



## YEARLY STATUS REPORT - 2020-2021

### 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. G.S. POPLI
- Designation DIRECTOR
- Does the institution function from its own campus? Yes
- Phone no./Alternate phone no. 01127932799
- Mobile No: 9015533002
- Registered e-mail iqac@dspsr.in
- Alternate e-mail director@dspsr.in
- Address 9, Institutional Area, Sector 25,  
Rohini
- City/Town Delhi
- State/UT Delhi
- Pin Code 110085

##### 2.Institutional status

- Type of Institution Co-education
- Location Urban
- Financial Status Self-financing

- Name of the Affiliating University **Guru Gobind Singh Indraprastha University**
- Name of the IQAC Coordinator **Dr. Shipra Singh**
- Phone No. **01127932799**
- Alternate phone No. **9015533002**
- Mobile **7982142677**
- IQAC e-mail address **iqac@dspsr.in**
- Alternate e-mail address **director@dspsr.in**

**3. Website address (Web link of the AQAR (Previous Academic Year))**

<https://dspsr.in/pdf/naac/iqac/AOARUPLOAD.pdf>

**4. Whether Academic Calendar prepared during the year?**

**Yes**

- if yes, whether it is uploaded in the Institutional website Web link:

<https://dspsr.in/pdf/academiccalendar.pdf>

**5. Accreditation Details**

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 1</b>	<b>A</b>	<b>3.04</b>	<b>2017</b>	<b>09/06/2017</b>	<b>08/06/2022</b>

**6. Date of Establishment of IQAC**

**15/01/2016**

**7. Provide the list of funds by Central / State Government**

**UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,**

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
<b>Commerce and Management Studies</b>	<b>MDP/Training Program on "Resilience to Disaster: Technological, Financial, &amp; Capacity Building"</b>	<b>NIDM, Ministry of Home Affairs, Government of India</b>	<b>2020 / 3 days</b>	<b>150000</b>

**8. Whether composition of IQAC as per latest NAAC guidelines** **Yes**

- Upload latest notification of formation of IQAC [View File](#)

**9. No. of IQAC meetings held during the year** **4**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**
- If No, please upload the minutes of the meeting(s) and Action Taken Report [View File](#)

**10. Whether IQAC received funding from any of the funding agency to support its activities during the year?** **Yes**

- If yes, mention the amount **Rs. 1, 95,000/-**

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

1. Keeping in view the mental and psychological stress of students in pandemic times, an add-on course on "Physical, Mental and Spiritual Health" was introduced.
2. As part of MoU signed with Industry 30 hours of training was imparted to students in the area of Recruitment and Selection Process.
3. All courses in 2nd & 3rd year were taught using Google Classrooms. The Continuous Internal Evaluation was revised keeping online mode of instruction during pandemic.
4. In an effort to increase the Internal Revenue Generation 3-day MDP/Training Program was conducted in collaboration with National Institute of Disaster Management, Ministry of Home Affairs, Govt. of India leading to Revenue Generation of Rs. 1,50,000/-

**12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year**

Plan of Action	Achievements/Outcomes
<p>1. CURRICULAR ASPECTS (a) Strategizing to introduce one Add on course</p>	<p>Add on course on "Physical, Mental and Spiritual Health" was introduced for the duration of 30 hours</p>
<p>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</p>	<p>1) CIE system was revised keeping online mode of instruction for the benefit of all students 2) To make the students more competitive and analytical, Objective Type test is also taken by the students 3) Students are also given option to choose from short and long answer type questions</p>
<p>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</p>	<p>(a) In Total 10 MoUs were signed (Industrial - 4, Educational - 6) (b) MoU signed with Yung Minds for enhancing entrepreneurial skills; 2 students started their own venture under the guidance of CED (c) 3-day MDP/Training Program was conducted in collaboration with National Institute of Disaster Management, Ministry of Home Affairs, Govt. of India leading to Revenue Generation of Rs. 1,50,000/-</p>
<p>4. INFRASTRUCTURE AND LEARNING RESOURCES (a) E-content developed by teachers using Institutional Learning Management System</p>	<p>All courses in 2nd year and 3rd year were taught using GOOGLE classroom</p>
<p>5. STUDENT SUPPORT AND PROGRESSION (a) To provide training in soft skills, communication, analytical skills, personality development,</p>	<p>(a) 30 hours training session was conducted as one of the initiatives under the MoU signed with Yung Minds; 17 students benefited (b) 15 webinars were</p>

enhancement of technical skills to make the students industry ready (b) To strengthen the Alumni Association	conducted by alumni; Paper presentation by alumni in conference; 2 alumni board meetings were held; Financial contribution of Rs.1,59,320 received by alumni
6. GOVERNANCE, LEADERSHIP AND MANAGEMENT (a) To design a transparent performance appraisal system for teaching and non-teaching staff	Performa for evaluating the performance of teaching & non-teaching staff was designed & evaluated
7. INSTITUTIONAL VALUES AND BEST PRACTICES (a) Centre for Environmental Consciousness is planning to further enhance the use of green energies by uplifting the in-house 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	(a) Quotations have been received for installation of solar panel (b) Green Practices: Handing over of Saplings to Guest & Speakers, College Transport, Plastic-free campus, Paperless office, Green landscaping with trees and plants; Waste Management initiatives: Solid waste management (Bio-degradable), Electronic waste management

13. Whether the AQAR was placed before statutory body?

Yes

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	31/12/2021

14. Whether institutional data submitted to AISHE

**Part A****Data of the Institution**

<b>1.Name of the Institution</b>	DELHI SCHOOL OF PROFESSIONAL STUDIES AND RESEARCH
• Name of the Head of the institution	PROF. G.S. POPLI
• Designation	DIRECTOR
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	01127932799
• Mobile No:	9015533002
• Registered e-mail	iqac@dspsr.in
• Alternate e-mail	director@dspsr.in
• Address	9, Institutional Area, Sector 25, Rohini
• City/Town	Delhi
• State/UT	Delhi
• Pin Code	110085
<b>2.Institutional status</b>	
• Type of Institution	Co-education
• Location	Urban
• Financial Status	Self-financing
• Name of the Affiliating University	Guru Gobind Singh Indraprastha University
• Name of the IQAC Coordinator	Dr. Shipra Singh

• Phone No.	01127932799				
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<b>3. Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="https://dspsr.in/pdf/naac/iqac/AOARUPLOAD.pdf">https://dspsr.in/pdf/naac/iqac/AOARUPLOAD.pdf</a>				
<b>4. Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://dspsr.in/pdf/academiccalendar.pdf">https://dspsr.in/pdf/academiccalendar.pdf</a>				
<b>5. Accreditation Details</b>					
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Cycle 1	A	3.04	2017	09/06/2017	08/06/2022
<b>6. Date of Establishment of IQAC</b>			15/01/2016		
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Plan of Action	Achievements/Outcomes
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development, enhancement of technical skills to make the students industry ready (b) To strengthen the Alumni Association	webinars were conducted by alumni; Paper presentation by alumni in conference; 2 alumni board meetings were held; Financial contribution of Rs.1,59,320 received by alumni
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<b>13. Whether the AQAR was placed before statutory body?</b>	Yes
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	
Name	Date of meeting(s)
Governing Body	31/12/2021
<b>14. Whether institutional data submitted to AISHE</b>	
Year	Date of Submission
2020	30/06/2020
<b>15. Multidisciplinary / interdisciplinary</b>	

<b>16.Academic bank of credits (ABC):</b>	
<b>17.Skill development:</b>	
<b>18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)</b>	
<b>19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):</b>	
<b>20.Distance education/online education:</b>	
<b>Extended Profile</b>	
<b>1.Programme</b>	
1.1 Number of courses offered by the institution across all programs during the year	<b>79</b>
File Description	Documents
Data Template	<a href="#">View File</a>
<b>2.Student</b>	
2.1 Number of students during the year	<b>833</b>
File Description	Documents
Data Template	<a href="#">View File</a>
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	<b>338</b>

File Description	Documents
Data Template	<a href="#">View File</a>
2.3	290
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>3.Academic</b>	
3.1	45
Number of full time teachers during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
3.2	9
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1	10
Total number of Classrooms and Seminar halls	
4.2	272
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	326
Total number of computers on campus for academic purposes	
<b>Part B</b>	
<b>CURRICULAR ASPECTS</b>	
<b>1.1 - Curricular Planning and Implementation</b>	

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The Academic Calendar of the college is prepared taking into consideration the Calendar released by the GGSIP University, institutional goals, concern of the students, personality enhancement, quality education is imparted to the students. All the curricular, co-curricular and Extra-curricular events are aligned as per the GGSIPU Calendar.

- After allocation of subjects as per the expertise and preferences of faculty members, they are required to prepare a detailed lecture plan with respect to topics to be covered in each lecture. The curriculum preparation and development 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.
- The Time Table is prepared taking into consideration the shifts of the students and the elective subjects opted by them. Every week, inputs are asked from the faculty members regarding their availability or any college event, and consequently, weekly time table is made by substituting the unavailable teacher, so that no lecture goes unattended.
- The performance of the students is evaluated regularly through the mechanism of Continuous Internal Evaluation.
- Remedial classes are arranged for slow learners, especially for practical based subjects like Math and Quantitative Techniques. A regular review of student attendance and performance is conducted by the Program Coordinators.
- Feedback from all the stakeholders is gathered and scope for improvement is recognized and worked upon. Also the students provide feedback regarding the quality of teaching of the faculty members at least twice in a semester.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://dspsr.in/academiccalendar.html">https://dspsr.in/academiccalendar.html</a>

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The CIE is an integral component with 25% weightage in theory and

40-50% weightage in practical subjects. The 25% of the theory can comprise of presentations, tests, quiz, written assignments, projects etc.

- The CIE is based on bloom's taxonomy wherein unit wise evaluation of the students is done in the form of case study, quiz etc.
- In the wake of COVID-19 pandemic, the institution had to turn to online platform for all events during whole year starting from August 2020-July 2021.
- CIE system was revised keeping online mode of instruction. To make the students more competitive and analytical, MCQ based test was incorporated in the assessment process. Students are also given option to choose from short and long answer type questions.
- The submission of assignments for the purpose of internal evaluation for written assignments takes place either on Google Classroom or through Google drives folders, quiz through Google forms, presentations through online platforms.
- The minor test is announced well in advance to the students and the date sheet is also shared with them. Question bank is shared and discussed by the faculty members with the students prior to the test, to give an idea to the students about the type of questions that can be expected in the minor tests.
- These tests are conducted as per the dates given by GGSIPU in the academic calendar. Internal Evaluation, the mid-semester internal exams takes place through Google forms.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	Nil

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/**

**C. Any 2 of the above**

<b>Diploma Courses Assessment /evaluation process of the affiliating University</b>	
File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
<b>1.2 - Academic Flexibility</b>	
<b>1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented</b>	
<b>1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented</b>	
<b>01</b>	
File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>
<b>1.2.2 - Number of Add on /Certificate programs offered during the year</b>	
<b>1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)</b>	
<b>02</b>	
File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>
<b>1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year</b>	
<b>581</b>	

**1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year**

18

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

**1.3 - Curriculum Enrichment**

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

DSPSR runs courses of Commerce and Management, the curriculum for which is designed by GGSIPU. It includes various topics, chapters and subjects covering cross cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics.

The NSS Cell and the Rotaract Club OF DSPSR has undertaken various activities to forward this agenda:

1. tree plantation drive (students planted saplings in their own homes and neighbourhood due to the restriction COVID pandemic);
2. celebrated Van Mahotsava by organizing a poster making competition for the awareness of conservation of forests;
3. webinar on Water Conservation, Water Management and Sanitation educating the students about the water shortage and spread of diseases due to unhealthy sanitation habits.
4. 3-day training program on "Resilience to Disaster: Technological, Financial, & Capacity Building" conducted in collaboration with NIDM, Ministry of Home Affairs, GoI.
5. One-day webinar on "COVID CRISIS LESSONS: PLANNING HEALTH RESILIENCE FOR 3RD WAVE & BEYOND" was organized in collaboration with NIDM, Ministry of Home Affairs, GoI.
6. Mask Distribution Drive and sanitisation in the surge of COVID -19 cases
7. Webinar on plasma donation in COVID pandemic
8. Students visited, helped and animal shelter - dogs
9. Conducted Cancer Awareness Talk

Gender: NSS Cell, DSPSR in collaboration of Parivartan cell, DCP



office organised special program on gender equality and awareness talk on general sensitivity, understanding and knowledge about gender (in)equality.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	<a href="#">View File</a>

### 1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

5

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	<a href="#">View File</a>
Number of courses that include experiential learning through project work/field work/internship (Data Template)	<a href="#">View File</a>

### 1.3.3 - Number of students undertaking project work/field work/ internships

696

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>
<b>1.4 - Feedback System</b>	
<b>1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni</b>	A. All of the above
File Description	Documents
URL for stakeholder feedback report	<a href="#">View File</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View File</a>
Any additional information(Upload)	<a href="#">View File</a>
<b>1.4.2 - Feedback process of the Institution may be classified as follows</b>	A. Feedback collected, analyzed and action taken and feedback available on website
File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	<a href="https://dspsr.in/pdf/naac/igac/stakeholdersfeedback.pdf">https://dspsr.in/pdf/naac/igac/stakeholdersfeedback.pdf</a>
<b>TEACHING-LEARNING AND EVALUATION</b>	
<b>2.1 - Student Enrollment and Profile</b>	
<b>2.1.1 - Enrolment Number Number of students admitted during the year</b>	
<b>2.1.1.1 - Number of sanctioned seats during the year</b>	
1180	

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

### 2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

#### 2.1.2.1 - Number of actual students admitted from the reserved categories during the year

07

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

### 2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The students of DSPSR hail from diverse socio-economic background and hence we strive to provide them with suitable assistance and guidance in accordance with their abilities and learning needs.

- As early as possible, the faculty members try to identify the slow learners and the advanced learners. Special care is taken for the academically weaker students by providing them remedial classes for better understanding. Students who do not belong to commerce background or non-maths students especially are given lectures for accountancy, economics, mathematics.
- Mentors play a crucial role in both personal and professional growth of a mentee. Under this concept, Every Faculty member serves as a mentor for a group of students to provide guidance not only on academic matters but also personal issues or dilemmas the students might be facing.
- Question banks are provided to the students for every course by the respective faculty members. This helps the students to focus on important topics and pay more attention to them. Past year question papers are discussed with the students, to make them comprehend the pattern of the paper and the best way to attempt it.

- The Advanced learners are motivated to present papers in the Annual International Seminars/Conference organized by DSPSR. Students are guided by the faculty members in writing and presenting research papers in front of International delegates. This, not only instils them with confidence, but also direct them towards the path of research.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

### 2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
833	45

File Description	Documents
Any additional information	No File Uploaded

## 2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Following are some student centric methods: -

### Experiential Learning

- The project work stimulates interest of the student on the subject and provide them with an opportunity of freedom of thought and free exchange of different views.
- After the completion of second year, all the students have to enrol for a 4-6 week internship. This is beneficial as the student is able to learn through on the job training and internship.
- The students are encouraged to organize events on their own to understand the nitty-gritties of management. The first year students organized "AGAAZ", an online cultural event.

### Participative Learning

- The faculty members make learning interactive with students

by motivating student participation in group discussion, role-play, subject quiz, educational games, case studies, and questions and answers on current affairs, etc.

- Students are motivated to present papers in the Annual International Conference organized by college.
- Students across different years are member of various societies & clubs depending on their interest areas, and organize events throughout the year. Students Councils are integral part of the functioning of the college.

A plethora of problem solving methodologies are adopted to enhance learning experience.

- Arranging revision classes or remedial classes for the topics that students find difficult
  - Mentor-Mentee relationships are encouraged which helps the students in sharing their problems with their mentor more freely.
1. Assignments, tests, previous question papers and question banks are given to the students and also discussed in class for resolution of queries.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Information and communication technology enabled technologies are being used by the faculty members in the classrooms. The Covid-19 pandemic has pressed the faculty to move to ICT based teaching and learning. Lectures have been conducted online since March 2020 using various online tools such as Google Meet, Zoom etc. Students were sensitized in the use of different tools wherein every student had to login using their institution email ids. Automatic zoom attendance and google forms were used for the attendance of the students during the classes.

Every classroom has projector, screen, computer and internet connection. Smart classrooms assisted faculty members in smooth conduct of classes through blended mode. Other ICT backed learning

activities also revolved around class-room teaching in various forms such as assignments, class-tests, project reports and presentations conducted by faculty and then submitted by students in electronic form. Google classrooms were used by the students to upload the assignments and projects, within the deadline. Even the tests were conducted online through google forms.

Many online webinars, cultural events, conferences, seminars and guest lectures were conducted for the students. The first year students organized end-to-end an online event "AGAAZ" wherein various competitions were held namely - singing, dancing, photography, mythological quiz, general knowledge quiz and much more. The students of NSS, Rotaract performed task of making posters and creatives for all the events and uploaded them on the social media platforms. This is to develop student creativity.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="https://dspsr.in/infrastructure.html">https://dspsr.in/infrastructure.html</a>

### 2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )

#### 2.3.3.1 - Number of mentors

45

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
mentor/mentee ratio	<a href="#">View File</a>

### 2.4 - Teacher Profile and Quality

#### 2.4.1 - Number of full time teachers against sanctioned posts during the year

45

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

#### 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

##### 2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

24

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	<a href="#">View File</a>

#### 2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

##### 2.4.3.1 - Total experience of full-time teachers

244

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Internal assessment is transparent, flexible and robust at DSPSR, GGSIPU. It is an integral component with 25% weightage in theory and 40-50% weightage in practical subjects.

At the start of every academic year, the college organizes an Orientation Program for newly admitted students and their parents to introduce the detailed guidelines about the scheme of examination, evaluation system and passing criteria. The CIE is based on bloom's taxonomy wherein unit wise evaluation of the students is done in the form of case study, quiz etc.

The internal evaluation system was revised keeping online mode of instruction wherein MCQ based test was incorporated in the assessment process. Students are also given option to choose from short and long answer type questions.

A robust mechanism of setting question paper, conduct and evaluation system is implemented. Students are made aware of the guidelines before the commencement of the exam. For the conduct of mid examinations, the college has an Internal Squad Committee to prevent malpractices in the examinations. The College follows the regulations of GGSIPU for the internal evaluation process of the theory & practical subjects.

At the end of the semester, the marks of the students are compiled by the examination department, rectified and verified by the Director, Academic coordinator and the Program Coordinators. The final marks of Internal Assessment are shared with the students and they are made to sign them to ensure that there is no discrepancy.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

GGSIPU announces the midterm/end term exam dates in its calendar of events on its portal, which in turn is shared with staff and students. Student names are registered and enrolled in the examination portal by the GGSIPU examination department. University prepares the Admit Cards which are issued to the students.



The College along with the Examination Committee ensures a hassle free and peaceful examination process by continuous alertness and proficiency. A student's grievance register is maintained by the Examination Department. The grievances like hall ticket errors/name/marks entry corrections are registered by the student in the grievance register. The complaint is being forwarded to the GGSIPU in person through the Examination Department (DSPSR). The Examination department sees that if any grievances are observed, it should be handled efficiently and in a time bound manner.

**Internal assessment:** After the completion of mid examinations, the respective subject teacher evaluates the answer scripts; they are shown to the students and are discussed. If any student raises a query, it is immediately sorted by the teacher. In case, the student fails to appear for any mid-examination on medical grounds or remains absent, re-examination is conducted as per rules, provided that they submit an application to the Director through college Examination Department with required documents.

The final marks of Internal Assessment are shared with the students and they are made to sign them to ensure that there is no discrepancy.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The college follows the curriculum as prescribed by the Guru Gobind Singh University for Both the courses, BBA & B.COM. (H). The institute has developed its POs and COs with an idealistic view so as to correspond to the goals of each Program in addition to its Vision, Mission and Quality Policy. Program outcomes, program specific outcomes and course outcomes for both the programs offered by the institution are stated and displayed on the website of the institution - <https://www.dspsr.in/pdf/naac/iqac/Programoutcomes.pdf>

The first year students are made aware about the programme during the Orientation Program i.e. first day of the academic year where

parents are also free to join in. Orientation is where the students are briefed about the course outline of all the programmes. Data related to placements and students progressing to higher studies, university positions, results and its analysis are also shared.

At the beginning of every semester, the faculty members inform the students regarding the course outline and their corresponding outcomes. The faculty members prepare lesson plan wherein they mention the course outcomes as well.

Institution has clearly stated learning outcomes of the Programs and Courses. The Institution communicates the learning outcomes to the teachers and students by distributing hard copy of syllabi among the students. Also, it is available for teachers in the library for ready reference. Since the classes have been held online, hence the soft-copy of the syllabi is shared with the students.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="https://www.dspsr.in/pdf/naac/igac/Program_outcomes.pdf">https://www.dspsr.in/pdf/naac/igac/Program_outcomes.pdf</a>
Upload COs for all courses (exemplars from Glossary)	<a href="#">View File</a>

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

GGSIPO has a system in place for measuring the levels of attainment of course outcomes, programme specific outcomes and programme outcomes.

#### Attainment of Course outcomes

- The course outcomes are measured through syllabus completion, CIE, end term examination, placements, enrolment into higher education or starting their own venture. The CIE is an integral component with 25% weightage in theory and 40-50% weightage in practical subjects. The 25% of the theory can comprise of presentations, tests, quiz, written assignments, projects etc.
- The end semester examination of every course is based on written examination of three hours, which tests the

knowledge of students from every unit prescribed for study. Due to COVID, the university has been conducting online exams in MCQ pattern.

- Knowledge gained is quantified by means of academic grades and scores.

#### Attainment of Program Outcomes

- Exemplary results and university positions of students are an indicator of the academic achievements at the institution.
- A well placed alumnus indicates that the knowledge and skill taught in the programme are relevant and in demand in the job market. Also any alumni pursuing higher education or research in India or abroad are an asset which indicates high academic standards of the Institute.
- A student or alumni who starts up his/her own venture also shows the quality of attainment of POs.
- Organisation and participation in events also evaluate the leadership qualities and organisational skills.
- Industry's evaluation on student performance during the internship period adds to the attainment of POs.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

#### 2.6.3 - Pass percentage of Students during the year

##### 2.6.3.1 - Total number of final year students who passed the university examination during the year

290

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

## 2.7 - Student Satisfaction Survey

**2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)**

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

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

**3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

**3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

1.5

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

**3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year**

**3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year**

1

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

### 3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

#### 3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

17

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.2 - Research Publications and Awards

#### 3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

##### 3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

11

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

#### 3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

**3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year**

2

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

**3.3 - Extension Activities**

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

DSPSR conducts and engages in a variety of extension activities with the twin goal of not only raising awareness about various social concerns among students, but also contributing to the community and strengthening community engagement. Prior to the beginning of the academic year, an academic calendar is prepared which includes all such activities.

The major extension and outreach programmes are-

- EcoClub
- Rotaract Club
- NSS Cell

The NSS unit and Rotaract Cub participate in a variety of activities such as organising camps, Swachh Bharat Initiatives, Blood Donation Camps, AIDS Prevention Awareness Programmes, and Mental Health Promotion, among others.

As part of raising Environmental Awareness and encouraging the community to take action, programmes such as 'Save Water,' 'Tree Plantation Drive,' and encouraging clay Ganesha statues during the Ganesh Chaturthi Festival have been implemented.

Blood donation camps are held twice a year in the College region, where students and employees can donate blood for the cause. The camps allow for the collection of up to 100 units of blood, which is then transferred to the Rotary Blood Bank.

Participation in NSS Republic Day Celebrations in New Delhi, Adoption of a Village, Anti-Tobacco Rally, Peace Rally, and WoW

(Wealth out of Waste) connects students with bigger social issues in the community, makes them socially responsible, and thus aids in holistic development.

During the COVID-19 Pandemic, the Rotaract Club of DSPSR and the NSS College unit delivered vital items, as well as surgical masks and sanitizers, to various under-privileged organisations as a philanthropic project.

File Description	Documents
Paste link for additional information	<a href="https://dspsr.in/nss.html">https://dspsr.in/nss.html</a> , <a href="https://dspsr.in/rotaractclubofdpsr.html">https://dspsr.in/rotaractclubofdpsr.html</a>
Upload any additional information	No File Uploaded

### 3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

#### 3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

2

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

### 3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year

#### 3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

27

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

### 3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

#### 3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

1361

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 3.4 - Collaboration

#### 3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

10

File Description	Documents
e-copies of linkage related Document	<a href="#">View File</a>
Details of linkages with institutions/industries for internship (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded

#### 3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

##### 3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year



10

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

**Learning Management Infra:** DSPSR has a centralized platform to manage & organize learning materials, and track student progress. It not only facilitates online learning but also provides opportunities for self-paced learning of students. The lecture halls are equipped with audio visual aids, LCD Projector, and advance presentation tools to augment interactive learning with fully air-conditioned rooms. Teaching Learning process through audio-visual mode as a regular feature, so as to ensure an effective learning experience for the students.

**Computer Labs:** The Institute is well equipped with 5 computer labs having latest technological devices with over 326 computers of high end configuration connected through LAN for the sharing of resources. All the labs are also under CCTV surveillance and supported with 24\*7 online uninterrupted power supply (UPSs). Besides this, every corner of the campus is networked and equipped with high speed 20 MBPS Wi-Fi enabled internet facility.

**Library:** DSPSR has one of the most equipped and automated libraries with latest books, magazines, newspapers, and other learning materials suited to the needs of students. It has 11,500+ books, 55+ national and international journals, and unlimited online learning resources. **Sports Facilities:** DSPSR has an adequate indoor and outdoor game facility, and the Institute also promotes students' participation in competitive events of sports. Badminton, Table Tennis, Carrom Board, Chess, Cricket, etc. are popular amongst students. **Other Facilities:** The Institute also has

many other facilities at the disposal of students such as, separate common rooms for boys and girls, conference room, admin block, medical room, etc.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://dspsr.in/infrastructure.html">https://dspsr.in/infrastructure.html</a>

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The Institution organizes various extracurricular and cultural activities throughout the academic sessions to celebrate various festivals and also prepare students for inter and intra college cultural events.

The lower ground floor, seminar room, common rooms have been allocated specifically for the use of the cultural & other activities. The outdoor and indoor sports facilities are also made available to the students, and they are encouraged to participate in various sports activities like Cricket, Football, Basketball, Volleyball, Table Tennis, Badminton, Chess, Carom, and others. The Institution provides sports facilities and opportunities to the students. We're also organising inter-college sports contests to foster a healthy competitive spirit. One room is dedicated for indoor games.

The Art of Living (AOL) Team organises Yoga classes for students, and they also participate in the Happiness programme at the institution. Students are encouraged to meditate, and a 10-minute meditation session is included in their daily agenda.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://dspsr.in/infrastructure.html">https://dspsr.in/infrastructure.html</a>

**4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.**

9

**4.1.3.1 - Number of classrooms and seminar halls with ICT facilities**

10

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://dspsr.in/infrastructure.html">https://dspsr.in/infrastructure.html</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

**4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)****4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)**

272

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

**4.2 - Library as a Learning Resource****4.2.1 - Library is automated using Integrated Library Management System (ILMS)**

Library is automated with Koha software, an integrated library management system. It has the facilities for issue, return of books and maintaining record of books by using OPAC (Online Public Access Catalogue) which is used by students & faculty for search of books by title/ author name etc. Digital Library is also available with facilities such as subscription to DELNET, e-journals, e-books, e-Library resources, various journals are provided to access and upgrade the research knowledge of the staff and students.

Library is supported by more than 11000 textbooks, reference books, national/international journals, periodicals and other readable articles in printed form. Computers have been installed in the library for cataloguing, accessing e-journals and searching of books on-line and free internet facility are available for student and staff use.

Reading room with a reading capacity of 60 students is available for students and teachers. It is also equipped with Wi-Fi for internet access on personal notebooks/laptops.

Library is equipped with printing and photocopying facility for the convenience of the students.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	Nil

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

**C. Any 2 of the above**

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

**4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)**

**4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)**

1.30

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

#### 4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)

##### 4.2.4.1 - Number of teachers and students using library per day over last one year

47

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	No File Uploaded

#### 4.3 - IT Infrastructure

##### 4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The college has a technologically well-equipped and Wi-Fi enabled campus. The institute provides IT facilities like Internet Facilities, Wi-Fi, online registration of library books, e-journals, lecture plans and Question Banks in the soft form. The Institute has an excellent and aesthetically developed infrastructure to facilitate the teaching-learning process. The lecture theatres are equipped with LCD Projection System, and advance presentation tools to augment interactive learning. The Institute has a state-of-art, air-conditioned computer laboratories with Internet Facility which allow students prepare their projects and presentations. The Institute also provides high speed Local Area Network (LAN) connectivity and 100% power backup to ensure uninterrupted working of the Computer Centre. These technologies and e- learning resources available in the institute are effectively used by the faculty for effective teaching.

Status of Computer Labs, Software and other equipment:

- Number of Labs:05
- Number of computers available in labs:326
- Total number of available licensed software required as per

course curriculum:06

- Dedicated Internet Lease Line through RF 28 MBPS Leased line from Airtel

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

#### 4.3.2 - Number of Computers

326

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	<a href="#">View File</a>

#### 4.3.3 - Bandwidth of internet connection in the Institution

C.10 - 30MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 4.4 - Maintenance of Campus Infrastructure

##### 4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

##### 4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

272

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The management has a positive approach towards creation and enhancement of infrastructure of the institution which facilitates effective teaching-learning process. The policy of the institution is to-

- 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-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 equipment.
- The available physical infrastructure is optimally utilized beyond regular college hours for co-curricular/extra-curricular activities, parent teacher meetings, Campus Recruitment, meetings, seminars/conferences etc. It is used as an examination centre for Bank Recruitment examinations, Government/University examinations etc.
- The utility of the infrastructural facilities, as well as their proper use, is ensured and planned under the constant supervision of the Director, Registrar, and other college authorities, in order to avoid any misuse and to provide necessary repair and maintenance at the earliest possible opportunity.
- A maintenance register has been maintained for the maintenance of equipment and other facilities.
- A full time electrician, team of Network Administration and Technician takes care of maintenance and upkeep of computer facilities, and other electronic equipment.
- Upkeep of RO system, Lift, Fire system Generator, Furniture,

ACs, etc. are taken care of by specialist as and when required. AMC has been outsourced for regular maintenance of equipment.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

##### 5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

17

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

#### 5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

##### 5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

9



File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>
<b>5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills</b>	A. All of the above
File Description	Documents
Link to institutional website	<a href="https://dspsr.in/guestlectures.html">https://dspsr.in/guestlectures.html</a>
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>
<b>5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
515	
<b>5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
230	
File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>
<b>5.1.5 - The Institution has a transparent mechanism for timely redressal of student</b>	A. All of the above

**grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

53

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	No File Uploaded

### 5.2.2 - Number of students progressing to higher education during the year

#### 5.2.2.1 - Number of outgoing student progression to higher education

35

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

### 5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

#### 5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

19

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	No File Uploaded

### 5.3 - Student Participation and Activities

#### 5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

##### 5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

2

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

Students are given exposure in administrative, co-curricular and extracurricular activities by including them as members of the committees. The students actively participate in the activities undertaken by the committee.

1. The Student Council - an elected body of students, is the voice of the students. It represents students' ideas, interests and concerns with the college administration. The purpose of the student council is to facilitate students with plethora of opportunities to develop leadership, creativity and life skills by organizing and carrying out various events like college festivals, college trips, workshops etc.

2. Rotaract Club of DSPSR is a student run society wherein the students elect their Presidents and carry out various activities that contribute towards community welfare like Blood Donation camps, Winter clothes donation drive, etc.

3. NSS Cell provides opportunity to the student youth to take part in various government led community service activities & programmes. It is led by the students of the institute wherein they organize multitudes of events and activities for community service like plantation drive, cancer awareness talk, gender awareness talks and much more.

4. Cultural Societies & Clubs promote and encourage the involvement of students in organizing various cultural events and recreational activities of the college in coordination with faculty members like Diwali Fest, Cultural Fest, Freshers' Welcome, Farewell, Teachers' Day, Founder's Day, etc.

5. Placement Cell - Student members are involved for coordinating the activities during placement drives at campus together with the placement officer.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)****5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year**

60

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	<a href="#">View File</a>

**5.4 - Alumni Engagement**

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The institute has its registered Alumni Association in the name of 'Delhi School of Professional Studies and Research (DSPSR) Alumni Association (DAA)' 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. The Alumni and 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 part of our different boards i.e. Governing Body, and IQAC where they share their corporate experiences as well as are part of various decisions taken by the board. 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. Alumni Meets and office bearer meetings are organized time to time. Our alumni are actively involved in corporate mentorship, providing placement leads, facilitating development of feedback

systems. They also make financial contributions for the development of the Institutions. During last year (2020-2021) Rs.1,59,320/- was received in the Alumni Association Fund.

File Description	Documents
Paste link for additional information	<a href="https://dspsr.in/alumni.html">https://dspsr.in/alumni.html</a>
Upload any additional information	No File Uploaded

**5.4.2 - Alumni contribution during the year (INR in Lakhs)**

D. 1 Lakhs - 3Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The Institution follows its vision and mission to better serve students. The governance of the Institution matches vision and the mission of the college.

- The institution follows a democratic and participatory mode of governance with all stakeholders participating actively in its administration. The Governing Body delegates authority to the Director which ensures proper functioning of the policies, rules and action-plans through him/her. There are many teams/committees to support the vision and mission of the college.
- All the teams/committees take their responsibility for the plans and activities, and successfully tackle these responsibilities in every academic session. The role and participation of faculty in these endeavors make it highly achievable. Consequently, the students get an exposure to various cultural, environmental and social causes via several programs and events organized frequently by the college.
- Also, the governance is reflective of the Vision and Mission of the institution through frequent evaluation, comprehensive interaction with faculty and a feedback

process.

- The college strives to build and nurture a new generation of professionals by providing them education with a holistic perspective. To further nurture this development, the number of conferences/workshops/seminars are regularly organized.
- Moreover, add-on courses, guest lectures are organized. Hence, the college develops constitutional values, rooted in Indian ethos and Vedanta that contributes directly to transforming India which is synonymous with the philosophy at DSPSR of aiming at holistic development of the society as a whole, and organization and individuals in particular based on sustainable principles.

File Description	Documents
Paste link for additional information	<a href="https://dspsr.in/visionmission.html">https://dspsr.in/visionmission.html</a>
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

DSPSR believes in practicing decentralization and participation of all stakeholders-students, faculty and the non-teaching staff in management. Ideas pertaining to better achievement of academic goals, organization progression and better campus life are collected from various stakeholders like - alumni, employers, teachers, students through feedback forms.

Further, various committees are identified for specific purposes. Some of the committees are:-

1. Academic Coordination Team- Preferences are taken from all faculty members and likewise, subjects are allocated as per their preference.
2. Examination Cell- At the end of the semester, the internal marks of the students are compiled by the examination department and rectified and verified by the Director, Academic coordinator and the Program Coordinators. Before submission to the University, the final marks are shared with student for their information and grievance, if any.
3. Extra-Curricular and Co-Curricular- 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. The committees

conduct regular meetings to discuss specific operational/strategic matters and communicates the unanimous decisions of the team to other faculty members and the management.

4. Conferences/Seminars/Workshops- DSPSR empowers faculty members for taking decisions regarding organization of various events like International Conferences/Seminars, Workshops, etc.
5. Open House session- Annual practice of open house sessions of every staff member with the higher authorities.
6. Discipline committee- The discipline committee comprises of Director, Dean, Program Coordinators, Controller of Examination which takes unanimously decision in such cases.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The process of strategy formulation and deployment includes identifying the various options, selecting the most promising, and deciding upon how they will be useful in the development of the organization.

#### Objective

#### Action Plan

#### Quality Education and Life Long Learning

- Proper use of ICT and interactive pedagogy for effective teaching-learning.
- Creating new learning opportunities for fast learners
- Add on course for students
- remedial classes to for slow learners.
- counselling session and psychometric testing for students to understand their issues, likes, dislikes and interests.
- Lesson plan and evaluation based on Blooms taxonomy

#### Industry ready



- Arranging live projects, training sessions, internship and placement drives for students.
- guest lectures on Resume Building & Interview Tips for Corporate Career, Public Speaking and Soft Skills etc.
- Signing MoU with industry for training & placement

#### Scholarship Schemes for students

- GGSIPU provides merit-cum-means scholarships to students. The institution helps students to apply for these scholarships.
- Internal scholarship schemes in place

#### Social Responsibility activities

- NSS cell and the Rotaract Club of DSPSR organizes various socially responsible activities like plantation drives, cancer awareness talk, importance of health and sanitization, blood donation camps, etc.

#### Research

- Organizing Annual International conference in the month of January.
- Students are motivated to write research papers.
- All faculty members are motivated to publish research papers in UGC care journals, Scopus. This becomes imperative in performance appraisal and awards.

#### Encouragement of Budding Entrepreneurs

- Establishment of Entrepreneurship Development Cell
- Organizing Business Plan Competitions
- guest lectures on Entrepreneurship
- Lectures of alumni turned entrepreneurs for knowledge/experience sharing

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The institute has effective and efficient management system, clearly defined policies and transparent mechanism in place. The Governing Body, IQAC, Staff members and the Student Council together work efficiently to maintain a healthy, fervent and vibrant campus.

**Governing Body** - The governing body meeting is held once every year to assess and monitor the affairs of the institution. The Governing Body of DSPSR is entrusted to decide the overall strategic direction and educational character of the college and ensure its stability.

**IQAC** - Its role is to streamline, enhance and give direction to quality initiatives and maintain proper records. The IQAC meetings are held once in every quarter wherein external members are a key part of IQAC that provides prospective and strategic planning. The recommendations made are implemented.

Employees are oriented at the time of accepting the job offer, about the code of conduct, leave rules, attendance rules, rules for research paper presentation, rules regarding filling daily activity report and weekly scheduler, duties and responsibility of a faculty member, Duties and Responsibilities of Team Leader of different Teams. Staff appraisal is done which helps in the upgradation of teaching and non-teaching members of the institution.

The Student Council of DSPSR is a representative structure through which the students of BBA/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.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	<a href="https://dspsr.in/pdf/organogram.pdf">https://dspsr.in/pdf/organogram.pdf</a>
Upload any additional information	<a href="#">View File</a>

**6.2.3 - Implementation of e-governance in**

A. All of the above

**areas of operation Administration Finance  
and Accounts Student Admission and  
Support Examination**

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

#### 6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

Recognizing the importance of the role that welfare schemes play in keeping the employees motivated, productive, and satisfied, the Institution has put in place several welfare measures for the teaching and non-teaching staff, which are as follows:

- Provision for Medical / Casual / Academic / Compensatory / Earned / Duty Leaves
- Provision for Study Leave / Seed Money for faculty members pursuing Ph.D.
- Besides, employees are also given the option of flexi-timing in case of any eventuality.
- First aid facility is readily available for immediate medication. Facility of doctor on call is also available in case of any emergency.
- Provision of Employee Provident Fund to all employees.
- Institution offers monetary and career advancement benefits for those with higher education, as well as provides opportunity and motivation to pursue for higher education.
- ESIC cards for Class IV employees to cover their medical needs.
- Canteen facilities with food items at subsidized rates are available.
- Sweets/Gifts Packets are distributed to all the employees on the occasion of Diwali.
- Adequate safety and security measures are adopted by the Institution to avoid any unpleasant activity that might take place.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

### 6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

#### 6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

6

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

### 6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

#### 6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

8

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	<a href="#">View File</a>
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

### 6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

#### 6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

21

File Description	Documents
IQAC report summary	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

### 6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The Institution has a systematic performance appraisal system for its teaching and non-teaching staff.

**Teaching Staff:**

1. **Annual Performance Indicator (API):** The faculty members are asked to fill the Annual Academic Performance Indicator (API) format at the end of the academic year. The institution uses a self-designed proforma in this regard. Teaching staff first self-evaluate their API scores, then the IQAC Coordinator and Director finalizes the scores based upon the documental evidences submitted by the teachers. Based on API scores the faculty were encouraged to take up more initiatives in their respective areas of inclination and passion.
2. **Academic Audit:** Every year an academic audit is conducted by the office of the affiliating University, GGSIPU. This team assesses the performance of each department. An exit meeting is also held in which the staff are intimated about their shortfalls/gap if any and advised to improve further. Director has to submit action taken report on the remarks pointed out the academic audit team.
3. **Student feedback:** Twice in every semester student's feedback is taken to assess the performance of the faculty.

#### Non- Teaching Staff:

The Departmental Heads along with the Deputy Registrar and Director directly monitors the non-teaching staff and regularly conducts meetings to take supervise the administrative and financial aspects such as fee collection, scholarship status etc. The Non-teaching staff have to keep a record of their work in prescribed format. Annually there is performance is also evaluated in the prescribed format.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

#### 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Each income and expenditure voucher is checked and verified at various levels before entering in the books of account. Hony. President of the Governing Body reviews the cash book and bank book on quarterly basis. The internal audit is done on half yearly

basis by the external Chartered Accountants firm. The major objective of audit is to ensure correctness of books of account and to ensure that Institute is fulfilling all statutory obligations as per the Income Tax Act because promoting Society of the Institute is registered under section 80G and 12A of the Income Tax Act 1860.

All financial transactions are accounted based on the financial statements like Balance Sheet and Income and Expenditure statements by the financial year end. The recent audit was for the financial year 2020-21, which was completed after crosschecking the admission details, income generated and other expenses incurred. The Audit Report was issued after the financial statements are signed and approved by the Auditor and Management members of the Society.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

##### 6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

1.5

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

#### 6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The predominant source of funds for the institution are from:

- Students fees
- Bank loans

- **Funds from Society and Promoters**

Proper utilization of financial resources is planned at the beginning of every financial year.

The expenses of the funds are mainly due to the following

- Salaries
- Departmental Budget
- Infrastructure
- Maintenance etc.,
- Administrative expenses
- Cultural & Co-curricular activities
- Promotional activities

The Financial resources of the Institution is managed and controlled at various levels. In the beginning of the year Governing body of the Institute approve cash budget for whole year. Funds of the Institute is allocated in two major parts (a) Capital Expenditure (b) Revenue Expenditure, and monitored on quarterly base. Institute has fully computerized accounting department and is operated by 2 Accountants and 1 Finance officer. On First level, all financial transactions of the Institute are approved by the Director and Dy. Registrar of Institute. Each expense and income (Fee, Donation, Delegation fee, etc.) are supported with documentary evidence. Accounts department verifies and prepares accounting voucher signed by the Finance officer and approved by Governing body member. Governing Body reviews Income & Expenditure A/C and Balance sheet of the Institute on quarterly basis and analyses the variance between budgeted and actual expenditure.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

## 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

### Enhanced ICT Usage:

The use of ICT tools has become an integral part in teaching



-learning process, especially amid COVID Pandemic lockdown. IQAC always encouraged teachers to utilize these tools in classroom teaching and laboratories. During the COVID Pandemic lockdown, IQAC has trained teachers and non-teaching staff to use ICT by arranging different workshop i.e., Google Apps, Video conference, use of e-mail, handling ICT instrument etc. The educational use of social media has also been utilized to establish communication with the students and peers. In teaching and learning, the feedback system is implemented to take the review of reliability and uses of ICT facility

#### Career counselling sessions:

To best utilize the time made available during the lockdown period, institute organized series of webinar to motivate the students and give them top notch career counselling. The webinar was addressed by in house Psychologist and various other industrial experts. These were very productive session and many students as well as their parents got some invaluable advice regarding the future prospects. During the webinar, resource persons highlighted the importance of giving freedom to the students to choose their own career paths.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

- An academic calendar is prepared prior to the commencement of the academic year, and is published in the student handbook, website and notice boards so as to enable all the stakeholders to have prior information about the commencement of semester, number of working days, holidays, and tentative dates for internal and end-term examinations, and other curricular and co-curricular activities of the Institution.
- After subject allocation, faculty members are required to submit lecture plan along with the academic content, such as, presentation, notes, case study, video, quizzes, etc. to be used during the lecture.

- The academic progress in terms of syllabus completion and other curricular activities is monitored by the Academic Program Committee. All this progress is further monitored at the Director's meeting on a monthly basis or as and when required.
- The Institution has a system of taking faculty feedback from students twice in a semester. The result is reviewed by the Director, and is shared by him with the faculty members on a one to one basis; subsequently timely corrective action is taken.
- Open house sessions with the students are also taken by the Director to resolve the time to time grievances held by the students.
- End-term examination results of students are analyzed in order to assess the performance of each faculty members. The results are reviewed by the Director and the same is conveyed to faculty members for further improvement.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

#### 7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

There is inclusive representation of female students on all committees of the Institution which ensure participation of females in decision making positions who lead various activities undertaken by the Institution.

Gender sensitization workshops/seminars are conducted regularly. In the year 2020-21 an awareness lecture on "responsible sexual behaviour" was organized on June 22, 2021 by Parivartan Cell, DCP office, Delhi wherein 180 students participated, out of which no. of female participation was 180.

Gender equity is practiced in the Institution at all the levels, and with staff as well, as they enjoy the same rights, resources and opportunities. The work place is free from discrimination and harassment of all kinds. Male and female staff are ensured to receive equal academic workload, administrative roles and responsibilities along with the welfare measures provided.

Discipline is a way of life at the college, as close monitoring is done to ensure safety and security of its students and staff. Security guards at the gate ensure the safety of girl students. CCTV cameras present in the campus give a glimpse of everything that goes on in the campus and the campus building.

Common Room available for females. Female toilets are installed with sanitary napkin vending machine.

The counselling cell provides consultation services to students

and staffin emotional and psychological distress through a qualified in-house profesisonnal counsellor.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The Institute promotes the concept of Reduce, Reuse & Recycle, and has a well established waste disposal system. Personnel are deployed by house keeping staff for daily garbage and non-biodegradables disposal.

The waste generated in the institute managed in the following ways:

- The common solid waste is leaf litter, which is allowed to decompose in place to enrich the soil quality. 5 composting pits are there in campus.
- Other regular anthropogenic solid waste is collected in dust bins placed at strategic locations, brought together and taken away periodically by the waste collection agency of the municipal body.

- Other solid waste is collected at the year end and sold to scrap vendors, adding to revenue.
- Reuse of one side printed Paper for internal communication.
- E-waste is sold periodically if not usable or repairable and depending on its quantity, to scrap dealers who deal especially in e-waste, for safe recycling.
- No biomedical waste is generated.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	No File Uploaded

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus**

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. landscaping with trees and plants

B. Any 3 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Any other relevant documents	No File Uploaded

### 7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

**7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities**

**A. Any 4 or all of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

**B. Any 3 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Institution nurtures an inclusive environment for all its stakeholders with tolerance towards cultural, regional, linguistic, communal, socio-economic and other diversities. Students from different parts of India, religions and communities study together under one roof.

Various events and visits have been conducted by the college for students which focus on not only in enhancing their professional capacity but also to bring socio-economic and cultural variety to the forefront.

Students irrespective of their religious background unitedly participate in Swachh Bharat Abhiyan, plantation drives, blood donation camps, Azadi Ka Amrit Mahotsav, donation of cloth and other basic necessity items, etc. Together, the students celebrate Fresher's Day, Farewell Day, Annual Get Together and other Cultural and Sports events, instils team spirit and positive vibes. The institution believes in respecting students from all religions and celebrates all kinds of festivals with equal vigour and enthusiasm. Students of all religious faiths are treated equally and religious virtues are respected in an unbiased fashion.

On the socio-economic front, the College, through institutional as well as external scholarships, provides monetary assistance and ensures that economically backward students are not deprived of education due to financial constraints.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The institution undertakes various efforts to sensitize the students and employees of the Institution of their constitutional obligation. In the different programmes celebrated by the Institution like Independence Day and Republic Day, the significance of the Day is illustrated to all with the words from the Preamble, Fundamental Rights and Duties enshrined in the Constitution of the country. The students are taught to obey the supreme law of the land and respect the symbols of national unity like National Flag and National Anthem. National Anthem is sung at every event organized by the Institution.

Responsibility as citizens is also inculcated in students through various extension activities of Rotaract & NSS Cell, where students participate in philanthropic activities for the community.

Regular events like Vigilance Awareness Week, Legal Awareness Talk are organized for students and staff. Some of the other regularly conducted activities include, Blood Donation Camps, Plantation Drives, Contribution toward PM Relief Fund, Cloth Donation Drives, etc.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website**

**A. All of the above**



**There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	<a href="#">View File</a>
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

There are a number of national and international remembrance days that are commemorated and honoured. Chairman, Director, Registrar and Staff address the students on national holidays such as Independence Day and Republic Day, as well as the reading of the preamble to the Constitution, recapitulate and build national pride. Many cultural events, such as dance, skits, and songs, represent our national pride and allow us to reflect on our responsibilities to the country.

Few of the events organized are listed below:

1. Earth Day - 22.04.2021
2. International Women's Day - 08.03.2021
3. Republic Day Event -26th jan 2021
4. Teachers' Day Celebration - 05.09.2020
5. Lohri Celebration - 13.01.2021
6. National Unity Day event -31.10.2020
7. World Ozone Day - 16.09.2020
8. Guru Purnima Event -04.07.2020

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

**Best Practise 1: Sustainable Practices for Clean and Green Campus**  
**Best Practise 2: Employability Enhancement Skill Development Programs**

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
Any other relevant information	No File Uploaded

## 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

**Provision of High - Quality Education in Business Administration**

- 'A' Category Institution Ranked Jointly by Joint Assessment Committee of GGSIPU & DHE, Govt. of NCT of Delhi.
- Institution is placed in the Rank band of 101-150 in the category of Colleges in NIRF 2021.
- It is the one of the preferred colleges in Delhi for admission amongst the aspiring candidates which is proved by 80% admissions for the entire seats.
- Additional intake for BBA/B. Com. course has been approved and started.
- College has a research centric atmosphere which encourages the faculty and students to conduct the research. Further, college has its own research journal- "Delhi Business Review" which is a biannual journal and has been in circulation for last 22 years.
- In the year 2020-21 a total of 10 plus research papers have

been published by the faculty members in various national and International Journals.

- Three faculty members have been nominated as the member for syllabus revision committee of GGSIPU.
- Faculty members are invited as resource person for seminars, guest lectures, and workshops on Career Counselling, Research Methodology and Accreditation procedures.
- Sessions have been organized in collaboration with NIDM, MHA, GoI
- College organizes annual international level Conference/Seminar
- Students are encouraged to participate in various local and national level competitions and have won many awards.
- College solicits feedback of student on teaching and infrastructure. Regular Course Monitoring committee meeting is conducted every month with all the Class Representatives. Mentor- mentee system is followed for the students and faculty.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	No File Uploaded

### 7.3.2 - Plan of action for the next academic year

1. To organize soft skills and communication training sessions for students.
2. Strategizing to increase student participation in various extracurricular, co-curricular activities in Inter/Intra college competitions by 10%.
3. 10% increase in collaborative activities.
4. To conduct training sessions on quality publication and encourage quality publication.
5. Extension activities to be increased by 15%
6. To implement energy conservation methods for optimising use of energy resources.
7. To strengthen and enhance activities of ED Cell.
8. To establish Women Development Cell.