



Yearly Status Report - 2019-2020

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. (Dr.) G. S. Popli
Designation		Director
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		01127932799
Mobile no.		9015533002
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/pdf/naac/iqac/AQARUPLOAD.pdf
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/Academiccalendar2019-20.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
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Session on Mental Well-	09-Apr-2020	50

being	1	
Guest Lecture on Wellness and Safety in Cyber Space	28-Feb-2020 1	76
Workshop on Advanced Excel	25-Jan-2020 1	28
XXI International Conference on the theme Achieving Excellence in Higher Education	04-Jan-2020 2	552
Vigilance Awareness Week	28-Oct-2019 5	30
Guest lecture on Personality Development	19-Sep-2019 1	40
Session on Mental Well-being	09-Apr-2020 1	50
FDP on Teaching Methodology on Case Based Learning	10-May-2020 1	76
FDP on Learn to Teach, Teach to Learn	17-Jun-2020 7	87
FDP on Bloom's Taxonomy	18-Apr-2020 1	64
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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 and Management Studies	Organization of International and National seminar/Conference in India	Indian Council of Social Science Research (ICSSR)	2020 365	200000
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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?	No

12. Significant contributions made by IQAC during the current year(maximum five bullets)	
1. In order to stimulate the higher-order thought in the students, Blooms' Taxonomy was introduced as part of the internal assessment of the students.	
2. Student Development index is designed to capture the incremental development of students during three years of graduation.	
3. Add- On Course Certification Course on Digital Marketing was started during the year. Moreover, in an endeavor to remove the skills gaps and with the objective of creating market-ready professionals, Soft Skill Development course was introduced	
4. In order to promote employee engagement, IQAC has introduced an annual practice to measure the belongingness level of the staff members, followed by an open house session with the higher authorities.	
5. Establishment of DSPSR Incubation Cell (DSPSR - IC), and organized Online Business Plan Meet on 01 May 2020 (Friday), based on the broad theme "Innovative Business Ideas"	

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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	Achievements/Outcomes
6. GOVERNANCE, LEADERSHIP AND MANAGEMENT 1) To acquire sophisticated MIS 2) To strengthen the Development programmes for support staff	1) New MIS has been introduced in the institution 2) A workshop on "How to use MS Excel" was organised for support staff
5. STUDENT SUPPORT AND PROGRESSION 1) To improvise existing Scholarship policy 2) To strengthen the Alumni Association	1) In order to cater to the needs of large number of students, a new scholarship policy has been introduced 2) Weekly online webinars have been organised with a various Alumni
4. INFRASTRUCTURE AND LEARNING RESOURCES 1) To promote E-content developed by faculty members	1) A course on "E-Commerce" was taught on Google classroom
3. RESEARCH, INNOVATIONS AND EXTENSION 1) To apply for Research Grants 2) To create Incubation centre 3) To promote innovative practices	1) Grant received from ICSSR amounting Rs. 2,00,000/-, GGSIPU amounting Rs. 1,00,000/- for XXI International Conference 2) Incubation Centre has

	been established in the institute (DPSR - IC) 3) DPSR - IC organised Online Business Plan Meet on 01 May, 2020 (Friday), based on the broad theme "Innovative Business Ideas"
2. TEACHING- LEARNING AND EVALUATION 1) To improve Students mentoring system 2) To improve the Continuous Internal Evaluation (CIE) system at the institutional level	1) Student Development index is designed to improve students mentoring mechanism 2) In order to stimulate the higher-order thought in the students, Blooms' Taxonomy was introduced as part of internal assessment of the students.
1. CURRICULAR ASPECTS: 1) Introduce one Add on course 2) Introduce one Valueadded course	1) Certificate course on Digital Marketing was introduced 2) In an endeavour to remove the skills gaps and with the objective of creating marketready professionals, Soft Skill Development course was introduced
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14. Whether AQAR was placed before statutory body ?	Yes
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Name of Statutory Body	Meeting Date
Governing Body	29-Oct-2020

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
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16. Whether institutional data submitted to AISHE:	Yes
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Year of Submission	2020
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Date of Submission	30-Jun-2020
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17. Does the Institution have Management Information System ?	Yes
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If yes, give a brief descripton and a list of modules currently operational (maximum 500 words)	Effective MIS in Educational institutions provides easy and quick access to information about students, staff, timetable, examination, admissions, fees, reporting, and so on. This facilitates the management to consider and analyze various aspects of the Institution faster, leading to growth in planning capabilities. An educational MIS automates and streamlines all functionality of all processes within the boundaries of the Institution to significantly improve
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the effectiveness of allocating and operating academic resources in an efficient way. Cloudbased implementation enables educational Institutions to optimize resources achieve high productivity by delivering complete campus automation, facilitates services such as Data Access, Storage, Security Accessibility, Integration, improved communication for upgrading the operational efficiency of Institutions without massive investment. List of currently operational modules is as follows: 1. Student Management: Admission 2. Student Details Management through Student Cockpit • Send SMS • Pay Fee • Pay Miscellaneous Fee • Fee Payment History • Update Details • Health Details • Update Photographs • Guardian • Achievements • Complaints • Manage documents • View upload documents • Add general remark • Add fee remark • Remove from APP • Name struck off • Update university enrolment No • Take photograph 3. Reports Generation • Students report: • Student's strength report • Fee report • Android Reports 4. Utilities and settings 5. Staff details 6. Placement Details

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

Delhi School of Professional Studies and Research follows the curriculum provided by the GGSIP University, but it has taken a lot of initiatives to make it more student-centric. The most vital part of a students' journey when they join the institution is to feel belonged, and DSPSR does that by conducting orientation program of the new entrants. Every year, Orientation program is conducted to acquaint the students with the college, its working, faculty members, various committees they can join. The seniors give a warm and theatrical welcome to the students. The curriculum preparation and development in Delhi School of Professional Studies and Research is based on Bloom's Taxonomy where the syllabus is divided and delivered according to the six levels namely, Knowledge, Comprehension, Application, Analysis, Synthesis, and Evaluation. This in turn encourages higher order thinking in the students. In the beginning of every semester, the student is handed over the hard copy of the syllabus by the institution. The lecture plan is prepared in accordance with GGSIP University syllabus. The students are provided with notes, PowerPoint presentation, list of reference and text books that can be used for every subject, Question Bank, past year question papers and their solutions. Hence, making it easier for the students to have uninterrupted study time. To make the curriculum interesting and more hands on, case studies, management

games, individual and group assignments, guests lectures, industrial visits, and educational cum recreational tours are incorporated and made an important part of the curriculum as well. This assists to develop interactive, collaborative and independent learning. As for the personal development of the student, the Institution has taken a step and started with one on one student counselling sessions. Every day, students are free to visit the in-house counsellor, Ms. Simran Kaur, between 12:00 PM to 1:10 PM. Moreover, 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 non-academic matters. The mentor guides the student by being his confidant and building trust and positive behaviour. The mentor-mentee program followed by the institute is a comprehensive idea where the student can avail support from their teachers, alumni and employers. Both these initiatives provide the students with personalized attention to guide them towards the specialization of their interest. Such exposure helps the students to get a better understanding about a particular profession or employment area. These sessions are scheduled once every week for all the students. The Institution also focuses on quality maintenance and improvement, hence feedback from all the stakeholders like - Students, Parents, employers, teachers, Alumni is gathered and scope for improvement is recognized and worked upon. Additionally, the students provide feedback regarding the quality of teaching of the faculty members, at least twice in a semester. All of these practices instil confidence in the students and reassures them that they are a part of an institution that would ensure not only academic growth but their all round development.

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	12/03/2020	30	Employability	Data Analytic skills
Certificate course on Digital Marketing	NA	27/04/2020	08	Employability	Social Media Marketing (SMM), SEO Hands-on experience, Mobile Marketing, and Web Analytics

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	NIL	Nil
No file uploaded.		

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	Programme Specialization	Date of implementation of
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CBCS		CBCS/Elective Course System
BCom	Service Marketing	06/01/2020
BCom	International Business Management	06/01/2020
BCom	Investment Management	12/08/2019
BCom	Advertisement and Brand Management	19/08/2019

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

	Certificate	Diploma Course
Number of Students	119	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 Advance Excel	12/03/2020	19
Certificate course on Digital Marketing	27/04/2020	100
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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	94
BCom	Research Project and Viva Voce	94
BCom	Minor Project Report	91
BBA	Summer Training Report & Viva Voce	158
BBA	Research Project and Viva Voce	158
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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 stakeholders. 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/AlumniAssociationDPSR/> https://twitter.com/DPSR_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
BBA	General	250	143	143
BCom	Commerce	130	95	95
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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	Number of students enrolled	Number of fulltime teachers	Number of fulltime teachers	Number of teachers
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	in the institution (UG)	in the institution (PG)	available in the institution teaching only UG courses	available in the institution teaching only PG courses	teaching both UG and PG courses
2019	802	Nil	51	Nil	Nil

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
51	51	4	12	Nil	6

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

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

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

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
802	51	1:16

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
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10	10	Nil	10	5
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2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2020	Dr. Sima Kumari	Dean	Prof. Om Prakash Best Paper Award by the XXI Annual International Conference, Delhi School of Professional Studies and Research (DPSR)
2020	Ms. Poojan Bathla	Assistant Professor	Certificate of participation in National Integration Camp sponsored by NSS Cell Himachal Pradesh Himachal Pradesh University
2020	Dr. Sima Kumari	Dean	Prof. Om Prakash Best Paper Award by the XXI Annual International Conference, Delhi School of Professional Studies and Research (DPSR)

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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	B .Com(H)	1	22/11/2019	19/06/2020
BBA	BBA(G)	6	06/05/2020	01/10/2020
BBA	BBA(G)	4	06/05/2020	01/10/2020
BBA	BBA(G)	2	06/05/2019	01/10/2020
BBA	BBA(G)	5	22/11/2019	02/07/2020
BBA	BBA(G)	3	22/11/2019	02/07/2020
BBA	BBA(G)	1	22/11/2019	02/07/2020
BCom	B .Com(H)	6	06/05/2020	29/09/2020

BCom	B.Com(H)	4	06/05/2020	29/09/2020
BCom	B.Com(H)	2	06/05/2020	29/09/2020
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

In the current academic session, we applied Blooms' Taxonomy as part of internal assessment of the students. Bloom's Taxonomy provides an important framework for teachers to use to focus on higher order thinking. By providing a hierarchy of levels, this taxonomy can assist teachers in designing performance tasks, crafting questions for conferring with students, and providing feedback on student work. This resource is divided into different levels each with Keywords that exemplify the level and questions that focus on that same critical thinking level. Questions for Critical Thinking can be used in the classroom to develop all levels of thinking within the cognitive domain. The results will be improved attention to detail, increased comprehension and expanded problem solving skills. Use the keywords as guides to structuring questions and tasks. Finish the Questions with content appropriate to the learner. Assessment can be used to help guide culminating projects. The six levels are I. Remembering II. Understanding. III. Applying. IV. Analyzing. V. Evaluating. VI. Creating. The application of this taxonomy stimulated the higher-order thought in the students by building up from lower-level cognitive skills.

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

The academic calendar of Delhi School and Professional Studies and Research is created in congruence with the academic calendar of GGSIP University every year. GGSIP University provides an outline for the academic calendar that mentions the dates and timelines, according to which the institute prepares its own Academic calendar. The academic committee prepares the Academic calendar of the institute every year, with respect to the inputs received from the Examination Department, Placement committee and various other departments to conduct well coordinated events. Moreover, this ensures that a curriculum is augmented by activities such as Guest lectures, FDPs, MDPs, Sports meet, Cultural activities, Alumni meet and other co-curricular and extra-curricular activities. The Academic calendar pertaining to the year 2019-2020 was prepared and followed, especially with the help of online platforms for the latter half of the year. 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. Each semester consists of :-

- Beginning of the session
- Last working day
- Terminal tests schedule
- Sports meet
- Anugoonj, the cultural fest
- 10-15 weeks of teaching
- 1 week of preparatory leave
- 4-5 week weeks of semester end examinations.

In addition, it keeps students, faculty, and staff reminded of key dates throughout the academic semester and year. It can also be useful for prospective students, alumni, and parents as well.

2.6 – Student Performance and Learning Outcomes

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

<https://www.dspsr.in/pdf/naac/igac/Programoutcomes.pdf>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year	Number of students passed in final year examination	Pass Percentage
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			examination		
BBA(G)	BBA	General	162	158	97.53
B.Com(H)	BCom	Commerce	98	97	98.97
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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)

<https://www.dspsr.in/pdf/naac/igac/Studentsatisfactionssurvey.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
Projects sponsored by the University	1	D.S.P.S.R.	0.2	0.2
Major Projects	3	Dr. B. P. Singh Public Charitable Trust	26.25	26.25

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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 Importance of Psychometric Test	Commerce and Management Studies	10/02/2020
Online Workshop on Problem Solving Through Case Study	Commerce and Management Studies	25/04/2020
Online Workshop on Structured Problem Solving	Commerce and Management Studies	25/04/2020
Online Workshop on Shifting from Isolation to Integration	Commerce and Management Studies	24/04/2020
Online Workshop on Combating Lockdown - Rejuvenation and Redefining Yourself	Commerce and Management Studies	22/04/2020
Online Seminar on Sustainable Leadership	Commerce and Management Studies	21/04/2020
Seminar on Commodity Derivaties	Commerce and Management Studies	20/02/2020
Workshop on How to Build a Strong CV	Commerce and Management Studies	05/02/2020

Session on Personal Interview	Commerce and Management Studies	29/01/2020
Seminar on Commodity Derivaties	Commerce and Management Studies	11/10/2019
Workshop on Skill Analysis and finding the right fit	Commerce and Management Studies	20/09/2019
Seminar on Way to Success	Commerce and Management Studies	04/09/2019
Seminar on Unleash the Extraordinary - you and your business	Centre for Entrepreneurship Development	02/09/2019

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
Roarwap	Vikash Kumar Pal	Society for Human Transformation and Research (SHTR)	01/05/2020	1st Position
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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
DSPSR - IC (DSPSR Incubation Center)	Mr. Kaushal Gupta	Self Finance	FUTUREA	Training Consultancy Services	17/07/2019
DSPSR - IC (DSPSR Incubation Center)	Ms. Shraddha Gupta	Self Finance	Cake_O_Lates	Bakery Restaurant	11/05/2020
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
5	0	0

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

Name of the Department	Number of PhD's Awarded
NIL	Nil

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	12	5.85
International	Commerce and	2	0.81

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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	11

[View File](#)

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Systematic Review of Emotional Intelligence in Virtual Teams	Ms. Simran Kaur	International Journal of Public Sector Performance Management	2020	0	Ph.D. Research Scholar, GGSIPU	Nil
Are Emotional people more happy? A moderated mediation approach	Ms. Simran Kaur	International Journal of Public Sector Performance Management	2020	0	Ph.D. Research Scholar, GGSIPU	Nil
Study on Outcome based Education	Dr. Sima Singh	Professor Dean, Delhi School of Professional Studies and Research	2020	0	Professor Dean, Delhi School of Professional Studies and Research	Nil

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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
Study on Outcome based Education	Dr. Sima Singh	International Journal of Psychosocial Rehabilitation	2020	7	Nil	Professor Dean, Delhi School of Professional Studies

						and Research
Are Emotional people more happy? A moderated mediation approach	Ms. Simran Kaur	International Journal of Public Sector Performance Management	2020	6	Nil	Ph.D. Research Scholar, GGSIPU
Systematic Review of Emotional Intelligence in Virtual Teams	Ms. Simran Kaur	International Journal of Public Sector Performance Management	2020	6	Nil	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	3	164	15	Nil
Presented papers	16	4	Nil	Nil
Resource persons	Nil	10	Nil	Nil
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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 Yoga Day	NSS Cell of DSPSR	2	53
National Integration Camp	NSS Cell of DSPSR	1	5
Blanket distribution Drive	Rotaract Club of DSPSR	2	14
Winter Clothes Distribution Drive	Rotaract Club of DSPSR	2	15
Footwear Donation	Rotaract Club of DSPSR	2	40
Republic Day	NSS Cell of DSPSR	2	30
Visit to Orphanage	NSS Cell of DSPSR	1	4
Rotary Youth Leadership Awards	Rotaract Club of DSPSR	2	25

(RYLA)			
Pick n drop for under privilege students	Rotaract Club of DSPSR	2	64
Vigilance Awareness Week	NSS Cell of DSPSR	2	30
View File			

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
Skit Competition (National Integration)	Ist position	National Integration Camp, NSS	2
Kitchen Gardening	Appreciation Certificate	Elixir Foundation	4
View File			

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Swachh Bharat	NSS Cell of DSPSR Rotaract Club of DSPSR	Tree Plantation Drive	2	30
Swachh Bharat	NSS Cell of DSPSR	Swachhta Pakhwada	2	60
Gender Issues	NSS Cell of DSPSR	International Women's Day	2	40
View File				

3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
Organized International Conference	Faculty members, Industry personnel, Students	Indian Council of Social Science Research (ICSSR), Shyam Lal College (Evening), University of Delhi	2
View File			

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact	Duration From	Duration To	Participant

		details			
Training, Internship Placement	Memorandum of Understanding	Amazing HR Services Pvt. Ltd.	12/03/2020	31/12/2020	68
View File					

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	01/01/2020	Collaborative research	472
Shyam Lal College (Evening), University of Delhi	01/01/2020	Collaborative research	472
Sri Aurobindo College (Evening), University of Delhi	01/01/2020	Collaborative research	472
Divine International Group of Institutions, Gwalior	01/01/2020	Collaborative research	472
Trulabz technologies	01/01/2020	Skill Enhancement	19
PCTI	01/01/2020	Skill Enhancement	100
Amazing HR Services Pvt. Ltd.	12/03/2020	Placement/job Opportunities, Internship, On-the-job training, Project work, Sharing of research facilities	68
View File			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
35	32.81

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
Video Centre	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Existing
Others	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Campus Area	Existing
View File	

4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
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	Nil	10	Nil	277	Nil
Journals	53	14670	3	1015	56	15685
e-Journals	683	11500	Nil	Nil	683	11500
Digital Database	2	Nil	Nil	Nil	2	Nil
CD & Video	331	Nil	Nil	Nil	331	Nil
View File						

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

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Mr. Manpreet Singh	E-Commerce	Google Classroom	02/03/2020
View File			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth	Others
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								h (MBPS/ GBPS)	
Existing	233	4	20	1	0	31	0	20	0
Added	20	0	8	0	0	0	0	8	0
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
E commerce	https://classroom.google.com/u/4/h

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
275	238	65	49.5

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)

Predefined procedures are available and executed within the Institute for the utilization and maintenance of its physical equipment like, Computers, ICT tools provided in the class rooms the facilities like Sports, library, and other medical services. To name few Standard Operating Procedures (SOPs): SOP for General Maintenance, SOP for Procurement, SOP for approval, SOP for Waste disposal, SOP for maintenance of resources, etc. Most of the technical issues related to data processing units like computers in the departments get addressed by the concerned computer operators who are well qualified and trained to the specific task. Library keeps on updating its books repository on yearly basis in accordance with the changes in the curricula. Inputs from the student and faculty are received in the prescribed format for the procurement of books which cover the topics beyond syllabus on the approval of library committee. The data processing units like computer are frequently upgraded to the next versions to have compatibility with advance research and academic projects. As all the classrooms in the institute are ICT enabled, exclusive numbers are allocated to each system dedicated for the continuous monitoring and maintenance to keep the equipment in good condition. Backup ICT units are kept ready to handle scheduled outages and any unforeseen damages so that the classroom functioning does not get affected.

<https://www.dspsr.in/pdf/naac/iqac/Proceduresandpoliciesformaintainingandutilizingphysical.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	8325

	2019-20		
Financial Support from Other Sources			
a) National	MCM Govt. NCT Delhi, EWS	9	288810
b) International	0	Nil	0
View File			

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

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Mentor - Mentee session	20/08/2019	802	College Faculty Members
Meditation	19/08/2019	802	College Faculty Members
Remedial Coaching	28/09/2019	70	Subject expert/ All Faculty members
Remedial Coaching	25/04/2020	52	Subject expert/ All Faculty members
Personal Counselling	15/10/2019	27	Ms. Simran Kaur- Assistant Professor
View File			

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2020	Career Counselling and Placement	250	279	Nil	1
View File					

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

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
6	6	3

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed

JARO Education	30	Nil	BYJUS , GetYourJob	30	1
View File					

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

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2020	7	Bachelor of Commerce (Hons.)	Management & Commerce	MCM Govt. NCT Delhi, EWS	MCM Govt. NCT Delhi, EWS
2020	10	Bachelor of Business Administration	Management Commerce	Delhi Technological University (DTU) MICA, Ahmedabad GGSIPU G. D. Goenka University Institute of Chartered Accountants Jaypee Business School, Noida	MBA, PGDM, CA
View File					

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
CAT	5
Any Other	3
View File	

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

Activity	Level	Number of Participants
Teacher's day	College level	130
Fresher's Party	College level	250
Diwali celebrations	College Level	350
ALFAAZ'19- Inter college Shayari competition	Inter College	75
Lohri Celebrations	College Level	280
Annugoonj 2020	University Level	46
DSPSR Annual Sports meet	College Level	150
GGSIPU- Annual Sports Meet	University Level	20

Republic Day	College Level	30
International Yoga Day	College Level	53
View File		

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/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2020	National Integration Camp sponsored by NSS Cell Himachal Pradesh Himachal Pradesh University (Participation)	National	Nil	5	41612588 817,111258 8817, 4092 1788817, 4 1421788817 , 41721788 817	Ekta, Simran Shrivastava, Sonam Bhatt, Chanchal Bhardwaj, Shelly Jain
2020	National Integration Camp sponsored by NSS Cell Himachal Pradesh Himachal Pradesh University (For Skit)	National	Nil	2	41612588 817, 41421 788817	Ekta and Chanchal Bhardwaj

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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 Student Council of DSPSR is a representative structure through which the students of BBA and B.Com(Hons) are involved in the affairs of the institution, working together with the management and staff for the benefit of the institute as well as its students. The institution follows the election process as notified by the GGSIP University from September 2019 onwards. One Class Representative is to be elected from every class. All the interested students have to obtain and submit the nomination form to the returning officer within the given deadline together with the mark sheets of previous semesters. The candidates also have option to withdraw their nomination within the stipulated time period. After this, the returning officer checks the eligibility of all the candidates based on certain parameters and publishes a list of eligible candidates and displays it on the notice board. The returning officer conducts the elections in the institute with the assistance of a team of faculty/staff members. The election takes place through printed ballot paper and counting of votes takes place in the presence of the eligible candidates to ensure

transparency of the whole process. Such a student who receives the majority votes is elected as the Representative of that particular class. Eligibility conditions for election of Class Representative (CR) 1. Do not have any supplementary/back in any of the subjects of any semester/year. 2. Have no disciplinary enquiry or action taken or pending against them. 3. Have not been detained for shortage of attendance in any examination. 4. Have the potential to actively work for the overall development of the institution. These elections are a framework that provides a means for student expression and assistance through student leadership. All the elected Class representatives jointly forms the student council. The student council becomes the voice of the students. In addition to planning and proper management of various events, the student council also brings the concerns of fellow students at the forefront and discusses it with the management.

BBA Students' Council 2019-2020 S.No. Name Class Designation
 1 Nancy Kapoor BBA 2A Class Representative
 2 Rishank Garg BBA 2B Class Representative
 3 Mansi Chopra BBA 2C Class Representative
 4 Ritik Guopta BBA 4A Class Representative
 5 Twinkle Bhudhiraja BBA 4B Class Representative
 6 Shivam Goel BBA 4C Class Representative
 7 Vidya Priyadarshi BBA 4D Class Representative
 8 Arvind BBA 6A Class Representative
 9 Parv Anand BBA 6B Class Representative
 10 Parv Anand BBA 6C Class Representative

B.COM (H) Students' Council 2019-2020 S.No. Name Class Designation
 1 Smriti Pandey BCOM 2A Class Representative
 2 Shivam Sharma BCOM 2B Class Representative
 3 Anshit Arora BCOM 4A Class Representative
 4 Shashank BCOM 4B Class Representative
 5 Siddhant Gandhi BCOM 6A Class Representative
 6 Ayush Chauhan BCOM 6B Class Representative

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:

3000

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

30000

5.4.4 – Meetings/activities organized by Alumni Association :

1. Mr. Harsimranjeet Singh, LEAD HR, Jindal Group addressed the Evening Batch of BBA during the Orientation Program 2. Alumni Guest Lecture on "Commodity Derivatives was conducted on 11 October, 2019 by Mr. Vinit Singh Kaler, working with MCX under SEBI as Sr. Manager - Training 3. On 10 November, 2019 DSPSR Alumni Meet 2019 was organised where alumni of DSPSR Mr. Amit Jindal and Ms. Megha Vohra were felicitated. 4. Ms Nandini Bahl, Alumni DSPSR, presented her paper in XXI Annual International Conference organized by DSPSR Sponsored by ICSSR on 4-5 January, 2020 5. Ms. Babita Bhalla, Alumni DSPSR, presented her paper in XXI Annual International Conference organized by DSPSR Sponsored by ICSSR on 4-5 January, 2020 6. Alumni Guest Lecture on "How to Prepare for Entrepreneurship or Corporate Career in the Field of Finance was conducted by Mr. Vinit Singh Kaler, working with MCX under SEBI as Sr. Manager - Training on 20 February, 2020 7. Alumni Guest Lecture/Webinar on the broad theme Innovation was conducted by Mr Ankit Aggarwal, currently working for ZEE Business and as an Investment Portfolio Consultant on 21 April 2020 8. Alumni Webinar on the Topic "Industry Expectations from Young Professionals" was conducted by Mr. Anjani Kumar Bhatnagar, currently working as Deputy Director- Amity Technical Placement Centre, Amity Education Group and President, DSPSR Alumni Association on 27 June 2020 9. Alumni Webinar on the Topic "How to Groom Yourself to Succeed in Corporate World" was conducted by Mr Harsimranjeet Singh, currently working as Lead HR in Jindal Group and Vice-President of DSPSR Alumni Association on 4 July 2020 10. Alumni Webinar on the Topic "Decoding the Path to a Successful Career was conducted by Dr Meha Joshi, currently working as Assistant Professor in Delhi Technological University on 12 July, 2020

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)

1. Empowering faculty members for taking decisions regarding organization of various events like International Conferences, International Seminars, Workshops, etc. Moreover, faculty members are also given freedom to choose in which areas they want to perform academically. Apart from teaching learning process, there are various tasks for which certain teams and committee are formed. A formal system has been formulated by which the faculty members give their preferences according to their area of interest. Every team and committee is assigned a team leader who further communicates the unanimous decisions of the team to other faculty members and the management. 2. In order to promote participative management, IQAC has introduced an annual practise to organise open house session of every staff member with the higher authorities.

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

Yes

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Admission of Students	Basic campus, education and research infrastructure to enable cutting edge research, modern classrooms and infrastructure that nurtures innovation and entrepreneurship, linkages with industry and society, good placement of students that meet the aspirations of the students and expectations of employers and good grades enriched with a sound Practical knowledge have been the guiding factors in attracting students. The college offers undergraduate programs in Management (BBA) and Commerce (B.Com. (Hons.)). Admissions of students to the programs are strictly done by Guru Gobind Singh Indraprastha University through centralized online counselling. For which University conducts Common Entrance Test (CET) before the commencement of the academic session every year and the students are admitted directly by the university to its affiliated colleges strictly on the basis of merit determined in CET.
Industry Interaction / Collaboration	In an endeavour to remove the skills gaps and with the objective of creating market-ready professionals, Soft Skill Development course was introduced. This course was delivered by eminent speakers from the industry. Entered into various Memorandum of Understanding (MoUs) with reputed organisations. Promoted industry integrated internships and live projects. Guest Lectures by Eminent personalities from Industry.
Human Resource Management	Displaying the important news clippings on the notice board - The useful news articles from leading newspapers are scanned on daily basis and placed on notice boards along with circulation among staff members. This initiative is helpful for the students and staff as a ready reference for the important news The institute has excellent strategies/ norms for Human resource Management. It ensures that Payroll is as per norms. Time and Attendance are monitored on a daily basis. Every staff members prepare

	Daily Activity Report (DAR) and Weekly Planner. Time to time trainings is conducted to train the newly recruited and existing staff members.
Library, ICT and Physical Infrastructure / Instrumentation	Displaying the important news clippings on the notice board - The useful news articles from leading newspapers are scanned on daily basis and placed on notice boards along with circulation among staff members. This initiative is helpful for the students and staff as a ready reference for the important news.
Research and Development	Reward system to promote Research among faculty members and students. Time to time Sensitization program are conducted to promote research and extension.
Curriculum Development	<p>An effective and well structured mechanism exists in the institute to incorporate the necessary amendments in the curriculum to suit the dynamically changing industrial and societal needs. The Boards of Studies of the institute is enriched with a flavour of industrialists to deploy the target Though the curriculum is prepared by the university and implemented by the Institution. As such we don't have freedom in designing the curriculum. However, we collect feedback from various stakeholders regarding University's syllabus and the same is communicated to the university.</p> <p>Institution also has developed and deployed the following action plans for the effective implementation of the curriculum. 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. Subject allocation for the forthcoming semester is carried out at the end of the current semester.</p>
Teaching and Learning	In line with Outcome Based Education, the institute has strategized to emphasize on outcome driven teaching learning methodology A course on E-Commerce was taught on Google classroom. Student Development index is designed to improve students mentoring mechanism
Examination and Evaluation	In order to stimulate the higher-order thought in the students, Blooms'

Taxonomy was introduced as part of internal assessment of the students. Continuous evaluation is done through various tests from time to time. Introduced online mode of tests for assignments as a part of continuous evaluation system, during pandemic situation of Covid 19.

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

E-governance area	Details
<p>Planning and Development</p>	<p>Governance at different levels of the institutions planning and growth is defined by arranging, holding and maintaining minutes of meetings and resolutions taken by the Governing Council, the Academic Council, meetings of the Finance Committee for policy making, approvals, etc. These policies are extensively debated in IQAC meetings, meetings of the Academic Committee of the Institute, meetings of the Research Review Committee, etc.</p>
<p>Administration</p>	<p>This module provides support for day to day functionality of Institute Administration- Faculty induction, Leave management, service record maintenance, staff welfare measures etc. It has the features for creating holidays, Various Leaves, Pending Approvals, Employee's Shift, and Employee ID Card, etc. It also defines workflow at various decentralized functionaries.</p>
<p>Finance and Accounts</p>	<p>This module provides support to various finance and accounts related functionalities like student tuition fee payment, course registration fee, payment status, part/full payment involved in the purchase process, Ledger maintenance etc. Faculty and staff payrolls are created and the pay scales. Payroll details can be revised according to the scale of pay and dynamically changing DA from time to time.</p>
<p>Student Admission and Support</p>	<p>This module generates following list: ? Current student list: Here class wise students details e.g. father name, mother name can be seen. ? Current admission list :It shows the all admissions list in the particular course and its section. ? Date admission list: It gives the admission reports between two dates of particular class or all the classes. ? Category</p>

wise admission list: It gives the admission reports according to category (General , sc , st) of particular class or all the classes, ? Category wise chart: Here category wise chart can be seen. ? Current struck off student list: It shows the name of all the students' struck off for some reason. ? Students document submission report: It gives the report of documents submitted by the students while admission. ? Students' common contact Report: It gives the details of the students who are having a common contact number.

Examination

This module provides the functionality for internal examination attendance, and evaluation. It provides the functionality for the generation of Admit Card and Internal Marks Entry by faculty. Result Processing is being done, and timely made available in the student as well as parent portals.

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	Ms. Soumya Agarawal	7th PAN IIM WORLD MANAGEMENT CONFERENCE	IIM, ROHTAK	5000
2019	Dr. Pooja Sharma	7th PAN IIM WORLD MANAGEMENT CONFERENCE	IIM, ROHTAK	5000
2019	Dr. Anupama Lakhera	7th PAN IIM WORLD MANAGEMENT CONFERENCE	IIM, ROHTAK	5000
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2020	FDP on	Nil			23	Nil

	Blooms Taxonomy		18/04/2020	18/04/2020		
2020	Webinar on Digital Marketing	Webinar on Digital Marketing	27/04/2020	30/04/2020	32	3
2020	Workshop on Advanced Excel	Workshop on Advanced Excel	25/01/2020	25/01/2020	21	6
2020	Webinar on How to stay happy in uncertainty	Webinar on How to stay happy in uncertainty	04/06/2020	04/06/2020	12	4
2020	Webinar on stress management during crisis	Webinar on stress management during crisis	06/06/2020	06/06/2020	6	6
2020	FDP on PLS SEM	Nil	10/06/2020	10/06/2020	2	Nil
2020	FDP on Teaching Methodology on Case Based Learning	Nil	10/05/2020	10/05/2020	9	Nil
2020	Webinar on Holistic Learning: Lessons from Ramayana	Webinar on Holistic Learning: Lessons from Ramayana	16/05/2020	16/05/2020	21	6
2020	FDP on Learn to Teach, Teach to Learn	Nil	17/06/2020	17/06/2020	14	Nil
View File						

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
FDP on Blooms Taxonomy	23	18/04/2020	18/04/2020	1
Webinar on Digital Marketing	32	27/04/2020	30/04/2020	4

Workshop on Advanced Excel	21	25/01/2020	25/01/2020	1
Online workshop on Data Analysis Using SPSS	5	27/04/2020	30/04/2020	1
Webinar on How to stay happy in uncertainty	12	04/06/2020	04/06/2020	1
Webinar on stress management during crisis	6	06/06/2020	06/06/2020	1
Certification Course of Virtual Class Room 2020	6	08/06/2020	13/06/2020	6
Experiential Learning-Models Methods and Practices	2	31/08/2019	31/08/2019	1
Workshop on How to write Quality Research Papers	1	24/04/2020	27/04/2020	4
E Shodhsindhu Web of Science Certification Series	3	14/05/2020	28/05/2020	5

[View File](#)

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
47	51	18	22

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
PF, HRA, Seed money for Ph.D., Conference fee, and fare reimbursement, Summer and Winter leaves, 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 the end of the financial year. A 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, ShyamLal College, Pune Institute of Business Management, Department of Environment - Government of NCT of Delhi	290000	Organising International Conference, Annual Grant of Eco Club
View File		

6.4.3 – Total corpus fund generated

25801691

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	Academic Audit, NAAC, JAC	Yes	IQAC
Administrative	Nil	ISO, CA, NAAC	Yes	IQAC

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

(i) Parents are regularly invited to Parent-Teacher meetings to discuss the need /problem/progress of their wards (ii) The Counselling cell organizes frequent meetings with parents to ensure the mental health of the students. (iii) Student mentor details are provided to the parents to pursue their ward's performance

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

(i) Training/workshops/seminars are conducted for the support staff. (ii) Provision of flexible working hours to encourage the personal and professional growth of support staff. (iii) The institution follows the Employee Referral Scheme and provides incentive for every successful referral.
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6.5.4 – Post Accreditation initiative(s) (mention at least three)

(i) Implementation of Outcome-Based Education(OBE) (ii) Reward system to promote Research among faculty members and students (iii) Comprehensive and Continuous Multi- Focus Feedback System
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6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal
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	Yes
b)Participation in NIRF	Yes
c)ISO certification	Yes
d)NBA or any other quality audit	Yes

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	Guest lecture on Personality Development	19/09/2019	19/09/2019	19/09/2019	40
2019	Vigilance Awareness Week	28/10/2019	28/10/2019	02/11/2019	30
2020	XXI International Conference on the theme ACHIEVING EXCELLENCE IN HIGHER EDUCATION	04/01/2020	04/01/2020	05/01/2020	552
2020	Workshop on Advanced Excel	25/01/2020	25/01/2020	25/01/2020	28
2020	Guest Lecture - Wellness and Safety in Cyber Space	28/02/2020	28/02/2020	28/02/2020	76
2020	Session on Mental Well-being	09/04/2020	09/04/2020	09/04/2020	50
2020	FDP on Blooms Taxonomy	18/04/2020	18/04/2020	18/04/2020	64
2020	Soft Skills Development Programme	21/04/2020	21/04/2020	27/04/2020	80
2020	Webinar on Holistic Learning Lessons from Ramayana	16/05/2020	16/05/2020	16/05/2020	83
2020	FDP on Teaching Methodology on Case Based Learning	10/05/2020	10/05/2020	10/05/2020	76

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
International Women's Day	12/03/2020	12/03/2020	26	14

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

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

The Administration, staff, and students of DSPSR are highly sensitive towards environmental issues. The management has given importance to the development of eco-friendly atmosphere in the campus by taking various measures to reduce the 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 the environment among staff and the students. The old air conditioners in the institute have been replaced by new air conditioners having star ratings. Tube lights are being gradually replaced with LED bulbs. These steps are contributing to make our campus green. Various initiatives are 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 on the campus.
- Efforts for carbon neutrality: The awareness drive against bursting crackers on Diwali and promoting the use of homemade or herbal colors 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 eco-friendly environment.
- Hazardous waste management: Personnel is deployed by housekeeping staff for daily garbage and non-biodegradables disposal. Above mentioned initiatives have been taken up by the Institution to make the campus and its surrounding eco-friendly. The plantation is carried out in the Institution campus and surroundings to make an eco-friendly environment. Eco Club of the Institution plays an important role in this endeavor. 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 on the campus.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	Nil
Provision for lift	Yes	Nil
Ramp/Rails	Yes	Nil
Braille Software/facilities	Yes	Nil
Rest Rooms	No	Nil
Scribes for examination	Yes	Nil
Special skill	No	Nil

development for differently abled students		
Any other similar facility	No	Nil

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2020	1	1	22/02/2020	1	Blanket distribution Drive	Lack of basic amenities	16
2020	1	1	12/02/2020	1	Winter Clothes Distribution	Lack of basic amenities	17
2020	1	1	27/01/2020	1	Footwear Donation	Lack of basic amenities	45
2020	Nil	1	25/01/2020	1	Visit to Orphanage	Lack of basic amenities	5
2019	1	1	28/08/2019	4	Pick n drop for under privilege students	Lack of basic amenities	66

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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	01/08/2019	A manual on code of conduct sets out the standards of conduct expected of various stakeholders including Teaching staff, Non-Teaching staff, Students and Governing Body. This manual is available on the institution's website

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
International Yoga Day	21/06/2020	21/06/2020	53
National	01/03/2020	01/03/2020	5

Integration Camp			
Vigilance Awareness Week	28/10/2019	02/11/2019	30
Mahatma Gandhi Jayanti	02/10/2019	02/10/2019	30
International Peace Day	20/09/2019	20/09/2019	30
Independence Day Celebration	14/08/2019	14/08/2019	30
Republic Day Celebrations	25/01/2020	25/01/2020	30
International Literacy Day	08/09/2019	08/09/2019	50
Ethics Day	08/02/2020	08/02/2020	106
View File			

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

1. Barter has been made with Green-O-Tech India for institutions paper waste.
2. Poster making and Video making competition on the theme "Van-e-Utsav" on the occasion of Van Mahotsav Week (NSS).
3. A Tree Plantation Drive was organized jointly by Rotaract Club and NSS cell
4. An Initiative towards Green Diwali, Clean Diwali the ECO Club and NSS Cell of DSPSR organized a rally
5. Mask distribution by Rotaract Club of DSPSR

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. Employee belongingness and Work Engagement
2. Comprehensive Continuous Multi- Focus Feedback System

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/igac/2Bestpractices2019-20.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

Knowledge provides the impetus for growth. Solid foundations are laid on the conceptual clarity that the students possess. DSPSR promotes academic integration and observes academic practices, aimed at developing reading writing skills along with research aptitude. The Mission Vision of the Institute is the guiding forces and the institute believes that learning to excel excelling to serve should be motto both for the faculty and students alike. Student Enrichment Programme involves a focus on a combination of academic, co-curricular, and extracurricular activities. The academic activities focus on bringing conceptual clarity, develop strong knowledge, and theoretical base. The co-curricular and extracurricular activities aid in the holistic development of the students. The regular academic inputs are supplemented through: i. Lecture Plans which comprise of topic wise contents, their references from text books, reference books, articles from different journals and URLs for online articles. The key objective of every topic is clearly specified along with the time duration for completion of the topic. The Lecture Plans assist the students in comprehending the topics and subtopics to

be discussed in the class beforehand making the lecture more interactive. ii. Question Banks are shared with students before the internal test which includes Multiple Choice Questions, Case Studies, Short Notes, and Long Questions. Question Banks provide a detailed list of questions for the better understanding and thorough practice of topics. This gives the students an insight in attempting their End Term Examinations. Question Banks assist students in identifying and preparing for the probable questions in their final examination. iii. Solution Sets consisting of suggested model answers of all the previous year's university question papers have been made available in the library for assisting students to enhance their academic performance. iv. Examination Reports are prepared by subject teachers after every internal examination and the common errors committed by students are discussed and solutions to overcome those are suggested. v. Research Pursuits of the students are encouraged through providing them exposure to research tools. Application of the research tools is encouraged through their Summer Training Project Reports and Dissertation Projects. In addition, they are motivated to write research papers to be presented in International Conference/ Seminar organized by DSPSR. vi. Academia-Industry Interface provides the students with an opportunity to interact with eminent corporate personnel to widen their knowledge horizons. vii. Guest Lecture and Industrial Visits provide the students, practical exposure to the theoretical classroom knowledge. viii. Extra-curricular Co-curricular Activities are organized to help students inculcate various skills like event management, stage handling, arranging sponsorships, interacting with guests and team dynamics. ix. Train the Trainer serves as a platform for faculty to receive training in specific areas to improve the quality of education through participation in FDPs, Conferences, and Seminars. Faculty are also encouraged to pursue research work. x. Entrepreneurship Development Cell motivates graduate students to start up their own venture and provide job to several job seekers. xi. The Rotaract club of DSPSR and NSS is taking care of all the CSR activities of the institute which

Provide the weblink of the institution

<https://www.dpspr.in/pdf/naac/igac/Institutionaldistinctiveness.pdf>

8.Future Plans of Actions for Next Academic Year

1. CURRICULAR ASPECTS: (a) Strategizing to introduce one Add on course 2. TEACHING- LEARNING AND EVALUATION (a) To strengthen the Continuous Internal Evaluation (CIE) system at the institutional level so that it reflect different evaluation mechanism for weak, average and outstanding students. 3. RESEARCH, INNOVATIONS AND EXTENSION (a) Planning to increase the MOUs with esteemed and premier institutions (both Industrial and Educational) to improvise the collaborative activities. (b) Centre for Entrepreneurship Development would strengthen the Incubation Centre of DSPSR (c) A road map is being worked out to increase the Internal Revenue Generation (IRG) remarkably through consultancy activities and to utilize the funds generated to strengthen such facilities further 4. INFRASTRUCTURE AND LEARNING RESOURCES (a) E-content developed by teachers using Institutional Learning Management System 5. STUDENT SUPPORT AND PROGRESSION (a) To provide training in soft skills, communication, analytical skills, personality development, enhancement of technical skills to make the students industry ready. (b) To strengthen the Alumni Association 6. GOVERNANCE, LEADERSHIP AND MANAGEMENT (a) To design a transparent performance appraisal system for teaching and non teaching staff 7. INSTITUTIONAL VALUES AND BEST PRACTICES (a) Centre for Environmental Consciousness is planning to further enhance the use of green energies by uplifting the inhouse solar power generation with social and environmental consciousness. (b) Proposal are going on to implement few more energy conservation methods for optimizing the use of energy resources.

