Annual Quality Assurance Report (AQAR)

Session 2017-18

Internal Quality Assurance Cell (IQAC)

SMS
VARANASI

SCHOOL OF MANAGEMENT SCIENCES
VARANASI

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The Annual Quality Assurance Report (AQAR) of the IQAC

(For Affiliated/Constituent Colleges)

Institutions Accredited by NAAC need to submit an Annual self-reviewed progress report i.e. Annual Quality Assurance Report (AQAR) to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the IQAC at the beginning of the Academic year. *The AQAR period would be the Academic Year.(For example, July 1, 2017 to June 30, 2018)*

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 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- (U.P.)
- City/Town : Varanasi
- State/UT : Uttar Pradesh
- Pin Code : 221 011

2. Institutional status:

- Affiliated / Constituent: : AFFILIATED
- Type ofInstitution: Co-education/Men/Women : CO-EDUCATION
- Location : Rural/Semi-urban/Urban: : URBAN

- Financial Status: Grants-in aid/ UGC 2f and 12 (B)/ Self financing(please specify) : SELF FINANCED UGC 2f and 12 (B)

- Name of the Affiliating University:

PG Courses	MBA & MCA	Dr A P J Abdul Kalam TechnicalUniversity, Lucknow
UG Courses	BBA, BCA, B.Com.& B.A(H)Mass Com	Mahatma Gandhi Kashi Vidyapith, Varanasi

- Name of the IQAC Co-ordinator : 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 : www.smsvaranasi.com

Web-link of the AQAR: (Session 2017-18):

http://iqac.smsvaranasi.com/AQAR2017-18.doc

4. Whether Academic Calendar prepared during the year?

Yes....., if yes, whether it is uploaded in the Institutional website: YES

Web link:

MBA	http://smsvaranasi.com/mba-academic-calendar/
MCA	http://smsvaranasi.com/mca-academic-calendar/
BBA	http://smsvaranasi.com/bba-academic-calendar/
BCA	http://smsvaranasi.com/bca-academic-calendar/
B.Com	http://smsvaranasi.com/bcom-academic-calendar/
BA (H) Mass Com	http://smsvaranasi.com/bamass-academic-calendar/

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1st	**A**	**3.17**	**2017**	**From:12.09.2017 To :11.09.2022**

6. Date of Establishment of IQAC: **07/05/ 2013**

7. Internal Quality Assurance System

7.1 Quality initiatives by IQAC during the year for promoting quality culture			
Item /Title of the quality initiative by IQAC		Date & duration	Number of participants/beneficiaries
IQAC Meetings	First	26.12.2017 3PM – 5 PM	12
	Second	19.02.2018 1 PM -3 PM	13
	Third	21.04.2018 3 PM – 4.30 PM	12
	Fourth	27.06.2018 3 PM – 4.00 PM	10
Feedback from all Stakeholders	Students	18.09.2017	1285
		26.03.2018	1178
	Teachers	23.05.18 to 31.05.18 Annual Appraisal	40
	Alumni	21.01.18 (10th Annual Meeting of Varanasi chapter)	70
		09.06. 2018 (7th Annual Meeting of Delhi Chapter of SMS Alumni Association)	50
	Employers	Round the year	89
Academic and Administrative Audit		1. 06. 2018 to 08.06.2018	130
Participation in NIRF		Data being compiled	
Submission of AISHE Data		27.02.18	
Green Audit		25.05.2108 to 31.07.2018	
NBA Accreditation		Under Process	

8. Provide the list of funds by Central/ State Government-

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

Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount
NIL				

9. Whether composition of IQAC as per latest NAAC guidelines: Yes/No: **YES**
**upload latest notification of formation of IQAC*

10. No. of IQAC meetings held during the year: **04**

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website……. **YES**
http://www.iqac.smsvaranasi.com/minutes_of_the_meetings.htm

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

If yes, mention the amount: **Rs. 4, 20,000** Year: 2017-18

- **Received a grant of Rs 1 Lakh to organise International Conference from Dr. APJ Abdul Kalam Technical University, Lucknow**
- **Received a grant of Rs. 20,000 from National Institute of Agricultural Marketing**
- **Received a grant of Rs. 3, 00,000 from Agnivesh Ayurved Healthcare (P) Ltd**

The IQAC at SMS, Varanasi organised following events:-

- *Seven days FDP on Pedagogical Approach and Content Management in Professional Education & Research from July 6 to 12, 2017 and Two-day Research workshop entitled "Crafting and conducting High Quality Research" organised by School of Management Sciences (SMS) Varanasi in association with Indian Institute of Management (IIM) Ahmedabad on 18-19 May, 2018 for the faculty members*
- *National conference on "Information Technology for Innovative Business Practices" held at SMS Varanasi on 7th & 8th October, 2017*
- *Two days International Conference on "Alchemy of Leadership for Innovation and Sustainability" ON 17-18 Feb, 2018*
- *Seminar entitled "Growth Prospects of HEIs under NAAC" held on April 21, 20l8*
- *Cloth donation to the underprivileged on 26 January, 2018*
- *Computer literacy Awareness camp for the rural youth on 19 July 2017*

13. 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***
Introduction of one more programme	*Introduction of BA (H) Mass Com*
Infrastructure Additions	*Fully Functional Media Lab* *Addition of equipment*

Motivating the members of faculty towards various research activities including the pursuit of their PhD programmes	*Few more faculties got themselves enrolled for PhD. Also the scholarly ambience to write more quality research papers received a thrust*
Ensuring students' attendance, Proper internal assessment tests &exercises, and monitoring progress of the course-coverage as per lecture plans.	*Regular course review meetings including all the teachers concerned to discuss the given issues*
To address the complex situations in a tactful manner in order to lessen the condition felt to be oppressive or dissatisfied by the students.	*No reported case of Grievance, Ragging or sexual harassment*
To organise Institutional events on various national& international days	*All the days of importance were observed with sacrosanct*
To ensure the coordination of delivery of various value-adding academic & professional inputs covering all important facets of personality development and employability enhancement skills plus competencies to our management, Commerce , Mass Communication and computer science students	*EEP classes were run for all the courses to provide them with necessary edge. Also several sessions were conducted to enhance the required skills and competencies skills by the experts specially invited for the same in each program as per their requirements.*
To provide Psycho Diagnostic Assessment, Mental Health Care, and Stress Management Services to students in the fast changing modern competitive life, vulnerable of carrying pressures and other environmental stresses.	*Lab services were made available and accessible to all the students and faculties. Even students and faculty member from Institute of Agricultural Sciences, BHU visited the Behavioural Dynamics Lab and availed the services during the session*
To introduce and continue the value added courses	*Additionally, a number of enrichment programmes such as, NCFM modules, SAS, SPSS, .Net, Android, Foreign Language, Spoken Tutorial Project from IIT Bombay, connectivity to NPTEL, Employability Enhancement Programme were made available . Several skill oriented programmes, relevant to regional and global employment markets were also run.*

14. Whether the AQAR was placed before statutory body?

YES

Name of the statutory body : Governing Council
Date of meeting(s) : 27-12-2018

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning?

YES

Date: 21-22 August, 2018 / NAAC Peer Team Visit

16. Whether institutional data submitted to AISHE: **Yes**

Year: 2017-18 Date of Submission: 27.02.18

17. Does the Institution have Management Information System? **Yes**

- Regular Stakeholders' Feedback system – Data collection and analysis
- Analysis of Achievements made by faculty member
- Analysis of students' attendance and performance in the examination
- Notices and circulars are displayed on the 'i-campus'
- The Website acts as an archive for all events and news announced and accomplished during the year.
- The IQAC office also operates as a Data Management Facility centre along with periodic evaluation of quality management.

Part-B

CRITERION I–CURRICULAR ASPECTS

1.1 Curriculum Planning and Implementation

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

The development and deployment of action plans by the institution for an effective implementation of the curriculum for various courses entail the following steps:

- The action plans for effective implementation of university-curriculum as well as their development & enrichment/revision are carried out through in-house team of the relevant faculty members accommodating the feedback and suggestions of stakeholders.
- The Academic Calendar and Schedules for Extra and Co-curricular Activities at the institute are prepared in accordance with the Academic Calendar of affiliating universities to ensure their timely completion.
- Subject-preference, from among a group of subjects, are formally obtained by the relevant faculty members, and then the subjects are allotted to them as per their area of specialization, past experience with that subject and practical industrial exposure
- Lecture plans, prepared by the subject teacher, are subjected to a deliberation involving the Director and senior faculty members.
- Syllabi and lecture plans are provided to the students by the concerned Course Coordinator, who further explains the significance and intricacies involved in the subject and satisfies the query, if any, raised by the students in this regard.
- College has developed in its LAN-based application "i-campus" – Daily Class Progress Report (DCPR), where the faculty members are required to upload every day the facts related to class activities of the day. Review of course progress, for each and every course, is made on a weekly basis in the meeting with Director of the concerned subject teachers and relevant Course Coordinator.
- Movement of the course provides needful space for accommodating the exercises like, group discussions, presentations, personality & employability enhancement skills, quizzes, industrial visits, project works, etc.
- Provision for guest lectures by the experts from both academia and industries.
- Institution has an exclusive 'Feedback Cell'. Feedback in a structured form about teaching-learning and other relevant aspects is taken from the students in every semester for needful improvement in future. Feedback is also obtained from the alumni and experts from industry.

• Periodically class tests are held to ensure involvement of students. Additional assistance is provided to the students with the help of remedial classes.				
1.1.2 Certificate/ Diploma Courses introduced during the Academic year				
Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	focus on employability/ entrepreneurship	Skill development
Java Foundation Course		**June 2018 One week**		**Programming Skills**
Web Development Using Php + Mysql Certification		**June 2018 One week**		**Programming Skills**
Langue Française-Premiere Degre		**July to Dec, 2017 Six Months**	**Exposure to International Language**	**French Language Skills**
French Language Basic Course		**May-June 2018 One week**	**Exposure to International Language**	**French Language Skills**
Soft Skills, Introduction to Data Analytics, Marketing Research and Analysis, Introduction to Programming in C, Fundamentals of DBMS through NPTEL Certification		**July to Dec, 2017**		**Learning diverse skill sets**
C Training enabled by Spoken Tutorial Project, IIT Bombay		**July to Dec, 2017**		**Basic Programming Skills**
Java Training enabled by Spoken Tutorial Project, IIT Bombay		**July to Dec, 2017**		**Programming Skills**
C++ Training enabled by Spoken Tutorial Project		**July to Dec, 2017**		**Object oriented programming skills**
Linux Training enabled by Spoken Tutorial Project		**July to Dec, 2017**		**Linux operating system skills**
C Training enabled by Spoken Tutorial Project		**Jan to June, 2018**		**Basic Programming Skills**
C ++ Training enabled by Spoken Tutorial Project		**Jan to June, 2018**		**Object oriented programming skills**
Linux Training enabled by Spoken Tutorial		**Jan to June, 2018**		**Linux operating system skills**
Business analytics and data mining Modeling		**Jan to June, 2018**		**Learning diverse skill**

using R, Better Spoken English, Emotional Intelligence, Financial Statement Analysis and Reporting, Business Analytics for Management Decision, Services Marketing – A Practical Approach, Principles Of Human Resource Management, Supply Chain Analytics, Management of New Products and Services, Six Sigma, Foundation Course In Managerial Economics, Soft Skills for Business, Negotiations and Marketing Strategies, Consumer Behavior, Introduction to Modern Application Development, Cryptography and Network Security, Artificial Intelligence: Knowledge Representation And Reasoning, Data Mining Social networks, Database Management System, Real Time Operating System, Design And Analysis Of Algorithms, Problem solving through Programming In C, Information security – IV through NPTEL Certification				**sets**

1.2 Academic Flexibility

1.2.1 New programmes/courses introduced during the Academic year

Programme with Code	Date of Introduction	Course with Code	Date of Introduction
BA (H) Mass Com	**04.09.2018**		

		For MCA- - RCA301 Operating Systems - RCA302 Web Technology - RCA303 Design & Analysis of Algorithms - RCA304 Computer Based Optimization Techniques - RCA305 Cyber Security - RCAA01 Introduction to Programming and Computer Organization	**July 2017**
		For MBA I- - RAS105 Business English-I - RMBI101 Principles & Practices of Management - RMBI102 Micro Economics - RAS106 Business Mathematics - RCS102 Computer Applications in Management - RCS152 Computer Practices **For MBA II-** - RAS205 Business English-II - RMBI201 Organisational Behaviour - RMBI202 Business Law - RMBI203 Fundamentals of Accounting - RAS206 Business Statistics - RAS254 Professional Communication Lab	**July 2017**

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

Name of Programmes adopting CBCS	UG	PG	Date of implementation of CBCS / Elective Course System	UG	PG
MBA		**PG**			August 2016
MCA		**PG**			August 2016
Already adopted (mention the year) **2016-17**					

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

No of Students	Certificate	Diploma Courses
176	**Soft Skills, Introduction to Data Analytics, Marketing Research and Analysis, Introduction to Programming in C, Fundamentals of DBMS, Certification THROUGH NPTEL**	**-**
311	**C, C++, JAVA, and LINUX Certification enabled through Spoken Tutorials, IIT Bombay**	
86	**Langue Française- Premiere Degre**	
60	**JAVA Foundation**	
45	**Web Development Using PhP + MySQL Certification**	
87	**Business analytics and data mining Modeling using R, Better Spoken English, Emotional Intelligence, Financial Statement Analysis and Reporting, Business Analytics for Management Decision, Services Marketing – A Practical Approach, Principles Of Human Resource Management, Supply Chain Analytics, Management of New Products and Services, Six Sigma, Foundation Course In Managerial Economics, Soft Skills for Business, Negotiations and Marketing Strategies, Consumer Behavior, Introduction to Modern Application Development, Cryptography and Network Security, Artificial Intelligence: Knowledge Representation And Reasoning, Data Mining Social networks, Database Management System, Real Time Operating System, Design And Analysis Of Algorithms, Problem solving through Programming In C, Information security – IV through NPTEL Certification**	

1.3 Curriculum Enrichment

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

Value added courses	Date of introduction	Number of students enrolled
Employability Enhancement Programme	01 August, 2017	290
Business Analytics	17 August 2017	120
IIT Bombay Spoken tutorials	8 September 2017	311
Seven days' Workshop on Android Application Development	15September 2017	25
Business Analytics through R	12 October 2017	97
Five days' workshop on Developing standalone application using Core Java	31 October 2017	100
30 hours TechMarathon	17 November 2017	65
Tally	15 December 2017	75
Campus to Corporate	10 January 2018	120
MS EXCEL	15 January 2018	65
MS Word & PowerPoint	23 January 2018	77
Web Development Using PHP	02 April 2018	63

1.3.2 Field Projects / Internships under taken during the year

Programme	1.3.2 Field Projects / Internships under taken during the year	
Course	Project/Programme Title	No. of students enrolled for Field Projects / Internships
MBA	Summer Internship	119
MCA	Different Programming Projects	27
BBA	Field Survey Report	130
BCA	Minor/Major Projects	93 + 93

1.4 Feedback System				
1.4.1 Whether structured feedback received from all the stakeholders.				
1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents
Yes	**Yes**	**Yes**	**Yes**	**No**

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

- The college has a dedicated 'Feedback Cell' for soliciting feedback from various stakeholders. Feedback collected from the stake holders are analysed and implemented by the institute for the development of the students.

- The cell is comprised of Director as the Chairperson, Registrar as the coordinator, and HOD-Management, HOD Computer Science, Head – Training and Placement, Coordinator- Alumni cell and Coordinator – IQAC as its members

- Feedback is taken on all aspects including curriculum, training & placements, extracurricular activities, infrastructure and other facilities. The views of the students, teachers, alumni and employers on relevance and appropriateness of curriculum are well received and analysed by the cell. Areas of concern are identified and relevant actions are taken, Feedback along with Action taken Report is uploaded on the website as minuted by Governing council.

- **Students' Feedback** - The Institution has a mechanism of collecting feedback from students after each semester about the evaluation on teaching and syllabus completion. Feedback on teacher's approach to teaching, internal evaluation process, performance in assignments and tests, learning opportunities is also sought. Institute arranges for Workshops and Seminars to enrich the student's knowledge beyond the curriculum. Upon its completion as well, feedback is sought regarding the effectiveness of such programmes.

- **Alumni Feedback** – Feedback on the effectiveness of Employability enhancement programmes, various workshops conducted and various other value added programmes is collected during various chapters of alumni meet as well as online. They are also asked to give suggestions to add value to the curriculum and strengthen brand SMS.

- **Employers' Feedback** –When companies visit campus, feedback is collected from the employers regarding the employability of the students in terms of communication, attitude, willingness, creativity, managerial and leadership skills, effectiveness of summer training, syllabus and other value added course. Views are sought so as to

determine the gap and relevant actions are taken to abridge the same Many enrichment programmes are mostly the outcome of the feedback and suggestion from industry and academia including students

- **Teachers' Feedback**- Course Coordinators continuously interact with teaching faculty and take feedback on the actual progress of the syllabus and teaching learning problems. Based on that feedback, corrective measures are discussed with Director and subsequently requisite action is taken. Also Students performance report are analysed and corrective measures are taken.

- Feedback-based suggestions are sent to both the affiliating Universities either at the institute's own initiative or in response to such instructions from the universities towards introducing changes in curriculum or starting new programmes.
- Feedback is noted regarding students' performance through semester results, academic activities conducted by various students' clubs, workshops, and other outdoor activities.
- Regular interactions and meetings of the Director with course coordinators, faculty, and also students are held to know their suggestions beforehand.
- Class suggestions are collected through Suggestion Box. Also the Feedback from the visiting resource persons following their interaction with the students is sought.

CRITERION II -TEACHING-LEARNING AND EVALUATION

2.1 Student Enrolment and Profile

2.1. 1 Demand Ratio during the year

Name of the Programme	Number of seats available	Number of applications received	Students Enrolled
MBA	**120**	**152**	**120**
MCA	**60**	**31**	**27**
BBA	**180**	**296**	**180**
B.Com	**180**	**285**	**157**
BA (H) Mass Com	**60**	**6**	**6**
BCA	**180**	**184**	**108**

2.2 Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2017	**1310**	**275**	**NA**	**NA**	**55**

2.3 Teaching - Learning Process

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

Number of teachers on roll	Number of teachers using ICT *(LMS, e-Resources)*	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques used
55	**55**	**Institute developed LMS Laptops, LCD Projectors, Desktops, e-books, e-journals through Digital Harbour in Library and Connected to National Digital Library**	**20**	**2**	**Institute developed LMS, e-books, e-journals through Digital Harbour in Library and Connected to National Digital Library, Wi-Fi connectivity**

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

The institute offers several types of Mentorship-

Academic Mentorship: For each course / programme there is a Course Coordinator andfor each class there is a Mentor. Responsibilities of Class Mentors are:

- Support the course coordinators in discharge of their duties and responsibilities on the above issues. Engage in conversations with students to understand their problems and solving them.
- Guide the students in selecting specialization courses.
- Interacting with parents of students whenever required.
- Motivating and inspiring students for improving their academic performance and overall development.

Additionally, for survey projects, research projects, mini projects, dissertations, and summer training projects, each student is allocated a mentor under whose guidance students do their projects. Academic mentoring of students also takes in the form of various participatory learning activities such as: Domestic and International Industrial Visits with faculty members. Active participation of students in organizing and participating in conferences, seminars, and other non-classroom academic activities. Business plan, web designing contests and other contests, where students make groups among themselves and participate. Interactive sessions on the current developments in the subject are arranged from time to time for updating the students including 'Budget – Analysis'

Training and Placement Mentorship: Training and Placement cell remains actively involved in guiding students regarding the industry's expectations from time to time. When the companies are scheduled to arrive for the campus recruitment, T& P cell provides the requisite information to the incumbents and also encourages and motivates them. Similarly provides requisite support during summer internship as well.

Behavioral Dynamics Mentorship : In order to ensure emotional and mental health along with the intellect and calibre, the institute provides opportunity to students to seek guidance regarding various aspects of Behavior so that their holistic development takes place and they possess sound body and mind.

Extracurricular Mentorship : The students are encouraged to participate in various extracurricular activities not only within the institute through various competitions organised in the institute by all the students' clubs but they are also given all required assistance to participate the inter college events on district, state and national levels

Number of students enrolled in the institution	**Number of fulltime teachers**	**Mentor: Mentee Ratio**
1585	**55**	**1 : 29**

2.4 Teacher Profile and Quality

2.4.1 Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with PhD

55	**55**	**0**	**05**	**15**

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

Year of award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	Dr. Aditya Kumar Gupta	Assistant Professor	Certificate of appreciation for Active SPOC/ for the SWAYAM-NPTEL
2018	Dr. Pallavi Pathak	Assistant Professor	Received Medal and Award for Teacher with Higher Potential by South Asia Management Association
2018	Dr. Anchal Pathak	Assistant Professor	Best Paper Award in National Conference on 'Achieving Business Synergy through Social, Spiritual and Technological Dimensions' at School of Management Sciences Technical Campus, Lucknow (February 2018)

2.5 Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester / year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
MBA	70 (AKTU)	II&IV Semester	2nd June, 2018	6th July, 2018
MCA	14 (AKTU)	IV&VI Semester	25TH May, 2018	5th August, 2018
BBA	NA	II Semester	23rd May, 2018	16th July, 2018
		IV Semester	22nd May, 2018	16th July, 2018
		VI Semester	22nd May, 2018	13th June, 2018
B.Com	NA	I Year	2nd April, 2018	24th May, 2018
		II Year	10th April, 2018	16th May, 2018
		III Year	23rd April, 2018	11th May, 2018
BA Mass Com	NA	Yearly	16th April, 2018	14th June, 2018
BCA	NA	II Semester	21st May, 2018	9th July, 2018
		IV Semester	22nd May, 2018	9th July, 2018
		VI Semester	16th May, 2018	13th June, 2018

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

- At the institutional level there is a transparent, continuous and concerted efforts to assess the students
- With the help of **Bloom's taxonomy** learning objectives are classified into levels of complexity and specificity.
  - Beginning from helping students remember and recall the basic facts and concepts
  - To enabling students to understand the ideas and concepts
  - Help them applying the information so gained in new situations
  - Then facilitate them in analysing the situations and draw connections among ideas
  - And make them capable of evaluating various options available and justify a

stand or make a decision
- Finally enable them to create , design or formulate something new

- Students are identified as Advanced and slow learners and accordingly arrangements are made.
- Education/learning needs of advanced learners are identified on the basis of :

    - Marks obtained in term tests, semester/annual examinations
    - Performance in Class
    - Feedback taken from students on regular basis
    - Interaction of students with Course Coordinators & faculty members
    - Participation and performance in co and extra-curricular activities

- On the other hand remedial classes are arranged for the slow learners

    - They are also motivated to seek the guidance of faculty members on individual basis
    - Their performance is regularly monitored by the coordinators and feedback regarding the progress is also shared with them
    - Slow learners are identified based on students' performance in subject tests as well as informal feedback from subject teachers
    - Tutorials are conducted for these subjects and the concerned students

- It is made sure that at least one of the internal tests are conducted online to ascertain that the students are able to memorize, tell, compare and extract the fundamentals of the subject at least.

- Extra classes are allotted in practical subjects for comprehensive coverage and timely completion of the syllabus.

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

The institute adheres to the academic calendar of affiliating universities i.e., Dr. A.P.J. Abdul Kalam Technical University and Mahatma Gandhi Kashi Vidyapith, Varanasi for conduct of examination and other related matters of its post graduate and under graduate courses respectively. The institute also prepares calendar for its continuous internal evaluation and adheres to it.

The academic calendar of the affiliating Universities i.e AKTU and MGKVP mentions the dates of:

- Commencement of Academic Session, i.e. classes
- Submitting list of admitted students to the university
- Submitting Enrolment Form
- Submitting Examination Fee & Form
- Adherence to continuous internal evaluation
- Commencement of Semester End Theory & Practical Examinations
- Evaluation of Answer Sheets
- Summer Training
- Winter / Summer Vacation

- Commencement of classes for next semester

In all the courses, on the basis of academic calendar, for each subject, concerned teacher prepares a lecture plan for ensuring smooth coverage of the syllabus with uniform pace. Director reviews the progress of the syllabus-coverage on weekly basis to find out any deviation from the lecture plan. Reasons for deviation are noted down and required action is taken such as arranging of extra classes in case progress in any subject is slow.

Institute's mechanism for teaching plan ensures that all the courses are completed as per the schedule and thus fulfilling the objectives.

In addition to it, a number of co-curricular activities as well as value added courses/Certification programmes are organised to broaden the knowledge base and help them transfer the skills to application when needed.

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution

S. No.	Program Name & Outcomes	Course Outcomes	Link
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)	http://smsvaranasi.com/mba-learning-outcomes/
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,	http://smsvaranasi.com/mca-learning-outcomes

		economical, and societal context for sustainable development. 6. Develop Understanding of cross technological issues. 7. Exhibiting Social Responsiveness and Ethical Behavior	
3.	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	http://smsvaranasi.com/bba-learning-outcomes
4.	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	http://smsvaranasi.com/bcom-learning-outcomes/

		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.	
5.	BCA	1. Attainment of Basic Knowledge of Computer Science in understanding the Real World problems. 2. Exposure to role of Mathematics and Management in Computer Science. 3. Understanding the concept and Application of Procedural and Object-oriented Programming Languages. 4. Sensitization towards role of IT in providing Business Solution. 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.	http://smsvaranasi.com/bca-learning-outcomes/
6.	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	http://smsvaranasi.com/ba mass-learning-outcomes

		8.Understanding of Event Management 9.Understanding of Press Law and Media Ethics	

2.6.2 Pass Percentage Of Students

Programme Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage
70(AKTU)	**MBA**	106	98	92
14(AKTU)	**MCA**	28	28	100
-	**BBA**	105	86	81.90
-	**B.Com**	112	112	100
-	**BCA**	93	61	65.59

2.7 Student Satisfaction Survey

2.7.1 Student Satisfaction Survey (SSS) on overall institutional performance(Institution may design the questionnaire) (results and details be provided as weblink)
iqac.smsvaranasi.com/sss.htm

School of Management Sciences
Varanasi
Analysis of Students' Satisfaction Survey (2017-18)

Level	Parameter	Highly Dissatisfied (%)	Dissatisfied (%)	Neutral (%)	Satisfied (%)	Highly Satisfied (%)
UNDER GRADUATE	**Teaching quality of Faculty members**			3	32	65
	Pedagogy employed				66	34
	Timely Course coverage				08	92
	Additional academic inputs		11	07	57	25

	Existing Design of the Course Curriculum	06	13	11	59	11
	Support and guidance from Faculty	04	07	10	33	43
	Learning outcomes Achieved		4	12	41	43
	Support for Personality Development	1	2	4	31	62
	Industry / Practical exposure	09	21	08	33	29
	Opportunity to participate to Outreach / Extension Programmes	02	05	02	31	60
	Training & Placement facilities	03	07	11	67	12
	Library and ICT facilities				23	77
	Infrastructure(Classrooms, furniture, electricity, Clean drinking water)				11	89
	Cleanliness in the campus				13	87
	Student Support facilities (Medical & others)		04	12	45	39
	Extra curricular activities and facilities (Sports, Cultural etc)	03	08	11	55	23
	Overall Satisfaction	01	03	02	32	62
Level	**Parameter**	**Highly Dissatisfied (%)**	**Dissatisfied (%)**	**Neutral (%)**	**Satisfied (%)**	**Highly Satisfied (%)**
POST GRADU	**Teaching quality of Faculty members**				35	65

ATE						
	Pedagogy employed		02	02	59	37
	Timely Course coverage				34	66
	Additional academic inputs			02	49	49
	Existing Design of the Course Curriculum	03	11	07	45	34
	Support and guidance from Faculty	01	02	07	41	49
	Learning outcomes Achieved			06	36	58
	Support for Personality Development	2	4		57	37
	Industry / Practical exposure	02	07	02	51	38
	Opportunity to participate to Outreach / Extension Programmes	03	11	04	35	47
	Training & Placement facilities	01	04		41	54
	Library and ICT facilities		02	01	30	67
	Infrastructure(Classrooms, furniture, electricity, Clean drinking water)				33	67
	Cleanliness in the campus				27	73
	Student Support facilities (Medical & others)		04	12	47	37
	Extra curricular activities and facilities (Sports, Cultural etc)	02	05	03	27	63
	Overall Satisfaction	01	02	05	35	57

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding Agency	Total grant sanctioned	Amount received during the Academic year
Major projects				
Minor Projects	2Months	National Institute of Agricultural Marketing	Rs. 20,000	20,000
Interdisciplinary Projects				
Industry sponsored Projects	1 Year	Agnivesh Ayurved Healthcare (P) Ltd.	Rs.3,00,000	Rs. 3,00,000
Projects sponsored by the University/ College				
Students Research Projects *(other than compulsory by the College)*				
International Projects				
Any other(Specify)				
Total			**3,20,000**	**3,20,000**

3.2 Innovation Ecosystem

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

Title of Workshop/Seminar	Name of the Dept.	Date(s)
Expectation of FMCG Companies from Management Graduates	MBA	24.08.2017
Workshop on Supply Chain and Logistics	MBA	05.10.2017
Workshop on R	MBA	12.10.2017
Workshop on Microfinance	BBA/MBA	31.10.2017
Career in Microfinance & Small Finance Bank	MBA	08.11.2017
Requirements of the Logistics Industries	MBA	29.11.2017
Campus to corporate	MCA	03.11.2017
Campus to corporate	MBA	09.01.2018
A Lecture Series on "Big Data, Hadoop and Web Services	BCA	12.03.2018

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

Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category
"Synergizing Digitization and Disruption for Service economy: A Perspective on Digital marketing"	Rekha Agarwal	National HRD Network , Lucknow & SMS Lucknow	25-02-2018	Student
"Eco-friendly transportation: Destination Redefined"	Prof. Alok Kumar	SPEEDS 2017 SMS Lucknow	22-11-2017	Teacher

3.2.3 No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Centre	**Name**	**Sponsored by**
Nil		

Name of the Start-up	Nature of Start-up	Date of commencement
1. Banaras Laundry by Akhilesh Patel	Laundry Business	Sept'2017
2. Vibrant health by Yogratnam Mishra	Printing , Yoga and Health Club	2017
3. Divyansh Paint & Chemicals by Ankur Sharma	Chemicals	2017
4. Ladywalk Creations by KshitizMaurya	Carpet	2017

3.3 Research Publications and Awards

3.3.1 Incentive to the teachers who receive recognition/awards

State	National	International
-	-	Dr.PallaviPathak, Assistant Professor for Receiving Medal and **Award for Teacher with Higher Potential** by South Asia Management Association
	Dr.Aditya Gupta / Certificate of appreciation for	

	Active SPOC/ for the SWAYAM-NPTEL	

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

Name of the Department	No. of Ph.Ds Awarded
NA	NA

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

	Department	No. of Publication	Average Impact Factor, if any
National	Management, Commerce& Mass Com	05	-
	Computer Science	03	
International	Management, Commerce& Mass Com	13	
	Computer Science	9	

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

Department	No. of publication
Management, Commerce& Mass Com	09
Computer Science	05

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

Title of the paper	**Name of the author**	**Title of the journal**	**Year of publication**	**Citation Index**	**Institutional affiliation as mentioned in the publication**	**Number of citations excluding self-citations**
Modern Management Through Ancient Indian Wisdom: Towards a More Sustainable Paradigm	AnindoBhattacharjee	Purushartha	2012	Google Scholar	School of Management Sciences, Varanasi	14
Factors affecting ethical decision making in corporate	A.K.Sinha, S.K.Mishra	Purushartha	2012	Google Scholar	School of Management Sciences,	7

setting					Varanasi	
Wise Leadership in Kautilya's Philosophy	Sandeep Singh	Philosophy of Management	2016	Google Scholar	School of Management Sciences, Varanasi	2
Virtues of Wise Leders:Message from Bhagavad Gita	A.K.Sinha and Sandeep Singh	Purushartha	2013	Scopus	School of Management Sciences, Varanasi	2
Integrated Marketing Communications Effect On Market Performance Of Selected FMCG Companies In India	Sandeep Singh	Management Insight	2014	Google Scholar	School of Management Sciences, Varanasi	2
leadership and Afflictions of Mind	Sandeep Singh and AnindoBhattacharjee	Purushartha	2012	Google Scholar	School of Management Sciences, Varanasi	2
Four pillars of management education	Sandeep Singh	Purushartha	2013	Scopus	School of Management Sciences, Varanasi	1
Ancient Indian Ethos and Mindfulness	Sandeep Singh	Purushartha	2013	Scopus	School of Management Sciences, Varanasi	1
Spirituality and the Role of Ego: Insights for Management	Sandeep Singh	Purushartha	2011	Google Scholar	School of Management Sciences, Varanasi	1
Virtues and Values of Organizational Sustainability	Anindo Bhattacharjee	Purushartha	2012	Scopus	School of Management Sciences, Varanasi	1

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

Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self citations	Institutional affiliation as mentioned in the publication
Impact of Service Quality on Customer Satisfaction in Public Sector and Private Sector Banks	J.J. Selvakumar	Purushartha	2015	6	30	PSG Institute of Management, Coimbatore
Modern Management Through Ancient Indian Wisdom: Towards a More Sustainable Paradigm	Anindo Bhattacharjee	Purushartha	2012	6	14	School of Management Sciences, Varanasi
Spirituality at Work Place–An Emerging Template for Organization Capacity Building?	NR Aravamudhan, R Krishnaveni	Purushartha	2015	6	9	PSG Institute of Management, Coimbatore
Achieving sustainable consumption through spiritual practices	S Subrahmanyan, S Gould	Purushartha	2013	6	8	Saint Mary's College of California, USA
Factors affecting ethical decision making in corporate setting	A.K.Sinha, S.K.Mishra	Purushartha	2012	6	7	School of Management Sciences, Varanasi
Impact of Relationship Marketing on Customer Loyalty: Evidence from Indian Automobile Industry	K.Gaurav	Purushartha	2016	6	6	ICBM, Hyderabad

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

No. of Faculty	International level	National level	State level	Local level
Attended Seminars/ Workshops	**10**	**30**	**2**	**3**
Presented papers	**8**	**33**	**-**	**-**
Resource Persons	**-**	**7**	**2**	**10**

3.4 Extension Activities

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

Title of the Activities	Organising unit/ agency/ collaborating agency	Number of teachers co-ordinated such activities	Number of students participated in such activities
Blood Donation	IMA	**7**	**170**
Blood Donation	SSPG Hospital	7	80
Gramin Udyamita	VMA	5	50
Computer Kaushal Vikas Program	Sorreal Systems Pvt Ltd	5	45
Social Entrepreneurship Skills	Panchganga Foundation	5	125
Women Entrepreneurship and Women Empowerment	BioMantra Herbal & Pragati Path Foundation	6	89
Two Wheeler Safety drive for Women	Amar Ujala & Honda Motorcycles & Scooters pvt Ltd.	3	45

3.4.2Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the Activity	Award/recognition	Awarding bodies	No. of Students benefited
Blood Donation	Special Recognition	National Health Mission and SBTC , Uttar Pradesh	

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

Name of the scheme	Organising unit/ agency/ collaborating agency	Name of the activity	Number of teachers coordinated such activities	Number of students participated in such

				activities
Swachha Bharat	Rainbow Club, SMS Varanasi	SwacchataPakhwada	5	215
RaktdaanMahadaan	National Health Mission, Uttar Pradesh	Blood Donation	4	250
Share and Care	Rainbow Club, SMS Varanasi	Cloth Donation	3	318
Cancer Awareness Programme	Rainbow Club, SMS Varanasi	Cancer Awareness Programme	5	76
Gramin Udyamita	VMA	Rural Entrepreneurship	5	7
Computer Kaushal Vikas Program	Sorreal Systems Pvt Ltd	Computer awareness among Rural youth	5	9
Social Entrepreneurship	Panchganga Foundation	Social Entrepreneurship Skills	5	125

3.5 Collaborations

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

Nature of Activity	**Participant**	**Source of financial support**	**Duration**
Research Workshop	100	IIMA- SMS, Varanasi	Two days
5th QCFI Convention	450	Quality Circle forum of India	One day

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

Nature of linkage	**Title of the linkage**	**Name of the partnering institution/ industry /research lab with contact details**	**Duration (From-To)**	**participant**
Internship	Summer Training	Details enclosed	Details enclosed	MBA Students
Training	Project	Details enclosed	Details enclosed	MCA Students

See Annexure

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

Organisation	**Date of MoU Signed**	**Purpose and Activities**	**Number of students/teachers participated under MoUs**
Sorreal Systems Pvt. Limited, New Delhi	25.10.2017	Project work/ Training/Placement/ Joint Research	01

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 Physical Facilities

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

Budget allocated for infrastructure augmentation(Rs. in Lakhs)	Budget utilized for infrastructure development (Rs. in Lakhs)
350	**329**

4.1.2 Details of augmentation in infrastructure facilities during the year

Facilities	Existing	Newly added
Campus area	12512 sq.m.	Nil
Class rooms	**25**	Nil
Laboratories	8	01 (Media Lab)
Seminar Halls	02	Nil
Classrooms with LCD facilities	18	02
Classrooms with Wi-Fi/ LAN	All	Nil
Seminar halls with ICT facilities	02	Nil
Video Centre	Nil	01 (Media Lab)
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	NA	**New Addition : Equipments in 2017-2018** Air Cooler 06 CCTV / DVR 05 Fridge 01 Generator 01 TV 03 Projectors 04 School Bus 03 Car 01 Sound System 02 UPS 01 **Total 27**
Value of the equipment purchased during the year (Rs. in Lakhs)	NA	**77**
Others	NA	NA

4.2 Library as a Learning Resource

4.2.1 Library is automated {Integrated Library Management System -ILMS}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of Automation
LIBSYS SOFTWARE	Fully	5.7.2	2006

4.2.1 Library Services:

	Existing		Newly added		Total	
	No.	**Value**	**No.**	**Value**	**No.**	**Value**
Text Books	30878	1, 23, 51,200 approx.	460	2,33,644	31338	1,25,84,844
Reference Books	3469	24,34,500 approx.	34	43642	3503	24, 78,142,
e-Books	-	-	90	35, 290	90	35, 290
Journals	91	73,360	09	16, 570	100	89,930
e-Journals	09+636 (DELNET)	37,660	01+636 (DELNET)	20,070	10+DELNET	57,730
Digital Database	DELNET NDL	11,500	DELNET NDL	13,570	DELNET NDL	13,570
CD & Video	2309	With books & Magazines (free)	23	-	2332	-
Library automation	YES	2,18,225	-	-	YES	2,18,225
Weeding (Hard & Soft)	505	87,602	145	23,634	650	1,11,236
Others (specify)						

4.3 IT Infrastructure

4.3.1 Technology Upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available band width (MGBPS)	Others
Existing	411 + 21 laptops	8	8 mbps	8	1			8 mbps	
Added	3	0	7 mbps	0	0			7 mbps	
Total	411 + 24 laptops	8	15 mbps	8	1			15 mbps	

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

15 MBPS

4.3.3 Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Media Centre	http://smsvaranasi.com/media-lab/

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

Name of the teacher	Name of the module	Platform on which module is developed	Date of launching e - content
Mr. Ram Gopal Gupta	All IT related topics	Website	September-June 2018
Mr.VeereshTripathi	Supply Chain and Logistics Management	- Do -	April, 19, 2018
Dr.Saurav Kumar	Consumer Behaviour	- Do -	April, 19, 2018
Dr. Anil Kumar Gope	OS, Artificial Intelligence, Computer Network Security	Knowledge Management Centre (KMC, SMS, Varanasi)	April, 20, 2018
Mr.Kartikeya Singh	Business Research Methods	- Do -	April, 20, 2018

4.4 Maintenance of Campus Infrastructure

4.4.1 Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year (All figures in Lakhs)

Assigned budget on academic facilities (Rs. in Lakhs)	Expenditure incurred on maintenance of academic facilities (Rs. in Lakhs)	Assigned budget on physical facilities (Rs. in Lakhs)	Expenditure incurred on maintenance of physical facilities (Rs. in Lakhs)
200	**188**	**350**	**329**

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

(A) Maintenance: -

Civil Maintenance: -

- Institute has a full-fledged 'Maintenance Cell' with a Project Engineer, Senior Maintenance Supervisor, Junior Maintenance Supervisor and maintenance personnel.
- The Administrative Officer takes care of maintenance and repair of buildings including classrooms, roads, water lines, sports area (outdoor & indoor) and other support services through the support of all other personnel of the maintenance cell.
- Whenever the need arises, the concerned department/ employee raises a maintenance request stating the nature of repair / maintenance required. The same is recorded by Senior Maintenance Supervisor and attended accordingly.
- The Civil Maintenance Department has got effective system of monitoring records (Enclosed Annexure-A : Civil Maintenance Schedule, Annexure–B: Civil Maintenance List of Registers and Files).

Electrical Maintenance :-

- Electrical Engineer is in charge of Electrical Department supported by Electrical Supervisor and Electricians.
- The Administrative Officer takes care of Electrical Maintenance through electrical department.
- Whenever the need arises, the concerned department/ employee raises an electrical maintenance / grievance request stating the nature of repair / maintenance required. The same is recorded by Electrical Engineer and is attended accordingly.

- The Electrical Department has got effective system of monitoring records (Enclosed Annexure–C: Electrical Section Files and Annexure-D: Electrical Section List of Registers).
- Proper maintenance of electrical items, including generators, is done for enhanced efficiency. Institute has a proper maintenance schedule for the purpose. Enclosed Annexure-E: Electrical Maintenance Schedule.

IT Hardware & Software Maintenance: -

- The Institute has a computercentre coordination committee headed by coordinator, Dean – System IT, Manager (IT) and two faculty members from Dept. of Computer Science which is responsible for the overall maintenance and smooth functioning of institutional IT related processes. It also looks after monitoring the complaint register in the lab thoroughly and addressing the complaints, if any, immediately. The committee is also responsible for monitoring store and availability of all lab equipment.
- System Administrator along with programmers takes care of the maintenance of all the computer related facilities.
- Major problem related to computer maintenance is also solved by committee members.
- Experts are called when needed for software up-gradation and training at the Computer Centre and Library, other software have been generated on own resource base, hence, are handled internally.
- The Committee also ensure annual audit of all equipment.

Security and Transport: -

- Security Officer is the in charge of Security Setup and Transport Facilities supported by Security Supervisors, Security Guards and Bus Drivers.
- 24Hrs. security is ensured at campus in three working shifts of 8 hrs. each.
- The Security Officer has got effective system of monitoring records (Enclosed Annexure–F: Security and Transport Section List of Files and Annexure-G: Security and Transport Section List of Registers).
- For the purpose of ensuring Security CCTVs have been installed at all the important points.

Purchase :-

- A purchase department functions at institution level to take care of the regular purchase needs of general items. Purchase of Books / Journals / Newspapers / Magazines& IT Hardware/Software are channelized through Library Coordination Committee (LCC) & Computer Centre Coordination Committee (CCC) respectively with approval from Executive Secretary through Director of the institution.
- Indents are raised by the concerned department and after being sanctioned it goes to the purchase department, for necessary action.
- For detail information on Purchase Policy, (General, IT, Library) enclosed the Purchase Procedure Regulation of our Institute.

CRITERION V - STUDENT SUPPORT AND PROGRESSION

5.1 Student Support

5.1.1 Scholarships and Financial Support

	Name /Title of the scheme	Number of students		Amount in Rupees
Financial support from institution	1.Prof. MukundLal Scholarship	PG Students	9	45,000
	Merit Scholarship for New Admission	UG Students	16	48,000
	2. BabuNageshwar Singh Scholarship	PG Students	18	1,94,000
		UG Students	103	9,88,500
	3. Special Scholarship	PG Students	3	51,000
	Total		149	1,326,500
Financial support from other sources				
a) National	Uttar Pradesh Government Scholarship Scheme	177		Government directly transfers amount into students' account
b) International	-			

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

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Remedial Classes	November/April 2017	262	Course Coordinators
Language Lab	04.09.2017	120	Language Lab Cell
Yoga	23.10 2017	75	Centre for Spiritualism and Human Enrichment
Employability Enhancement Programme	July 17 to April 18	275	Employability Enhancement Programmes Cell
Soft Skill Development	29.01.2018 to 16 .01.2018	240	MRS Training, New Delhi
Personality & Soft Skills Development	6.01.2018	90	Abscissa, New Delhi
Personality development Campus to Corporate	10.01.2018 to 15.01.2018	120	Tejal Vasa, Mumbai
Yoga & Meditation	20.11.2017	60	YogSadhna

Counselling	August 2017	235	Counselling Cell
Mentoring	July ’17 to May ‘18	1585	All Faculty Members

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

Year	Name of the scheme	Number of benefited students by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed
2017-18	Employability Enhancement Programme	200	365	85	119

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

Total grievances received	No. of grievances redressed	Average number of days for grievance redressal
NIL		

5.2 Student Progression		
5.2.1 Details of campus placement during the year		
Name of Organizations Visited	**Number of Students Participated**	**Number of Students Placed**
For MBA	**91**	**80**
Prism Cement Ltd.		
Berger Paints India Ltd.		
Mother Dairy		
SBI Life Insurance		
Siyaram Silk Mills Ltd. (Oxemberg)		
Capital First Ltd.		
GCMMF Ltd. (AMUL)		
Radio Mirchi Entertainment Network		
Ceasefire Industries Ltd.		
IndusInd Bank		
Somany Ceramics Ltd.		
Parekh Group		
Hindustan Coca-Cola Beverages Pvt. Ltd.		
Utkarsh Small Finance Bank		
Radio City (91.1 FM)		
RAK Ceramics India Pvt. Ltd.		
Bajaj Corp. Ltd.		
Mahindra Holidays & Resorts India Ltd.		
Om Logistics Ltd.		
DTDC Express Ltd.		
TCI Ltd.		
Nysaa Retail Pvt. Ltd.		
Associated Global Logistics Pvt. Ltd.		
Atlas Shipping Services Pvt. Ltd.		
Decathlon Sports India Pvt. Ltd.		
Tenon Facility Management India Pvt.Ltd.		
Tata ClassEdge		
Fusion Microfinance Pvt. Ltd.		
Just Dial Ltd.		
Satin Creditcare Network Ltd.		
Oppo Mobiles MU Pvt. Ltd.		
Kamdhenu Ltd.		
CERA Sanitaryware Ltd.		
SvatantraMicrofinPvt. Ltd.		
Tata Autocomp GY Batteries Pvt. Ltd.		
Tata Capital Housing Finance Ltd.		
Educational Initiatives		

ColdEx		
Kips Learning Solutions Pvt. Ltd.		
MBD Alchemie		
Inforcom Network Ltd. (Tradeindia.com)		
Aditya Birla Capital Ltd.		
Ebix Software India Pvt. Ltd. (ItZ Cash)		
Coromandel International		
Godrej & Boyce		
South Asia FM Ltd. (RED FM)		
Interglobe Aviation Ltd. (Indigo)		
BMA Wealth Creators Ltd.		
Chaitanya India Fin Credit Private Limited		
For MCA		
Name of Organizations Visited	Number of Students Participated	Number of Students Placed
Softpro India Pvt. Ltd.	22	14
BhilwaraInfotechnology Ltd.		
Soft YugPvt. Ltd.		
Agile SoftechPvt. Ltd.		
Acme Digitek Solutions Pvt. Ltd.		
Epsilon Wings InfoTech Pvt. Ltd.		
Databorough India Pvt. Ltd.		

5.2.2 Student progression to higher education in percentage during the year					
Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to
2017-18	07	BCA	Computer Science	SMS, Varanasi	MCA
	17	BBA	Management	SMS, Varanasi	MBA
	04	BCA			
	01	BCOM			
	03	BBA		SMS, Varanasi	PGDM
	4	BCOM			
	02	BBA	Management	Xavier Institute for Social Sciences, Ranchi	PG Diploma in Rural Management
	03	BBA	Management	Shanti Business School, Ahmedabad	PGDM
	06	BBA	Management	IIBS , Bangalore	PGDM MBA
	02	BBA	Management	GL Bajaj , Noida	MBA
	01	BBA	Management	ITS Ghaziabad	MBA
	01	BBA	Management	Karnawati University, Ahmedabad	MBA
	01	BBA	Management	IMI, Kolkata	PGDM
	01	BBA	Management	SRMS, Lucknow	MBA
	01	BBA	Management	Jaipuria , Indore	PGDM
	01	BBA	Management	Jaipuria, Ghaziabad	MBA

	01	BBA	Management	Accurate Institute, New Delhi	MBA
	01	BBA	Management	Lucknow University	MBA
	02	B.Com	Commerce	St. Xavier's University Kolkata	M.Com (Hons)
	01	B.Com	Commerce	Singhad College, Pune	MBA
	01	B.Com	Commerce	Gautam Buddh University,	MBA
	01	B.Com	Commerce	D.Y.Patil, Pune	MBA
	01	B.Com	Commerce	G.L.Bajaj, Noida	PGDM
	02	B.Com	Commerce	Jaipuria, Noida	PGDM
	01	B.Com	Commerce	FIIB , New Delhi	PGDM
	01	B.Com	Commerce	BHU	PG Dip in HR & Industrial Relations
	01	B.Com	Commerce	Jeevandeep College, Varanasi	M.Com
	01	B.Com	Commerce	BHU	MTA
	01	BCA	Computer Science	JSS Noida	MCA
	01	BCA	Computer Science	IMS, Ghaziabad	MCA
	01	BCA	Computer Science	BBDU, Lucknow	MCA
	02	BCA	Computer Science	Chandigarh University	MCA

	01	BCA	Computer Science	IMS, BHU	MBA
	01	BCA	Computer Science	Amity , Noida	MCA
	02	BCA	Computer Science	IET, Lucknow	MCA
	01	BCA	Computer Science	Chandigarh University	MBA
	01	BCA	Computer Science	Frankfin Institute, New Delhi	Air Hostess
	01	BCA	Computer Science	RML Awadh University	Journalism
	02	BCA	Computer Science	IIMT, Meerut	MBA
	01	BCA	Computer Science	AIMT, Greater Noida	MCA
	01	BCA	Computer Science	IMS, Ghaziabad	MCA
	01	BCA	Computer Science	MMM, Gorakhpur	MCA
	04	BCA	Computer Science	Galgotia Institute , Noida	MCA
Total	90				

*Data Unavailable for the more admissions taken in other institutes

Items	No. of Students selected/ qualifying	Registration number/roll number for the exam
NET	01	84019075
SET		
SLET		
GATE		
GMAT		
CAT	02	
GRE		
TOFEL		
Civil Services		
State Government Services		
Any Other		

*Data Unavailable

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

Activity	Level	Participants
Adharshila-Foundation day Celebration	Inter Institute Level	540
Sports Fest	Institute Level	320
Independence Day	Institute Level	932
Republic Day	Institute Level	856
Teachers' Day	Institute Level	1143

5.3 Student Participation and Activities

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

Year	Name of the award/ medal	National/ International	Sports	Cultural	Student ID number	Name of the student
2107	Kick boxing State and National Level Championship	National	Kick Boxing		1142016001193	Gaurav Yadav B.Com II

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

- Representation of students in various cells - Student's Grievance Redressal Cell ,Anti-sexual Harassment Committee and 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 club they organise various events and competition on activity day
- Students voluntarily get involved in blood donation and economic and financial assistance to poor.
- Students' representation is there in Institute's Newsletter as well.
- Students actively coordinate placement activities.
- Each Class has a class representative who acts as a connecting link.

5.3 Alumni Engagement

5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words):

No, The Institute is in the process of getting the Alumni Association Registered.

5.3.2 No. of ~~registered~~ enrolled Alumni: **3500**
5.3.3 Alumni contribution during the year (in Rupees)**: NIL**
5.3.4 Meetings/activities organized by Alumni Association **:**

Meetings:

1. 10th Annual Meeting of Varanasi chapter of SMS Alumni Association was organized in the Seminar Hall of SMS Varanasi campus on January 21, 2018
2. 7th Annual Meeting of Delhi Chapter of SMS Alumni Association was organized on June 09, 2018, in the Shri Ram Hall, PHD Chamber of Commerce and Industry, New Delhi

Activities:

1. A Workshop on "How Fitness can change your Life" by Mr.Indraneil Lahiri, (B.Com 2014-17 batch Alumnus) was organized for BBA IV Semester Students on April 10, 2018.
2. A Lecture Series on "Big Data, Hadoop and Web Services" by Mr. Rishi Upadhyay (MCA 2003-2006 Batch Alumnus) was organized for MCA IV Semester and BCA 6th Semester Students on March 12, 2018
3. A 5 days' workshop on " Developing Standalone Applications Using Core Java" by Mr. Praveen Kumar Soni (MCA Batch Alumnus) was organized for BCA V Semester Students .(October 31- November 4, 2017)
4. One day Workshop on Software Project Development Tools for BCA VI Semester students on 22nd February 2018.
5. A three days workshop on "Microsoft Office" by Mr. Rishi Upadhyay (MCA 2003-2006 Batch Alumnus) and Mr. Shiv Govind (MCA 2011-2014 Batch Alumnus) was organized for BBA IV Semester students. (12th -15th March 2018).
6. A Three days workshop on "Microsoft word" by Mr. Rishi Upadhyay (MCA 2003-2006 Batch Alumnus) and Mr. Shiv Govind (MCA 2011-2014 Batch Alumnus) for B.Com I year students on February 5th to 7th 2018.
7. A four days workshop on "Microsoft Word and Microsoft Power Point" by Mr. Rishi Upadhyay (MCA 2003-2006 Batch Alumnus) and Mr. Shiv Govind (MCA 2011-2014 Batch Alumnus) was organized for B.Com II year students on January 23 to 27 2018.

CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 Institutional Vision and Leadership

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

1. Decentralisation:

- There is an organisation culture to provide autonomy to both Management and Computer Science Departments.
- Each department prepares its own activity chart keeping the academic calendar of university in perspective to accommodate various co curricular activities.
- Lecture plans are prepared by faculties for timely completion of Syllabus. Faculties may place the requisition of books if they find it pertinent and necessary.
- A number of Co curricular activities are planned by Course Coordinators to complement the curriculum.
- A number of ICT tools are at their disposal to use as aids in teaching. Faculties are free to decide the pedagogy for their subjects.
- Apart from it all the faculties are empowered to seek the guidance of Director when required.
- All the centres, cells, clubs are given autonomy to decide the modus operandi under the stated policies.
- Students are free to decide the manner in which they wish to celebrate teachers' day, fresher's and farewell celebration under the code of conduct.

2. Participative Management

- There is provision for stakeholders' participation in all the statutory bodies.

- Appropriate number of teaching & non teaching staff as well as the students' representatives are present in IQAC, Feedback Cell, Training & Placement cell, Research & Development cell, Admission Cell, Marketing cell, Library coordination committee and Computer centre coordination committee.

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

Yes

6.2 Strategy Development and Deployment

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

❖ **Curriculum Planning and Implementation**

The institute has well defined strategy for effective curriculum planning and implementation. Salient features of that are given below:

- Tasks, activities and control mechanism for curriculum planning and implementation are well documented and concerned stakeholders are made aware of this at the beginning of the academic session.
- Lecture plan, course outcomes, teaching pedagogy, value added courses, workshops, guest lectures, tutorials, remedial classes and other curriculum regarding activities to be conducted during the academic session are prepared and documented.
- Requirements of support facilities such as Infrastructure and library facilities for effective curriculum implementation are prepared and provided.
- Proper feedback mechanism has been developed for improvements.

❖ **Teaching and Learning**

The strategic actions taken for effective teaching and learning includes:

- Recruitment of qualified and quality faculty.
- Implementing effective teaching and learning pedagogy such as classroom lectures augmented by exercises, project studies, role plays, case studies, simulation games, brainstorming sessions, group presentations, Group and panel discussions, Domestic and International Industrial Visits and internships in reputed organizations.
- Provision of workshops, guest lectures, value added courses and other curricular and co-curricular activities.
- Promoting participation of students in organizing and participating in conferences, seminars, cultural events, sports' fest, social welfare activities, and other extra-curricular activities.
- Organizing academic related competitive events.
- Interaction of students and faculty with industry and academic experts.

❖ **Examination and Evaluation**

- Formation of Examination Cell to coordinate examination and evaluation.
- Strictly following the affiliating universities guidelines and schedule regarding examination.
- Adapting Bloom's Taxonomy for continuous internal evaluation with focus on both lower and higher level skills of students.
- System of handling student's grievance regarding examination.

- Effective training of non-teaching and office staff in use of ICT resources for handling examination and evaluation related data and reports.
- All the time-lines of affiliating universities like exams, submission of internal marks, conducting viva-voce, attending university meetings are followed on a compulsory basis.
- Ensuring uninterrupted power supply during examinations.
- CCTV has been provided in the examination control room.

❖ **Research and Development**

Dedicated Research & Development Cell headed by Dean (R&D) as well as a comprehensive 'Research & Publication Incentive Policy' is in place for addressing the issues of Research and Development. The main points of policy to promote research culture in the Institute are:

- Allocation of funds for promoting research.
- Faculty members are motivated for research publications and are provided with incentives and recognition for the same.
- Immediate Salary increment for Faculty members completing Ph.D.
- Promoting and supporting faculty members for pursuing Ph.D.
- Enriching infrastructure and library for promoting research.
- Identification of thrust areas of research.
- Organizing conferences/seminars/workshops.
- Motivating faculty members to participate in conferences/seminars/ workshops/orientation programmes/FDPs organized by reputed organizations in India and abroad.
- Institute also publishes four journals

❖ **Library, ICT and Physical Infrastructure / Instrumentation**

Library:

- Equipping library with all the required resources such as books, journals (national & international), e-journals and e-books, CDs, magazines, newspapers, physical facilities like reading room, reprography, internet, CCTV, etc. that are necessary for effective teaching, learning and research.
- Formation of Library Coordination Committee for effective functioning of library.
- Feedback system for continuous improvement of library.

ICT and Physical Infrastructure/Instrumentation:

- Promoting use of ICT among faculty, students and staff.

- Allocating appropriate budget by Management Committee and Governing Council for upgrading ICT and physical infrastructure facilities necessitated from time to time.
- Maintenance Cell has the responsibility for proper maintenance of existing ICT and physical infrastructure.
- Feedback system to know requirements.

❖ **Human Resource Management**

Quality improvement strategy for human resource development includes :

- Standard and well defined recruitment and selection process for faculty and staff.
- Training and development process for faculty and staff.
- Well defined duties and responsibilities of employees.
- Well defined mechanism for decentralization and participative management.
- Policy for recognizing efforts and achievements of employees.
- Documented performance appraisal system.
- Statutory welfare schemes are ensured for employees. Apart from that, health care, leave, transport and many other facilities are ensured.
- Delegation of responsibility – some of the Key Responsibility Areas (KRA"s) are identified and delegated at different levels – Director, Registrar, Administration, Deans, HODs, Course Coordinators etc.
- Powers, duties and responsibilities of statutory bodies of institute are well defined and documented

❖ **Industry Interaction / Collaboration**

Interaction with the industry is ensured through following mechanisms:

1. **Training and Placement Cell**
   Institute has established Training & Placement Cell to promote collaboration with industry.
2. **Industry Involvement in Curriculum Implementation**
   Feedback from Industry is taken for effective implementation of curriculum and necessary action is taken.
3. **Industry Visits**
   Regular Industry visits are organized for students for having the exposure to the environments of industries within and outside the country.
4. **Expert Lectures**
   Guest lectures of Industry experts are organized for students.
5. **Internship**
   Institute arranges internships and projects for students in reputed companies. (Details mentioned in Annexure 3.5.2)
6. **Workshops/Seminars/Conferences**
   Workshops conducted by industry people are arranged for students to keep pace with new technologies and developments.
6. **Industry based Projects**

❖ **Admission of Students**

Process of admission to various PG & UG courses at the institution involves following general steps :

- Constitution of an 'Admission Cell' in every academic session to look into all the aspects of admission for various courses run by the institute
- Wide publicity is done through newspapers, website, social networking sites, etc.
- Notifications are displayed a number of times in national dailies
- Sale of Admission Forms and Informa (Prospectus)
- Entrance Test by institute / University / Govt. agencies
- Group Discussion and Personal Interview
- Merit list and admission offer

However, the details of criteria of admission to various courses are given below :

Programme(s)	Course(s)	Criteria for Admission	
UG (Affiliated to MGKV)	BBA	1.	Minimum Eligibility Criteria set by
			University
		2.	Past Academic Performance +
			Entrance Test + Personal Interview
	BCA		-Do-
	B. Com.		-Do-
	B.A (H) Mass Com		-Do-
PG (Affiliated to AKTU)	MBA	1.	Minimum Eligibility Criteria set by
			University
		2.	Common Test Conducted by State
			Agencies
	MCA		-Do-

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

❖ **Planning and Development**

- College has developed in its LAN-based application "I-campus" – Daily Class Progress Report (DCPR), where the faculty members are required to upload every day the facts related to class activities of the day. Review of course progress, for each and every course, is made on a weekly basis in the meeting with Director of the concerned subject teachers and relevant Course Coordinator
- Online Feedback from students is used by the institute towards planning and developing support services. Various academic & administrative mechanisms do have the representation of students
- To send a Daily Action Report to the Executive Secretary/Director in the mode and timing as desired by him
- Preparation and revision, if required, of the Class-routine for various applicable courses / semesters.

❖ **Administration**

- Daily attendance is registered through Biometrics machine. At the end of month, data of time in is recorded before salary administration
- Students' attendance tracking, Monitoring the complaint register in the Lab thoroughly and addressing the complaints, if any, immediately
- To notify any development having taken place on the institutional floor, carrying news value, on a day-to-day basis through Internal Communication Cell in order to make the members of SMS-family aware of such development without delay. This will also apply to the spread of the official notifications
- Information may also be accessed by stakeholders through SMS ALERT app.

❖ **Finance and Accounts**

- Finance is being managed using Tally software. There is a payment gateway available known as e –pay fee where students can easily submit their fee through digital mode.

❖ **Student Admission and Support**

- There is a provision for Online form submission and downloading of admit cards
- Library is fully computerized and networked. It also collects feedback from the users and incorporates suggestions for its improved functioning. The IT facility at the institute is equipped with adequate hardware & software and is upgraded from time to time. All the members of faculty are provided with requisite IT facilities for preparation of computer aided teaching learning material
- Continuous enrichment and updating of the textual body of Knowledge Management Centre with unique & relevant articles from the magazines, newspapers, and other resource persons.
- Regular updating on I-Campus, relevant blogs and SMS websites.
- Uploading of question banks, notices, Attendance etc

❖ **Examination**

- Provision for online entrance examination and there after announcement of result
- Online tests are being conducted for both EEP and internal assessment in all the subjects

6.3 Faculty Empowerment Strategies

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

Year	Name of teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2017	1. Mr. Amit Kumar Bhanja	SPEEDS 2017		2,370/-
	2. Dr. Anchal Pathak	International Conference on Health care system & Global Issues (IMS Unison University Dehradun)		11,305/-
2018	3. Dr.Anchal	Achieving Business Synergy		3,660/-

	Pathak	through Social, Spiritual and Technological Dimensions, SMS, Lucknow		
	4. Dr. Alok Kumar	Achieving Business Synergy through Social, Spiritual and Technological Dimensions, SMS, Lucknow		3,650/-
	5.Dr. Abhishek Srivastava	Achieving Business Synergy through Social, Spiritual and Technological Dimensions, SMS, Lucknow		4,579/-
	6. Dr. Medha Srivastava	Workshop on Qualitative Research Methods in Social Sciences, (MNNIT Allahabad)		13,000/-
	7. Mr. Saurabh Srivastava	National Workshop on Statistical and Optimisation learning in Multidisciplinary Area (Manipal University Jaipur)		14,826/-

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non-teaching staff)
2017	FDP on Pedagogical Approach and Content Management in Professional Education & Research		06 to 12 July 2017	56	
2018	Two-day Research workshop entitled "Crafting and conducting High Quality Research" organised jointly by School of Management Sciences, Varanasi and Indian Institute of Management (IIM) Ahmedabad		18-19 May, 2018	40	
2017		Tally Workshop	21-12-17		18
2018		Soft skills training to front office and marketing staff	27-02-18		08
2018		Digitalisation of	22-04-18		07

		Libraries :Conceptualisation to Implementation			

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

Title of the Professional Development Programme	Number of teachers who attended	Date and Duration (from – to)
ICSSR Sponsored Capacity Building Workshop for Social Sciences Central University of Punjab	Mr. Saurabh Srivastava	18-05-18 to 31-05-18
FDP on Hadoop and Big Data Analytics organised by AIT Goa and NIT Warangal	Dr. Aditya Gupta	21-05-18 to 26-05-2018
QIP on Multivariate Data Analysis Conducted by IIT Roorkee	Dr.Anchal Pathak	28-05-18 to 01-06-18
FDP on Research Methodology and Statistical analysis using SPSS and AMOS IILM Lucknow	Mr.Veeresh Tripathi	24-06-18 to 30-06-18
Project Management for Development-Professional and Research NIT Rourkela	Mr.Vir Pratap	25-06-18 to 29-06-18
Business Analytics and Data Mining modelling using R	Dr. Aditya Gupta	Jan –April 2018
Financial Statement Analysis and Reporting – NPTEL Certification	Mr.Vir Pratap	Jan –April 2018
Financial Statement Analysis and Reporting – NPTEL Certification	Dr. Shishir Gujarati	Jan –April 2018
Financial Statement Analysis and Reporting – NPTEL Certification	Ms. Anju Singh	Jan –April 2018

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

Teaching		Non-teaching	
Permanent	Fulltime/Temporary	Permanent	Fulltime/temporary
05		**16**	

6.3.5 Welfare schemes for

Teaching &Non-teaching	Contribution to EPF ESI contribution Tuition-fee waiver scheme Group Insurance scheme Provision for Medical Leave Transportation Facility Ambulance and Medical Facility Cash Awards during Annual Day Event- For members completing 10/15/20 years of service
Students	Scholarship Schemes Insurance Canteen Facility at Subsidised rates Infirmary Ambulance Facility Subsidized Transportation Facility Financial Assistance provided to students to participate in sports and cultural events being held outstation

6.4 Financial Management and Resource Mobilization

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

- Both internal and external audits are in place at the institute. Finance committee remains vigilant on the financial operations throughout the year in the form of internal audit.
- The institute has got a Finance Committee which looks into the effective and efficient use of financial resources through Budgets.
- For the purpose, budgets on the basis of projected financial requirement of different departments/centres, in their consultation, are prepared.
- These are further sent to the Governing Council for needful evaluation and final approval. Corresponding funds are then allocated for needful utilization.
- This is monitored by the Finance Committee so as to adhere to the optimal utilization of funds. There was no major audit objection for the last audit.

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

Name of the non-government funding agencies/ individuals	Funds/ Grants received in Rs.	Purpose
NIL	**NIL**	-

6.4.2 Total corpus fund generated **Rs. 3,00,00,000**

6.5 Internal Quality Assurance System

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

Audit Type	**External**		**Internal**	
	Yes/No	Agency	Yes/No	Authority

Academic	NO		YES	Director
Administrative	NO		YES	Registrar

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

- **Adharshila**– College Foundation Day Celebration
- Discussion about ward's performance in Parents Teachers' Meeting
- Meeting with NAAC peer team

6.5.3 Development programmes for support staff (at least three)

- Workshop on digitalisation of Library
- Tally Workshop
- Yoga Session for stress relief
- Soft Skills Training to the front office and marketing department staff

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

- Proposal of Introduction of One more PG Course (M.Com)
- Language lab facilities extended to all the courses including commerce and management
- Increase in Use of ICT for teaching learning processes
- Stronger Alumni Connection
- Differential Bus Fee
- More enriched and comprehensive feedback system

6.5.5

a. Submission of Data for AISHE portal : (Yes /No) Yes
b. Participation in NIRF : (Yes /No) No
c. ISO Certification : (Yes /No) No
d. NBA or any other quality audit : (Yes /No) Under Process

6.5.6 Number of Quality Initiatives undertaken during the year

Year	Name of Quality Initiative by IQAC	Date of conducting activity	Duration (from-----to------)	Number of participants
2017	FDP on Pedagogical Approach and Content Management in Professional Education & Research	6 July 2017	from July 6 to 12, 2017	52
	National conference on "Information Technology for Innovative Business Practices"	7 October 2017	From 7th & 8th October, 2017	75
	Career in Microfinance & Small Finance Bank	8 November 2017	8 November 2017	145
	Business Model Contest	28 0ctober 2017	28 0ctober 2017	45
	Various Courses enabled by NPTEL taken by Students and Faculties	July 2017 to June 2018	July 2017 to June 2018	263
	Case Analysis	12.12.2017	12.12.2017	120
2018	Campus to Corporate	9.01.2018	9 Jan to 13 Jan, 2018	120

	International Conference on "Alchemy of Leadership for Innovation and Sustainability	17 Feb 2018	From 17-18 Feb, 2018	250
	Research workshop entitled "Crafting and conducting High Quality Research	18 May 2018	From 18 to 19 May, 2018	80
	Research Writing	24 Mar, 2018	From 24 to 30 March, 2018	108
	Ad Manthan	04 April, 2018	04 April, 2018	54
	Career Counselling	06 April, 2018	06 April, 2018	58
	Social Entrepreneurship	11 April, 2018	11 April, 2018	75
	Seminar entitled "Growth Prospects of HEIs under NAAC" held on April 21, 20l8	21 April, 2018	21 April, 2018	45

CRITERION VII –INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Title of the programme	Period**(from-to)**	Participants	
		Female	Male
Gender Sensitisation Programme	30.07.17	24	33
Poster Making Competition based on Gender equity theme	29.09.17	07	11
Virtual stock Trading	11.09.17	18	27
Company Secretary ship	21-09-17	31	37
Business Model Contest	28.08.17	32	23
Tech Series	29.10.17	28	37
Stockmind Season 6	24.11.17	19	33
Case Analysis	12.12.17	58	62
Workshop on GST	25.01.18	22	54
Soft Skills	15.02.18	65	55
Web DX	24.02.18	17	34
Professional Skills	10.03.18	23	37
Ad Manthan	04.04.18	31	23
Social Entrepreneurship	11.04. 17	45	75

7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as: Percentage of power requirement of the College met by the renewable energy sources

- Energy Conservation
- Use of Renewable energy
- Rain Water Harvesting
- Efforts for Carbon Neutrality
- Plantation
- Hazardous Waste Management
- e-waste Management
- Decreased use of Paper

To make the campus eco-friendly, Institute has taken a number of initiatives as explained below

Energy Conservation :

- Institute has got a Solar Power Plant of the capacity of 200 KW to fulfill the complete electricity requirement of the institute.
- 100 % power requirement met by renewable energy
- The Institute has wide spread arrangement for power connections with a central power room and control panels and all power cables are underground to reduce distribution losses.
- Desktops which are used in the Institute consume only about 50 watts/desktop on an average against the normal standard of 200 watt/desktop.
- Proper maintenance of electrical items, including generators, is done for enhanced

efficiency, and institute has a proper maintenance schedule for the purpose

- Air conditioners are not run unnecessarily on generators to reduce unwanted emissions.
- Intermittent use of air conditioners is promoted in the Institute.
- **'Energy Day'** is observed to create awareness among the students, faculty, and staff for energy conservation. Everyone, including students, follow the practice of switching off the lights, fans, and air conditioners when not required.
- 100 per cent dependence on LED lights in order to save energy.

Use of Renewable Energy :

- Solar energy power plant of 200KW is installed in the institute to fulfil the 100 % electricity requirement of the institute.

Rain Water Harvesting :

- All the buildings of the Institute have been provided with Rain water harvesting facility. Apart from the surface area, 2600 sq.mts. Roof area of the buildings is also covered with rain water harvesting facility having recharge potential of 2175 cu. m. Three water tanks of the dimension 14ft. x 7ft. x 6.5ft. have been made for the purpose.

Efforts for Carbon neutrality :

- Extensive plantation of trees has been done to reduce the effect of carbon dioxide. Only about one tenth of the area has been used for construction against the standard rule of one third area. Rest of the area is used for plantation, lawns, and play ground.

Plantation :

- Extensive plantation of trees has been done in the campus. Every year tree plantation drive is organized by Rainbow Club. Beautiful lawns are maintained and are surrounded by trees and plants. Thick hedges and trees have been grown all along the compound walls to prevent from outside pollution. Considerable amount of money is spent in maintaining greenery of the campus. Institute has already been awarded in the 'Flower Show' organized by Diesel Locomotive Works (DLW), Varanasi.

Hazardous and e-Waste management :

- Institute is very keen on this issue. A mechanism is already in place to effectively dispose of outdated computer systems, useless electronic items, and other junk materials. The institute is under process to become the collection centre for e-waste by Pollution control board

Decreased use of Paper :

- Efforts have been made to reduce the usage of paper in administrative work to the minimum. Online Attendance record is maintained. Circulars are shared through Intranet. E-Fee payment gateway available to go paperless

7.1.3 Differently Abled (Divyangjan) friendliness

Items Facilities	Yes/No	No. of Beneficiaries
Physical facilities	YES	Used as per Requirement
Provision for lift	NO	
Ramp/ Rails	YES	
Braille Software/facilities	Under Process	

Rest Rooms	YES
Scribes for examination	YES
Special skill development for differently abled students	YES
Any other similar facility	Wheelchair Available; Equal opportunities provided to acquire various skills along with the mainstream

7.1.4 Inclusion and Situatedness						
Enlist most important initiatives taken to address locational advantages and disadvantages during the year						
Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff
Advantages						
			Round the year	Placement Drive	Being the most preferred institution in the region by the industry for Campus Selection prestigious companies frequently visit campus and hire students on attractive packages	445
			Round the year	Online Exam	Being well equipped with required infrastructure and sufficient number of Computer terminals	7845

					required to conduct online examination , various agencies approach the college to conduct online examination for local students	
2017	02		19.07.2017	Graamin Udyamita	Due to the availability of required infrastructure and competencies youth from nearby villages are educated every year regarding Rural Entrepreneurship	50
			19.07.2017	Computer Saksharta	Due to the availability of required infrastructure and competencies Computer training is imparted every year to the rural youth residing nearby	68
Disadvantages						
2018				Industrial Visits	Varanasi has lesser number of industries. So industrial	210

					visits to other places are organised to provide students right exposure to the industrial setups	
				Interaction with Industry Experts	Experts are invited round the year to discuss and share their first hand experience with the students	540
				Guidance regarding selection of Colleges	There is an attraction among Undergraduate students to pursue their higher studies from Metro or big cities	300

Number of initiatives taken to engage with and contribute to local community						
Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff
		01	October / November every year	SMS Mental Ability Recognition Test - SMART	Guidance to local 12th class students regarding Course/career options after school	1300

2018		02	11.06.18 to 17.06.18	Techno camp	Imparting technical knowledge with hands on practice to students from other schools and colleges	75
		02	28.05.18 to 03.06.18 25.06.18 to 01.07.18	French Language Summer Camp	Imparting exposure and working knowledge of Foreign Language to local students from other schools and colleges	25
			Throughout the year	Invited as Judges, Panelists	Faculty members and senior students of the college are invited by Local reputed schools to judge their academic events	20
			Throughout the year	Expert Talks by our faculty to other Colleges	Faculty visited various institutes for Invited talks on their area of expertise	05
			November 2017	Ministry of MSME, Government	Faculty members were	03

				of India	invited as the resource person for the Seminar conducted for Entrepreneurs by Ministry of MSME	

7.1.5 Human Values and Professional Ethics

Code of conduct (handbooks) for various stakeholders

Title	Date of Publication	Follow up (maximum 100 words each)
Students' Rule Book	15 .07.2017	Students' Rule book is distributed to the students along with the kit during Orientation. Also along with director's address mentioning code of conduct, a separate session is devoted to Discipline and code of conduct
Code of Conduct Handbook for Employees	10 .07.2017	A handbook specifying the code of conduct is distributed among all the employees at the commencement of academic session each year. It clearly states the Duties, responsibilities and code of conduct for each and every employee of the organisational hierarchy.

7.1.6 Activities conducted for promotion of universal Values and Ethics

Activity	Duration (from-------to-------)	Number of participants
Hi Life Lecture by Prof. Sandeep Singh, Coordinator, CSHE	30.08-2017	98
Sahajyog Meditation	17.09.2017	75
FDP on "***Discovering Self, Discovering India &Discovering the World***" in association with Center for Global Management, California State University, San Bernardino	23.12.2017	70
Guest Lecture by Prof. Pramod Pathak	25.02.2018	65
International Yoga Day	21.06.2018	76
Independence Day	15.08.2017	900
National Sports Day (Birth Anniversary of Major Dhyan Chand)	29.08.2017	375

World Literacy Day	8.09.17	176
Blood Donation Day	1.10.2017	49
Gandhi Jayanti	02.10.2017	550
Lal Bahadur Shastri Jayanti	02.10.2017	550
Rashtriya Ekta Diwas	31.10.2017	256
World Students Day (Birthday of Dr. APJ Abdul Kalam)	15.10.2017	165
National Education Day (Birth Anniversary of Maulana Abul Kalam Azad)	11.11.2017	308
National Energy Conservation Day	14.12.2017	270
World Peace Day	31.12.2017	229
Republic Day	26.01.2018	854
Dr. Ambedkar Jayanti	14.04.2018	224
Earth Day	22.04.2018	172
World Environment Day	05.06.2018	167

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

- Installation of Sanitary pad vending machine and the incinerator
- Plantation drive
- Green audit
- Use of Solar energy
- Rain Water Harvesting
- Energy Day is observed to create awareness among the students, faculty, and staff for energy conservation

7.2 Best Practices

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

Web link : smsvaranasi.com/naac

I. Students' Employability Enhancement Activities

II. 100 % dependence on Solar power -Green Energy

Best Practice-I

I. Students' Employability Enhancement Activities

Objective:

The objective of the practice is to enhance students' employability through curricular, co-curricular and extra-curricular activities.

Context :

The overall purpose of any educational institution is to ensure holistic development of students by playing its part in transforming the students to responsible citizens, who could contribute positively for the causes of the society and nation as well. However, the core purpose before a new-age B-school, providing professional education, is to equally prepare students who are employable and acceptable by the industries, and generally the following qualities in the students are desired by the industries at the time of recruitment :

Subject & Technical Knowledge
Innovative problem solving Skills
Communication Skills
Quantitative Aptitude
Inter-personal and Organizational Skills
Leadership & Team Skills
Discipline & Time Management Skills
Decision Making Skills
Exposure to global business environment & cross-culture

In this context, Institute constantly makes effort to develop above mentioned qualities in students through various activities.

The Practice:

For Enhancement of subject & Technical knowledge and Decision Making Skills, following curricular and co-curricular activities are undertaken

Classroom sessions are augmented by:

- Exercises
- Projects
- Role Plays
- Case Studies
- Brainstorming Sessions
- Presentations

Domestic and International Industrial Visits are organized for students' practical learning.
Facility of summer internship is provided in reputed organizations for practical learning. Facility of summer internship in foreign country is also there for the students.
Workshops and guest Lectures by eminent personalities from academia, and corporate on relevant subjects are organized from time to time.

Regular academic performance review of the students is done. Remedial classes are conducted for poor performers and slow learners.
Students are allocated class mentors who take care of the problems of the students.
Business Plan Contests, Start-up Melas, Virtual Stock Trading Competition and Entrepreneurship Development Programmes are conducted for students.
Students are encouraged to participate in conferences/seminars and present papers**.**

For enhancing the Communication skills, Inter-personal & Organizational Skills, and Quantitative Skills, following activities are conducted:

Institute conducts Workshops on 'Soft Skills for Employability Enhancement' through MRS Training Services, Delhi.
Workshops on 'Oral and Written Communication' are conducted by the experts on communicative English from BHU, Varanasi and Delhi.
'Personality Training & Assessment Workshop' is conducted by ABBSCISSA HR-Consultancy, Delhi**,** wherein various personality assessment and developmentactivities are organized including, Numerical Test, Verbal Reasoning, Psychometric Tests, Map Problems, Group Discussion Activities, Story Writing and Personal Interviews. ABBSCISSA provides inputs and feedback to the students on the basis of their performance in various activities on individual basis.

In-house software has also been developed by the institute for regular practice sessions by the students in this regard as many companies have also included online tests for testing the quantitative aptitude of students during recruitment.
Other various workshops, conducted by experts, are also organized by the institute for improving the communication skills of the students.
Synergy Club organizes activities like debates and mock parliament for improving the communication skills of the students.

For enhancing Innovative problem solving skill, Discipline & Time Management Skill, and Leadership & Team Skills, following activities are conducted :

Tech Marathon: Conceptualized by the institution itself, this competitive activity enables the students to develop and hone important skills such as, innovative problem solving, team work, handling the work pressure, meeting the deadline under high pressure situations, team coordination, division of work, creativity and innovation.

Workshops on 'Android Application Development' are conducted through Agile Soft Tech Pvt. Ltd.
Workshops on 'Web Development' are conducted through S B Soft Technologies.
Workshops on 'Business Analytics using SAS and R' are conducted through DataPerlsPvt. Ltd.
'Business Model Contests' and 'Case Chase Contests' are organized.
Workshops on 'Tally Software' are conducted by Institute of Financial Accounting for Professionals.

For enhancing the personality, decision making skills, Inter-personal and organizational skills, following activities are conducted:

Fresher's and farewell parties are organized every year by students of all the courses.
Teachers Day celebration is organized by students every year demonstrating their

organizational and inter-personal skills.
Clubs have been formed for promoting extra-curricular activities.
Workshops are organized for personality development of student

For providing Exposure to global business environment & cross-culture, following activities are conducted:

Industrial visits for students to foreign countries are organized under the guidance and supervision of faculty members.
Foreign language courses are conducted.
Students' exchange programmes are conducted, for which MoUs have been signed with several Universities / Institutions abroad.
Courses on global business environment and cross-culture have been included in the curriculum.
Interactions of students & faculty members with experts from academia and industry of foreign countries are organized under Series of Hi Life Lectures and Guest Lectures.

Evidence of Success :

Success of the institute on following the practice mentioned above could be gauged by the fact that more than 90% students of MBA, interested in jobs, have been placed through campus selection. Grabbing of a majority of Top 10 positions in BBA and BCA final result of MGKV by our students continuously for past three years can equally be attributed to the aforesaid practice by the institute.

Problems Encountered and Resources Required :

With the support of management, faculty and staff, no problem has been felt so far.
The practice is implemented with both the external and internal resources in terms of financial and human resources.

Best Practice –II

100 % dependence on Solar Power - Green Energy

Roof Top Solar Plant at School of Management Sciences, Varanasi

Objective : The objective of this practice is to ensure Environmental consciousness and focus on alternate energy sources

Context: Environment and ecology are a part of the culture and ethos of SMS, Varanasi. SMS believes that all action on climate change must be concerted, structured and sustainable. It must target the rising carbon emissions and work towards the dual objective of reducing the greenhouse gases being spewed into the atmosphere and reviving nature's ability to heal itself. Solar power facilities reduce the environmental impacts of combustion used in fossil fuel power generation, such as impacts from greenhouse gases and other air pollution emissions. SMS, Varanasi procures its total electricity supply of the campus through a 200 KW Grid Tied Solar Power Plant.

The Practice: To fulfil the complete electricity requirement of the institute, there is 100% SolarEnergy Power backup (200 KV). The Roof Top Solar System at the institute

hasfollowing salient features:

- A clean, silent and eco-friendly source of power
- Solar modules convert sunlight into electricity
- PCU converts DC power to AC power
- Negligible maintenance as there are no moving parts
- Long life span of solar modules
- Modular design
- Simple installation, can be mounted on roof top or ground
- Can be installed at point-of-use to avoid transmission losses

100 % Electrical Power Backup Roof Top Solar Plant of 200 KW capacity was commissioned in February 2017 by **'TATA Power Solar System Ltd.'** which has made SMS, Varanasi as the **"Eco Friendly Green Campus"**. Solar heaters are used in the hostels.

Accordingly Purchase Committee (PC) analyzed various quotations from different solar power provider vendors i.e. Jain Irrigation, Transition Solution, RS Solar, STATCON Energia, TATA Solar Power and Ujak. After a thorough analysis of the quotations of the above companies, it was decided to install the above said plant through TATA Power Solar Systems Limited.

1. **Installation :** 100%Power Backup Roof Top Solar Plant of 200 KW capacity was commissioned in February 2017 by **'TATA Power Solar System Ltd.'** which has made SMS, Varanasi as the **"Eco Friendly Green Campus"** with following technical specifications :

Sr. No	Description of Major Supply Items	Total Qty	UoM	Make
1	Solar PV module : 250Wp, multi crystalline Silicon (TS)	800	No	TATA Power Solar
2	Module Mounting Structure	1	Set	TPS Reputed Vendors
3	Array Junction Box (with MOV &Fuses, Thermoplastic)	4	No	Trinity/Greensol/Equivalent
4	Grid Connect Solar Inverter (1x50KW, 415V AC, 50Hz, MPPT),	6	No	Delta
5	Monitoring : Data Logger, Temp. & Radiation	1	No	Solar Log
6	AC Distribution Board with multifunction "Energy Meter"	1	No	Swastik/Eligant/Equivalent All Switch gears will be of ABB/Schneider Make, & Meter will be of L&T/Schneider Make.
7	1C X4 Sq.mm. EBXLPE Cu. Cable (Array Interconnection &to	3400	M	Siechem
8	4C X 25 Sq.mm. EB XLPE Cu. Cable (Inverter to ACDB)	150	M	Siechem
9	3.5 X 240 Sq.mm. XLPE Alcable (ACDB to LT Panel), 1.1Kvgrade	100	M	Siechem

10	Earthingkit	8	Set	TPS Approved Vendor
11	Earthing strip(25mm x 5mm)	300	M	TPS Approved Vendor
12	Lightning arrestor	8	No	TPS Approved Vendor
13	MC-4 Cable Couplers (Male & Female Pairs)	80	Set	Multicontact/Biz link/Equivalent
14	Communication Cable	500	M	TPS Approved Vendor
15	Inverter Canopy	5	No	TPS Approved Vendor

2. Maintenance :

2.1 Maintenance of Data: Following data maintenance formats are being monitored on monthly basis to evaluate the benefits of above said plant.

2.1.1 Calendar Month-wise Solar Units Generation Charts. (Annexure-A)

2.1.2 Electricity billing month-wise Power Consumption Charts. (Annexure-B)

2.2 Maintenance of the Plant.

2.2.1 Checking of Total Sting Current of installed solar panels and checking of Inverters by the Technical Team of TATA Power and in-house staff.

2.2.2 Daily cleaning of panels by in-house staff with maintenance of chart for the same (Annexure-C).

3. Evidence of Success :

3.1 Savings in Electricity Bills :An analysis of last 3 years has shown that there is no **reduction in power usage**, but the total expenditure on electricity has reduced to greater extent since February 2017 with installation of RT Solar Plant. Against **Electricity bill of Rs. 21,05,091 in FY 2016 -17 & the same for FY 2017-18 was only Rs. 8,01,937 thus the annual saving on electricity bill was around Rs.13,00,000.** Enclosed detailed chart (Annexure-D).

3.2 Savings on Ecological Parameters: Till date we have achieved following success on environmental parameters.

3.2.1 Total CO_2 reduction = 218.85 Tons

3.2.2 Total Oil saved = 188.71 Barrels

3.2.3 Total Trees saved = 30.06 Trees

4. Problems encountered and resources :

Challenges for Loss of Production	Solution
Cloudy Weather	Uncontrollable External Natural factors.
Grid Power Cut	Planning for DG Backup
Dust deposition over solar panels and inside invertors.	To ensure and monitor the cleaning process

7.3 Institutional Distinctiveness

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

Web link : http://cshe.smsvaranasi.com/

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 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 lead to unethical practices. The harvest of questionable business practices what 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 are today expected to prepare future managers and business leaders who are not only expected to excel in demonstrating business skills at marketplace, but also act as ethical and responsible corporate citizens. As business schools are the nursery where future business professionals are groomed, 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 behaviour. Further, there is a strong need felt across the world to develop a better narrative of management practices by integrating the spiritual wisdom.

The institute has a dedicated centre 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 making 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 :

- 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.
- Organizing students' seminar 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 tour 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 University Grants Commission 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. Library is already rich with books and CD's on spirituality.

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 in our publication – Purushartha Journal.
- 15 students of Grand Valley State University, USA participated in 'one week workshop' organized by the institute to learn the Indian philosophy, spiritualism, and culture as a part of their 'Study Abroad' programme.
- 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 programmes 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 by 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.

9. Future Plans of action for next academic year (500 words)

The institute plans to undertake following initiatives in the coming session :-

As in the past, qualification enhancement through workshops, refresher courses, seminars and other training programmes will continue to be encouraged by the administrative head and the management

- Following Conferences have been already scheduled
  - National Conference on 'Leveraging IT for Rising India' on 6th-7th Oct. 2018
  - 7th International Conference on 'Spirituality beyond Repertoire: A Leadership Key to Societal Happiness and Sustained Harmony' on 23rd-24th February, 2019
- Apart from the above the institute has had already organised a Faculty development Programme just at the commencement of new session to equip the teachers with requisite skill sets in Teaching and Research
- The institute also plans to organise workshops and guest lecture on different topics as desired by the faculties, students and the employers.

- Feedback system to be made more objective and comprehensive
- The institute also aims to concentrate on more consultancies and grants from various Government /nongovernment funding agencies.
- Institute aims at seeking accreditation from NBA and has already started the process
- Institute plans to give more autonomy to students to let them capitalise their creativity and talent.
- Institute plans to organise events especially focussing of teaching learning methods

Name Dr. Pallavi Pathak

Name Prof. P. N. Jha

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

***

Annexure I

Abbreviations:

CAS	-	Career Advancement Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution

***

Annexure - 3.5.2

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

MBA COURSE

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration (From - To)	Participant
Internship	Summer Training	Agro Power Gasification Plant Pvt. Ltd.	5th June' 2018 to 15th July' 2018	NEHA VERMA
		Ambition Box (Naukari.com)		HARSHITA SRIVASTAVA
		Angel Broking Pvt. Ltd.		CHAHAT MALHOTRA
		Ayurvet Ltd. &Ayurvet Research Foundation		HARSHIT SHUKLA
				NAVNEET KRISHAN SRIVASTAVA
		Bajaj Corp. Ltd.		ROHAN KUMAR
				SHANTANU TIWARI
				VIVEK TIWARI
		Banaras Beads Ltd.		SHIVAM PALIWAL
				PRIYANKA SINGH
		Bharat Petroleum Corp. Ltd.		SHREYASHI VATS
		Big Bazaar		SHUBHAM BAJPAI
				JYOTI PRIYADARSHINI
				NEHA SINGH
				PRIYA KUMARI
				SHWETA SINGH
				SUNAINA SINGH
		BMA Wealth Creators Ltd.		AAYUSHI JAIN
				ABHISHEK KUMAR JAIN
				AMISHA PANDEY
				AMRITA DUBEY
				ANSHUMAN SINGH
				MANU NIGAM
				SHASHWATI VERMA
				SHREYA SINGH
		Bundl Technologies Pvt. Ltd. (Swiggy.in)		SHIVANI ASTHANA
				SMRITI
				SURUCHI GUPTA

				SWATI JAIN
		Decathlon Sports India Pvt. Ltd.		APARNA
				RISHABH GUPTA
				SAKSHI DEO
				SONAM CHAUBEY
				VISHAKHA KESHARI
Internship	Summer Training	GCMMF (Amul)	5th June' 2018 to 15th July' 2018	AMIT RAI
				ANKIT YADAV
				ANURAG AGRAWAL
				DURGESH SRIVASTAVA
				RAJAT KUMAR KAUSHAL
				SHARAD YADAV
		HDFC Bank Ltd.		SOUMYA SINGH
		Hindalco Industries Ltd.		ANSHIKA THAPA
				ANUSHKA THAPA
		Hygienic Research Institute Pvt. Ltd.		ARSHI NAAZ
				KANAK SRIVASTAVA
				NEERAJ KUMAR SINGH
				NEHA PANDEY
				ROHIT JAISWAL
				SAKSHI SINGH
				SHRISTI TRIPATHI
				SHUBHAM
				VIRENDRA VIKRAM
		ITC Ltd.		RAVI PRAKASH
		Kansal Hosiery Ltd.		ANURAG AGRAWAL
		LG Electronics India Pvt. Ltd.		BHAWNA JHAWAR
		Linkedin Logistics Partners Pvt. Ltd.		DUSHYANT SINGH
		LogimetrixTechsolutionsPvt. Ltd.		GARVIT SINGH
		Mahindra & Mahindra Automobiles Ltd.		SIMRAN DEOL
		NRI Family Well Being LLP		NAMAMI SHUKLA
		NTPC Ltd.		PREETI THAKUR
		Om Logistics Ltd.		MOHIT KUMAR UPADHYAY
				PRAVEEN KUMAR SINGH
				ROHIT PATEL
				SAURABH DWIVEDI
				VINEET KUMAR TIWARI
		Outlook Group		ALKA SINGH

				ANKITA SINGH
Internship	Summer Training	Outlook Group	5th June' 2018 to 15th July' 2018	BISWADEEP BASAK
				ETI PATHAK
				HARSHITA YADAV
				KRITI UPADHYAY
				MALA DIXIT
				NISHU KUMARI
				PRIYA SINGH
				SAKSHI SINGH
				SHAGUFTA KHAN
				SHWETLANA MASIH
				SMITA MISRA
				SONALI SINGH
				SURABHI SARDA
				VAISHALI SINGH
		Parag Dairy Ltd.		ABHIJEET KUMAR RAI
				ADITYA JAISWAL
				AKSHAT CHATURVEDI
				ARCHIT SHARMA
				DEVVRATA KUMAR DUBEY
				SURAJ SINGH
		Reliance Cement Company Pvt. Ltd.		ABHISHEK SHRIVASTAVA
				ADITYA SINGH
				AMITRATNA PANDEY
				AMRITA SINGH
				BARKHA RANI
				DEEPAK TIWARI
				MOHAMMAD ASIF
				POOJA PATEL
				RAJ BHAWAN SINGH
				RITU RAJ PANDEY
				ROHIT KUMAR SINGH
				SAGAR KAPOOR
				SHIVAM SINGH
Internship	Summer Training	Reliance Cement Company Pvt. Ltd.	5th June' 2018 to 15th July' 2018	SURAJ GUPTA
				TUSHAR SINGH GAUTAM

				VIPIN KUMAR DUBEY
		Reliance JIO Infocomm Ltd.		ASHISH KUMAR VERMA
				HITESH GUPTA
				RAJESH KUMAR
				SIDDHARTH KUMAR MISHRA
				SUJIT KUMAR GIRI
		Reymond Ltd.		GARIMA SINGH
		SBI Life Insurance		JONAS JOSEPH
				PANKAJ KUMAR SINGH
		Shivam Polymers		SHUBHAM AGRAWAL
				SHUBHAM SINGH
		Shree Lakshmee Shree Infra		TARANDEEP SINGH
		Tata Motors Global Delivery Center		ANANYA SINGH
		Tata Power Solar Systems Ltd.		SHWETA DWIVEDI
		Trustline Group		KUMAR KRISHNA ANANT
		Vodafone India Ltd.		KAUSHABH JAISWAL
				SURAJ SINGH

MCA COURSE

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration (From - To)	Participant
Internship	Summer Project	Agile SoftechPvt. Ltd.	15th Jan' 2018 to 30th June' 2018	MUKESH MOURYA
				NAINCY JAISWAL
				NEHA YADAV
				SAURABH CHANDRA
		Bhilwara Infotechnology Ltd.		ANANT SINGH
				MOHAMMAD KASHIF SIDDIQUI
				SHRUTY VERMA
				SINGH GARGI VIRENDRA PRATAP
				TUSHAR SHARMA

		Epsilon Wings InfoTech Pvt. Ltd.		HIMANSHU SINGH
				PRABHAT KUMAR SINGH
		Soft YugPvt. Ltd.		RITI SINGH
		Softpro Group		RAJANI GUPTA
				SHWETA KUMARI

Part B Annexure 4.4 (Criteria VII):

Annexure –A

CIVIL MAINTENANCE SCHEDULE

S. No.	Particulars	Daily	Weekly	Forth Nightly	Monthly	Quart'ly	Half Yearly	Yearly	Three Year	Five Year	Remarks
1	Carpentry Work	as per complaint	☐	✓	☐		☐	☐	☐	☐	
2	Hardware Work	- do -		✓	☐		☐	☐	☐	☐	
3	Electrical Work	- do -		✓	☐						
4	Plumbing Wor	- do -	✓					☐		☐	
5	Painting Work (Internal)	- do -			☐				✓		
6	Painting Work (External)	- do -			☐					✓	
7	Flooring Work	- do -				☐		✓			
8	Aluminium Work	- do -			☐			✓			
9	Window Glass Work	- do -			✓						
10	Civil Work	- do -				✓				☐	
11	Miscelleaneous	- do -	As per requirement								

Annexure -B

Civil Maintenance

List of Registers & Files

1. Incoming Material Register
2. Issue Material Register
3. Work Complaint Register
4. Work Report Register
5. Daily Works Payment Register
6. Class-IV Attendance Register – 03 nos.
7. Property Stock Register
8. Maintenance Schedule Report

Annexure –C

Electrical Section

List of Files

1. D.G. Set 200 KVA
2. D.G. Set 125 KVA
3. D.G. Set 45 KVA
4. D.G. Set 15 KVA
5. Diesel Receiving Record
6. Electrical Record
7. Transformer and Circuit Breaker
8. Led Lights
9. Diesel Issued to Vehicle Monthly report
10. Air Conditioning
11. UPS Cedar Engineering
12. Annual Elect Report
13. Electrical Safety
14. Pumps
15. Solar System
16. Shree Krishna Electrical
17. Premier Electrical
18. 11 KV Monthly Bill
19. Gate Pass Electrical
20. Purchase Order Electricals
21. TCS
22. Banaras Machinery & Electricals
23. Perfect Technical Services

Annexure –D

Electrical Section

List of Registers

1. Daily Work Register
2. Log Book DG Sets Register
3. Power Availability Register
4. Diesel Issued To Vehicles
5. Diesel Consumption Record
6. Dg Sets Energy Record (Kvah, Kwh &Pf)
7. Maintenance Schedule Register
8. Diesel Receiving Register
9. Ups Detail Register
10. Solar Energy Record
11. Power Consumption Details
12. Pa/Equipments& Air Condition Details

Annexure –E

ELECTRICAL MAINTENANCE SCHEDULE

S. No.	Equipments	Daily	Weekly	Forth Nightly	Monthly	Quart'ly	Half Yearly	Yearly	Remarks
1	11 KV Circuit Breaker Inspection						✓		
2	Transformer Inspection - Oil Level, Leakage & Temprature				✓				
3	Oil Testing Transformer & Circuit Breaker							✓	
4	Transformer Silica Gel to be changed						✓		
5	Insp. Of CT End of Transformer				✓				
6	Inspection of Panel, DBs, Switchgears & Termination : *a) Gen Set b) Academic - I c) Computer Block d) Admin. Block e) Academic - II*				✓				
7	Checking Bus Bars, Nut-Bolts & Connections Sleeves etc.					✓			
8	Panel Cleaning with Air Blower				✓				
9	Reading to be taken of KWH, KVAH & PF of HT Meter	✓							
10	PF Reading to be taken of APFC Panel	✓							
11	MDI Controller to be checked				✓				
12	Solar Pannel Cleaning	✓							
13	Earthing to be tested					✓			
14	Energy Reading of Gen Sets	✓							
15	Routine Maintenance of DG Sets	✓							
16	Capacitor De-ration checking				✓				
17	Records of Diesel receiving				✓				
18	Records of Diesel issue and Consumption for DG Sets	✓			✓				
19	DG Sets Log Book Record	✓							
20	ACs Servicing						✓		
21	UPS Checking	✓							
22	Daily Work Record	✓							
23	Maintenance of Fans, Lights, Switches and S/w. Boards			✓					
24	Power Availability Record	✓							
25	Water Coolers						✓		
26	Operation of Submersible Pumps	✓							
27	Miscelleaneous	***As per Requirements***							

NOTE :

1. VIFPE, MDI, APFC RELAY Setting to be known to the Electrical Staff & Engineers
2. Two Skilled man power required for the above jobs.

Electrical Engineer

REQUIREMENTS :

1. Diesel Storage Tank must be under ground
2. Lightening Arrester meshing to be done for safety of equipments and building with copper strips.

Administrative Officer

Annexure -F

Security & Transport

List of Files

1. Bus Pass List
2. Bus Route Chart
3. Bus Summary
4. Time Table
5. Bus Attendance (Fuel Average)
6. Bus Details SMS
7. Important Notice
8. Important Notice (Security)
9. Important Notice (RTO)
10. Important Notice (Fire)
11. Notice Online Examinations
12. Fire Extinguisher
13. Security Bill
14. Guard Details ABS Security
15. Guard Rules
16. Staff Buss Details K.M.
17. Application Guard City Office
18. Bus Record International Travels
19. Students Application
20. Gunman Details
21. Staff Bus – 6536
22. Route No. -2 UP65GT 6576
23. Route No. 4- UP65ET-6126
24. Route No. 6- UP65GT- 6462
25. Route No. 7- UP65FT-4986
26. Route No. 8- UP65FT-4985
27. Route No. 9- UP65ET-5147
28. Route No. 10- UP65GT- 7784
29. Bus Servicing Bill Details
30. Important Telephone No.
31. Ambulance Details

Annexure -G

Security & Transport

List of Registers

1. Daily Reporting Register
2. Guard Duty Register
3. Incoming Material Register
4. Returnable Material Register
5. Non-Returnable Material Register
6. Peon Register
7. Contractor Register
8. Contractor Worker Register
9. Sanitation Worker Register
10. Bus Student Strength Register
11. Bus Report Register
12. Bus Driver Attendance Register
13. Key Register
14. Fire Extinguisher Register
15. Sunday Bus Driver Report
16. Bus Diesel Register
17. Guard Attendance Register
18. Visitor Register
19. OUT & IN Contractor Worker
20. OUT & IN SMS Worker

Annexure -H

PURCHASE PROCEDURE REGULATION

The following purchase procedure in the institute has been recommended as detailed below:

Definition of Goods

(a) The definition 'goods' includes all articles, material, commodities, livestock, furniture, fixtures, raw material, spares, instruments, machinery, equipment, industrial plant etc., purchased of otherwise acquired for the use of Institute but excludes books, publications, periodicals, etc. for a library.

(b) Every purchase case should be initiated on receipt of a written requirement/ requisition, with detailed specification.

Purchase procedure

(A) Procedure of Requisition

Any Requisition of goods should be initiated by departmental in-charge in printed requisition format with detailed specification. Given below the list of department wise in charge of requisition. The concerned in charge should forward the same to administrative officer foe needful approval.

DEPARTMENT	DESIGNATION
Maintenance	Sr. Maintenance Supervisor
Electrical	Electrical Engineer
Stationary and Miscellaneous	Office Executive (Store)

(B) Process of Purchase

The Institute may follow either of the two procedures given in this chapter (Excluding Books & IT Hardwires/Software) viz.

1. Centralized purchase through Administrative officer.

or

2.Centralized purchase through Purchase Committee.

(C) Purchase of Books / Journals / Newspapers / Magazines :

Book Purchasing Procedure:

- The Faculty and students can recommend books and other publications for purchase to the Central Library. It is desired that the list of books requisitioned by the Faulty for purchase be always routed through the Library Coordination Committee The requisitions of students can be got approved by the concerned faculty and/or the Coordinator of LCC in consultation with the Librarian.

- The Library would then check for duplication and place the list of recommended books before the LCC for its review. Some very urgent requirements of books forwarded by the Deans/Chairpersons of respective Centres may be purchased with the forward of Coordinator of the LCC and approval by the Director.

- Once approved by the LCC for purchase, library staff re-checks the library OPAC/records to eliminate any duplicate orders etc.

- The Library then prepares the final list of books and obtains financial sanction for acquisition from the Executive Secretary through the Director.

- On the recommendations of the faculty the Library may purchase multiple copies of only those books which are found to be in great demand but not more than 10 copies of any book are procured at a given time. Additions of the new editions takes place as and when the books get available with our supplier(s) based not only in Varanasi but also in Lucknow and New Delhi.

- A system of online ordering of books and/or purchase of books by Faculty during their visits to other cities/abroad also exists. Whenever, the faculty are in need of books urgently, they may purchase books for the library from online book stores or through any of the leading book-stores using their own credit/debit cards after checking with the library about its non-availability and with due certification from the library to that effect. Same procedure of obtaining approval and financial sanction from the appropriate authority will be followed.

- They may also be authorized to purchase books on official out-bound trips in similar way. Such requests may be processed by circulation to LCC. In such procurements discounts may or may not be available. The faculty is reimbursed full amount paid on such transactions on the basis of credit/debit card statement and the bill generated through the online transaction through a forward by the Librarian/LCC Coordinator to the Executive Secretary. The amount will be deposited in the Bank account of the concerned faculty.

Books purchased on Standing Order:

Faculty Publications:

- The Library may purchase 5 copies of Faculty publications as and when the publications are brought to the notice of the Library. The financial sanction for procuring the same may be obtained from the Executive Secretary through a forward by the Librarian.

- *Government Publications:*

- Though SMS library holds all relevant and important Indian government publications, many Government documents do not reach the Library due to various reasons. Since they are immensely useful information sources for research, therefore, all important Indian government publications are placed on Standing Order. The list of such publications is to be finalized and should be approved by the LCC from time to time. The same is applicable to purchase of Encyclopedia Britannica each year (Bound volume / CD).

(D) Purchase of IT Hardware /Software etc. :

- IT Requirements are generated by different departments/ cells/ centers etc.
- Requirement proposal has been presented to the Computer Center Coordination Committee.
- CC Coordination Committee conduct a meeting and forward the Minutes of the meeting to the director.

- After getting the approval of the director, the Committee will then recommend for calling of quotations or for negotiations as it may deem fit. In order to expedite supplies or to ensure the quality and standard of goods, the Committee. Shall have the power to allot the supply of articles to any agency by negotiations, i.e. calling tenders or without it, if the circumstances so require, even at higher than the lowest tendered rates. The Committee or any member or members authorized by it shall inspect the articles supplied and would approve the same.
- An up-gradation policy has been adopted: we replace/ upgrade computer systems which are used more than 5 years by the faculty/ staff/ student

1. Centralized purchase through Administrative officer:-

On receipt of a written requirement/ requisitionwithdetailed specification, from concerned departmental head, Administrative officer be competent to incur expenditure within the provision any individual bill up to Rs.50000/-.All the purchase of material and services will be made through the Administrative officer is indicated as under

1.1 Approved Sources(Limit of individual bill up to Rs. 25000/-)

The purchase from the following sources may be made at their fixed rates without the call of Quotations for any individual bill up to Rs.25000/- except *the purchase of Diesel as purchase of diesel is at government approved rate:-*

S.NO.	Name of Approved Stores	Product / Services Category
1	ABS Security Services	Sanitation and Security Manpower
2	Ashok Gardening/BehariBagh Nursery	Gardening, Lawn Maintenance and Plant.
3	Banaras Machinery	Battery & Invertors
4	Ace Computer	IT Hardware
5	Divine Enterprises	Paint & Painting Materials.
6	Kashiraj Engineering/Agarwal Tubes	Pumps & Spares
7	Maa Cartridge Point	Cartridge Refilling and Spares
8	Premier Electricals / Shree Krishna Electrical Sales / Khatriya Traders	Electrical Goods
9	Security Solutions.	C.C. Camera Spares.
10	SanVision/Puja Stationery	Office Stationary and Boards
11	Mishra Auto Sales / Prakash Service Station	Diesel

1.2. Ad hock / Approved Sources (Limit of individual bill up to Rs. 50000/-):-

The purchase for any individual bill up to Rs.50000/-from Approved or any Ad hock/New sources must be made only through Quotations with intimation to Executive Secretary / Director of the institution.

2. Centralized purchase through Purchase Committee.

2.1. Purchase Committee (PC):-

2.1.1. Structure:

The Committee shall have a Chairman, Five members including a technical member and a member Secretary, as per the following details:-

I.	Director	-	Chairman
II.	Registrar	-	Member
III.	Accounts Officer	-	Member
IV.	Project Manager	-	Technical Member.
V.	Administrative Officer	-	Member Secretary.

Electrical Engineer and Manager – IT may be included in the said committee as a Technical Member (Electrical) and Technical Member (IT) respectively.

2.1.2. Functions:

(a) This Committee shall act for purchase of articles/Services in bulk i.e. valuing Rs.50001/- and above.
.
(b) The requirements from various departmental heads received by Administrative Officer shall be consolidated and placed before the Committee for scrutiny. The Committee will then recommend for calling of quotations or for negotiations as it may deem fit.

(c) In order to expedite supplies or to ensure the quality and standard of goods, the Committee
Shall have the power to allot the supply of articles to any agency by negotiations, i.e. calling tenders or without it, if the circumstances so require, even at higher than the lowest tendered rates.

(d) The Committee or any member or members authorized by it shall inspect the articles supplied and would approve the same.

2.1.3. Quorum for the Meeting

Presence of at least 50%members other than the Chairman will form the quorum for holding the PC meetings.

2.1.4. Frequency of Meetings

The PC shall meet as per need; there will be no monthly meeting and if required the committee may meet frequently.

2.1.5. Tenure of the Purchase Committee

Tenure of the Purchase Committee shall normally be one year. The Governing Council if not satisfied with the performance of the existing Committee, may reduce its tenure, and if satisfied, may extend the tenure year by year.

2.1.6. Purchase from Manufacturers/Sole Distributors/Authorized Dealers/Stockiest

The purchase, as far as possible, shall be made from the manufacturers/sole (exclusive) distributors/authorized dealers/stockiest. The exclusive/authorized distributorship/dealership certificate, wherever required, shall be issued by the manufacturer and not by the sole distributors /authorized dealers/stockiest.

2.1.7. Payments

As far as possible, all purchases shall be made on credit/ bill basis. However, payments may be made against delivery after satisfactory installation and inspection report where the suppliers do not agree to make supply on credit. To ensure that the firms do not hesitate from supplying the material on bill basis, and to enlist their full cooperation and earn good will, the payment of all bills shall be made within the stipulated period.

3. Maintenance of the Equipment

It is desirable to cover the costly equipment under service contracts.

3.1. Service contract with Firms

Given below the list of service providers

S.NO.	Name of AMC Service provider	Services Category
1	Eastern Agency (Mahindra) / SAM (Kirloskar)	Diesel Generator Spares and Services
2	The Jay Bharat Trading	Telephone / EPABX Spares and Services
3	SAMCON / DivyanshEntreprises	AC Spares and Services
4	Cedar Engineering & Systems Pvt. Ltd.	UPS Spares and Services
5	Ashok Gardening	Gardening, Lawn Maintenance and Plant.
6	LUMINOUS	Invertors

.

3.2. Period of Service Contract

Ordinarily, the service contract shall be for a period of one year. If longer period, subject to a maximum of five year, brings substantial monetary benefits, then Administrative Officershallbe competent to enter into AMC for longer period. The AMC charges shall be paid on six monthly basis either as advance or post-service payment shall be made.

THE "PURCHASES PROCEDURE REGULATION"LAST UPDATED ON 01.07.2015

(Administrative Officer)

Annexure 5.2.1

Student Progression (MBA)

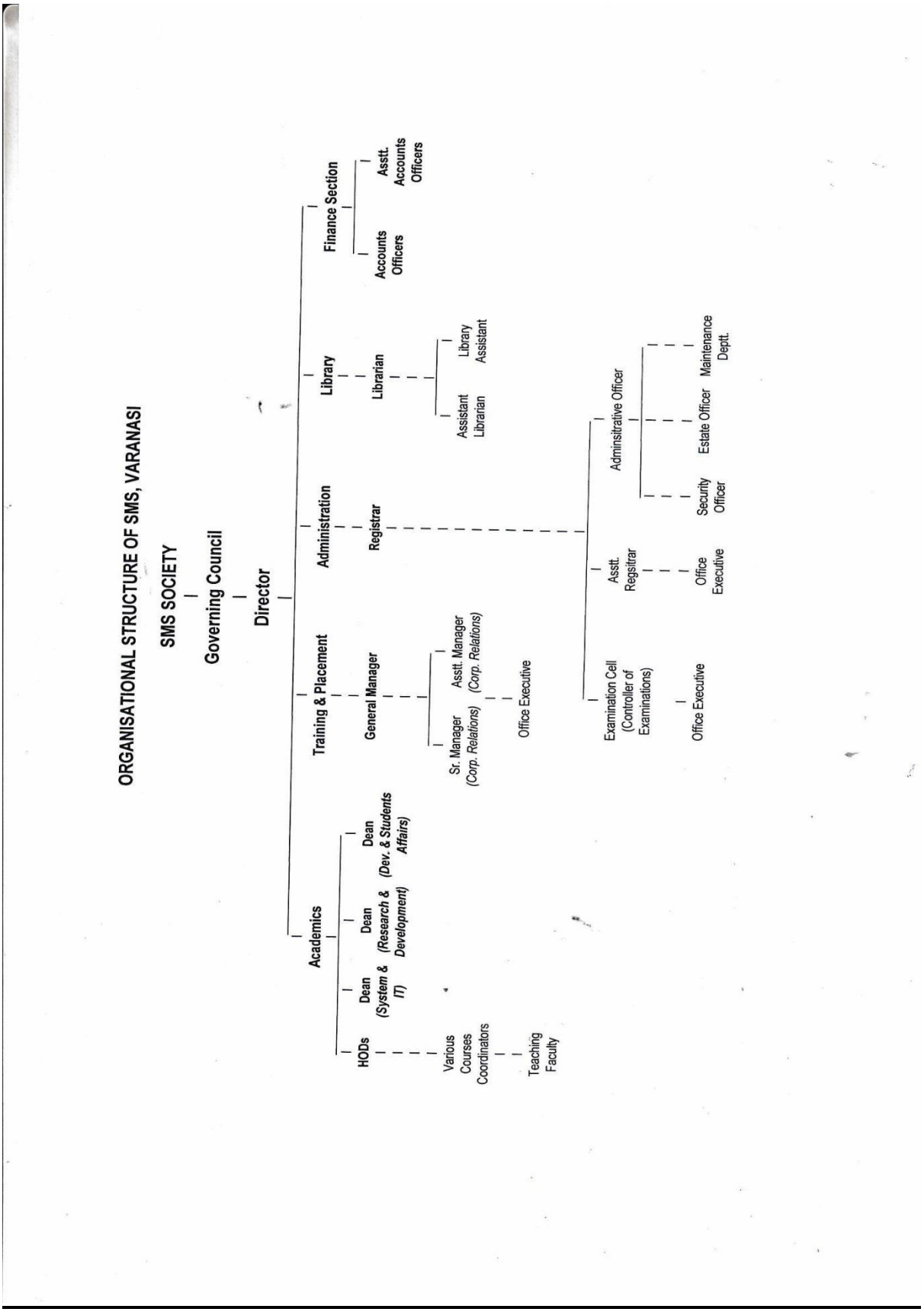
5.2 Student Progression					
5.2.1 Details of campus placement during the year (MBA)					
On campus			**Off Campus**		
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Name of Organizations Visited	Number of Students Participated	Number of Students Placed
ITC Ltd. (FMCG Division)	91	77	South Asia FM Ltd. (RED FM)	91	3
Prism Cement Ltd.			Interglobe Aviation Ltd. (Indigo)		
Berger Paints India Ltd.			BMA Wealth Creators Ltd.		
Mother Dairy			Chaitanya India Fin Credit Private Limited		
SBI Life Insurance					
Siyaram Silk Mills Ltd. (Oxemberg)					
Capital First Ltd.					
GCMMF Ltd. (AMUL)					
Radio Mirchi Entertainment Network					
Ceasefire Industries Ltd.					
IndusInd Bank					
Somany Ceramics Ltd.					
Parekh Group					
Hindustan Coca-Cola Beverages Pvt. Ltd.					
Utkarsh Small Finance Bank					
Radio City (91.1 FM)					
RAK Ceramics India Pvt. Ltd.					
Bajaj Corp. Ltd.					
Mahindra Holidays & Resorts India Ltd.					
Om Logistics Ltd.					
DTDC Express Ltd.					
TCI Ltd.					
Nysaa Retail Pvt. Ltd.					
Associated Global Logistics					

Pvt. Ltd.					
Atlas Shipping Services Pvt. Ltd.					
Decathlon Sports India Pvt. Ltd.					
Tenon Facility Management India Pvt. Ltd.					
Tata ClassEdge					
Fusion Microfinance Pvt. Ltd.					
Just Dial Ltd.					
Satin Creditcare Network Ltd.					
Oppo Mobiles MU Pvt. Ltd.					
Kamdhenu Ltd.					
CERA Sanitaryware Ltd.					
SvatantraMicrofinPvt. Ltd.					
Tata Autocomp GY Batteries Pvt. Ltd.					
Tata Capital Housing Finance Ltd.					
Educational Initiatives					
ColdEx					
Kips Learning Solutions Pvt. Ltd.					
MBD Alchemie					
Inforcom Network Ltd. (Tradeindia.com)					
Aditya Birla Capital Ltd.					
Ebix Software India Pvt. Ltd. (ItZ Cash)					
Coromandel International					
Godrej & Boyce					

5.2.1 Student Progression (MCA)

5.2 Student Progression					
5.2.1 Details of campus placement during the year (MCA)					
On campus			**Off Campus**		
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Name of Organizations Visited	Number of Students Participated	Number of Students Placed
Softpro India Pvt. Ltd.	22	12	Acme Digitek Solutions Pvt. Ltd.	22	2
BhilwaraInfotechnology Ltd.			Epsilon Wings InfoTech Pvt. Ltd.		
Soft YugPvt. Ltd.			Databorough India Pvt. Ltd.		
Agile SoftechPvt. Ltd.					

Annexure –6.1.1



Annexures 7.2

Best Practice –II : 100 % Dependence on Solar Power - Green Energy
Roof Top Solar Plant at School of Management Sciences, Varanasi

Annexure – A

DETAILS OF RT SOLAR SYSTEM INVERTERS
SOLAR UNIT GENERATION -AUGUST 2017

INVERTOR No.	LOCATION	CAP. (KW)	No. OF PV PANELS	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	MONTHS TOTAL
INV 1	Ac. I Block Left (A)	30	129	114	148	83	114	46	154	102	75	110	97	57	52	68	91	126	138	65	112	120	105	163	136	87	136	108	72	129	102	117	158	96	**3281**
INV 2	Ac. I Block Right (B)	30	138	126	163	92	124	51	166	113	83	100	105	62	58	76	101	138	152	71	125	131	114	178	148	95	149	117	80	142	110	127	171	104	**3572**
INV 3	Comp. Block	15	60	54	69	39	53	20	72	48	36	47	44	26	24	32	43	58	65	30	53	56	50	77	63	41	63	51	32	62	47	55	74	49	**1533**
INV 4	Comp. Block	30	115	99	128	73	99	39	135	89	63	87	83	50	45	59	80	110	120	56	97	104	91	144	119	76	120	94	63	113	89	102	139	82	**2848**
INV 5	Ac. II Block	50	168	131	180	104	140	47	193	125	90	122	119	70	63	81	111	158	114	78	137	145	123	206	165	111	165	132	85	160	123	139	196	114	**3927**
INV 6	Admn. Block	50	176	136	188	107	145	33	166	133	95	129	122	72	66	84	115	167	174	81	155	150	129	217	174	117	173	81	90	169	128	147	205	121	**4069**
	TOTAL	**205**	**786**	**660**	**876**	**498**	**675**	**236**	**886**	**610**	**442**	**595**	**570**	**337**	**308**	**400**	**541**	**757**	**763**	**381**	**679**	**706**	**612**	**985**	**805**	**527**	**806**	**583**	**422**	**775**	**599**	**687**	**943**	**566**	**19230**
	Power Cut in Mts.(6am-6pm)			250	70	15	20	0	10	95	165	90	75	160	165	165	105	0	95	140	225	75	265	15	50	165	125	180	90	90	65	115	30	135	**3245**
	Peak Irradiation in W/m^2			800 - 900*	800 - 900 +	500 - 600*	700 - 800 +	200 - 250*	800 - 900*	800*	600 - 700*	800*	780*	650*	600*	800	800	815	820	600*	700*	500 - 600*	700 - 800*	930	950	920	900	600 - 700*	900	600	600	600*	600*	600*	
	MONTH'S DAILY AVERAGE = 620																																		

Note * Cloudy Weather Variable Irradiation

Month wise Daily Average Solar Unit Generation			
Month	**Units**	**Month**	**Units**
Jan-17	N/A	Jul-17	487
Feb-17	697	Aug-17	620
Mar-17	796	Sep-17	
Apr-17	825	Oct-17	
May-17	869	Nov-17	
Jun-17	816	Dec-17	

Annexure –B

MONTHLY POWER CONSUMPTION

Billing Month - August 2017 (Days) **(From 14-07-2017 to 18-08-2017)**

1	2	3	4	5	6	7	8
Date	Units Generated By DG Set (KWH)	Units Generated By RT Solar (KWH)	Units Consumed From Grid (KVAH)	Total 2+3+4	Unit Exported to Grid (KVAH)	Actual Units Consumed	Remarks
14.07.2017	27	745	248	**1020**	292	**728**	
15.07.2017	93	908	124	**1125**	404	**721**	
16.07.2017	7	841	68	**916**	772	**144**	
17.07.2017	69	745	152	**966**	216	**750**	
18.07.2017	222	753	188	**1163**	292	**871**	
19.07.2017	354	673	148	**1175**	316	**859**	
20.07.2017	171	505	400	**1076**	144	**932**	
21.07.2017	357	395	260	**1012**	84	**928**	
22.07.2017	171	271	408	**850**	56	**794**	
23.07.2017	4	587	100	**691**	416	**275**	
24.07.2017	162	329	304	**795**	112	**683**	
25.07.2017	85	497	392	**974**	160	**814**	
26.07.2017	126	277	384	**787**	68	**719**	
27.07.2017	93	540	412	**1045**	116	**929**	
28.07.2017	157	789	284	**1230**	204	**1026**	
29.07.2017	66	896	320	**1282**	264	**1018**	
30.07.2017	10	486	540	**1036**	52	**984**	
31.07.2017	67	193	96	**356**	172	**184**	
1.08.2017	167	657	424	**1248**	120	**1128**	
2.08.2017	109	876	396	**1381**	200	**1181**	
3.08.2017	0	498	704	**1202**	12	**1190**	
4.08.2017	20	675	612	**1307**	100	**1207**	
5.08.2017	1	236	896	**1133**	64	**1069**	
6.08.2017	0	886	88	**974**	784	**190**	
7.08.2017	0	610	84	**694**	556	**138**	
8.08.2017	180	442	552	**1174**	108	**1066**	
9.08.2017	116	595	548	**1259**	148	**1111**	
10.08.2017	78	570	672	**1320**	36	**1284**	
11.08.2017	278	337	704	1319	36	**1283**	
12.08.2017	248	308	496	1052	56	**996**	
13.08.2017	224	400	232	856	116	**740**	
14.08.2017	158	541	420	1119	96	**1023**	
15.08.2017	3	757	272	1032	276	**756**	
16.08.2017	200	763	408	1371	188	**1183**	
17.08.2017	241	381	584	1206	36	**1170**	
18.08.2017	218	570	304	1092	112	**980**	
TOTAL	**4482**	**20532**	**13224**	**38238**	**7184**	**31054**	

Exported Unit during month is 7184 SUnit and Imported unit is
13224 (7184 - 13224= - 6040), Balance Unit upto 08/17= 10032 - 6040=3992 Unit

Annexure –C

SOLAR PANEL CLEANING REPORT											
DATE	TIMING		STAFF ON DUTY		DRY WASH DETAILS			WATER WASH DETAILS			Remarks
	From	To	Electrician	Cleaner	Block	No. of Pannel	# Type	Block	No. of Panels	# Type	

Type = RT (Roof Top) / ES(Eleveted Structure)

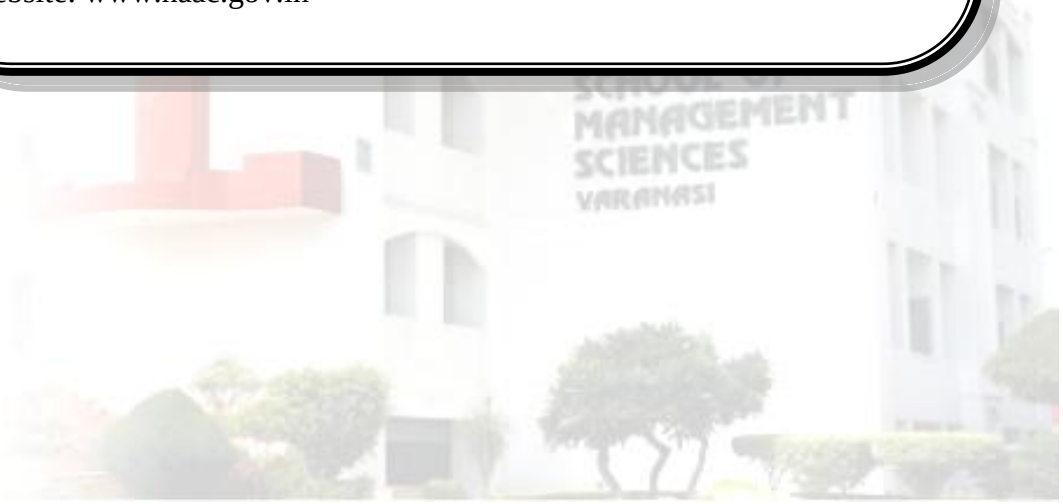
Administrative Officer **Electrical Engineer**

Annexure –D

Month-wise Solar Production
Year : February 2017 - January, 2018

S.No.	Month	Unit Produced	Electricity Bill (Current Month In Rs.)	Electricity Bill (Previous Years' Month In Rs.)
1	*February, 2017	12547	63136	77929
2	March, 2017	24683	32605	179161
3	April, 2017	24754	66666	234633
4	May, 2017	26935	66666	205271
5	June, 2017	24481	66666	185106
6	July, 2017	15102	66666	172199
7	August, 2017	19230	66666	242372
8	September, 2017	21580	82003	240629
9	October, 2017	19488	124298	241992
10	November, 2017	14399	66331	113503
11	December, 2017	14497	66331	132072
12	**Jaunary, 2018		66331	95021
	TOTAL In Rs.		**834365**	**2119888**
			SAVINGS IN Rs.	**1285523**
	TOTAL	**Units**		
		217696		

**** From 11 Feb, 2017***

For Communication with NAAC

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