Yearly Status Report - 2019-2020

Part A	
Data of the Institution	
1. Name of the Institution	**SCHOOL OF MANAGEMENT SCIENCES**
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.	**08953761666**
Mobile no.	**9919995577**
Registered Email	**director@smsvaranasi.com**
Alternate Email	**registrar@smsvaranasi.com**
Address	**Khushipur (Mohan Sarai- Mughal Sarai Bypass), P.O. - Bachhaon, Varanasi- (U.P.)**
City/Town	**Varanasi**
State/UT	**Uttar pradesh**
Pincode	**221011**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Urban**
Financial Status	**private**
Name of the IQAC co-ordinator/Director	**Dr. Pallavi Pathak**
Phone no/Alternate Phone no.	**08953761666**
Mobile no.	**7007828875**
Registered Email	**iqac@smsvaranasi.com**
Alternate Email	**pallavipathak@smsvaranasi.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://iqac.smsvaranasi.com/AQAR.htm

4. Whether Academic Calendar prepared during the year

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	http://iqac.smsvaranasi.com/mandatory_disclosure/mandatory_disclosure.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	**A**	**3.17**	**2017**	**12-Sep-2017**	**11-Sep-2021**

6. Date of Establishment of IQAC

13-Dec-2013

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
First IQAC Meeting	**31-Oct-2019** **1**	**12**

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
Institution	Entrepreneurship Development Programme	DST, Govt. of India	2020 3	20000
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9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	4
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No

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

? Seven days FDP on "Outcome Based Education : Teaching , Learning and Evaluation" from July 2 to 08, 2019 and another Faculty development program on "Campus to Corporate" from December 2630, 2019 in association with TCS

? Two day International Conference on "Bhagavad-Gita and Ramayana as perennial source of Leadership" on 15-16th Feb, 2020 and a National conference on "Emerging Dimensions in Artificial Intelligence and Soft Computing" held at SMS Varanasi on 19th -20th October,2019

? One Day Workshop On "Quality Assessment and Enhancement: In the light of New NAAC Framework" on 9 January 2020 and a National level One-week online FDP on "Quality Assurance in Higher Education Institutions: Revised NAAC Framework" from June 9-15, 2020

? Jan Samadhan-2020" A Social initiative on the theme "Swachh Kashi" – Cleanliness drive in the nearby adopted villages

? National Workshop on "Discovering Statistics through SPSS & EXCEL" from June 22-28, 2020

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

Plan of Action	Achivements/Outcomes
Introduction of one more programme	Introduction of B. Com (Hons)
[View File](#)	

14. Whether AQAR was placed before statutory body ?	**Yes**

Name of Statutory Body	Meeting Date
Governing Council	03-Nov-2019

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	**Yes**
Date of Visit	**09-Jun-2020**
16. Whether institutional data submitted to AISHE:	**Yes**
Year of Submission	**2020**
Date of Submission	**16-Mar-2020**
17. Does the Institution have Management Information System ?	**Yes**
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	**Presently Institute's MIS is being utilized in facilitating the following area of operations: • Student academic progress • Feedback System • Library Operation • Documentation of circular and notices • Institute events • Recruitment and Selection • Admission Process Examination**

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 action plans for effective implementation of the curriculum for various courses entail the following steps: • The action plans for effective implementation of the university-curriculum as well as their development & enrichment/revision are carried out through the in-house team of the relevant faculty members accommodating the feedback and suggestions of stakeholders. Enrichment aspects in the curriculum are forwarded to the affiliating universities for the needful. • The Academic Calendar and Schedules for Extra and Co-curricular Activities at the institute are prepared in the beginning of the session in accordance with the Academic Calendar of affiliating universities to ensure their timely completion • The subjects are allotted to faculty members based on their Subject-preference, their area of specialization, past experience with that subject, prior relevant practical industrial exposure and the feedback obtained. • 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, rose by the students in this regard. • The college has developed its system in the form of LAN-based ERP system "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 is made every week in the meeting with Director of the concerned subject teachers and relevant Course Coordinator. • Needful space is provided for accommodating the exercises like group discussions, Case studies, presentations, personality & employability enhancement skills, quizzes, industrial visits, project works, etc. • Provision for guest lectures by experts from both academia and industries in place. • The institution has an exclusive 'Feedback Cell'. Feedback about teaching-learning and other relevant aspects is sought in a structured form from the students every semester for needful improvement in the future. Feedback is also obtained from the other various stakeholders. • Periodically class tests are held to ensure the involvement of students. Question papers are designed according to Bloom's Taxonomy to ensure Outcome-Based learning. • After evaluation, the weaker students are identified and accordingly additional assistance is provided to the students with the help of remedial classes. • The institution has a Mentor-Mentee system to encourage the personal and professional development of a student through the sharing of knowledge, expertise, and experience. • Since March 2020 onwards, due to COVID 19 Pandemic, the online mechanism of teaching-learning has been used to connect with the students. The institute resorted to the online teaching learning by adopting world-renowned E-learning (LMS) platform Moodle. Also, tests and examination have been taken through Moodle. Moodle has various features like assignments, E-content upload, Discussion forum, Quiz, Attendance, and live classes. More than 5000 E-contents were made available to the students in the form of PPT/ PDF/Video. Institute also conducted Student webinar, Faculty webinar; Project report preparation, online examination etc. through online mode.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Basic Course in French Language –	Nil	19/08/2019	120	Employability	Exposure to Foreign Language

Première Degrè					
C Training, JAVA, LINUX, PHP and MYSQL training enabled by Spoken Tutorial Project, IIT Bombay	Nil	20/09/2019	70	Employability	Programming Skills
Certification through NPTEL - Marketing Management-I Innovation, Business Models and Entrepreneurship Cost Accounting Marketing research and analysis Business Analytics Data Mining Modelling Using R Part II Decision-Making Under Uncertainty E-Busin	Nil	25/07/2019	90	Employability	Managerial and entrepreneurial Skills
Certification through NPTEL - Financial Derivatives Risk Management Human Resource Development Financial Accounting Leadership Management Accounting	Nil	25/07/2019	120	Employability	Managerial and Analytical Skills
Certification through NPTEL - Programming in C Cloud	Nil	17/07/2019	120	Employability	Data base Management and Programming Skills

Computing Data Base Management System Python for Data Science An Introduction to Programming through C Ethical Hacking Programming In Java Introduction to IoT Object oriented analysis					
Certification through NPTEL - Introduction to Programming in C The Joy of Computing using Python C Programming and Assembly Language Introduction to Parallel Programming in Open MP Design and analysis of algorithms	Nil	24/07/2019	120	Employability	Data base Management and Programming Skills
Certification through NPTEL - Data Analysis Decision Making - III Business Analytics Text Mining Modelling Using Python Working Capital Management Performance and Reward management	Nil	01/01/2020	120	Employability	Managerial and Analytical Skills

Corporate Social Responsibility					
Certification through NPTEL- Practitioners Course in Descriptive, Predictive and Prescriptive Analytics Accreditation and Outcome based Learning Stress Management Mathematical Finance Introduction to R Software	Nil	01/01/2020	120	Employability	Managerial and Analytical Skills

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BCom	Honours	01/07/2019
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
MCom	Service Marketing , Marketing of financial services, International Marketing, Corporate Legal Fram	01/07/2019
BCA	Nill	01/07/2019
MBA	Marketing, Finance, HR	01/07/2019

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

	Certificate	Diploma Course
Number of Students	1156	Nil

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Employability Enhancement Programme	01/08/2019	266

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
MBA	Marketing, Finance, HR	148

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	No

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

Feedback Obtained

• The college has a dedicated 'Feedback Cell' for soliciting feedback from various stakeholders. Feedback collected from the stake holders are analysed and utilised 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, Commerce Mass Com., 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 curriculum are thus well received and the relevant actions are taken • Students' Feedback - The Institution has a mechanism of collecting feedback from students during each semester about the evaluation on teaching. Feedback on teacher's approach to teaching, internal evaluation process, performance in assignments and tests, learning opportunities are also sought. Institute arranges for Workshops and Seminars to enrich the students' 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 courses. Views are sought so as to determine the gap and relevant actions are taken to bridge the same. Many enrichment programmes are mostly the outcome of the feedback and suggestion from industry. • Teachers' Feedback- Teacher's Feedback is Sought in a well-structured prescribed format every year. Also, Course Coordinators continuously interact with teaching faculty and take feedback informally regarding the syllabus and teaching learning problems. • 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. • All these feedbacks are collected, analysed and appropriate action is taken as stated in the minutes of the

Governing council for the overall development of the institution. The stakeholders' feedback is then uploaded on the website.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
MBA	Marketing , Finance , HR	180	210	150

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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	1538	365	Nill	Nill	50

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	Numberof smart classrooms	E-resources and techniques used
50	50	6	20	4	6

View File of ICT Tools and resources

View File of E-resources and techniques used

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

The institute offers several types of Mentorship- Academic Mentorship: For each course / programme there is a Course Coordinator and for 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 cum excursions 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' and other relevant current economic scenario. 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 mentorship during summer internship as well. Behavioural 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 Behaviour so that their holistic development takes place and they possess sound body and mind through

Behavioural dynamics Lab. Innovation Entrepreneurship Mentorship: A dedicated centre for Entrepreneurship, Innovation and Skill Development (CEISD) is available to offer guidance to the interested students. Internships are offered and all the possible support is also rendered for establishment of start-ups. Life Skills Mentorship: Centre for Spiritualism and Human Enrichment (CSHE) provides mentorship on various life skills to enable balanced and holistic development of the students

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1903	50	1:38

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
50	50	Nill	3	22

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2020	Mr. Ram Gopal Gupta	Associate Professor	'Young Faculty of the year Award' by Integrated Chambers of Commerce Industry, New Delhi
2020	Dr. Amit Kishore Sinha	Associate Professor	'Young Faculty of the year Award' by Integrated Chambers of Commerce Industry, New Delhi
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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
MBA	70 (AKTU)	IV	11/09/2020	05/10/2020
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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 effort to assess the students. With the help of Bloom's taxonomy learning objectives are classified into levels of complexity and specificity. Present academic year posed a challenge in fulfilment of predesigned continuous internal evaluation due to Pandemic COVID 19. We took this situation as opportunity and configured Moodle Learning Management System (LMS) for the purpose of interaction with students. We provided unit-wise structured notes to the students through LMS as per syllabus. We arranged regular online classes for students of all the courses. Students are provided MCQ based tests to

evaluate their conceptual clarity. Students are also provided subjective assignments. Internal evaluation of students is based upon their performance in quizzes and assignments. Several student webinars are organised to make them understand the present business environment. Students also took initiative and conducted few webinars with institutional support. Regular subjective and objectives tests are attended by students through Moodle LMS. In this way meaningful continuous evaluation took place during crisis period too.

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, Lucknow 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 MGKV 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. Further during crisis period due to pandemic COVID 19, most of the classroom activities are organised using Moodle LMS, Google meet, Zoom app, YouTube, WhatsApp and other online mediums. Student interaction through Moodle LMS started right from the first day of lockdown. Faculty members uploaded e-content at regular intervals on Moodle LMS. Students are able to download unit-wise e-content of all the subjects. Regular online classes are also conducted through Google meet and Zoom application. Faculty members and students have always been in touch during this time too.

2.6 – Student Performance and Learning Outcomes

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

http://iqac.smsvaranasi.com/mandatory_disclosure.htm

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
70 (AKTU)	MBA	Marketing, Finance, HR	116	114	98
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2.7 – Student Satisfaction Survey

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

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

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Minor Projects	3	DST-EDII Government of India	0.2	0.18
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3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
Workshop on IPR	SMS, Varanasi	05/03/2020
Startup Business Model	SMS, Varanasi	24/09/2019

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Best Higher Education Institute for Management Award 2020	SMS Varanasi	Integrated Chamber of Commerce Industry	24/02/2020	Education
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
Centre For Entrepreneurship, Innovation Skill Development (CEISD), SMS, Varanasi	Suyash Srivastava	SMS Varanasi	Kwik Klin	Digital Online Laundry Service	01/10/2019
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
	5	

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

Name of the Department	Number of PhD's Awarded
Dr Bharat Kumar Department of Mass Communication Jagannath University, Jaipur	1
Dr Amitabh Pandey Department of Management, SMS, Varanasi	1
Dr Akriti Jaiswal Department of Commerce, SMS, Varanasi	1

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Management	7	0.12
International	Management	6	0.13
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Computer Science	9
Management	49
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Humor Styles and Psychological Wellbeing of Adolescents with and without Orthopedic Disability	Dr. Sanjay Saxena	Purushartha	2020	Nill	Professor School of Management Sciences, Varanasi	Nill
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Impact of Service Quality on	J.J. Selvakumar	Purushartha	2020	9	83	PSG Institute of

					Management (PSG College of Technology), Coimbatore, Tamil Nadu
Customer Satisfaction in Public Sector and Private Sector Banks						

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	47	59	1	4

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3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Techno Challenge (1st Time Ever in Eastern UP Pure Online Initiative)	SMS Varanasi in collaboration with Sorreal Systems Pvt. Ltd. Quantum Energy Heal	1	100

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

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
PLANTATION PROGRAMME	Paryawaran Mitra Puraskar	Public Relations Society of India	75

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
BLOOD DONATION CAMP	BLOOD DONATION CAMP	VOLUNTARY BLOOD DONATION CAMP	3	32

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3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
International Research	225	Registration fee from Paid fee	300

Collaboration Peneleh Research Institute, Indonesia		members Category	

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Internship	Techno-10 (Software Trainee Program)	Sorreal Systems Pvt. Ltd	23/01/2020	22/05/2020	3

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
ASHVA NGO	30/06/2020	Cancer Awareness , Platelets and Blood Donation Camp Social activities	2

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
200	186

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing

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4.2 – Library as a Learning Resource

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

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

4.2.2 – Library Services

Library Service Type	Existing	Newly Added	Total

Text Books	31507	6448978	1433	758438	32940	7207416

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

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Aviral Mishra	Macro Economics	Institutional LMS MOODLE	23/03/2020

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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	525	8	32	8	1	1	1	100	120
Added	45	0	18	0	0	0	0	0	100
Total	570	8	50	8	1	1	1	100	220

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

50 MBPS/ GBPS

4.3.3 – Facility for e-content

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

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
450	458	350	357

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)

The Institute has an established system for maintenance and utilisation of computers, classrooms, equipment and laboratories in the campus. 1. Maintenance of Physical Facilities The physical facilities are maintained by the Institutions 'Maintenance Cell'. In this cell, Administrative Officer, has a team of electrical maintenance personnel, civil maintenance personnel, water supply and sanitation personnel etc. • The Administrative Officer takes care of maintenance and repair of buildings, transportations, roads, water lines, electrical installations/ equipment's, and other support services through the support of all other personnel of the maintenance cell. • Annual stock taking

and verification is a routine matter. • Further, the Administrative Officer with the support of specialized maintenance staff regularly monitors the water supply to ensure constant supply of water. • Proper maintenance of electrical items, including generators, is done for enhanced efficiency and Institute has a proper maintenance schedule for this. 1.2.1 Maintenance of Classrooms, Furniture and Laboratories Classrooms with furniture, teaching aids and laboratories are maintained by the respective department staff and attendants and supervised by the Project Manager. The laboratory assistants take care of their respective laboratories. Minor repairs are registered in a ledger maintained in the office and are attended on priority basis. Staffs of respective department monitor effective utilisation of the laboratories. 1. 2.2 Maintenance and Utilisation of Library and Library Resources • The library staff is clearly instructed in the care and handling of library documents, particularly during processing, shelving and conveyance of documents. • Proper pest management is done to minimize the problems caused by insects. Repellants are used to save materials from Rats. 1.2.3 Maintenance and Utilisation of Seminar Hall and Conference Hall Seminar Hall and Conference Hall are under the purview of the Project Manager and Electrical Engineer and the cleanliness is taken care of by the housekeeping team. Effective utilisation of Seminar Hall and Conference Hall for organising academic meetings, seminars, conferences and cultural events is made. 2. Maintenance of ICT Facilities The Computer Centre and its support staff maintain the ICT facilities including computers and servers. The annual maintenance includes the required software installation, antivirus and up gradation. To minimize e-waste, electronic gadgets like projectors, computers, printers, photocopiers are serviced and reused. Campus Wi-Fi is maintained by respective centre. 3. Maintenance of Media Lab Equipment The respective faculty members, Manager (IT) and other service personnel are given responsibility to maintain the equipment. Stock registers, asset registers, log books, are maintained by the laboratory. All major repairs are identified and external expertise sought for maintenance of equipment wherever necessary with the permission of the Registrar. 4. Maintenance of Sports and Games Facility The sports equipment, fitness equipment, ground and various courts in Campus are supervised and maintained by the Coordinator of Sports Club and Administrative Officer. Expensive equipment in the Gymnasium is maintained through Annual Maintenance Contract. 5. Maintenance of Campus Cleanliness Cleaning of the campus areas including the academic and administrative buildings is performed daily in the morning before the regular classes by outsourced housekeeping team.

https://smsvaranasi.com/procedures_policies_for_maintenance/

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. Mukund Lal Scholarship	14	54000
Financial Support from Other Sources			
a) National	Uttar Pradesh Government Scholarship Scheme	209	3411570
b)International	Nill	Nill	Nill
View File			

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

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Remedial Classes	01/11/2019	267	Course Coordinators
View File			

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2020	1.Competitive Examinations Guidance Cell	389	Nill	29	Nill
2020	2. Career Counselling Cell	Nill	431	Nill	96
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
1	1	4

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
Agarwal Packers Movers Ltd.	13	2	Lakshmishree Investment Pvt. Ltd.	9	3
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2020	68	BBA	Management	Tata institute of Social	MA in Education

					Sciences, Mumbai	

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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	2

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

Activity	Level	Number of Participants
Teachers Day	Institute Level	525

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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2020	Silver Medal	National	2	3	MCOM/02/07	Kuldeep Pratap Singh

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

The institute acknowledges the fact that in order to inculcate the sense of ownership and belongingness towards the institution, the students must be actively engaged in institutional endeavors in numerous ways. For this, students have been made an integral part of many academic and administrative bodies of the institute. Mentioned below are the names of few students who represented the student council in various significant bodies this session 1. Mr. Ved Prakash Choubey (MBA) represented the student council in the Student Grievance Redressal, Cell 2. Ms. Swati Gupta (MBA) represented the student council in the Anti Sexual Harassment Committee 3. Ms. Kashika Singh (MBA) and Mr. Rishabh Singh (MCA) represented Student Council in the Training Placement Cell Not only is there representation of students in various cells like Student's Grievance Redressal Cell, Anti-sexual Harassment Committee and Training Placement Cell, there are many other roles being played by the students and their representatives. • Student body organizes events like Fresher's Party and Farewell Party for their respective programmes. • Representatives of all the programmes collectively organise Teachers' day at grand scale without seeking help from teaching or non-teaching staff. Senior students take the lead and take all the programmes along and hence training and passing on the legacy to the juniors. • During the College Foundation day Students organise various events for the inter college competition. Apart from this they not only manage pre-event activities like inviting other institutions, they maintain liasoning, clarify doubts and play host during the event. • During local chapters of Alumni meetings, current batch students actively participate in organizing the event, making presentations, moderating the event and facilitating the smooth run of the programme. • Through different students clubs they organise various events and competition like performing

art, literary and creative activities on activity day every month. • Students voluntarily get involved in blood donation and economic and financial assistance to poor. • Students' representation is in the Institutes Newsletter as well. • Students actively coordinate placement activities. • Students play an active role in seeking sponsorships for megaevents like International conference and foundation day. • Each Class has a class representative who acts as a connecting link in exchanging information timely between the faculty members and the class.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

4743

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

545000

5.4.4 – Meetings/activities organized by Alumni Association :

Meetings 1. 6th Annual Meeting of Mumbai Chapter of SMS Alumni Association was held on 18 January, 2020 at Bombay Chamber of Commerce and Industry , Mumbai. 2. Activities 1. Under the aegis of the "Alumni Interaction Series", on 17th July 2019, SMS Alumni Association invited Mr. Nishchal Singh, Assistant Manager- Projects, JSW Steel Ltd and alumnus of SMS Varanasi to have an interaction with the final year students of MBA Programme. 2. Under the aegis of the Alumni Interaction Series, on 9th October, 2019 the SMS Alumni Association invited Mr. Ashok Priyadarshi (An Alumnus of SMS Varanasi- Currently working with Unilever Ltd. As Customer Development Manager and Ms. Swati Singh, (An Alumna of SMS Varanasi- Currently working with Mother Dairy Fruits Vegetables Pvt. Ltd) to interact with First- and Second-Year Students of MBA Programme. 3. SMS Alumni Association organized a Webinar on "Skills for Post Covid-19 World" on 31st May 2020. four Distinguished Alumni Members Mr. Avichal Murab, Group Leader Ameriprise Financial Services Gurugram, Mr. Biplab Sengupta, Founder and Director HR sutra CO-founder and Product head CorpKonnect New Delhi, Mr. Rajeev Kumar, Area Manager SBI Life Kanpur, Mr. Ashutosh Vetal, Regional Sales Manager, Weikfield Food Pvt. Ltd Mumbai addressed the students and guided them about the "Skills for Post COVID-19 World" 4. SMS Alumni Association organized a Webinar on "Fitting into your First Job : A Hand-holding session by Alumni Network" on 7th June 2020. four distinguished alumni members Mr. Harsh Pandey, Channel Head South Asia, Johnson Control Gurugram, Ms. Aayushi Khanna, Deputy Manager, Somany Ceramics Pune, Ms. Garima Singh , Senior Project Consultant, Capgemini Mumbai, Mr. Birendra Nath Pandey, Area Sales Manager Micro Market OYO Kolkata guided the current batches of students about " Fitting into the first Job"

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: • Faculties enjoy complete autonomy in taking part in various events organised at national international level as a resource person. • Moreover, faculties are encouraged to get engaged in carrying out research endeavours, consultancy activities, projects, etc in order to enhance their

research expertise serve the society as a whole, apart from securing grants/funding from government/private enterprises. • Faculties exercise full control in deciding pedagogy for their subjects as per the set of Pedagogy Mix prescribed by the institute for its various departments. • Two separate cells for Faculty Development Programmes (FDPs) Management Development Programmes (MDP) are identified in place of one common centre for FDPs MDPs. Both the centres have been given autonomy to decide the modus operandi under the stated policies for the same. • A Career Counselling Cell was also constituted in order to provide career counselling to students of various courses and track their progression. The primary objective of the cell is to provide guidance to students for choosing the right career alternatives specially at the undergraduate level. • An Additional Cell was also constituted to implement the directives from AICTE/UGC/MHRD and other governmental agencies as and when they are notified. 2. Participative Management • Management has been making continuous effort to enrich the course curriculums by sending needful feedback to the affiliating University from time to time, based on the inputs received from various Feedbacks taken from the Students/ Teachers/ Alumni's/ Corporate Professionals, etc. • Several Webinars/Online Workshops have been organised during the COVID-19 lockdown period in order to ensure that the learning, motivation skill development continues for both the students the faculties. • Various Webinars/Online Workshops were organised covering areas in general management, human resources, marketing, business analytics, supply chain management, skill development, life skills etc. engaging the various stakeholders - Guests from Corporates, SMS Alumni, SMS-Faculty Staff and the Students at large. • A series of Student Webinars were also organised by the students in order to provide the students opportunity and platform to horn their overall skills. The key idea behind such Student Webinars was to encourage participation from the students themselves in the development process, enhancing knowledge analytical skills through Online debates/discussions conducted among themselves under faculty guidance. • SMS-Faculty Staff came together in the COVID-19 crisis and donated part of their salaries towards the PM Cares Fund. A contribution Rs.2.5 Lakhs was extended by the institution towards the cause of COVID-19 relief work. • In order to continue the teaching learning of the students in an uninterrupted manner during the lockdown, the institute in a phased manner completely implemented its Learning Management System – Moodle enabling students to access course material study from home during lockdown. The SMS-LMS provided the faculties students participation in the learning process through online discussion forums, quizzes, assignments presentations.

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

Yes

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Admission of Students	Process of admission to various PG UG courses at the institution involves following general steps: • An 'Admission Cell' is in place, which is responsible to look into all the aspects of admission for various courses run by the institute. • Admission notifications are widely circulated through newspapers, online portals, website, social networking sites, etc. • Sale of Admission Forms

		and Informa (Prospectus) is done completely in online mode. • Institute takes admissions in the PG course through UPSEE Counselling further direct admissions are taken for the vacant seats as per the criterion specified by the affiliating university. • Institute conducts its own Online Entrance Test for UG Courses (SMS-OET) apart from the other tests conducted by university for the rest of the courses. • Group Discussion and Personal Interview are also conducted online through Skype (if required) to select candidate for admission. • Merit list is generated and admission is offered to the successful candidates. • Following Scholarships are admissible to the students : • Babu Nageshwar Singh Scholarship for new admissions in MBA, M.COM. MCA. • Merit scholarship for new admissions in BBA, BCA, B.COM, B.COM (H), B.A. (H) Mass Communication. • Smart Scholarship for new admissions in BBA, BCA, B.COM, B.COM (H), B.A. (H) Mass Communication. • Prof. Mukund Lal Scholarship for Semester Toppers. • Smt. Virendra Kumari Memorial Gold Medal (For University Toppers) • Facilitation of scholarships to SMS Varanasi Students Offered by UP State Government. • Special Scholarship / Ful fee waiver • SMS Mental Ability Recognition Test (SMART) is organized every year in order to identify meritorious students and encourage them for pursuing higher studies providing scholarship. • The Institute also has a tie-up with Punjab National Bank for the education loan for the students through the portal – www.vidyalakshmi.co.in. • A comprehensive New Student's Orientation Program is organised, encompassing various sessions on institutional infrastructure, rules regulations, course specific details evaluation patterns, facilities at the institute, interactions with industry persons, eminent academicians from the country, cultural programs, sessions on life skills, ethics and value system, local industry visits local excursion tours, etc.
	Industry Interaction / Collaboration	The Institute in order to increase its Collaboration with the Industry has further signed MOU with the following five Companies- Om Logistics Ltd.,

Rudra Shares Stock Brokers Ltd. Swastika Investmart Ltd., Decathlon Sports India Pvt. Ltd., and Big Bazaar for the Training and Placements related activities of its students. Further, interaction with the industry is ensured through following mechanisms:

1. Training and Placement Cell Institute has a robust Training Placement Cell in order to promote collaboration with industry for the purpose of training and placement. 2. Industry Involvement in Curriculum Implementation Feedback from Industry is taken regularly and implemented with help of recommendations sent to the affiliating university from time to time. Further, students are provided with Co-Curricular activities designed to develop their skills as per Industry requirements. Specialized Employability Enhancement Program (EEP) is developed for providing value addition to the students with respect to employability in today's perspective. 3. Industry Visits Industry visits are organized regularly for students to give them exposure to the corporate /industries environment within and outside the country for both UG PG students. 4. Expert Lectures Industry experts are invited on a regular basis for Guest lectures on latest innovations/practices, etc. in the corporate for both UG PG students. 5. Internship Institute arranges internships and projects for students in several reputed companies in diverse sectors. (Details mentioned in Annexure 3.5.2) 6. Workshops/Seminars/Conferences Workshops/Seminars conducted by industry people are organised for students to keep pace with the new technologies and developments. Several Webinars/Online Workshops were organised during the lockdown due to COVID-19, which included all the stakeholders - Corporate Guest, SMS Alumni, Faculty Staff members, and the Students in order to keep the students updated with the changing dynamics of the industry apart from learning interaction. Several Webinars featuring leaders from corporate houses such as Transport Corporation of India, PepsiCo, Agarwal Packers Movers, Ceasefire, DTDC, Tata Power Renewable

	Microgrid, Blue Star Limited, Hero Motors Ltd., etc. have been organised. 7. Industry based Projects Industry based/sponsored Projects are arranged for students from time to time. 8. Government Sponsored Projects Institute's CEISD in Association with Entrepreneurship Development Institute of India organised an "Entrepreneurship Awareness Camp (EAC-2020) in order to increase industry interaction.
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 on a regular basis. • Well defined duties and responsibilities of employees w.r.t academic and administrative roles. • Well defined mechanism for decentralization and participative management. • Policy for recognizing efforts and achievements of employees. • Documented Performance Appraisal System is in place. • Statutory welfare schemes like Contribution to EPF, ESI, Group Insurance scheme etc. are provided to the employees. Apart from that, healthcare, leaves, transport and many other facilities are also provided. • Delegation of responsibility – some of the Key Responsibility Areas (KRA?s) are identified and delegated at different levels – Director, Registrar, HODs, and Course Coordinators etc. • Powers, duties and responsibilities of statutory bodies of institute are well defined and documented. • Code of conduct of each stakeholder is defined and periodically monitored by the concerned cell
Library, ICT and Physical Infrastructure / Instrumentation	Library: • Equipping library with all the required resources such as books, eBooks, eJournals, journals (national international), CDs, magazines, newspapers, physical facilities like reading room, reprography, internet, CCTV, etc. that are necessary for effective teaching, learning and research. • Equipping library with all the required resources such as e-journals and e-books through • National Digital Library (NDL) • DELNET. • E-Shodhsindhu. • Digital Database. • AKTU E-Consortium (Dr. A.P.J. Abdul Kalam

		Technical University Consortium e-Library has introduced My LOFT) • Library is fully automated through LIBSYS. • Relevant library software, "JAWS- Talking Screen Reader Software for blind students". • Library Coordination Committee (LCC) for effective functioning of library. • Feedback system for continuous improvement of library. • Online Monitoring of daily transaction of books. ICT and Physical Infrastructure/Instrumentation: • Access to high-speed internet facility, dedicated 50 Mbps connectivity is available to all the students, faculties staff. • Entire Campus is WI-FI enabled connected with fibre optic cable. Extended Wi-Fi facility from campus is beamed to the student's boys' hostel located distantly. • Promoting use of ICT among faculty, students and staff. • Increasing the number of Smart Classes to facilitate effective teaching learning. • Allocating appropriate budget for upgrading ICT and physical infrastructure facilities necessitated from time to time. • Computer Centre has the responsibility for proper maintenance of ICT. • Maintenance Cell has the responsibility for proper maintenance of physical infrastructure. • Mechanism for Complaint Redressal regarding ICT and Physical Infrastructure is in place. • ERP Feedback System regarding ICT and Physical infrastructure is in place.
	Research and Development	Dedicated Research Development Cell headed by Dean (RD) with comprehensive 'Research Publication Incentive Policy' and 'Research Development 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: • Subscription to Databases for accessing Journals Research Paper from across the world for promoting high quality research at the institute. • Allocation of budget for promoting research, support to faculty staff for attending Conferences/Seminars/FDPs/Short-Term Courses, etc. is extended. • Faculty Members are encouraged to participate appear for the Annual Refresher Programme in Teaching (ARPIT), a major and unique initiative of online professional by Ministry of Human

	Resource Development. • Provision of providing seed money for research and reimbursement of fee for seeking professional body membership. • Faculty members are continuously motivated encouraged to be involved in research related activities research publications and are provided with incentives and recognition for the same. • Promoting and supporting faculty members for pursuing Ph.D., providing study leave and Ph.D. completion attracts immediate one increment for the concerned Faculty member. • Continuous enrichment of infrastructure and library for promoting high quality research. • Organizing conferences/seminars/FDPs/workshops on a regular basis. • Motivating faculty members to participate in conferences/seminars/ workshops/orientation programmes/FDPs organized by reputed organizations in India and abroad. • Institute also publishes Four Peer Reviewed Journals - • Purushartha - A Journal of Management, Ethics and Spirituality - (0975 024X / 2456 1371) Indexed in Scopus list of Approved Journals along with Google Scholar and also hosted on OJAS platform. • Management Insight – The Journal of Incisive Analysers - (0973 936X / 2456 0936) indexed on the OJAS platform of the UGC's INFLIBNET apart from CrossRef, PKP, Open archives, Google scholar, J-Gate, Indian Citation Index and Ulrich. • SMS Journal of Entrepreneurship Innovation - (2349 7920) hosted on Open journal System , Indexed in the google scholar and has been in the list of UGC Approved Journals • Computing Trendz - The Journal of Emerging Trends in Information Technology - (2230 9152 / 2456 138X) is also hosted on Open journal System and Google scholar
Examination and Evaluation	• During the Lockdown due to COVID-19 Pandemic, Learning Management System – Moodle enabled the institute students to carryout internal evaluation of the students through assignments quizzes. • Examination Cell to regularly coordinate examinations and evaluation exercise is in place. • Strictly following the affiliating universities' guidelines and schedule regarding examination. • Adopting Bloom's

	Taxonomy for continuous internal evaluation with focus on both lower and higher-level skills of students. • Mechanism for handling student's grievance regarding examination evaluation, and forwarded to University for necessary action. • Training of non-teaching staff for use of ICT resources for handling examination and evaluation related data reports is organised on a regular basis. • Continuous adherence to the time-lines of affiliating universities like exams, submission of internal marks, conducting viva-voce, attending university meetings are strictly followed. • Ensuring uninterrupted power supply during examinations. • Conduction of the entire examination work is done under CCTV camera Surveillance.
Teaching and Learning	The strategic actions taken for effective teaching and learning includes: • Ensuring online Recruitment of qualified and excellent candidates as faculty. • Implementing effective teaching and learning pedagogy through hybrid mode this year such as classroom lectures augmented by exercises, project studies, role plays, case studies, simulation games, brainstorming sessions, group presentations, Group and panel discussions, and even online internships in reputed organizations. • The institute completely implemented its Learning Management System – Moodle in order to facilitate learning of the students, ensuring they have access to course material from home during lockdown. • The institute through its Learning Management System – Moodle / Google Meet Sessions / Zoom Sessions arranged several doubt clearing sessions/ online classes as and when required in order to carryout teaching during the lockdown period. • Provision of workshops, guest lectures, and 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.

Curriculum Development	The institute has well defined strategy for effective curriculum planning and implementation. Salient features of that are given below: • The institute has incorporated Curriculum Development in the form of E-Content through its Learning Management System – Moodle and implemented the same throughout all the UG PG courses of the institute, enabling students to access course material study from home during lockdown due to COVID-19 Pandemic. • Recommendations are sent to the affiliating university for implementation of semester system in UG Courses. • Recommendation is sent to the affiliating university, Mahatma Gandhi Kashi Vidyapith, Varanasi (UG/ Courses) for implementation of Bloom's Taxonomy and formulations of respective course specific COs, POs, PSOs, etc. towards promoting Outcome Based Education (OBE) courses for effective teaching pedagogy. • 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 guidelines were formulated implemented for development of E-Content in order to ensure quality as per the prescribed guidelines during the lockdown period.

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

E-governace area	Details
Administration	• Daily attendance of Faculty Staff is recorded through Biometrics Machine. • CCTV cameras have been provided everywhere in the campus for monitoring a smooth functioning. • Monitoring the complaints registered in the Lab thoroughly and addressing the complaints, if any, immediately. • Well established e-system for tracking Library transactions, Hostel activities, Campus discipline, Computer Centre activities and Physical Infrastructure Maintenance Cell. • Internal Communication Cell to notify through ERP/E-mails/Official WhatsApp

		Group, any development having taken place on the institutional floor, carrying news value, on a day-to-day basis in order to make the members of SMS-family aware of such development without delay. This applies to the spread of the official notifications also. • All the buses for students staff have installed GPS Systems, Cameras and Emergency Medical Box for First Aid. • Provision for Online leave application, advances, salary transfer and salary slips
	Finance and Accounts	• The institute has a structured E-Mechanism to record the day-to-day financial transactions done by the purchase committee. • Accounts is being managed using Tally software. • There is a payment gateway available known as E –Pay Fee where students can easily submit their various fees through digital mode. • Institute promotes digital payment modes for its maximum payments. • Filling of annual balance sheet various statutory requirements such as GST, TDS, EPF and ESI is also done in online mode. • Online salary slip and Form 16 sent to employees
	Student Admission and Support	• There is a provision for online form submission integrated with payment gateway interface and downloading of admit cards for admissions. • Online Entrance Tests (SMS-OET) are conducted for various UG courses results are published on the Institute's official website. • Online GD/PI for PG students • College has implemented an Online Assignment Management System for students. • Feedback mechanism regarding library resources for students. • High Speed Internet facility is provided to the students, both LAN wired WI-FI. • WI-FI facility from campus is beamed (extended) to the student's boy's hostel located distantly. • Information KIOSKs are installed to know about the available books journals in the library and Computer Centre. • Library is fully computerized and networked, fully automated through LIBSYS. • Library is equipped with digital resources from e-journals and e-books through National Digital Library (NDL), DELNET, eShodhsindhu, Digital Harbour and AKTU E-Consortium (Dr.A.P.J. Abdul Kalam Technical University Consortium e-

		Library has introduced MyLOFT). • 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. on a regular basis. • E-content made available to the students. • Provision of online assignments conduction of quizzes.
	Examination	• Filling of the University examination form and fees submission online. • Online tests/quizzes are being conducted for internal assessment for students. • PG students can obtain their results transcripts online. • University sends examination question papers, examination schedule admit cards online. • Challenge evaluation is done by students in online mode.
	Planning and Development	• In order to incorporate the changing needs of the faculties, staff, students and affiliating bodies., college has developed its own LAN-based ERP application "I-Campus" – An eSystem, where the faculty members are required to upload the facts related to class activities. It is updated from time to time • Online Feedback (E-Sudhar) from students is collected and used towards planning and developing support services. • The institute has completely implemented one of the renowned Learning Management System – MOODLE in order to facilitate learning of the students, ensuring they have access to the e-content developed by faculty members anytime anywhere (ATAW) during lockdown. • The institute through its Learning Management System – MOODLE / Google Meet Sessions / Zoom Sessions arranged several doubt clearing sessions/ online classes as and when required in order carryout teaching during the lockdown period. • During the Lockdown due to COVID-19 Pandemic Learning Management System – MOODLE enabled the institute students to carryout internal evaluation through assignments quizzes. • Online Employability Enhancement Program (OEEP) is implemented for assessment of students from home during lockdown due to COVID-19 pandemic. • Implemented

Online Application and Admission process with Integration of Payment Gateway. • During lockdown, institute developed and deployed Online Entrance Test (SMS-OET) system to shortlist students for UG courses. • Online GD/PI is conducted for vacant seats for admission into PG Courses. • Online Semester Fees System with integration of payment gateway (bill desk) • Online Portal for Recruitment of faculty staff. • Alumni Portal in place to maintain the Alumni databases. • All the of journals of SMS Varanasi are hosted on Open Journal Access System (OJAS) platform. • Knowledge Sharing Platform is developed in connection with SMS Varanasi website.

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	Dr. Aditya Kumar Gupta	International Seminar on Sources of Planet Energy, Environmental Disaster Science: Impact of Non-Conventional Energy Resources (SPEEDS-2019) 07 08 February 2020	Nill	1250
2019	Dr. Pallavi Pathak	International Conference on "Religious Cultural Paradox in Social, Economic , Business Sciences at Surabaya, Indonesia on 16th 17th October, 2019	Nill	58000
2020	Dr. Pallavi Pathak	Nill	All India Management Association	3540

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2020	Seven Days (7) Faculty Development Programme on 'Outcome Based Education' by Prof. S.K. Soni- Former Professor NITTR, Bhopal, Prof. Bhagwan Jagwani - Dr. Gaur Hari Singhania Institute of Management, Kanpur and Prof. Shashi Kant Dikshit	Nill	02/07/2019	08/07/2019	45	Nill

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
NPTEL Courses Certification by Faculty Members	12	01/07/2019	30/06/2020	120

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

Teaching		Non-teaching	

Permanent	Full Time	Permanent	Full Time
11	11	2	2

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
• Well defined leave rules including Casual, Duty, compensatory, study, sabbatical, medical, special, maternity and Earned Leave. • Contribution to EPF ESI. • Provision for Incentives to Best Performers. • Provision for Increment for PhD completion. • Provision for sponsorship for attending Conferences/Seminars/FDPs, Etc. • Tuition-fee waiver scheme for their wards. • Group Insurance scheme. • Provision for Medical Leaves. • Transportation Facility. • Ambulance and Medical Facility. • Medical Facilities through institutional Tie-ups with hospitals. • Awards during Annual Day Event- For members completing 10/15/20/25 years of service. • Seed money for Research work	• Well defined leave rules including Casual, Duty, compensatory, study, sabbatical, medical, special, maternity and Earned Leave. • EPF ESI contribution. • Provision for Incentives to Best Performers. • Tuition-fee waiver scheme. • Group Insurance scheme. • Provision for Medical Leaves. • Transportation Facility. • Ambulance and Medical Facility. • Uniform Allowance Food Allowance for Class IV Employees. • Medical Facilities through institutional Tie-ups with hospitals. Awards during Annual Day Event- For members completing 10/15/20/25 years of service.	• Scholarship Schemes • Group Insurance • Infirmary • Ambulance Facility • Subsidized Canteen. • Book Bank Facility. • Subsidized Transportation Facility • Industrial Visits. • Financial Assistance provided to students to organise Fresher/Farewell Parties. • Provision for Financial Assistance to students participating at state/national level events/competitions representing the institute.

6.4 – Financial Management and Resource Mobilization

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

• Finance Committee remains vigilant on the financial operations throughout the year and continuously monitors all financial transaction in the Institute.in the form of internal audit. • Regular external audit is conducted at the end of every financial year by a team of certified Chartered Accountant. • Regular internal audit conducted by the person designated by managementrr • The institute has a Finance Committee, which looks into the effective and efficient use of financial resources through Budgets and purchases made by Purchase Committee on a day-to-day basis. • For the purpose, budgets and provision of contingency based on projected financial requirement of different departments/centres, in their consultation, are prepared. • Budgets are presented to the Governing Council for needful evaluation and final approval. • Corresponding funds are then allocated for needful utilization and continuously monitored by the Finance Committee to adhere to the optimal utilization of funds. • There was no major audit objection for the last audit.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Nil	0	Nil

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6.4.3 – Total corpus fund generated

788

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	FMS, BHU	Yes	IQAC
Administrative	Yes	FMS, BHU	Yes	IQAC

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

* Formation of a Parent-Teacher Committee in order to monitor overall student's development suggest measures as and when required. • In the ongoing COVID-19 situation, parents of the students studying in the institute came forward in donating one hundred (100) hand-made masks sanitizers to the support-staff deployed at the campus. • Few Parents along with our faculty took an initiative to donate one-thousand (1000) food packets at Varanasi railway station during the lockdown due to COVID-19 pandemic. • Earlier during Adharshila- College Foundation Day Celebration (2019), Parents of students donated hundred plants (100) to the institute for plantation

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

* A Workshop on "Future of Technologies in Libraries in Pandemic Period" for Library Staffs of SMS Varanasi Conducted by Prof. Aditya Tripathi, HoD - Department of Library and Information Science, Banaras Hindu University, Varanasi on 29th June 2020. • A Staff Development Programme on "Enhance Work Efficiency through Technology" for Non-Teaching Staff, Conducted by Mr. Ram Gopal Gupta, Associate Professor, School of Management Sciences, Varanasi on 30th June 2020. • A Workshop on "Post Covid: Campus Sanitization Management" for Support Staff Class IV Employees, Conducted by Mr. Atanu Mukhopadhyay, Administrative Officer, School of Management Sciences, Varanasi on 27th June 2020.

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

* Introduced One More UG Course, B. Com (Hons.). • Increased the number of Smart Classes from previous session. • New Buses and routes have been added to expand the reach of the institute in and around Varanasi. • Recommendation sent to affiliating university to implement outcome-based Education (OBE) for UG Courses as well. • The institute has completely implemented its Learning Management System – Moodle enabling students to access course material study from home during lockdown.

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Seven Days (7) Faculty Development Programme on 'Outcome Based Education' by Prof. S.K. Soni- Former Professor NITTR, Bhopal, Prof. Bhagwan Jagwani - Dr. Gaur Hari.	02/07/2019	02/07/2019	08/07/2019	45

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Case Chase Contest 5.o	26/09/2019	26/09/2019	39	16
Guest Lecture on Employment Enhancement	21/10/2019	21/10/2019	51	32
Cleanliness Programme	21/10/2019	31/10/2019	40	30
Techno Challenge	05/11/2019	05/11/2019	29	71
Plantation & student Interaction at village school	15/11/2019	15/11/2019	45	40
Special Lecture on Value Based Professional Learning	23/11/2019	23/11/2019	68	7
Tech Marathon	26/11/2019	27/11/2019	12	12
Short Film on Gender Equity	23/11/2019	23/11/2019	55	18

Role Play in the class room	30/11/2019	30/11/2019	40	15
Swachhata Pakhwada	16/01/2020	31/01/2020	43	60
Environment Awareness Programme	01/02/2020	01/02/2020	30	32
Platelet Donation Awareness and Sampling Camp	27/02/2020	27/02/2020	42	35
International Women's Day	08/03/2020	08/03/2020	70	Nill
Safety Awareness Programme I	25/06/2020	25/06/2020	80	75
Safety Awareness Programme II	29/06/2020	29/06/2020	90	80
Guest Lecture on Corporate Expectation	20/07/2019	20/07/2019	36	17
Plantation Program	09/08/2019	09/08/2019	30	45
Women Empowerment - Karate Training	31/08/2019	31/08/2019	60	Nill
Jal Sanrakshan Abhiyaan	01/09/2019	15/09/2019	24	17
Special Lecture on Attitude-A key to Success	13/09/2019	13/09/2019	48	30
Workshop on National Nutrition Week	13/09/2019	13/09/2019	50	40

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

Percentage of power requirement of the University met by the renewable energy sources
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 fulfil 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 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 : • Green Audit is conducted by SPECTRO Analytical Labs Limited, New Delhi . 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. Beautiful 5 lawns of area 4700 meters are maintained and are surrounded by 860 trees and plants including flowerpot. Thick hedges and trees have been grown all along the compound walls to prevent from outside pollution. Many Air purifier and oxygen generating plants are heavily planted in the campus. Hazardous and e-Waste management : • A mechanism is already in place to effectively dispose of out-dated computer systems, useless electronic items, and other junk materials. The institute is already having a contract for E waste management services with M/S E-Waste Recyclers India Decreased use of Paper : • Usage of paper in administrative work considerably reduced . Online Admission, Attendance record is maintained. Circulars shared through Intranet. E-Fee payment gateway present.

7.1.3 – Differently abled (Divyangjan) friendliness

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

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	5	1	Nill	300	Placement Drive	One of the most preferred institution in the	240

						region by the industry for Campus Selection prestigio us companies frequentl y visit campus and hire students on attrac tive packages

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

Title	Date of publication	Follow up(max 100 words)
Students' Rule Book	15/07/2019	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	10/07/2019	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 level employee of the organisational hierarchy.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Independence Day Celebration	15/08/2019	15/08/2019	525

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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

7.2.1 – Describe at least two institutional best practices

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 development activities 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. For enhancing and improving the institutional functioning, following activities are conducted: In our ICAMPUS following ERP modules are added: Automated student admission process: 1- Student Admission form details 2- Documents in digital format i.e. marks sheet certificates etc. 3- Report Generation: course wise admission, deficit document report, 4- Document updating etc. 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, BCA and B.COM final result of MGKV by our students 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 Contributing and Mitigating Local Community Issues On The Theme "Swachha Kashi" Objective : Theme of Swachha Kashi The main theme is "Swachhakashi". Under this theme every group of the students was expected to study, analyse and explore the problems, its solution and implementation regarding Swachhakashi in various areas of Kashi. The Practice: The entire process was carried out in nearby five villages adopted by the college and Manduadih Railway station where after the study of the Swachchha Kashi following issues and its solution were explored by the students, NSS team of the college and with the support of ASHVA NGO: • Villagers and passengers are very casual towards throwing garbage here and there. • Lack of Civic sense. • Swachchhata awareness programme should be conducted on a regular basis among the villagers and at railway station. • Cleanliness drive should be initiated. Primary school staff, students and villagers should be actively involved in this drive. Subsequently following measures were taken:- • Students and NSS team visited the school and met with the villagers. • Made them aware about the importance of cleanliness. • Carried out plantation and cleanliness drive in the villages. • Distributed Mask and Sanitizer among the villagers. • Organized safety awareness programme. Evidence of Success : o Nearby villagers are self aware about the importance of Cleanliness o Villagers are further convincing their relatives and friends not to throw the garbage here and there. o Villagers are motivated towards further Plantation. o Manduadih Railway station becomes the clean Ideal station. o Manduadih Railway Station has been awarded 5S certification . o Nearby villages are now more clean. o Very less COVID -19 cases found in these villages 2.

Problems encountered and resources : o Selection of the Areas for the Process. o Support from ASHVA NGO. o Support from NSS members and Students of the College.

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

http://iqac.smsvaranasi.com/best_practices.htm

7.3 – Institutional Distinctiveness

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

Promoting Spiritual Ethical Value based Professional Education and Practices In sync with its Vision and mission, Institute has special thrust on promoting the value based culture. The Context : Business schools today are expected to prepare future managers and business leaders who not only 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 them for preparing and nurturing them 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 (CSHE). 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. Institute, through the efforts of Centre for Spiritualism and Human Enrichment does the following activities : • Proper amalgamation of spiritual ethical valuebased content alongwith 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 yoga sessions. • Organizing Hilife lecture series for students to sensitize the students towards values and ethics. These lectures are taken by eminent national and international personalities. • Publishing a biannual journal 'Purushartha' which is based on spirituality, ethics, and management. Scholars from across the world contribute papers for the journal. The journal is fully indexed with Scopus, Elsevier and is also enlisted among UGC 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. • 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 sociocultural business tour to the spiritual capital of India • The Institute is being acknowledged by the corporate houses for Alumni exhibiting appreciable ethical and moral attributes during working transactions. These are certainly a great testimony of the said

Provide the weblink of the institution

8.Future Plans of Actions for Next Academic Year

Though the execution of entire planning will depend on the circumstances shaped up due to this unprecedented Pandemic in times to come, yet we have chalked out few of our plans for the upcoming year • The institute intends to organise the Faculty Development Programme to equip the teachers with requisite skill sets for planning and drafting research plan proposal before the commencement of new semester. • Due to pandemic, the institute plans to conduct its orientation for Undergraduate classes in online mode to acquaint them about the institute before the commencement of classes. • Classes will be run in hybrid mode until normalcy resumes. • The institute also plans to organise Online/Offline workshops and guest lectures on pertinent topics. • More focus on online operation mode for Feedback, admission application and selection etc) • Planning online/offline Conference • Encourage rest of the faculty members to complete/enrol for PhD • Effort to make all class rooms become equipped with Optical fibre cable for better internet speed and connectivity. • Planning to increase the Bandwidth of the Internet connection. • Arrange online Summer Training Presentation and other class presentations • More focus on Digital Payments. • Planning to open a dedicated Research Centre. • Increase the number of digital databases