit Sharma.

33. Teaching methods adopted to improve student learning:
- **Presentations, Case study method and Management Games**
- **Assignment**
- **Role Playing**
- **Library Assignments**
- **Team building**
- **Regular visit to Industry**
- **Seminars**
- **Audio Visual Projects**

34. Participation in Institutional Social Responsibility (ISR) and Extension activities.
- **Muskaan Group**
- **Hindi Diwas On 14/09/2012 in which Students presented poems and Faculty gave lectures**
- **Green day was celebrated on June 05,2013 (World environment Day) in which faculty and student planted trees.**

35. SWOC analysis of the department and Future plans.
   Strength -
   1. Experienced & qualified Faculty.
   2. Convenient Location
   3. Well Maintained Infrastructure.

4. Examination center for University and CA/CS exams.

5. Studies are not at all restricted to syllabus.

6 Practical orientations of the concepts

7. Personal attention is given to each student

8. Student are given information about the competitive examination

9. Crash courses are organized.

Weakness –

1. Exams delay

2. Less reading habits among students.

3. Lack of skilled administrative staff.

Opportunity -

1.To provide useful literature to students through library.

2.To have the tie ups with the companies for providing management student with management training .

Challenges -

4. To raise the awareness for the Jobs available in management areas.

5. Making the Student Job Fit

Future Plans

- To make student proficient in technical, human and Conceptual skills.
- To organize workshops and seminars
- To invite more academicians for the Guest Lectures.
- To provide student with some management projects.

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1. Name of the department:
   Commerce

2. Year of Establishment:
   2009

3. Names of Programmes/Course offered:
   B.Com - Plain, Tax Procedure, B.Com Honours

4. Names of Interdisciplinary courses and the departments/units involved:
   Management

5. Annual/ **Semester**/Choice based credit system (program wise):
   6 Semesters (3 years)

6. Participation of the department in the courses offered by other departments:
   Management, Science & Computer Application

7. Courses in collaboration with other universities, industries, foreign institutions, etc.:
   NO

8. Details of Courses/Programmes discontinued (if any) with reasons:
   NO

9. Number of teaching posts Permanent:

Number of teaching posts Permanent: Post	Sanctioned	Filled
Professors	-	-
Associate Professors	-	-
Asst. Professors	06	06

11. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)
12.

S. No	Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
1	Dr. Rajesh Shroff	Ph.D., MBA, M.PHIL, M.COM, B.Ed	Principal	Commerce	18 years	NIL
2	Prof. Lakhan Chodhary	MBA	Assist. Prof.	Management	4 years	NIL
3	Prof. Namita Hirwani	B.Ed. , M.A. English, M.B.A.	Assist. Prof.	English	4 years	NIL
4	Prof. Archana Kadam	BA, MA, NET, M.Phil.	Assist. Prof.	Hindi	2 years	NIL
5	Dr. Pavan Kumar	Ph.D., M.Phil.,	Visiting	Commerce	8 years	NIL

S. No	Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
	Mittal	M.Com., B.Com.	Faculty			
6	Dr. Kshama Jaiswal	M.Com., M.Phil. Ph.D.	Asst. Prof.	Taxation	7 years	NIL

11. List of senior visiting faculty: -
      1. Dr. Rachana Bajaj – Director - IIIBM - M.Com., MBA, Ph.d., 20 Year Experience.
      2. Dr. Yogita Chandel – Director -IIBS - M.Com., MBA, M.Phil., Ph.d., 19 Year Exp.

12. Percentage of lectures delivered and practical classes handled (Programme Wise) by temporary faculty: **NIL**

13. Student-Teacher Ratio: **10:1**

14. Number of academic support staff (technical) and administrative staff, sanctioned and filled:

Post	Filled
Support staff (Technical)	01
Support staff (Class IV)	05

15. Qualifications of teaching faculty with D.Sc./D. Litt/Ph.D./M.Phil/PG

Post	Ph. D		M. Phil		P.G.	
	M	F	M	F	M	F
Professor	01	-	-	-	-	-
Associate Prof.	-	-	-	-	-	-
Asst. Professor	01	01	00	01	01	01

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: **NIL**

19. Publications & Research per Faculty:

Dr. Rajesh Shroff
- Paper published on the subject "Insurance & Risk Management in Global Perpective" on 06-12-14 organised by Vishist School of Management, Indore. ISBN No.: 13:978-93-5110-105-5.

- Paper published on the subject "Impact of Liberalization on Indian Insurance Sector" on 29-11-14 organised by Acropolis College, Indore. ISBN No.: 978-93-5196-018-08.
- Paper published on the subject "Bharat me Uccha Siksha – Samasyaye evam Sudharatmak Kadam" on 29-03-15 organised by Umiya Girls College, Indore. ISSN No.: 0973-1628.
- Paper published on the subject "Vartman Arthik Evam Vyavsayik Paridrashya me Uccha Shiksha Pranali ki Sarthakta" on 02&03-05-14 organised by Altius College, Indore. ISSN No.: 2384-8891.

Dr. Kshama Jaiswal
- Paper published on the subject "Innovative Practice for accreditation & enhancement of   higher education" on May 2008 organised by M.K.H.S. Gujarati Girls College, Indore.

- Paper published on the subject "Microcredit in India" on 2009 organised by IMS, Devi Ahilya Vishwavidyalaya, Indore, Indore.

- Paper published on the subject Foreign direct Investment in Higher Education Sector , in research Link ; ISSN 0973 1628 132 A(2) Volume XIV(1) in march 2015 at National conference Organized by Shri Umiya Girls College and Siksha sanskiriti Utthan Niyas ,Indore 29 March 2015

20. Areas of consultancy and income generated: **NIL**

20. Areas of consultancy and income generated: **NIL**

21. Faculty as members in
    a) National Committee   **None**
    b) International Committee   **None**
    c) Editorial Boards   **None**

22. Student projects
    a)   Percentage of students who have done in-house projects including Inter departmental / programme: **None**
    b)   Percentage of students placed for projects in organizations: **None**

23. Awards/Recognitions received by faculty and students:

No.	Name	Achievement
1.	Dr. Rajesh Shroff	Ph.D. Degree awarded by M.P. Governer Shri Narnaresh Yadav
2.	Kabaddi Team	3rd Round
3.	Arvind	Table Tennis (Men) 3rd Round

No.	Name	Achievement
	Tawar	
4.	Shalu Singh Bhadoriya	Gold Medalist in Karate (State Level)
5.	Shalu Singh Bhadoriya	Kabaddi (InterCollege Winner)

24. List of eminent academicians and scientists/Visitors to the department : **NIL**

25. Seminars/Conferences/Workshops organized & the source of funding : **2 Seminars**

26. Student profile programme/course wise:-

Class	Applied	Admitted	Enrolled (m/F)		Pass %
2010-11	50	41	30	11	68%
2011-12	220	216	150	66	72%
2012-13	205	200	174	26	75%
2013-14	85	82	52	30	71%
2014-15	60	59	47	12	81%

27. Diversity of Students: **Photography, Tally, German & French Language.**

28. How many students have cleared national and state competitive examinations such as NET,
    SLET, GATE, Civil services, Defense services Bank, Insurance, CA, CS, ICWA etc. :
    Students have not submitted in such record.

29. Student progression

Student progression	Against % enrolled
UG to PG	70% approx

30. Details of Infrastructural facilities:
       a) Library: Books of Commerce (College Library)

Books for B.Com.	1888
Books for M.Com.	00
Reference Books for B.Com.	00
Reference Books for M.Com.	00
Journals	00
Total	**1888**

       b) Internet facilities for Staff & Students: **Well equipped lab with projector.**

       c) Class rooms with ICT facility: **Nill**

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d) Laboratories: **Computer Lab**

31. Number of students receiving financial assistance from college, University, government or
    other agencies. : **Comprehensive data enclosed earlier**

32. Details on student enrichment programmes - Special Lecture, (Special lectures /workshops/
    Seminar) with external experts.

S. No.	Date	Workshop / Seminar
1	20/12/12	Seminar on Role of Promotional Institutions in the Development of Entrepreneurship – By SADMAP
2	05/02/13	Kachhua hamesh Jitata he.......... (Motivational Lecture) – By Mr. JaYdeep Karnik
3	23/04/13	Motivational lecture on Stress Management – Delivered by Dr. Yash Thakur
4	20/09/13	Guest Lecture on 'Career in Commerce' by Mr. G. S. Grewal
5	13/03/14	Workshop on 'Application of Statistical Tools in Research' – By Dr. Vivek Sharma
6	18/06/14	Guest lecture on 'Role of Govt. in Entrepreneurship Development' – By Dr. Preeti Maheshwari
7	03/09/14	Seminar on Chartered Accountancy as a Career – By Dr. G. S. Grewal
8	19/09/14	Workshop on Practical Accounting Training – By Ms. Rajani Jain
9	26/02/15	Workshop on Communication Skill – By Mr. Abhishek Tripathi

33. Teaching methods adopted to improve student learning:
    The following methods and tools are adopted for improving student learning –
    a) Projector
    b) Previous Question Papers
    c) Models Preparation
    d) Guest lecturers of practitioners in the field.

34. Participation in Institutional Social Responsibility (ISR) and Extension activities.
    Through 'Muskaan Group'

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35. SWOC analysis of the department and Future plans.

Strength -
1. Qualified faculty.
2. Updated knowledge of current financial and economic affairs.
3. Experienced Faculty.
4. Convenient Location (as per our mission)
5. Well Maintained Infrastructure.
6. Conducting Value Added Courses (German Language, Tally Accounting, Basic Accounting etc.)
7. Sports Facility

Weakness –
1. Lack of research work
2. Language barriers.
3. Mostly study restricted to course syllabus only.
4. Less reading habits among students.
5. Lack of skilled administrative staff.

Opportunity -
1. Provide special classes to improve their overall performance.
2. To provide useful literature to students through library.
3. To introduce job oriented short term Certificate Courses.
4. To develop better proficiency among faculties in computer and ICT teaching learning.

Challenges –
1. Our syllabus is not practical based.
1. To conduct workshops on PD, Interview and Resume/CV preparation.
2. To conduct workshop on soft skill development .
3. To organize study tours and student projects.

Future Plans
1. To establish commerce lab.
2. To organize more seminars and workshops.
3. To develop industrial interaction
4. To motivate students to avail some value added certificate / diploma courses

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1. Name of the department :
   Management

2. Year of Establishment :
   2009

3. Names of Programmes/Course offered:
   BBA

4. Names of Interdisciplinary courses and the departments/units involved:
   B.Com. (Department of Commerce)

5. Annual/ **Semester**/Choice based credit system (program wise):
   6 Semesters (3 years)

6. Participation of the department in the courses offered by other departments:
   No

7. Courses in collaboration with other universities, industries, foreign institutions, etc.:
   NO

8. Details of Courses/Programmes discontinued (if any) with reasons:
   NO

9. Number of teaching posts Permanent:

Number of teaching posts Permanent: Post	Sanctioned	Filled
Professors	-	-
Associate Professors	-	-
Asst. Professors	04	03

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

S. No	Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
1	Prof. Sandeep Khanuja	M.B.A.	Asst. Prof.	Management	4 years	NIL
2	Prof. Menika Soni	M.B.A., M.Sc. Biotechnology	Asst. Prof.	Management	2 years	NIL
3	Prof. Lalit Singh Jadon	M.B.A., M.Sc. Biotechnology	Asst. Prof.	Management	2 years	NIL

11. List of senior visiting faculty: - **None**

12. Percentage of lectures delivered and practical classes handled (programme wise) by
    temporary faculty: **None**

13. Student-Teacher Ratio: **7:1**

14. Number of academic support staff (technical) and administrative staff, sanctioned
    and filled:

Post	Filled
Support staff (technical)	1
Support staff (Class IV)	1

15. Qualifications of teaching faculty with D.Sc./D. Litt/Ph.D./M.Phil/PG

Post	Ph. D		M. Phil		P.G.	
	M	F	M	F	M	F
Professor	-	-	-	-	-	-
Associate Prof.	-	-	-	-	-	-
Asst. Professor	00	00	00	00	01	02

16. Number of faculty with ongoing projects from (a) National (b) International funding
    agencies and grants received: **None**

17. Departmental projects funded by DST-FIST, UGC, DBT, ICSSR, etc. and total grants
     received: **None**

18. Research Centre/facility recognized by the University: **None**

19. Publications & Research per Faculty: **None**

20. Areas of consultancy and income generated: **None**

21. Faculty as members in
       a) National Committee   **None**
       b) International Committee   **None**
       c) Editorial Boards   **None**

22. Student projects

a) Percentage of students who have done in-house projects including Inter departmental / programme: **None**

b) Percentage of students placed for projects in organizations: **None**

23. Awards/Recognitions received by faculty and students:

No.	Name	Achievement
1.	Prof. Sandeep Khanuja	Net Qualified.
2.	Raghuveer Singh Chawla	Intercollege Kabaddi Winner

24. List of eminent academicians and scientists/Visitors to the department:
   - Mr. Anand Rathi - Chairman, Anand Rathi & Company
   - Shri N. Raghuraman - State Editor, Dainik Bhaskar Group
   - Abhinav Sancheti – IT Professional & Entrepreneur

25. Seminars/Conferences/Workshops organized & the source of funding: **2 Seminars**

26. Student profile programme/course wise:-

Class	Applied	Admitted	Enrolled (M/F)		Pass %
2010-11	75	69	51	15	70%
2011-12	96	85	63	21	75%
2012-13	135	120	75	45	81%
2013-14	32	25	15	09	83%
2014-15	25	19	15	05	79%

27. Diversity of Students:

Name of the course	% of students from the same state	% of students from other states	% of students from abroad
BBA	97%	3%	-

28. How many students have cleared national and state competitive examinations such
   as NET, SLET, GATE, Civil services, Defense services Bank, Insurance, CA, CS, ICWA etc. :
   Records not submitted by student

29. Student progression

Student progression	Against % enrolled
UG to PG	85%(Approx)
Entrepreneurship/ Self Employed	7% (Approx)

30. Details of Infrastructural facilities:

Library

The library of the institute has an excellent collection of reference / textbooks and periodicals related to various fields with an on-process updating. From time to time, books and journals are added to fulfill the demands of faculty and students

a) Library: Books of Commerce (College Library)

Books for BBA	*2663*
Reference books	*12*
Journals	*02*
Total	*2677*

b) Internet facilities for Staff & Students:
   Well equipped lab with projector.
c) Class rooms with ICT facility: **06 Rooms**
d) Laboratories: **02**

31. Number of students receiving financial assistance from college, University, government or other agencies: **Comprehensive data enclosed earlier**

32. Details on student enrichment programmes - Special Lecture, (Special lectures / workshops / Seminar) with external experts.

S. No.	Date	Workshop / Seminar
1	29/08/11	Tally : Workshop on Digital Accounts – By Prof. Ritesh Dubey
2	12/03/12	SAP 10 days Workshop by Jayesh Tiwari
3	08/02/13	Kachhua hamesh Jitata he……… (Motivational Lecture) – By Mr. Jaideep Karnik
4	21/09/13	One day practical Accounting workshop – By Mr. G. S. Grewal
5	12/07/14	Workshop on Application of Statistical Tools in Research – By Dr. Vivek Sharma
6	25/07/15	Lecture on How to Prepare a Research Paper – By Dr. Vivek Sharma

33. Teaching methods adopted to improve student learning:
- **Presentations, Case study method and Management Games**
- **Assignment**

- **Role Playing**
- **Library Assignments**
- **Team building**
- **Regular visit to Industry**
- **Seminars**
- **Audio Visual Projects**

34. Participation in Institutional Social Responsibility (ISR) and Extension activities.
    - **Muskaan Group**
    - **Hindi Diwas On 14/09/2012 in which Students presented poems and Faculty gave lectures**
    - **Green day was celebrated on June 05,2013 (World environment Day) in which faculty and student planted trees.**
    - **Blood Donation Camp was organized 26th May 2013**

35. SWOC analysis of the department and Future plans.
    ### Strength -
    1. Experienced & qualified Faculty.
    2. Well Maintained Infrastructure.
    3. Studies are not at all restricted to syllabus.
    4 Practical orientations of the concepts
    5. Personal attention is given to each student
    6. Student are given information about the competitive examination
    7. Crash courses are organized.

    ### Weakness –
    1. Exams delay
    2. Less reading habits among students.
    3. Lack of skilled administrative staff.

    ### Opportunity -
    1.To provide useful literature to students through library.
    2.To have the tie ups with the companies for providing management student with management training .

    ### Challenges -
    6. To raise the awareness for the Jobs available in management areas.
    7. Making the Student Job Fit

    ### Future Plans
    - To make student proficient in technical, human and Conceptual skills.
    - To organize workshops and seminars
    - To invite more academicians for the Guest Lectures.
    - To provide student with some management projects.

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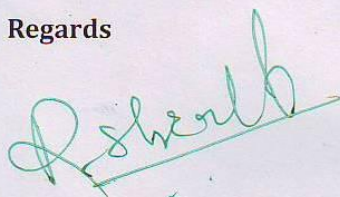
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DECLARATION

I certify that the information and data given in this Self Study Report (SSR) are fully true to the best of my knowledge. This SSR is the result of sufficient discussion amongst the faculty members, staff members & management and not outsourced from anywhere.

I am aware that on the visit of peer team to our institute they will check & verify the information and data given in the SSR which we shall be in a position to make available to them.

Date: 10|10|2015

Place: INDORE (M.P.)

Regards

(Dr. Rajesh Shroff)
Principal

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18885

भारत सरकार
राष्ट्रीय अल्पसंख्यक शैक्षणिक संस्था आयोग
GOVERNMENT OF INDIA
NATIONAL COMMISSION FOR MINORITY EDUCATIONAL INSTITUTIONS

गेट नं0 ४, प्रथम तल, जीवन तारा भवन, ५, संसद मार्ग
पटेल चौक, नई दिल्ली – ११० ००१
Gate No. 4, 1st Floor, Jeevan Tara Building, 5, Sansad Marg
Patel Chowk, New Delhi - 110 001

C E R T I F I C A T E

Dated...........................

THIS IS TO CERTIFY THAT BY THE ORDER DATED 28TH DAY OF AUGUST 2014 PASSED BY THE NATIONAL COMMISSION FOR MINORITY EDUCATIONAL INSTITUTIONS, NEW DELHI IN CASE NO. 661 OF 2014 (INDORE INDIRA SCHOOL OF CAREER STUDIES, B/H LNCT COLLEGE, GRAM REVATI, SANWER ROAD, INDORE, MADHYA PRADESH, VS. COMMISSIONER, BACKWARD CLASSES & MINORITY WELFARE DEPARTMENT, GOVERNMENT OF MADHYA PRADESH), INDORE INDIRA SCHOOL OF CAREER STUDIES RUN BY KOUTILYA CHANDRAGUPT EDUCATION SOCIETY HAS BEEN DECLARED AS A MINORITY EDUCATIONAL INSTITUTION COVERED UNDER SECTION 2(g) OF THE NATIONAL COMMISSION FOR MINORITY EDUCATIONAL INSTITUTIONS ACT, 2004.

GIVEN UNDER MY HAND AND THE SEAL OF THE COMMISSION ON THIS 28TH DAY OF AUGUST, 2014.

(RITA CHATTERJEE)
SECRETARY

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पिछड़ा वर्ग तथा अल्पसंख्यक कल्याण
मध्यप्रदेश
प्रमाण पत्र

क्र0 / अ.स / 363 / 14–15 / सत्रह–2/ 5941   भोपाल दिनांक 03 / 05 / 2014

अल्पसंख्यक शैक्षणिक संस्थाओं को मान्यता एवं प्रमाण पत्र देने के लिये मार्गदर्शी सिद्ध ान्त एवं प्रक्रिया 2007 के कौटिल्य चंद्रगुप्त एज्यूकेशन सोसोयटी अन्तर्गत संचालित इन्दौर इंदिरा स्कूल ऑफ केरियर स्टडीज 45 अनुराग नगर प्रेस काम्पलेक्स के पीछे ए.बी.रोड़ इन्दौर को अर्थाई रूप से जारी दिनांक से एक वर्ष के लिये निम्न लिखित शर्तों के अधीन अल्पसंख्यक शैक्षणिक संस्था के रूप में नवीनीकरण मान्यता दी जाती है।

1.   कार्यालय कलेक्टर इन्दौर द्वारा अपने पत्र क्र / अल्प.सं. / मान्यता / 2013–14 / 439 इन्दौर दिनांक 01 / 05 / 2014 में स्थल निरीक्षण कर कार्यवाही प्रतिवेदन के आधार पर की गई अनुशंसा उपरान्त आवेदन से संलग्न अभिलेखों के आधार पर नियमानुसार नवीनीकरण प्रमाण–पत्र प्रदान किया जा रहा है ।

2.   जो एजेन्सी शैक्षणिक संस्था का प्रबंधन कर रही है, उसका संवैधानिक स्वरूप होना अनिवार्य है उदाहरणार्थ – फर्म एवं समिति पंजीयन अधिनियम के तहत पंजीकृत होना चाहिये।

3.   अल्पसंख्यक समुदाय द्वारा चलाई जा रही संस्थाओं में प्रवेश केवल अल्पसंख्यक समुदाय के लोगों तक सीमित नहीं होगा।

4.   शैक्षणिक संस्था के प्रशासन एवं प्रबंधन के लिये नियम रहेंगे जिसमें संस्था संबंधित संचालनालय / मण्डल / विश्वविद्यालय से सम्बद्धीकरण आदि का स्पष्ट उल्लेख होगा, शिक्षकों की सेवा शर्ते तथा योग्यता निर्धारित करते समय संस्था द्वारा सामाजिक एवं साम्प्रदायिक सद्भाव बनाये रखा जायेगा।

5.   संस्था द्वारा यह भी अनिवार्य रूप से पालन किया जावेगा कि अल्पसंख्यकों द्वारा चलाई जा रही संस्था होने का (Privilege) दुरूपयोग किसी व्यक्ति या संस्था के लिये नहीं करेंगे।

6.   संस्था के शिक्षकीय एवं गैर–शिक्षकीय अमले के लिये अनुशासन, नियम बनाते समय प्राकृतिक न्याय का ध्यान रखा जाये, संस्था के उत्कृष्ट प्रशासन का ध्यान रखा जाये, शैक्षणिक संस्थाओं के लिये जो अन्य सामान्य नियम है वह भी लागू होंगे।

7.   भर्ती हेतु चयन हेतु प्रक्रिया में विश्वविद्यालय / मण्डल के नियम तथा राज्य शासन के निर्देश लागू होंगे। संस्था संचालन के लिये योग्य शिक्षकों एवं अन्य अमले हेतु उम्मीदवारों को भर्ती करने की स्वतंत्रता रहेगी, परन्तु सलाह दी जाती है कि शिक्षकों तथा अन्य अमलों के चयन खुली (Open) विज्ञप्ति से एवं पारदर्शी प्रक्रिया से किया जाये।

8.   संस्था के शिक्षक एवं अन्य अमला अखिल भारतीय तकनीकी शिक्षा परिषद्, विश्वविद्यालय के लिये आवश्यक शैक्षणिक अर्हता के ही रखे जायें तथा योग्यता में शिथिलता नहीं की जावेगी।

9.   वे अल्पसंख्यक शैक्षणिक संस्थायें जो राज्य शासन से अनुदान प्राप्त कर रही है, गैर अल्पसंख्यकों को धर्म जाति एवं सम्प्रदाय के आधार पर प्रवेश के लिये मना नहीं कर सकेगी।

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—2—

10. किसी विद्यार्थी को बिना उनके अभिभावकों की पूर्व लिखित सहमति के किसी विशेष धार्मिक प्रवचन/पूजा के लिये बाध्य नहीं करेंगे।

11. अल्पसंख्यक समुदाय के आवेदकों को प्रवेश में प्राथमिकता दी जा सकेगी परन्तु इस संबंध में संवैधानिक प्रावधानों के अनुरूप केन्द्र एवं राज्य शासन द्वारा निर्धारित नियम बाध्यकारी होंगे।

12. संस्था की प्रबंधकारिणी में अधिकांश अल्पसंख्यक समुदाय के सदस्य रहेंगे, यह सुनिश्चित किया जावे। साथ ही संवैधानिक प्रावधानों के अनुरूप केन्द एवं राज्य शासन द्वारा निर्धारित विषय भी लागू होंगे।

13. अल्पसंख्यक शैक्षणिक संस्था में से पूर्णतः धार्मिक निर्देश या शिक्षा दे रही संस्था को इससे बाहर रखा गया है अतः ऐसी संस्थाओं के आवेदन पर विचार नहीं किया जावेगा।

14. किसी अल्पसंख्यक शैक्षणिक संस्थाओं को विश्वविद्यालय/मंडल से सम्बद्धीकरण के लिये प्रवेश में वरीयता का आधार, शिक्षा की उत्कृष्टता, प्रवेश की सुव्यवस्थित एवं पारदर्शी प्रणाली, आवश्यक भौतिक संरचना, पाठ्यक्रम तथा शैक्षणिक गुणवत्ता आदि की पूर्ति का ध्यान रखा जाना होगा।

15. गैर अनुदान प्राप्त अल्पसंख्यक शैक्षणिक संस्थाओं को इस विषय में राज्य शासन द्वारा जारी नीति तथा निर्देशों के अंतर्गत रहते हुये शिक्षण शुल्क लेने की स्वतंत्रता होगी अनुचित लाभ अर्जन नहीं किया जा सकेगा। "केपीटेशन फीस" लिये जाने की अनुमति नहीं होगी। इस संबंध में विभिन्न याचिकाओं में माननीय उच्चतम न्यायालय एवं माननीय उच्च न्यायालय द्वारा पारित निर्णय/निर्देश लागू होंगे।

16. कार्यालय आयुक्त पिछड़ा वर्ग तथा अल्पसंख्यक कल्याण को किसी भी समय बिना पूर्व सूचना के संस्था का निरीक्षण करने अथवा करवाने का अधिकार होगा।

(वि.क.अ.सह—आयुक्त द्वारा अनुमोदित)
भोपाल
दिनांक:

(सौरभदाउद)
सहायक संचालक
पिछड़ा वर्ग एवं अल्पसंख्यक कल्याण
मध्यप्रदेश

पृ0क्र0/अ.स/363/14—15/सत्रह—2/5942 भोपाल दिनांक 03/05/2014

प्रतिलिपि:—

1. अपर मुख्य सचिव, म0 प्र0 शासन, पिछड़ा वर्ग तथा अल्पसंख्यक कल्याण विभाग, मंत्रालय, भोपाल।

2. कलेक्टर, जिला इन्दौर म0प्र0 पत्र क्र/अल्प.सं./मान्यता/2013—14/439 इन्दौर दिनांक 01/05/2014 के संदर्भ में सूचनार्थ।

3. सचिव, इन्दौर इंदिरा स्कूल ऑफ केरियर स्टडीज 45 अनुराग नग्ार प्रेस काम्पलेक्स के पीछे ए.बी.रोड़ इन्दौर की ओर सूचनार्थ।

सहायक संचालक
पिछड़ा वर्ग एवं अल्पसंख्यक कल्याण
मध्यप्रदेश

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पत्र व्यवहार "कुलसचिव" को संबोधित किया जाये किसी
अधिकारी के व्यक्तिगत नाम से नही । पूर्व सन्दर्भ यदि हो तो,
देना आवश्यक है अन्यथा कोई कार्यवाही संभव नही होगी ।

दूरभाष : 2527532
तार : युनिव्हर्सिटी
फेक्स : 0731—529540

देवी अहिल्या विश्वविद्यालय, इन्दौर

विश्वविद्यालय भवन
इन्दौर — 452 001
दिनांक :
2 5 NOV 2014

क्र. शैक्षणिक / सम्बद्धता / 14 / 5 5 8)

प्रति,

प्राचार्य,
इन्दौर इन्दिरा स्कूल ऑफ केरियर स्टडीज,
ग्राम रेवती, अरविन्दो अस्पताल के पीछे,
सांवेर रोड, इन्दौर — 452015

विषय :– महाविद्यालय की सम्बद्धता निरन्तरता सत्र 2014—15 के लिये प्रदान करने विषयक ।
सन्दर्भ:– आपका पत्र क्र.IISCS/176/2014-15 दि.29 / 10 / 2014

महोदय,

उपरोक्त विषयान्तर्गत निर्देशानुसार संदर्भित पत्र के संबंध में लेख्य है कि आपके द्वारा सत्र 2014—15 का वार्षिक सम्बद्धता शुल्क पेटे राशि रू.4,05,000/— (रू.चार लाख, पाँच हजार मात्र) डी.डी. क्र.477478 दि. 31 / 07 / 2014 द्वारा जमा की गई है । उक्त जमा की विश्वविद्यालय में जमा का रसीद क्र.16244 / 201408 दि.26 / 08 / 2014 है । रसीद की छायांप्रति संलग्न है ।

अतः उपरोक्तानुसार राशि जमा पश्चात आपके महाविद्यालय में संचालित निम्नानुसार पाठ्यक्रमों की अस्थाई सम्बद्धता निरन्तर जारी है :–

क्र.	महाविद्यालय में संचालित पाठ्यक्रम का नाम
1	बी.कॉम सामान्य
2	बी.कॉम टेक्स प्रोसिजर
3	बी.कॉम ऑनर्स
4	बी.एस.सी. कम्प्यूटर साईंस (फिजिक्स, मेथ्स, कम्प्यूटर)
5	बी.एस.सी. बायोटेक्नॉलॉजी (विथ कम्प्यूटर साईंस)
6	बी.सी.ए.
7	बी.बी.ए.

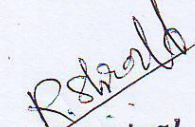संलग्न:–उपरोक्तानुसार

आदेशानुसार,

कुलसचिव

पृष्ठांकन क्रमांक शैक्षणिक / सम्बद्धता / 14
प्रतिलिपि : –

दिनांक :

1. उप कुलसचिव (परीक्षा / गोपनीय) की ओर सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित ।

Principal
Indore Indira School of
Career Studies

उप–कुलसचिव (शैक्ष)

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Indore Indira School of Career Studies
Vill-Reoti, Tehsil-Sanwer, Distt-Indore (M.P.)
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जानकारी का व्यक्तिगत भाग से नहीं। पूर्व सन्दर्भ याद भी था
हेना आवश्यक है अन्यथा कोई कार्यवाही सम्भव नहीं होगी।

तार : युनहास्टा
फेक्स : 0731-529540

देवी अहिल्या विश्वविद्यालय, इन्दौर

विश्वविद्यालय भवन
इन्दौर - 452 001

कं. शैक्षणिक/सम्बद्धता/14/ 3117

प्रेषक,

कुलसचिव
देवी अहिल्या विश्वविद्यालय
इन्दौर.

दिनांक ....
1 9 .. 201

प्रति,

प्राचार्य/संचालक
इन्दौर इन्दिरा स्कूल ऑफ केरियर स्टडीज
ग्राम रेवती रेंज, सांवेर रोड,
इन्दौर

विषय : सम्बद्धता संबंधी आपका आवेदन

महोदय,

उपर्युक्त विषयान्तर्गत आपके आवेदन दिनांक 11.3.2014 सन्दर्भ में विद्या परिषद की स्थायी
समिति की बैठक दिनांक 16.5.2014 तथा में निम्नानुसार निर्णय लिया गया :-

अ.कं.	पाठ्यक्रम/विषय	सत्र	निर्णय
1	एम.एससी. (कम्प्यूटर सांइस) – प्रथम वर्ष	2014-15	30 छात्रों को प्रवेश हेतु अस्थाई सम्बद्धता सशर्त प्रदान की जाती है।
2	पी.जी.डी.सी.ए.	2014-15	40 छात्रों को प्रवेश हेतु अस्थाई सम्बद्धता सशर्त प्रदान की जाती है।

शर्तें :—

1. Appointment of six additional teaching staff under college code 28.
2. Additional software licence as per syllabus of M.Sc. Comp. Sc. I & PGDCA.
3. Additional 30 latest desktops may be procured.
4. 240 books as per syllabus reuirements of M.Sc. Comp. Sc. I year & PGDCA.
5. Two National/International journals like EEE, CSI may be subscribed for library.
6. महाविद्यालय ऑल इण्डिया सर्वे इन हायर एज्युकेशन aishe.gov.in के पोर्टल पर महाविद्यालय से सम्बन्धित
सभी जानकारी आवश्यक रूप से अपलोड करें।
7. महाविद्यालय में राष्ट्रीय सेवा योजना सम्बन्धित इकाई अनिवार्य रूप से प्रारंभ की जाए। राष्ट्रीय सेवा योजना
इकाई के सुचारू रूप से संचालन हेतु रूपया 10/- प्रतिमाह प्रति विद्यार्थी के मान से शुल्क लिया जा सकेगा है।

प्राचार्य एवं शिक्षकों की नियुक्तियों कॉलेज कोड 28 के अनुसार, सम्बन्ध में एवं शेष शर्तों को पूर्ति एक माह में कर पालन प्रतिवेदन
विश्वविद्यालय में प्रस्तुत करें। साथ ही कार्य परिषद के निर्णयानुसार यदि पूर्ति नहीं होती है तो आगामी सत्र 2015-16 में विद्यार्थियों को
प्रवेश नहीं दिये जावे।

आदेशानुसार

कुलसचिव

पृष्ठांकन शिक्षा पीठ/सम्बद्धता 14/
दिनांक
प्रतिलिपि — उप-कुलसचिव परीक्षा/गोपनीय/प्रशासन एवं शैक्षणिक विभाग प्रत्येक अपना-अपना और
सूचनार्थ एवं आवश्यक कार्यवाही हेतु अग्रेषित।
2. आयुक्त उच्च शिक्षा विभाग सतपुड़ा भवन भोपाल को सूचनार्थ प्रेषित।
3. अतिरिक्त संचालक, उच्च शिक्षा इन्दौर संभाग, मोती बंगला कम्पाउण्ड इन्दौर को सूचनार्थ प्रेषित।
4. सम्बन्धित अभिलेख।

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Vill-Reoti, Tehsil-Sanwer, Distt-Indore (M.P.)
Website: www.indoreindira.com/UG **E-mail:** infomail@indoreindira.com

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दूरभाष : 2527532
तार : युनिव्हर्सिटी
फेक्स : 0731–529540

देवी अहिल्या विश्वविद्यालय, इन्दौर

विश्वविद्यालय भवन
इन्दौर – 452 001

कं. डी.सी.डी.सी./सम्बद्धता/09/ 1618

दिनांक ....7 AUG 2009

प्रेषक,

कुलसचिव,
देवी अहिल्या विश्वविद्यालय,
इन्दौर.

प्रति,

प्राचार्य/संचालक,
इन्दौर इंदिरा स्कूल ऑफ करियर स्टडीज
ग्राम रेवती, सांवेर रोड, इदौर (म. प्र.)

विषय : सम्बद्धता संबंधी आपका आवेदन

महोदय,

उपर्युक्त विषयान्तर्गत आपके आवेदन दिनांक 09.04.09 के संदर्भ में विद्या परिषद की स्थायी समिति

की बैठक दिनांक 29.07.2009 में निम्नानुसार निर्णय लिया गया है :–

अ.क.	पाठयक्रम/विषय	सत्र	निर्णय
1	बी.बी.ए. – प्रथमवर्ष	2009–10	60 छात्रों के प्रवेश हेतु अस्थाई सम्बद्धता सशर्त प्रदान की जाती है ।
2	बी.कॉम. (आनर्स) – प्रथमवर्ष	2009–10	60 छात्रों के प्रवेश हेतु अस्थाई सम्बद्धता सशर्त प्रदान की जाती है ।

शर्ते –

Atleast 6 faculty members are required to be appointed under code 28.

- राज्य शासन द्वारा निर्धारित प्रवेश की अंतिम तिथि एवं नियमों के अनुसार ही प्रवेश दिरे जावें ।

- महाविद्यालय शर्तो की पूर्ति एक माह में कर विश्वविद्यालय को सूचित करें ताकि भौतिक सत्यापन किया जा सके ।

भवदीय

(आर.डी. मुसलगावकर)
कुलसचिव

Principal
Indore Indira School of
Career Studies

पृष्ठांकन डी.सी.डी.सी/सम्बद्धता/09/

दिनांक :...................

प्रतिलिपि :–

उप–कुलसचिव, परीक्षा/गोपनीय/प्रशासन, एवं शैक्षणिक विभाग पाठ्यक्रम शाखा की ओर सूचनार्थ एवं

आवश्यक कार्यवाही हेतु अग्रेषित ।

Sharng

डी.सी.डी.सी.

Accreditation Report 2015
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SECOND FLOOR BUILDING PLAN

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PROPOSED PLAN OF INDORE INDIRA SCHOOL OF CAREER STUDIES LAND KH. NO. 34/2, 51/1/1 AT VILL. REOTI. DIST. INDORE

FIRST FLOOR PLAN

OWNER:
M/S KAUTILYA CHANDRAGUPT EDUCATION
SOCIETY (PRESIDENT - RAVI KUMAR KOTHARI)

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SECOND FLOOR BUILDING PLAN

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Website: www.indoreindira.com/UG   **E-mail:** infomail@indoreindira.com

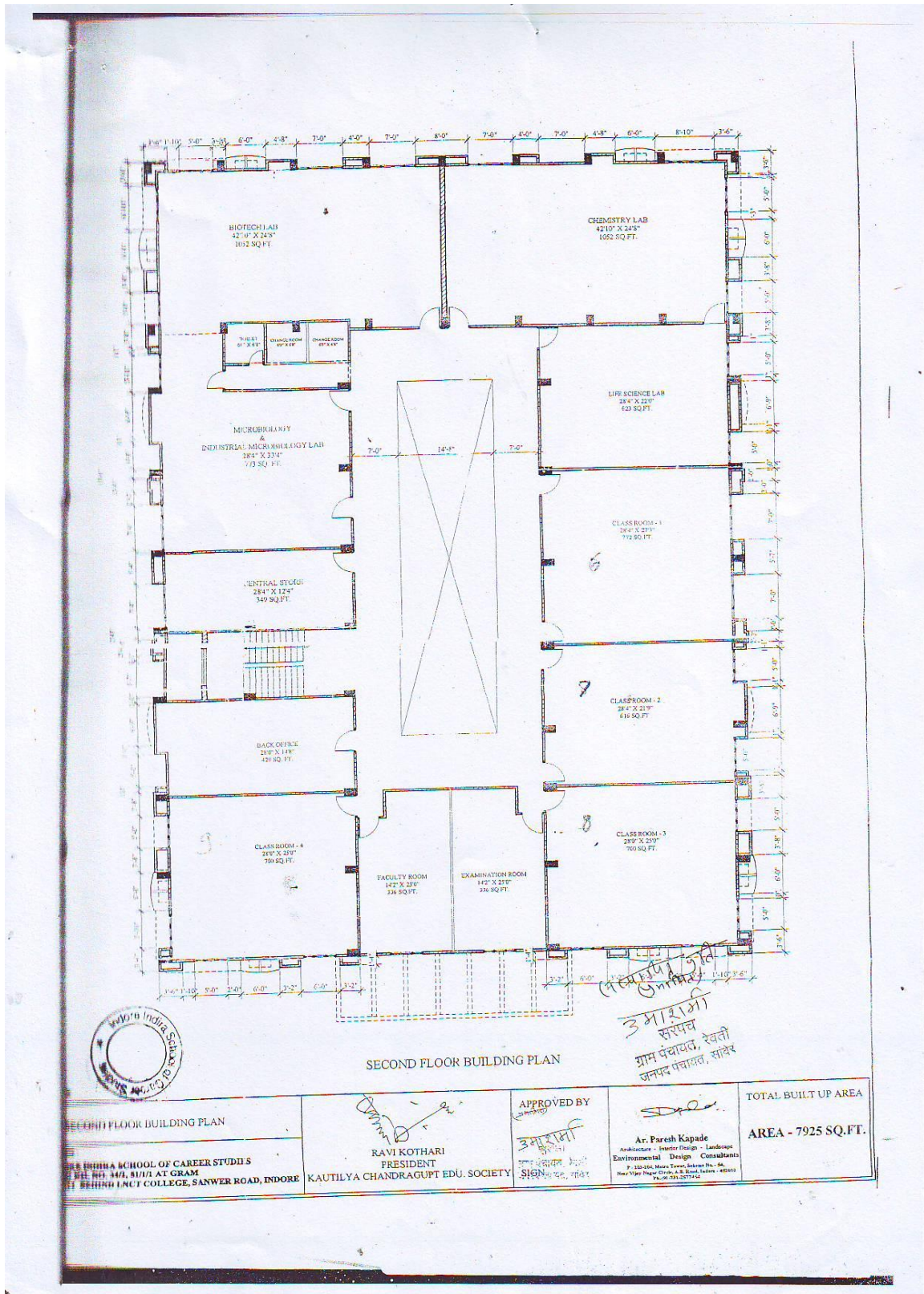**Page 147**

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Website: www.indoreindira.com/UG   **E-mail:** infomail@indoreindira.com

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PROPOSED PLAN OF INDORE INDIRA
SCHOOL OF CAREER STUDIES
LAND KH. NO. 34/2, 51/1/1 AT VILL. REOTI
DIST. INDORE

READING ROOM
57'0"X25'0"

LADIES TOILET

GENTS TOILET

CLASS ROOM
30'0"X27'0"

CLASS ROOM
30'0"X38'0"

CLASS ROOM
30'0"X27'0"

GENERAL ROOM
28'0"x14'0"

CLASS ROOM
30'0"X38'0"

CLASS ROOM
30'0"X25'0"

TERRACE

FIRST FLOOR PLAN

OWNER
M/S KAUTILYA CHANDRAGUPT EDUCATION
SOCIETY (PRESIDENT - RAVI KUMAR KOTHARI)

Kautilya Chandra Gupt Education Society
President
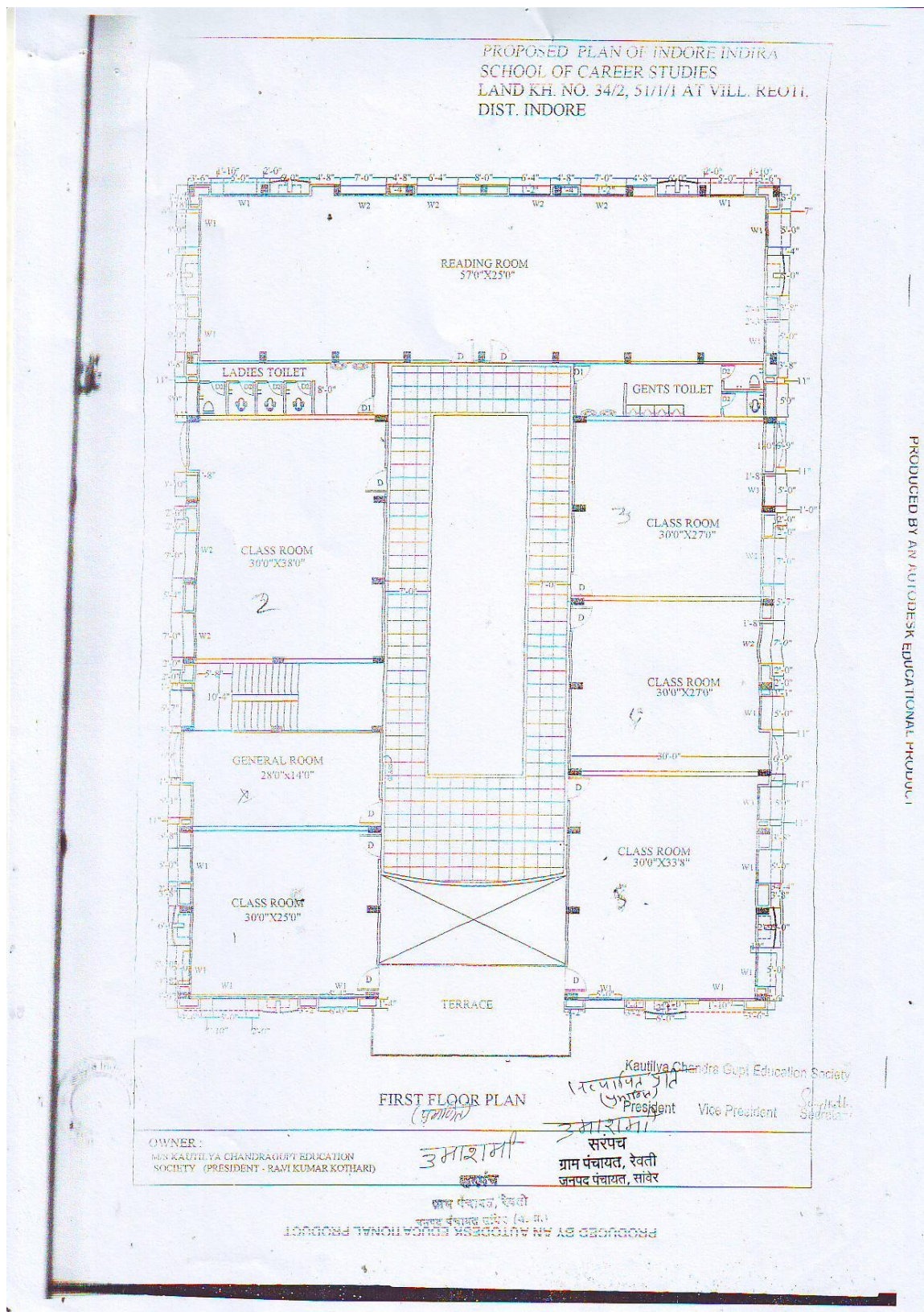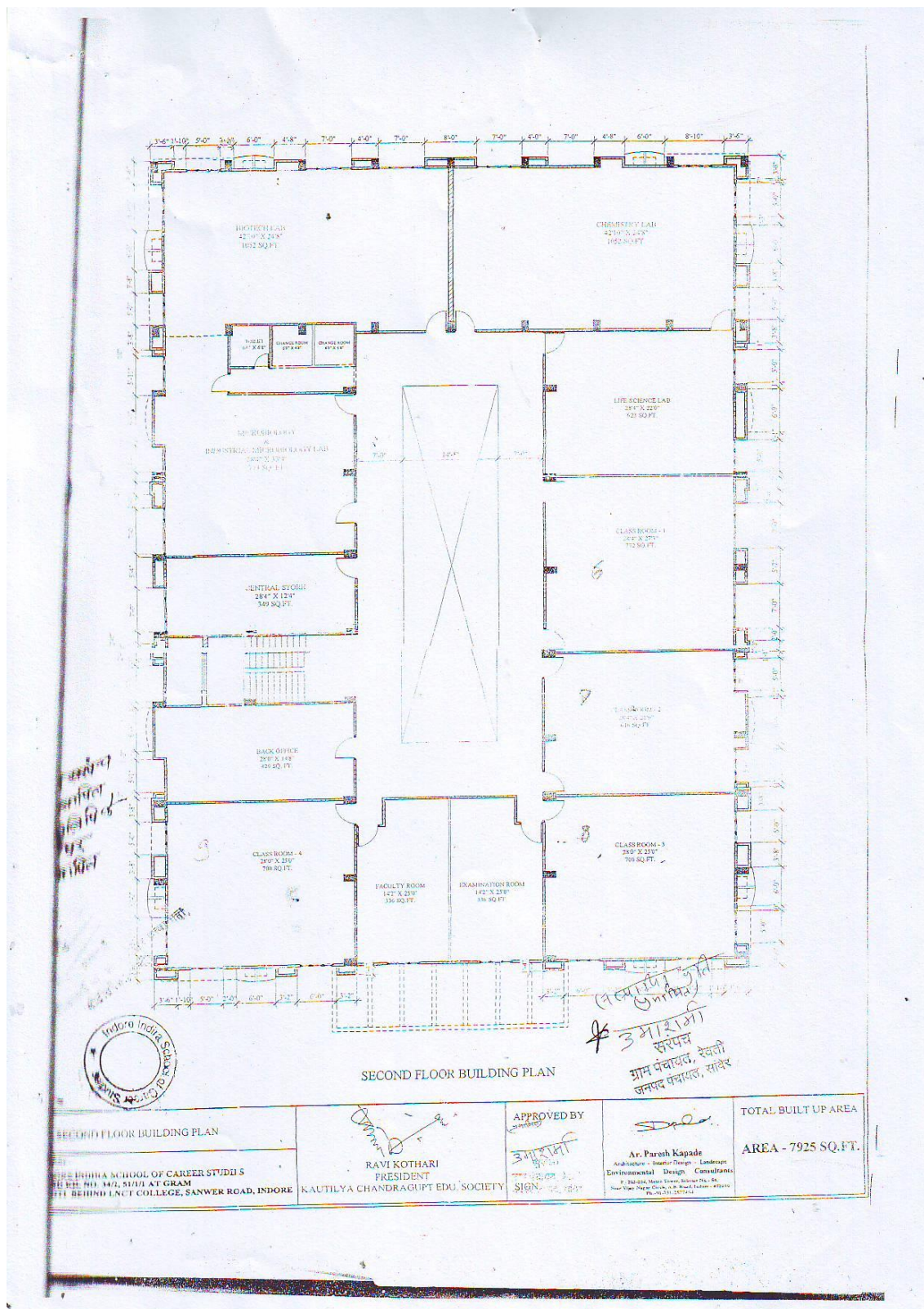
सरपंच
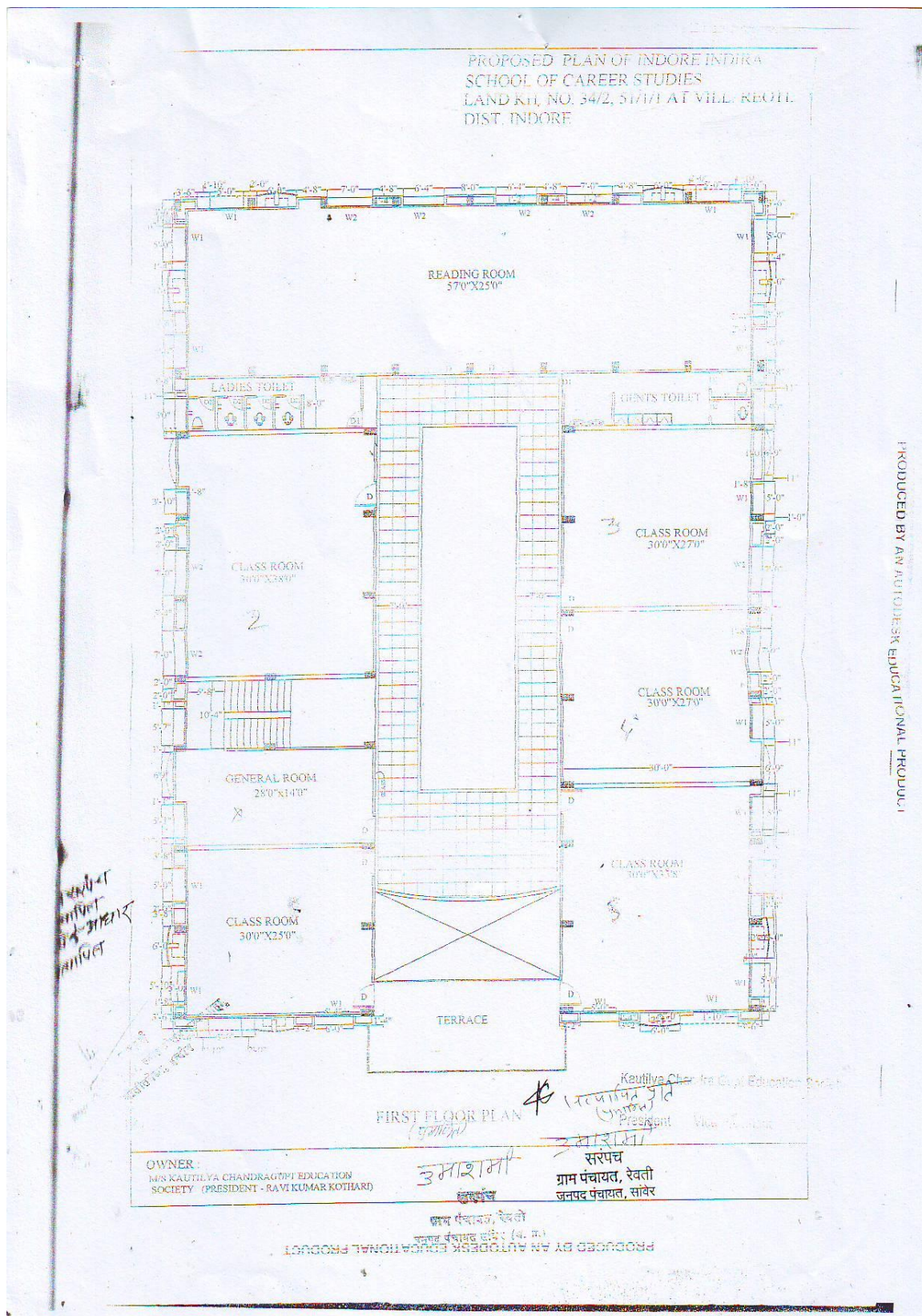ग्राम पंचायत, रेवती
जनपद पंचायत, सांवेर

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PROPOSED PLAN OF INDORE INDIRA
SCHOOL OF CAREER STUDIES
LAND KH. NO. 54/2, 51/1/1 AT VILL. REOTI
DIST. INDORE

CONFERENCE ROOM

COMPUTER ROOM
32'0"x24'8"

SERVER ROOM

LADIES TOILET

GENTS TOILET

LIBRARY
28'4"X37'4"

DIRECTOR'S ROOM-1
28'4"X27'4"

DIRECTOR'S ROOM -2
28'4"X27'4"

STRONG ROOM
24'0"X8'0"

WAITING
16'0"X12'8"

STAFF ROOM
~ 28'4"X11'4"

ADMIN.
11'4"X20'0"

PRINCIPAL ROOM
11'8"X13'4"

ACCOUNT OFFICE
28'4"X13'4"

GROUND FLOOR PLAN

Kautilya Chandra Gupt Education Society

President   Vice President   Secretary

OWNER.
M/S KAUTILYA CHANDRAGUPT EDUCATION
SOCIETY - PRESIDENT - (RAVIKUMAR KOTHARI)

Kautilya Chandra Gupt   Society

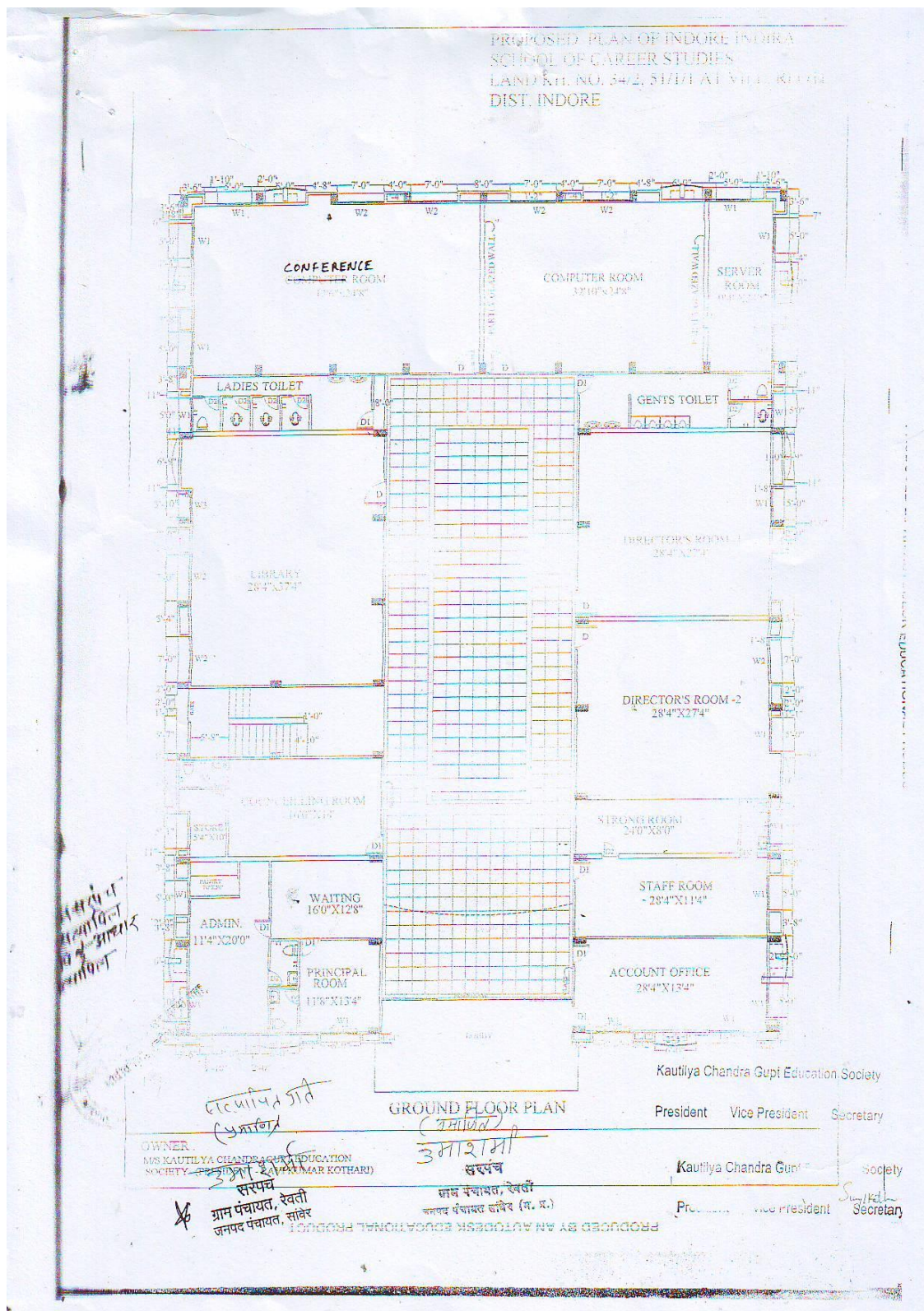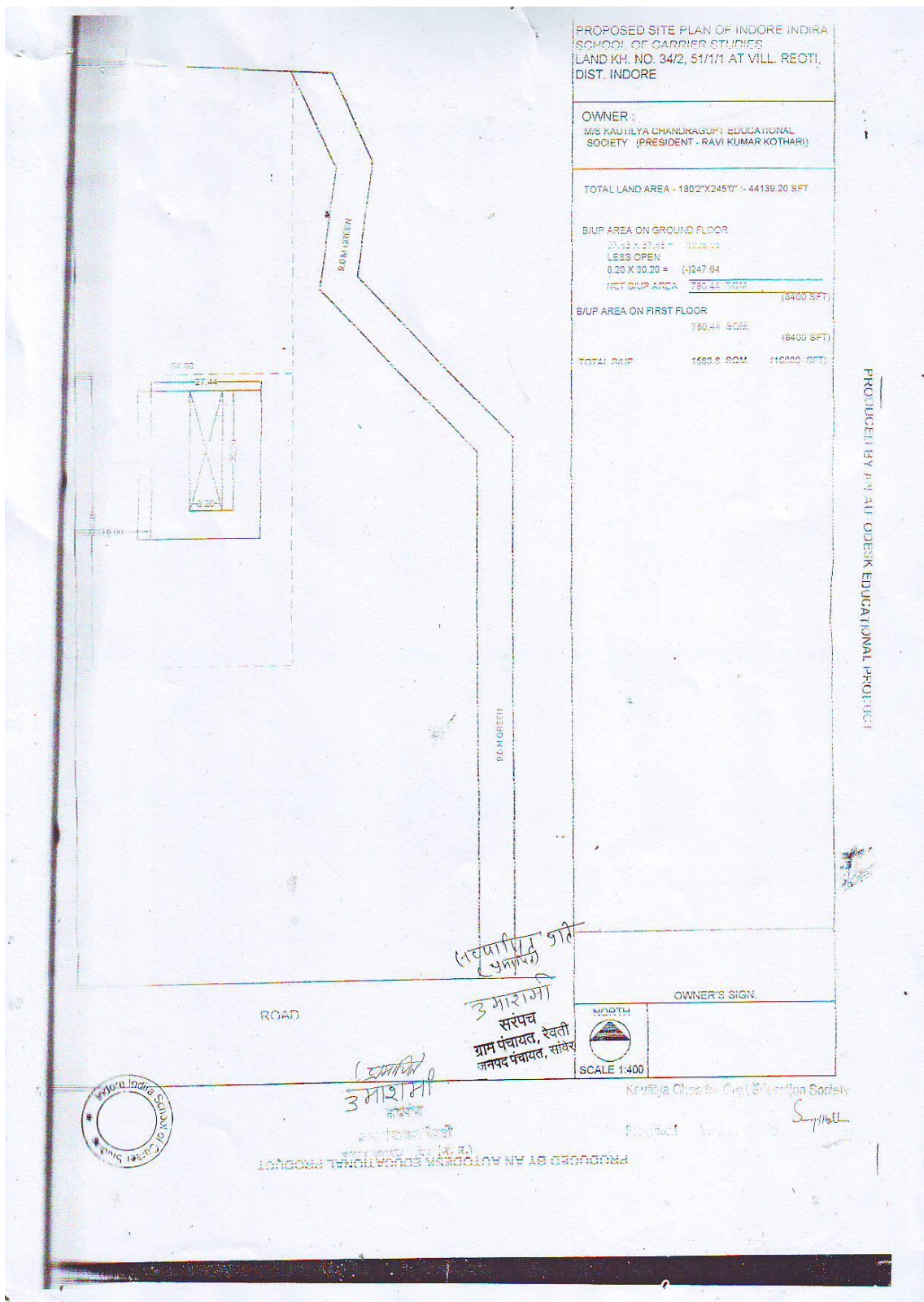President   Vice President   Secretary

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PROPOSED SITE PLAN OF INDORE INDIRA
SCHOOL OF CARRIER STUDIES
LAND KH. NO. 34/2, 51/1/1 AT VILL. REOTI,
DIST. INDORE

OWNER :
M/S KAUTILYA CHANDRAGUPT EDUCATIONAL
SOCIETY (PRESIDENT - RAVI KUMAR KOTHARI)

TOTAL LAND AREA - 180'2"X245'0" :- 44139.20 SFT

B/UP AREA ON GROUND FLOOR
LESS OPEN
8.20 X 30.20 = (-)247.64
NET B/UP AREA 780.44 SQM
(8400 SFT)
B/UP AREA ON FIRST FLOOR
780.44 SQM
(8400 SFT)

TOTAL B/UP 1560.8 SQM (16800 SFT)

OWNER'S SIGN.
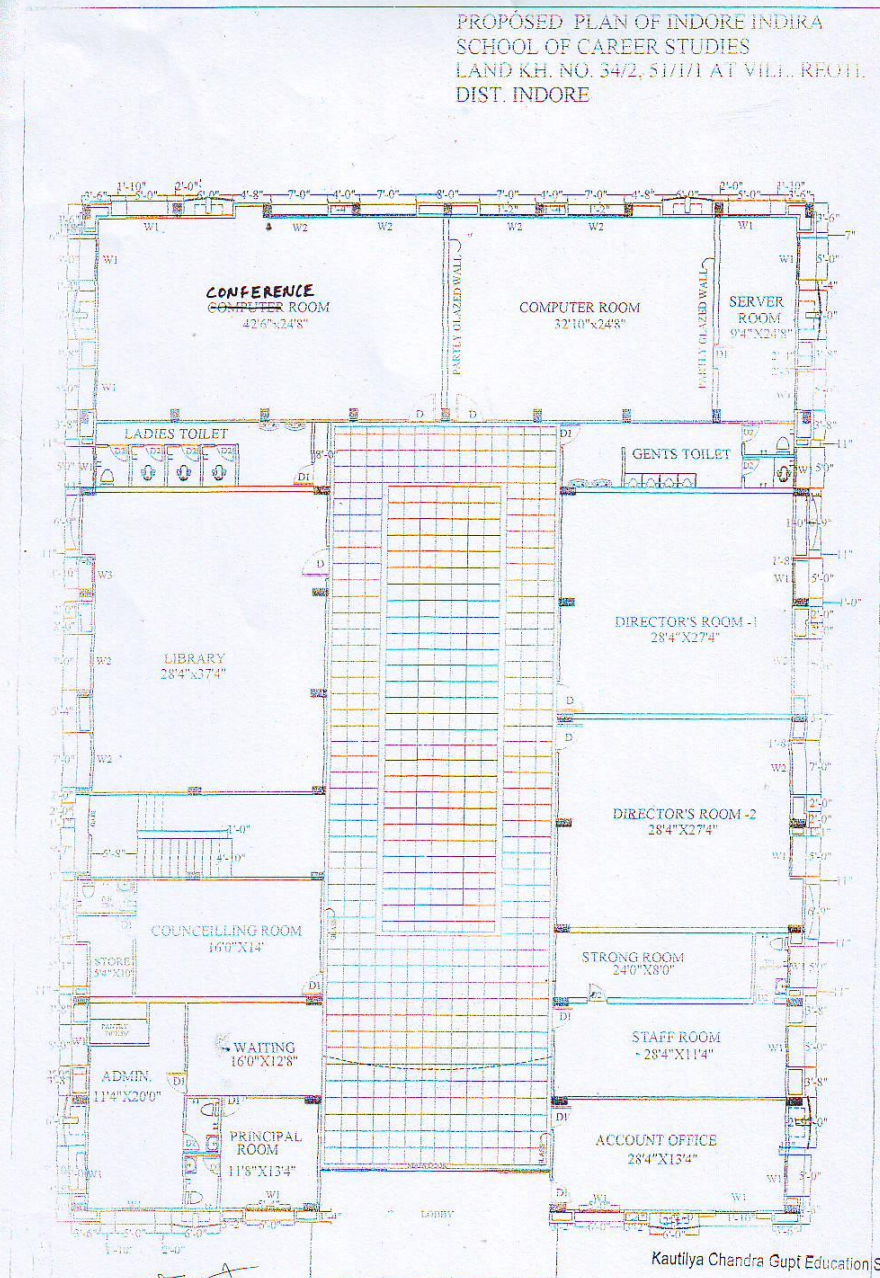
ROAD

NORTH

SCALE 1:400

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PROPOSED PLAN OF INDORE INDIRA SCHOOL OF CAREER STUDIES LAND KH. NO. 34/2, 51/1/1 AT VILL. REOTI, DIST. INDORE

GROUND FLOOR PLAN

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INDORE INDIRA SCHOOL OF CARRER STUDIES
GRAM REOTI BEHIND AUROBINDO HOSPITAL - INDORE
Run By:- KAUTILYA CHANDRA GUPT EDUCATION SOCIETY

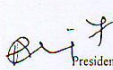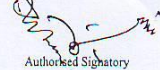INCOME AND EXPENDITURE A/C
FOR THE PERIOD 01.04.2010 to 31.03.2011

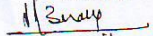| PARTICULARS	AMOUNT	PARTICULARS	AMOUNT
TO ADVERTISEMENT EXP.	6956981.15	BY FEES INCOME A/C	24669322.00
TO BANK CHARGES	6317.35	BY MISC RECEIPT	42531.10
TO BOOKS & PERIODICALS	12025.00		
TO BUILDING REPAIRING & MAINT.	40902.00		
TO CELEBRATION EXPENSES	163845.00		
TO CO.'s CONTRIBUTION TO P.F.	52365.00		
TO COMPUTER EXP	190496.00		
TO CONVEYANCE EXP.	33507.00		
TO COUNCELLING CHG.	331500.00		
TO DEPRICIATION	540390.00		
TO COURIER EXP.	29105.00		
TO DIESAL PURCHASE FOR DG SET	28379.00		
TO DONATION	8360.00		
TO ELECTRICITY EXPENSES	371924.00		
TO ENROLLMENT EXP	3850.00		
TO EXAMINATION EXP.	235410.00		
TO EXGRATIYA EXP.	55470.00		
TO FRIGHT & CARTAGE	7395.00		
TO GARDEN EXPENSES	40869.00		
TO GENERAL EXPENSES	665020.00		
TO GENERAL REPAIRING	232969.00		
TO HOUSEKEEPING CHARGES	496992.00		
TO INDUCTION PROGRAME	96923.00		
TO LAB EXP	6300.00		
TO LABOUR CHARGES	2400.00		
TO LEAVE ENCASHMENT	32040.00		
TO LEGAL EXP.	1000.00		
TO LIBARARY EXP	43260.00		
TO MARKETING EXP	93275.00		
TO MISC EXP	6500.00		
TO MOBILE EXP.	140207.00		
TO NEWS PAPER & PERODICALS	18930.00		
TO P.F. ADMINISTRATION CHARGES	7093.00		
TO PLACEMENT EXP	324950.00		
TO POSTAGE & TELEGRAM EXP.	24.00		
TO PRINTING & STATIONERY	443657.00		
TO PROFESSIONAL CHARGES	1139500.00		
TO RATES & TAXES	496966.00		
TO RENT A/C	20000.00		
TO REPAIR & MAINTAINANCE	11000.00		
TO SALARY A/C	2456257.00		
TO SAP EXAM EXP.	2387995.00		
TO SECURITY EXPENSES	820350.00		
TO SEMINAR & ACTIVITIES	0.00		
TO SPORTS EXPENSES	41459.00		
TO STAFF WELFARE A/C	340595.00		
TO STOREA EXP.	11635.00		
TO STUDENT WELFARE	45246.00		
TO TELEPHONE EXPENSES	957878.00		
TO TRAVELLING EXPENSES	1506947.00		
TO VEHICAL EXP	216762.00		
TO VEHICAL HIRE CHG.	2085237.00		
TO VEHICALE REPAIRING	16275.00		
TO WATER EXP.	44500.00		
TO NET PROFIT	392620.60		
	24711853.10		24711853.10

We Certify the correctness of aforesaid
Financial Statement

As per our Report of the even date

For KAUTILYA CHANDRAGUPT
EDUCATION SOCIETY

President   Authorised Signatory

For M/S Shyam Bhatia & Co.
Chartered Accountants
FRN 009812C

Shyam Bhatia
Proprietor M No 79623

SHYAM BHATIA & CO.
M.No. 79623
CHARTERED ACCOUNTANTS

Place : Indore
Date :
2 9 SEP 2011

Accreditation Report 2015
Indore Indira School of Career Studies
Vill-Reoti, Tehsil-Sanwer, Distt-Indore (M.P.)
Website: www.indoreindira.com/UG   **E-mail:** infomail@indoreindira.com

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INDORE INDIRA SCHOOL OF CAREER STUDIES (UNIT:- UNDER GRADUATION)
GRAM REOTI BEHıND AUROBINDO HOSPITAL - INDORE
Run By:- KAUTILYA CHANDRA GUPT EDUCATION SOCIETY

INCOME AND EXPENDITURE A/C
FOR THE PERIOD 01.04.2011 to 31.03.2012

PARTICULARS	AMOUNT	PARTICULARS	AMOUNT
TO BANK CHARGES	457.00	BY FEES INCOME A/C	7131000.00
TO CELEBRATION EXPENSES	62070.00	BY BUS FEES RECEIVED	296500.00
TO COUNSELLING CHARGES	78000.00	BY MISC RECEIPT	2468.00
TO CONVEYANCE EXP.	2106.00	BY SUNDRY BALANCE W/OFF	1003.00
TO DEPRICIATION	571865.00		
TO ENROLLMENT FEES	34820.00		
TO EXGRATIA PAYMENT	20050.00		
TO FREIGHT & CARTAGE	10000.00		
TO GENERAL EXPENSES	23830.00		
TO LABORATORY EXP.	128132.00		
TO LEGAL & PROFESSIONAL CHARGES	88240.00		
TO MARKETING EXPENSES	87992.00		
TO MOBILE EXPENSES	800.00		
TO PRINTING & STATIONERY	595.00		
TO PROFESSIONAL CHARGES	58450.00		
TO RATES & TAXES	506500.00		
TO RENT	40000.00		
TO SALARY A/C	2437433.00		
TO SEMINAR EXPENSES	59400.00		
TO SPORTS EXPENSES	7794.00		
TO STUDENT WELFARE	78916.00		
TO TRAVELLING EXPENSES	12960.00		
TO VEHICAL HIRE CHG.	79652.00		
TO EXCESS OF INCOME OVER EXP	3040909.00		
Total	**7430971.00**	**Total**	**7430971.00**

We Certify the correctness of aforesaid Financial
Statement

As per our Report of the even date

For KAUTILYA CHANDRAGUPT
EDUCATION SOCIETY

President   Authorised Signatory

For M/S Shyam Bhatia & Co.
Chartered Accountants
FRN 009812C

Shyam Bhatia
Proprietor M No 79623

Place : Indore
Date : 28.09.12

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INDORE INDIRA SCHOOL OF CAREER STUDIES
GRAM REOTI BEHIND AUROBINDO HOSPITAL - INDORE
Run By:- KAUTILYA CHANDRA GUPT EDUCATION SOCIETY

INCOME AND EXPENDITURE A/C
FOR THE PERIOD 01.04.2012 to 31.03.2013

PARTICULARS	AMOUNT	PARTICULARS	AMOUNT
ADVERTISMENT EXPENSES	330767.00	BY FEES INCOME A/C	8371000.00
BANK CHARGES	4713.78	BY BUS FEES RECEIVED	423770.00
CHARITY & DONATION	19200.00	BY MISC RECEIPT	29160.00
COMOPUTER EXPENSES	9737.00	BY SMU FEES INCOME	61378.00
CONVEYANCE EXPENSES	10185.00	BY EXCESS OF EXPENDITURE	677495.78
COUNSULLING EXPENSES	129400.00	OVER INCOME	
DEPRECIATION	975866.00		
FREIGHT & CARTAGE	1400.00		
GARDEN EXPENSES	134425.00		
GENERAL EXPENSES	405974.00		
GENERAL REPAIRING	68635.00		
LABORATARY EXPENSES	257154.00		
LIBRARY EXPENSES	10350.00		
P F ADMINISTRATION CHARGES	7236.00		
PRINTING & STATIONERY	11070.00		
PROFESSIONAL CHARGES	90650.00		
RATES & TAXES	379500.00		
RENT	237245.00		
SALARY AND ALLOWANCES	4936514.00		
SPORTS EXPENSES	21500.00		
STAFF WELFARE EXPENSES	28956.00		
STIPEND EXPENSES	194930.00		
STUDENT WELFARE	253845.00		
TELEPHONE EXPENSES	20092.00		
TRAVELLING EXPENSES	412559.00		
VEHICLE EXPENSES	152550.00		
VEHICLE HIRE CHARGES	441000.00		
WATER EXPENSES	17350.00		
	9562803.78	Total	9562803.78

Certify the correctness of aforesaid
Financial Statement

As per our Report of the even date

For KAUTILYA CHANDRAGUPT
EDUCATION SOCIETY

For M/S Shyam Bhatia & Co.
Chartered Accountants
FRN 009312C

Shyam Bhatia
Proprietor M No 79623

President   Authorised Signatory

Indore

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Indore Indira School of Carrer Studies
GRAM REOTI SANWER ROAD INDORE
(RUN BY KAUTILYA CHANDRA GUPT EDUCATION SOCIETY)

INCOME AND EXPENDITURE A/C
1-Apr-2013 to 31-Mar-2014

| Particulars	AMOUNT	Particulars	AMOUNT
Advertising Exp.	100000.00	FEES INCOME	7738760.00
Bank Charges	1566.16	BUS FEES	356500.00
Celebration Exp.	157636.00	MISC RECEIPTS	48767.30
Computer Expenses	12249.00		
Convyance Exp	38729.00		
Co,S Contribution to P.F	109393.00		
Counsulling Exp	103000.00		
Depreciation	707974.00		
Donation	4550.00		
Electricty Expenses	12068.00		
Examination Exp	6240.00		
Exgratiya Payment	91345.00		
Fright & Cartage	3040.00		
Garden Expenses	63742.00		
General Exp	660905.00		
General Repairing	9450.00		
Induction Exp	3500.00		
Insurance Expenses	770.00		
LABORTARY EXPENSES	124228.00		
Library Exp	63326.00		
Marketing Expenses	308958.00		
News & Periodical	1475.00		
P.F Administration Charges	7690.00		
Printing & Stationery	45870.00		
Professional Charges	54150.00		
Rates & Taxes	489000.00		
Rent Paid	116640.00		
Salary A/c	3158232.00		
Sports Exp	6400.00		
Staff Welfare Expenses	86831.00		
Student Welfare Exp	45277.00		
Telphone Expenses	68003.00		
Travelling Exp	263510.00		
Vehicle Exp	166672.00		
To Surplus Transferred to Society	1051608.14		
Total	**8144027.30**	**Total**	**8144027.30**

We certify the correctness of aforesaid Financial Statement
FOR KAUTILYA CHANDRA GUPT EDUCATION SOCIETY

AUTHORISED SIGNATORY

PLACE : INDORE
DATE : 29.9.2014

As per Our report for the even date
FOR SHYAM BHATIA & CO
CHARTERED ACCOUNTANTS

SHYAM BHATIA
PROPRIETOR M NO 79623
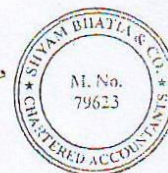
M. No.
79623

PHOTO GALLERY

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TREASURE HUNT

TEACHERS DAY

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SPORTS

PLANTATION

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INFRASTRUCTURE

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GUEST LECTURES

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GARBA

freshers PARTY

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ANNUAL FUNCTION

INDEPENDANCE DAY & REPUBLIC DAY

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Faculty Development Program

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