



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution		School of Management Sciences, Varanasi
• Name of the Head of the institution		Prof. P.N.Jha
• Designation		Director
• Does the institution function from its own campus?		Yes
• Phone no./Alternate phone no.		7052055555 / 8953761666
• Mobile no		9919995577
• Registered e-mail		director@smsvaranasi.com
• Alternate e-mail		registrar@smsvaranasi.com
• Address		Khushipur (Mohan Sarai- Mughal Sarai Bypass, P.O. - Bachhaon, Varanasi-UP
• City/Town		Varanasi
• State/UT		Uttar Pradesh
• Pin Code		221 011
2.Institutional status		
• Affiliated /Constituent		AFFILIATED
• Type of Institution		Co-education
• Location		Urban

• Financial Status	UGC 2f and 12(B)				
• Name of the Affiliating University	Dr A P J Abdul Kalam Technical University, Lucknow ; Mahatma Gandhi Kashi Vidyapith, Varanasi				
• Name of the IQAC Coordinator	Dr. Pallavi Pathak				
• Phone No.	7052055555				
• Alternate phone No.	8953761666				
• Mobile	7007828875				
• IQAC e-mail address	iqac@smsvaranasi.com				
• Alternate Email address	pallavipathak@smsvaranasi.com				
3.Website address (Web link of the AQAR (Previous Academic Year)	http://iqac.smsvaranasi.com/AQAR.htm				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	http://iqac.smsvaranasi.com/mandatory disclosure				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	A	3.17	2017	12/09/2017	11/09/2022
6.Date of Establishment of IQAC			07/05/2013		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Institution	Women Entrepreneurship Development Program	DST	2021	2,00000	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		

<ul style="list-style-type: none"> • Upload latest notification of formation of IQAC 	View File
9.No. of IQAC meetings held during the year	04
<ul style="list-style-type: none"> • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes
<ul style="list-style-type: none"> • If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
<ul style="list-style-type: none"> • If yes, mention the amount 	
11.Significant contributions made by IQAC during the current year (maximum five bullets)	
<ul style="list-style-type: none"> • Seven days FDP on "Acumen for Multiple Management in Academia" from September 3 to 09, 2020 • Two-day International Conference on Ancient Indian Wisdom: Panacea For Sustainable Wellbeing on 26th-27th June 2021 • A Social initiative on the theme "Kashi Fights COVID-" to create awareness regarding prevention and spread of COVID 19 Pandemic in the nearby adopted villages • Professional development programmes for non-teaching and support staff • Online Study materials including PPTs and PDFs provided to the Affiliating University 	
12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year	

Plan of Action	Achievements/Outcomes
Infrastructure Additions	Apart from two smart class rooms , other additions this year mainly included thermal scanners, Automatic and normal sanitizer dispensers, gloves etc as per COVID protocol
To increase the bandwidth	Internet bandwidth increased upto 100 MBPS
Motivating the members of faculty towards various research activities to equip the teachers with requisite skill sets in Teaching, learning and Research	Seven days FDP on "Acumen for Multiple Management in Academia" from September 3 to 09, 2020
Encouraging more Faculty members to take Refresher / ATAL FDP / Certificate Courses to upgrade themselves	Many faculties took NPTEL certification in various subjects. The faculty members also undertook numerous Refresher / Orientation / FDP/ training programs through online mode also throughout the lockdown and remote teaching
Organising programmes to commemorate Silver Jubilee year long celebration	Swami Vivekanad memorial lecture was organised on 26th Foundation Day Adharshila.
Institute aims at seeking accreditation from NBA	Institute has already started the initial preparations. Workshops were conducted to abreast the faculty members regarding relevant information
Due to pandemic, the institute plans to conduct its orientation for Undergraduate and post graduate classes in online mode to acquaint them about the institute before commencement of classes	Orientation and Pre orientation sessions conducted through online mode
Smooth conduction of the classes and assessments through online mode	The classes for all the programmes were conducted smoothly through Zoom and Google

	meet. Study material, quizzes and assignments were uploaded on moodle.				
Providing extra inputs to students and ensure their engagement	Numerous workshops and guest lectures were organised				
To sensitize stakeholders towards issues of public concern	In association with NSS and NGO Ashwa students studied, analyzed and explored the solution towards spread and prevention of COVID-19 on various areas of Varanasi Under the banner				
To introduce innovative practices	MOOC Course was launched in association with Sorreal Systems				
13. Whether the AQAR was placed before statutory body?	Yes				
<ul style="list-style-type: none"> Name of the statutory body 					
<table border="1"> <thead> <tr> <th>Name</th> <th>Date of meeting(s)</th> </tr> </thead> <tbody> <tr> <td>Academic Council</td> <td>09/02/2022</td> </tr> </tbody> </table>		Name	Date of meeting(s)	Academic Council	09/02/2022
Name	Date of meeting(s)				
Academic Council	09/02/2022				
14. Whether institutional data submitted to AISHE					
<table border="1"> <thead> <tr> <th>Year</th> <th>Date of Submission</th> </tr> </thead> <tbody> <tr> <td>20-21</td> <td>28/02/2022</td> </tr> </tbody> </table>		Year	Date of Submission	20-21	28/02/2022
Year	Date of Submission				
20-21	28/02/2022				

Extended Profile

1. Programme

1.1 08

Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	View File

2. Student

2.1

1968

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2

230

Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year

File Description	Documents
Data Template	View File

2.3

662

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1

44

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2

44

Number of sanctioned posts during the year

Extended Profile

1. Programme

1.1	08
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2. Student

2.1	1968
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2	230
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	662
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3. Academic

3.1	44
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	44
Number of sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	15
Total number of Classrooms and Seminar halls	
4.2	571
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	608
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Subjects are allotted as per the expertise & choice of faculty. Lecture Plans prepared by the subject teacher and implemented according to Academic Calendar.

- For uploading everyday class activities, the College has developed its system in the form of LAN-based application "i-campus" - Daily Class Progress Report (DCPR).
- Movement of course provides needful space for accommodating co and extra curriculum exercises. and the institution has a Mentor-Mentee system to encourage the personal and professional development of students.
- The institution has an exclusive 'Feedback Cell'. Feedback is in a structured form about teaching-learning is taken from the students and other stakeholders including teachers, alumni, and employers.

- Periodically class tests are held to ensure the academic progress of students. Sessional - Question papers are designed according to Bloom's Taxonomy to ensure Outcome-Based learning. After evaluation, the slow and fast learners are identified and accordingly remedial tutorial and advanced level training are provided by the institute.

- In view of the COVID19 Pandemic, the faculty members resorted to online teaching-learning with all students by adopting the world-renowned E-learning (LMS) platform Moodle, and more than 12000 E-contents have been prepared by our faculty members and uploaded so far.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

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

At the outset of the academic year, the Institution makes an 'Academic calendar' that contains standard information associated with the teaching-learning schedule, holidays, dates of internal examination, tentative dates of semester examination, etc. The academic calendar is framed keeping in mind that teachers should know all activities regarding the continuous internal evaluation process and get regularly published on the web portal of the college and on the Notice Board. The student's academic progress is monitored periodically by adopting the strategy of continuous internal evaluation, seminars, project work, Internship, Term Tests, and semester examinations. The review of internal assessment is taken by the Director on regular basis. The examination committee of college-level monitors the overall internal assessment process necessary for the implementation of Internal Assessment as well as External Examination conducted by the University. The whole sole Schedule of examination activities is decided by the university. When Institute has been allotted as an examination center then the college prepares seating arrangement charts, lists of invigilators, Room duty, etc. The record of internal assessment is maintained at the college departmental level. Every department has to submit the compliance of the academic calendar as part of their annual submissions. Finally, the internal audit is conducted which ensures the proper

compliance to verify with documentary evidence.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

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

D. Any 1 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

05

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

54

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

1089

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

There are several papers that have been included in the syllabus as core papers named "Business Ethics (N107), Universal Human Value and Professional Ethics (KVE401), Business Ethics (BCH 404)" as per Dr. APJ. Abdul Kalam Technical University & Mahatma Gandhi Kashi Vidyapeeth.

Additionally, the institute organizes hi-life lecture series which help the students in a proper appreciation of human value in order to promote proper awareness on Human Values under the aegis of the Center for Spiritualism and Human Enrichment(C-SHE).

- A-List of papers on environment and sustainability has been stated in the curriculum under courses named "Business Environment (N201), Business Environment (MC201), Environmental Studies (Compulsory Paper) as per University Guidelines (MGKVP).

It is further augmented by organizing programs like plantation, E-waste Management, Provisions of rainwater harvesting, and awareness of energy conservation under the aegis of 'Rainbow Club' of the Institute.

- Also, a paper on Cross-cutting issues has been engrossed in the curriculum as an elective paper named 'Cross-cultural Management' (KMBIB05) as per university (AKTU) norms.

- No segment of paper dealing with Gender issues has been prescribed by the university. However, the institute's Anti-sexual Harassment cell maintains a presentable gender ratio among students and employees during various gender sensitization programs organized at the institute

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

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

09

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	View File

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

1190

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders
Students
Teachers
Employers
Alumni

B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	Nil
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	http://iqac.smsvaranasi.com/feedback.htm

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

737

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

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

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

230

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

Advanced and Slow learners are identified on the basis of marks obtained in qualifying exam/ entrance tests and semester/annual examinations, performance in class tests and interaction of

students with course coordinators & faculty members, and participation and performance in various activities.

Important activities for advanced learners students are as follows:

- Personalized guidance by teachers through assignments, question paper solving, discussion, etc.
- Organizing a Business Plan contest annually for the students and awarding the best business plans.
- Organizing Business Case Analysis Contest for students.
- Students are encouraged to participate in national and international conferences.
- Counseling by class mentors and individual teachers
- Organization of competition and quizzes

Important activities for slow learners are as follows:

- Remedial classes for students
- Providing students additional study material if required by them
- Personal as well as academic counseling

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

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

Number of Students	Number of Teachers
1968	44

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

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

Important student-centric methods for experiential learning, participative learning, and problem-solving methodologies are as follows:

- Classroom lectures augmented by exercises, role plays, case studies, brainstorming sessions, group presentations.
- Conducting enrichment and value-added programs with an emphasis on the practical orientation of students.
- Group and Panel Discussions.
- Domestic and International Industrial Visits.
- Active participation of students in organizing and participating in conferences, seminars, cultural events, sports fest, social welfare activities, and other extracurricular activities.
- Business plan, web designing contests, and other contests are organized where students make groups among themselves and participate. Faculty guides them in such contests.
- Various clubs have been formed where students and faculties work as a team and organize various activities. This contributes to the participatory learning of students.
- Interactive sessions on the current developments in the subject are arranged from time to time for updating the students.
- Budget Analysis on the Day when Union Budget is presented in the House.
- Provision of e-learning resources through NPTEL.
- Collaboration with foreign universities for the benefit of students
- System of mentoring and counseling.

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

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

- The ICT resources are extensively deployed for the use of students. The purpose is to promote awareness and develop an attitude of independent learning to an extent.
- The institute has made available an adequate number of computers with internet connectivity for free and open access to the students. Teachers play the role of facilitators.
- The Institute facilities for online teaching and learning using Learning Management System MOODLE.
- Availability of E-learning resources as a Local Chapter of NPTEL (National Programme on Technology Enhanced Learning).
- Spoken Tutorials workshops (A project of MHRD and IIT-Bombay) are frequently organized for students.
- The students have an online test facility in the Employability Enhancement Programme of the Institute.
- Simulation exercises (like based on Android mobile apps) are also conducted from time to time.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

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

2.3.3.1 - Number of mentors

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	No File Uploaded
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality

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

44

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	View File

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

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

19

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

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

2.4.3.1 - Total experience of full-time teachers

341.5

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

At the institutional level, there is a transparent, continuous, and concerted effort to assess the students. With the help of Bloom's taxonomy learning objectives are classified into levels of complexity and specificity. The present academic year posed a challenge in fulfillment of predesigned continuous internal evaluation due to Pandemic COVID 19. We took this situation as opportunity and used Moodle Learning Management System (LMS) for the purpose of interaction with students. We provided unit-wise structured notes to the students through LMS as per the syllabus. We arranged regular online classes for students of all the courses.

Students are provided MCQ-based tests to evaluate their conceptual clarity during the period of Online Teaching. Students are also provided with subjective assignments. Internal evaluation of students is based upon their performance in quizzes and assignments. Several student webinars are organized to make them understand the present business environment. Students also took initiative and conducted a few webinars with institutional support.

Regular subjective and objective tests are attended by students through Moodle LMS. In this way, meaningful continuous evaluation took place during the crisis period too.

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

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

Any grievance related to the internal examination is submitted by the student to the respective course coordinator. The course coordinator is responsible to resolve the problem in a week's time. The course coordinator is needed to report the matter to the Director of the institute along with the steps taken by him. The report is submitted to the Director after closing the matter maximum within the one-month time from the date of submission of application.

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

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Program outcomes and course outcomes for all programs offered by the institution are stated and displayed on the website of the institution and communicated to the students at frequent intervals.

S. No.

Program Name & Outcomes

Program Outcomes

1.

MBA

1. Business Environment and Domain Knowledge (BEDK)
2. Critical thinking, Business Analysis, Problem Solving and Innovative Solutions (CBPI)
3. Global Exposure and Cross-Cultural Understanding (GECCU)
4. Social Responsiveness and Ethics (SRE)
5. Effective Communication (EC)
6. Leadership and Teamwork (LT)

2.

MCA

1. Knowledge and Application of computing environment for domain-specific solutions.
2. Apply knowledge of Mathematics, Computer Science, and Management in practice.
3. Adeptness in Designing, Analyzing and Developing Computer Applications.
4. Proficiency in Modern Computing Tools & Techniques and using them with agility.
5. Understanding the impact of system solutions in a contemporary, global, economical, and societal context for sustainable development.
6. Develop an Understanding of cross-technological issues.
7. Exhibiting Social Responsiveness and Ethical Behavior

3

M.Com

1. Students should have a sound understanding of concepts in different commerce-related subjects.
2. Students are expected to develop a personality so that they are conveniently selected by Top MNC as employees.
3. Students should be able to adapt managerial skills as per changing industrial conditions.
4. Students are expected to develop a positive attitude towards different organisational.
5. Students must be able to acquire a better personality and should come out as responsible citizen in society.

4.

BBA

1. Analytical Thinking and Decision Making
2. Business Acumen
3. Business administration skills

4. Communications Skills
5. Interpersonal Skills, Leadership Skills, and Team Work and Time Management Skills
6. Ethical Behaviour and Professional Integrity
7. Legal Knowledge
8. Entrepreneurial Skills

5.

B. Com

1. The students are expected to develop a thorough understanding of the Legal, economic, political, social, cultural, and technological subsystems that constitute the complex system of commerce in any country or internationally.

2. The students are expected to deeply familiarize themselves with a wide range of managerial skills while building competency in particular areas of business.

3. The students through wide exposure, are expected to understand general business principles and to develop proficiency in pertinent areas like accounting, finance, human resources, business management, marketing, and economics.

4. The students along with the knowledge of the pertinent areas critical to the field of commerce are also expected to develop excellent communication skills, both oral and written, so as to be able to effectively and efficiently fill the supply demand gap in the field of commerce.

5. Students are expected to develop sufficient knowledge and skills set, so as to be able to successfully pursue higher academic qualifications in the field of commerce or work in the field of research.

6.

B. Com (H)

1. The students are expected to develop a sound understanding of the various dimensions of the system of commerce both within and out of the country.

2. The students are expected to familiarize themselves with managerial skills and to build sound competency in particular areas of business.
3. The students are expected to develop proficiency in important areas economics etc.
4. The students are expected to develop sufficient communication skills to be corporate job-worthy.
5. Students are expected to develop sufficient knowledge and skills set, so as to be able to successfully pursue higher academic qualifications in the field of commerce or work in the field of research.

7.

BCA

1. Attainment of Basic Knowledge of Computer Science in understanding the Real-World problems.
2. Exposure to the role of Mathematics and Management in Computer Science.
3. Understanding the concept and Application of Procedural and Object-oriented Programming Languages.
4. Sensitization towards the role of IT in providing Business Solutions.
5. Preparedness to work in different computing environments for handling the problems related to a specific domain and working on a suitable solution domain Exhibiting Social Responsiveness and Ethical behavior.

8.

BA (H) Mass Com

1. Writing Skills
2. Technological Skills
3. Overall Knowledge of subjects to write
4. Complete Professional Skills of Electronic Media
5. Complete Training of Public Relations and Publicity Affairs
6. Practical Knowledge of Editing on modern Computers
7. Knowledge regarding Journalism based on Development, Environment, Economy, and Sports

8. Understanding of Event Management

9. Understanding of Press Law and Media Ethics

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	No File Uploaded

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

Attainment of Program outcomes and course outcomes are evaluated on completion of the semester. For this purpose, the following process is used:

1. Examination papers (Internal and External) of various subjects are drafted in line with specific Course outcomes, as per Bloom's Taxonomy.
2. Actual marks scored by students in subjects are compiled.
3. Attainments of marks are studied with the related course objectives.
4. In this way attainment of course, objectives are assessed.
5. Program objectives are calculated with the attainment of course objectives.
6. Program outcomes and course outcomes are compared with the desired level.

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

2.6.3 - Pass percentage of Students during the year

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

573

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	https://iqac.smsvaranasi.com/AnnualReport.htm

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

<http://iqac.smsvaranasi.com/sss.htm>

RESEARCH, INNOVATIONS AND EXTENSION**3.1 - Resource Mobilization for Research****3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)****3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

14.03

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

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

03

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year**3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year**

02

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Agro & Rural Startups**Business Model Contest-6.0**

Making a Business Model is an integral part of the dissemination of the application of knowledge in Management Education. Development of the Business Model helps the students in understanding the real corporate situations in their virtual terms so as to help them in better decision making process as an Entrepreneur, Intrapreneur or a Management Professional. The Agro & Rural Startups Business Model Contest- 6.0 is an effort of Center For Entrepreneurship, Innovation & Skill Development(CEISD) of SCHOOL OF MANAGEMENT SCIENCES, Varanasi to make the students capable enough to develop a Feasible and Innovative Agro & Rural

Startups Business Model keeping in view of nearly 60-70% population living in rural India in a very tough competitive environment. Through this Agro & Rural Startups Business Model Contest- 6.0 different team of students have presented their Business Models on various dimensions of Business dynamics in the context of Rural India.

Objectives of Agro & Rural Startups Business Model Contest- 6.0 :

1. To develop the Entrepreneurial acumen among the students
2. To provide a single platform for all the stakeholders for the promotion of the Startups like Students, Academicians, Financial Institutions, Industrialists, concerned Government Authorities, etc. so that the future Startups may showcase their Business Model to the concerned stakeholders.
3. To make every student aware of the happenings in Rural India and the economy as a whole keeping in view the potential of the entrepreneurial opportunity in Agro and Rural Entrepreneurship.
4. To develop the analytical ability among the students to critically examine their Business Model through its various cross-functional dimensions and its feasibility analysis accordingly
5. To develop the innovative and creative ability of a student in the development of a particular Business Model
6. To enhance the communication ability of a student to express a particular business dimension in an analytical and feasible manner.
7. To enrich the Knowledge Bank of Students and the Institution through comparative analysis of various Business Model during the Business Model Presentation.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://www.ceisd.smsvaranasi.com/

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

05

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

01

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	No File Uploaded

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

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

21

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers

in national/ international conference proceedings year wise during year

69

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

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

Measures initiated by the Institution for the promotion of gender equity during the year.

The Institute regularly organizes different programmes for the promotion of gender equity throughout the year with the distinct presence of members. following are the list of a few programmes organized on the campus with the participants' details and date:

- The plantation programme was organized on 5th July 2020 with 07 female and 10 male members in the campus.
- National Unity Day was observed on 31st October 2020 with the presence of 125 female and 90 male members.
- World Energy Conservation Day was celebrated on 14th December 2020 with the presence of 40 female and 32 male members.
- Swami Vivekanand Lecture Series was organized on the campus with the presence of 80 female and 60 male participants.
- Personal Hygiene and Health Awareness programme was organized on 27th February 2021 for the female community with the presence of 50 female and 02 male participants.
- International Women's Day was celebrated on 8th March 2021 with the presence of 120 female participants.

Adopted five villages surrounding the college campus.

Did Plantation and COVID awareness programmes in surrounding villages. Aware them of the pandemic and the care to be taken. Distributed masks, sanitizers, and other materials amongst them. Cleanliness drives in the surrounding areas of the villages and makes them aware of the need for cleanliness.

Visits to Village School and interacts with the kids and the teachers. Important Days are celebrated in the Institute. Various lecture series is organized on the campus. Different language lectures too are organized.

Visits to villages adopted by SMS, Varanasi, were organized along with the members of RAINBOW- A social welfare club of SMS, Varanasi to understand the needs of villagers through meeting with Aanganwadi and Panchayat Bhawan members. Later donated the Fan, Cool cages, Slates, Chalk, Toys, notebooks, Alphabet sets, and other utility materials under Institutional social responsibility programmes.

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

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

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

01

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	No File Uploaded

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

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

05

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

355

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

08

File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

03

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

Institute has up-to-date and state-of-the-art infrastructural facilities on its campus. The institute campus is spread in about 10 acres with multi-storied buildings in four different blocks known as Academic Block, Administrative Block, New PG Block (Academic Block II), and Computer Centre-cum-Library Block. The Built-up area is around 10,269 Sq.m

Facility Type

No.

Particulars

Auditorium

1

The capacity of 400 people with facilities like audio-visual aids,

furniture & fixtures, Electrical & Lighting etc.

Area = 597.1 Sq.m

Conference Hall

1

Capacity of 120 people with facilities like Air Conditioning, Bose audio system, visual aids, furniture & fixtures, Electrical & Lighting etc.

Area = 305.8 Sq.m

Lecture Theatres

12

The lecture theatres at the institute are designed to endorse interactive learning involving the students and the faculty. The classrooms are air-conditioned and operational with multimedia and audio-visual equipment that facilitate effective teaching and learning.

10 Air-conditioned LTs out of which 03 are Smart Classes (Academic building II)

Class Rooms

14

Classrooms have all the necessary facilities that are required for effective teaching and learning.

15 Air-cooled Class Rooms (Academic building II) all equipped with ICT devices.

Common Rooms

Group Discussion

Rooms

1

Round Table facility is available for effective group discussions between faculty and students and among students

Personality Development

Activity Rooms

1

Institute has a personality development activity room for undertaking necessary exercises that help build the personality of students

Tutorial Rooms.

2

Tutorial rooms have all the necessary facilities.

Library

1

There is a Centralized library having a reading hall for about 100 students. Additionally, there are two stack rooms and one reference section housing about 34000 books apart from periodicals and other reference materials. The library uses the Libsys package for all its transactions. On-line journals are also subscribed through

DELNET.

Computer Labs

8

The Institute has 8 state-of-the-art computer labs fitted with about 400 latest machines and licensed software. All computers are connected to LAN and the internet which also connects the faculties for sharing and communicating information to students. Students can have access to a Wi-Fi broadband internet connection.

Media Lab

1

well-equipped modern media lab for its journalism students to cater to the demand of the media industry for well-trained pass outs from Mass Com. discipline. The Lab area consists of three major sections- television watching & news editing room, monitoring room, and studio for shooting.

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

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

Facility Type

Particulars

Sports Ground

Institute has a sports ground that is used for cricket, volleyball, and other outdoor sports. Facilities for indoor games including Table Tennis, Chess, Carom, etc.

Area = 7500 Sq. mts.

Year of Establishment = 2003

User Rate = 67 %

Gymnasium

The gymnasium has necessary facilities and equipment's like Trade Mill, Multi-Station Gym, Exercise bikes, etc for fitness exercises

Area = 73.4 Sq. mts.

Year of Establishment = 2003

User Rate = 60%

Open Air Theatre

Open-air theatre is used for the purpose of entertainment and other performances.

Area = 104.9 Sq. mts. (Permanent Stage) & 64 Sq. mts. (Wooden Stage)

Year of Establishment = 20

User Rate = 30%

Yoga Facility

Yoga facility like mats and space is available in the Centre for Spiritualism & Human Enrichment (C-SHE). Yoga Programs for students and employees are held at Auditorium and Lawns.

Area = 24.5 Sq. mts. (C-SHE)

Year of Establishment = 2003

User Rate = 63 %

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

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

27

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

110

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

- Name of ILMS software: LibSys
- Nature of automation: fully
- Version: 5.7.2
- Year of Automation: 2006

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

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources A. Any 4 or more of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

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

209

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

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

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

38

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

4.3 - IT Infrastructure

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

Institute has the policy to upgrade its IT infrastructure as and when required such as replaced low configuration system to high, implementing SMART classrooms, enabled our campus with Wi-Fi facility & all classrooms are equipped with all those equipment which are needed to take the classes online & recorded, converted Cat5 to Cat6 & Fiber Optics so that our network can support the high rate of data transferring over a local network.

- Wi-Fi implementation: 2016
- 1GBPS bandwidth carrier implementation started (Cat-5 to Cat-6): 2016
- 1GBPS bandwidth carrier implementation ended (Fiber Optic): 2019
- Wi-Fi implementation in Hostel from campus through own configured intranet using RF: 2019
- Smart Class implementation started: 2019
- Started to use Face recognition Biometric for Employee In & Out: 2020

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

4.3.2 - Number of Computers

320

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

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

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

462

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

The School of Management Sciences, Varanasi owns and operates an extensive infrastructure to deliver its teaching, learning, and research programs. The Institute has an established system for maintenance and utilization of computers, library, classrooms, sports complex, equipment, and laboratories on the campus. The attached link document provides a management framework and an outline of the allocation of responsibilities to ensure effective

use and maintenance of existing infrastructure facilities. Diagrammatic representations and formats of a procedure for the maintenance of various infrastructural facilities are presented in this document. Institute has a full-fledged 'Maintenance Cell' with a Project Engineer, System Administrator, Network Engineer, Electrical Engineer, Senior Maintenance Supervisor, Junior Maintenance Supervisor, and maintenance personnel. Different coordination committees have been formed to ensure the maintenance of Infrastructure.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://smsvaranasi.com/facilities-campus.html

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

234

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

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

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

261

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to Institutional website	https://smsvaranasi.com/#
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

865

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

865

File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

66

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

181

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	View File

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

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

26

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

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

15

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

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

- Representation of students in various cells - Disciplinary Action Committee & Anti Ragging Squad ,Anti-sexual Harassment Committee and Training & Placement Cell

1. Mr. Amrit Patel and Ms Juhi Rastogi represented the student council in the disciplinary action committee & Anti Ragging committee.

2. Ms.Vidhi Patel (MCA) and Ms Akanksha Agrawal (MBA) represented the student council in the Women's Anti Harassment Committee.

3. Mr. Gaurav Rai (MBA) and Ms. Shweta Kumari (MCA) represented Student Council in the Training & Placement Cell

- Student body organises events like Fresher's Party and Farewell Party for their courses and Teachers day as well
- During the College Foundation day, Students organise various events for the inter-college competition
- Through different students clubs, they organise various events and competitions on activity day
- Students voluntarily get involved in blood donation and economic and financial assistance to the poor
- Students' representation is there in the Institute's Newsletter as well.
- Students actively coordinate placement activities.
- Each Class has a class representative who acts as a connecting link.

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

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

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

29

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

5.4 - Alumni Engagement

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

No, we are in the process of getting the Alumni Association registered.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

5.4.2 - Alumni contribution during the year B. 4 Lakhs - 5Lakhs (INR in Lakhs)

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The vision and mission of the institute are cited below:

Vision: To become a constantly growing center of excellence nurturing global-centric professional leadership based on ethical and moral attributes.

Mission: To create an excellent learning ambience through innovation in teaching, research, and consultancy for producing professionals capable of answering global challenges and demonstrating high ethical and moral standards

Quality Policy: Imparting value-based education of highest standard, relevant to contemporary World.

Guiding Values: Trust; Sense of Ownership; Sense of Contribution; Innovation; Modesty & Mutual Respect.

The mission statement defines the Institute's distinctive characteristics in terms of addressing the needs of the society, students, the institute's value orientation, and vision for the future. The corresponding goals of the institute are oriented to:

- Creation and maintenance of a high order of learning ambience in terms of physical as well as intellectual infrastructure,
- Promote traditions and inculcate values amongst students,
- Provide opportunities to see and understand the global business environment through international visits of students,
- Provide maximum quality placement opportunities to students,

- Matching to the pursuit of its present sectors of educational disciplines, promoting Consultancy in Services Industries and MSMEs.
- Impart pertinent and pragmatic knowledge to students, compatible with global standards.
- Promote quality Research through the Publication of four bi-annual Research Journals - Management Insight, Purushartha, Computing Trendz, and SMS Journal of Entrepreneurship & Innovation.
- Organizing conferences (national & international) in the areas of ethics, values, entrepreneurship, etc.
- Enhance academic associations with established and renowned Global institutions of excellence for providing needful exposure of the global challenges to the learners,
- Establish Centres of Excellence for advanced studies in relevant areas,
- Providing ample opportunities to students to understand and establish social and community-connect
- Establish a full-fledged Incubation Center for furthering Entrepreneurial projects.

The Vision and Mission of the institute are in tune with the objectives of higher education as well. The institute is committed to providing a context that constantly enhances the quality of teaching-learning, co- & extra-curricular activities, sensitization towards social & environmental causes, and remaining answerable to all its pertinent stakeholders.

Link: <https://smsvaranasi.com/vision-mission/>

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

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

Decentralization:

- In accordance with the NAAC guidelines for HEIs, it is imperative that Institutions should continuously be engaged

in research endeavors, consultancy activities, projects, etc. which is necessary for the overall development of the Institute as well as the faculty members involved. The Research and Development Cell of the institute is continuously encouraging & motivating the faculty members to engage themselves in carrying out research endeavors from the government as well as private enterprises. The institute has a well-drafted mechanism for Consultancy, Research, and Publication Incentive Policy. For the same faculty members are given complete autonomy to take part in such endeavors so as to enrich their as well as the institute's research base.

- During the post-COVID-19 Unlock Phases, the Course Coordinators for the various courses were given complete freedom in implementing their respective academic schedules in a blended mode (Online & Offline) to conduct their usual schedules for Curricular, Co-curricular & Extra-Curricular Activities so as to achieve optimum learning & knowledge sharing among the students.
- A Centre of Online Learning & E-Resources was also constituted in order to provide, maintain & monitor the quality of the E-Learning Resources provided to the students. Students & the faculties were encouraged to participate in various NPTEL, ARPIT, NITTTR, AICTE, NDL, ATAL, DELNET, MyLOFT etc. Courses on a regular basis.

Participative Management

- Faculties participated in developing E-Content for its UG courses for all the papers taught in the BBA, BCA, B.Com., B.Com. (Hons), BA (Hons.) Mass Com., etc. and delivered to its affiliating university, Mahatma Gandhi Kashi Vidhya pith, Varanasi.
- Institute has actively incorporated the practice of organizing & conducting Webinars/Online Workshops in the post COVID period as well as a supplement with the usual classroom teaching in order to give broader exposure to the students & faculties from stalwarts of Industry and Academia.
- Various Guest Lectures/Webinars/Online Workshops are being organized on a regular basis in the areas covering the course curriculum in all the courses so as to keep the students engaged in active learning in the dual mode of education. (i.e. Offline & Online).
- Post-Covid, Student Webinars have been introduced in UG courses as well, apart from the PG courses earlier. More and

more students at the undergraduate level are encouraged to participate and organise/conduct online events such as debates/discussions/workshops, etc.

Workshops- <https://smsvaranasi.com/workshops/>

International Conference / Webinars / Guest Lectures (online) - <https://smsvaranasi.com/seminar-conferences/>

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Institute monitors and evaluates its policies and plans for effective implementation and improvement of its Strategic/ perspective plan from time to time through the following mechanism :

- Meetings of Governing Council where effective implementation of previous meeting decisions are evaluated and future decisions are taken.
- Meetings of Academic Council and Board of Studies for monitoring and evaluating academic-related issues.
- Weekly meeting of Director with Course Coordinators and Faculty Members for monitoring the progress of syllabus coverage and other classroom teaching issues.

Evaluation of student's performance in examinations is done twice a year following semester-results

- Issues like the need for additional faculty and technical staff are discussed and planned for further processing.
- Feedback from students is taken on a regular basis for the effective functioning of the institute.

Aspects considered for monitoring the deployment of Strategic/ Perspective Plan are:

- Vision, Mission, and Quality Policy

- Past Achievements
- SWOC Analysis
- Future Outlook
- Key Result Areas for Future
- Human Resource Plan
- Training & Placement
- Infrastructure Plan
- Academic Plan
- Research and Consultancy Plan
- Extra-Curricular and Co-curricular Plan
- Activity Plan for Various Centres & Courses

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

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

- Institute has a Governing Council which is the apex body of the institute and includes the Director as the Member Secretary. Governing Council, during the meeting, provides broad outlines on the quality policy and plans by also keeping the feedback from the faculty and other stakeholders in consideration.
- Institute equally has an Academic Council with Director as its Chairman and four Senior Faculty being the Members apart from other members drawn from both academics and corporate houses. The quality policy and plans pertaining to academics are specially discussed during its meeting for needful implementation.
- Further, the Director and faculty members meet on regular basis, along with the representative of Management for taking needful initiatives in the light of policy decisions taken by the Governing and Academic Council that mostly relate to starting New Courses, faculty & infrastructure requirements, various academic, co- & extracurricular activities, extension programmes, welfare schemes for staff & students, research & collaboration areas, etc. that are required and deemed suitable for improvement in quality of institute functioning.

- The total gamut of jobs and activities needed for implementation of such policy decisions are then distributed among the various departments/activity centers/functionaries to perform.
- For monitoring and evaluation of the status of performance in regard to all such jobs, the institute has a suitable mechanism.
- The Director collects feedback from all the functionaries at stipulated intervals to ensure timely and effective compliance.
- The efficacy is achieved through a robust mechanism of arranging personnel in a hierarchical model with the Director having all academic and administrative powers.
- The respective Course Coordinators look towards day to day functioning of the pertinent courses for which a team of Co-coordinator and faculty members is active in every endeavor.
- The other teams in the areas of administration, training & placement, maintenance, etc. are also kept in action to look after the related activities in the institution. The organizational structure looks like the one mentioned below :

Decision-making processes :

The institute, for strategic areas and issues, follows a top-down approach in the decision-making process involving various functionaries.

- The Governing Council and Academic Council formulate long-term strategic plans for the future development of the institution in their annual meetings. Policy decisions, important institutional decisions, financial decisions, major recruitment (faculty) & purchase decisions are taken in this meeting.
- The Director, Registrar, and the Course Coordinators along with three Deans (Development & Student Activities, Research & Development, and System & IT) are involved in formulating the operational plans for the smooth functioning of the institution.
- The faculty members are involved to implement the plans and taking necessary action to make the plans successful.
- Various Committees / Cells are formed and action plans, activities, scheduling, and implementation are undertaken in a systematic way under close supervision and monitoring by

the Director.

Governing Council- <https://smsvaranasi.com/governing-councils/>

Academic Council- <https://smsvaranasi.com/academic-council/>

Corporate Advisory Council- <https://smsvaranasi.com/corporate-advisory/>

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	Nil
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

For Teaching Staff:

- Well-defined leave rules include Casual, Duty, compensatory, study, sabbatical, medical, special, maternity and Earned Leave.
- Contribution to EPF & ESI.

- Provision for Incentives to Best Performers.
- Provision for additional Increment on Ph.D. completion.
- Provision for sponsorship for attending Conferences/Seminars/FDPs, Etc.
- Tuition-fee waiver scheme for their wards.
- Group Insurance scheme.
- Provision for Medical Leaves.
- Transportation Facility.
- Ambulance and Medical Facility.
- Medical Facilities through institutional Tie-ups with hospitals.
- Awards during Annual Day Event- For members completing 10/15/20/25 years of service.
- Seed money for Research work

For Non-teaching Staff:

- Well-defined leave rules include Casual, Duty, compensatory, study, sabbatical, medical, special, maternity and Earned Leave.
- EPF & ESI contribution.
- Provision for Incentives to Best Performers.
- Tuition-fee waiver scheme.
- Group Insurance scheme.
- Provision for Medical Leaves.
- Transportation Facility.
- Ambulance and Medical Facility.
- Uniform Allowance & Food Allowance for Class IV Employees.
- Medical Facilities through institutional Tie-ups with hospitals.
- Awards during Annual Day Event- For members completing 10/15/20/25years of service??????

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

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

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

06 /12

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

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

03

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

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

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

160

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

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

Performance Appraisal System for faculty members include following dimensions:

- Teaching feedback from students,
- Result of students in the subject (s) taught by a faculty,
- The research contribution of the faculty,
- Any outstanding contribution,
- The extent of involvement, interest, and performance in various academics related administrative activities,
- Extension activities are undertaken,
- Disciplinary track during a year,
- Contribution to the developmental activities of the institute,

Information on the above areas is properly captured by the existing mechanism for monitoring and review, already in place at the institution. Such collected information is considered for a better and unbiased appraisal.

The major outcome of the review of performance appraisal reports, collected from Faculty members, reflects in the annual increment, incentive, and promotion offered by the management. Apart from this, the institute has the following reforms to value employees' high-order performance or contribution. Sponsorship is provided for qualification enhancement, for attending International conferences & National Conferences, provision of Best Teacher's Awards, Deputation of teaching & non-teaching staff for Need-based training.

However, in the event of the performance below expectation, courses allotted may be changed to more exactly match the aptitude & interest of a faculty. They are also counseled by the Director as to how to make improvements. All these decisions are communicated to the relevant stakeholders through annual increment letters or other formal communications from the office of the Director.

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

6.4 - Financial Management and Resource Mobilization

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

Yes, both internal and external audits are conducted at the end of every academic session. The Internal Audit- Academic and Administrative Audit (AAA) is done by the selected members of the IQAC, Director & Registrar of the Institute. Similarly, External Academic and Administrative Audit (AAA) is done by the nominated personnel from premier institutions from the country. The Action Plan is decided and implemented on the basis of the audit for which necessary support is provided. Individual teachers & staff take the responsibility to incorporate suggestions given by the audit members.

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

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

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

Nil

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

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

The institute has been making efforts for securing additional funding from the relevant agencies. In this connection, the institute had earlier got recognition from UGC under 2(f). Recently, due to the institute's concerted efforts, it has been recognized under 12(B) also by the UGC.

- Finance Committee remains vigilant on the financial operations throughout the year and continuously monitors all financial transactions in the Institute. in the form of an internal audit.
- The regular external audit is conducted at the end of every financial year by a team of certified Chartered Accountants.
- A regular internal audit conducted by the person designated by management
- The institute has a Finance Committee, which looks into the effective and efficient use of financial resources through Budgets and purchases made by the Purchase Committee on a day-to-day basis.
- For this purpose, budgets and the provision of contingency based on the projected financial requirements of different departments/centers, in their consultation, are prepared.
- Budgets are presented to the Governing Council for needful evaluation and final approval.
- Corresponding funds are then allocated for needful utilization and continuously monitored by the Finance Committee to adhere to the optimal utilization of funds.

There was no major audit objection for the last audit.

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

6.5 - Internal Quality Assurance System

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

Institute has a well-structured Internal Quality Assurance Cell (IQAC) as per the guidelines of NAAC to look after the quality assurance of academic as well as administrative activities. An internal audit of academic activities is done at the end of each semester. In addition to this, performance review in various courses is taken by the Director every week in terms of the number of lecturers planned and engaged and topics planned and covered.

1. SMS-LMS (Learning Management System) The institute has incorporated E-Content as an essential component in the Curriculum Development through its Learning Management System - Moodle throughout all the UG & PG courses. SMS-LMS has enabled students to access course material & study from home as well for the students attending classes from their homes. As the classes are running in both Offline & Online Mode (Hybrid). An E-Content Evaluation Committee was also constituted in order to ensure the quality of e-content/resources prepared by the faculty members for the respective courses in Management, Commerce, Mass Communication & Computer Science. A Centre of Online Learning & E-Resources was also constituted in order to provide & maintain quality e-learning resources to the students & the faculties, encouraging their participation in various NPTEL, ARPIT, NITTTR, AICTE, NDL, ATAL, DELNET, MyLOFT, etc. Courses on a regular basis.

A new Cell, Case Development Cell has been constituted in order to encourage and propagate the case method of teaching within the pool of adopted pedagogy. The Research and Development Cell encourages & motivates the faculty members on a regular basis to engage in carrying out research endeavors, consultancy activities, projects, etc., and positively enforce the achievement of aforesaid research endeavors from the government as well as

private enterprises.

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

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

The Institute has a well-defined format for Academic Audit which is performed at the end of each year/semester by Interdepartmental teams. The external audit is also done by Academic peers from other reputed institutions. In addition to this, the performance review is taken by the Director every week in terms of the number of lecturers planned and engaged and topics planned and covered. The Audit also encompasses the students' performance in examinations, the number of campus selections in reputed corporate houses, students' regularity in class and classroom activities, faculty contribution over and above the teaching of syllabi. A check on the temporal relevance of the curriculum is also done each semester and efforts for changes are made accordingly through a formal process. The check is also done on the pedagogy adopted in different subjects as the requirement of each subject is different. The action plan is decided and implemented on the basis of the audit for which necessary support is provided. Individual teachers take the responsibility to incorporate suggestions given by the audit members.

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

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit

B. Any 3 of the above

recognized by state, national or international agencies (ISO Certification, NBA)

File Description	Documents
Paste web link of Annual reports of Institution	https://iqac.smsvaranasi.com/AnnualReport.htm
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The Institute regularly organizes different programmes for the promotion of gender equity throughout the year with the distinct presence of members. following are the list of few programs organized on the campus with the participant's details and date:

- The plantation program was organized on 5th July 2020 with 07 female and 10 male members on the campus.
- National Unity Day was observed on 31st October 2020 with the presence of 125 female and 90 male members.
- World Energy Conservation Day was celebrated on 14th December 2020 with the presence of 40 female and 32 male members.
- Swami Vivekanand Lecture Series was organized on the campus with the presence of 80 female and 60 male participants.
- Personal Hygiene and Health Awareness program was organized on 27th February 2021 for the female community with the presence of 50 female and 02 male participants.
- International Women's Day is celebrated on 8th March 2021 with the presence of 120 female participants.

File Description	Documents
Annual gender sensitization action plan	<p style="text-align: center;"><u>Annual Gender Sensitization Plan</u> <u>Throughout the year Gender Sensitization Plans are organized in the campus.</u> <u>Following are the programs organized in the campus towards Gender Sensitization:</u> • <u>Women Safety and security programmes for the female students are organized every year. Women experts and trainer from the concerned field trained the female students to become self-dependent towards their safety and security.</u> • <u>International Women's day is observed in the campus on 8th March. Guest lectures, Discussion and other issues are discussed in the programme.</u> • <u>Online Women Entrepreneurship Development Programme has been organized in the month of February for One month to develop Entrepreneurship Skills among women and also to ensure that women are not only job seekers but job providers too.</u> • <u>Workshop on Nutrition is organized in the campus to highlight the importance of Nutrients required specially for women.</u> • <u>Personal Hygiene and Health awareness programme for Girls is organized in the campus on regular basis.</u></p>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

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

A. 4 or All of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

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

The facilities in the Institution for the management of the different types of degradable and non-degradable waste are as following

- Solid waste management
- Liquid waste management
- Biomedical waste management
- E-waste management
- Hazardous chemicals and radioactive waste management

Solid Waste Management:

SANITARY LANDFILL in-house disposal facilities are used by the institute to dispose of the solid waste. The institute segregates its solid waste at the source of the generation.

Liquid waste management:

The institute has a dedicated staff for waste collection or disposal. Separate waste collection containers are kept at different places on the campus.

Biomedical waste management:

Very little or NO Biomedical wastes are generated on the campus.

E-waste management:

A mechanism is already in place to effectively dispose of outdated computer systems, useless electronic items, and other junk materials. The institute is already having a contract for E-waste management services with M/S E-Waste Recyclers India along with Certificate number IN-DL518678533920465.

Hazardous chemicals and radioactive waste management:

There are no chemicals and radioactive wastes generated on the campus.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: A. Any 4 or All of the above

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded

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

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

A. Any 4 or all of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	No File Uploaded

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

A. Any 4 or all of the above

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

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

Adopted five villages surrounding the college campus.

Did Plantation and COVID awareness programmes in surrounding villages. Aware them of the pandemic and the care to be taken. Distributed masks, sanitizers, and other materials amongst them.

Cleanliness drives in the surrounding areas of the villages and makes them aware of the need for cleanliness.

Visits to Village School and interacts with the kids and the teachers. Important Days are celebrated in the Institute. Various lecture series are organized on campus. Different language lectures too are organized.

Visits to villages adopted by SMS, Varanasi, were organized along with the members of RAINBOW- A social welfare club of SMS, Varanasi to understand the needs of villagers through meeting with Aanganwadi and Panchayat Bhawan members. Later donated the Fan, Cool cages, Slates, Chalk, Toys, notebooks, Alphabet sets and other utility materials under Institutional social responsibility programs.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

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

The Institute organizes various activities for inculcating values for being responsible citizens as reflected in the Constitution of India. Following are the list of few activities :

- Celebration of National Days like 26th January and 15th August.
- Celebration and observance of Important personalities date of Birth, who contributed a lot in this regard.
- 'Strictly following the code of Conduct designed for

Students and employees of the Institution.

- Teacher's day celebration. Yoga camp is organized on the campus for students and staff.
- Workshop on duties and responsibilities of Citizens is organized on the campus.
- Sports fest is organized in the campus towards developing the Human value and spirit.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Nil
Any other relevant information	Nil

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff

4. Annual awareness programmes on Code of Conduct are organized

A. All of the above

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

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

The Institute is Regularly organizing national and International

commemorative days, events, and festivals like International Women's Day, National unity day, Independence day, Republic day, International yoga day, World energy conservation day, World environment day, Teacher's day, World literacy day, etc

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

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

I . Best Practice I Learning Management System- MOODLE

1. Title of the Practice

Learning Management System- MOODLE

2. Objectives of the Practice

To adopt innovative practices in the Teaching-Learning process through ICT, we have implemented & integrated MOODLE- LMS on our website dated 21st March 2020 so that the teaching-learning process cannot break when the whole of India was going to enter into Complete

Lockdown due to the COVID-19 pandemic and teachers as well students will be at home. The objective behind the launch of this platform is "Education 24 x 7 and No one can stop a student to learn in any circumstances".

3. The Context

Through our online MOODLE-LMS platform, we complete the cycle of Teaching - Learning process online from e-content delivery to its monitoring & controlling. We deliver e-content of various courses in the form of video lectures, Interactive PowerPoint Presentations (ppts), Portable Documents Format (pdf), Docx, odt, and in many more formats to our bright young minds of India at SMS Varanasi. We monitor & control their performance through assignments, quizzes, and discussion forums. We implemented rubrics while evaluating the answer scripts of sessionals and semester examinations. We also track the activities of our students such as how many times they have seen the e-content/downloaded etc.

4. The Practice

As we all know in the COVID-19 pandemic complete lockdown situation no students and teachers as well were able to join the college. We all are bound to continue our teaching-learning process online in the same effectiveness as in offline then we switch over to MOODLE-LMS which is implemented in 70% of the best universities & institutions in the world and integrated it with our website with a subdomain named "moodle.smsvaranasi.com".

After configuring MOODLE platform we were able to execute most of the teaching-learning activities in an online mode such as:

- Delivery of e-content from faculty to students
- Tracking of delivered e-content such as when who, how many times it has been accessed
- Conduct the quizzes on taught topics by setting up quiz submission date, time, attempt limit, etc.
- Automatic quiz evaluation question-wise and overall.
- Assignment distribution and submitting with settings like the last date of submission, attempts, file submission format, instruction, etc.
- Assignment digital grading by faculty and same has reflected students too.
- We can also implement a rubric while grading assignments

- Student's performance is visible to the student as well as teacher login.
- Security features are also implemented very effectively such as
 - o blocking any login
 - o fix the visibility of content
 - o limit the submission of quiz/ assignment
 - o backup and restore feature
 - o Every login is privately managed no one can access the others.

Constraint/ limitation: It has a lot of hardware thrust to run.

5. Evidence of Success

SMS Varanasi has set up all its courses on the MOODLE-LMS platform with subjects running under them. More than 2500 Students and faculties as well were enrolled into the platform and 12000 approx. e-content uploaded in various formats i.e. videos, pdf, Docx, ppt, Xls, CSV, etc in this platform.

The above results indicate the effectiveness, acceptability, and usability of MOODLE-LMS (adopted innovative practice) especially in the COVID-19 pandemic situation when everyone was forced to Work from Home.

6. Problems Encountered and Resources Required

We have faced a lot of problems while implementing this system few major of them are:

- Problem of concurrent user requests
- load balancing
- code optimization
- plug-ins authenticity

- email APIs
- PHP in configuration
- Apache fine-tuning
- MySQL performance optimization

To implement the MOODLE-LMS, we have configured a dedicated server with 8 Core CPU, 32 GB RAM, 250 GB SDD, 50 % Swap Memory with i7 processors, and running LINUX OS on that by supporting PHP 7.0 & above, MySQL 5.7, and Apache 2.4.46. our server has unlimited bandwidth and supports CDN.

II. Best Practice II Contributing and Mitigating Local Community issues on the theme " Kashi Fighting COVID-19"

1. Title of the Practice

Contributing and Mitigating Local Community issues on the theme " Kashi Fighting COVID-19"

1. Objectives of the Practice

The main theme is " Kashi Fighting COVID -19". Under this theme, every group of the students will study, analyze and explore the solution towards COVID-19 in various areas of Kashi.

1. The Context

The important challenging issues that are needed to be addressed thoroughly:

- The mentality of the Kashi people is that nothing will happen to them since they are living in Lord Shiva City-Kashi.
- Habits of being casual in all situations.

2. The Practice

The entire process was carried out in nearby villages adopted by the college and a few city areas where after the study of the Kashi Fighting COVID-19 following issues and its solution were explored by the students, the NSS team of the college, and with the support of ASHVA NGO

- Villagers and Passengers are very casual toward COVID-19
- Especially Rural people thought that they are safe from Corona. Nothing will happen to them as they are living in village areas.
- Many false beliefs related to the vaccination were found among the people of Kashi.
- People were more afraid of their jobs, services, and financial issues than Corona.
- Awareness programs should be conducted on a regular basis among the people towards COVID-19.
- Counselling should be given to the villagers not agreeing to vaccination.
- Group of students visited and met with the villagers.
- Organized COVID-19 awareness Programme.
- Did counseling of the people not ready to take vaccines.
- Convince them of the facts and figures of the effect of COVID-19.

3. Evidence of Success

- Most of the villagers are convinced about the COVID-19 effect and danger.
- Villagers are convinced about the vaccination and further convince their friends and relatives to go for vaccination.

- People are becoming self-aware of the pandemic COVID-19.
- Less COVID -19 casualties were found in these areas.
- Kashi is one of the most populated areas, the net effects of COVID-19 were less compared with other cities.

4. Problems encountered and Resources:

- Selection of the area for the process.
- Support from NGO.
- Support from members and students of the college.

File Description	Documents
Best practices in the Institutional website	http://igac.smsvaranasi.com/best_practices.htm
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

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

Promoting Spiritual & Ethical Value-based Professional Education and Practices

In sync with its Vision and mission to nurture professional leadership based on ethical and moral attributes, Institute has a special thrust on promoting the value-based culture. This is reflected in the culture of the institute as well.

The Context:

With expanding boundaries of business and technology coupled with a more vibrant economic, political, and social structure of the

world, complexity in management practices has increased manifold which often led to unethical practices. The harvest of questionable business practices that we get in the corporate world is to a larger extent a result of the seeds of management education, which are sown in business schools. Business schools today are expected to prepare future managers and business leaders who are not only expected to excel in demonstrating business skills in the marketplace but also act as ethical and responsible corporate citizens. As business schools are the nursery where future business professionals are groomed, the responsibility falls on business schools for preparing and nurturing business professionals in a way that they have business acumen, social sensitivity, and moral & ethical compass to not just excel but also shape the future management practices towards a more responsible and sustainable behavior. Further, there is a strong need felt across the world to develop a better narrative of management practices by integrating spiritual wisdom.

The institute has a dedicated center to foster the right values among all the stakeholders Centre for Spiritualism and Human Enrichment (C-SHE). The objective/goal of the Centre is to devise pragmatic mechanisms to blend spirituality in business education and practices and make students aware and conscious of human values and ethics so that when they pass out from the institute, they not only possess the professional skills but also have moral and ethical attributes and social sensitivity. Further, this Centre works towards integrating the spiritual wisdom into modern management and leadership practices.

Institute, through the efforts of C-SHE (Centre for Spiritualism and Human Enrichment), does the following activities:

- The Proper amalgamation of spiritual & ethical value-based content along with the curriculum.
- Organizing National and International conferences on issues like, values, ethics, spirituality, leadership, etc. for getting the world view for the benefit of the students, faculty, and management practitioners. This year C-SHE organised a Two-day International Conference on Ancient Indian Wisdom: Panacea For Sustainable Wellbeing on 26th-27th June 2021

- Organizing students' seminars on values & spirituality.
- Organizing yoga sessions.
- Organizing Hi-life lecture series for students to sensitize the students towards values and ethics. These lectures are taken by eminent national and international personalities.
- Organizing spiritual tours and workshops for Indian and Foreign students
- Publishing a bi-annual journal 'Purushartha' which is based on spirituality, ethics, and management. Scholars from across the world contribute papers for the journal. The journal is fully indexed with Scopus, Elsevier and is also enlisted among UGC CARE approved journals
- Conducting 'Management Development Programmes' in and outside Varanasi on the theme of spiritual wisdom.
- Enriching the Institute library with study material on spirituality. The library is already rich with books and CDs on spirituality.
- This year CSHE published two books -
 - Ancient Indian Wisdom for sustainable wellbeing
 - Indian Traditional wisdom; Revisiting the relevance

Steps Taken

- The efforts of the institute have been widely acknowledged the world over by leading authorities from both industry and academia.
- The members of this institution are invited to engage in dialogue on international and national forums.
- The institution has attracted scholars from renowned global institutions in its conferences, hi-life lecture series, and workshops. Many eminent scholars have also contributed their views and wisdom to our publication - Purushartha Journal.
- 15 students of Grand Valley State University, USA participated in a 'one-week workshop' organized by the institute to learn the Indian philosophy, spiritualism, and culture as a part of their 'Study Abroad' program.
- Another delegation from California State University, USA visited the institute as a socio-cultural business tour to the spiritual capital of India
- The students have participated enthusiastically in all the programs organized by the Centre for them and have not only participated but also have presented papers in the national and international conferences organized by the Centre.

- More importantly, the Institute has been getting acknowledgment from the corporate houses regarding the passed-out students and currently working with them exhibiting appreciable ethical and moral attributes during working transactions. These are certainly the testimony of the success of the practice under reference.

NAAC

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Subjects are allotted as per the expertise & choice of faculty. Lecture Plans prepared by the subject teacher and implemented according to Academic Calendar.

- For uploading everyday class activities, the College has developed its system in the form of LAN-based application "i-campus" - Daily Class Progress Report (DCPR).
- Movement of course provides needful space for accommodating co and extra curriculum exercises. and the institution has a Mentor-Mentee system to encourage the personal and professional development of students.
- The institution has an exclusive 'Feedback Cell'. Feedback is in a structured form about teaching-learning is taken from the students and other stakeholders including teachers, alumni, and employers.
- Periodically class tests are held to ensure the academic progress of students. Sessional - Question papers are designed according to Bloom's Taxonomy to ensure Outcome-Based learning. After evaluation, the slow and fast learners are identified and accordingly remedial tutorial and advanced level training are provided by the institute.
- In view of the COVID19 Pandemic, the faculty members resorted to online teaching-learning with all students by adopting the world-renowned E-learning (LMS) platform Moodle, and more than 12000 E-contents have been prepared by our faculty members and uploaded so far.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

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

At the outset of the academic year, the Institution makes an 'Academic calendar' that contains standard information associated with the teaching-learning schedule, holidays, dates of internal examination, tentative dates of semester examination, etc. The academic calendar is framed keeping in mind that teachers should know all activities regarding the continuous internal evaluation process and get regularly published on the web portal of the college and on the Notice Board. The student's academic progress is monitored periodically by adopting the strategy of continuous internal evaluation, seminars, project work, Internship, Term Tests, and semester examinations. The review of internal assessment is taken by the Director on regular basis. The examination committee of college-level monitors the overall internal assessment process necessary for the implementation of Internal Assessment as well as External Examination conducted by the University. The whole sole Schedule of examination activities is decided by the university. When Institute has been allotted as an examination center then the college prepares seating arrangement charts, lists of invigilators, Room duty, etc. The record of internal assessment is maintained at the college departmental level. Every department has to submit the compliance of the academic calendar as part of their annual submissions. Finally, the internal audit is conducted which ensures the proper compliance to verify with documentary evidence.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

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

D. Any 1 of the above

**Curriculum for Add on/ certificate/
Diploma Courses Assessment /evaluation
process of the affiliating University**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility
1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented
1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

05

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year
1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

54

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

1089	
File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File
1.3 - Curriculum Enrichment	
1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	
<p>There are several papers that have been included in the syllabus as core papers named "Business Ethics (N107), Universal Human Value and Professional Ethics (KVE401), Business Ethics (BCH 404)" as per Dr. APJ. Abdul Kalam Technical University & Mahatma Gandhi Kashi Vidyapeeth.</p> <p>Additionally, the institute organizes hi-life lecture series which help the students in a proper appreciation of human value in order to promote proper awareness on Human Values under the aegis of the Center for Spiritualism and Human Enrichment(C-SHE).</p> <ul style="list-style-type: none"> • A-List of papers on environment and sustainability has been stated in the curriculum under courses named "Business Environment (N201), Business Environment (MC201), Environmental Studies (Compulsory Paper) as per University Guidelines (MGKVP). <p>It is further augmented by organizing programs like plantation, E-waste Management, Provisions of rainwater harvesting, and awareness of energy conservation under the aegis of 'Rainbow Club' of the Institute.</p> <ul style="list-style-type: none"> • Also, a paper on Cross-cutting issues has been engrossed in the curriculum as an elective paper named 'Cross-cultural Management' (KMBIB05) as per university (AKTU) norms. • No segment of paper dealing with Gender issues has been prescribed by the university. However, the institute's Anti-sexual Harassment cell maintains a presentable gender ratio among students and employees during various gender sensitization programs organized at the institute 	

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

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

09

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	View File

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

1190

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System	
1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	B. Any 3 of the above
File Description	Documents
URL for stakeholder feedback report	Nil
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	No File Uploaded
1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website
File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	http://iqac.smsvaranasi.com/feedback.htm
TEACHING-LEARNING AND EVALUATION	
2.1 - Student Enrollment and Profile	
2.1.1 - Enrolment Number Number of students admitted during the year	
2.1.1.1 - Number of students admitted during the year	
737	
File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File
2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of	

supernumerary seats)

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

230

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

Advanced and Slow learners are identified on the basis of marks obtained in qualifying exam/ entrance tests and semester/annual examinations, performance in class tests and interaction of students with course coordinators & faculty members, and participation and performance in various activities.

Important activities for advanced learners students are as follows:

- Personalized guidance by teachers through assignments, question paper solving, discussion, etc.
- Organizing a Business Plan contest annually for the students and awarding the best business plans.
- Organizing Business Case Analysis Contest for students.
- Students are encouraged to participate in national and international conferences.
- Counseling by class mentors and individual teachers
- Organization of competition and quizzes

Important activities for slow learners are as follows:

- Remedial classes for students
- Providing students additional study material if required by them
- Personal as well as academic counseling

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

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

Number of Students	Number of Teachers
1968	44

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

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

Important student-centric methods for experiential learning, participative learning, and problem-solving methodologies are as follows:

- Classroom lectures augmented by exercises, role plays, case studies, brainstorming sessions, group presentations.
- Conducting enrichment and value-added programs with an emphasis on the practical orientation of students.
- Group and Panel Discussions.
- Domestic and International Industrial Visits.
- Active participation of students in organizing and participating in conferences, seminars, cultural events, sports fest, social welfare activities, and other extracurricular activities.
- Business plan, web designing contests, and other contests are organized where students make groups among themselves and participate. Faculty guides them in such contests.
- Various clubs have been formed where students and faculties work as a team and organize various activities. This

contributes to the participatory learning of students.

- Interactive sessions on the current developments in the subject are arranged from time to time for updating the students.
- Budget Analysis on the Day when Union Budget is presented in the House.
- Provision of e-learning resources through NPTEL.
- Collaboration with foreign universities for the benefit of students
- System of mentoring and counseling.

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

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

- The ICT resources are extensively deployed for the use of students. The purpose is to promote awareness and develop an attitude of independent learning to an extent.
- The institute has made available an adequate number of computers with internet connectivity for free and open access to the students. Teachers play the role of facilitators.
- The Institute facilities for online teaching and learning using Learning Management System MOODLE.
- Availability of E-learning resources as a Local Chapter of NPTEL (National Programme on Technology Enhanced Learning).
- Spoken Tutorials workshops (A project of MHRD and IIT-Bombay) are frequently organized for students.
- The students have an online test facility in the Employability Enhancement Programme of the Institute.
- Simulation exercises (like based on Android mobile apps) are also conducted from time to time.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

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

2.3.3.1 - Number of mentors

44

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	No File Uploaded
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality

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

44

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	View File

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

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

19

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

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

2.4.3.1 - Total experience of full-time teachers

341.5

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

At the institutional level, there is a transparent, continuous, and concerted effort to assess the students. With the help of Bloom's taxonomy learning objectives are classified into levels of complexity and specificity. The present academic year posed a challenge in fulfillment of predesigned continuous internal evaluation due to Pandemic COVID 19. We took this situation as opportunity and used Moodle Learning Management System (LMS) for the purpose of interaction with students. We provided unit-wise structured notes to the students through LMS as per the syllabus. We arranged regular online classes for students of all the courses.

Students are provided MCQ-based tests to evaluate their conceptual clarity during the period of Online Teaching. Students are also provided with subjective assignments. Internal evaluation of students is based upon their performance

in quizzes and assignments. Several student webinars are organized to make them understand the present business environment. Students also took initiative and conducted a few webinars with institutional support.

Regular subjective and objective tests are attended by students through Moodle LMS. In this way, meaningful continuous evaluation took place during the crisis period too.

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

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

Any grievance related to the internal examination is submitted by the student to the respective course coordinator. The course coordinator is responsible to resolve the problem in a week's time. The course coordinator is needed to report the matter to the Director of the institute along with the steps taken by him. The report is submitted to the Director after closing the matter maximum within the one-month time from the date of submission of application.

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

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Program outcomes and course outcomes for all programs offered by the institution are stated and displayed on the website of the institution and communicated to the students at frequent intervals.

S. No.

Program Name & Outcomes

Program Outcomes

1.

MBA

1. Business Environment and Domain Knowledge (BEDK)
2. Critical thinking, Business Analysis, Problem Solving and Innovative Solutions (CBPI)
3. Global Exposure and Cross-Cultural Understanding (GECCU)
4. Social Responsiveness and Ethics (SRE)
5. Effective Communication (EC)
6. Leadership and Teamwork (LT)

2.

MCA

1. Knowledge and Application of computing environment for domain-specific solutions.
2. Apply knowledge of Mathematics, Computer Science, and Management in practice.
3. Adeptness in Designing, Analyzing and Developing Computer Applications.
4. Proficiency in Modern Computing Tools & Techniques and using them with agility.
5. Understanding the impact of system solutions in a contemporary, global, economical, and societal context for sustainable development.
6. Develop an Understanding of cross-technological issues.
7. Exhibiting Social Responsiveness and Ethical Behavior

3

M.Com

1. Students should have a sound understanding of concepts in different commerce-related subjects.
2. Students are expected to develop a personality so that they are conveniently selected by Top MNC as employees.
3. Students should be able to adapt managerial skills as per

changing industrial conditions.

4. Students are expected to develop a positive attitude towards different organisational.

5. Students must be able to acquire a better personality and should come out as responsible citizen in society.

4.

BBA

1. Analytical Thinking and Decision Making
2. Business Acumen
3. Business administration skills
4. Communications Skills
5. Interpersonal Skills, Leadership Skills, and Team Work and Time Management Skills
6. Ethical Behaviour and Professional Integrity
7. Legal Knowledge
8. Entrepreneurial Skills

5.

B. Com

1. The students are expected to develop a thorough understanding of the Legal, economic, political, social, cultural, and technological subsystems that constitute the complex system of commerce in any country or internationally.

2. The students are expected to deeply familiarize themselves with a wide range of managerial skills while building competency in particular areas of business.

3. The students through wide exposure, are expected to understand general business principles and to develop proficiency in pertinent areas like accounting, finance, human resources, business management, marketing, and economics.

4. The students along with the knowledge of the pertinent areas critical to the field of commerce are also expected to develop excellent communication skills, both oral and written, so as to be able to effectively and efficiently fill the supply demand

gap in the field of commerce.

5. Students are expected to develop sufficient knowledge and skills set, so as to be able to successfully pursue higher academic qualifications in the field of commerce or work in the field of research.

6.

B. Com (H)

1. The students are expected to develop a sound understanding of the various dimensions of the system of commerce both within and out of the country.

2. The students are expected to familiarize themselves with managerial skills and to build sound competency in particular areas of business.

3. The students are expected to develop proficiency in important areas economics etc.

4. The students are expected to develop sufficient communication skills to be corporate job-worthy.

5. Students are expected to develop sufficient knowledge and skills set, so as to be able to successfully pursue higher academic qualifications in the field of commerce or work in the field of research.

7.

BCA

1. Attainment of Basic Knowledge of Computer Science in understanding the Real-World problems.
2. Exposure to the role of Mathematics and Management in Computer Science.
3. Understanding the concept and Application of Procedural and Object-oriented Programming Languages.
4. Sensitization towards the role of IT in providing Business Solutions.
5. Preparedness to work in different computing environments for handling the problems related to a specific domain

and working on a suitable solution domain Exhibiting Social Responsiveness and Ethical behavior.

8.

BA (H) Mass Com

1. Writing Skills
2. Technological Skills
3. Overall Knowledge of subjects to write
4. Complete Professional Skills of Electronic Media
5. Complete Training of Public Relations and Publicity Affairs
6. Practical Knowledge of Editing on modern Computers
7. Knowledge regarding Journalism based on Development, Environment, Economy, and Sports
8. Understanding of Event Management
9. Understanding of Press Law and Media Ethics

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	No File Uploaded

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

Attainment of Program outcomes and course outcomes are evaluated on completion of the semester. For this purpose, the following process is used:

1. Examination papers (Internal and External) of various subjects are drafted in line with specific Course outcomes, as per Bloom's Taxonomy.
2. Actual marks scored by students in subjects are compiled.
3. Attainments of marks are studied with the related course

objectives.

4. In this way attainment of course, objectives are assessed.

5. Program objectives are calculated with the attainment of course objectives.

6. Program outcomes and course outcomes are compared with the desired level.

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

2.6.3 - Pass percentage of Students during the year

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

573

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	https://iqac.smsvaranasi.com/AnnualReport.htm

2.7 - Student Satisfaction Survey

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

<http://iqac.smsvaranasi.com/sss.htm>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research

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

14.03

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

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)**3.1.2.1 - Number of teachers recognized as research guides**

03

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year**3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year**

02

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Agro & Rural Startups

Business Model Contest-6.0

Making a Business Model is an integral part of the dissemination of the application of knowledge in Management Education. Development of the Business Model helps the students in understanding the real corporate situations in their virtual terms so as to help them in better decision making process as an Entrepreneur, Intrapreneur or a Management Professional. The Agro & Rural Startups Business Model Contest- 6.0 is an effort of Center For Entrepreneurship, Innovation & Skill Development (CEISD) of SCHOOL OF MANAGEMENT SCIENCES, Varanasi to make the students capable enough to develop a Feasible and Innovative Agro & Rural Startups Business Model keeping in view of nearly 60-70% population living in rural India in a very tough competitive environment. Through this Agro & Rural Startups Business Model Contest- 6.0 different team of students have presented their Business Models on various dimensions of Business dynamics in the context of Rural India.

Objectives of Agro & Rural Startups Business Model Contest- 6.0 :

1. To develop the Entrepreneurial acumen among the students
2. To provide a single platform for all the stakeholders for the promotion of the Startups like Students, Academicians, Financial Institutions, Industrialists, concerned Government Authorities, etc. so that the future

Startups may showcase their Business Model to the concerned stakeholders.

3. To make every student aware of the happenings in Rural India and the economy as a whole keeping in view the potential of the entrepreneurial opportunity in Agro and Rural Entrepreneurship.
4. To develop the analytical ability among the students to critically examine their Business Model through its various cross-functional dimensions and its feasibility analysis accordingly
5. To develop the innovative and creative ability of a student in the development of a particular Business Model
6. To enhance the communication ability of a student to express a particular business dimension in an analytical and feasible manner.
7. To enrich the Knowledge Bank of Students and the Institution through comparative analysis of various Business Model during the Business Model Presentation.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://www.ceisd.smsvaranasi.com/

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

05

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year**3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year**

01

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	No File Uploaded

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year**3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year**

21

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year**3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year**

69

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

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

Measures initiated by the Institution for the promotion of gender equity during the year.

The Institute regularly organizes different programmes for the promotion of gender equity throughout the year with the distinct presence of members. following are the list of a few programmes organized on the campus with the participants' details and date:

- The plantation programme was organized on 5th July 2020 with 07 female and 10 male members in the campus.
- National Unity Day was observed on 31st October 2020 with the presence of 125 female and 90 male members.
- World Energy Conservation Day was celebrated on 14th December 2020 with the presence of 40 female and 32 male members.
- Swami Vivekanand Lecture Series was organized on the campus with the presence of 80 female and 60 male participants.
- Personal Hygiene and Health Awareness programme was organized on 27th February 2021 for the female community with the presence of 50 female and 02 male participants.
- International Women's Day was celebrated on 8th March 2021 with the presence of 120 female participants.

Adopted five villages surrounding the college campus.

Did Plantation and COVID awareness programmes in surrounding villages. Aware them of the pandemic and the care to be taken. Distributed masks, sanitizers, and other materials amongst them. Cleanliness drives in the surrounding areas of the villages and makes them aware of the need for cleanliness.

Visits to Village School and interacts with the kids and the teachers. Important Days are celebrated in the Institute. Various lecture series is organized on the campus. Different language lectures too are organized.

Visits to villages adopted by SMS, Varanasi, were organized along with the members of RAINBOW- A social welfare club of SMS, Varanasi to understand the needs of villagers through meeting with Aanganwadi and Panchayat Bhawan members. Later

donated the Fan, Cool cages, Slates, Chalk, Toys, notebooks, Alphabet sets, and other utility materials under Institutional social responsibility programmes.

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

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

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

01

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	No File Uploaded

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

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

05

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year**3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year**

355

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration**3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year****3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year**

08

File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year**3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year**

03

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

Institute has up-to-date and state-of-the-art infrastructural facilities on its campus. The institute campus is spread in about 10 acres with multi-storied buildings in four different blocks known as Academic Block, Administrative Block, New PG Block (Academic Block II), and Computer Centre-cum-Library Block. The Built-up area is around 10,269 Sq.m

Facility Type

No.

Particulars

Auditorium

1

The capacity of 400 people with facilities like audio-visual aids,

furniture & fixtures, Electrical & Lighting etc.

Area = 597.1 Sq.m

Conference Hall

1

Capacity of 120 people with facilities like Air Conditioning, Bose

audio system, visual aids, furniture & fixtures, Electrical & Lighting etc.

Area = 305.8 Sq.m

Lecture Theatres

12

The lecture theatres at the institute are designed to endorse interactive learning involving the students and the faculty. The classrooms are air-conditioned and operational with multimedia and audio-visual equipment that facilitate effective teaching and learning.

10 Air-conditioned LTs out of which 03 are Smart Classes (Academic building II)

Class Rooms

14

Classrooms have all the necessary facilities that are required for

effective teaching and learning.

15 Air-cooled Class Rooms (Academic building II) all equipped with ICT devices.

Common Rooms

Group Discussion

Rooms

1

Round Table facility is available for effective group discussions between faculty and students and among students

Personality Development

Activity Rooms

1

Institute has a personality development activity room for undertaking necessary exercises that help build the personality of students

Tutorial Rooms.

2

Tutorial rooms have all the necessary facilities.

Library

1

There is a Centralized library having a reading hall for about 100 students. Additionally, there are two stack rooms and one reference section housing about 34000 books apart from periodicals and other reference materials. The library uses the Libsys package for all its transactions. On-line journals are also subscribed through

DELNET.

Computer Labs

8

The Institute has 8 state-of-the-art computer labs fitted with about 400 latest machines and licensed software. All computers are connected to LAN and the internet which also connects the faculties for sharing and communicating information to students. Students can have access to a Wi-Fi broadband internet connection.

Media Lab

1

well-equipped modern media lab for its journalism students to cater to the demand of the media industry for well-trained pass outs from Mass Com. discipline. The Lab area consists of three major sections- television watching & news editing room, monitoring room, and studio for shooting.

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

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

Facility Type

Particulars

Sports Ground

Institute has a sports ground that is used for cricket, volleyball, and other outdoor sports. Facilities for indoor games including Table Tennis, Chess, Carom, etc.

Area = 7500 Sq. mts.

Year of Establishment = 2003

User Rate = 67 %

Gymnasium

The gymnasium has necessary facilities and equipment's like Trade Mill, Multi-Station Gym, Exercise bikes, etc for fitness exercises

Area = 73.4 Sq. mts.

Year of Establishment = 2003

User Rate = 60%

Open Air Theatre

Open-air theatre is used for the purpose of entertainment and other performances.

Area = 104.9 Sq. mts. (Permanent Stage) & 64 Sq. mts. (Wooden Stage)

Year of Establishment = 20

User Rate = 30%

Yoga Facility

Yoga facility like mats and space is available in the Centre for Spiritualism & Human Enrichment (C-SHE). Yoga Programs for students and employees are held at Auditorium and Lawns.

Area = 24.5 Sq. mts. (C-SHE)

Year of Establishment = 2003

User Rate = 63 %

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

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

27

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

110

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

- Name of ILMS software: LibSys
- Nature of automation: fully
- Version: 5.7.2
- Year of Automation: 2006

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	Nil
4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	A. Any 4 or more of the above
File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File
4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)	
4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)	
209	
File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File
4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)	
4.2.4.1 - Number of teachers and students using library per day over last one year	
38	

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

4.3 - IT Infrastructure

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

Institute has the policy to upgrade its IT infrastructure as and when required such as replaced low configuration system to high, implementing SMART classrooms, enabled our campus with Wi-Fi facility & all classrooms are equipped with all those equipment which are needed to take the classes online & recorded, converted Cat5 to Cat6 & Fiber Optics so that our network can support the high rate of data transferring over a local network.

- Wi-Fi implementation: 2016
- 1GBPS bandwidth carrier implementation started (Cat-5 to Cat-6): 2016
- 1GBPS bandwidth carrier implementation ended (Fiber Optic): 2019
- Wi-Fi implementation in Hostel from campus through own configured intranet using RF: 2019
- Smart Class implementation started: 2019
- Started to use Face recognition Biometric for Employee In & Out: 2020

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

4.3.2 - Number of Computers

320

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

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

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

462

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

The School of Management Sciences, Varanasi owns and operates an extensive infrastructure to deliver its teaching, learning, and research programs. The Institute has an established system for maintenance and utilization of computers, library, classrooms, sports complex, equipment, and laboratories on the campus. The attached link document provides a management

framework and an outline of the allocation of responsibilities to ensure effective use and maintenance of existing infrastructure facilities. Diagrammatic representations and formats of a procedure for the maintenance of various infrastructural facilities are presented in this document. Institute has a full-fledged 'Maintenance Cell' with a Project Engineer, System Administrator, Network Engineer, Electrical Engineer, Senior Maintenance Supervisor, Junior Maintenance Supervisor, and maintenance personnel. Different coordination committees have been formed to ensure the maintenance of Infrastructure.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://smsvaranasi.com/facilities-campus.html

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

234

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

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

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

261

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to Institutional website	https://smsvaranasi.com/#
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

865

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

865

File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

66

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

181

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	View File

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

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

26

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

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

15

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

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

- Representation of students in various cells -
Disciplinary Action Committee & Anti Ragging Squad ,Anti-sexual Harassment Committee and Training & Placement Cell

1. Mr. Amrit Patel and Ms Juhi Rastogi represented the student council in the disciplinary action committee & Anti Ragging committee.

2. Ms.Vidhi Patel (MCA) and Ms Akanksha Agrawal (MBA) represented the student council in the Women's Anti Harassment Committee.

3. Mr. Gaurav Rai (MBA) and Ms. Shweta Kumari (MCA) represented Student Council in the Training & Placement Cell

- Student body organises events like Fresher's Party and Farewell Party for their courses and Teachers day as well
- During the College Foundation day, Students organise various events for the inter-college competition
- Through different students clubs, they organise various events and competitions on activity day

- Students voluntarily get involved in blood donation and economic and financial assistance to the poor
- Students' representation is there in the Institute's Newsletter as well.
- Students actively coordinate placement activities.
- Each Class has a class representative who acts as a connecting link.

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

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

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

29

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

5.4 - Alumni Engagement

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

No, we are in the process of getting the Alumni Association registered.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

B. 4 Lakhs - 5Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The vision and mission of the institute are cited below:

Vision: To become a constantly growing center of excellence nurturing global-centric professional leadership based on ethical and moral attributes.

Mission: To create an excellent learning ambience through innovation in teaching, research, and consultancy for producing professionals capable of answering global challenges and demonstrating high ethical and moral standards

Quality Policy: Imparting value-based education of highest standard, relevant to contemporary World.

Guiding Values: Trust; Sense of Ownership; Sense of Contribution; Innovation; Modesty & Mutual Respect.

The mission statement defines the Institute's distinctive characteristics in terms of addressing the needs of the society, students, the institute's value orientation, and

vision for the future. The corresponding goals of the institute are oriented to:

- Creation and maintenance of a high order of learning ambiance in terms of physical as well as intellectual infrastructure,
- Promote traditions and inculcate values amongst students,
- Provide opportunities to see and understand the global business environment through international visits of students,
- Provide maximum quality placement opportunities to students,
- Matching to the pursuit of its present sectors of educational disciplines, promoting Consultancy in Services Industries and MSMEs.
- Impart pertinent and pragmatic knowledge to students, compatible with global standards.
- Promote quality Research through the Publication of four bi-annual Research Journals - Management Insight, Purushartha, Computing Trendz, and SMS Journal of Entrepreneurship & Innovation.
- Organizing conferences (national & international) in the areas of ethics, values, entrepreneurship, etc.
- Enhance academic associations with established and renowned Global institutions of excellence for providing needful exposure of the global challenges to the learners,
- Establish Centres of Excellence for advanced studies in relevant areas,
- Providing ample opportunities to students to understand and establish social and community-connect
- Establish a full-fledged Incubation Center for furthering Entrepreneurial projects.

The Vision and Mission of the institute are in tune with the objectives of higher education as well. The institute is committed to providing a context that constantly enhances the quality of teaching-learning, co- & extra-curricular activities, sensitization towards social & environmental causes, and remaining answerable to all its pertinent stakeholders.

Link: <https://smsvaranasi.com/vision-mission/>

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

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

Decentralization:

- In accordance with the NAAC guidelines for HEIs, it is imperative that Institutions should continuously be engaged in research endeavors, consultancy activities, projects, etc. which is necessary for the overall development of the Institute as well as the faculty members involved. The Research and Development Cell of the institute is continuously encouraging & motivating the faculty members to engage themselves in carrying out research endeavors from the government as well as private enterprises. The institute has a well-drafted mechanism for Consultancy, Research, and Publication Incentive Policy. For the same faculty members are given complete autonomy to take part in such endeavors so as to enrich their as well as the institute's research base.
- During the post-COVID-19 Unlock Phases, the Course Coordinators for the various courses were given complete freedom in implementing their respective academic schedules in a blended mode (Online & Offline) to conduct their usual schedules for Curricular, Co-curricular & Extra-Curricular Activities so as to achieve optimum learning & knowledge sharing among the students.
- A Centre of Online Learning & E-Resources was also constituted in order to provide, maintain & monitor the quality of the E-Learning Resources provided to the students. Students & the faculties were encouraged to participate in various NPTEL, ARPIT, NITTTR, AICTE, NDL, ATAL, DELNET, MyLOFT etc. Courses on a regular basis.

Participative Management

- Faculties participated in developing E-Content for its UG courses for all the papers taught in the BBA, BCA, B.Com., B.Com. (Hons), BA (Hons.) Mass Com., etc. and

delivered to its affiliating university, Mahatma Gandhi Kashi Vidhya pith, Varanasi.

- Institute has actively incorporated the practice of organizing & conducting Webinars/Online Workshops in the post COVID period as well as a supplement with the usual classroom teaching in order to give broader exposure to the students & faculties from stalwarts of Industry and Academia.
- Various Guest Lectures/Webinars/Online Workshops are being organized on a regular basis in the areas covering the course curriculum in all the courses so as to keep the students engaged in active learning in the dual mode of education. (i.e. Offline & Online).
- Post-Covid, Student Webinars have been introduced in UG courses as well, apart from the PG courses earlier. More and more students at the undergraduate level are encouraged to participate and organise/conduct online events such as debates/discussions/workshops, etc.

Workshops- <https://smsvaranasi.com/workshops/>

International Conference / Webinars / Guest Lectures (online) - <https://smsvaranasi.com/seminar-conferences/>

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Institute monitors and evaluates its policies and plans for effective implementation and improvement of its Strategic/ perspective plan from time to time through the following mechanism :

- Meetings of Governing Council where effective implementation of previous meeting decisions are evaluated and future decisions are taken.
- Meetings of Academic Council and Board of Studies for monitoring and evaluating academic-related issues.
- Weekly meeting of Director with Course Coordinators and

Faculty Members for monitoring the progress of syllabus coverage and other classroom teaching issues.

Evaluation of student's performance in examinations is done twice a year following semester-results

- Issues like the need for additional faculty and technical staff are discussed and planned for further processing.
- Feedback from students is taken on a regular basis for the effective functioning of the institute.

Aspects considered for monitoring the deployment of Strategic/Perspective Plan are:

- Vision, Mission, and Quality Policy
- Past Achievements
- SWOC Analysis
- Future Outlook
- Key Result Areas for Future
- Human Resource Plan
- Training & Placement
- Infrastructure Plan
- Academic Plan
- Research and Consultancy Plan
- Extra-Curricular and Co-curricular Plan
- Activity Plan for Various Centres & Courses

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

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

- Institute has a Governing Council which is the apex body of the institute and includes the Director as the Member Secretary. Governing Council, during the meeting, provides broad outlines on the quality policy and plans by also keeping the feedback from the faculty and other stakeholders in consideration.
- Institute equally has an Academic Council with Director

as its Chairman and four Senior Faculty being the Members apart from other members drawn from both academics and corporate houses. The quality policy and plans pertaining to academics are specially discussed during its meeting for needful implementation.

- Further, the Director and faculty members meet on regular basis, along with the representative of Management for taking needful initiatives in the light of policy decisions taken by the Governing and Academic Council that mostly relate to starting New Courses, faculty & infrastructure requirements, various academic, co- & extracurricular activities, extension programmes, welfare schemes for staff & students, research & collaboration areas, etc. that are required and deemed suitable for improvement in quality of institute functioning.
- The total gamut of jobs and activities needed for implementation of such policy decisions are then distributed among the various departments/activity centers/functionaries to perform.
- For monitoring and evaluation of the status of performance in regard to all such jobs, the institute has a suitable mechanism.
- The Director collects feedback from all the functionaries at stipulated intervals to ensure timely and effective compliance.
- The efficacy is achieved through a robust mechanism of arranging personnel in a hierarchical model with the Director having all academic and administrative powers.
- The respective Course Coordinators look towards day to day functioning of the pertinent courses for which a team of Co-coordinator and faculty members is active in every endeavor.
- The other teams in the areas of administration, training & placement, maintenance, etc. are also kept in action to look after the related activities in the institution. The organizational structure looks like the one mentioned below :

Decision-making processes :

The institute, for strategic areas and issues, follows a top-down approach in the decision-making process involving various functionaries.

- The Governing Council and Academic Council formulate long-term strategic plans for the future development of the institution in their annual meetings. Policy decisions, important institutional decisions, financial decisions, major recruitment (faculty) & purchase decisions are taken in this meeting.
- The Director, Registrar, and the Course Coordinators along with three Deans (Development & Student Activities, Research & Development, and System & IT) are involved in formulating the operational plans for the smooth functioning of the institution.
- The faculty members are involved to implement the plans and taking necessary action to make the plans successful.
- Various Committees / Cells are formed and action plans, activities, scheduling, and implementation are undertaken in a systematic way under close supervision and monitoring by the Director.

Governing Council- <https://smsvaranasi.com/governing-councils/>

Academic Council- <https://smsvaranasi.com/academic-council/>

Corporate Advisory Council- <https://smsvaranasi.com/corporate-advisory/>

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	Nil
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

For Teaching Staff:

- Well-defined leave rules include Casual, Duty, compensatory, study, sabbatical, medical, special, maternity and Earned Leave.
- Contribution to EPF & ESI.
- Provision for Incentives to Best Performers.
- Provision for additional Increment on Ph.D. completion.
- Provision for sponsorship for attending Conferences/Seminars/FDPs, Etc.
- Tuition-fee waiver scheme for their wards.
- Group Insurance scheme.
- Provision for Medical Leaves.
- Transportation Facility.
- Ambulance and Medical Facility.
- Medical Facilities through institutional Tie-ups with hospitals.
- Awards during Annual Day Event- For members completing 10/15/20/25 years of service.
- Seed money for Research work

For Non-teaching Staff:

- Well-defined leave rules include Casual, Duty, compensatory, study, sabbatical, medical, special, maternity and Earned Leave.
- EPF & ESI contribution.
- Provision for Incentives to Best Performers.
- Tuition-fee waiver scheme.
- Group Insurance scheme.

- Provision for Medical Leaves.
- Transportation Facility.
- Ambulance and Medical Facility.
- Uniform Allowance & Food Allowance for Class IV Employees.
- Medical Facilities through institutional Tie-ups with hospitals.
- Awards during Annual Day Event- For members completing 10/15/20/25years of service??????

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

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

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

06 /12

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

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

03

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

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

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

160

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

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

Performance Appraisal System for faculty members include following dimensions:

- Teaching feedback from students,
- Result of students in the subject (s) taught by a faculty,
- The research contribution of the faculty,
- Any outstanding contribution,
- The extent of involvement, interest, and performance in various academics related administrative activities,
- Extension activities are undertaken,
- Disciplinary track during a year,
- Contribution to the developmental activities of the institute,

Information on the above areas is properly captured by the existing mechanism for monitoring and review, already in place at the institution. Such collected information is considered for a better and unbiased appraisal.

The major outcome of the review of performance appraisal reports, collected from Faculty members, reflects in the annual increment, incentive, and promotion offered by the management. Apart from this, the institute has the following reforms to value employees' high-order performance or contribution. Sponsorship is provided for qualification enhancement, for attending International conferences & National Conferences, provision of Best Teacher's Awards, Deputation of teaching & non-teaching staff for Need-based training.

However, in the event of the performance below expectation, courses allotted may be changed to more exactly match the aptitude & interest of a faculty. They are also counseled by the Director as to how to make improvements. All these decisions are communicated to the relevant stakeholders through annual increment letters or other formal communications from the office of the Director.

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

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism

for settling audit objections within a maximum of 200 words

Yes, both internal and external audits are conducted at the end of every academic session. The Internal Audit- Academic and Administrative Audit (AAA) is done by the selected members of the IQAC, Director & Registrar of the Institute. Similarly, External Academic and Administrative Audit (AAA) is done by the nominated personnel from premier institutions from the country. The Action Plan is decided and implemented on the basis of the audit for which necessary support is provided. Individual teachers & staff take the responsibility to incorporate suggestions given by the audit members.

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

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

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

Nil

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

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

The institute has been making efforts for securing additional funding from the relevant agencies. In this connection, the institute had earlier got recognition from UGC under 2(f). Recently, due to the institute's concerted efforts, it has been recognized under 12(B) also by the UGC.

- Finance Committee remains vigilant on the financial operations throughout the year and continuously monitors all financial transactions in the Institute. in the form of an internal audit.
- The regular external audit is conducted at the end of every financial year by a team of certified Chartered Accountants.
- A regular internal audit conducted by the person designated by management
- The institute has a Finance Committee, which looks into the effective and efficient use of financial resources through Budgets and purchases made by the Purchase Committee on a day-to-day basis.
- For this purpose, budgets and the provision of contingency based on the projected financial requirements of different departments/centers, in their consultation, are prepared.
- Budgets are presented to the Governing Council for needful evaluation and final approval.
- Corresponding funds are then allocated for needful utilization and continuously monitored by the Finance Committee to adhere to the optimal utilization of funds.

There was no major audit objection for the last audit.

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

6.5 - Internal Quality Assurance System

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

Institute has a well-structured Internal Quality Assurance Cell (IQAC) as per the guidelines of NAAC to look after the quality assurance of academic as well as administrative activities. An internal audit of academic activities is done at the end of each semester. In addition to this, performance review in various courses is taken by the Director every week in terms of the number of lecturers planned and engaged and topics planned and covered.

1. **SMS-LMS (Learning Management System)** The institute has incorporated E-Content as an essential component in the Curriculum Development through its Learning Management System - Moodle throughout all the UG & PG courses. SMS-LMS has enabled students to access course material & study from home as well for the students attending classes from their homes. As the classes are running in both Offline & Online Mode (Hybrid). An E-Content Evaluation Committee was also constituted in order to ensure the quality of e-content/resources prepared by the faculty members for the respective courses in Management, Commerce, Mass Communication & Computer Science. A Centre of Online Learning & E-Resources was also constituted in order to provide & maintain quality e-learning resources to the students & the faculties, encouraging their participation in various NPTEL, ARPIT, NITTTR, AICTE, NDL, ATAL, DELNET, MyLOFT, etc. Courses on a regular basis.

A new Cell, Case Development Cell has been constituted in order to encourage and propagate the case method of teaching within the pool of adopted pedagogy. The Research and Development Cell encourages & motivates the faculty members on a regular basis to engage in carrying out research endeavors, consultancy activities, projects, etc., and positively enforce the achievement of aforesaid research endeavors from the government as well as private enterprises.

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

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

The Institute has a well-defined format for Academic Audit which is performed at the end of each year/semester by Interdepartmental teams. The external audit is also done by Academic peers from other reputed institutions. In addition to this, the performance review is taken by the Director every week in terms of the number of lecturers planned and engaged and topics planned and covered. The Audit also encompasses the

students' performance in examinations, the number of campus selections in reputed corporate houses, students' regularity in class and classroom activities, faculty contribution over and above the teaching of syllabi. A check on the temporal relevance of the curriculum is also done each semester and efforts for changes are made accordingly through a formal process. The check is also done on the pedagogy adopted in different subjects as the requirement of each subject is different. The action plan is decided and implemented on the basis of the audit for which necessary support is provided. Individual teachers take the responsibility to incorporate suggestions given by the audit members.

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

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

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://iqac.smsvaranasi.com/AnnualReport.htm
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES**7.1 - Institutional Values and Social Responsibilities****7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year**

The Institute regularly organizes different programmes for the promotion of gender equity throughout the year with the distinct presence of members. following are the list of few programs organized on the campus with the participant's details and date:

- The plantation program was organized on 5th July 2020 with 07 female and 10 male members on the campus.
- National Unity Day was observed on 31st October 2020 with the presence of 125 female and 90 male members.
- World Energy Conservation Day was celebrated on 14th December 2020 with the presence of 40 female and 32 male members.
- Swami Vivekanand Lecture Series was organized on the campus with the presence of 80 female and 60 male participants.
- Personal Hygiene and Health Awareness program was organized on 27th February 2021 for the female community with the presence of 50 female and 02 male participants.
- International Women's Day is celebrated on 8th March 2021 with the presence of 120 female participants.

File Description	Documents
Annual gender sensitization action plan	<p><u>Annual Gender Sensitization Plan</u> Throughout the year Gender Sensitization Plans are organized in the campus. Following are the programs organized in the campus towards Gender Sensitization:</p> <ul style="list-style-type: none"> • <u>Women Safety and security programmes</u> for the female students are organized every year. Women experts and trainer from the concerned field trained the female students to become self-dependent towards their safety and security. • <u>International Women's day</u> is observed in the campus on 8th March. Guest lectures, Discussion and other issues are discussed in the programme. • <u>Online Women Entrepreneurship Development Programme</u> has been organized in the month of February for One month to develop <u>Entrepreneurship Skills</u> among women and also to ensure that women are not only job seekers but job providers too. • <u>Workshop on Nutrition</u> is organized in the campus to highlight the importance of <u>Nutrients</u> required specially for women. • <u>Personal Hygiene and Health awareness programme</u> for Girls is organized in the campus on regular basis.
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil
7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	A. 4 or All of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

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

The facilities in the Institution for the management of the different types of degradable and non-degradable waste are as following

- Solid waste management
- Liquid waste management
- Biomedical waste management
- E-waste management
- Hazardous chemicals and radioactive waste management

Solid Waste Management:

SANITARY LANDFILL in-house disposal facilities are used by the institute to dispose of the solid waste. The institute segregates its solid waste at the source of the generation.

Liquid waste management:

The institute has a dedicated staff for waste collection or disposal. Separate waste collection containers are kept at different places on the campus.

Biomedical waste management:

Very little or NO Biomedical wastes are generated on the campus.

E-waste management:

A mechanism is already in place to effectively dispose of outdated computer systems, useless electronic items, and other junk materials. The institute is already having a contract for E-waste management services with M/S E-Waste Recyclers India along with Certificate number IN-DL518678533920465.

Hazardous chemicals and radioactive waste management:

There are no chemicals and radioactive wastes generated on the campus.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

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

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

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

- 1. Restricted entry of automobiles**
- 2. Use of bicycles/ Battery-powered vehicles**
- 3. Pedestrian-friendly pathways**
- 4. Ban on use of plastic**
- 5. Landscaping**

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded

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

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

A. Any 4 or all of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	No File Uploaded

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

A. Any 4 or all of the above

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

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

Adopted five villages surrounding the college campus.

Did Plantation and COVID awareness programmes in surrounding villages. Aware them of the pandemic and the care to be taken. Distributed masks, sanitizers, and other materials amongst them.

Cleanliness drives in the surrounding areas of the villages and makes them aware of the need for cleanliness.

Visits to Village School and interacts with the kids and the teachers. Important Days are celebrated in the Institute. Various lecture series are organized on campus. Different language lectures too are organized.

Visits to villages adopted by SMS, Varanasi, were organized along with the members of RAINBOW- A social welfare club of SMS, Varanasi to understand the needs of villagers through meeting with Aanganwadi and Panchayat Bhawan members. Later donated the Fan, Cool cages, Slates, Chalk, Toys, notebooks, Alphabet sets and other utility materials under Institutional social responsibility programs.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

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

The Institute organizes various activities for inculcating values for being responsible citizens as reflected in the Constitution of India. Following are the list of few activities :

- Celebration of National Days like 26th January and 15th August.
- Celebration and observance of Important personalities date of Birth, who contributed a lot in this regard.
- 'Strictly following the code of Conduct designed for Students and employees of the Institution.
- Teacher's day celebration. Yoga camp is organized on the campus for students and staff.
- Workshop on duties and responsibilities of Citizens is organized on the campus.
- Sports fest is organized in the campus towards developing the Human value and spirit.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Nil
Any other relevant information	Nil

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

A. All of the above

Institution organizes professional ethics programmes for students, teachers, administrators and other staff
4. Annual awareness programmes on Code of Conduct are organized

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

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

The Institute is Regularly organizing national and International commemorative days, events, and festivals like International Women's Day, National unity day, Independence day, Republic day, International yoga day, World energy conservation day, World environment day, Teacher's day, World literacy day, etc

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

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

I . Best Practice I Learning Management System- MOODLE

1. Title of the Practice

Learning Management System- MOODLE

2. Objectives of the Practice

To adopt innovative practices in the Teaching-Learning process through ICT, we have implemented & integrated MOODLE- LMS on our website dated 21st March 2020 so that the teaching-learning process cannot break when the whole of India was going to enter into Complete

Lockdown due to the COVID-19 pandemic and teachers as well students will be at home. The objective behind the launch of this platform is "Education 24 x 7 and No one can stop a student to learn in any circumstances".

3. The Context

Through our online MOODLE-LMS platform, we complete the cycle of Teaching - Learning process online from e-content delivery to its monitoring & controlling. We deliver e-content of various courses in the form of video lectures, Interactive PowerPoint Presentations (ppts), Portable Documents Format (pdf), Docx, odt, and in many more formats to our bright young minds of India at SMS Varanasi. We monitor & control their performance through assignments, quizzes, and discussion forums. We implemented rubrics while evaluating the answer scripts of sessionals and semester examinations. We also track the activities of our students such as how many times they have seen the e-content/ downloaded etc.

4. The Practice

As we all know in the COVID-19 pandemic complete lockdown situation no students and teachers as well were able to join the college. We all are bound to continue our teaching-learning process online in the same effectiveness as in offline then we switch over to MOODLE-LMS which is implemented in 70% of the best universities & institutions in the world and integrated it with our website with a subdomain named

"moodle.smsvaranasi.com".

After configuring MOODLE platform we were able to execute most of the teaching-learning activities in an online mode such as:

- Delivery of e-content from faculty to students
- Tracking of delivered e-content such as when who, how many times it has been accessed
- Conduct the quizzes on taught topics by setting up quiz submission date, time, attempt limit, etc.
- Automatic quiz evaluation question-wise and overall.
- Assignment distribution and submitting with settings like the last date of submission, attempts, file submission format, instruction, etc.
- Assignment digital grading by faculty and same has reflected students too.
- We can also implement a rubric while grading assignments
- Student's performance is visible to the student as well as teacher login.
- Security features are also implemented very effectively such as
 - o blocking any login
 - o fix the visibility of content
 - o limit the submission of quiz/ assignment
 - o backup and restore feature
 - o Every login is privately managed no one can access the others.

Constraint/ limitation: It has a lot of hardware thrust to run.

5. Evidence of Success

SMS Varanasi has set up all its courses on the MOODLE-LMS platform with subjects running under them. More than 2500 Students and faculties as well were enrolled into the platform and 12000 approx. e-content uploaded in various formats i.e. videos, pdf, Docx, ppt, Xls, CSV, etc in this platform.

The above results indicate the effectiveness, acceptability, and usability of MOODLE-LMS (adopted innovative practice) especially in the COVID-19 pandemic situation when everyone was forced to Work from Home.

6. Problems Encountered and Resources Required

We have faced a lot of problems while implementing this system few major of them are:

- Problem of concurrent user requests
- load balancing
- code optimization
- plug-ins authenticity
- email APIs
- PHP in configuration
- Apache fine-tuning
- MySQL performance optimization

To implement the MOODLE-LMS, we have configured a dedicated server with 8 Core CPU, 32 GB RAM, 250 GB SDD, 50 % Swap Memory with i7 processors, and running LINUX OS on that by supporting PHP 7.0 & above, MySQL 5.7, and Apache 2.4.46. our server has unlimited bandwidth and supports CDN.

II. Best Practice IIContributing and Mitigating Local Community issues on the theme " Kashi Fighting COVID-19"

1. Title of the Practice

Contributing and Mitigating Local Community issues on the theme
" Kashi Fighting COVID-19"

1. Objectives of the Practice

The main theme is " Kashi Fighting COVID -19". Under this theme, every group of the students will study, analyze and explore the solution towards COVID-19 in various areas of Kashi.

1. The Context

The important challenging issues that are needed to be addressed thoroughly:

- The mentality of the Kashi people is that nothing will happen to them since they are living in Lord Shiva City-Kashi.
- Habits of being casual in all situations.

2. The Practice

The entire process was carried out in nearby villages adopted by the college and a few city areas where after the study of the Kashi Fighting COVID-19 following issues and its solution were explored by the students, the NSS team of the college, and with the support of ASHVA NGO

- Villagers and Passengers are very casual toward COVID-19
- Especially Rural people thought that they are safe from Corona. Nothing will happen to them as they are living in village areas.
- Many false beliefs related to the vaccination were found among the people of Kashi.

- People were more afraid of their jobs, services, and financial issues than Corona.
- Awareness programs should be conducted on a regular basis among the people towards COVID-19.
- Counselling should be given to the villagers not agreeing to vaccination.
- Group of students visited and met with the villagers.
- Organized COVID-19 awareness Programme.
- Did counseling of the people not ready to take vaccines.
- Convince them of the facts and figures of the effect of COVID-19.

3. Evidence of Success

- Most of the villagers are convinced about the COVID-19 effect and danger.
- Villagers are convinced about the vaccination and further convince their friends and relatives to go for vaccination.
- People are becoming self-aware of the pandemic COVID-19.
- Less COVID -19 casualties were found in these areas.
- Kashi is one of the most populated areas, the net effects of COVID-19 were less compared with other cities.

4. Problems encountered and Resources:

- Selection of the area for the process.
- Support from NGO.
- Support from members and students of the college.

File Description	Documents
Best practices in the Institutional website	http://iqac.smsvaranasi.com/best_practices.htm
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

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

Promoting Spiritual & Ethical Value-based Professional Education and Practices

In sync with its Vision and mission to nurture professional leadership based on ethical and moral attributes, Institute has a special thrust on promoting the value-based culture. This is reflected in the culture of the institute as well.

The Context:

With expanding boundaries of business and technology coupled with a more vibrant economic, political, and social structure of the world, complexity in management practices has increased manifold which often led to unethical practices. The harvest of questionable business practices that we get in the corporate world is to a larger extent a result of the seeds of management education, which are sown in business schools. Business schools today are expected to prepare future managers and business leaders who are not only expected to excel in demonstrating business skills in the marketplace but also act as ethical and responsible corporate citizens. As business schools are the nursery where future business professionals are groomed, the responsibility falls on business schools for preparing and nurturing business professionals in a way that they have business acumen, social sensitivity, and moral & ethical compass to not just excel but also shape the future management practices towards a more responsible and sustainable behavior. Further, there is a strong need felt across the world to develop a better narrative of management practices by integrating spiritual wisdom.

The institute has a dedicated center to foster the right values among all the stakeholders Centre for Spiritualism and Human Enrichment (C-SHE). The objective/goal of the Centre is to devise pragmatic mechanisms to blend spirituality in business education and practices and make students aware and conscious of human values and ethics so that when they pass out from the institute, they not only possess the professional skills but also have moral and ethical attributes and social sensitivity. Further, this Centre works towards integrating the spiritual wisdom into modern management and leadership practices.

Institute, through the efforts of C-SHE (Centre for Spiritualism and Human Enrichment), does the following activities:

- The Proper amalgamation of spiritual & ethical value-based content along with the curriculum.
- Organizing National and International conferences on issues like, values, ethics, spirituality, leadership, etc. for getting the world view for the benefit of the students, faculty, and management practitioners. This year C-SHE organised a Two-day International Conference on Ancient Indian Wisdom: Panacea For Sustainable Wellbeing on 26th-27th June 2021
- Organizing students' seminars on values & spirituality.
- Organizing yoga sessions.
- Organizing Hi-life lecture series for students to sensitize the students towards values and ethics. These lectures are taken by eminent national and international personalities.
- Organizing spiritual tours and workshops for Indian and Foreign students
- Publishing a bi-annual journal 'Purushartha' which is based on spirituality, ethics, and management. Scholars from across the world contribute papers for the journal. The journal is fully indexed with Scopus, Elsevier and is also enlisted among UGC CARE approved journals
- Conducting 'Management Development Programmes' in and outside Varanasi on the theme of spiritual wisdom.
- Enriching the Institute library with study material on spirituality. The library is already rich with books and

CDs on spirituality.

- This year CSHE published two books -
- Ancient Indian Wisdom for sustainable wellbeing
- Indian Traditional wisdom; Revisiting the relevance

Steps Taken

- The efforts of the institute have been widely acknowledged the world over by leading authorities from both industry and academia.
- The members of this institution are invited to engage in dialogue on international and national forums.
- The institution has attracted scholars from renowned global institutions in its conferences, hi-life lecture series, and workshops. Many eminent scholars have also contributed their views and wisdom to our publication - Purushartha Journal.
- 15 students of Grand Valley State University, USA participated in a 'one-week workshop' organized by the institute to learn the Indian philosophy, spiritualism, and culture as a part of their 'Study Abroad' program.
- Another delegation from California State University, USA visited the institute as a socio-cultural business tour to the spiritual capital of India
- The students have participated enthusiastically in all the programs organized by the Centre for them and have not only participated but also have presented papers in the national and international conferences organized by the Centre.
- More importantly, the Institute has been getting acknowledgment from the corporate houses regarding the passed-out students and currently working with them exhibiting appreciable ethical and moral attributes during working transactions. These are certainly the testimony of the success of the practice under reference.

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

7.3.2 - Plan of action for the next academic year

We are yet to witness the manner in which COVID 19 will take its further course of spread. But we are equipped for any situation and have planned for either way emphasizing more on Hybrid/online mode. The plans for the coming year include-

- At the beginning of the new session, this year's most important task will be to remain fully prepared for the UGC team visit for granting autonomy to the institute.
- Once Autonomy is conferred next plan will be to reorganize the board of studies and the academic council as per the norms.
- To revamp the examination section
- The institute intends to organize the Faculty Development Programme in a hybrid mode to equip the teachers with multiple acumens before the commencement of the new semester.
- Due to the covid 19 pandemic, the institute plans to conduct its orientation for Undergraduate classes in online mode to acquaint them with the institute before the commencement of classes.
- Classes will be run in hybrid mode until normalcy resumes.
- The institute also plans to organize Online/Offline workshops and guest lectures on pertinent topics.
- Planning online/offline Conference
- Encourage the rest of the faculty members to complete/enroll for a PhD
- Planning to increase the bandwidth of the Internet connection.
- Arrange online Summer Training
- More focus on Digital Payments.
- Planning to open a dedicated case development cell.
- Increase the number of digital databases