



## Yearly Status Report - 2019-2020

### Part A

#### Data of the Institution

Part A	
<b>Data of the Institution</b>	
<b>1. Name of the Institution</b>	SHRI VAISHNAV INSTITUTE OF MANAGEMENT
Name of the head of the Institution	Dr. George Thomas
Designation	Director
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	07312780011
Mobile no.	9425900016
Registered Email	director@svimi.org
Alternate Email	svimi@svimi.org
Address	Scheme No. 71, Gumasta Nagar, Indore (M.P.)
City/Town	Indore
State/UT	Madhya Pradesh
Pincode	452009

<b>2. Institutional Status</b>	
Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Urban
Financial Status	Self financed
Name of the IQAC co-ordinator/Director	Dr. Kshama Paithankar
Phone no/Alternate Phone no.	07312780011
Mobile no.	9406803431
Registered Email	iqac@svimi.org
Alternate Email	kshama.paithankar@gmail.com

<b>3. Website Address</b>	
Web-link of the AQAR: (Previous Academic Year)	<a href="http://www.svimi.org/assets/images/aqar/SVIM-AOAR_2018-19.pdf">http://www.svimi.org/assets/images/aqar/SVIM-AOAR_2018-19.pdf</a>
<b>4. Whether Academic Calendar prepared during the year</b>	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	<a href="http://svimi.org/assets/images/aqar/Academic and Activity Calendar 2019-20.pdf">http://svimi.org/assets/images/aqar/Academic and Activity Calendar 2019-20.pdf</a>

**5. Accrediation Details**

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	A	3.12	2012	05-Jul-2012	04-Jul-2017
2	A	3.29	2017	27-Nov-2017	26-Nov-2022

<b>6. Date of Establishment of IQAC</b>	01-Dec-2011
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**7. Internal Quality Assurance System**

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries

National Case Writing Workshop	12-Dec-2019 3	37
Workshop	19-Oct-2019 6	200
Training Program	14-Oct-2019 1	80
Short Term Certificate Programme	10-Oct-2019 12	30
Expert Lecture	28-Sep-2019 1	200
Seminar	20-Sep-2019 1	135
Case Analysis Workshop	31-Aug-2019 1	120
AIMS Week Celebration	01-Aug-2019 7	300
Workshop / Training Program	27-Jul-2019 1	100
Seminar	22-Jul-2019 1	65
<a href="#">View File</a>		

**8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institutional	Sponsorship	UGC NAAC	2018 2	100000
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**9. Whether composition of IQAC as per latest NAAC guidelines:**

Yes

Upload latest notification of formation of IQAC

[View File](#)

**10. Number of IQAC meetings held during the year :**

20

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

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

No

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

a) Collection, Analysis of all Feedbacks and action taken. Conducted Student Satisfaction Survey and performed analysis b) Conduction of National Social Scheme/ Institutional Social Responsibility activities such as Blood Donation camp, Rally on various social issues, Sensitizing for Traffic awareness, Cleanliness, Self Defense training and Hygiene awareness programs for women etc. c) Organized Industry Institute Interface Activities / Encouraging Entrepreneurial Skill Development for the students to become Self Reliant. Conducted Personality Development Sessions in all the courses for holistic development of the students. d) Proposed and implemented Classroom to Campus Model to strengthen placements so as to enhance employability of the students. e) Preparation and Submission of AQAR as per the requirement of NAAC for accredited institution. Designing various formats for documentation, standardization and quality enhancement.

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

Plan of Action	Achivements/Outcomes
National Conference	IQAC conducted National Conference in 2020 successfully with the theme "Improving Quality in Higher Education and Research in Digital Era: Challenges and Opportunities". The conference successfully achieved its objectives in identifying possible advantages of Information Technology in Higher Education Institutions. Around 5 participants have discussed the comprehensive use of IT and emphasized its importance on the development of curriculum to understand the needs of the society in the digital age.
Workshops	Workshops have been organized on various domains for developing skills of the students such as web designing and development, Hardware Maintenance, HTML, Digital Marketing, Python, Data Analytics and Case Analysis etc. The students could learn the technical aspects of the subject with its application.
Seminars	Seminars were organized by eminent speakers of different areas in Management, Computer Science. The students were benefitted in terms of awareness of current trends, new technologies and requirements of industry.

Industrial visits	Various Industrial visits and Educational tours have been organized for all the students of the Institute. The industries include reputed companies of respective domain of the programme where students got the practical exposure of the fundamentals learn in class rooms.				
Webinars/ Online Workshops	During the unprecedented situation arose due to pandemic, the Institute continued its Quality procedures and organized various seminars, workshops in online mode.				
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<b>14. Whether AQAR was placed before statutory body ?</b>	Yes				
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Name of Statutory Body</th> <th style="width: 50%;">Meeting Date</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Management Committee</td> <td style="text-align: center;">11-Aug-2020</td> </tr> </tbody> </table>		Name of Statutory Body	Meeting Date	Management Committee	11-Aug-2020
Name of Statutory Body	Meeting Date				
Management Committee	11-Aug-2020				
<b>15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?</b>	No				
<b>16. Whether institutional data submitted to AISHE:</b>	Yes				
Year of Submission	2020				
Date of Submission	13-Feb-2020				
<b>17. Does the Institution have Management Information System ?</b>	Yes				
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>An ERP System is functioning in the Institute covering different functional and management areas of Institutional process. The following modules are provided in the ERP system:</p> <ol style="list-style-type: none"> <li>1. Admission Management, Student Registration Migration</li> <li>2. University Affiliated College Information Management System</li> <li>3. Academic (Course) Management</li> <li>4. Automation of Examination Section (Marks / Grades / Choice Based Grading)</li> <li>5. Hostel Management</li> <li>6. Training Placement</li> <li>7. ELearning (Interactive Teaching Learning) with student login</li> <li>8. Library (UHF RFID Enabled Software)</li> <li>9. Finance Accounts</li> <li>10. Purchase, Stores Inventory</li> </ol>				

Management 11. Human Resource Management System (Establishment) 12. Fully Dynamic Web Portal Management 13. General Administration Miscellaneous Modules a. Guest House Management b. Transport (Vehicle) Management c. Minutes of Meeting (MOM) Management d. Document Management (Storage Retrieval) e. File Movement Tracking Module f. Event Activities Management Module g. Legal Matters Management h. RTI Management i. Health Center Management j. Director / Registrar / VC Office Management k. Central Facilities Management l. Repair Maintenance Management 14. Estate Management Assets 15. Research Development 16. IQAC Cell 17. UGC - Academic Staff College Management 18. DSS - Graphical BI Tool for Analysis Statistical Cell 19. Mobile (Android) Apps. For students faculty 20. Data Migration

## Part B

### CRITERION I – CURRICULAR ASPECTS

#### 1.1 – Curriculum Planning and Implementation

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

Devi Ahilya Vishwavidyalaya (DAVV), Indore (M.P.) accredited by UGC-NAAC with A+ Grade is the Affiliating University of the Institute. The schemes and syllabi prescribed by the University implemented for various programmes. Effective curriculum delivery is important for knowledge inculcation and enhancement. Faculty members who are members of Board of Studies of DAVV attend the meetings and give suggestions on curriculum designing and updations. The Institute believes in imparting quality education through various means, and effective delivery of the curriculum is the key to success. The following methodology is followed for effective content delivery: 1. The academic/ activity calendar is prepared at Department/ Institute level for the entire academic year. 2. Prior to beginning of each academic session, faculty members are required to give their subject choices based on their specialization. 3. Subject allotment is accomplished accordingly by concerned Head of the Department and Programme Coordinators through meeting with faculty members. 4. Faculty members are required to submit course outline/ lesson plan stating the Course Objectives and Outcomes, Scheduled and Actual dates to start and complete topics, number of days required to complete syllabus effectively. 5. Faculty members prepare course file for each subject in each academic session. It contains Course Outline, Lecture Plan, Academic Calendar, Individual Time Table, Internal Test Papers, Assignments, Notes, PPT, Previous Examination Paper and Attendance Register etc. 6. Faculty members submit an action plan describing proposed activities and to conduct events during the session. Subject specific experts' talks/ seminars are also conducted to provide the students application of the fundamentals of the subject. It also helps students to learn about the current industry trends and requirements. 7. Lecture entry register of faculty members is maintained at departmental level to keep track of progression and curriculum coverage. 8. For imparting quality knowledge the

pedagogy plays an important role and hence, the faculty enriches their course contents coalescing with pedagogy for effective delivery. Therefore, ICT enabled teaching pedagogy is preferred ensuring availability of desired ICT tools and other e-resources in classrooms, laboratories and library. 9. The faculty members have autonomy to devise pedagogy as per the orientation and need of the course and level of students. It includes Case Studies, Quizzes, Assignments, Live Projects, and Presentations etc. 10. In line with the scheme and examination pattern of Affiliating University, the Institute organizes mid semester tests, quarterly and half yearly examinations, presentations, comprehensive viva etc for continuous evaluation. While curriculum delivery, the focus is on slow learners and action is taken accordingly to take those students at par with fast learners through remedial classes, assignments and personal attention. 11. Students are motivated to register for various certification programs offered by the Institute in association with the agencies of National repute and UGCs Skill Development Centers concerning the subject being taught to them. 12. Students are also encouraged to pursue MOOCs to enhance knowledge and skills in addition to the coverage in course curriculum. 13. During pandemic, the institute continued and ensured the effective delivery in online mode also.

#### 1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Computer Peripheral Devices Maintenance	Nil	10/10/2019	12	Employability	Hardware Maintenance
Certificate Program in Banking, Finance and Insurance of Bajaj Finserve	Nil	15/10/2019	47	Employability	Banking and Insurance
Workshop on Tally	Nil	25/11/2019	26	Employability	Accounting through Tally Software

### 1.2 – Academic Flexibility

#### 1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BCA	Computer Application	01/07/2019
MBA	Dual Specialization	01/07/2019
<a href="#">View File</a>		

#### 1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
MBA	Finance	02/09/2019

MBA	Marketing	02/09/2019
MBA	Human Resource	02/09/2019
MBA	Information Technology	02/09/2019
MBA	Production and Operations Management	02/09/2019
MBA	Business Analytics	02/09/2019

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

	Certificate	Diploma Course
Number of Students	85	Nil

### 1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Traffic Awareness Training Program	27/07/2019	100
Case Analysis Workshop	31/08/2019	120
Guest Lecture on Import Export Policies in India	21/09/2019	80
Case Analysis Workshop on The Taj Attack 26/11	25/09/2019	700
Seminar on Career in Aviation Industries by Speed Jet	28/09/2019	120
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
MBA	Dual Specialization	146
MBA	Financial Administration	45
BCA	Computer Application	63
BSc	Computer Science	30
BSc	Information Technology	18
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### 1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

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



## Feedback Obtained

The Institute has a mechanism to receive feedback from various stakeholders including Students, Alumni, Parents, and Recruiters etc. on various parameters. The coverage of parameters has different aspects where improvements may be observed. The Student Feedback is collected on the parameters indicating: • Academic, • Infrastructural, • Placement and • Overall feedback. For Alumni Feedback the parameters are based on: • collecting feedback on infrastructure, • placement and • Overall feedback. For recruiters' feedback, the parameters coverage is : • the aspects of Infrastructure, • Student Quality, • Resources and • Facilitation. The parameters for Parents' feedback include : • Infrastructure, • Teaching Pedagogy, • Learning Resources, • Faculty Quality, • Evaluation Mechanism, • Co-Curricular/ Extracurricular Activities , • Training and Placement. The students' feedback is collected which focuses on the relevance of content and online method in each semester. The feedback analysis committee of the institute analyses the feedback and prepares report categorically for mentioned parameters. Feedback once received is discussed in IQAC and area of improvement is highlighted to concern departments. The feedback on infrastructure is shared with the administrative department of the institute for corrective measures. Training and placement feedback received from various stakeholders such as students, companies, parents and alumni are communicated to the training and placement cell of the Institute to incorporate all suggestions to improve the process. Training and placement cell based on the feedback conducts grooming sessions such as soft skills, domain specific, aptitude , GD and Interviews in conjunction with the guidance of respective departments to prepare students for forthcoming placement activities. Feedback on Teaching learning is communicated to the individual faculty member in terms of their strengths and weaknesses so that appropriate actions may be taken to improve quality of teaching in such session Director and Head of department are also involved and are called upon to the mentoring if need be .To improve quality of teaching various faculty development programs in this regard have been organized in different areas / domains such as case writing workshop, research methodology workshop, workshops on communication skills, teaching pedagogy, data analytics etc. The institute organizes parents teachers meet in each semester where the feedback of parents is received and the suggestions are implemented for the benefit of the students.

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

#### 2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BSc	Computer Science	60	150	59
BSc	Information Technology	60	150	25
BCA	Computer Application	180	275	76
BBA	Management	351	1200	336
MBA	Dual Specialization	186	525	186
MBA	Financial Administration	60	100	46

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## 2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	1170	421	32	24	56

## 2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
56	56	42	39	5	17050

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

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

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

Yes, the Institute has a strong students mentoring system. The objective of the Mentor Mentee system is to achieve a holistic development of students. The Mentor – Mentee relationship helps for better placement by resolving the academic and psychological issues of the mentees. Mentors help to develop a learning environment creating a positive impact on mentees' social and academic outcomes. Mentees who perceive their mentors as highly supportive have better understanding for choosing the right career path for job, time management and become confident enough to face the recruitment process. ? The faculty mentors to the group of mentees are allotted in the beginning of the academic year. The Director along with the Head of the Departments orient the mentors regarding their role as mentor. Similarly, mentees are also made aware of the entire system. ? Regular classes before COVID 19 pandemic were taken offline in institute premises using ICT tools. During the pandemic regular classes were held through online meeting applications such as Zoom, Google Meet, Cisco Webex and Google Classroom. ? Even during the pandemic, the Institute organized various activities such as webinars by industry experts and academicians, workshops, and corporate interaction in virtual mode. Students were encouraged to participate virtually in the institute activities to maintain a connection in the hard times. ? Faculty mentors conducted frequent meetings with students and their parents to know their well being and to resolve issues if any arised due to pandemic. Mentors called up students and their parents multiple times and confirmed that they are physically, mentally and psychologically in good condition. ? Students were also counseled during the entire lockdown period. Virtual Yoga sessions were also organized for the students during this period to improve their physical and spiritual health. ? The study material was shared with students through Google Classroom. Audio-visual lectures through Youtube were delivered for all the students to reduce the academic loss during the pandemic. ? Students were trained virtually for the placement interviews as well. ? The outcomes of the system are reflected in results in the form of selection of students for various certification courses, selection in placements and progress in academic performance.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1591	56	1:28

## 2.4 – Teacher Profile and Quality

### 2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
6	6	Nil	6	1

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Ms. Khushboo Jain	Assistant Professor	Best Research Paper at Acropolis (AFMR), Indore In International Conference, November 2019
2019	Dr. Deepa Katiyal	Associate Professor	Best Research Paper at Acropolis (AFMR), Indore in International Conference, November 2019

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**2.5 – Evaluation Process and Reforms**

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BCA	C030	6	22/09/2020	30/10/2020
BBA	C029	6	22/09/2020	31/10/2020
MBA	159	4	22/09/2020	12/11/2020
MBA	160	4	22/09/2020	31/10/2020

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

Two internal examinations or internal viva voce are conducted at the Institutional level for both undergraduate and postgraduate programmes. Every subject faculty prepares two sets of test papers, which are submitted to the departmental examination committee, which further selects, moderates and finalizes the question paper. The students are evaluated based on internal evaluation, presentation, live projects, quiz/assignments/class performance/attendance and viva voce examination. Due to the COVID 19 pandemic, this year this entire process was done virtually. The internal tests were taken through google forms. Students also submitted their assignments online which were evaluated by concerned faculty members. Students performance was communicated through online sessions. For continuous assessment, the Institute organizes guest lectures and workshops to train the students according to the requirements of academia and industry. Head of departments / course coordinators call a meeting of the faculty members of their respective departments to discuss if any new evaluation method has to be adopted for internal assessment. Suggestions given by faculty members may be considered and new methods, if found suitable, are approved unanimously. Head of departments / coordinators monitor effective and timely implementation of the system and procedure of evaluation. Meetings are held with the faculty members of

respective departments as and when required. As the Covid 19 pandemic situation sustained for a longer period of time, all these activities were conducted through online meeting platforms.

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

The Institute prepares an Academic Calendar before the commencement of each academic session and strictly adheres to it. The academic calendar is prepared by keeping in line the calendar of DAVV and the Department of Higher Education. The calendar is prepared by the Core Committee and circulated among all the faculty members of the Department of Computer Science and Management. Due to Covid 19 it was difficult for the Institute to stick to the academic calendar but the Institute tried its level best. Seminars got transformed into webinars and physical workshops got transformed to virtual workshops. Classrooms transformed into virtual meeting rooms. This year the Affiliated University declared the Open Book Examination System for final year students and General Promotion for first and second year students. As this was a new concept for students, they were oriented about the same through virtual meetings. Students were guided by faculty members regarding how to proceed for registration through mponline portal, preparation and submission of answer sheets and so on.

## 2.6 – Student Performance and Learning Outcomes

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

[http://svimi.org/assets/images/agar/Programme\\_Objectives\\_and\\_Outcomes.pdf](http://svimi.org/assets/images/agar/Programme_Objectives_and_Outcomes.pdf)

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
C029	BBA	Management	191	191	100
C030	BCA	Computer Application	58	58	100
C137	BSc	Computer Science	34	34	100
C156	BSc	Information Technology	18	18	100
159	MBA	Dual Specialization	147	147	100
160	MBA	Financial Administration	46	46	100

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## 2.7 – Student Satisfaction Survey

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

[http://svimi.org/assets/images/agar/Student\\_Satisfaction\\_Survey\\_2019-20.pdf](http://svimi.org/assets/images/agar/Student_Satisfaction_Survey_2019-20.pdf)

### CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

#### 3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Industry sponsored Projects	365	Board of Research in Nuclear Science (BRNS), Department of Atomic Energy, Government of India	2259100	1490775
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#### 3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
Computer Training Program Institution Social Responsibility	Computer Science	24/01/2020
MSME Workshop : Entrepreneurship Development Program	Management	17/02/2020
Workshop on White Collar Executive Program	Management	28/02/2020
Workshop on HTML CSS	Computer Science	21/08/2019
Case Analysis Workshop	Management	31/08/2019
Career in Aviation Sector	Computer Science and Management	25/09/2019
Case Analysis Workshop	Management	28/09/2019
Seminar on Acupressure Science	Computer Science and Management	09/10/2019
Workshop in Business Analytics	Management	19/10/2019
Workshop on Computer Hardware and Peripheral Devices Repair and Maintenance	Computer Science	10/10/2019
National Case Writing Workshop	Computer Science and Management	12/12/2019
Workshop on Bootstrap and PHP	Computer Science	07/01/2020

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Best Paper Award	Dr. Abhijeet Chatterjee	Shri Vaishnav Institute of	07/02/2020	Research

		Management, Indore		
Best Paper	Dr Meghna Tiwari	LNCT Indore	05/01/2020	Research
Best Research Paper Runner up	Dr Deepa Katiyal	Acropolis (AFMR), Indore	08/11/2019	Research
Best Paper Award	Dr. Shalu Kotwani	Shri Vaishnav Institute of Management, Indore	07/02/2020	Research
Best Paper Writing Award	Dr. Shalu Kotwani	Maharaja Ranjit Singh Group of Institutions, Indore.	21/12/2019	Research
Best Research Paper Runner Up	Dr. Kshama Ganjiwale	Prestige Inst. of Mgmt. Research, Indore	12/01/2020	Research
Best Research Paper Runner Up	Dr. Dhanashree Nagar	Prestige Inst. of Mgmt. Research, Indore	12/01/2020	Research
Best Research Paper Runner Up	Ms. Khushboo Jain	Acropolis (AFMR), Indore	08/11/2019	Research
Best Paper Award	Dr. Sandeep Malu	Shri Vaishnav Institute of Management, Indore	07/02/2020	Research
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### 3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start- up	Date of Commencement
Entreprene urship Development Cell of Shri Vaishnav Institute of Management, Indore	Akshay Gupta MBA (FT) IV Sem	No	Akshay lights	Personal	11/07/2019
Entreprene urship Development Cell of Shri Vaishnav Institute of Management, Indore	Ayush Saxena MBA (FT) IV Sem	No	Kosar farm Organics, Hydroponics Farming	Personal	03/01/2020
<a href="#">View File</a>					

### 3.3 – Research Publications and Awards

## 3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
8	16	25

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

Name of the Department	Number of PhD's Awarded
Management	2

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Management	32	7.8
National	Computer Science	4	Null
International	Management	50	5.3
International	Computer Science	10	3.3

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

Department	Number of Publication
Management	1
Computer Science	1

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
A Fuzzy Model for Mining Amino Acid Associations In Peptide Sequences of Flavivirus Sub Families	Dr.Priyanka Solanki	Bioscience Biotechnology Research Communications	2019	3	Shri Vaishnav Institute of Management, Indore	3
A Fuzzy Model for Mining Amino Acid Associations In Peptide Sequences of	Ms. Bhavna Kabra	Bioscience Biotechnology Research Communications	2019	3	Shri Vaishnav Institute of Management, Indore	3

Flavivirus Sub Families						
Radial density profile measurement at Different RF power in Argon plasma using RF compensated Langmuir probe	Dr. Jayshree Sharma	American Institute of Physics Scopus and Web of Science indexed	2019	2	Shri Vaishnav Institute of Management, Indore	2
Knowledge Management : Need for productive output'	Dr. Deepa Joshi	International Journal of The Gujarat Research Society	2019	13	Shri Vaishnav Institute of Management, Indore	13
Impact of Internal Financial Determinants on Financial Performance	Dr. Rekha Melwani	Journal of Commerce and Accounting Research, ABDC indexed	2019	3	Shri Vaishnav Institute of Management, Indore	Nil
Contribution in GDP from Different Sectors: Analysis of South Asian Countries and Chinese Economy	Dr. Sapna Parihar	Accent Journal of Economics Ecology and Engineering	2019	3.88	Shri Vaishnav Institute of Management, Indore	Nil
Investigating Trade Performance of Indian Ready to Eat Food: Exponential Growth Analysis	Dr. Sapna Parihar	International Bulletin of Management and Economics	2019	4.55	Shri Vaishnav Institute of Management, Indore	Nil

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Radial density profile measurement at different RF power in Argon plasma using RF compensated Langmuir probe.	Dr. Jayshree Sharma	American Institute of Physics Scopus and Web of Science indexed	2019	1	2	Shri Vaishnav Institute of Management, Indore
Impact of Internal Financial Determinants on Financial Performance	Dr. Rekha Melwani	Journal of Commerce and Accounting Research, ABDC indexed	2019	1	3	Shri Vaishnav Institute of Management, Indore

[View File](#)

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	36	372	2	18
Presented papers	37	28	1	1
Resource persons	1	2	2	8

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### 3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Information and awareness on NSS	NSS Cell	4	200
Discussion on Sadbhawna Diwas	NSS Cell	2	100
Plantation in Campus	NSS Cell	10	50

Orientation Program for NSS students	NSS Cell	2	100
Poster Making and Debate Competition on NSS Day	NSS Cell	4	25
Swachhta Awareness Program	NSS Cell	2	20
Oath Taking Ceremony on National Integrity Day	NSS Cell	15	100
Seminar on International AIDS Day	NSS Cell	2	50
Poster Making Competition on Youth Day	NSS Cell	2	50
Awareness Program on Republic Day Celebration	NSS Cell	45	350
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Blood Donation (07/08/2019 24/11/2019)	Consistent Performer	M.Y. Hospital ,Cloth Market Hospital and HDFC Bank	180
Vigilance Week	Certificate of Appreciation	Airport Authority	3
Traffic Awareness (4-14 Aug 2019)	Certificate of Appreciation	Traffic Police, Indore	130
Computer Classes (29-30 Nov 2019)	Recognition	Government School	55
Digital literacy class (24 Jan 2020 started)	Recognition	Government School	50
<a href="#">View File</a>			

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
AIMS Week Celebration	Shri Vaishnav Institute of Management Shri Vaishnav	Plant Parenting and Seed Balls Training	4	20

	Institute of Management Shri Vaishnav Institute of Management Shri Vaishnav Institute of Management			
AIMS Week Celebration	Shri Vaishnav Institute of Management	Bonding with Special People	4	56
AIMS Week Celebration	Shri Vaishnav Institute of Management	Traffic Awareness and Traffic Management	4	150
AIMS Week Celebration	Shri Vaishnav Institute of Management	Rally on Social Issues: Polythene Free Indore and Save Water	7	105
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### 3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
Treatment of seeds with plasma on germination and growth of soybean and maize	Dr. Jayshree Sharma ,Co-Principal Investigator	Research Funding agencies	365
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Memorandum of Understanding (MoU)	Development	Ypsilon IT Solutions	01/01/2019	31/12/2020	450
Memorandum of Understanding (MoU)	Training	Bajaj Finserv	31/12/2019	05/12/2020	62
Memorandum of Association	Training	Deen Dayal Upadhyay Kaushalya Kendra , DAVV	01/07/2019	30/06/2020	50
Memorandum	Training	Microsoft	01/11/2019	31/10/2020	200

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
RICON	01/01/2019	Training, Programs, Workshops, Seminars, FDPs, Industrial Visits etc	450
Ypsilon IT Solutions	01/01/2019	Workshops, Corporate Grooming, Training, placements, Industrial Visits, etc	250
Deen Dayal Upadhyay Kaushalya Kendra, DAVV	01/07/2019	Training and practice, Entrepreneurship educational programs, facilitates experimental programs for faculty members and students.	350
Microsoft	01/01/2019	Open Value Subscription Education Solution	1500
Bajaj Finserv	01/01/2019	Certification Programs in Banking, Finance and Insurance, Training and Placements	350

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### CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

#### 4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
2680000	235536

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Classrooms with Wi-Fi OR LAN	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added

Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Video Centre	Newly Added
Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing
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#### 4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
Mastersoft ERP	Fully	1	2016

##### 4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	43641	10940242	298	140148	43939	11080390
Reference Books	6755	3226086	19	8900	6774	3234986
e-Books	18656	175208	Nill	Nill	18656	175208
Journals	41	127804	Nill	Nill	41	127804
e-Journals	50000	1053913	Nill	Nill	50000	1053913
Digital Database	7	1037368	Nill	Nill	7	1037368
CD & Video	2843	Nill	64	Nill	2907	Nill
CD & Video	4	39050	Nill	Nill	4	39050
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##### 4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Dr. Kshama Paithankar	Operating System	Google Classroom	04/04/2020
<a href="#">View File</a>			

#### 4.3 – IT Infrastructure

##### 4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	436	6	436	150	180	20	60	24	0
Added	0	0	0	0	0	0	0	26	0
Total	436	6	436	150	180	20	60	50	0

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

50 MBPS/ GBPS
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4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Audio-Visual Lectures	<a href="https://youtu.be/viIGU_cU8n4">https://youtu.be/viIGU_cU8n4</a>
YouTube Platform	<a href="https://youtu.be/p2FAob4enPA">https://youtu.be/p2FAob4enPA</a>

**4.4 – Maintenance of Campus Infrastructure**

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
150000	100232	300000	216100

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

• Instrument maintenance facility with a full time permanent demonstrator and laboratory assistant is available. • System administrator is available in the Institute for taking care of the ICT facilities. • Annual maintenance contracts are given for the equipments such as air conditioners, aqua-guards and fire-extinguishers. • The computers and their accessories are maintained by technical staff in laboratories. • The system manager takes care of all services with the help of computer operators and laboratory attendants. • Physics and electronics laboratory equipments are maintained by the dedicated technicians in the laboratories on a periodical basis. The college uses outsourcing also for the repair of equipments and computers. • The institute has sports complex which is used for many intra and inter college sports competitions is managed under sports officer. • The maintenance of classrooms which are equipped with the LCD projectors with internet facilities is done by technical staff in computer labs. • The vending machine for girl students female staffs is maintained under cell of Women Grievances cell. • The rain water harvesting system in the institute is maintained by the supporting staff.

• Proper sanitization of the premises is responsibility of designated staff members which is required due to pandemic situations. • Health care centre is also available which is under the guidance of designated faculty member. It is used for the health awareness program organized by the institute time to time. • The institute has compost facility which is used for the wastes arises in the institute. Regular maintenance is done through designated staff. • Dedicated staff including masons, plumbers, carpenters, electricians for maintenance of infrastructure. • Workshop technicians for welding and regular repairing of furniture and other machines. • Annual maintenance contracts for critical

equipments. • Institute has generators of sufficient backup capacity for uninterrupted power supply at the time of power failure. Separate room for the digital generator set is available. • Institute has several CVTs and UPS utilized to prevent computers from voltage fluctuation and to provide continuous power supply. • For constant supply of water, Institute has municipal corporation water connection in sufficient number, separate bore-well and water storage tanks. • Aqua-guards and water coolers are available at every floor of the Institute.

[http://svimi.org/assets/images/aqar/Procedures\\_for\\_Maintenance.pdf](http://svimi.org/assets/images/aqar/Procedures_for_Maintenance.pdf)

## CRITERION V – STUDENT SUPPORT AND PROGRESSION

### 5.1 – Student Support

#### 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Shri Vaishnav Institute of Management Meritorious Scholarship and Shri Vaishnav Trust Scholarship	464	2102450
Financial Support from Other Sources			
a) National	Post Metric scholarship	470	7738331
b) International	NIL	Nil	0

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

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Mentoring	01/07/2019	1707	Institute has strong mentoring mechanism. Mentoring is done in a structured manner wherein a mentor mentee form is designed and the performance of the students is monitored through it on a regular basis.
Personal Counseling	01/07/2019	1707	Every faculty member is involved in counseling of the students. Class coordinators counsel the students on the basis of their

			performance.
Remedial Coaching	01/12/2019	310	It is given to slow learners for performance improvement. The slow performer is paired with an above average student during the remedial classes in other activities as well, so that the performance of the weak student improves through peer learning.
Yoga and Meditation	01/07/2019	1707	A full time Sports Officer is appointed by the Institute to conduct sports (Indoor and outdoor) and other activities such as Yoga and meditation for the overall development of the students under the supervision of an expert yoga practitioner.
Language Lab	01/07/2019	1707	A Language Lab is established in the Institute itself. Trained instructor guides the students by using different software languages.
Personality Enhancement Program for Soft Skills	01/07/2019	509	For personality enhancement of the students Institute has full time soft skills trainer who conducts expert lectures on regular basis.
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed



2019	Personality Enhancement Program	509	509	1	106
2019	Skill Development on Hardware and Maintenance	148	31	Nil	9
2019	Workshop on Tally	392	29	Nil	10
2019	Certification Program in Banking, Finance and Insurance	100	70	Nil	30
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

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

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
43	495	101	2	80	5
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	15	BBA BCA B.Sc. (CS) B.Sc.(IT)	Department of Computer Science and Department of Management	Shri Vaishanv Institute of Management Indore (M.P.)	MBA
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Any Other	1
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### 5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Sports, (Taekwondo Tournament)	Divisional	110
Sports (KHELUTSSAV)	Institute	700
Cultural (Induction Program)	Institute	510
Cultural (AIMS Week Celebration)	Institute	620
Cultural( Independence Day Celebration)	Institute	50
Cultural (Ganesh Utsav Celebrations)	Institute	400
Cultural (Teachers Day Celebration)	Institute	1400
Cultural (Srijan)	Institute	2200
Cultural (Garba Celebration)	Institute	800
Cultural (Confluence: An Alumni Meet)	Institute	1409
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### 5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	Participation	National	1	Nil	1930BBA0006701	Akshit Karade
2019	Silver Medal	National	1	Nil	1903MBA(FT)0006824	Shivaji Singh
2019	Silver Medal	National	1	Nil	1703BCA0002692	Rohit Lohana
2019	Participation	National	1	Nil	1903BSCIT06678	Ambikesh Tiwari
2019	Gold Medal	National	1	Nil	1700BSCCS02651	Mansi Bagora
2019	Gold Medal	National	1	Nil	1700BBA0002720	Kirti Baheti
2019	Participation	National	1	Nil	1700BBA0002820	Sanjna Kala
2019	Participation	National	1	Nil	1700BBA0002784	Priyanshu Rathore
2019	Participation	National	1	Nil	1700BBA0002819	Sanchay Jain

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

The institute has student council with designated positions as, President, Vice President, Secretary and Joint Secretary. The Institute believes in participative management and thereby ensures students representation in all the bodies and committees. The council participates with a positive involvement in institutional activity and also utilizes ideas and support of students in solving relevant issues. It helps in institution's discipline by being actively involved in the planning of institutional policies. The various roles played by the council are

1. To officially represent all the students in the Institute.
2. To identify and help solve problems encountered by students in the Institute.
3. To communicate its opinion to the Institute administration on any subject that concerns students and on which the council wishes to be consulted.
4. To promote and encourage the involvement of students in organizing Institute activities.

Responsibilities of the Student Council are

1. To promote the interests of students among the Institute administration, staff and parents.
2. To inform students about any subject that concerns them.
3. To identify and help solve problems encountered by students in the Institute.
4. To organize educational and recreational activities for students.
5. To participate in developing the Institute's educational projects and to promote it to students.

It helps to improve the relationship between faculty and students by keeping the lines of communication open all of the time. It also helps to develop conducive environment for holistic development of students. Various committees have student members to ensure constructive participation of all the students in all the activities. There is no elected students' council for the session 2019-2020.

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

4051

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

S. No. Date Agenda  
1 24/08/2019 Suggestions to organize Alumni Meet  
2 28/09/2019 Suggestions to organize Alumni Meet  
3 30/11/2019 Activities planning for Alumni Meet  
4 22/12/2019 Confluence  
Due to Pandemic since March 2020, the activities such as expert lectures, interaction sessions etc. have been organized in online mode.

### CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

#### 6.1 – Institutional Vision and Leadership

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

**Participative Management:** The Institute has been successful in implementing decentralized model of Governance and allows participative management for a fair degree of freedom to faculty, students, staff and other stakeholders. The

Institute is affiliated to Devi Ahilya Vishwavidyalaya, Indore, Madhya Pradesh. The senior faculty members of the Institute represent as members in various Board of Studies (BoS) of the affiliating University. The Heads of the Departments are empowered to take decisions for smooth functioning of their departments. The Institute promotes the culture of participative management having representation of faculty members in the Governing body and various committees of the Institute such as Core committee, IQAC, Purchase and Procurement committee, Anti-ragging committee, Discipline Committee, Grievance Redressal Committee, Research Development Committee, Skill Development Committee, Placement Committee, Admission Committee, Alumni Committee etc. Therefore, faculty members are involved in Planning, Execution and Monitoring process in Governance of the Institute. The participation of the students is ensured through student council for the holistic development of the students which plays very important role in the decision making of the Institute. The student council is empowered to represent the collective view point of all the students through its office bearers.

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

Yes

## 6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Admission of Students	Admissions are done online through Department of Higher Education (DHE) and Directorate of Technical Education (DTE) as per guidelines. Admission process is transparent and based on merit in qualifying examination. Various awareness activities are regularly organized for more visibility of the Institute such as presence in media through regular activities, participation of students in various activities at other institutes, Live Concert of Celebrity, visit of School Students under 'let's visit college', AIMS Week Celebration, Prabandhotsav, Quiz Program, visibility of the Institute through print and electronic media etc. For Admissions First registration process is done online then choice filling of colleges is done. After that colleges are allotted on merit basis then students have to submit documents within allotted time. Finally seat is locked. For College Level Counseling round, the vacant seats are advertised in the leading local and national newspapers. The seats in PG programme are allotted on the basis of CMAT score/ marks in the qualifying examination.
Industry Interaction / Collaboration	Institute Industry Interface Committee (IIIC) has been constituted to establish interface in terms of 1.

To bridge the gap between curriculum and industry need. 2. To provide internship and training program for students. 3. To make students industry ready. The Institute is exploring the possibility of consultancy/ projects by tapping public and private organizations. Institute Industry Interface Committee (IIIC) has been constituted to establish interface in terms of 1. To bridge the gap between curriculum and industry need. 2. To provide internship and training program for students. 3. To make students industry ready. The Institute is exploring the possibility of consultancy/ projects by tapping public and private organizations.

Human Resource Management

Institute has well defined human resource policy for faculty and staff. The Institute follows the standard procedure as per the guidelines of the UGC/ AICTE/ statutory bodies for the recruitment of faculty and staff. The salary and other benefits such as PF, ECSI, Gratuity, Insurance, medical leaves, maternity leave, retirements benefits, etc are given as per statutory provisions. The orientation program for newly joined faculty is conducted to get them acquainted with the organizational processes. The appraisal system (PBAS) is in place assess the performance of the faculty members and on the basis of their assessments, faculty development program is recommended to the faculty member. The promotion and increment policy for faculty and staff is as per the guidelines of UGC. The institute focuses on continuous development for the faculty and staff therefore faculty development and staff development program are conducted by involving external experts regularly. The Institute has policy of providing financial support to faculty members for attending seminars/ workshops/ conference/ symposia / FDPs/ MDP/ Webinar etc. A conducive academic environment is created through the implementation of human resource policy for the development of faculty and staff.

Library, ICT and Physical Infrastructure / Instrumentation

Library has 49944 books with titles 8762. Hard bound 86 Journals, 19 Magazines, 22 News papers are

subscribed. Library also has reprographic facilities. Students are encouraged to subscribe daily newspapers such as Business Standard Review, Times of India etc to enhance reading and comprehensive skills. The library subscribes INFLIBNET, DELNET, Sage, J-Gate, EBSCO, CRISIL Research, CMIE Prowess, Capitaline Plus, Indiatat etc. Adequate Infrastructure and area of Library, computer and other laboratories is available as per the norms of statutory bodies. The Campus-wide Wi-Fi facility with bandwidth of 50 Mbps is available for uninterrupted internet access with 24x7 power backup with 83 KVA DG set. In addition to the above, the Institute has well established language lab to develop the communication skills of the students and exclusive sports complex with indoor and outdoor games facilities are also available.

Research and Development

Research and Development policy of the Institute is well formulated to encourage the research activities and to develop the scientific temperament of faculty. The Institute has policy of providing financial support to faculty members for attending seminars/ workshops/ conference/ symposia / FDPs/ MDP/ Webinar etc. In this direction, an academic forum by the name 'Swadhyay' is instituted to promote research and development activities in the institute.

Examination and Evaluation

Examinations and Evaluation are conducted as per the guidelines of affiliating University. The programmes such as BBA, BCA and MBA follow semester pattern where as B.Sc. (CS) and B.Sc. (IT) follow annual pattern of examinations. Two internal assessment tests are conducted in a semester for continuous and comprehensive evaluation. The end semester examinations are conducted by affiliating University. The results of the examinations are declared as per the schedule mentioned in the academic calendar of the University.

Teaching and Learning

The Institute has well defined process of teaching-learning. Prior to the commencement of the academic session, a systematic subject allocation process is followed. After finalization of subjects, teaching load

is allocated. Accordingly, time table is prepared. All faculty members are instructed to prepare the course file as per the approved format and prepare all the study material including power-point presentation and reference material for the effective delivery of the lecture. Once the power-point presentation is prepared by the faculty, a meeting is scheduled with individual faculty and concerned department HoD to review the study material. After successful review, faculty member is asked to deliver lecture. The course coverage is adequately monitored by the Director/ HoDs / Programme Coordinators on day-to-day basis. The lesson plan is prepared and implemented as per the academic calendar of the institute/department. All class rooms are ICT enabled. Teachers use ICT methodology for teaching. Institute is focusing on skill development of students in addition to syllabi. Regular workshops, Guest Lectures and Seminars are organized in specialized areas for the students. The institute practices the continuous evaluation system where in the students are assigned projects, assignments, presentations and two internal tests in a semester are conducted for the continuous assessment and evaluation of the performance of the students. Collaborative learning is experienced through project based learning, internships and industrial visits.

Curriculum Development

Curriculum is well designed by affiliating University Devi Ahilya Vishwavidhalaya, Indore. The Senior Faculty members represent various Board of Studies (BoS) of the affiliating University for designing and development of the curriculum. The Institute also focuses on the holistic development of the students. Therefore, the value added courses are offered to enhance their skills in various domains.

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

E-governance area	Details
Planning and Development	Regular academic functions such as class conduction, monitoring student progress regarding academic excellence are planned in terms of students'

	attendance, marks obtained in internal examination and participation in co-curricular and extracurricular activities. The Institute has ERP system for planning and execution of various functionalities such as academics, finance, personnel, students' progression, library, and administration in an integrated manner.
Administration	The administration (Academic and Non-Academic) of the Institute is governed through ERP. The various modules such as recruitment of faculties and staff, maintain record of employee's profile, leave records, payroll etc. are the integral part of the ERP.
Finance and Accounts	The Finance and accounts processes records and manages account payables, account receivables, payroll, deposits, electronic payment, tracking of institute's equipments, journal ledger, purchase, budget allocation utilization, report generation, collection of student fee, records of caution money, scholarship etc. with the help of ERP system.
Student Admission and Support	Being an affiliated institute, online admission process is carried out under the norms of Department of Higher Education for UG Programmes and Directorate Technical Education for PG Programmes. Post admission activities such as students' personal and academic data, fee details etc. are maintained by ERP.
Examination	The examination time table of affiliating university is followed for semester examination twice in a year for the programmes having semester system and once in a year for the programmes of annual system. For annual system half yearly examination is conducted at institutional level in the month of December. However, internal examination / mid semester examination is carried as per the dates decided in the academic calendar of the Affiliating University.

### 6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
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2020	Dr. Namrata Soni	Management Development Program	NIL	708
2020	Mr. Arpit Tiwari	International Conference	NIL	3625
2020	Dr. Bharti Agrawal	Management Development Program	NIL	1416
2020	Ms. Shikha Jain	Management Development Program	NIL	1416
2020	Ms. Yogita Sharma	Management Development Program	NIL	1416
<a href="#">View File</a>				

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2020	Seminar on International Yoga Day	Seminar on International Yoga Day	21/06/2020	21/06/2020	52	26
2020	Seminar on Realizing Positive Health through Yoga	Seminar on Realizing Positive Health through Yoga	17/06/2020	17/06/2020	52	26
2020	National Conference on Improving Quality in Higher education and research in digital era: Challenges and opportunities	National Conference on Improving Quality in Higher education and research in digital era: Challenges and opportunities	06/02/2020	07/02/2020	50	6
2019	Short term Certification Program	Short term training course on	10/10/2019	21/10/2019	2	3

		computer peripherals devices maintenance				
2019	Faculty Development Program on Business analytics and innovative teaching pedagogy.	Nil	19/12/2019	19/12/2019	25	Nil
2019	National Case Writing Workshop	Nil	12/12/2019	14/12/2019	37	Nil
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Short Term Course on MOOCs e-Content Development	1	11/05/2020	16/05/2020	6
MDP on Corporate Etiquettes	4	23/11/2019	23/11/2019	1
MDP on Safety of Women and work place	4	04/01/2020	04/01/2020	1
MDP on Creating positive organizational culture for organizational efficiency Effectiveness	6	29/02/2020	29/02/2020	1
Workshop on hands on practice using SPSS and AMOS for analyzing data on statistical methods	3	21/08/2019	25/08/2020	5
Short Term Course on Big	2	14/10/2019	19/10/2019	7

Data and Machine learning				
Workshop On SPSS, R, and Python.	1	02/07/2019	04/07/2019	3
<a href="#">View File</a>				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
6	6	3	3

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
11	7	3

**6.4 – Financial Management and Resource Mobilization**

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

Yes, Institute conducts internal and external financial audits regularly. Internal Audit is conducted by Chartered Accountant B. Jakhetiya co on monthly basis. Under the audit, the cash book, bank book, bank reconciliation statement, fees received and dues, caution money payment, salary register, library books are audited. The queries raised (if any) are duly satisfied and rectified. External Audit is accomplished by R. D. Joshi Co where all the internally audited statements of account viz cash book, bank book, bank reconciliation statement, fees received and dues, caution money payments, salary register, library books are audited. In addition to it, the Balance sheet is finalized by the external auditor.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Shri Vaishnav Shaikshanik Avam Parmarthik Nyas, Indore	115000	Financial aid to students coming from humble background
<a href="#">View File</a>		

6.4.3 – Total corpus fund generated

5000000
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**6.5 – Internal Quality Assurance System**

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	UGC-NAAC in November 2017	Yes	IQAC
Administrative	Yes	UGC-NAAC in November 2017	Yes	Auditor

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

Parent-Teacher Meet (PTM) is organized to discuss with the parents about the progress of their wards and to take their suggestions on institutional development and holistic development of students through regular feedback. Under the Mission-Connect drive especially during the lockdown period due to pandemic, parents were contacted to know the wellbeing of their ward and family. The parents also represent in the Anti-ragging committee of the institution and provide valuable suggestions to prevent ragging. Parents' feedback on various criteria is applied in the quality improvement strategies of the Institute.

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

Workshops/ Training on Tally, ERP, and Microsoft Office are organized for quality improvement and skill upgradation of the staff members.

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

Recommendation 1: More faculty members with rich industry and research background may be inducted. Action Taken: The weightage is being given while appointing new faculty members with rich Industry and Research Background. The Institute has an ecosystem for conducive learning. Recommendation 2: Pay and other service condition should be at par with the industry to appoint and retain quality faculty. Action Taken: Salary is being paid as per the UGC Norms. Recommendation 3: Effective measures need to be taken for personality development and soft skills of students. Action Taken: Personality Enhancement Program (PEP) is implemented for holistic development of students. Management has kindly consented for the appointment of soft skill and aptitude trainer for skill enhancement of the students. Recommendation 4: Sports facility need to be fully utilized. Action Taken: Sports Calendar is prepared well in advance and activities are conducted as per the schedule. It also includes the events specified by Devi Ahilya Vshwavidhalaya. Recommendation 5: College should try to get permanent affiliation from university. Action Taken: The Institute fulfills the norms of Permanent Affiliation from Devi Ahilya Vshwavidhalaya. Recommendation 6: Attempt should be made for more quality research publication by the faculty. Action Taken: Sincere efforts are made to improve the quality research publications by organizing Faculty Development Programs and providing exposure to the faculties to attend seminars / symposia / conferences etc. Recommendation 7: Student may be given more exposure in the form of wider participation in National / State level academic other events. Action Taken: Students are encouraged to participate in State and National Level activities for more exposure under the guidance of faculty. Recommendation 8: Consultancy and industry / academic collaboration should be enhanced. Action Taken: The Institute is exploring the possibility of consultancy/ projects by tapping public and private organizations. Recommendation 9: Institute should try to make some effective collaboration with foreign universities/ institutions. Action Taken: The Institute is in process of identifying the opportunity of collaboration with the Institute of Repute for academic development of faculties and students. The Institute should try to make some effective collaboration with foreign universities.

6.5.5 – Internal Quality Assurance System Details

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

## 6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2020	One Week MSME Workshop - Entrepreneurship Development Program	01/07/2019	17/02/2020	22/02/2020	40
2019	Case Analysis Workshop	01/07/2019	31/08/2019	31/08/2019	120
2019	Short Term Certificate Programme on Computer Hardware Peripheral Devices Repair and Maintenance	01/07/2019	10/10/2019	21/10/2019	30
2019	National Case Writing Workshop	01/07/2019	12/12/2019	14/12/2019	37
2019	FDP on Business Analytics and Innovative Teaching	01/07/2019	19/12/2019	19/12/2019	25
2020	National Conference on Improving Quality in Higher Education and Research in Digital Era: Challenges and Opportunities	01/07/2019	06/02/2020	07/02/2020	56

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## CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male

Smart Girl Training program	16/09/2019	17/09/2019	40	Nil
Women Hygiene Awareness program	20/09/2019	20/09/2019	85	Nil
Pinkathon Run for health awareness	20/10/2019	20/10/2019	49	30
'Urjita' Martial art training for girls	04/12/2019	06/12/2019	70	6
Women's Day celebration	06/03/2020	07/03/2020	148	20

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

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

- Green Campus through Tree Plantation and Plant Parenting Scheme Abhivavak
- Water Harvesting/Recharging system is functional.
- Compost Machine is installed in the campus and is actively used in the campus.
- To maintain Women Hygiene Sanitary Napkin Vending Machine and incinerator is installed and is used by the female students and faculty members.
- Use of LED Bulbs

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	2
Provision for lift	No	Nil
Ramp/Rails	Yes	2
Braille Software/facilities	No	Nil
Rest Rooms	Yes	2
Scribes for examination	Yes	Nil
Special skill development for differently abled students	No	Nil

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	1	1	01/08/2019	1	Rally on Social Issues: Polythene Free	Cleanliness, Hygiene, Save Water	300

					Indore and Save Water		
2019	1	1	01/08/2019	15	Traffic Awareness and Traffic Management	Traffic Awareness	100
2019	1	1	02/08/2019	2	Bonding with Special People	Friendship Day Celebration Visit to Special Home	50
2019	1	1	03/08/2019	1	Plant Parenting and Seed Balls Training	Plant Parenting and Distribution	50
2019	1	1	01/08/2019	7	Neki ki Diwar (Cloth, toys and flex distribution in Slum areas)	Donation to needy People	250
2019	1	1	06/08/2019	1	A Step towards Environmental Awareness (Visit to Jimmy McGiligan Centre for Sustainable Development)	Environmental Awareness	100
2019	1	1	06/08/2019	1	Awareness for Joining Hands towards Dispensing Surplus Food	Avoid Food Wastage	50
2019	1	1	07/08/2019	1	Special Moments with Socially Challenge	Visit to School of Street Children and Visit	60

					d	to School of Leprosy affected Students	
2019	1	1	07/08/2019	1	Blood Donation Camp	Donate Blood, Save Life	70
<a href="#">View File</a>							

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

Title	Date of publication	Follow up(max 100 words)
Code of Conduct (General)	01/07/2019	<p>Every member shall always maintain absolute integrity and devotion to duty and be strictly impartial and objective in his official dealing.</p> <ul style="list-style-type: none"> <li>• Unless otherwise specifically provided in the appointment order, every member of the staff is a whole time employee of the institute and shall not engage himself directly or indirectly in any trade, business or work of whatever nature.</li> <li>• A member shall be required to be present at the place of work during the scheduled working hours save in cases where he is allowed leave of absence by the competent authority for good and sufficient reasons.</li> <li>• A member shall perform all duties assigned to him by a competent authority even beyond the scheduled working hours and on closes holidays and Sundays if the exigencies of work s demand.</li> <li>• No member shall leave the station of posting without prior approval of the competent authority even during leave holidays or vacation.</li> <li>• Subject to the general laws on the subject, no member shall: <ul style="list-style-type: none"> <li>• Be under the influence of liquor or drugs to an extent that renders him</li> </ul> </li> </ul>



incapable of discharging his duty properly and efficiently. • Appear in public in a state of intoxication or • Habitually use such drugs or liquor in excess. • No member shall take part or be associated with any political party or organization that subscribes to or assists any movement that tends directly or indirectly to be subversive to the Government established by law. • No member shall engage himself or participate in any demonstration or resort to or in any way abet any strike, which is prejudicial to the interest or integrity or security of the State, public order, decency or which involves contempt of court or impinges adversely on the dignity of the Institute. • No member shall except with the permission the competent authority or in the bonafide discharge of his duties participate in a radio or TV broadcast or contribute an article or write a letter to any newspaper or periodical. ? Provided that no such permission shall be required if such broadcast or such contribution is purely of literary, artistic or scientific character. • No member of the staff shall, in any broadcast or communication to the press or in public utterances, make any statement which may amount to adverse or unfair criticism of the decision, policy or action of a superior functionary of the Institute. ? Provided

that nothing in the rule shall apply to any statement made or view expressed in the bonafide discharge of the duties assigned to him. • No member shall communicate without authorization any information or documents save in cases where such communication is in the discharge of duties assigned to him. • No member shall except with the prior approval of the competent authority, engage himself directly or indirectly in any trade or business or undertake any employment including private coaching . ? Provided that a member may undertake honorary work of a charitable nature or occasional work of literacy, artistic or scientific nature that does not interfere or adversely affect his official duties. ? Provided further that he shall discontinue such work forthwith if directed to do so by the competent authority. • No member shall, except with the permission of the competent authority, participate in the registration, promotion or management of any bank or the company. • No member shall lend or borrow money to or from any person having or likely to have official dealing with him. • A member is expected to manage his personal affairs in a manner that it does not lead to insolvency or habitual indebtedness. • No member shall contract a bigamous marriage in contravention of the law on the subject. • No member

		<p>shall misuse or carelessly use the facilities provided by the Institute to facilitate the discharge of his official duties. • No member shall ask or permit his spouse to ask any of his subordinate to purchase anything either on advance payment or otherwise.</p>
<p>Code of Conduct (Students)</p>	<p>01/07/2019</p>	<p>Every student in the Institute is expected to be involved only in activities that are likely to maintain the prestige of the Institute. Each student should behave respectfully with all. Following actions constitute the code of conduct: The code of conduct is applicable to all students of various programmes offered by various constituent departments of the Institute, either undergraduate or post graduate course. Students who withdraw after allegedly violating the code, who are not officially enrolled for a particular semester or term, but have a continuing relationship with the Institute, or who have been notified of their acceptance for admission are considered as "students". The code applies to all locations of the Institute. The code applies to the on-campus conduct of all students at all the locations of the Institute. Also, it is applies to the off-campus conduct of students in direct connection with:</p> <p>A. Academic course requirements or any credit-bearing experiences, such as</p>

internships, field trips, study abroad/ student exchange B. Any activity supporting pursuit of a degree, such as research at another institution or a professional practice assignment C. Any activity sponsored, conducted, or authorized by the Institute or by registered student organizations D. Any activity that causes substantial destruction of property belonging to the Institute or members of the Institute community or causes serious harm to the health or safety of members of the Institute community or E. Any activity in which a police report has been filed, a summon or indictment has been issued, or an arrest has occurred for any act or omission. Students continue to be subject to the laws of the land while at the Institute, and violations of those laws may also constitute violations of the code. In such instances, the Institute may proceed with Institute In-disciplinary action under the code independently of any criminal proceeding involving the same conduct and may impose sanctions for violation of the code even if such criminal proceeding is not yet resolved. Students are members of the Institute community and citizens of the state. As citizens, students are responsible to the community of which they are a part, and, as students, they are responsible to the academic community of the

Institute. Admission to the Institute carries with it the presumption that students will conduct themselves as responsible members of the academic community.

As a condition of enrollment, all students assume responsibility to observe standards of conduct that will contribute to the pursuit of academic goals and to the welfare of the academic community. They are expected to practice high standards of academic and professional honesty and integrity and also to respect the rights, privileges, and property of the Society. They should refrain from any conduct that would interfere with Institute functions or endanger the health, welfare, or safety of other persons. As a citizen, no student should discriminate on the basis of race, colour, age, religion, gender, national or ethical origin, marital status, sexual preference, physical disability, and any other legally protected status. The students should at all times conduct themselves in a manner, which is not prejudicial to any law of the land. Their conduct should aim to achieve the meaning, mandate, and manifestation as enshrined in the Constitution of India. Any student found to have committed or to have attempted to commit the misconduct is subject to appropriate disciplinary action under the Code. The instances of misconduct are not to be

		interpreted as all-inclusive of situations in which disciplinary action will be invoked.
Code of Conduct (Faculty)	01/07/2019	<p>Any Institution's effectiveness in delivering quality education and achieving best in class status will primarily depend on the ethical standard that the faculty displays in their role as teachers and role model for the students. It is in this belief that a code of conduct has been dawn up that provides a general framework of morals and expectations from the members of the faculty. The code of ethics is intended to be a self-imposed discipline within which the members can exercise academic freedom. • A faculty member maintains a high level of subject knowledge and ensures that course content is current, accurate and appropriate with reference to the position of the subject within the students' course of study, • A faculty member understands that his/her overall responsibility is the intellectual development of student in the member's own area of expertise and to avoid all covert or overt actions and approaches that detract from student development. • A faculty member does not enter into dual relationships with students that are likely to impair his/ her objectivity and lead to actual or perceived favoritism. • Private communication between a student and the faculty member on any personal matter is treated as</p>

confidential and is released only with the content of the student or for legitimate academic purpose or if there is a reasonable belief that releasing such information will prevent harm to others. • A faculty member respects the dignity of her or his colleagues and works cooperatively with them in the interest of student development. • A faculty member recognizes that assessment of student performance has significant impact on the careers and lives of students and hence takes due care to ensure that the assessment is valid, fair and congruent with the course objectives. • A faculty member is aware of and respects the values, educational goals, policies and standards of the institution she or he serves. • A faculty member gives all sides of a controversial issue objectively rather than confining to or emphasizing the validity of his own perspective and lets the students decide on merit what constitutes the truth under the circumstances. • A faculty member is aware that the ultimate purpose of education is to improve the human condition and to contribute to the development of a civil society.

Code of Conduct (Staff)

01/07/2019

The term employee includes non-teaching staff and other staff which come under this purview. The following code of conduct applies to all of the employees mentioned above: • Every

employee shall, at all times, be devoted to his/her duty and shall maintain absolute integrity, discipline, impartiality and a sense of belonging. No employee shall behave in a manner unbecoming of an employee of an educational Institution. • Every employee holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all employees under his control. • An employee should at all times be courteous in his/her dealings with other members of the staff, students and members of the public. His/her behaviour should be commendable. • Unless otherwise stated specially in terms of appointment, every employee is a whole-time employee of the college, and may be called upon to perform such duties, as may be assigned to him by competent authority, beyond scheduled working hours and on closed holidays and Sundays. • An employee shall be required to observe the scheduled hours of work, during which he/she must be present at the place of his/her duty. • The employee shall not absent himself/herself from his/her duties without prior permission from the head of the Institution. Prior permission of the competent authority is necessary for availing even casual leave or special casual leave. Employees desiring to avail themselves of leave other than casual leave or special casual leave



shall apply for leave before actually proceeding on leave, to the college authorities.

- No employee shall leave the station except with the prior permission from competent authority, even during leave or vacation. Willful absence from duty will be treated as "dies non" for the purpose of increment, leave etc.,
- Whenever leaving the station, an employee should inform the Head of the Department to which he/she is attached, providing the address where he/she will be while on leave.
- No employee shall, in the performance of his official duties or in the exercise of powers conferred on him, act otherwise than his/her best judgment except when he/she was acting under the direction of his/her superior, in writing wherever practicable and where it is not practicable to obtain the direction in writing, he/she shall obtain written confirmation of the direction as soon as possible thereafter.
- Conducting or participating or supporting or instigating any faculty staff/students/others directly or indirectly on any religion/ caste/ racial/tribe/sex/ untouchability based activities, is strictly prohibited on the part of any employee either in the University premises or elsewhere.
- Faculty/staff found guilty can be terminated from services of the autonomous institution.
- Criticizing or acting

against or not implementing the approved college policy shall be treated as gross misconduct and faculty/staff found guilty can be terminated from services. • An employee cannot refuse to receive any communication of any type from his/her controlling officer or a competent authority. • No employee shall bring or attempt to bring any political or other outside influence to bear upon any superior authority for the furtherance of his/her interest. The penalty for a contravention of this rule shall be the withholding of promotion for him/her either permanently or for such period as the competent authority may determine. • No college employee shall engage himself in strike or in incitements thereto or in any activity resulting in abstaining from duties, slowing down the work, instigating other employees directly or indirectly, to abstain from work or to go slow on work. Obstructing other employees from attending duties, or creating obstructions for work is strictly prohibited and amounts to gross misconduct. • A temporary employee who remains absent from duty after applying for leave or extension of leave to which he/she is not entitled shall be deemed to have been discharged from duty with effect from the date from which he/she is not entitled to any leave unless the leave applied for is

granted by the competent authority. • No employee shall send any application for employment under any other agency except through the authorities of the institution concerned. Ordinarily every employee shall be permitted to apply for an outside post twice in a year even though he/she may be holding a permanent post.

Code of Conduct  
(Alumni)

01/07/2019

1. To treat each other with respect, courtesy and consideration. 2. The Institute is committed to fostering an inclusive culture which promotes equality, values, diversity and maintains a working, learning and social environment in which the rights and dignity of all members of the College community are respected. 3. To treat all the members of SVIM family with dignity and respect. 4. To discourage any form of harassment. 5. To extend support to the existing students of their Alma mater for career opportunities, internship, placements, industrial visits etc.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
International Yoga Day	21/06/2020	21/06/2020	550
Teachers Day	05/09/2019	05/09/2019	1250
Blood Donation Camp	07/08/2019	07/08/2019	70
Neki KI Deewar-Wall of Kindness	01/08/2019	07/08/2019	150
Visit to School of Street Children and School for Children of Leprosy affected Parents	07/08/2019	07/08/2019	50
School Visit of	02/08/2019	04/08/2019	80

Dumb and Deaf children			
Induction and orientation Programme for students MBA, BBA, BCA, B.Sc (Computer), B.Sc. (IT) (discussion on ethics and universal values by invited Guests and Experts	21/08/2019	22/08/2020	1000
<a href="#">View File</a>			

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

1. Plantation in the institute campus-Scheme 'Abhibhavak' 2. No use of plastic in the campus. 3. Slogan and poster making competition for creating awareness among students for environment, hygiene, cleanliness. 4. Compost generated from Compost machine is used in the institute to make green campus. 5. Water Harvesting 6. Awareness to students and Faculty Members for Two and Four wheeler pooling to reduce fuel emission.

### 7.2 – Best Practices

#### 7.2.1 – Describe at least two institutional best practices

**A. Best Practice: Performance Enhancement Program (PEP) Model 1.** Title of the Practice: Performance Enhancement Program (PEP) Model 2. Objectives of the Practice: PEP Model has been introduced with the objective of holistic development of students. PEP model is useful to the students in analyzing the abilities and identifying and bridging the gaps of industry expectations and academic teachings. Competitive Advantage: PEP model enables the students to enhance the overall personality, develops new prospects for students towards learning and help increasing the prospects of their employability. 3. The Context: The PEP model has proved to be the catalyst resulting in experiential learning towards success and growth of the students thereby grooming their overall personality to become industry ready and meet the global challenges. The PEP model is so designed so as to inculcate participative problem solving attitude, encouraging innovative solutions through: 1. Innovative teaching-learning through experiential learning. 2. Opportunities for students to explore new paradigms of learning. 3. Provides broader understanding to the students through Project Based Learning. 4. Encourages a collaborative approach towards accomplishing research projects. 5. Helps in nurturing values in the students for the positive contribution to the society and nation at large. 4. The Practice : PEP Model is implemented with the objective of the strategic, active involvement of students and provide them the opportunities to learn through doing, and empowering them to apply their theoretical knowledge to practical endeavors in their real life experience. A) Project-based learning (PBL): Projects are usually based around real world problems, which give students a sense of responsibility and ownership in their learning activities. a. Collaboration: Relationships formed during collaboration is a vital part of PBL. Students also form relationships with community members when working on projects, gaining in-sight for careers and beyond. b. Problem Solving: Students learn how to solve problems that are important to them, including real community issues, more effectively. c. Creativity: Students apply creative thinking skills and possibilities for projects. d. In-Depth Understanding: Students build on their research skills and deepen their learning through

practical. e. Critical Thinking: Students learn to look at problems with a critical thinking lens, asking questions and coming up with possible solutions for their project. f. Perseverance: When working on a project, students learn to manage obstacles more effectively and develop perseverance and patience in them. i ) Live Projects: A live project is an excellent technique to nurture students' academic, interpersonal, critical, communication, managerial and technical skills in real time environment. To impart quality education and to make it more realistic and relevant to the corporate world, the institute offers live projects to the students which provide them real-time experience and make them professionally ready and confident to meet corporate requirements as soon as they graduate. Live project is an integral part of teaching-learning for the students. ii) Skill Development: We understand the importance of skills in students to add to their employability. Henceforth, we conduct workshops to enrich various skills such as technical skills, stock market operations, etc. which employers precisely look for a different kind of skill in their potential employees. Short term certification courses under the banner 'Kaushalya' in association with UGC approved Deen Dayal Upadhyay Kaushal Kendra, DAVV, Indore, have been conducted for the students. Skill development workshops and Hands-on trainings were imparted to the students such as Web Design and Development, Photoshop, Mobile Applications, Fundamental Analysis, Digital Marketing, Equity Trading etc. organized to make them acquainted with the new and emerging technologies iii) Add-On Courses: We understand that our students should confidently stand out in an increasingly competitive and globalized job market. Job-oriented add-on programs are provided to give them an extra-edge over their knowledge. Memorandum of Understanding (MoU) is signed to empower students for their all-round development and make them ready for future endeavors. The Institute has signed a MoU with Bajaj Finserv Ltd., Pune, for offering Certificate Program in Banking, Finance and Insurance (CPBFI). B) Value-Based Learning (VBL): Imbibing the qualities of good conduct, self-confidence and high values helps the students lead a dignified life. C) Personality Development (PD): The objective of the PD is to build self-confidence, enhance self-esteem and improve overall personality of the students. It aims at grooming the students through sensitizing them about proper behavior, socially and professionally, in formal and informal circumstances. The PD module consists of the following: i) Soft Skill Training that include preparing students for Interview, Group Discussion, Body language improvement, Resume Writing and Communication skill development. ii) Domain Training include technical skill assessment as per the need of the job profile. iii) Aptitude Training includes quantitative aptitude building, reasoning and English comprehension. 5. Evidence of Success: i) Live Projects: Students of Computer Science and Management have worked on several projects and contributed to solving problems of industry, local-administration, and so on so forth. ii) Skill Development Program: Attending the skill development workshops and Hands-on trainings imparted to the students such as Web Design and Development, Photoshop, Mobile Applications, Fundamental Analysis, Digital Marketing, Equity Trading etc. the students are well acquainted with the new and emerging technologies, operations of stock market, etc. iii) Add-On-Courses: More than 400 students appeared in the entrance exam conducted for Bajaj Finserv Certification and more than 100 students attend the sessions organized for them on regular basis. b) Value Based Learning: The Institute continuously tries to inculcate values in the teaching-learning process. Spiritual seminars, donating clothes, Visits to Orphanages, Old age homes, Blind Schools, various awareness programs on energy conservation, road safety, blood donations etc are organized by National Service Scheme cell of the Institute to inculcate ethical and moral values and to develop sense of social responsibility and environmental awareness. Students participate in activities organized to understand their responsibility towards the society environment. Computer literacy programs are organized to help the underprivileged through community service also have the

feeling of gratitude for being blessed. c) Personality Development (PD): The students attending PD sessions have enhanced confidence, self-esteem and improvement in overall personality. They are groomed up and sensitized towards proper behavior, socially and professionally. There is an improvement in the performance of students in the Interviews, Group Discussion, Body language, Resume Writing and Communication Skills. B. Best Practice: 1. Title of the Practice: Empowering the students through Mentoring 2. Objectives of the Practice: To develop the capabilities and accentuate the confidence of our students. Effective mentoring system strengthens the students in taking right decisions. 3. The Context: The Institute has Mentoring System that aspires to address attitudinal issues, behavior and awareness of the students towards learning practices. The mentoring system intends to help the students to cope up with stress and pressure due to tough competition and challenges they face. 4. The Practice: i. Maintain an open and friendly environment between mentor and mentees. ii. Continuously monitor, counsel, guide and motivate the students in all academic, personal and career concerns. iii. Advise students regarding choice of electives, project, placement and training activities and internships etc. iv. Contact parents/guardians if situation demands e.g. academic irregularities, negative behavioral changes and interpersonal relations etc. v. Identify talents and interests of mentees and help them in setting and attaining goals. vi. Advise students in their career development regarding self-employment opportunities, entrepreneurship development, honesty and integrity required for career growth. vii. Advise students in their professional development regarding professional goals, selection of career and higher education. viii. Counsel them on their course regarding low attendance and low performance and help them in improving the same. ix. Maintaining records of mentor-mentee interaction for monitoring and analyzing the continuous progress of mentees. x. Intimate the Head of the Department if any administrative action is needed. 5. Evidence of Success: i. Mentors guide the students for the available resources and network connections and help them in accessing it. ii. They help in teaching them how to use teaching-learning apps like Zoom, Google Meet, and WhatsApp to maintain open communication. iii. The faculty members host formal and informal classes, virtual gatherings to support the students in all possible ways. iv. Mentors talk to the students on one to one basis. They also had conversation with their parents. They motivated the students to maintain their morale high. They tried to grow trust and rapport with the students. v. Despite the lack of face to face interaction during the pandemic, looking to the needs of students continued motivation for the growth and development was given. vi. Several online cultural programs of dance, music, slogans, painting competitions, yoga sessions etc. were organized to rejuvenate mentees' mental physical health.

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

[http://svimi.org/assets/images/agar/Best\\_Practices\\_2019-20.pdf](http://svimi.org/assets/images/agar/Best_Practices_2019-20.pdf)

### 7.3 – Institutional Distinctiveness

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

With the mission of Bestowing Quality Education for Excellence, Value Based Learning, Nurturing Leadership, Encouraging Innovative Thinking and Positive Attitude of its potential stakeholders and focusing on societal development, the distinctiveness of the Institute is reflected with the following deeds: 1. The Institute is offering affordable quality education so that the education is in the reach of masses. This is evident that around 60 percent students are from rural areas. All the programmes of the institute are offered with affordable tuition fee. 2. Apart from this, Shri Vaishnav Institute of

Management Meritorious Scholarship is given annually to the students for more than Rs. 25 Lacs as a financial support. In addition to this, the eligible students also receive scholarship under various Government Scholarship Schemes. Furthermore, to take the underprivileged in the main stream, the sponsoring trust of the Institute is helping them by providing them study material and financial support. 3. Being one of the premier Institutes of Madhya Pradesh, the Institute is committed to promote girls education. The institute is fortunate enough that the ratio of girls' students is nearly 50. 4. Student-Centric teaching-learning is the main objective of the Institute towards the holistic development of the students. Therefore, the students are provided with various Add-on courses, Skill Development courses and grooming courses in association with recognized organizations for which the expenses are borne by the Institute. 5. The Institute has a rich library which has awarded with the 'Best Library of Madhya Pradesh'. 6. The Institute is the first Private Self financed Institute of Madhya Pradesh to offer Management Education focusing on quality education nurturing leadership for excellence. These efforts of the institute are recognized by the UGC NAAC awarding Grade 'A' in two consecutive cycles with grade pointer 3.12 and 3.29 in year 2012 and 2017 respectively. 7. The legacy of the sponsoring trust Shri Vaishnav Sahayak Kapda Market Committee is continued since 1884 through four trust namely Shri Vaishnav Sahayak Trust , Shri Vaishnav Charity Trust, Shri Vaishnav Shaikshanik Avam Parmarthik Nyas and Shri Vaishnav Vidyapeeth Trust. Subsequently, Shri Vaishnav Institute of Management has evolved as one of the premier institute in 1987 committed for imparting quality education in the area of Management and Computer Science. The Trust has initiated with philanthropic ideology that has clearly visible in the glorious journey of the Institute since last 34 years.

Provide the weblink of the institution

[http://svimi.org/assets/images/agar/Institutional\\_Distinctiveness\\_2019-20.pdf](http://svimi.org/assets/images/agar/Institutional_Distinctiveness_2019-20.pdf)

## 8.Future Plans of Actions for Next Academic Year

1. The Institute has highest commitment towards quality education and is accredited by UGC-NAAC with 'A' Grade in two consecutive cycles is evident to it. Therefore, Institute is moving to establish the Institute as one of the best Business Schools at National Level. 2. To strengthen Industry-Institute Interface to enhance employability of the students. 3. To augment state of the art infrastructure suiting to the contemporary requirements of teaching and learning. Focusing on developing infrastructure and facilities for effective online teaching-learning. 4. To collaborate with rural segments to impart education for upliftment of underprivileged. 5. To initiate the process of establishment of Incubation centre through Entrepreneurship Development Cell of the Institute and to motivate students for more startups. 6. To enhance knowledge and skills of students by undergoing Skill Development Programs through National and International Bodies 7. Developing Centre of Excellence by Signing MoUs with National and International Agencies and developing Network with Institution of National and International repute for faculty and student exchange program. 8. To implement effective outcome based system for holistic development of students through various clubs and cells to enhance students capabilities and analytical skills. 9. To inculcate research orientation among the students through sponsoring them for various research projects, workshops and conferences. 10. To get autonomous status of the Institute. 11. To develop facilities for inclusive education and to create an appropriate environment for underprivileged and diverse students.