Yearly Status Report - 2018-2019

Part A	
Data of the Institution	
1. Name of the Institution	**DELHI SCHOOL OF PROFESSIONAL STUDIES AND RESEARCH**
Name of the head of the Institution	**Prof. Ravinder Vinayek**
Designation	**Director**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**01127932799**
Mobile no.	**9654250005**
Registered Email	**iqac@dspsr.in**
Alternate Email	**director@dspsr.in**
Address	**9, Institutional Area, Sector 25, Rohini**
City/Town	**Delhi**
State/UT	**Delhi**
Pincode	**110085**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Urban**
Financial Status	**private**
Name of the IQAC co-ordinator/Director	**Ms. Simran Kaur**
Phone no/Alternate Phone no.	**01127932799**
Mobile no.	**9953454644**
Registered Email	**iqac@dspsr.in**
Alternate Email	**director@dspsr.in**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://www.dspsr.in/newsdetail-84.html

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	https://www.dspsr.in/pdf/NAAC/IQAC_AcademicCalendarAug2018-19.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**A**	**3.04**	**2017**	**09-Jun-2017**	**08-Jun-2022**

6. Date of Establishment of IQAC	**15-Jan-2016**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Workshop on Research &	**25-Aug-2018**	**26**

Intellectual Property Rights	1		
International Seminar on the theme Quality of Higher Education and Role of Accreditation	19-Dec-2018 1	44	
International Seminar on Contemporary Issues and Predictive Models in Accounting and Finance	27-Nov-2018 1	50	
XX Annual Conference on Global Vision 2030: Challenges and Opportunities, DSPSR, Rohini, Delhi. Sponsored by Indian Council for Social Science Research (ICSSR) at Deen Dayal Upadhyaya College, Dwarka, New Delhi	04-Jan-2019 2	227	
One Week National FDP on Analytical Techniques for Research	17-Jun-2019 7	28	
Workshop on Advanced Excel organized by Delhi School of Professional Studies and Research in association with Trulabz Technologies	02-Mar-2019 1	45	
Workshop on R Studio organized by Delhi School of Professional Studies and Research (DSPSR)	09-May-2019 1	24	
Management Development Programme on Finance for Managers	23-Feb-2019 1	41	
Management Development Programme on Spiritually S.M.A.R.T. Managers	27-Apr-2019 1	33	
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Commerce & Management Studies Management	Organization of International and National seminar/Conference in India	ICSSR	2018 1	200000
Commerce &	Seminar/Confere	GGSIPU	2018	100000

Management Studies Management	nce		1	
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9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	[View File](#)
10. Number of IQAC meetings held during the year :	**4**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	[View File](#)
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**Yes**
If yes, mention the amount	**300000**
Year	**2018**

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

Revision of Stakeholder's Feedback Form as per the requirements of Revised Accreditation Framework (RAF) of NAAC Students, Teachers, Alumni, Employer and Parents

Research Policy was revised and implemented vide which journals were graded as Tier I, II and III and incentives for publications were attached to each tier accordingly.

AddOn Course Certification Course on Microsoft Advanced Excel was started during the year

Conducted more number of FDP, MDP, International Seminars and International Conference

Student Satisfaction Survey was conducted to judge the overall performance of the organization. The deviations were analysed and necessary action plan was implemented.

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

Plan of Action	Achivements/Outcomes
To redesign stakeholders' feedback form as per the requirements of Revised Accreditation Framework (RAF) of NAAC.	Stakeholders' Feedback Form has been redesigned as per the requirements of Revised Accreditation Framework (RAF) of NAAC.
To develop Faculty and Students Skill Inventory	A skill inventory has been developed for preparing Faculty and Students Skill Inventory.
To conduct Student Satisfaction Survey for the academic session 2018-19.	A Student Satisfaction Survey on overall institutional performance was conducted. The data was analysed and indicated action was taken thereon.
To introduce one Value-added course	A Certificate course on Microsoft Advanced Excel was introduced in the academic session 201819.
To design Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution	Program outcomes, program specific outcomes and course outcomes have been designed for BBA and B. Com (Hons.) programme.
To conduct Workshops/Seminars on Intellectual Property Rights (IPR)	A Workshop was conducted on the theme "Intellectual Property Rights" on 25 August, 2018.
To revise Research Promotion Policy	Research Policy was revised and implemented vide which journals were graded as Tier I, II and III and incentives for publications were attached to each tier accordingly.
To increase the number of initiatives for Environment Consciousness and Sustainability	A barter agreement has been signed by and between Delhi School of Professional Studies and Research and Green-O-Tech India, a proprietorship company involved in waste paper recycling.
To conduct one Week National FDP on Analytical Techniques for Research	One Week National FDP on the theme "Analytical Techniques for Research" was organised from 17th June to 23rd June 2019.
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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
Governing Body	16-Sep-2019

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it

No

assess the functioning ?	
16. Whether institutional data submitted to AISHE:	**Yes**
Year of Submission	**2019**
Date of Submission	**01-Mar-2019**
17. Does the Institution have Management Information System ?	**Yes**
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	**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.Computers with internet facility are available in computer labs, and faculty cabins for facilitating preparation of teaching/learning resources. Faculty members disseminate assignment, notes, presentations, question bank, project guidelines, notice, circulars, etc. to students through Google group. Faculty and staff are encouraged to use Google drive for sharing documents, data and information. Google drive is an important component of functioning at DSPSR. Teachers can fillin the attendance online every week on the Google drive and students can view the same on the institute website. Implementation of online attendance and internal assessment has drastically reduced the amount of paper used.**

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

In keeping with the philosophy, vision, and mission, the Institution aims to provide holistic education to its students. The curriculum offered by the Institute is formulated by GGSIP University keeping into the changing social and global needs, and also the employability of the students. The institution has developed and deployed the following action plans for the effective implementation of the curriculum: • After admissions, the Institute organizes

orientation programs to brief all freshly admitted students and parents about the course structure, curriculum, examination pattern, assessment method, etc. • Lecture plan for each subject is finalized by concerned faculty member 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. A separate folder for all the study materials, power point presentations are also shared with the students so that they can go through the topics later on after the class lectures. Question Bank for each subject is prepared by the respectivesubject 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.Solution 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. • Incorporation of value added inputs like – case studies, presentations on each subject, individual and group assignments, role-plays, management games, guest lectures, industrial visits, and educational cum recreational tours are part of planning and implementation available to the teachers which helps to develop interactive, collaborative and independent learning. • Overall development of the students is ensured through effective pedagogy using personality development initiatives, corporate academic interface, social responsibility activities, etc. • Institution ensures timely completion of academic and non-academic activities with the help of Academic Calendar of the Institution which is being prepared in line with the University's Academic Calendar. • Continuous assessment criteria is used as an indicator for evaluating the student's performance over the duration of the course. Assessments of students in all the courses have two components: internal (assessment done by faculty teaching that course) and external (end term examination conducted by the affiliating university). • For a group of around 20 students a teacher is allocated as Mentor, who conducts a weekly meeting and does the counseling of not so well doing performing students. A slot for such a meeting is allotted in the time table every week and remedial classes are arranged accordingly. • In order to retain and upgrade the quality of education, the system of feedback from stakeholders is used as an effective measure for continuous quality improvement in teaching and learning, and other academic and administrative parameters and system.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Certificate course on Microsoft Advanced Excel	NA	07/03/2019	30	Employability	Data Analytic skills

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BCom	NA	01/08/2018

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

	Certificate	Diploma Course
Number of Students	39	Nil

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Certificate course on Microsoft Advanced Excel	07/03/2019	26
Certificate course on German Language	03/09/2018	13
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BCom	Summer Training Report & Viva Voce	104
BCom	Research Project and Viva Voce	104
BCom	Minor Project Report	106
BBA	Summer Training Report & Viva Voce	189
BBA	Research Project and Viva Voce	188
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

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

Feedback Obtained

The Institution evaluates the quality of its programmes by obtaining feedback from various satkeholders. The results of the feedback collected are discussed in faculty review meetings with HODs and Director and also in the IQAC meetings for taking indicated actions. Students' Feedback: Feedback is collected from the students thrice in every semester of the programme in the form of Online Feedback System. The Feedback Form comprises of various attributes such as knowledge of subject, ability to explain (oral), use of examples to clarify the

topic, presentation of teaching material, use of training aids, opportunity to raise questions discussion, regularity in engaging classes, fairness impartiality towards students, attitude towards student's difficulty and overall impression of teaching. Open House Session is also conducted by the Director which includes the visits of the Director in the classes wherein interactive sessions are held with students which is a two side beneficiary method of improvement one for the institute and another for the wellbeing and growth of the students. The feedback received from the students regarding quality of deliverables and coverage of syllabus is utilized to improve the quality of teaching and other support services. Faculty Members' Feedback: Faculty members evaluate performance of each student through regular class tests, periodical assessment test and internal examinations that are conducted similar to the university pattern of exam. This feedback is used by faculty to identify students who are academically weak as well as the students who have capability to secure university position. Extra classes and assignment are given to improve the performance of the students and groom the students for various competitions, counsel students to be sincere, and for holistic development of the students. Employers' Feedback: Feedback is collected from the potential employers when they are invited as Guest Speakers for interaction with the students. Further to this, a wellstructured feedback form is also emailed to HR Managers / Team Leaders of the students after two months of his/her internship in the company. The feedback obtained is analysed to determine the skill gap and to organize personality development class, workshops and Seminars to make the students corporate ready. Alumni's Feedback: Feedback is collected from the Alumni on regular basis through the social media networking sites such as facebook and twitter. The links of such networking sites are as under: https://www.facebook.com/AlumniAssociationDSPSR/ https://twitter.com/DSPSR_Delhi The feedback is utilized to improve soft skills and academic inputs being provided to the students to enhance employability in the industry. Parents' Feedback: Parents Teachers Meeting is held in the mid of each Semester wherein class coordinators along with program coordinator meet parents and discuss the concerned students' performance with the parents. They also take feedback from the parents in regard to their wards' satisfaction with the services offered by the institute. The suggestions from the parents are incorporated in teaching learning, placement and over all grooming of the students.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BCom	Commerce	130	Nill	107
BBA	General	250	Nill	216
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2.2 – Catering to Student Diversity

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

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

| 2018 | 883 | Nill | 51 | Nill | Nill |

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
51	51	4	12	Nill	6
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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Delhi School of Professional Studies and Research follows the Mentor Mentee concept where a mentor has been associated with the students to provide guidance on both academic and nonacademic matters. The mentor guides the student by being his confidant and building trust and positive behavior. The mentormentee program followed by the institute is a comprehensive idea where the student can avail support from their teachers, alumni and employers. The 3 facets of the MentorMentee program: 1. College faculty as mentor 2. Alumni as mentor 3. Employer as mentor College faculty as mentor The student teacher relationship is the very foundation of an educational institute. Therefore, a faculty member has been associated with every student to provide support and guide them in curricular, cocurricular, extracurricular, and personal concerns. The mentors meet their mentees on a weekly basis which is incorporated in the Time Table. The mentors are responsible for monitoring the performance of the mentees by reporting and discussing the bottlenecks in the way of student's progress. Such an activity ensures that a mentor acts as a friend, philosopher and guide to the student to help the student overcome obstacles, psychological emotional problems and regain confidence and focus in academics. It empowers the students to recognize and channelize their latent energies in the right direction. This in turn enables the holistic development of the students. Student grievance redressal is also an indispensable positive aspect of the mentormentee concept. Alumni as Mentor Delhi School of Professional Studies and Research finds it imperative for the students to learn from the experiences of their seniors. Hence, guest lectures are organized with alumni of the institute as the resource person where they share their priceless experiences and skills. The current students also take active part in the alumni meets organized by the institute from time to time. Similarly, the alumnis actively participate in the orientation program for the fresher, where they share their personal stories and contact details. The alumni get in touch with the students and share their expertise in a given field. Such activities motivate the students to take help from the alumni as the alumni network has real life benefit for the current students. The outcome of such a program is that the alumni spend their valuable time to offer career support to current students. It also increases students' employability as alumni networks is a good source of placement opportunities. Employer as mentor It is very important for the students to know what is expected out of them in their employment interviews and jobs. Hence, the institute gives golden chance to the students to come in contact with prospective employer through guest lectures. Mr. Subhash Jagota , CEO, Global Business Solutions, has given the incredible opportunity to the students to become his mentees in the past. The students realize their potential, skills, abilities, and interests. Through such an experience, the student gets a taste of what lies outside the walls of the institute.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
883	51	1:17

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
51	51	Nill	10	20

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Dr. Sima Kumari	Associate Professor	The Visionary Woman Award 2019 by Vision Launch, Delhi
2019	Dr. Sima Kumari	Associate Professor	Prof. Om Prakash Best Paper Award by the XX Annual International Conference, Delhi School of Professional Studies and Research (DSPSR)
2019	Mrs. Varsha Dholpuria	Assistant Professor	Prof. P.N Singh Second Best Paper Award by the XX Annual International Conference, Delhi School of Professional Studies and Research
2019	Mr. Manpreet Singh	Assistant Professor	Prof. P.N Singh Second Best Paper Award by the XX Annual International Conference, Delhi School of Professional Studies and Research (DSPSR)

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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BCom	BCOM 888	6/3	25/05/2019	29/07/2019
BBA	BBA 017	6/3	03/06/2019	29/07/2019

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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Continuous assessment of performance of students is undertaken by the Institute to evaluate the outcome of the learning attained by the student in every

semester. The overall weightage of a course in the Syllabi and Scheme of Teaching and Examination is determined in terms of credits assigned to the course. The evaluation of students in a course has two components: (i) Continuous evaluation by the teacher(s) of the course. (ii) Evaluation through Semester term end examination. The guidelines for distribution of weightage for various components of evaluation are given below: a. Theory Courses (i) Continuous evaluation by teacher(s) 25 (ii) Semester term end examination 75 b. Practical / Laboratory Courses (i) Continuous evaluation by teacher(s) 40 (ii) Semester term end examination 60 The mechanism of conduct of Continuous Evaluation by Teachers is decided by the Academic Programme Committee and Programme Coordination Committee. The continuous evaluation by teachers with respect to theory courses can be further bifurcated into two components: 1. Class Test (Weightage 15): One class test (Terminal Test) of 60 marks duration2.5 hours in every semester is conducted in coordination with Academic Programme Committee. The marks obtained by the students in such examinations are scaled down to the actual weightage assigned to this component 2. Individual Presentation/VivaVoce/Group Discussion/Class Participation (Weightage 10): As per discretion of the respective Subject Incharge

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

The Institute adheres to the Academic Calendar as published by GGSIP University in the beginning of every Academic Session. Every year, the Academic Programme Committee of the Institute prepares the Academic Calendar of the Institute with respect to Examination and other related matters for conducting all the activities in a proper manner. This ensures that the curriculum is enriched through related activities like series of Guest lectures, FDPs, MDPs, Sports activities, Cultural activities, other curricular and cocurricular activities and Industry interaction. For the Academic session 20182019 an Academic Calendar was prepared and followed for conduct of examination and other activities. The Academic calendar is displayed on the institute website and is also shared with the head of the departments in order to ensure proper execution. The Institute prepares its own Academic calendar for various programmes which follow the timelines/guidelines and academic schedule of the affiliating University. Generally, the GGSIP University provides guidelines in their academic schedule, along with annual cultural and sports meet schedule. The same Academic calendar is published on Institute's website before the beginning of every Academic year. It provides a plan for the Academic year to the students, teachers and parents. Considering the Academic calendar, each department ensures smooth functioning.

2.6 – Student Performance and Learning Outcomes

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

http://dspsr.in/pdf/NAAC/IQAC_ProgramOutcomes.pdf

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
017	BBA	General	188	187	99.5
888	BCom	Commerce	104	104	100
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2.7 – Student Satisfaction Survey

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

http://dspsr.in/pdf/NAAC/IQAC_StudentSatisfactionSurvey.pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Major Projects	3	Dr. B. P. Singh Public Charitable Trust	11.25	11.25
Minor Projects	1	Divine International	2.5	2.5
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3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
Workshop on "Intellectual Property Rights"	Commerce and Management Studies	25/08/2018
Contemporary issues and Predictive models in Accounting and Finance	Commerce and Management Studies	27/11/2018

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	4

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

Name of the Department	Number of PhD's Awarded
No Data Entered/Not Applicable !!!	

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Commerce and Management Studies	2	4
International	Commerce and Management Studies	29	5

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

Department	Number of Publication
Commerce and Management Studies	19

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Green practices for sustainability of quick service chain restaurants business: an empirical investigation	Dr. Sima Singh	World Review of Entrepreneurship Management and Sustainable Development	2019	13	Associate Professor, DSPSR	Nill
Role of LeaderMember Exchange and Organisational Justice on Firm Sustainability in India: An Empirical Examination	Ms. Simran Kaur	World Review of Entrepreneurship Management and Sustainable Development	2019	13	Ph.D. Research Scholar, GGSIPU	Nill

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication

Green practices for sustainability of quick service chain restaurants business: an empirical investigation	Dr. Sima Singh	World Review of Entrepreneurship Management and Sustainable Development	2019	13	Nill	Associate Professor, DSPSR
Role of LeaderMember Exchange and Organisational Justice on Firm Sustainability in India: An Empirical Examination	Ms. Simran Kaur	World Review of Entrepreneurship Management and Sustainable Development	2019	13	Nill	Ph.D. Research Scholar, GGSIPU

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	51	49	Nill	27
Presented papers	46	Nill	Nill	Nill

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3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
International Literacy Day	Rotaract Club, DSPSR NSS Cell, DSPSR	2	84
Adult Literacy Training Program	Rotaract Club, DSPSR NSS Cell, DSPSR	2	15
National Unity Celebration	NSS Cell, DSPSR	2	60
Rally On Cracker Free Diwali	Rotaract Club, DSPSR NSS Cell,	2	46

	DSPSR			
Mask Distribution Drive	NSS Cell, DSPSR		2	13
Nukkad Natak on the theme "Gender Equality"	NSS Cell, DSPSR		2	13
Blood Donation Camp	Rotaract Club, DSPSR NSS Cell, DSPSR		2	121
Cancer Awareness Day	Rotaract Club, DSPSR NSS Cell, DSPSR		2	74
Langar Distribution Event	Rotaract Club, DSPSR NSS Cell, DSPSR		2	14
Republic Day Celebration	Rotaract Club, DSPSR NSS Cell, DSPSR		1	104
Woollen Clothes Distribution Drive	Rotaract Club, DSPSR NSS Cell, DSPSR		2	61
Painting Competition on the theme "Symbol of National Pride: Chhatrapati Shivaji Maharaj"	Rotaract Club, DSPSR NSS Cell, DSPSR		1	15
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Extension activities including blood donation, tree plantation drive, Education program for under privileged children	Best Serving Secretary in Zone I	Rotary International District 3012	1
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Swachh Bharat Mission	NSS Cell, DSPSR	Tree Plantation Drive	2	60
Delhi Police	NSS Cell,	Self Defence	3	20

Women Safety drive	DSPSR	Training for Women		
Gender Issues	NSS Cell, DSPSR	Nukkad Natak on Gender Equity	2	13

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3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
ICSSR Sponsored "XX Annual International Conference" on the theme "GLOBAL VISION 2030: CHALLENGES OPPORTUNITIES" dated January 45, 2019 at Deen Dayal Upadhyaya College, University of Delhi, Delhi. It was organised Under the joint auspices of Delhi	Faculty members, Industry personnel, Students	ICSSR	2
International Seminar on the theme "Quality of Higher Education and Role of Accreditation" organised under the joint auspices of Delhi School of Professional Studies and Research, GGSIPU Sri Aurobindo College (E), University of Delhi Indian Commerc	Faculty members, Industry personnel, Students	DSPSR	1
Contemporary issues and Predictive models in Accounting and Finance organised jointly by Delhi School of Professional Studies and Research, GGSIPU and Indian Commerce Association DelhiNCR Chapter	Faculty members, Industry personnel, Students	DSPSR	1

Workshop on "Advanced Excel" organized by Delhi School of Professional Studies and Research in association with Trulabz Technologies	Faculty members, Industry personnel, Students	DSPSR	1
Workshop on "Intellectual Property Rights" organized jointly by Delhi School of Professional Studies and Research, DSPSR and Divine International Group of Institutions, Gwalior	Faculty members, Industry personnel, Students	DSPSR	1

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Collaboration	Letter of Collaboration	Pune Institute of Business Management	29/01/2019	31/12/2019	Students

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Deen Dayal Upadhaya College, University of Delhi	13/10/2018	Collaborative research	227
Shyam Lal College (Evening) University of Delhi	20/09/2018	Collaborative research	227
Trulabz technologies	28/02/2019	Skill enhancement	45
Pune Institute of Business Management	29/01/2019	Personality Development and	96

| (PIBM) | | Career Counselling | |
| GreenOTech India | 23/02/2019 | Promoting Sustainable and Green Practices | Nill |

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
35	32.52

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added

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4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
KOHA (Library Management System)	Fully	18.05.11.000	2016

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	9488	2244515	208	55149	9696	2299664
Reference Books	1793	537900	49	14799	1842	552699
e-Books	267	Nill	10	Nill	277	Nill
Journals	53	14670	3	1015	56	15685
e-Journals	683	11500	Nill	Nill	683	11500

Digital Database	2	Nill	Nill	Nill	2	Nill
CD & Video	331	Nill	Nill	Nill	331	Nill

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

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	233	4	20	1		31		20	
Added	20		8					8	
Total	253	4	28	1	0	31	0	28	0

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

28 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
No Data Entered/Not Applicable !!!	

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
300	269.65	75	32.6

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

The management has a positive approach towards creation and enhancement of infrastructure of the institution. The institute provides infrastructure in conformity with University norms. In order to create and enhance infrastructure that facilitates effective teaching and learning the policy of the institution is – • Scan the contemporary educational environment in order to learn and implement the new developments for improvement in the teaching learning mechanism • Take cognizance of the feedback of the stakeholders as regard their requirement for effective teaching and learning • Implement the suggestions put

forward by the structural internal and external auditors and the governing bodies • The Time Table committee plans ahead for all requirements regarding classrooms, laboratories, furniture and other equipments. • The available physical infrastructure is optimally utilized beyond regular college hours for cocurricular activities/extracurricular activities, parent teacher meetings, Campus Recruitment, meetings, seminars, conferences etc. It is used as an examination centre for Bank Recruitment examinations, Government examinations/University examinations etc. • Providing adequate space for effective teaching and learning process like: 1. Separate reading room has been allocated for accommodating more students. 2. The computer laboratory has also been expanded and well equipped. 3. The Institution has wellfurnished airconditioned, LCD fitted Classrooms 4. Campus is WiFi enabled 5. Library is updated with latest edition of text and reference books, journals and ejournals to meet the expectations of the teachers and students with the changing time. The requirement/determination of all the above mentioned facilities are being made by concerned person duly verified and approved by the by the Director with the final approval being provided by Chairman, Governing Body. All the employees can report in writing their complaint/requirement about any malfunctioning/ procuring new equipment. All the issues are addressed immediately.

http://dspsr.in/pdf/NAAC/IQAC_ProceduresAndPolicies.pdf

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Student Welfare Scholarship Scheme	1	8000
Financial Support from Other Sources			
a) National	Grant of Financial Assistance by GGSIPU under EWS Scheme for the year 201819, Grant of Financial Assistance by Delhi State Government	6	147940
b)International	0	Nill	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Mentor – Mentee session	06/08/2018	883	College faculty members
Meditation Session	06/08/2018	883	College faculty members
Remedial Coaching	07/09/2018	68	Subject Expert/ College faculty members

Remedial Coaching	22/02/2019	51	Subject Expert/ College faculty members

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2019	Career Counselling and Placement	280	243	37	33

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

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
2	2	3

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
International Electronics Communication Systems (P) Ltd., Pania Technologies Pvt. Ltd. (Hello Parents), The Lalit, Get Your Jobs, Strega Modular Furniture, Vision Launch	135	27	My Operator	15	6

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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme

	enrolling into higher education				admitted to
2019	27	BBA	Commerce and Management Studies	• Chandigarh University • Maharaja Agrasen Institute of Technology • Vivekananda Institute of Professional Studies • Narsee Monjee Institute of Management Studies (NMIMS) • Jagan Institute of Management Studies • Bharati Vidyapeeth Institute Of Mana	• M.B.A. • PGDM • M.Com
2019	41	B. COM (Hons.)	Commerce and Management Studies	• Chandigarh University • Maharaja Agrasen Institute of Technology • Vivekananda Institute of Professional Studies • Narsee Monjee Institute of Management Studies (NMIMS) • Jagan Institute of Management Studies • Bharati Vidyapeeth Institute Of Mana	• M.B.A. • PGDM • M.Com
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying

NET	Nill
SET	Nill
SLET	Nill
GATE	Nill
GMAT	Nill
CAT	Nill
GRE	Nill
TOFEL	Nill
Any Other	8

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

Activity	Level	Number of Participants
DSPSR Annual College Sports Meet	Intra College	188
Independence Day Celebration	College Level	108
Condolence Meeting to pay tribute to Late Shree Atal Bihari Vajpayee Ji	College Level	102
Fresher's Welcome Party	College Level	284
Teachers Day Celebrations	College Level	124
International Literacy Day	College Level	84
National Unity Celebration	College Level	94
Appreciation Day 2018	College Level	116
Diwali Celebration	College Level	114
Nukkad Natak on the topic, "Unity In Diversity"	College Level	14
15th Annual Inter Collegiate Sports Meet GGSIPU	University Level	18
Lohri Celebrations	College Level	89
Inter College Business Plan Meet	Inter College Level	31
Republic Day Celebration	College Level	104
Women's Day Celebration	College Level	97
ANUGOONJ GGSIPU Annual Inter College Cultural Festival	University Level	34
Painting Competition on the occasion of	College Level	15

Chhatrapati Shivaji Maharaj Birth Anniversary

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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	1st in Mr. Anugoonj	National	Nill	1	45221701 718	Anmol Gupta

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

The Institution has fair representation of students on academic and administrative bodies/committees of the institution and different teams responsible for carrying out various activities which contributes to the effective functioning of the Institution and thus also fulfils the purpose of IQAC. Students are active members of various teams like, Examination Management Team, Placement Activity Management Team, Cultural Activities Management Team, Sports Activities Management Team, and Anti – Ragging Team, Students' Grievance Redressal Committee. The IQAC members also have representation from students of both the programs BBA and B. Com (Hons.). The college also has a system of nomination of students across all the years to become part of Students Council. Student Council is an organization fully managed by the students. The purpose of the student council is to give students an opportunity to develop leadership by organizing and carrying out various activities. In addition to planning events that contribute to the spirit and community welfare, the student council is the voice of the student body. The members of the student council interact on a weekly basis with the management and the staff of the institute about any of their concerns on behalf of the whole class. In these interactions, these council members submit their views on the quality of Teaching, learning, and support services. Any matter arising out of the discussion is taken with seriousness and necessary actions are taken wherever required. Role of Students Council 1. To officially represent all the students in the institute. 2. To identify and help solve problems encountered by students in the institute. 3. To communicate its opinion to the institution administration on any subject that concerns students and on which the council wishes to be consulted. 4. To promote and encourage the involvement of students in organizing institute's activities. Responsibilities of the Student Council 1. To promote the interests of students among the institution's administration, staff and parents. 2. To inform students about any subject that concerns them. 3. To consult students on any issue of importance. 4. To organize various events in consultation with faculty members. 5. To organize educational and recreational activities for students. 6. To propose activities to the institution administration that would improve the quality of life in the institute. 7. To maintain good relations, out of mutual respect, with the institution staff and parents.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

DSPSR has a vivacious Alumni Association. The institute has its registered

Alumni Association in the name of 'Delhi School of Professional Studies and Research (DSPSR) Alumni Association (DAA)'. A strong alumni network by itself can be the best source available for building relationships, both business and personal. However, with the presence of many alumni groups on various social networking platforms, the attention and time spent by the alumni on each of them gets diversified. It therefore becomes important to bring them under one umbrella as it lets the alumni, students and college to collaborate and communicate on a single platform. Alumni are the brand ambassadors of the college and a strong and diverse alumni base is biggest asset of the institution. Networking with the Alumni takes place through a number of channels. Among the various mediated channels, the institute keeps in touch with the Alumni through Facebook Alumni Page which acts as the platform for seamless communication between the institute and the Alumni. 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. Apart from these mediated overtures, the Alumni Committee members of the institute call up the Alumni not only for inviting them to deliver Alumni Guest Lectures but also to update their database. The Alumni and the former faculty members are invited to attend the events which are held from time to time at our institute wherein souvenirs/awards are given as a token of remembrance which further makes the bond stronger between the two. Alumni are on our different boards i.e. Governing Body (Mr. Abhishek Gupta) and Academic Advisory Board (Ms. Rajni Hasija), IQAC (Ms. Vanadana Sharma) where they share their corporate experiences as well as suggest the management on different parameters such as revision of the syllabus, to gear up with the some short term courses for the existing students, etc. They visit the Institution to deliver the guest lecture which help the existing students to develop their rapport with the alumni as well as students are getting support to choose their better career. Alumni also help the Placement Cell by providing Summer and Final placement offers with their own company as well as they refer the name of the Institution to their known one for the same. They organize Alumni Meet once in a year. They also organize office bearers meetings time to time. Our alumni are actively involved in corporate mentorship, providing placement leads, facilitating development of feedback systems.

5.4.2 – No. of enrolled Alumni:
2328

5.4.3 – Alumni contribution during the year (in Rupees) :
0

5.4.4 – Meetings/activities organized by Alumni Association :

1. Annual Alumni Association Meeting was held on 18 November, 2018 at 10:00 a.m. in the Seminar Hall at Delhi School of Professional Studies and Research (DSPSR), Rohini. 2. Paper Presentation By Alumni in XX Annual International Conference, Delhi School of Professional Studies and Research (DSPSR) • Mr. Abhishek Gupta (Axis Bank) • Mr. Kunal Wason (MBA, RDIAS) 3. Guest Lecture had been Organized by Alumni (Rahul Gupta) on 29th March 2019 on the topic "Entrepreneurship and Career Planning for Youth" by Mr. Vinod Dua for CEDDSPSR. 4. DSPSR Alumni Association, VicePresident, Mr. Harsimranjeet Singh, Team Lead – HR, Jindal Steel, addressed the students of BBA (G) during the Orientation Program.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

Yes, our college has always encouraged and promoted the decentralisation and participative management as one of the most important managerial practice and approach towards creation of democratic governance in the institution with a belief that it would result in favourable environment for the holistic growth and development of the Institution. This is accomplished by encouraging the faculties, staff and the students at various levels and forums to contribute, participate and express themselves in the form of suggestions and feedback to improve the functioning of the institution. Levels at which the decentralization and participative management is practiced: 1. Principal Level – The College has in all way inculcated the culture of participative management. This is evident in the overall working of the operations. The governing body of the institute delegates the academic and operational activities to the Academic Program Committee in order to accomplish the Vision and Mission of the Institution. Academic Program Committee is entitled to formulate the common working procedures and ensure effective implementation of the same at the various levels. 2. Faculty Level – Faculty members are encouraged to represent and participate in various committees and cells created in the institution. System has been established with regards to faculty Skill Inventory, so that the skills, talent and the capabilities are provided the right platform for development of the faculties as well as the institution. Faculties are encouraged to develop and enhance their leadership skill by being in charge of the various academic, cocurricular, and extracurricular activities. The faculties are also provided with opportunities to manage, participate and learn through various activities like Industrial tours, Conferences, Seminars, FDP, MDP etc. The faculty and other members of the organization have full freedom to present their ideas and requirement of other welfare needs in the institution. Their opinions are also considered in the event of framing new policies and program. 3. Student Level – The culture of participative management has been formally institutionalized at all levels like the Institution has fair representation of students on different teams responsible for carrying out various activities which contributes to the effective functioning of the Institution and thus also fulfils the purpose of IQAC. Students are active members of various teams like, Examination Management Team, Placement Activity Management Team, Cultural Activities Management Team, Sports Activities Management Team, and Anti –Ragging Team. The IQAC members also have representation from students of both the programs BBA and B. Com (Hons.).The college also has a system of nomination of students across all the years to become part of Students Council. Student Council is an organization fully managed by the students. The purpose of the student council is to give students an opportunity to develop leadership by organizing and carrying out various activities. In addition to planning events that contribute to the spirit and community welfare, the student council is the voice of the student body.

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

Yes

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Human Resource Management	The institution confers best teacher award to the faculty for their contribution in teaching, research, and corporate governance. Institution gives financial assistance by reimbursing the registration fee and travelling

	allowance for the Seminars/Conferences/FDPs/Workshops attended by the faculty members. Financial incentives are given to faculties for quality research work. Various seminars, FDPs and workshops are conducted to aid the faculty members in effective teaching as well as high quality research work. Academic leaves are also granted to faculty members to participate in workshops, seminars, and conferences in other institutions. Financial incentive of Rs. 1,000 is given to faculty members having 100 per cent attendance in a month.
Industry Interaction / Collaboration	Academia Industry Interface: Institute has a Centre for Entrepreneurship Development (CED) focusing on Entrepreneurialism. Institute organizes various seminars, guest lectures, and industrial visits to enrich the knowledge of the students theoretically as well as practically and having an interaction with industry experts. In 201819, an industrial visit was organized for the students at Relaxo Footwears Limited Manufacturing Plant in Bahadurgarh. Guest lecture was organized on 29th March 2019 on the topic "Entrepreneurship and Career Planning for Youth". A seminar on "Global Business Culture and Entrepreneurship Development" was organized by CED DSPSR in association with Placement Cell, DSPSR on 12th March 2019.
Admission of Students	The institution completely follows a transparent system at all levels (online as well as offline) of admission as per the rules, regulations, and procedure set by the university. Admissions are made through Common Entrance Test (CET) conducted by Guru Gobind Singh Indraprastha University for all courses. Institution provides free counselling services related to admission to students and parents who visit the campus. Institution follows all the rules and regulations of the university while it becomes the examination centre for the conduct of CET. Admission process is completely centralised and fully transparent.
Curriculum Development	Curriculum is followed as per the norms laid down by GGSIPU. The

	University, in the academic year 201718, updated the syllabus and included courses on Goods and service Tax, and Research Methodology in the light of changing trends of employment in current market and education sector. Feedback and suggestions are taken from parents/Alumni/Employer consistently to improve the curriculum. For further enhancement of students, advanced MSExcel and German Language Courses were initiated in the Institution. To improve the subject knowledge in the area of accounting and finance, seminars are conducted. Remedial classes are conducted for students on the weekly basis to take up the doubts related to practical subjects
Teaching and Learning	Institution facilitates the faculty members with the required amenities to make their pedagogy effective and innovative. Each faculty has been provided personal computer with an internet facility 24 X 7. Classrooms are equipped with computer systems and projectors. Course content is prepared subject wise, which is evaluated by program coordinators. To enhance and update the knowledge of the faculty members various Workshops, FDPs, and Seminars are organized in the institution on timely basis. Faculty members are encouraged to participate in online refresher courses in management and commerce field. Faculty feedback is taken from students on consistent basis to measure the effectiveness of teaching.
Examination and Evaluation	Institution follows the rules and regulations related to examination and evaluations set by GGSIPU. Internal assessment is done fairly on the basis of students' performance in terms of assignments, presentations, group discussion, class tests, role playing and case studies. Keeping in view the transparency, subject wise internal assessment marks are communicated to students. Institution also encourages year back students to continue their classes with current students. Subject wise question banks with solutions are provided to students for terminal tests. Students are also provided previous years' questions banks with solutions. Institution also conducts general aptitude tests to test the

	students' competencies.
Research and Development	FDPs and workshops,specifically research oriented, are conducted consistently within the institution. Faculty members are encouraged to pursue Ph.D. and extend their research work in terms of research papers, participation in workshops, seminars, and conferences in other institutions also. Financial support is provided by the institution in terms of seed money of Rs. 10,000 for Ph.D. registration, reimbursement of delegate fee and travel expenses for presenting papers and attending National/International Conferences abroad/within India and incentives for publishing good quality research papers in national and international journals. Research Review Committee has been formed to improve the quality of the research work.
Library, ICT and Physical Infrastructure / Instrumentation	Library is equipped with various text and reference books related to all subjects, competitive exams, national and international journals, theses, project reports, newspapers, magazines, ejournals and softwares like KOHA. Institution has well equipped computer labs with more than 250 computers with latest softwares like, Tally, ERP 9, ORACLE, MS Office 2007 2010, XP Professional, etc. The class rooms are equipped with LCD projectors and multimedia facilities to facilitate the Audio, Visual Presentations. The institution has a Medical room through which first aid is provided to students and staff. The institution has a canteen which provides high quality hygiene food

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

E-governace area	Details
Planning and Development	Planning of entire semester is done before the beginning of semester to ensure smooth functioning of classes and other cocurricular activities. Academic calendar is prepared listing out all academic and other activities organised by different teams of DSPSR. For the development of students mentormentee sessions are held for students once in a week throughout the semester so that students can discuss their long term goals, future plans and get guidance regarding same from their mentors. Monthly priorities are

	assigned to all teams in advance so that each team can plan and execute various activities timely. Academic content of entire semester of all subjects of BBA(G) and B.Com(Hons.) is prepared and updated in the folder by all faculty members to deliver quality content to our students. This academic content is shared through google drive with all faculty members and management to be used optimally by all. This content is verified by the management in terms of its completeness and quality.
Administration	Database of all BBA and B.Com(Hons.) students is always prepared and updated on google sheets which are shared with all departments. This database contains personal details of all students to keep track of contact details. Similarly database of all teaching and nonteaching staff is maintained on google sheets.
Finance and Accounts	For effective and efficient allocation of resources to all the departments, annual budget is prepared and is approved by the Governing Body. Purchases are made by following a purchase procedure with prior approvals by the management. The institution follows computerized accounting system backed by Tally software. For quick and hassle free transactions, the institute majorly uses Digital transactions (NEFT, RTGS, net banking etc.)
Student Admission and Support	For admissions all information regarding admission updates are available on website of DSPSR from time to time for students as well as parents. Programme coordinators and class coordinators are well designated to handle all queries and concerns of students during admission and throughout semester. Orientation program is organised in the college for newly admitted students to make them aware of college, teams, activities, departments, course structure, labs, library, rules and regulations, scholarship schemes and various facilities available for them. SWAGAT -a student manual containing all information regarding the same is also given to students for their reference. Moreover workshops and interaction sessions are also organised by ALUMNI of DSPSR so that market trend, job

	sector and future trends can be explained to students in practical terms. For supporting students 24 X 7 google groups, WhatsApp groups of every class are created in the beginning of semester itself. This facilitates them to get updates about each and every activity, examination, notices, circulars of college and university etc. Remedial classes are specially conducted for laggard students and for subjects involving numerical.
Examination	The examination department of DSPSR uses google sheets for updating of marks of internal terminal tests. Result analysis is an important task of examination team to keep a check on progress of students along with the time. Mails through google groups and WhatsApp are sent to students for intimating them about all exams, notices, circulars, result etc. GTSE (Global Talent Search Examination) is conducted by examination department in every semester to facilitate book bank and cash prize to winners based on different criteria.

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	Dr. Sima Singh	International conference on the theme "National Conference on Intellectual Property and Entrepreneurship"	IIT Roorkee	2000
2019	Dr. Sima Singh	International conference on the theme "Innovations, Entrepreneurship and Sustainable Development"	Indian Commerce Association	2000
2018	Ms. Soumya Agarwal	Faculty Development Program on "Financial Modelling using Advance Excel"	DIAS, Rohini	1250

2018	Ms. Poojan Bathla	Faculty Development Program on "Financial Modelling using Advance Excel"	DIAS, Rohini	1250

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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	One Week National FDP on Analytical Techniques for Research	NA	17/06/2019	23/06/2019	28	Nill
2019	Management Development Programme on Finance for Managers	NA	23/02/2019	23/02/2019	41	Nill
2019	Management Development Programme on Spiritually S.M.A.R.T. Managers	NA	27/04/2019	27/04/2019	33	Nill
2019	Workshop on "R Studio" organized by Delhi School of Professional Studies and Research (DSPSR)	NA	09/05/2019	19/05/2019	24	Nill
2019	NA	Workshop on Personality Devel	25/06/2019	25/06/2019	Nill	9

Year						
		opment Grooming Workshop for Support Staff				
2018	International Seminar on the theme "Quality of Higher Education and Role of Accreditation"	NA	19/12/2018	19/12/2018	44	Nill
2018	Contemporary issues and Predictive models in Accounting and Finance	NA	27/11/2018	27/11/2018	50	Nill
2018	Workshop on "Research Intellectual Property Rights"	NA	25/08/2018	25/08/2018	26	Nill
2019	Workshop on "Advanced Excel" organized by Delhi School of Professional Studies and Research in association with Trulabz Technologies	Workshop on "Advance Excel" organized by Delhi School of Professional Studies and Research in association with Trulabz Technologies	02/03/2019	02/03/2019	45	3

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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
ARPIT (Annual	13	01/11/2018	28/02/2019	120

Refresher Program in Teaching) using the Massive open online courses (Mooc) platform SWAYAM Refresher Course in Management developed by Banasthali Vidyapith	

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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
46	51	18	22

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
PF, HRA, Seed money for Ph.D., Reimbursement of conference fee and fare, Summer and Winter vacations, Sweets/Gifts packets distributed to all the faculty members and staff members on the occasion of Diwali	PF, HRA, Summer and Winter leaves	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

6.4 – Financial Management and Resource Mobilization

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

Audit of accounts is done Biannually by their auditors visiting DSPSR initially in the month of December and later on in May/June. Half yearly audit is done in December whereas a complete Audit for the financial year is held after end of the financial year. Thorough audit of accounts is held by the auditor(s) and only after their satisfaction, the firm provides us with a signed Balance Sheet. Monthly Imprest, Bank Reconciliations are part of the internal working system. Any error found at this level is rectified at the earliest. The audited balance sheets are presented for scrutiny in the Governing Body Meeting and are sent to Guru Gobind Singh Indraprastha University, Directorate of Higher Education, State Fee Regulatory Committee and other regulatory bodies.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
ICSSR, GGSIP University, and Shyam Lal College, University Of Delhi, Department of Environment, Govt. of NCT	370000	Conference Grant and Annual Grant for Eco Club

of Delhi		

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6.4.3 – Total corpus fund generated

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370000

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6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	GGSIPU	Yes	Director
Administrative	Yes	External Committee	Yes	Administrative Head

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

1. Orientation Programme: At the beginning of every academic year, parents of first year students are invited to attend an Orientation on all academic programs (BBA BCOM (H)) and student support services offered on campus. 2. Progression of Students: The departments organize a one on one dialogue with parents whose children need further support and counselling services to enrich performance. In such meetings, Parents are made aware about the progress of students. Interaction between parents and teachers is facilitated. Based on feedback of the parents possible actions are initiated. 3. Parents' Feedback: Parents Teachers Meeting is held in the mid of each Semester wherein class coordinators along with program coordinator meet parents and discuss the concerned students' performance with the parents. They also take feedback from the parents in regard to their wards' satisfaction with the services offered by the institute. The suggestions from the parents are incorporated in teaching learning, placement and overall grooming of the students. The results of the feedback collected are discussed in faculty review meetings with HODs and Director. On the basis of feedback and suggestions, improvements are made wherever desirable.

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

• One day workshop on Personality Development Grooming workshop was conducted by IQAC cell under the guidance of Dr. Pratishtha Boora and Ms.Shagun Bakshi. The main objective of this event was to enhance the personality of the helpers and to groom their skills which will help them in execution of their duties efficiently. • Class IV employees of the Institution were given two days training to understand the basic tools of Information and Technology and importance of Digitalization. • All the helper staff of the institution were enrolled in the Adult Literacy Campaign of Rotaract Club. College students taught them subjects like Hindi, English and Mathematics, to improve productivity and efficiency of support staff and to augment their job skills.

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

• Student Satisfaction Survey: All the efforts of teachers and the institution to make learning a meaningful process can be considered impactful only to the extent students perceive it to be meaningful. Their satisfaction level is decided by the kinds of experiences they undergo, the extent of the "comfort" feeling as well as intellectual stimulation the learning situations provide. Their feedback significantly showcases the actual quality of teaching learning process enabling identification of the strengths of teaching as well as the

possible improvements. Student satisfaction, thus, is a direct indicator of the effectiveness of teaching learning in the institution, was measured by conducting student satisfaction survey. As per the guidelines given by NAAC, the survey was designed and conducted by IQAC and implemented in the institute. • Research Promotion: Research and development activities are considered as an essential component of higher education because of their role in creating new knowledge and insight and imparting excitement and dynamism to the educational process, as well as make them need based in view of the national requirements. The Institute has always been striving towards motivating and promoting research environment by building the research appetite in the faculty. For promoting the research orientation among the faculty members and students, a Research Promotion policy has been proposed by IQAC. • Environment Consciousness and Sustainability: The Administration, staff and students of DSPSR are highly sensitive towards environmental issues. Recently provision for Rain water harvesting was introduced at DSPSR. Appropriate plumbing arrangement has been done for rain water harvesting. Moreover a barter agreement has been signed by and between Delhi School of Professional Studies and Research and GreenOTech India, a proprietorship company involved in waste paper recycling. The NSS cell of Delhi School of Professional Studies and Research distributed 100 masks to children, elderly, rickshaw pullers and traffic police, etc. on November 2, 2018, to the public at large.

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	XX Annual Conference on Global Vision 2030: Challenges and Opportunities, DSPSR, Rohini, Delhi. Sponsored by Indian Council for Social Science Research (ICSSR) at DeenDayal Upadhyaya College, Dwarka, New Delhi	04/01/2019	04/01/2019	05/01/2019	227
2019	Revised Research	06/02/2019	06/02/2019	06/02/2019	Nill

	Promotion Policy				
2019	One Week National FDP on Analytical Techniques for Research	17/06/2019	17/06/2019	23/06/2019	28
2019	Workshop on "Advanced Excel"organized by Delhi School of Professional Studies and Research in association with Trulabz Technologies	02/03/2019	02/03/2019	02/03/2019	45
2019	Workshop on "R Studio" organized by Delhi School of Professional Studies and Research (DSPSR)	09/05/2019	09/05/2019	09/05/2019	24
2019	Management Development Programme on Finance forManagers	23/02/2019	23/02/2019	23/02/2019	41
2019	Management Development Programme on Spiritually S.M.A.R.T. Managers	27/04/2019	27/04/2019	27/04/2019	33
2018	Workshop on "Research Intellectual Property Rights"	25/08/2019	25/08/2019	25/08/2019	26
2018	Submission of Annual Quality Assurance Report to NAAC	29/09/2018	29/09/2018	29/09/2018	Nill
2018	International Seminar on the theme "Quality of	19/12/2018	19/12/2018	19/12/2018	44

2018	Participation in NIRF	10/05/2018	10/05/2018	10/05/2018	Nill
2019	AISHE	01/03/2019	01/03/2019	01/03/2019	Nill
2018	Contemporary issues and Predictive models in Accounting and Finance	27/11/2018	27/11/2018	27/11/2018	50

Higher Education and Role of Accreditation"

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Self Defence Training for Women	25/03/2019	01/04/2019	20	Nill
Nukkad Natak on Gender Equity	31/10/2018	31/10/2018	6	7

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

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

The Administration, staff and students of DSPSR are highly sensitive towards environmental issues. The management has given importance to development of ecofriendly atmosphere in the campus by taking various measures to reduce consumption of power and water resources. These include regular reporting as well as advanced and regular monitoring of consumption. The institute has adopted various measures to maintain the greeneries of the campus by creating consciousness about environment among staff and the students. The old air conditioners in the institute have been replaced by new air conditioners having star rating. Tube lights are being gradually replaced with LED bulbs. These steps are contributing to make our campus green. Various initiatives taken by the Institute for Environmental Consciousness and Sustainability • Energy conservation: The students and faculty members are aware and habitual to switch off the electrical power when not in use. For this purpose, signages have been displayed at appropriate places in the campus. • Efforts for carbon neutrality: The awareness drive against bursting crackers on Diwali and promoting the use of homemade or herbal colours on the occasion of Holi and the PUC Certificates (pollution under control certificate) of every car is checked which enters the institute campus. • Plantation: Plantation is carried out in the Institution campus and surroundings to make an ecofriendly environment. • Hazardous waste management: Personnel are deployed by housekeeping staff for daily garbage and

nonbiodegradables disposal. Above mentioned initiatives have been taken up by the Institution to make the campus and its surrounding ecofriendly. Plantation is carried out in the Institution campus and surroundings to make an ecofriendly environment. Eco Club of the Institution plays an important role in this endeavour. The students and faculty members are aware and habitual to switch off the electrical power when not in use. For this purpose, signage have been displayed at appropriate places in the campus.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	Nill
Provision for lift	Yes	Nill
Ramp/Rails	Yes	Nill
Braille Software/facilities	No	Nill
Rest Rooms	Yes	Nill
Scribes for examination	Yes	4
Special skill development for differently abled students	No	Nill
Any other similar facility	No	Nill

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	Nill	1	04/03/2019	1	Voting Awareness Program	Lack of electoral literacy in Adult population	16
2019	Nill	1	12/02/2019	1	Woollen Clothes Distribution Drive	Lack of basic amenities	72
2019	Nill	1	11/02/2019	1	Food distribution outside college premises	Lack of basic amenities	12
2018	Nill	1	15/10/2018	1	Tree Plantation Drive	Air Pollution	60
2018	Nill	1	14/09/2	1	Child	Child	24

2018	Nill	1	02/11/2018	1	Mask Distribution Drive	Air Pollution	13
			018		Labour Awareness	Labour problem	

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

Title	Date of publication	Follow up(max 100 words)
Code of Conduct Manual	01/08/2018	A manual on code of conduct sets out the standards of conduct expected of various stakeholders including Teaching staff, NonTeaching staff, Students and Governing Body. This manual is available on the institution's website (https://www.dspsr.in/pdf/NAAC/IQAC_CodeOfConduct.pdf)
SWAAGAT: Information bulletin 201819	01/06/2019	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. Vital information like rules for attendance in classes, general rules to be followed in the classrooms, assessment evaluation and disciplinary rules to be adhered to in library, computer lab etc. Students are also made aware of Grievance Redressal Committee, Placement Committee, association with Alumni and guidelines for prevention prohibition of ragging issued by UGC

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Independence Day Celebration	14/08/2018	14/08/2018	108

Tribute to Late Shree Atal Bihari Vajypee Ji	18/08/2018	18/08/2018	102
Contribution towards Chief Minister Distress Relief Fund, Kerala	01/09/2018	01/09/2018	84
Surgical Strike Day	29/09/2018	29/09/2018	98
Gandhi Jayanti	01/10/2018	01/10/2018	116
Republic Day Celebration	25/01/2019	25/01/2019	124
Martyr's' Day	30/01/2019	30/01/2019	89
Painting Competition on the occasion of Chhatrapati Shivaji Maharaj Birth Anniversary	11/02/2019	11/02/2019	15

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

1. A barter agreement has been signed by and between Delhi School of Professional Studies and Research and GreenOTech India, a proprietorship company involved in waste paper recycling

2. An Initiative towards Green Diwali, Clean Diwali the ECO Club and NSS Cell of DSPSR organized a rally on 1st November, 2018 between 12:30pm to 1:30pm in the vicinity of JJ Colony. The main objective of this was to spread awareness to celebrate pollutionfree Diwali.

3. The NSS cell of Delhi School of Professional Studies and Research distributed 100 mask to children, elderly, rickshaw pullers and traffic police etc on November 2, 2018 to the public at large.

4. A Tree Plantation Drive was organized jointly by Rotaract Club and NSS cell on September 29, 2018. Faculty, nonfaculty members, NSS volunteers, and students planted saplings, fenced them and watered the plants.

5. Sanitary pad Vending machine was installed in the institute.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice I:Inculcation of Research Culture among Faculty and Students Best Practice II: Integrated Development program for the students

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

https://www.dspsr.in/pdf/NAAC/IQAC_BestPractices.pdf

7.3 – Institutional Distinctiveness

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

The mission of the institute aims to establish transformational leaders with a global vision and holistic perspective. The management of the college ensures

to liaison with the administrative bodies, teaching and nonteaching staff, and students for achievement of the stated objectives. The institute has established various committees that function with active participation from student and other members. For active leadership and participation at all levels, the institute also ensures an open door communication policy and a proper grievance redressal mechanism to support and achieve the mission and goal of the college. The action plans of the organization are formulated by the top management in association with Director, Registrar and other faculty members. The institute continuously strives to develop human and physical resources to facilitate the strategic goal of the institute. Monthly Priorities, Weekly Planners, and Daily Activity Report ensure effective formulation of action plans for all operations. Our institute's distinctive characteristics are: • The Delhi School of Professional Studies and Research was established in 1999 and is promoted by the Society for Human Transformation and Research in association with Divine Group. • The institute is the brain child of a group of luminaries from academic field which proves an aid to provide quality management education at affordable cost. • Focus on quality education by dedicated, well qualified and full time faculty. • Inculcating habit of social responsibility among students through Rotaract club of DSPSR and organizing blood donation camps. • Holistic growth of students through extracurricular activities, guest lectures, workshops, seminars, industrial visits, alumni meets, etc. • The college provides a conducive environment which enables the students and the faculty to enhance their ability of learning and growing. • Instilling among students a sense of discipline and seriousness of purpose by contributing positively towards human development and national growth. • Improving communication and soft skills of the students so as to prepare them to meet the emerging needs and requirements of the society.

Provide the weblink of the institution
https://www.dspsr.in/pdf/NAAC/IQAC_InstitutionalDistinctiveness.pdf

8.Future Plans of Actions for Next Academic Year

• To apply for Grants for research projects sponsored by the Government and NonGovernment sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution • To conduct workshops/seminars on Intellectual Property Rights(IPR) and IndustryAcademia Innovative practices • To develop DSPSR Incubation Cell (DSPSRIC) • To acquire a sophisticated MIS system to facilitate and streamline administrative and accounting work • To reformulate scholarship schemes in order to make it feasible for the students. • To organize more focused counseling sessions for students. • To organize Soft Skill Development Sessions for the students. • To organize guidance session for competitive examinations • To organize Vocational Education and Training sessions for students • To encourage more faculties to participate in Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs • To develop performance Appraisal System for nonteaching staff • To organize more number of gender equity promotion programs