



**Delhi School of Professional Studies and Research (DPSR)**  
**Affiliated to Guru Gobind Singh Indraprastha University (GGSIPU)**  
**9, Institutional Area, Sector – 25, Rohini, Delhi – 110085**  
**NAAC Accredited “A” Grade Institution**



**ANNUAL QUALITY ASSURANCE REPORT (AQAR)**  
**(2017-18)**  
**(Track ID: DLCOGN 24376)**

*Submitted to*



**National Assessment and Accreditation Council**

An Autonomous Institution of the University Grants Commission

**राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्**  
**विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान**

# Annual Quality Assurance Report (AQAR)

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2017 to June 30, 2018)

Part – A

## 1. Details of the Institution

1.1 Name of the Institution

Delhi School of Professional Studies and Research

1.2 Address Line 1

9, Institutional Area

Address Line 2

Sector 25

City/Town

Rohini

State

Delhi

Pin Code

110085

Institution e-mail address

director@dspsr.in

Contact Nos.

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Name of the Head of the Institution:

Prof. Ravinder Vinayek

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(011) 2793-2799

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Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHC0GN 18879)

1.4 NAAC Executive Committee No. & Date:   
(For Example EC/32/A&A/143 dated 3-5-2004.  
This EC no. is available in the right corner- bottom  
of your institution's Accreditation Certificate)

1.5 Website address:

Web-link of the AQAR:

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

#### 1.6 Accreditation Details

| Sl. No. | Cycle                 | Grade | CGPA | Year of Accreditation | Validity Period |
|---------|-----------------------|-------|------|-----------------------|-----------------|
| 1       | 1 <sup>st</sup> Cycle | A     | 3.04 | 2017                  | 2017-2022       |
| 2       | 2 <sup>nd</sup> Cycle |       |      |                       |                 |
| 3       | 3 <sup>rd</sup> Cycle |       |      |                       |                 |
| 4       | 4 <sup>th</sup> Cycle |       |      |                       |                 |

1.7 Date of Establishment of IQAC : DD/MM/YYYY

1.8 AQAR for the year (for example 2010-11)

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- i. AQAR \_\_\_\_\_ NA \_\_\_\_\_ (DD/MM/YYYY)
- ii. AQAR \_\_\_\_\_ NA \_\_\_\_\_ (DD/MM/YYYY)
- iii. AQAR \_\_\_\_\_ NA \_\_\_\_\_ (DD/MM/YYYY)
- iv. AQAR \_\_\_\_\_ NA \_\_\_\_\_ (DD/MM/YYYY)

1.10 Institutional Status

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College  Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

Financial Status Grant-in-aid  UGC 2(f)  UGC 12B

Grant-in-aid + Self Financing  Totally Self-financing

1.11 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

**1.12 Name of the Affiliating University (for the Colleges)**

Guru Gobind Singh Indraprastha University, Dwarka, New Delhi

**1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc**

Autonomy by State/Central Govt. / University

University with Potential for Excellence

UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

Any other (Specify)

UGC-COP Programmes

## 2. IQAC Composition and Activities

|   |                                 |
|---|---------------------------------|
| 2.1 No. of Teachers   | <input type="text" value="6"/>  |
| 2.2 No. of Administrative/Technical staff                         | <input type="text" value="4"/>  |
| 2.3 No. of students   | <input type="text" value="4"/>  |
| 2.4 No. of Management representatives                             | <input type="text" value="1"/>  |
| 2.5 No. of Alumni   | <input type="text" value="1"/>  |
| 2.6 No. of any other stakeholder and<br>community representatives | <input type="text" value="2"/>  |
| 2.7 No. of Employers/ Industrialists                              | <input type="text" value="2"/>  |
| 2.8 No. of other External Experts                                 | <input type="text" value="1"/>  |
| 2.9 Total No. of members  | <input type="text" value="21"/> |

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders:  Faculty

Non-Teaching Staff  Students  Alumni  Others

2.12 Has IQAC received any funding from UGC during the year? Yes  No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.  International  National  State  Institution Level

(ii) Themes

- One day Workshop on “MOOCs and online course” held on 14<sup>th</sup> August, 2017
- Two Days XIX International Conference on theme “Managing Digital Revolution: Inventing Future India” held from January 5 to 6, 2018.
- One Day XIX International Seminar on “Digital Governance” held on 5 January, 2018.
- Three Days National Workshop on “Financial Modeling With MS - EXCEL” from 16- 18 December, 2017
- One Week National FDP on “Analytical Techniques for Research: Financial Econometrics” from June 4 to 10, 2018
- Two Days National Workshop on “Art of Writing Research Paper” held from 23-24 June, 2018

## 2.14 Significant Activities and contributions made by IQAC

- Conducted One day Workshop on “MOOCs and online course” held on 14<sup>th</sup> August, 2017.
- Organised Two Days XIX International Conference on theme “Managing Digital Revolution: Inventing Future India” scheduled from January 5 to 6, 2018.
- Organised One Day XIX International Seminar on “Digital Governance” scheduled on 5 January, 2018.
- Conducted One Week National FDP on “Analytical Techniques for Research: Financial Econometrics” from June 4-10, 2018.
- Organised Two Days National Workshop on “Art of Writing Research Paper” from 23-24 June, 2018.
- Organised Three Days National Workshop on “Financial Modeling With MS - EXCEL” from 16-18, December, 2017.
- Developed Online Performance Based Appraisal System (PBAS) for evaluating faculty members’ teaching and research performance.
- Established a Behavioural Testing Lab in the name of “Antarmann” in the month of March, 2018. Its first activity was Psychometric Testing of undergraduate students of B.Com. (Hons.) and BBA program. A detailed session was held to test the personality traits of the students using MBTI Scale.
- Applied for NSS SFU (Self Financing Unit) to Regional Director of NSS and got the approval for the same.
- Organized Inter College Business Plan competition for BBA and B.Com. (Hons.) students.
- Organized Intra College Competition during Management Fest Competition.
- Organised Development programmes for support staff on the theme “Personality Development.”
- A certification course on German Language would be started from the academic session 2018-19. All the details have been discussed and planned out including conducting demo classes; only implementation of the regular classes is left.
- Remedial Classes for practical subjects were particularly in the subjects of Business Mathematics and Accounting was scheduled for BBA and B.Com. (Hons.) students.

## 2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year

| Plan of Action   | Actions Taken  |
|--|--|
| 1. Organize inter and intra college Business quiz competition  | Intra College Business Plan Competition was organized on 24/10/2017<br>Inter College Business Plan Competition was conducted on 17/03/2018.  |
| 2. To submit the proposal to university for getting a unit of NSS (Self Financing Unit).                         | Applied for NSS SFU (Self Financing Unit) to Regional Director of NSS & got the approval for the same, vide letter no. F.No.P-14/1/NSS/RDD/2018-2019/47-57 dated 22/5/2018.  |
| 3. Psycho-Metric Testing of students must be introduced and implemented  | Established a Behavioural Lab in the name of "Antarmann" in the month of March, 2018. Its first activity was Psychometric Testing of undergraduate students of B.Com. (Hons.) and BBA program. A detailed session was held to test the personality traits of the students using MBTI Scale. This event was scheduled for 15 March, 2018. |
| 4. Workshop on "Financial Modeling with M-Excel" must be organized for faculty members                           | Three Days National Workshop on "Financial Modeling With MS - EXCEL" was organised from 16 – 18 December, 2017   |
| 5. Cultural diversity day must be celebrated once in a semester  | To celebrate Cultural Diversity, on occasion of Diwali, all the staff members and students participated in traditional wear competition.   |
| 6. To conduct a one week National workshop on "Financial Econometrics"   | One week National Level Workshop on "Analytical Techniques for Research: Financial Econometrics" was conducted from June 4 to 10, 2018   |
| 7. To arrange a session on "Basic Etiquettes" for support staff  | A workshop on the theme "PERSONALITY DEVELOPMENT" was conducted for support staff on 24 <sup>th</sup> March, 2018.   |
| 8. To collect Feedback from all the stakeholders and analyze it with special focus on quality of the curriculum. | Feedback from various stakeholders including Students, Parents, Alumni and Employers were collected and analysed and indicated action was taken thereon.   |
| 9. To Organise two days Workshop on "Art of Writing Research Paper"  | Organized Two Days Workshop on "Art of Writing Research Paper" from 23-24 June, 2018   |



2.15 Whether the AQAR was placed in statutory body      Yes  No   
Management  Syndicate  Any other body

Provide the details of the action taken

For Quality improvement, regular Academic Advisory Board meeting and Governing Body meetings are held and actions are taken accordingly.

Following actions were taken on the basis of basis of such recommendations:

- Introduced German Language Certification course for students of BBA and B.Com. (Hons.).
- One week National Level Workshop on “Analytical Techniques for Research: Financial Econometrics” was conducted from June 4 to 10, 2018
- A workshop on the theme “Personality Development” was conducted for support staff on 24<sup>th</sup> March, 2018
- Applied for NSS SFU (Self Financing Unit) to Regional Director of NSS and got the approval for the same.
- We have established a Behavioural Testing Lab in the name of “Antarmann” in the month of March. Its first activity was Psychometric Testing of undergraduate students of B.Com. (Hons.) and BBA program. A detailed workshop was held to test the personality traits of the students using MBTI Scale.
- Code of Conduct for Teachers, Non-Teaching staff, Students and Management was formulated.

The AQAR was approved after detailed discussions vide resolution no. 3 in the Governing Body Meeting of DSPSR held on 22/09/2018.

**Part – B**  
**Criterion – I**

**1. Curricular Aspects**

1.1 Details about Academic Programmes

| Level of the Programme | Number of existing Programmes | Number of programmes added during the year | Number of self-financing programmes | Number of value added / Career Oriented programmes |
|------------------------|-------------------------------|--|-------------------------------------|--|
| PhD                    | N/A                           | N/A  | N/A                                 | N/A  |
| PG                     | N/A                           | N/A  | N/A                                 | N/A  |
| UG                     | 2                             | N/A  | N/A                                 | N/A  |
| PG Diploma             | N/A                           | N/A  | N/A                                 | N/A  |
| Advanced Diploma       | N/A                           | N/A  | N/A                                 | N/A  |
| Diploma                | N/A                           | N/A  | N/A                                 | N/A  |
| Certificate            | N/A                           | N/A  | N/A                                 | N/A  |
| Others                 | N/A                           | N/A  | N/A                                 | N/A  |
| <b>Total</b>           | 2                             | -  | -                                   | -  |

|                   |     |     |     |     |
|-------------------|-----|-----|-----|-----|
| Interdisciplinary | N/A | N/A | N/A | N/A |
| Innovative        | N/A | N/A | N/A | N/A |

**1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options:**

Elective option available to students of B.Com. (Hons.) Final Year under the CBCS.

**(ii) Pattern of programmes:**

| Pattern   | Number of programmes                                  |
|-----------|---|
| Semester  | 6 Semester in BBA (G)<br>6 Semester in B.Com. (Hons.) |
| Trimester | N/A   |
| Annual    | N/A   |

### 1.3 Feedback from stakeholders\* (*On all aspects*)

Alumni  Yes      Parents  Yes      Employers  Yes      Students  Yes

Mode of feedback :    Online  Yes    Manual  Yes    Co-operating schools (for PEI)  N/A

### 1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

Syllabus of First year undergraduate courses (BBA & B.Com. (Hons.)) was revised and updated by the Guru Gobind Singh Indraprastha University w.e.f. academic year 2017-18. The course curriculum was revised by the University keeping in view the changing trends and patterns in education and to keep pace with the global change in research and development.

Few new courses like GST, Research Methodology have been added by the University in BBA programme. Practical laboratory sessions have also been included in the curriculum from academic year 2017-18 onwards.

### 1.5 Any new Department/Centre introduced during the year. If yes, give details.

Centre for Entrepreneurship Development has been set up to motivate students to become Entrepreneurs and thus be job providers rather than job seekers.

## Criterion – II

### 2. Teaching, Learning and Evaluation

#### 2.1 Total No. of permanent faculty

| Total | Asst. Professors | Associate Professors | Professors | Others |
|-------|------------------|----------------------|------------|--------|
| 45    | 29               | 8                    | 8          | -      |

2.2 No. of permanent faculty with Ph.D.

#### 2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

| Asst. Professors |     | Associate Professors |     | Professors |     | Others |     | Total |     |
|------------------|-----|----------------------|-----|------------|-----|--------|-----|-------|-----|
| R                | V   | R                    | V   | R          | V   | R      | V   | R     | V   |
| 9                | NIL | NIL                  | NIL | 1          | NIL | NIL    | NIL | 10    | NIL |

#### 2.4 No. of Guest and Visiting faculty and Temporary faculty

|       |          |           |
|-------|----------|-----------|
| Guest | Visiting | Temporary |
| 0     | 7        | 0         |

#### 2.5 Faculty participation in conferences and symposia:

| No. of Faculty               | International Level | National Level | State Level |
|------------------------------|---------------------|----------------|-------------|
| Attended Seminars/ Workshops | 19                  | 21             | 16          |
| Presented papers             | 19                  | 21             | -           |
| Resource Persons             | 4                   | 7              | 4           |

#### 2.6 Innovative processes adopted by the institution in Teaching and Learning:

- IQAC motivates the faculty to adopt Innovative processes in Teaching and Learning process. These Innovative teaching approaches which are a combination of the traditional lecture method along with other methods to help the young minds to increase their learning capacity.
- Student centric learning is promoted vigorously through extensive use of ICT.
- Workshops are conducted for students to promote the usage of E-learning – resources from National Programme on Technology Enhanced Learning (NPTEL) in enhancing their learning skills.
- Lifelong learning skills and interest in research activities is developed among the students and they are motivated and mentored rigorously for writing and presenting research papers at national and international conferences.
- Faculty Members follow formative assessment techniques for keeping a regular check on the levels of understanding of students during learning process. Activities like quiz, presentation by students, role plays, etc. are used while teaching.

- All the Faculty Members prepare e-content of their respective subject which is updated regularly and is shared with students for their in depth understanding of a subject and preparation for examination.
- Workshops are organised for Faculty Members to discuss innovative pedagogical methods for teaching.
- Assigning duties to students in conferences, seminars and workshops which help the students to acquire paper presentation /preparation, communication and event management skills.
- Conducting remedial classes and special classes for slow learners so as to improve the learning skills of the student.
- Industrial/Educational tours and visits to various companies, industries are organised which help students to gain real life experience about the outside world.
- To build competitive and organizational skills among the students, they are motivated to participate in various co-curricular activities organised under:
  - Rotaract Club of DSPSR
  - Cultural Club of DSPSR
  - Centre for Entrepreneurship Development
- Conduct of sports and games for students to make them physically strong and fit, and mentally agile and alert, which indirectly helps to improve their learning skills.

2.7 **Total No. of actual teaching days during this academic year**

|     |
|-----|
| 180 |
|-----|

2.8 **Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)**

- Keeping in view the format of End Term Examination at University level, the duration of Internal Examination has been increased from 2 hours to 2.5 hours.
- The internal marks are made available to the students online to ensure transparency in the examination and evaluation system.
- Multiple Choice Questions (MCQs) have been introduced to develop better understanding of the subjects.

**2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop**

In all 24 faculty members of the institute were involved in curriculum restructuring and revision of syllabus.

The Curriculum Development Committee constituted by GGS Indraprastha University for redesigning the syllabus of B.Com. (Hons.) and BBA programmes, in the year 2016-17 invited suggestions in writing from its affiliated institutes regarding changes to be incorporated in the syllabus. A workshop of all the faculty members of DSPSR was organised in the institute to make detailed analysis of the syllabi of BBA and B.Com. (Hons.) courses and suggestions for the improvement in course curriculum and redesigning of certain subjects were submitted to the Curriculum Development Committees. Some of the suggestions given by our faculty members were incorporated in the changed syllabi which was implemented w.e.f. academic session 2017-18.

**2.10 Average percentage of attendance of students**

B.Com. (Hons.) 80%      BBA 78%

**2.11 Course/Programme wise distribution of pass percentage:**

| Title of the Programme              | Total no. of students appeared | Division      |           |           |           |           |
|-------------------------------------|--------------------------------|---------------|-----------|-----------|-----------|-----------|
|                                     |                                | Distinction % | I %       | II %      | III %     | Pass %    |
| B.Com.(Hons.) -1 <sup>st</sup> Year | 103                            | 6             | 57        | 24        | 12        | 99        |
| B.Com.(Hons.) -2 <sup>nd</sup> Year | 104                            | 24            | 59        | 16        | 1         | 100       |
| B.Com.(Hons.) -3 <sup>rd</sup> Year | 94                             | 37            | 54        | 0         | 0         | 91        |
| <b>B.Com. (Hons.)</b>               | <b>301</b>                     | <b>22</b>     | <b>57</b> | <b>13</b> | <b>4</b>  | <b>97</b> |
| BBA- 1 <sup>st</sup> Year           | 168                            | 4             | 26        | 38        | 25        | 92        |
| BBA- 2 <sup>nd</sup> Year           | 191                            | 10            | 46        | 30        | 11        | 98        |
| BBA- 3 <sup>rd</sup> Year           | 191                            | 25            | 58        | 2         | 0         | 85        |
| <b>BBA</b>                          | <b>550</b>                     | <b>13</b>     | <b>43</b> | <b>24</b> | <b>12</b> | <b>92</b> |

## **2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:**

- IQAC organises meetings, reviews the implementation of resolutions of earlier meetings and proposes quality enhancement measures for the forthcoming academic year. IQAC Committee meetings are held once in every quarter and IQAC internal meetings are held on monthly basis.
- IQAC analyses the student feedback which is taken thrice in a semester and takes corrective measures to ensure effective teaching and learning. The evaluation of student feedback helps the faculty members in improving upon the teaching pedagogy.
- With the help of IQAC, institute has started Online Performance Based Appraisal System. With this system, the institute evaluates faculty members on their teaching and research performance.
- The Institute has faculty program coordinators for both the Programmes who look after smooth conduct of classes and other aspects. The program coordinators also take regular feedback from the students to ensure effective learning on all subjects. Along with this the programme coordinator also provides counselling hours for resolving the student's problems relating to subjects of study, research project, and other difficulties faced by the students.
- Regular interaction with parents of the students is done. Parent teacher meeting is also organised once in every semester which helps the faculty members to discuss the progress of their ward in academics as well as extra-curricular activities.
- Master Time Table is prepared before the commencement of semester and shared with the faculty Members and students for smooth conduct of classes.
- Faculty Members submit Lesson Plan highlighting the topics that would be discussed by them in each lecture before the commencement of the session.
- To review the learning outcomes, result of End Term Examination is analysed every semester.
- Weekly Planners and Daily Activity Report is submitted by all the faculty members at the beginning of the week and end of the day respectively.

### 2.13 Initiatives undertaken towards faculty development

| <i>Faculty / Staff Development Programmes</i>  | <i>Number of faculty benefitted</i> |
|--|-------------------------------------|
| Refresher courses                              | 1                                   |
| UGC – Faculty Improvement Programme            | 1                                   |
| HRD programmes                                 | NA                                  |
| Orientation programmes                         | 2                                   |
| Faculty exchange programme                     | NA                                  |
| Staff training conducted by the university     | 4                                   |
| Staff training conducted by other institutions | 19                                  |
| Summer / Winter schools, Workshops, etc.       | 3                                   |
| Others   | NA                                  |

### 2.14 Details of Administrative and Technical staff

| <b>Category</b>             | <b>Number of Permanent Employees</b> | <b>Number of Vacant Positions</b> | <b>Number of permanent positions filled during the Year</b> | <b>Number of positions filled temporarily</b> |
|-----------------------------|--------------------------------------|-----------------------------------|---|---|
| <b>Administrative Staff</b> | 18                                   | 04                                | 04  | 04  |
| <b>Technical Staff</b>      | 01                                   | -                                 | -   | -   |



## **Criterion – III**

### **3. Research, Consultancy and Extension**

#### **3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution**

##### **Infrastructural Support**

- Several measures and facilities are being provided by the Institute for the smooth progress and implementation of research work, such as, providing personal computers with internet facility, state-of-the-art library equipped with various e-resources and e-databases.

##### **Mentoring Support**

- Motivate faculty members to undertake research projects and also associate students in the projects.
- Encouraging the faculty members to get enrolled for Ph.D. and obtaining Ph.D. degree on priority.
- Institution has put in place scheme of Best Teacher Award to appreciate, recognize, and motivate faculty members.

##### **Financial Support**

- Research Grant in the form of seed money of Rs.10,000 /- to the full time faculty members who gets registered for Ph.D. programme.
- Academic leave is given to the Faculty Members for attending FDPs, MDPs, Workshops, Conferences, etc.
- Financial Support to faculty members for presenting papers and attending National/International Conferences abroad/within India by way of reimbursement of delegate fee and travel expenses.

##### **Training Support**

- Promoting and conducting FDPs to acquaint the faculty with the emerging research tools and techniques.
- Research Review Committee helps to improve upon the number of quality published research work and contribution of research papers in the National and International Journals for publication.

This has resulted in increase in the number of faculty enrolling for Ph.D. programmes and also completing their research work. The faculty publications have also increased during last year.

### 3.2 Details regarding major projects

|                     | Completed | Ongoing | Sanctioned | Submitted |
|---------------------|-----------|---------|------------|-----------|
| Number              | 01        | 01      | 02         | NIL       |
| Outlay in Rs. Lakhs | 5.00      | 5.00    | 10.00      | NIL       |

### 3.3 Details regarding minor projects

|                     | Completed | Ongoing | Sanctioned | Submitted |
|---------------------|-----------|---------|------------|-----------|
| Number              | -         | 1       | 1          | -         |
| Outlay in Rs. Lakhs | -         | 2.00    | 2.00       | -         |

### 3.4 Details on research publications

|                          | International | National | Others |
|--------------------------|---------------|----------|--------|
| Peer Review Journals     | 7             | 6        | 0      |
| Non-Peer Review Journals | 0             | 0        | 0      |
| e-Journals               | 3             | 0        | 0      |
| Conference proceedings   | 19            | 23       | 0      |

### 3.5 Details on Impact factor of publications\*:

Range  Average  h-index  Nos. in SCOPUS

\* it is calculated on the basis of following Impact Factors

| S.No. | Journal Name   | Impact Number | Number of Publications |
|-------|--|---------------|------------------------|
| 1     | International Journal of Creative Research Thoughts              | 5.97          | 2                      |
| 2     | Research Review International Journal of Multidisciplinary       | 4.184         | 1                      |
| 3     | International Journal of Research in Economy and Social Sciences | 6.939         | 1                      |

### 3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

| Nature of the Project  | Duration Year | Name of the funding Agency                      | Total grant sanctioned | Received        |
|--|---------------|---|------------------------|-----------------|
| Major projects   | 03            | Dr. B. P. Singh Public Charitable Trust         | Rs. 10.00 Lakhs        | Rs. 10.00 Lakhs |
| Minor Projects   | 01            | Divine International                            | Rs. 2.00 Lakhs         | Rs. 2.00 Lakhs  |
| Interdisciplinary Projects   | NIL           | NIL   | NIL                    | NIL             |
| Industry sponsored   | 02            | Divine Infrabuild Ltd.                          | Rs. 4.00 Lakhs         | Rs. 4.00 Lakhs  |
| Projects sponsored by the University/ College                        | 01            | Delhi School of Professional Studies & Research | Rs. 10,000/-           | Rs. 10,000/-    |
| Students research projects (other than compulsory by the University) | NIL           | NIL   | NIL                    | NIL             |
| Any other(Specify)   | NIL           | NIL   | NIL                    | NIL             |
| Total  |               |   | Rs. 16.00 Lakhs        | Rs. 16.00 Lakhs |

3.7 No. of books published i) With ISBN No.  Chapters in Edited Books

ii) Without ISBN No.

### 3.8 No. of University Departments receiving funds from

UGC-SAP  CAS  DST-FIST   
DPE  DBT Scheme/funds

3.9 For colleges Autonomy  CPE  DBT Star Scheme   
INSPIRE  CE  Any Other (specify)

3.10 Revenue generated through consultancy: Rs. 15.2 Lakhs

### 3.11 No. of conference organized by the Institution

| Level               | International                   | National | State | University | College |
|---------------------|---------------------------------|----------|-------|------------|---------|
| Number              | 01                              | NIL      | NIL   | NIL        | NIL     |
| Sponsoring agencies | ICSSR/Oriental Bank of Commerce |          |       |            |         |

### 3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

### 3.15 Total budget for research for current year in lakhs:

From Funding agency  From Management of University/Col    
**Total**

### 3.16 No. of patents received this year

| Type of Patent |         | Number |
|----------------|---------|--------|
| National       | Applied | NA     |
|                | Granted | NA     |
| International  | Applied | NA     |
|                | Granted | NA     |
| Commercialised | Applied | NA     |
|                | Granted | NA     |

### 3.17 No. of research awards/ recognitions received by faculty and research fellows of the institute in the year

| Total | International | National | State | University | Dist | College |
|-------|---------------|----------|-------|------------|------|---------|
| NIL   | 3             | 1        | NIL   | NIL        | NIL  | 5       |

### 3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

### 3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF  SRF  Project Fellows  Any other

### 3.21 No. of students Participated in NSS events:

University level  State level   
 National level  International level

### 3.22 No. of students participated in NCC events:

|                  |    |                     |    |
|------------------|----|---------------------|----|
| University level | NA | State level         | NA |
| National level   | NA | International level | NA |

### 3.23 No. of Awards won in NSS:

|                  |    |                     |    |
|------------------|----|---------------------|----|
| University level | NA | State level         | NA |
| National level   | NA | International level | NA |

### 3.24 No. of Awards won in NCC:

|                  |    |                     |    |
|------------------|----|---------------------|----|
| University level | NA | State level         | NA |
| National level   | NA | International level | NA |

### 3.25 No. of Extension activities organized

|                  |     |               |     |           |    |
|------------------|-----|---------------|-----|-----------|----|
| University forum | NIL | College forum | 08  |           |    |
| NCC              | NIL | NSS           | NIL | Any other | 03 |

### 3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- Daily Coaching to children of under privileged section of the society from nearby J.J. Colony, in the institution from 4:00 pm to 5:30 pm. The Coaching is given by the students of the Institute.
- Fund raising by selling diyas and candles at Diwali Celebration.
- Fund raising project of Rotaract Club of DSPSR.
- Daughters' Day was celebrated as Joint activity by Rotaract Club of Delhi Akash and Rotaract Club of DSPSR.
- Donation of educational necessities to underprivileged kids of nearby J.J. Colony as Diwali gifts.
- International Literacy Day celebration.
- Leadership Training.
- Ride to end Polio.
- Hosted and participated in District Interact Leadership Assembly (DILA), a Structured Leadership Development programme of Rotary International.
- Blood Donation camp at DSPSR, twice (September and March) in the year. One camp was organised on 10<sup>th</sup> October, 2017 and the other was organised on 3<sup>rd</sup> April, 2018.

## Criterion – IV

### 4. Infrastructure and Learning Resources

#### 4.1 Details of increase in infrastructure facilities:

| Facilities   | Existing       | Newly created | Source of Fund | Total         |
|--|----------------|---------------|----------------|---------------|
| Campus area  |                |               |                |               |
| • Total Area   | 2000 sq. Mtrs  | -             | Self Financing | 2000 sq. Mtr. |
| • Built up Area  | 2500 sq. Mtrs. | 500 sq. Mtrs. |                | 3000 sq. Mtr. |
| Class rooms  | 12             | 3             | Self Financing | 15            |
| Laboratories (Computer Labs.)  | 3              | 1             | Self Financing | 4             |
| Seminar Halls  | 1              | 0             | Self Financing | 1             |
| No. of important equipments purchased ( 1-0 lakh) during the current year. |                |               | Self Financing |               |
| • Gen Sets   | 1              | 60            |                | 61            |
| • UPS Online   | 3              | 125           |                | 128           |
| • UPS Offline  | 10             | 3             |                | 13            |
| • Computer   | 190            |               |                | 190           |
| • Firewall   | 1              |               |                | 1             |
| • CCTV (Survillence System (6+63)  | 6              |               |                | 6             |
| • LCD Projector  | 12             |               |                | 12            |
| Value of the equipment purchased during the year (Rs. in Lakhs)            | 472.30         | 31.72         | Self Financing | 504.02        |
| Others   |                |               |                |               |

#### 4.2 Computerization of administration and library

Institute has following systems for Administration and Library Management:

- Tally Software for Accounting
- OPAC (Koha) – Library Management System

#### 4.3 Library services:

|                         | Existing |          | Newly added |             | Total |             |
|-------------------------|----------|----------|-------------|-------------|-------|-------------|
|                         | No.      | Value    | No.         | Value (Rs.) | No.   | Value (Rs.) |
| <b>Text Books</b>       | 9310     | 2614889  | 478         | 167526.00   | 9788  | 2076981     |
| <b>Reference Books</b>  | 1734     |          | 59          |             | 1793  |             |
| <b>e-Books</b>          | 267      |          | 25          |             | 292   |             |
| <b>Journals</b>         | 53       | 14670.00 |             |             | 53    | 14670.00    |
| <b>e-Journals</b>       | 683      | 11500.00 |             |             | 683   | 11500.00    |
| <b>Digital Database</b> | 2        |          |             |             | 2     |             |
| <b>CD &amp; Video</b>   | 331      |          |             |             | 331   |             |
| <b>Others (specify)</b> |          |          |             |             |       |             |

#### 4.4 Technology up gradation (overall)

|          | Total Computers | Computer Labs | Internet | Browsing Centres | Computer Centres | Office | Dept. | Others |
|----------|-----------------|---------------|----------|------------------|------------------|--------|-------|--------|
| Existing | 160             | 03            | 08       | 01               | -                | 29     | -     | -      |
| Added    | 73              | 01            | 12       | -                | -                | 2      | -     | -      |
| Total    | 233             | 04            | 20       | 01               | -                | 31     | -     | -      |

#### 4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

1. MS Excel Workshop for students and teachers.
2. SPSS training session conducted for students.
3. HTML static websites designed by students.

#### 4.6 Amount spent on maintenance (Rs. in lakhs) :

|  |              |
|--|--------------|
| i) ICT                                   | 5.58         |
| ii) Campus Infrastructure and facilities | 31.07        |
| iii) Equipments                          | 0.38         |
| iv) Others                               | 1.09         |
| <b>Total :</b>                           | <b>38.12</b> |

## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC has contributed in enhancing awareness about Student Support Services; the glimpse of such activities and steps may be enlisted as under:

- **Orientation Programme:** Institution assesses the student's needs in terms of knowledge and skills before the commencement of the program. Soon, after admissions are made the Institute organizes orientation programs to brief all students and parents about the course structure, curriculum, examination pattern, assessment method, etc.
- **Program Coordinators-**Every programme, running at DSPSR has well designated Program Coordinator, who is responsible for handling all the queries and concerns of the students of its programme.
- **Class Coordinators-**In order to assist each program coordinator, every individual class has a Faculty Class coordinator. They are the first point of contact for students for solving problems after the subject teacher.
- **Joining Hands with the Technology-**Survival of the fittest may not only apply to its origin but also in every walk of life. Well said, IQAC team has successfully plunged its paws on technology in order to meet the today's need of the hour.
  - Online Google groups, Whatsapp Groups for individual classes have been created that promulgate minute to minute update to its most important stakeholder i.e. student. All the updates about assignments, tests, Time table updates, event updates, academic activity updates, placement updates, etc. are provided by the concerned in-charge(s).
  - Online Attendance sheets are used to take and compile the attendance at DSPSR, which gives real time information to all the students.
- **Sensitizing students** about anti-ragging, and women anti-harassment cell.
- **Grievances Redressal Cell:** It renders mechanism to students for redressal of their grievances with regard to their complaints on academic and non-academic matters, grievances related to assessment, victimization, attendance, extra charging of fees, conducting of examinations, harassment by colleague, students or teachers, etc.
- **Gender-Sensitized Environment:** The Institution has a **Women Harassment Cell** for gender sensitization and conducts open forums, to sensitize students and staff on gender issues and also addresses and takes care of the issues, if arises. It works towards building a gender-sensitized environment at our Institute, by promoting a healthy working environment for all our female staff, students, and faculty members.
- **Dissemination of Information:** At the beginning of the academic year, all the students are issued a handbook “**SWAAGAT**” which provides information related to the curriculum, code of conduct, examination rules, faculty, staff, and other details.



## **5.2 Efforts made by the institution for tracking the progression**

Monitoring the efforts in an effective way is as important as planning in a well-structured manner. Without monitoring, sometimes well chalked out plans may turn out to be devastating. Thus, IQAC team at DSPSR believes strongly in and carries out the monitoring process such that all the tasks planned and assigned are completed in a time-bound manner without affecting its quality.

Some of the efforts in this direction are worth mentioning:

### **Feedback from various stakeholders**

- First and foremost step in monitoring is to check whether the stakeholders are getting the apt deliverables or not. Thus, IQAC takes online feedback from the students for every faculty members teaching those students. Various parameters on which feedback is taken are as follows:
  1. Quality of Lecture Contents
  2. Delivery of lectures
  3. Supplementation of Exercises, role-plays, cases with theoretical knowledge
  4. Encouragement for putting forth queries
  5. Engagement of class by the faculty members

These parameters are adjudged on the basis of ratings on the scale of 0 to 4 (0 being the lowest). Comments are included and shared along with the average percentage with all the faculty members so that any improvement, if required, may be made and corrective action may be taken from the management's end or at the concerned faculty's end.

Other feedbacks include feedbacks from parents of students, feedbacks from Alumni of DSPSR.

- **Result analysis in every semester**

The anxiety of declaration of the result is not only among the students but is also among the faculty members who are involved in building the career of the students whose result analysis is done after the same is declared by the university. The same is shared with the faculty members and the management, and any corrective action, if required, is taken.

- **Remedial Classes for Laggards / Non-subject background students**

Remedial classes are conducted for the students whose academic backgrounds are not strong enough as per the requirement of the subjects apart from regular teaching.

- **Parent Teachers Meetings (PTMs)**

PTMs are conducted in every semester in order to inform the parents about the student's progress and inputs are invited from the parents for further improvements in the quality of deliverables.

## 5.3 (a) Total Number of students

| UG  | PG | Ph. D. | Others |
|-----|----|--------|--------|
| 855 | NA | NA     | -      |

## (b) No. of students outside the state

120

## (c) No. of international students

0

| Men | No  | %     | Women | No  | %     |
|-----|-----|-------|-------|-----|-------|
|     | 578 | 67.60 |       | 277 | 32.40 |

| Last Year |    |    |     |                       |       | This Year |    |    |     |                       |       |
|-----------|----|----|-----|-----------------------|-------|-----------|----|----|-----|-----------------------|-------|
| General   | SC | ST | OBC | Physically Challenged | Total | General   | SC | ST | OBC | Physically Challenged | Total |
| 824       | 16 | 0  | 37  | 0                     | 877   | 791       | 13 | 00 | 51  | -                     | 855   |

## Demand ratio:

|                |     |
|----------------|-----|
| BBA            | 1:4 |
| B.Com. (Hons.) | 1:5 |

## Dropout ratio:

|                |       |
|----------------|-------|
| BBA            | 9.7   |
| B.Com. (Hons.) | 10.85 |

## 5.4 Details of student support mechanism for coaching for competitive examinations (If any)

| Sl. No. | Theme of the Talk                                     | Resource Person  | No. of students participated |
|---------|---|--|------------------------------|
| 1       | Career Seminar on "How to Crack the Government Jobs". | Mr. Amit Sinha, General Manager - Sales at Times Education | 300                          |

## Tie Up Institutes

| Institutes                       | Address  |
|----------------------------------|--|
| AMS Learning System Private Ltd. | A25/2, Middle Circle, Connaught Place                        |
| Tathagat Tutorials Private Ltd.  | 115, First Floor, New Delhi House, Barakhamba Road CP-110001 |
| Vision Search                    | F 12A, Moti Nagar, Near Punjabi Bagh, New Delhi-10015        |

- AMS Learning System Private Limited and Tathagat Tutorials Private Limited provides training to the students of Delhi School of Professional Studies and Research like soft skills training for interviews, personality development, preparation for competitive exam and preparation of higher studies.

No. of students beneficiaries

300

### 5.5 No. of students qualified in these examinations

|             |                                |           |                                |      |                                |        |                                |
|-------------|--------------------------------|-----------|--------------------------------|------|--------------------------------|--------|--------------------------------|
| NET         | <input type="text" value="-"/> | SET/SLET  | <input type="text" value="-"/> | GATE | <input type="text" value="-"/> | CAT    | <input type="text" value="-"/> |
| IAS/IPS etc | <input type="text" value="-"/> | State PSC | <input type="text" value="-"/> | UPSC | <input type="text" value="-"/> | Others | <input type="text" value="-"/> |

### 5.6 Details of student counselling and career guidance

The Institute has Training and Placement cell which provides career guidance to the students. It includes training the students to prepare the CVs, tips for job interviews, etc.

In addition mock interviews, group discussions, role plays, etc. are conducted to increase the preparedness of the students for the final placements.

| Sl. No. | Date of Lecture | Theme of the Talk   | Resource Person   |
|---------|-----------------|---|---|
| 1       | 2-Feb-18        | Seminar on "Time Management"                                    | Mr. G. N. Mishra, Trainer, Time Education                 |
| 2       | 24-Jan-18       | Workshop on "How to Build a Strong CV/Resume"                   | Mr. Neel Panicker, Trainer, Time Education                |
| 3       | 16-Jan-18       | Workshop on "Mind Matters"                                      | Mr. Sameer, Trainer at Art of Living                      |
| 4       | 6-Oct-17        | Workshop on "Investment Awareness"                              | Dr. Mukul Jain, certified trainer of SEBI                 |
| 5       | 22-Sep-17       | Career Seminar on "How to Crack the Government Jobs".           | Mr. Amit Sinha, General Manager - Sales at Time Education |
| 6       | 21-Sep-17       | Career Seminar on Insights on Choosing the Right B-School       | Dr. Tavleen Kaur, Faculty at IBS Gurgaon                  |
| 7       | 20-Sep-17       | Career Seminar 'career opportunities available in Finance area' | Ms. Dimple, American Academy of Financial Management      |

No. of students benefitted

### 5.7 Details of campus placement

| <i>On campus</i>                |                                 |                           | <i>Off Campus</i>         |
|---------------------------------|---------------------------------|---------------------------|---------------------------|
| Number of Organizations Visited | Number of Students Participated | Number of Students Placed | Number of Students Placed |
| 10                              | 58                              | 14                        | NA                        |

## 5.8 Details of gender sensitization programmes

| Sl. No. | Date of Lecture | Theme of the Talk  | Resource Person  | No. of students participated |
|---------|-----------------|--|--|------------------------------|
| 1       | 5-Feb-18        | Sensitization on various Social Issues like Gender Sensitization | Mr. Rajneesh Gupta, IPS, Deputy Commissioner of Police, Rohini | 150                          |

## 5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level  National level  International level

No. of students participated in cultural events

State/ University level  National level  International level

No. of students participated in cricket-

| S. No. | Name of the Student  | Programme       | Semester |
|--------|----------------------|-----------------|----------|
| 1      | Kumar Kartik         | BBA             | 6        |
| 2      | Karan Tripathi       | BBA             | 6        |
| 3      | Vivek Bhardwaj       | BBA             | 6        |
| 4      | Aman Verma           | BBA             | 6        |
| 5      | Sachin Sani          | BBA             | 2        |
| 6      | Anurag Dubey         | B. Com. (Hons.) | 4        |
| 7      | Ved Prakash          | BBA             | 2        |
| 8      | Ankit Jain           | B. Com. (Hons.) | 6        |
| 9      | Lakshay K. Choudhary | BBA             | 2        |
| 10     | Kushal Luthra        | BBA             | 6        |
| 11     | Yash Vats            | BBA             | 2        |
| 12     | Utsav Gandhi         | BBA             | 2        |
| 13     | Navranshu Rana       | BBA             | 6        |
| 14     | Shanntanu            | B. Com. (Hons.) | 2        |
| 15     | Chetan Arora         | BBA             | 6        |
| 16     | Uzair Ansari         | BBA             | 2        |

No. of students participated in cross country race- 04

| S. No. | Name of the Student | Programme       |
|--------|---------------------|-----------------|
| 1      | Shantanu Panwar     | B. Com. (Hons.) |
| 2      | Anmol Malhotra      | B. Com. (Hons.) |
| 3      | Yogesh              | B. Com. (Hons.) |
| 4      | Rohit Kumar         | BBA             |

No. of students participated in Athletics- 09

| S. No. | Name of the Student | Programme       |
|--------|---------------------|-----------------|
| 1      | Anmol Malhotra      | B. Com. (Hons.) |
| 2      | Shantanu            | B. Com. (Hons.) |
| 3      | Yogesh              | B. Com. (Hons.) |
| 4      | Rohit               | BBA             |
| 5      | Shivang             | B. Com. (Hons.) |
| 6      | Parv                | BBA             |
| 7      | Rahul Verma         | B. Com. (Hons.) |
| 8      | Rohit Singh         | B. Com. (Hons.) |
| 9      | Sachin Saini        | BBA             |

No. of students participated in Power Body Weight- 04

| S. No. | Sport          | Name of the Student | Programme       |
|--------|----------------|---------------------|-----------------|
| 1      | Weight Lifting | Rohit Singh         | B. Com. (Hons.) |
| 2      | Power Lifting  | Rohit Singh         | B. Com. (Hons.) |
| 3      | Power Lifting  | Kumar Kartik        | BBA             |
| 4      | Body Building  | Mohsin              | BBA             |

No. of students participated in Kabaddi- 13

| S. No. | Name of the Student | Programme       |
|--------|---------------------|-----------------|
| 1      | Md. Uzair Ansari    | BBA             |
| 2      | Karan Tripathi      | BBA             |
| 3      | Chirag Bharadwaj    | BBA             |
| 4      | Anmol Malhotra      | B. Com. (Hons.) |
| 5      | Vivek Bhardwaj      | BBA             |
| 6      | Kumar Kartik        | BBA             |
| 7      | Anurag Dubey        | B. Com. (Hons.) |
| 8      | Hitesh Sharma       | BBA             |
| 9      | Amanpreet Singh     | BBA             |
| 10     | Shubham Riyal       | BBA             |
| 11     | Nikhil Saini        | BBA             |
| 12     | Kartik Bhardwaj     | BBA             |
| 13     | Rohit Singh         | B. Com. (Hons.) |

No. of students participated in Basketball- 07

| S. No. | Name of the Student    | Programme       |
|--------|------------------------|-----------------|
| 1      | Anmol Malhotra         | B. Com. (Hons.) |
| 2      | Shivam                 | B. Com. (Hons.) |
| 3      | Sahib Sukhwinder Singh | BBA             |
| 4      | Nitesh                 | BBA             |
| 5      | Hitesh                 | BBA             |
| 6      | Abhinav Vaishisht      | BBA             |
| 7      | Himanshu Kalra         | B. Com. (Hons.) |

No. of students participated in Volleyball- 07

| S. No. | Name of the Student | Programme       |
|--------|---------------------|-----------------|
| 1      | Namit Arora         | B. Com. (Hons.) |
| 2      | Abhinav Vashisth    | BBA             |
| 3      | Kanak Sharma        | BBA             |
| 4      | Yash Kumar          | BBA             |
| 5      | Sachin              | BBA             |
| 6      | Uzair Ansari        | BBA             |
| 7      | Vikas Mehra         | BBA             |

No. of students participated in Badminton (W) - 04

| S. No. | Name of the Student | Programme       |
|--------|---------------------|-----------------|
| 1      | Sakshi Aggarwal     | BBA             |
| 2      | Anupama Bhatia      | BBA             |
| 3      | Riya Valecha        | BBA             |
| 4      | Anuja Pubral        | B. Com. (Hons.) |

### 5.9.2 No. of medals /awards won by students in Sports, Games and other events

**Sports: State/ University level**  **National level**  **International level**

Mohsin, a 1<sup>st</sup> Semester student of BBA made the college proud by securing 1<sup>st</sup> Position in Body Building (Category 65-70 Kg) in the University's Sports Meet held by GGSIPU. This event was held on 14<sup>th</sup> October, 2017.

**Cultural: State/ University level**  **National level**  **International level**

Ms. Sharanya Nair received "Natyajyothi Award" for her efforts in teaching and promoting dance forms of traditional Temple Arts. This award was conferred to her by "Delhi Panchavadya Trust (Regd)." She was also recognised for her efforts as instructor at World Culture Festival. This event was held on 18 February, 2018.

### 5.10 Scholarships and Financial Support (2017-18)

|  | Number of students | Amount (Rs.) |
|--|--------------------|--------------|
| Financial support from institution                                   | 8                  | 9,000        |
| Financial support from government                                    | 4                  | 95,700       |
| Financial support from other sources                                 | nil                | -            |
| Number of students who received International/ National recognitions | nil                | -            |

### 5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level   
Exhibition: State/ University level  National level  International level

### 5.12 No. of social initiatives undertaken by the students

- **Literacy Programme for Under Privileged Children:** The institution supports under-privileged students of neighboring J.J. Colony by providing access to free education.
- **International Literacy Day Celebration:** The Rotaractors of DSPSR celebrated International Literacy Day on 8th September 2017. They visited MCD School sector-26, Rohini accompanied by senior faculty members and distributed school bags and other stationery essentials among the students there. Further, some of the children from nearby JJ Colony were provided with the school bags and stationery items at DSPSR.
- **Leadership Training:** Rotaract Club of DSPSR hosted Workshop and Leadership Training on 3<sup>rd</sup> September 2017. This training was a learning platform for the students as they were given an insight of the field to which they belong. The students got an opportunity to interact with experienced Rotaractors of other Rotaract clubs which has greatly enhanced their confidence.
- **Ride To End Polio:** On 10th October 2017, the members of Rotaract Club of DSPSR went to a "Ride to End Polio" event hosted by Interact Club of Gurukul, the School. It was a stop-point for Ms. Bhagyashree Sawant and Mr. M. J. Pawan who were spreading awareness across India regarding Polio. They were doing a commendable job by cycling from Jammu & Kashmir to Kanyakumari, which is almost a distance of 20,000 km. Along with spreading awareness this also became their official attempt of Guinness World Record.
- **Blood Donation Camp at DSPSR:** On 10<sup>th</sup> October 2017, a Blood Donation camp was organised by our college in the memory of Late Srimant Madhav Rao Scindia and under the auspices of Rotaract Club of DSPSR sponsored by Rotary Club of Delhi Maurya and Rotary Blood Bank, Noida. The students volunteered for the same and put their best efforts to make this event a great success. Apart from the college students; donors from the neighbouring colleges also donated blood and we were successful in collecting total

141 units in total. The second Blood Donation Camp was organised on 3<sup>rd</sup> April, 2018 in memory of Late Prof. P.N. Singh, and we were able collect 100 units of blood.

- **District Interact Leadership Assembly (DILA):** A district interact leadership assembly was held at Amity University, Noida which took place on 11th October 2017. The Board of Directors of Rotaract Club, DSPSR played a prominent role in organising that training programme. In all it was an enlightening experience for them.
- **Fund Raising By Selling Diyas And Candles At Diwali Celebration:** Rotaract Club of DSPSR organised a fund raising event on 17<sup>th</sup> October 2017. This event resulted in a collection of surplus of Rs. 650 which was used to provide refreshments for under privilege children.
- **Donation Of Educational Necessities As Diwali Gifts:** The Rotaract Club of DSPSR donated educational necessities to the students of nearby JJ Colony on the occasion of Diwali Celebration. These gifts were distributed by the Chief Guest for the event, Prof. Anu Singh Lather, Pro-Vice Chancellor, Delhi Technological University, to the students.
- **Fund Raising Project:** A fund raising project was organised by the Rotaract Club of DSPSR for 10 days which included the scrap collection by the students of DSPSR. 50% of this fund was used for the purchase of necessities for the underprivileged children. The College Library contributed to this cause by donating scrap newspaper and magazines.
- **Joint Activity By Rotaract Club Of Delhi Akash And Rotaract Club Of DSPSR:** A joint activity was organised by the Rotaract Club of Delhi Akash and Rotaract Club of DSPSR for spreading awareness about the importance of washing hands. This was done to make them aware about health and hygiene.

#### 5.13 **Major grievances of students (if any) redressed: 3**

**Grievances Redressal Cell** renders mechanism to students for redressal of their grievances with regard to their complaints on academic and non-academic matters, grievances related to assessment, victimization, attendance, charging of fees, conducting of examinations, harassment by colleague, students, teachers, etc. The student can submit an appeal to its respective Programme Coordinator and may escalate the same issue to the Director, within a week from the date of receipt of the reply from the Programme Coordinator. The Director addresses the complaint to Grievances Redressal Cell, depending on the nature of complaint.



Grievances Redressal Cell investigates the reason for dissatisfaction and ensures the effective solution to student's grievances

The following major grievances of the students have been resolved during academic year 2017-18:

- Provision of Wi-Fi in the campus.
- Upgradation of Computer labs.
- Extended Library timing as follows:

|                                |   |
|--------------------------------|---|
| <b>Earlier Library Timings</b> | 9:00 am to 5:00 pm (All working days)   |
| <b>Revised Library Timings</b> | <ul style="list-style-type: none"><li>• 9:00 am to 7:00 pm (Monday to Friday)</li><li>• 9:00 am to 5:00 pm (Saturday)</li></ul> |

## Criterion – VI

### 6. Governance, Leadership and Management

#### 6.1 State the Vision and Mission of the institution

**Vision:** “To provide platform and create environment for developing transformational leaders of global vision and holistic perspective.”

**Mission:** “To become one of the best business schools in the world by 2025 in developing transformational leaders with global vision and holistic perspective.”

#### 6.2 Does the Institution has a management Information System

DSPSR has a very robust Management Information System (MIS) with latest state of the art computer lab, personal computer on every faculty’s desk, 24×7 internet and wifi router in every floor. WhatsApp Groups for different activities has been formed for easy and sure dissemination of information to all the stakeholders of the organisation.

#### 6.3 Quality improvement strategies adopted by the institution for each of the following:

##### 6.3.1 Curriculum Development

Syllabus of First year undergraduate courses (BBA & B.Com. (Hons.)) academic year 2017-18 was revised and updated by the Guru Gobind Singh Indraprastha University w.e.f. academic year 2017-18. The course curriculum was revised by the University keeping in view the changing trends and patterns in education and to keep pace with the global change in research and development.

Feedback from Parents/Alumni/Employer is taken on regular basis. Based on that, suggestions are given to the Curriculum Development Committee for bringing improvements on the curriculum.

Few new courses like GST, Research Methodology have been added by the university in BBA programme. Practical laboratory sessions have also been included in the curriculum from academic year 2017-18 onwards.

### 6.3.2 Teaching and Learning

To meet the unique needs of the teachers, DSPSR provides all sorts of supports and facilities so that the teachers would be able to inculcate its latest pedagogy to shape the future managerial basin. Separate computers with 24x7 internet facility are made available to the faculty. The facilities provided are as follows:

- Remedial classes, student counselling and internal tests are being conducted on routine basis.
- Organising guest lectures, seminars, live projects, summer training internships for students to keep them abreast of latest technology.
- Lecture plans for each subject are finalized by concerned faculty member(s) and uploaded in the Google drive well before the start of the new semester. This includes lecture wise subject matter to be covered, list of Text and Reference Books, list of Case Studies. Separate folders for all the study materials, power point presentations are also shared with the students to enable easy accessibility of the content.
- Question Bank for each subject is prepared by the respective subject teachers and is communicated with the students through shared Google drive. The question bank includes Multiple Choice Questions (MCQs), Short, Long & Practical Questions along with few Case Studies for the ready reference of students.
- Guest Lectures from industries on specific topics are organized to give practical exposure to the students. A system of taking student feedback for each subject, to ensure effective—delivery of lectures by faculty, is in place. Solutions to the previous university end term examination question papers (for some subjects) are provided by the faculties and are compiled in form of Solution Sets.
- To sharpen their knowledge and to make them up-to date, teachers are encouraged to participate in Workshops, FDP, Seminar & Conferences and also interactions with experts from industry and academia from time to time.
- Students are encouraged to write research papers and present them in National and International Conference/Seminars.

### 6.3.3 Examination and Evaluation

Institute follows GGSIPU norms for examination and evaluation purposes.

- The End Semester exams are conducted by the university
- Transparency is maintained in evaluation process of internal assessment
- Continuous evaluations of students through different methods like presentation, Group Discussions, Projects, Test, etc.

### 6.3.4 Research and Development

#### **Infrastructural Support**

- Several measures and facilities are being provided by the institute for the smooth progress and implementation of research work, such as, providing personal computers with internet facility, state-of-the-art library equipped with various e-resources and e-databases.

#### **Mentoring Support**

- Motivate faculty to undertake research projects and also associate students in the projects.
- Encouraging the faculty members to get enrolled for Ph.D. and obtaining Ph.D. degree on priority.
- Institution has put in place scheme of Best Teacher Award to appreciate, recognize, and motivate faculty members.

#### **Financial Support**

- Research Grant in the form of seed money of Rs.10,000 /- to the full time faculty members who gets registered for Ph.D. programme.
- Financial Support to faculty members for presenting papers and attending National/International Conferences abroad/within India by way of reimbursement of delegate fee and travel expenses.
- Financial Incentives are given to the faculty members for publishing good quality research papers in the Journals of national and international repute.

#### **Training Support**

- Promoting and conducting FDPs to acquaint the faculty with the emerging research tools and techniques.
- Research Review Committee helps the faculty members to improve upon the number and quality of published work and contribution in the National and International Journals for publication.

This has resulted in increase in the number of faculty enrolling for Ph.D. programmes and also completing their research work. The faculty publications have also increased during last year.

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

Fully equipped library with automation facilities:

- The Knowledge Centre (Library) is equipped with latest books of almost all subjects, general books of knowledge, national and international journals, e-journals, newspapers and Wi-Fi.
- The State of The Art, computer labs. are equipped with more than 200 computers with latest soft-ware like, Tally, ERP 9, ORACLE, MS Office 2007 & 2010, XP-Professional, etc.
- The class rooms are equipped with LCD and multimedia facilities to facilitate the Audio, Visual Presentations. Reprographic Facilities help them to distribute case studies, study material etc.

### 6.3.6 Human Resource Management

Institution has a defined Human Resourced Management policy which includes recruitment, selection, training, performance evaluation, and appraisal processes.

The Institute follow Pay Scale given by UGC for both teaching and non-teaching staff, and gives increments to its employees twice in a year on the basis of performance.

The Institute has a clear-cut Performance Appraisal Policy to evaluate the performances of the staff members through different tools like Daily Activity Report (DAR), Weekly Scheduler, Monthly Priority, API Score, etc.

Institution has put in place scheme of Best Teacher Award to appreciate, recognize, and motivate faculty members.

Reimbursement of the registration fee and travelling allowance is also given by the Institution for the Seminars/Conferences/FDPs/Workshops attended by the faculty members

### 6.3.7 Faculty and Staff recruitment

Recruitment process involves complete transparency. Open Advertisement is given in National Newspapers and online portals such as Naukri.com regarding the prevailing vacancies of faculty. Applications received are screened in order to determine the eligibility of applicants. Eligible candidates are invited for interview and the interviews are conducted by duly constituted selection committee having three outside experts as per statutory norms.

### 6.3.8 Industry Interaction / Collaboration

Academia- Industry Interface: Students are provided with opportunities to interact with people from industry. In this regard, the institution organizes International Seminars/Conferences to widen their horizons. The practical exposure to support the theoretical knowledge is one of the major reasons for the institution to undertake Industrial Visits for the students. To be updated and aligned with the organization culture and requirements, various Guest Lectures by industry experts are organized from time to time. Live Projects are also arranged for the students in order to update and align them with recent corporate culture.

### 6.3.9 Admission of Students

The process of admission in the Institute is totally transparent. The Complete admission schedules are carried out entirely by the GGSIP University. The University announces dates of Common Entrance Test (CET) for the admissions through its admission brochure, website and publication of notices in National News-papers. After CET, University prepares the merit list indicating rank of each student qualified for counselling of admissions. The counselling dates are simultaneously displayed on the website of the University. University runs 3 rounds of counselling on the online model. After that if any seat is vacant then the Spot counselling for admission is carried out by the University. Full transparency is ensured at all levels by the University Management.

### 6.4 Welfare schemes for

|                     |  |
|---------------------|--|
| <b>Teaching</b>     | PF, HRA, Seed money for Ph.D., Conference fee, and reimbursement of travel expenses, summer and winter vacations, Sweets/Gifts packets distributed to all the faculty members and staff members on the occasion of Diwali, |
| <b>Non teaching</b> | PF, HRA, Sweets/Gifts packets distributed to all the staff members on the occasion of Diwali   |
| <b>Students</b>     | Discipline Committee, Anti Ragging Cell, Women Anti- Harassment Cell, Scholarship Schemes, Students Council, promotes scholarship under EWS scheme granted by the university, Book bank facility                           |

### 6.5 Total Corpus fund generated

Rs. 31.44 Lakhs

6.6 Whether annual financial audit has been done  Yes  No

6.7 Whether Academic and Administrative Audit (AAA) have been done?

| Audit Type     | External |                    | Internal |                     |
|----------------|----------|--------------------|----------|---------------------|
|                | Yes/No   | Agency             | Yes/No   | Authority           |
| Academic       | Yes      | GGSIU              | Yes      | Director            |
| Administrative | Yes      | External Committee | Yes      | Administrative Head |

6.8 Does the University/ Autonomous College declare results within 30 days?

For UG Programmes  Yes  No

For PG Programmes  NA Yes  NA No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

The ordinance 11, which is applicable to all UG & PG programmes for degree and diploma, has been revised in the year 2015-16. Grading system has been incorporated and SGPA, CGPA formulas for the same has been adopted by GGSIP University.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

University does not interfere in day to day working and teaching policy of the college. Except conduction of examination, university has given full autonomy to its all affiliated colleges.

The Institute has been given full autonomy to adopt its self designed teaching pedagogy to make the teaching learning process effective.

6.11 Activities and support from the Alumni Association

DSPSR has an active Alumni Association wherein they have been contributing in various capacities for the betterment of the institution.

Networking with the Alumni takes place through a number of channels. Events are announced on the Facebook Page as well as on the institute's website and the participation of the Alumni is solicited through these channels.

Alumni support the institution in terms of guest lectures, live projects, summer training, and final placement of the students as well as in the admission process. Alumni are also members of Governing Body, IQAC and Academic Advisory Board. Alumni also give feedback for the improvement of deliverables and other processes of the institution.

## 6.12 Activities and support from the Parent – Teacher Association

The Institution maintains a constant and regular interaction with the parents via phones, emails, and in person to update them about the performance and other details of their wards. Parents' representative is also part of IQAC which helps in improving the quality systems in the institution.

## 6.13 Development programmes for support staff

From time to time the Administration of the college along with its faculty members conduct overall development programme for its supporting staffs viz. Teach them how to handle queries over phone, how to speak politely, how to groom oneself as they are the first touch point of the organisation.

## 6.14 Initiatives taken by the institution to make the campus eco-friendly

1. Visit of Students to Bio-Diversity Park.
2. Swachhta Pakhwada was observed in the institute from 1<sup>st</sup> to 16 September, 2017.
3. To make institute campus free from smoking, banners on “No Tobacco” and “No smoking” are displayed at various places in the institute campus. Also, the selling of tobacco and cigarettes is prohibited within 100 meters of institute campus.
4. Using Eco Friendly Products like Paper, LED Lights etc.
5. “**No to Crackers**” campaign during Deepawali and “**Go Green Holi**” for Holi celebrations.
6. Organised Tree Plantation Drive



## Criterion – VII

### 7. Innovations and Best Practices

**7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.**

- Real time attendance on Google Sheets via Mobile Phones.
- Business Plan Meet was organised by Centre for Entrepreneurship Development where lot of innovative ideas were presented.
- Training on Entrepreneurial skills for the women students.
- Training in Soft Skills & Personality development for Support Staff.
- Better Public Connect via Facebook and Instagram.
- Developed Online Performance Based Appraisal System (PBAS) for evaluating faculty members' teaching and research performance.

**7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year**

| Plan of Action   | Actions Taken   |
|--|---|
| 1. Organize inter and intra college Business quiz competition                            | Intra College Business Plan Competition was organized on 24/10/2017<br>Inter College Business Plan Competition was conducted on 17/03/2018.   |
| 2. To submit the proposal to university for getting a unit of NSS (Self Financing Unit). | Applied for NSS SFU (Self Financing Unit) to Regional Director of NSS and got the approval for the same.  |
| 3. Psycho-Metric Testing of students must be introduced and implemented                  | Established a Behavioural Lab in the name of "Antarmann" in the month of March. Its first activity was Psychometric Testing of undergraduate students of B.Com. (Hons.) and BBA program. A detailed session was held to test the personality traits of the students using MBTI Scale. |
| 4. Workshop on "Financial Modelling with M-Excel" must be organized for faculty members  | Three Days National Workshop on "Financial Modelling With MS - EXCEL" was organised from 16 – 18 December, 2017   |

| Plan of Action   | Actions Taken  |
|--|--|
| 5. Cultural diversity day must be celebrated once in a semester  | To celebrate Cultural Diversity, on occasion of Diwali, all the staff members and students participated in traditional wear competition.                 |
| 6. To conduct a One Week National Workshop on “Financial Econometrics”   | One week National Level Workshop on “ <b>Analytical Techniques for Research: Financial Econometrics</b> ” was conducted from June 4 to 10, 2018          |
| 7. To arrange a session on “ <b>Basic Etiquettes</b> ” for support staff   | A workshop on the theme “ <b>PERSONALITY DEVELOPMENT</b> ” was conducted for support staff on 24 <sup>th</sup> March, 2018.                              |
| 8. To collect Feedback from all the stakeholders and analyze it with special focus on quality of the curriculum. | Feedback from various stakeholders including Students, Parents, Alumni and Employers were collected and analysed and indicated action was taken thereon. |
| 9. To Organise two days Workshop on “Art of Writing Research Paper”  | Organised Two Days Workshop on “Art of Writing Research Paper” from 23-24 June, 2018   |

### 7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

- Best Practice I: Societal Engagement – Creating Socially Conscious Professional Managers
  - Best Practice II: Developing Transformational Leaders
- (ANNEXURE)

*\*Provide the details in annexure (annexure need to be numbered as i, ii,iii)*

### 7.4 Contribution to environmental awareness / protection

1. Visit of Students to Bio-Diversity Park.
2. Swachhta Pakhwada was observed in the institute from 1<sup>st</sup> 16 September, 2017.
3. To make institute campus free from smoking, banners on “No Tobacco” and “No smoking” are displayed at various places in the institute campus. Also, the selling of tobacco and cigarettes is prohibited within 100 meters of institute campus.
4. Fully functional Rain Water Harvesting system in the institution has been installed.
5. Using Eco Friendly Products like Paper, LED Lights etc.
6. “**No to Crackers**” campaign during Deepawali and “**Go Green Holi**” for Holi celebrations.
7. Organised Tree Plantation Drive.

7.5 Whether environmental audit was conducted? Yes  No

7.6 Any other relevant information the institution wishes to add. (eg. SWOC Analysis)

#### STRENGTHS

- NAAC accredited 'A' grade Institution.
- NIRF Rankings 2018 - under Rank band of 101-150 Out of 1087 participating colleges
- Enlightened and liberal management.
- Consistently ranked "A" Category Institution by Joint Assessment Committee (JAC) of GGSIPU & DHE Govt. of NCT of Delhi.
- Multi-disciplinary streams of curriculum.
- High percentage of Ph.D. staff.
- High percentage of NET and SLET qualified staff.
- In order to address the issues related to research, the institute has constituted a Research Committee to monitor the workings of research for both the students and the faculty members. The Institute also organizes International Seminars and Conferences annually on contemporary issues regularly since the inception of the college.
- Holistic Approach Model followed by the institute.
- Highly qualified and experienced teachers.
- Participative and interactive method of teachings followed. Following up of pedagogical approach i.e. blending of conventional method of chalk and duster with modern integrated multimedia concept of using power point presentations.
- Regular monitoring & assessment of student's performance through projects, presentations, assignments, tests and tutorials.
- Holding parent – teacher meetings to continually apprise the parents about their ward's performance in academics and extracurricular activities.
- Adequate Labs with latest computing facilities
- Constant encouragement given to faculty members to pursue research

## **WEAKNESS**

- Inadequate Grants in financial aids from the university.
- Due to continuation of provisional affiliation by GGSIPU, it is difficult to obtain research project grants.
- Runs only University affiliated programmes.
- Being self- financing unaided institution, the faculty members are not eligible to participate in refresher courses/ orientation programmes and FDPs, organised by academic staff colleges of the universities, under UGC programmes.
- Less scope of updating the academic curriculum as affiliated institutes strictly follow the syllabus prescribed by GGSIPU.
- Value Added courses are less as focus is more on timely completion of the course.

## **OPPORTUNITIES**

- Faculty development programmes and workshops on advanced research methodology.
- To encourage students and faculty members to get enrolled for MOOCs, and also encourage faculty members to develop courses for MOOCs.
- To explore new horizons in research work and collaborative projects.
- To empower and enrich the students with focused attention to cultivate technical skills in them.
- To engage more deeply in Institutional Social Responsibility programmes.

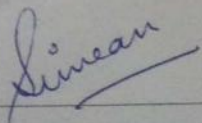
## **CHALLENGES**

- Competition from other management institutions.
- Developing a robust interactive - learning framework amongst students & Alumnus.
- To develop requisite and unique skill-set amongst students to enhance employability.
- Policies that affect accreditation and permanent affiliation of Institute.
- Lack of Industry integrated courses as per GGSIPU guidelines.
- To imbibe among students values and ethics so that they can become socially responsible citizens on a sustainable basis.
- To meet diverse needs of student community and make them employable to meet global competition.

### 8. Plans of institution for next year

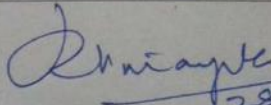
- Increasing 10% of the Academic activities like –
  - Corporate Guest Lectures
  - Value Added Courses / Workshops - Online Courses
  - Personality Development Sessions
  - Language Training Sessions etc.
- Increasing the students participation in various Extra Curricular, Co-Curricular Activities, Inter / Intra College Competitions etc. by 10%
- To improve NIRF Ranking
- Extension Activities to be increased by 10%.
- Motivate the Faculty members to pursue / Complete their Doctorates
- Organizing One week faculty development programmes on continuing basis.
- To conduct more of workshops and conferences, both National as well as International.
- To apply and obtain Government Research Project
- To increase the number of quality publications
- To establish new Centre for Environmental Consciousness in the Institution

Name Ms. SIMRAN KAUR



Signature of the Coordinator, IQAC

Name PROF. RAVINDER VINAYEK.

  
28/9/2018

Signature of the Chairperson, IQAC

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