



## **YEARLY STATUS REPORT - 2023-2024**

### **Part A**

#### **Data of the Institution**

|  |  |  |
|--|--|--|
| <b>1.Name of the Institution</b>                                 |  | <b>SCHOOL OF MANAGEMENT SCIENCES, VARANASI</b> |
| • Name of the Head of the institution                            | <b>Prof. P.N. Jha</b>  |  |
| • Designation  | <b>Principal</b>   |  |
| • Does the institution function from its own campus?             | <b>Yes</b>   |  |
| • Phone No. of the Principal                                     | <b>7052055555</b>  |  |
| • Alternate phone No.  | <b>8953761666</b>  |  |
| • Mobile No. (Principal)   | <b>9919995577</b>  |  |
| • Registered e-mail ID (Principal)                               | <b>director@smsvaranasi.com</b>  |  |
| • Address  | <b>Khushipur (Mohan Sarai- Mughal Sarai Bypass, P.O. - Bachhaon Varanasi- (U.P.)</b> |  |
| • City/Town  | <b>Varanasi</b>  |  |
| • State/UT   | <b>Uttar Pradesh</b>   |  |
| • Pin Code   | <b>221 011</b>   |  |
| <b>2.Institutional status</b>                                    |  |  |
| • Autonomous Status (Provide the date of conferment of Autonomy) | <b>03/11/2021</b>  |  |
| • Type of Institution  | <b>Co-education</b>  |  |
| • Location   | <b>Urban</b>   |  |

|   |   |                |                             |               |             |
|---|---|----------------|-----------------------------|---------------|-------------|
| • Financial Status  | UGC 2f and 12(B)  |                |                             |               |             |
| • Name of the IQAC Co-ordinator/Director  | Prof. Pallavi Pathak  |                |                             |               |             |
| • Phone No.   | 7052055555  |                |                             |               |             |
| • Mobile No:  | 7007828875  |                |                             |               |             |
| • IQAC e-mail ID  | iqac@smsvaranasi.com  |                |                             |               |             |
| 3.Website address (Web link of the AQAR (Previous Academic Year)  | <a href="https://iqac.smsvaranasi.com/AQAR.htm">https://iqac.smsvaranasi.com/AQAR.htm</a>                                 |                |                             |               |             |
| 4.Was the Academic Calendar prepared for that year?   | Yes   |                |                             |               |             |
| • if yes, whether it is uploaded in the Institutional website Web link:   | <a href="https://iqac.smsvaranasi.com/mandatory_disclosure.htm">https://iqac.smsvaranasi.com/mandatory_disclosure.htm</a> |                |                             |               |             |
| <b>5.Accreditation Details</b>  |   |                |                             |               |             |
| Cycle   | Grade   | CGPA           | Year of Accreditation       | Validity from | Validity to |
| Cycle 1   | A   | 3.17           | 2017                        | 12/09/2017    | 31/12/2026  |
| 6.Date of Establishment of IQAC   |   |                | 07/05/2013                  |               |             |
| 7.Provide the list of Special Status conferred by Central and/or State Government on the Institution/Department/Faculty/School (UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC, etc.)? |   |                |                             |               |             |
| Institution/ Department/Faculty/School  | Scheme  | Funding Agency | Year of Award with Duration | Amount        |             |
| NA  | NA  | NA             | Nil                         | NIL           |             |
| 8.Provide details regarding the composition of the IQAC:  |   |                |                             |               |             |
| • Upload the latest notification regarding the composition of the IQAC by the HEI   | <a href="#">View File</a>   |                |                             |               |             |
| 9.No. of IQAC meetings held during the year   | 04  |                |                             |               |             |

|  |                  |  |
|--|------------------|--|
| <ul style="list-style-type: none"> <li>• Were the minutes of IQAC meeting(s) and compliance to the decisions taken uploaded on the institutional website?</li> </ul>               | <b>Yes</b>       |  |
| <ul style="list-style-type: none"> <li>• If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>   | No File Uploaded |  |
| <b>10.Did IQAC receive funding from any funding agency to support its activities during the year?</b>  | <b>No</b>        |  |
| <ul style="list-style-type: none"> <li>• If yes, mention the amount</li> </ul>   |                  |  |
| <b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>  |                  |  |
| ? A Seven-Day Faculty Development Programme on "Systematic Literature Review and Bibliometric Analysis" from August 05 to 11, 2023   |                  |  |
| ? A Two-day International conference "Indian Knowledge System for Achieving Sustainable Development Goals (ICON 2024) at SMS Varanasi on 2-3 March 2024                            |                  |  |
| ? Staff Development Program Staff Development Program titled "Cultivating Interpersonal Skills for Professional Development." for the non-teaching support staff on 28th June 2024 |                  |  |
| ? Life-Skills Development Program for the Class IV Support Staff of the institution on 28th June 2024  |                  |  |
| ? SMS has rendered its Research and Publication Incentive Policy more robust to encourage more faculty contributions towards - books, chapters, paper publications, patents, etc   |                  |  |
| ? HR Conclave on "Imbibing Contemporary Corporate Compatibility" for MBA, MCA and M. Com students on 25th May, 2024.   |                  |  |
| <b>12.Plan of action chalked out by IQAC at the beginning of the academic year towards quality enhancement and the outcome achieved by the end of the academic year:</b>           |                  |  |
|  |                  |  |

| Plan of Action  | Achievements/Outcomes   |
|---|---|
| 1. To organise a Faculty development programme on contemporary research tools like PLS-SEM, Questionnaire development etc and staff development programmes on relevant issues to upkeep their skills. | A Seven-Day Faculty Development Programme on "Systematic Literature Review and Bibliometric Analysis  |
| 2. To make efforts to facilitate more contributions towards social causes.  | Rainbow Club along with NSS and few external organisations undertook multiple outreach and extension activities                                       |
| 3. To organise an International Conference to promote the Indian Knowledge System   | A Two-day International conference "Indian Knowledge System for Achieving Sustainable Development Goals (ICON 2024) at SMS Varanasi on 2-3 March 2024 |
| 4. To facilitate research work among faculties and assist them in seeking projects  | Centre for Advanced Research and Development formed to inform faculty members about grants and proposals  |
| 5. To increase faculty publications with quality  | R & D policy updated and circulated among faculty members intimating about the incentives for the same.   |
| 6. To encourage faculty members to seek professional Memberships  | Thirty eight faculty members sought professional memberships of different professional bodies   |
| 7. To Organise more faculty and administrative training programs  | Staff Development Program Staff Development Program titled Cultivating Interpersonal Skills for Professional Development.                             |
| <b>13. Was the AQAR placed before the statutory body?</b>   | <b>Yes</b>  |
| <ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>  |   |

|   |                    |
|---|--------------------|
| Name of the statutory body  | Date of meeting(s) |
| Governing Body  | 28/12/2024         |
| 14. Was the institutional data submitted to AISHE ?   | Yes                |
| <ul style="list-style-type: none"> <li>Year</li> </ul>  |                    |
| Year  | Date of Submission |
| 2024  | 14/02/2024         |
| 15. Multidisciplinary / interdisciplinary   |                    |
| <p>With the 2020 education policy, our institution aims to become a multidisciplinary institution with an imaginative and flexible curriculum to enable interdisciplinary study. Multidisciplinary and interdisciplinary programmes help students expand their thinking and learning and prepare for new challenges. We want to merge eight courses and four departments. We want to incorporate our topics within the university first, then expand our campus-based courses. Our disciplines will also be included within the institution. We may also cooperate with a reputable institution near our campus in the future. The framework below will mix humanities with science and technology topics. Science-MCA &amp; MBA Technology - MCA Mathematics; MBA, MCA, B.B.A., B.Com., BCA Humanities papers may now be combined with the aforementioned UG and PG courses. Yes, the school provides flexible and creative credit-based courses and projects. Details:</p> <ul style="list-style-type: none"> <li>Community participation and service: We administer the NSS programme and often involve students in social welfare activities.</li> <li>Campus courses organise environmental education seminars. value-based education for comprehensive and transdisciplinary learning. MBA courses provide value-based education by discussing human values and professional ethics. Multidisciplinary flexible curriculum institution plans Undergraduate degree programmes of either 3 or 4 years, with multiple entry and exit points and reentry options, and appropriate certifications such as a certificate after completing 1 year (2 semesters) of study in the chosen fields of study, a diploma after 2 years (4 semesters), a bachelor's degree after 3 years (6 semesters), or a bachelor's degree with honours after 4 years (8 semesters). The 4-year interdisciplinary bachelor's degree programme is popular because it provides a comprehensive and multidisciplinary education and a concentration on the student's major and minor. Multidisciplinary research will include all four departments. In</li> </ul> |                    |

urgent situations, universities may join adjacent reputable institutions to involve students in transdisciplinary and societal problem-solving initiatives. We are incorporating courses into our institutional architecture to promote transdisciplinary courses. Management students study machine learning and AI, while BBA, BCA, and BCom students learn about sustainability and the environment. Eight courses teach transdisciplinary disciplines, and soon we'll add more.

#### **16.Academic bank of credits (ABC):**

As a learning organisation, we have completed the necessary steps to make use of the ABC facility, and we are now in a position to make this opportunity available to our students. Yes, the educational establishment has signed up to be a part of the ABC framework so that it may provide its students with the opportunity to reap the benefits of various entrances and exits during their selected programme. We have already established ties with seven foreign institutions, and we are in the process of wrapping up negotiations for an academic partnership. In addition to this, the development of joint degrees and an academic and faculty exchange programme are also on the agenda for the near future. One of the universities in Indonesia is collaborating with us on a research project that we are doing together. Within the company, there is a methodical procedure for the creation of curricula and their subsequent approval. The faculty members have complete autonomy in developing their curricula while adhering to the framework that is required. In addition to this, they are encouraged to develop their textbooks, reading materials, assignments, and assessment routines. Each one of these works comes with its unique offer of motivation. The ACB procedure has been included in the institute's internal operations, and the institution intends to make this capability available to its students as well. The procedures for registering and enrolling students have already been completed at the institution level, and preparations have been made to put these procedures into effect in the next sessions

#### **17.Skill development:**

The educational establishment is now working on compiling a list of topics that will be required for graduation as part of a vocational program. We are now in the process of forming a partnership with a number of the NSDC centres. The following is a list of some of the classes that we are currently working on: • Education in the Field of Paramedicine • Alternative Sources of Energy • Plantation management • Food processing • Software development • Financial services • Beauty therapy • Hotel management and catering technology

• Arts and craft • Printing technology • Textile technology • Data and web analytics • Visual media • Network and H.R. In addition to this, the following programmes are currently being developed by our company: • Data and Web Analytics • Visual Media • Network and Hardware Technology • IT and ITES • Journalism and Mass Communication • Office Management and Practices • Renewable Energy • Retail Management • Fashion Technology • Nutrition and Healthcare • Acting and Filmmaking • Travel and Tourism • Software Development • Financial Services • Data and Web Analytics • Visual Media • Network and Hardware Technology • IT and ITES • The Institute is exerting a great deal of effort to provide a value-based education. This education will include the development of humanistic, ethical, constitutional, and universal human values such as truth (satya), righteous conduct (dharma), peace (shanti), love (prem), nonviolence (ahimsa), scientific temper, citizenship values, and also life skills. Lessons in seva (service) and participation in community service programmes will be considered an integral part of a holistic education. Learners will be given Global Citizenship Education (GCE), which is a response to contemporary global challenges, to empower them to become aware of and understand global issues, as well as to become active promoters of more peaceful, tolerant, inclusive, secure, and sustainable societies. This will be accomplished through the provision of GCE. This is a reaction to the reality that there is a growing interconnection between people and places all over the globe. Participate in the endeavors of the organisation to achieve this: i. Conceive a system of credits that will guarantee that every student will be enrolled in at least one vocational class before they graduate. ii. Utilizing the expertise of seasoned industry professionals and master craftspeople to fill in knowledge gaps regarding qualified faculty provisions and provide necessary vocational skills. iii. To provide learners with access to online, blended, and on-campus modular forms of vocational education. iv. NSDC organisation to enable all of this by developing a uniform platform to handle the enrolment of learners (both students and employees), as well as skill mapping and certification. v. Instructional classes for students are going to start being made available to them through online and/or distant learning. Students enrolled in the Management programme will participate in special seminars taught in the format of a workshop to acquire the fundamental skills necessary for effective communication and proper business etiquette.

#### **18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)**

We intend to use Hindi as a subsidiary language, and we are in the



process of integrating Hindi as a medium of instruction as well as allowing questions to be asked in Hindi as well. Students are encouraged to answer in their language of choice. Not only this, we are in the process of creating a database of online content recorded in Hindi as well as English. It will serve the purpose of duality, and if some students are not comfortable understanding the concept in one language, they may refer to these online contents for their clarity. We have already implemented it at the institutional level; we are going to elaborate things in both languages as and when required as per the learners' requirements. Apart from this, the inclusion of lecture videos in a subsidiary language will surely aid classroom learning. It is implemented across all 8 courses deciphered from our own campus. 1. MBA 2. MCA 3.

M.Com 4. BBA 5. BCA 6. B. Com 7. B. Com(Hons) 8. BAMC We are in the process of providing one separate elective for students, which students can opt for during their first two semesters. • List of subjects provided to fulfill this requirement • CC-4 - Physical Education & Yoga • BCOMME-306 - Indian Knowledge System • The institute organizes hi-life lecture series which help the students in a proper appreciation of human value to promote proper awareness of Human Values under the aegis of the Center for Spiritualism and Human Enrichment(C-SHE). Subjects on Indian Arts will be incorporated as an open elective. Subjects about Indian Culture and traditions will be incorporated as an open elective. We have already incorporated the following subjects as part of the Indian knowledge system dissemination. Professional Ethics Gender Human Values Environment and Sustainability BBA-105 Business Ethics & Governance BBA-ME-408 Population & Demographic Studies CC-3 Human Values & Environmental Studies CC-1 Food, Nutrition & Hygiene MC 201 Business Environment CC-4 Physical Education & Yoga CC-2 First Aid & Health (BCA) CC-3 Human Values and Environment Studies BBA-ME-308 Rural Development (BCA) CC-4 Physical Education and Yoga CC-3 Human Values & Environmental Studies BCOMME-306 Indian Knowledge System (BCA) CC-1 Food, Nutrition and Hygiene BA(H)MCCC-3 Human Values and Environment Studies (BCA) CC-3 Human Values and Environment Studies BCOMME-407 Rural Development BA(H)MCCC-3 Human Values and Environment Studies

#### 19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

The criteria of the OBE have been incorporated into every aspect of the academic programme, we provide. As part of the effort to update the curriculum, we have added new course objectives



that are specific to each course at the level of the course. On the other hand, we have integrated a variety of programmed objectives at the level of the programme. In addition, the educational goals of the programme, together with its purpose and vision statements, have been synchronised so that the degree to which they have been accomplished may be evaluated at each stage. The organisation has developed a system in which every member of the teaching staff is tasked with the responsibility of providing the computed accomplishment level of the course result. After some time has elapsed, the same score is sent to the course organiser, who then compiles a variety of course outcomes. After that, he determines, on a programmatic level, whether or not the desired objective has been achieved. Calculations need to be done to determine whether or not the educational goals of the programme and the mission and vision statements have been met. The OBE structure has already been put into place at our institution. The examinations are carried out by the mandatory OBE requirements. Every passing out batch is subjected to a thorough analysis of the whole process of achievement calculation and corrective action.

## 20.Distance education/online education:

For the sake of meeting the standards of ODL, a distinct center for online learning will be established. Both long-term and shorter-term courses have been made available via this platform. The Moodle platform has been included to facilitate the distribution of online resources for the class. A mixed mode with a 60:40 split is already in place, as required by the UGC requirements. Physical lectures are utilized to cover the material for regular courses, whereas online lectures are used to transmit information about current and relevant advancements that are going on in the market. During COVID, our institution was the first in our area to upload 10,000 individual pieces of educational content relating to a variety of topics. Despite this, Moodle is a critical component in the process of providing students with access to a variety of learning resources.

## Extended Profile

### 1.Programme

1.1

08

Number of programmes offered during the year:

| File Description                        | Documents                 |
|---|---------------------------|
| Institutional Data in Prescribed Format | <a href="#">View File</a> |

**2.Student**2.1 **2808**

Total number of students during the year:

| File Description                        | Documents                 |
|---|---------------------------|
| Institutional data in Prescribed format | <a href="#">View File</a> |

2.2 **962**

Number of outgoing / final year students during the year:

| File Description                        | Documents                 |
|---|---------------------------|
| Institutional Data in Prescribed Format | <a href="#">View File</a> |

2.3 **2808**

Number of students who appeared for the examinations conducted by the institution during the year:

| File Description                        | Documents                 |
|---|---------------------------|
| Institutional Data in Prescribed Format | <a href="#">View File</a> |

**3.Academic**3.1 **338**

Number of courses in all programmes during the year:

| File Description                        | Documents                 |
|---|---------------------------|
| Institutional Data in Prescribed Format | <a href="#">View File</a> |

3.2 **61**

Number of full-time teachers during the year:

## Extended Profile

### 1.Programme

1.1 08

Number of programmes offered during the year:

| File Description                        | Documents                 |
|---|---------------------------|
| Institutional Data in Prescribed Format | <a href="#">View File</a> |

### 2.Student

2.1 2808

Total number of students during the year:

| File Description                        | Documents                 |
|---|---------------------------|
| Institutional data in Prescribed format | <a href="#">View File</a> |

2.2 962

Number of outgoing / final year students during the year:

| File Description                        | Documents                 |
|---|---------------------------|
| Institutional Data in Prescribed Format | <a href="#">View File</a> |

2.3 2808

Number of students who appeared for the examinations conducted by the institution during the year:

| File Description                        | Documents                 |
|---|---------------------------|
| Institutional Data in Prescribed Format | <a href="#">View File</a> |

### 3.Academic

3.1 338

Number of courses in all programmes during the year:

| File Description                        | Documents                 |
|---|---------------------------|
| Institutional Data in Prescribed Format | <a href="#">View File</a> |

|  |                           |
|--|---------------------------|
| 3.2  | 61                        |
| Number of full-time teachers during the year:  |                           |
| File Description   | Documents                 |
| Institutional Data in Prescribed Format  | <a href="#">View File</a> |
| 3.3  | 61                        |
| Number of sanctioned posts for the year:   |                           |
| <b>4.Institution</b>   |                           |
| 4.1  | 609                       |
| Number of seats earmarked for reserved categories as per GOI/State Government during the year: |                           |
| 4.2  | 36                        |
| Total number of Classrooms and Seminar halls   |                           |
| 4.3  | 450                       |
| Total number of computers on campus for academic purposes                                      |                           |
| 4.4  | 918                       |
| Total expenditure, excluding salary, during the year (INR in Lakhs):                           |                           |

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curriculum Design and Development

1.1.1 - Curricula developed and implemented have relevance to the local, national, regional and global developmental needs which are reflected in Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) of the various Programmes offered by the Institution.

The Institute meticulously customizes its educational programs to conform to the demands of the local community, national imperatives, and the global benchmarks delineated in the National Education Policy (NEP). Each curriculum undergoes rigorous evaluation and endorsement by the Board of Studies (BoS) and the Academic Council, which encompass both internal faculty members and external domain experts. The formulation of learning

objectives is structured according to Bloom's taxonomy, accommodating diverse levels of cognitive engagement. There is a deliberate effort to synchronize Programme Outcomes (POs) and Course Outcomes (COs) across different programs with local, regional, national, and global contexts.

- Through the customization of curricula to address localized needs, institutions ensure that students are grounded in the realities and complexities of their immediate environments.
- Integration of national and regional perspectives into curricula broadens students' intellectual horizons, providing insights into overarching frameworks, policies, and economic landscapes.
- The alignment of curricula with global developmental imperatives equips students to interact with the interconnected global environment. This fosters the development of a global perspective, promoting adaptability, cross-cultural competence, and an awareness of global challenges such as sustainability, technological advancements, and socio-economic disparities.
- Biannual meetings of the BoS and Academic Council facilitate the adaptation of curricula in response to evolving academic priorities and market demand.
- Adopting the Choice Based Credit System (CBCS), The Institute has significantly modified all its programs. Furthermore, the Institute regularly revises its curriculum based on feedback from students, faculty, alumni, industrialists and other stakeholders.

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload additional information, if any | <a href="#">View File</a>   |
| Link for additional information       | <a href="https://iqac.smsvaranasi.com/PO_CO.htm">https://iqac.smsvaranasi.com/PO_CO.htm</a> |

### 1.1.2 - Number of Programmes where syllabus revision was carried out during the year

0

| File Description                                 | Documents                 |
|--|---------------------------|
| Minutes of relevant Academic Council/BOS meeting | <a href="#">View File</a> |
| Details of syllabus revision during the year     | <a href="#">View File</a> |
| Any additional information                       | No File Uploaded          |

### 1.1.3 - Number of courses focusing on employability/entrepreneurship/ skill development offered by the Institution during the year

120

| File Description  | Documents                 |
|---|---------------------------|
| Curriculum / Syllabus of such courses   | <a href="#">View File</a> |
| Minutes of the Boards of Studies/ Academic Council meetings with approval for these courses | <a href="#">View File</a> |
| MoUs with relevant organizations for these courses, if any                                  | No File Uploaded          |
| Any additional information  | No File Uploaded          |

## 1.2 - Academic Flexibility

### 1.2.1 - Number of new courses introduced across all programmes offered during the year

0

| File Description  | Documents                 |
|---|---------------------------|
| Minutes of relevant Academic Council/BoS meetings       | <a href="#">View File</a> |
| Any additional information                              | No File Uploaded          |
| Institutional data in prescribed format (Data Template) | <a href="#">View File</a> |

### 1.2.2 - Number of Programmes offered through Choice Based Credit System (CBCS)/Elective Course System

08

| File Description                                     | Documents                 |
|--|---------------------------|
| Minutes of relevant Academic Council/BoS meetings    | <a href="#">View File</a> |
| Any additional information                           | No File Uploaded          |
| List of Add on /Certificate programs (Data Template) | <a href="#">View File</a> |

### 1.3 - Curriculum Enrichment

1.3.1 - Institution integrates cross-cutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability, and Human Values into the curriculum

Several papers have been included related to Human Value, Professional Ethics and Environment in the syllabus as a course named "NMB107 - UNIVERSAL HUMAN VALUES & PROFESSIONAL ETHICS for MBA, CC-3 - Human Values & Environmental Studies for BBA, BCA, B. Com, B. Com (H), and BA(H)MCCC-22-3 for BA (H)MC".

Papers on environment and sustainability have been stated in the institute curriculum under courses named "CC-1- Food, Nutrition & Hygiene for BBA, BCA, B. Com, B.Com. (H), and BA(H)MCCC-22-1 for BA(H)MC; CC-4- Physical Education & Yoga for BBA, BCA, B. Com, B.Com. (H) and BA(H) MCCC-22-4 for BA(H)MC; and BCOMME -22-306 - Indian Knowledge System for B. Com".

Also, a paper on global politics and role of media in globalized context has been included in the curriculum named "BA(H)MC-22-504 - Global Politics and Media" for BA(H)MC and a paper on rural development named "BCOMME -22-407 - Rural Development" for B. Com.

Noncredit course has been included related to sustainability in the syllabus as a course named "Indian Knowledge Systems", IKSMB001 for (MBA), IKSBB001 for (BBA), IKSBA(H)MC001 for (BA(H)MC), IKSMC001 for (M. Com), IKSBC001 for (B. Com), IKSBC001 for (B. Com), IKSBC001 for (B. Com.(H)), IKSMCA001 for (MCA), and IKSBCA001 for (BCA).



| File Description  | Documents                 |
|---|---------------------------|
| Upload the list and description of the courses which address issues related to Gender, Environment and Sustainability, Human Values and Professional Ethics in the curriculum | <a href="#">View File</a> |
| Any additional information  | No File Uploaded          |

### 1.3.2 - Number of value-added courses for imparting transferable and life skills offered during the year

11

| File Description   | Documents                 |
|--|---------------------------|
| List of value-added courses                                    | <a href="#">View File</a> |
| Brochure or any other document relating to value-added courses | <a href="#">View File</a> |
| Any additional information                                     | No File Uploaded          |

### 1.3.3 - Number of students enrolled in the courses under 1.3.2 above

1656

| File Description           | Documents                 |
|----------------------------|---------------------------|
| List of students enrolled  | <a href="#">View File</a> |
| Any additional information | No File Uploaded          |

### 1.3.4 - Number of students undertaking field work/projects/ internships / student projects

2252

| File Description  | Documents                 |
|---|---------------------------|
| List of programmes and number of students undertaking field projects / internships / student projects | <a href="#">View File</a> |
| Any additional information  | No File Uploaded          |

## 1.4 - Feedback System

### 1.4.1 - Structured feedback and review of the syllabus (semester-wise / year-wise) is

A. All 4 of the above

**obtained from 1) Students 2) Teachers 3) Employers and 4) Alumni**

| File Description  | Documents   |
|---|---|
| Provide the URL for stakeholders' feedback report   | <a href="https://igac.smsvaranasi.com/feedback.htm">https://igac.smsvaranasi.com/feedback.htm</a> |
| Upload the Action Taken Report of the feedback as recorded by the Governing Council / Syndicate / Board of Management | <a href="#">View File</a>   |
| Any additional information  | No File Uploaded  |

**1.4.2 - The feedback system of the Institution comprises the following**

**A. Feedback collected, analysed and action taken made available on the website**

| File Description                              | Documents   |
|---|---|
| Provide URL for stakeholders' feedback report | <a href="https://igac.smsvaranasi.com/feedback.htm">https://igac.smsvaranasi.com/feedback.htm</a> |
| Any additional information                    | No File Uploaded  |

## **TEACHING-LEARNING AND EVALUATION**

### **2.1 - Student Enrollment and Profile**

#### **2.1.1 - Enrolment of Students**

##### **2.1.1.1 - Number of students admitted (year-wise) during the year**

**1159**

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

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

**415**

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

## 2.2 - Catering to Student Diversity

2.2.1 - The institution assesses students' learning levels and organises special programmes for both slow and advanced learners.

Advanced and slow learners are identified on the basis of grades received on qualifying exams, entrance exams, semester exams, performance on class tests, interactions between students and faculty members. It is also assessed by their involvement and performance in various activities. Students are exposed to the induction program before the start of the course. This enables the students to attain the best possible outcome of the college resources. Following significant exercises are organised for students who are advanced learners:

- Organising an annual business plan competition for the students and recognising the top submissions.
- Organising a contest for students to analyse business cases.
- Teachers provide students with individualised support like assignments, solving old examination papers, discussions, etc.
- Participation in regional, national, and worldwide conferences is encouraged for students.
  - For slow learners, the following additional exercises are organised:
- The bridge course is organised for students who are new/weak in certain areas
- Remedial classes are offered regularly
- As necessary, giving students access to additional study materials
- Academic and personal counselling on an individual basis.

- Counselling from individual teachers and class mentors
- The planning of contests and quizzes

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

### 2.2.2 - Student – Teacher (full-time) ratio

| Year       | Number of Students | Number of Teachers |
|------------|--------------------|--------------------|
| 31/08/2023 | 2808               | 61                 |

| File Description                  | Documents                 |
|-----------------------------------|---------------------------|
| Upload any additional information | <a href="#">View File</a> |

## 2.3 - Teaching- Learning Process

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

Major student-centric experiential learning, participatory learning, and problem-solving methodologies adopted for our students are as follows-

- Exercises, role plays, case studies, brainstorming sessions, and group presentations are added to the lectures in the classroom.
- Running enrichment and value-added programmes that place a strong emphasis on students' practical orientation.
- Panel and Group Discussions.
- International and domestic industrial visits.
- Student involvement in planning and executing conferences, seminars, cultural events, sporting competitions, and other extracurricular activities.

- There are competitions for business plans, websites, and other things in which students form teams and compete. Faculty coaches them in these competitions.
- Numerous groups are formed where faculty and students collaborate to plan different events. Students' participation in learning is aided by this.
- To keep the students informed, interactive seminars on recent developments in the topic are scheduled.
- On the day when the Union Budget is presented to the House, a budget analysis is organised for students within the college premises.
- The distribution of online learning materials via NPTEL including spoken tutorials (IIT Bombay).
- Working together with universities abroad to benefit students
- Mentoring and counselling programme

| File Description                  | Documents                 |
|-----------------------------------|---------------------------|
| Upload any additional information | <a href="#">View File</a> |
| Link for additional Information   | Nil                       |

### 2.3.2 - Teachers use ICT-enabled tools including online resources for effective teaching and learning

- The institution has made a sufficient number of internet-connected computers available for teachers and students for unrestricted use.
- The entire campus is Wi-Fi-Enabled for effective teaching and learning.
- LCD is available in every classroom. Many of the classes are smart classes, equipped with smart computer screens.

- The MOODLE learning management system is used by the institute for its online teaching and learning resources. Through the web-link [www.moodle.smsvaranasi.com](http://www.moodle.smsvaranasi.com) students can access class notes, video links, old question papers and presentations shared by faculty members.
- E-learning resources are accessible as a Local NPTEL Chapter (National Programme on Technology Enhanced Learning). Students are also guided to access the entire study material on any subject by joining the related course on NPTEL.
- Workshops on spoken tutorials (A project of the MHRD and IIT Bombay) are often held for students.
- Students are encouraged to use the resources of the National Digital Library of India (NDLI) for downloading books and reading material.
- Students are encouraged to use the resources of the National Library and Information Services (N-LIST) for downloading reading materials.
- As part of the Institute's Employability Enhancement Program, students are required to participate in mandatory online assessments, which include tests on data interpretation and logical reasoning, conducted through a third-party agency (POD.ai). Additionally, the Institute utilizes resources such as the Centre for Monitoring Indian Economy Pvt. Ltd. (CMIE) to enhance industry-related knowledge. Drillbit Software is also employed to verify the authenticity of assignments and reports submitted by students.

| File Description   | Documents  |
|--|--|
| Provide link for webpage describing ICT enabled tools including online resources for effective teaching and learning process | <a href="https://smsvaranasi.com/library-infrastructure.html">https://smsvaranasi.com/library-infrastructure.html</a> ,<br><a href="https://smsvaranasi.com/media-lab.html">https://smsvaranasi.com/media-lab.html</a> , <a href="https://smsvaranasi.com/computer-centre-infrastructure.html">https://smsvaranasi.com/computer-centre-infrastructure.html</a> |
| Upload any additional information  | <a href="#">View File</a>  |

### 2.3.3 - Ratio of students to mentor for academic and other related issues

#### 2.3.3.1 - Number of mentors

61

| File Description  | Documents                 |
|---|---------------------------|
| Upload year-wise number of students enrolled and full-time teachers on roll | <a href="#">View File</a> |
| Circulars with regard to assigning mentors to mentees                       | <a href="#">View File</a> |

#### 2.3.4 - Preparation and adherence to Academic Calendar and Teaching Plans by the institution

Separate Academic calendars are prepared for undergraduate and postgraduate courses. Classes for all the courses start almost at the same time. Postgraduate students pass through three sessional tests whereas undergraduate students pass through two sessional test. Out of three tests for postgraduate students, one test is organised in online atmosphere with the help of Moodle learning management system. Tests for various undergraduate courses starts almost at the same time. Similarly tests for all the postgraduate courses also start at the same time. Both the academic calendars are provided for the purpose of reference.

| File Description  | Documents                 |
|---|---------------------------|
| Upload the Academic Calendar and Teaching Plans during the year | <a href="#">View File</a> |

### 2.4 - Teacher Profile and Quality

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

61

| File Description   | Documents                 |
|--|---------------------------|
| Year-wise full-time teachers and sanctioned posts for the year | <a href="#">View File</a> |
| List of the faculty members authenticated by the Head of HEI   | <a href="#">View File</a> |
| Any additional information                                     | No File Uploaded          |



**2.4.2 - Number of full-time teachers with PhD/ D.M. / M.Ch. / D.N.B Super-Specialty / DSc / DLitt during the year****33**

| File Description  | Documents                 |
|---|---------------------------|
| List of number of full-time teachers with PhD./ D.M. / M.Ch. / D.N.B Super-Specialty / D.Sc. / D.Litt. and number of full-time teachers for 5 years | <a href="#">View File</a> |
| Any additional information  | No File Uploaded          |

**2.4.3 - Total teaching experience of full-time teachers in the same institution: (Full-time teachers' total teaching experience in the current institution)****435 Years**

| File Description  | Documents                 |
|---|---------------------------|
| List of teachers including their PAN, designation, Department and details of their experience | <a href="#">View File</a> |
| Any additional information  | No File Uploaded          |

**2.5 - Evaluation Process and Reforms****2.5.1 - Number of days from the date of last semester-end/ year- end examination till the declaration of results during the year****18**

| File Description   | Documents                 |
|--|---------------------------|
| List of Programmes and the date of last semester-end / year-end examinations and the date of declaration of result | <a href="#">View File</a> |
| Any additional information   | No File Uploaded          |

**2.5.2 - Number of students' complaints/grievances against evaluation against the total number who appeared in the examinations during the year****2**

| File Description  | Documents                 |
|---|---------------------------|
| Upload the number of complaints and total number of students who appeared for exams during the year | <a href="#">View File</a> |
| Upload any additional information   | No File Uploaded          |

2.5.3 - IT integration and reforms in the examination procedures and processes including Continuous Internal Assessment (CIA) have brought in considerable improvement in the Examination Management System (EMS) of the Institution

SMS, Varanasi adheres to an objective, student-centred, and trustworthy Examination Management System that ensures the institution's integrity. The examination design consists of two components- Continuous Internal Assessment (CIA) and End Semester Examination (ESE). Major IT integration and reforms related steps are as follows:

- Online filling of End-Semester Examination Forms using Examination Portal.
- Online Payment of Examination Fees & generation of online Admit Cards.
- Generating Examination Verification Card.
- Examination Circulars and Notices for students from time-to-time.
- Conduction of Examination under CCTV surveillance.
- Day-wise feeding of Exam Attendance & generating Absenteeism Report.
- Feeding of Sessional (internal) Marks and External marks.
- Generating Tabulation of different courses.
- Complete processing, compilation and declaration of Result.
- Generation of grade sheets immediately after publication of Results.
- The Institute has registered with the National Academic

Depository (NAD) to upload academic mark sheets/transcripts for the benefit of students.

- Automated Result Analysis of different courses for further improvement.
- IT enabled the Grievance Portal to handle students' academic issues in real-time.
- Students can access study material for different subjects, and old question papers on Moodle LMS.
- Inclusion of attendance, class tests, project assignments presentations etc., as components of internal evaluation.

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | No File Uploaded  |
| Paste link for additional Information | <a href="https://examination.smsvaranasi.com/">https://examination.smsvaranasi.com/</a> |

## 2.6 - Student Performance and Learning Outcomes

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

SMS offers several programmes in Management, Commerce, Mass Communication and Computer stream, each of them with unique and well-defined outcomes. The specific learning outcomes of various courses are built into the curriculum of each discipline and are

available on the college website.

The college has well-designed and effective mechanisms to communicate programme and course outcomes to all stakeholders, which are:

- Fresh applicants can get the requisite information from the college website as well as from the prospectus.
- At the time of admission, the Counselling Cell also apprise students of what to expect from various courses.
- The outcomes of courses are clearly outlined during the

orientation program of the course, organised on the opening day of each academic session.

- During various academic, co-curricular and extra-curricular programmes, students are informed about the programme outcomes and course outcomes.
- Students are also informed about the course outcomes while discussing formats of their term tests and end-semester examination question papers.

All the Program outcomes and Course Outcomes are attached for reference.

| File Description   | Documents   |
|--|---|
| Upload COs for all courses (exemplars from the Glossary) | <a href="#">View File</a>   |
| Upload any additional information                        | No File Uploaded  |
| Link for additional Information                          | <a href="https://iqac.smsvaranasi.com/PO_CO.htm">https://iqac.smsvaranasi.com/PO_CO.htm</a> |

#### 2.6.2 - Attainment of Programme Outcomes and Course Outcomes as evaluated by the institution

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

1. Examination papers (Internal and External) of various subjects are drafted in line with specific Course outcomes, as per Bloom's Taxonomy
2. Actual marks (internal and external) scored by students in subjects are compiled.
3. Attainments of marks are studied with the related course outcomes.
4. In this way, the attainment of course outcomes is mapped.
5. Further, program outcomes are mapped with the course outcomes.
6. Mapped program outcomes and course outcomes are compared with the desired levels.

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

### 2.6.3 - Pass Percentage of students

#### 2.6.3.1 - Total number of final year students who passed in the examinations conducted by Institution

927

| File Description  | Documents   |
|---|---|
| Upload list of Programmes and number of students appear for and passed in the final year examinations | <a href="#">View File</a>   |
| Upload any additional information   | No File Uploaded  |
| Paste link for the annual report  | <a href="https://iqac.smsvaranasi.com/mandatory_disclosure.htm">https://iqac.smsvaranasi.com/mandatory_disclosure.htm</a> |

### 2.7 - Student Satisfaction Survey

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

<https://iqac.smsvaranasi.com/ssss.htm>

### RESEARCH, INNOVATIONS AND EXTENSION

#### 3.1 - Promotion of Research and Facilities

3.1.1 - The institution's research facilities are frequently updated and there is a well-defined policy for promotion of research which is uploaded on the institutional website and implemented

The institution has a well-designed Research and Publication Incentive Policy to motivate the faculty membersto undertake quality research and its publication.

Accordingly, a faculty publishing articles/papers in Scopus/Web of Science/ABDC indexed journals shall get 4 credits (Q1/A), 3 credits (Q2/A), 2.5 credits (Q3), 2 credits (Q4) whereas publication in journals listedwith UGC Care shall get 1 credit.

For Full Book/ edited books (Indexed in Web of Science / Scopus Database/ published by an International Publisher) will earn 2 credits whereas Book chapters/conference proceeding papers (Indexed in Web of Science / Scopus Database) are entitled to earn 1 Credit . Full Books published by a national Publisher are entitled to get 1 credit and 0.5 Credit for a Book Chapter with an International Publisher and 0.2 credit for a Book Chapter Published by a national Publisher.

Upto 6 credits for research grants of Rs 50 Lakhs funding agencies in India and abroad;

A seed money of Rs 25,000/- is provided to the faculties for Research Projects.

Faculty members are entitled to one additional increment per month of award of Ph.D. degree from any recognized university/institution.

Twice during the academic year, the total Credits earned by a faculty member will be calculated by the 'Technical Cell' based upon the evidence produced by the concerned faculty member(s) and the incentive payable to such faculty member(s) will be arrived @ Rs. 10, 000/- per Credit and disbursed. However, for fractional Credit, the amount of Rs. 10, 000/- will be proportionately paid.

| File Description   | Documents   |
|--|---|
| Upload the Minutes of the Governing Council/ Syndicate/Board of Management related to research promotion policy adoption | <a href="#">View File</a>   |
| Provide URL of policy document on promotion of research uploaded on the website  | <a href="https://iqac.smsvaranasi.com/mandatory_disclosure.htm">https://iqac.smsvaranasi.com/mandatory_disclosure.htm</a> |
| Any additional information   | <a href="#">View File</a>   |

### 3.1.2 - The institution provides seed money to its teachers for research

#### 3.1.2.1 - Seed money provided by the institution to its teachers for research during the year (INR in lakhs)

**6.28**

| File Description  | Documents                 |
|---|---------------------------|
| Minutes of the relevant bodies of the institution regarding seed money                                      | <a href="#">View File</a> |
| Budget and expenditure statements signed by the Finance Officer indicating seed money provided and utilized | <a href="#">View File</a> |
| List of teachers receiving grant and details of grant received  | <a href="#">View File</a> |
| Any additional information  | No File Uploaded          |

**3.1.3 - Number of teachers who were awarded national / international fellowship(s) for advanced studies/research during the year**

0

| File Description  | Documents                 |
|---|---------------------------|
| e-copies of the award letters of the teachers                     | No File Uploaded          |
| List of teachers and details of their international fellowship(s) | <a href="#">View File</a> |
| Any additional information  | No File Uploaded          |

**3.2 - Resource Mobilization for Research****3.2.1 - Grants received from Government and Non-Governmental agencies for research projects, endowments, Chairs during the year (INR in Lakhs)**

4.90

| File Description   | Documents                 |
|--|---------------------------|
| e-copies of the grant award letters for research projects sponsored by non-governmental agencies/organizations | <a href="#">View File</a> |
| List of projects and grant details   | <a href="#">View File</a> |
| Any additional information   | No File Uploaded          |

**3.2.2 - Number of teachers having research projects during the year**



0

| File Description                          | Documents                 |
|---|---------------------------|
| Upload any additional information         | No File Uploaded          |
| Paste link for additional Information     | Nil                       |
| List of research projects during the year | <a href="#">View File</a> |

### 3.2.3 - Number of teachers recognised as research guides

0

| File Description  | Documents                 |
|---|---------------------------|
| Upload copies of the letter of the university recognizing teachers as research guides | No File Uploaded          |
| Institutional data in Prescribed format   | <a href="#">View File</a> |

### 3.2.4 - Number of departments having research projects funded by Government and Non-Government agencies during the year

0

| File Description                          | Documents                 |
|---|---------------------------|
| Supporting document from Funding Agencies | <a href="#">View File</a> |
| Paste link to funding agencies' website   | Nil                       |
| Any additional information                | No File Uploaded          |

## 3.3 - Innovation Ecosystem

3.3.1 - Institution has created an ecosystem for innovations and creation and transfer of knowledge supported by dedicated centres for research, entrepreneurship, community orientation, incubation, etc.

The institution has created an ecosystem for the innovations and creation by establishing the Centre For Entrepreneurship, Innovation & Skill Development (CEISD) and Institutions Innovation Council (IIC) of the Ministry of Education of Govt. of India. This centre is established to promote the ecosystem for

entrepreneurship and incubation; nourish & mentor the innovations and enhance multidimensional skill development. The Centre also works for the underprivileged segment of society to make them financially independent through Entrepreneurship and create job opportunities for others. CEISD and IIC Activities includes

1. **Business Model Contest:** To develop the entrepreneurial acumen of the students by developing the startup culture in the institute.
2. **Case Chase Contest:** To develop their exploratory research aptitude and enable Students present cases on various Business & Non-Business Organizations in the presence of eminent judges.
3. **Ad Manthan Contest:** To make the students aware of the various dimensions of Ad-Film Making through a contest in which teams of students present Ad-Films made by them on different products and services.
4. **Jan Samadhan Contest:** To develop constructive skills, social consciousness, and social problems solving ability in students.
5. **Startup Incubation**
6. **Rural Entrepreneurship Development Programme**
7. **MSME Business Clinic**
8. **Journal Publication:** The CEISD publishes a Research Journal titled "SMS Journal of Entrepreneurship & Innovation" with ISSN 2349-7920 bi-annually. Workshop and Guest Lectures on Entrepreneurship & Innovations

<https://smsvaranasi.com/blog-details/1429.html>

<https://smsvaranasi.com/blog-details/1448.html>

<http://journals.smsvaranasi.com/index.php/smsjei>

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | <a href="#">View File</a>   |
| Paste link for additional information | <a href="http://journals.smsvaranasi.com/index.php/smsjei">http://journals.smsvaranasi.com/index.php/smsjei</a> |

### 3.3.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR), Entrepreneurship and Skill Development during the year

13

| File Description                                     | Documents                 |
|--|---------------------------|
| Report of the events                                 | <a href="#">View File</a> |
| List of workshops/seminars conducted during the year | <a href="#">View File</a> |
| Any additional information                           | <a href="#">View File</a> |

### 3.4 - Research Publications and Awards

**3.4.1 - The Institution ensures implementation of its Code of Ethics for Research uploaded in the website through the following: Research Advisory Committee Ethics Committee Inclusion of Research Ethics in the research methodology course work Plagiarism check through authenticated software**

A. All of the above

| File Description   | Documents                 |
|--|---------------------------|
| Code of Ethics for Research, Research Advisory Committee and Ethics Committee constitution and list of members of these committees, software used for plagiarism check | <a href="#">View File</a> |
| Any additional information   | No File Uploaded          |

### 3.4.2 - Number of PhD candidates registered per teacher (as per the data given with regard to recognized PhD guides/ supervisors provided in Metric No. 3.2.3) during the year

#### 3.4.2.1 - Number of PhD students registered during the year

0

| File Description   | Documents   |
|--|---|
| URL to the research page on HEI website  | <a href="http://192.168.51.5:70/icampusx/admin/Reports/staffAchievementReport">http://192.168.51.5:70/icampusx/admin/Reports/staffAchievementReport</a> |
| List of PhD scholars and details like name of the guide, title of thesis, and year of registration | <a href="#">View File</a>   |
| Any additional information   | No File Uploaded  |

### 3.4.3 - Number of research papers per teacher in CARE Journals notified on UGC website during the year

0.13

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

### 3.4.4 - Number of books and chapters in edited volumes / books published per teacher during the year

1.34

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

### 3.4.5 - Bibliometrics of the publications during the year based on average Citation Index in Scopus/ Web of Science/PubMed

#### 3.4.5.1 - Total number of Citations in Scopus during the year

24

| File Description                                  | Documents                 |
|---|---------------------------|
| Any additional information                        | <a href="#">View File</a> |
| Bibliometrics of the publications during the year | <a href="#">View File</a> |

### 3.4.6 - Bibliometrics of the publications during the year based on Scopus/ Web of Science – h-Index of the University

#### 3.4.6.1 - h-index of Scopus during the year

6

| File Description   | Documents                 |
|--|---------------------------|
| Bibliometrics of publications based on Scopus/ Web of Science - h-index of the Institution | <a href="#">View File</a> |
| Any additional information   | No File Uploaded          |

### 3.5 - Consultancy

#### 3.5.1 - Revenue generated from consultancy and corporate training during the year (INR in lakhs)

0.945

| File Description   | Documents                 |
|--|---------------------------|
| Audited statements of accounts indicating the revenue generated through consultancy and corporate training | <a href="#">View File</a> |
| List of consultants and revenue generated by them  | <a href="#">View File</a> |
| Any additional information   | No File Uploaded          |

#### 3.5.2 - Total amount spent on developing facilities, training teachers and clerical/project staff for undertaking consultancy during the year

0

| File Description  | Documents                 |
|---|---------------------------|
| Audited statements of accounts indicating the expenditure incurred on developing facilities and training teachers and staff for undertaking consultancy | <a href="#">View File</a> |
| List of training programmes, teachers and staff trained for undertaking consultancy   | No File Uploaded          |
| List of facilities and staff available for undertaking consultancy  | <a href="#">View File</a> |
| Any additional information  | <a href="#">View File</a> |

### 3.6 - Extension Activities

3.6.1 - Extension activities carried out in the neighbourhood sensitising students to social issues for their holistic development, and the impact thereof during the year

As an autonomous college it is also our social responsibility to conduct social welfare programmes. We regularly conduct programmes under the NSS and Unnat Bharat Abhiyan. We have adopted Five different villages near our campus under Unnat Bharat Abhiyan Scheme namely Bhadwar, Bandepur, Misirpur, Khushipur and Dhanpalpur. Regularly we organize various social welfare activities like Swachhta hi Seva Pakhwara, Run for Progress, 'Let Communities Lead', Cleanliness Drive, AIDS awareness Camp, Plantation, TB Unmoolan Jagrukta Abhiyan, Integrating Yuva Shakti, Seven-day camp at Village Misirpur, Blood Donation Camp, Energy Conservation Day, TB Eradication Drive, Cleanliness Drive, Awareness Drive, NSS Seven Days Special Camp at Village Bhadwar and Dehlana and Voter Awareness Rally at Village Bhadwar and Sagahat.

To know effectively the impact of Awareness programme in the villages on Government policies we had organized a survey programme in the adopted villages. Salient points are as given below:

Activity chosen under Unnat Bharat Abhiyan Scheme; Activity performed with the help of NSS student members of the college. Villagers too participated and cooperated in the survey. Most of the villagers were already familiar with the different government scheme like PM Suraksha Bima Yojana, Atal Pension Yojana, PM jivan jyoti Bima Yojana etc.

Students interacted with the villagers with great respect and enthusiasm and learnt about their culture and work style.

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

### 3.6.2 - Number of awards and recognition received by the Institution, its teachers and students for extension activities from Government / Government-recognised bodies during the year

05

| File Description   | Documents                 |
|--|---------------------------|
| Number of awards for extension activities in during the year | <a href="#">View File</a> |
| e-copy of the award letters                                  | <a href="#">View File</a> |
| Any additional information                                   | No File Uploaded          |

### 3.6.3 - Number of extension and outreach programmes conducted by the institution through NSS/NCC/Red Cross/YRC, etc. during the year (including Government-initiated programmes such as Swachh Bharat, AIDS Awareness, and Gender Sensitization and those organised in collaboration with industry, community and NGOs)

19

| File Description                | Documents                 |
|---------------------------------|---------------------------|
| Reports of the events organized | <a href="#">View File</a> |
| Any additional information      | <a href="#">View File</a> |

### 3.6.4 - Number of students participating in extension activities listed in 3.6.3 during the year

1419

| File Description           | Documents                 |
|----------------------------|---------------------------|
| Reports of the events      | <a href="#">View File</a> |
| Any additional information | <a href="#">View File</a> |

## 3.7 - Collaboration

### 3.7.1 - Number of collaborative activities during the year for research/ faculty exchange/



**student exchange/ internship/ on-the-job training/ project work**

78

| File Description                               | Documents                 |
|--|---------------------------|
| Copies of documents highlighting collaboration | <a href="#">View File</a> |
| Any additional information                     | No File Uploaded          |

**3.7.2 - Number of functional MoUs with institutions of national and/or international importance, other universities, industries, corporate houses, etc. during the year (only functional MoUs with ongoing activities to be considered)**

7

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

**INFRASTRUCTURE AND LEARNING RESOURCES****4.1 - Physical Facilities**

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

- Institute has up-to-date and state-of-the-art infrastructural facilities on its campus.
- Campus is spread in about 10 acres with multi-storied buildings in four different blocks known as Academic Block I & II, Administrative Block and Computer Centre-cum-Library Block.
- An auditorium with a capacity of 400 people and a conference hall with a capacity of 120 people, both equipped with audio-visual aids and requisite furniture.

- There are 25 air-conditioned and air-cooled classrooms with the latest ICT facilities & cameras, including 10 with smart class solutions.
- A group discussion room for effective group discussion and a centralized library with a reading hall for 100 students, two stack rooms, and one reference section, academic books section and online journals.
- Eight computer labs and a language lab with the latest machines and licensed software are connected to LAN and high-speed internet through RF and Fiber Optic.
- Each building blocks including classrooms and labs within the campus are equipped with CCTV cameras.
- A media lab with a television watching and news editing room, monitoring room, and studio for shooting.
- A Behavior dynamics lab offers counselling for stress-related and other behavioral problems and aims to inculcate positive attitude in students.
- An examination cell with adequate computer systems, A3 & A4 scanners and printers, and proper furniture.

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | No File Uploaded  |
| Paste link for additional information | <a href="https://smsvaranasi.com/facilities-campus.html">https://smsvaranasi.com/facilities-campus.html</a> |

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

- The sports ground established in 2003 offers various facilities to cater to different interests and needs of its students and staff.
- The sports ground, with an extensive area of 10,000 square

meters, serves as a venue for outdoor sports such as cricket, volleyball, and other similar activities. Additionally, there are indoor game facilities available, including Table Tennis, Chess, and Carom. User rate 55 students/day.

- Well-equipped gymnasium established in 2003. Spanning an area of 73.4 square meters, equipped with essential fitness equipment such as treadmills, multi-station gyms, and exercise bikes. User rate 33 students/day.
- An open-air theater established in 2003. It comprises a permanent stage covering an area of 104.9 square meters and a wooden stage spanning 64 square meters. This space is utilized for various entertaining performances and events. User rate 67 students/day.
- An auditorium for cultural activities of 600 Sq. Mtr for capacity of 400 people with facilities like audio-visual aids and furniture & fixtures etc. User rate 64 students/day.
- The Center for Spiritualism & Human Enrichment (C-SHE) within the institute offers yoga facilities. With an area of 24.5 square meters, this space provides mats and a suitable environment for yoga activities. User rate 38 students/day.

Overall, the institute prioritizes physical fitness, recreation, entertainment, and spiritual well-being, providing a comprehensive range of facilities such as sports grounds, gymnasium, open-air theater, auditorium and yoga facilities for the holistic development of its community members.

| File Description                      | Documents   |
|---------------------------------------|---|
| Geotagged pictures                    | <a href="#">View File</a>   |
| Upload any additional information     | No File Uploaded  |
| Paste link for additional information | <a href="https://smsvaranasi.com/facilities-campus.html">https://smsvaranasi.com/facilities-campus.html</a> |

#### 4.1.3 - Number of classrooms and seminar halls with ICT-enabled facilities

36

| File Description  | Documents                 |
|---|---------------------------|
| Upload any additional information   | No File Uploaded          |
| Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template) | <a href="#">View File</a> |

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

1303.23

| File Description   | Documents                 |
|--|---------------------------|
| Upload audited utilization statements                      | <a href="#">View File</a> |
| Details of Expenditure, excluding salary, during the years | <a href="#">View File</a> |
| Any additional information                                 | No File Uploaded          |

## 4.2 - Library as a Learning Resource

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

We have library management solution LibSys with web OPAC facility to enhance the total library experience. It is based on library standards and open technologies. It is designed to manage all the functions of a library. It helps librarian to maintain the database of new books and the books that are borrowed by members along with their due dates. This system completely automates all library's activities and provide the best way to maintain, organize, and handle countless books systematically. It tracks the records of the number of books in the library, how many books are issued, or how many books have been returned or renewed or late fine charges, etc. ILSM covers the functionalities such as acquisition, Cataloguing, Circulation, Serials, Article Indexing, E-Books, with enriched OPAC. you can find books in an instant, issue/reissue books quickly, and manage all the data efficiently and orderly using this system. The purpose is to provide instant and accurate data regarding any type of book, thereby saving a lot of time and effort.

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | No File Uploaded  |
| Paste link for additional information | <a href="https://smsvaranasi.com/library-infrastructure.html">https://smsvaranasi.com/library-infrastructure.html</a> |

**4.2.2 - Institution has access to the following:** A. Any 4 or more of the above e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access to e-resources

| File Description  | Documents                 |
|---|---------------------------|
| Details of subscriptions like e-journals, e-books, e-ShodhSindhu, Shodhganga membership | <a href="#">View File</a> |
| Upload any additional information   | No File Uploaded          |

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

10.12

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

**4.2.4 - Usage of library by teachers and students (footfalls and login data for online access)**

**4.2.4.1 - Number of teachers and students using the library per day during the year**

63

| File Description   | Documents                 |
|--|---------------------------|
| Upload details of library usage by teachers and students | <a href="#">View File</a> |
| Any additional information                               | No File Uploaded          |

### 4.3 - IT Infrastructure

4.3.1 - Institution has an IT policy covering Wi-Fi, cyber security, etc. and has allocated budget for updating its IT facilities

Institute has policy to upgrade its IT infrastructure as and when required such as replacing low configuration system to high, implementing SMART classrooms, enabling our campus with Wi-Fi facility & equipping all classrooms with equipments needed to take the classes online & recorded, converting Cat5 to Cat6 & Fiber Optics so that our network can support the high rate of data transferring over local network.

- Wi-Fi implementation: 2016
- 1GBPS bandwidth carrier implementation started (Cat-5 to Cat-6): 2016
- 1GBPS bandwidth carrier implementation ended (Fibre Optic): 2019
- Wi-Fi implementation in Hostel from campus through own configured intranet using RF: 2019
- Smart Class implementation started: 2019
- Started to use Face recognition Biometric for Employee In & Out: 2020
- Stated to upgrade our computer systems from dual core to i3/i7: 2022
- Newly installed LCD Screen in Institute's Auditorium: 2023
- Upgraded our 64 computer systems to Core i7: 2024

| File Description                      | Documents               |
|---------------------------------------|-------------------------|
| Upload any additional information     | <b>No File Uploaded</b> |
| Paste link for additional information | <b>Nil</b>              |

#### 4.3.2 - Student - Computer ratio

|                    |                     |
|--------------------|---------------------|
| Number of Students | Number of Computers |
| <b>2808</b>        | <b>450</b>          |

| File Description                  | Documents               |
|-----------------------------------|-------------------------|
| Upload any additional information | <b>No File Uploaded</b> |

#### 4.3.3 - Bandwidth of internet connection in the Institution and the number of students on campus

**A. 750 Mbps**

| File Description                                  | Documents                 |
|---|---------------------------|
| Details of bandwidth available in the Institution | <a href="#">View File</a> |
| Upload any additional information                 | <b>No File Uploaded</b>   |

#### 4.3.4 - Institution has facilities for e-content development:

**A. All four of the above**

**Facilities available**

**for e-content development Media Centre  
Audio-Visual Centre Lecture Capturing  
System (LCS) Mixing equipments and  
software for editing**

| File Description   | Documents   |
|--|---|
| Upload any additional information                            | <a href="#">View File</a>   |
| Paste link for additional information                        | <a href="https://smsvaranasi.com/media-lab.html">https://smsvaranasi.com/media-lab.html</a> |
| List of facilities for e-content development (Data Template) | <a href="#">View File</a>   |

#### 4.4 - Maintenance of Campus Infrastructure

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

918

| File Description                  | Documents                 |
|-----------------------------------|---------------------------|
| Audited statements of accounts    | <a href="#">View File</a> |
| Upload any additional information | No File Uploaded          |

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

The School of Management Sciences, Varanasi owns and operates an extensive infrastructure to deliver its teaching, learning and research programmes. The Institute has an established system for maintenance and utilisation of computers, library, classrooms, sports complex, equipment and laboratories in the campus. Attached link document provides a management framework and an outline on the allocation of responsibilities to ensure effective use and maintenance of existing infrastructure facilities. Diagrammatic representations and formats of a procedure for the maintenance of various infrastructural facilities are presented in this document. Institute has a full-fledged 'Maintenance Cell' with a Project Engineer, System Administrator, Network Engineer, Electrical Engineer, Senior Maintenance Supervisor, Junior Maintenance Supervisor and maintenance personnel. Different coordination committees with documented policy have been formed to ensure the maintenance of Infrastructure.

- <https://smsvaranasi.com/procurement-regulation/>

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | No File Uploaded  |
| Paste link for additional information | <a href="https://smsvaranasi.com/procurement-regulation/">https://smsvaranasi.com/procurement-regulation/</a> |

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support



### 5.1.1 - Number of students benefitted by scholarships and freeships provided by the Government during the year

351

| File Description  | Documents                 |
|---|---------------------------|
| Upload self-attested letters with the list of students receiving scholarships | <a href="#">View File</a> |
| Upload any additional information   | No File Uploaded          |

### 5.1.2 - Number of students benefitted by scholarships and freeships provided by the institution and non-government agencies during the year

553

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

### 5.1.3 - The following Capacity Development and Skill Enhancement activities are organised for improving students' capabilities Soft Skills Language and Communication Skills Life Skills (Yoga, Physical fitness, Health and Hygiene) Awareness of Trends in Technology

A. All of the above

| File Description                              | Documents   |
|---|---|
| Link to Institutional website                 | <a href="https://smsvaranasi.com/">https://smsvaranasi.com/</a> |
| Details of capability development and schemes | <a href="#">View File</a>                                       |
| Any additional information                    | No File Uploaded  |

### 5.1.4 - Number of students benefitted from guidance/coaching for competitive examinations and career counselling offered by the institution during the year

549

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | No File Uploaded          |
| Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template) | <a href="#">View File</a> |

**5.1.5 - The institution adopts the following mechanism for redressal of students' grievances, including sexual harassment and ragging: Implementation of guidelines of statutory/regulatory bodies Creating awareness and implementation of policies with zero tolerance Mechanism for submission of online/offline students' grievances Timely redressal of grievances through appropriate committees**

**A. All of the above**

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

## 5.2 - Student Progression

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

214

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

### 5.2.2 - Number of outgoing students progressing to higher education

159

| File Description                                  | Documents                 |
|---|---------------------------|
| Upload supporting data for students/alumni        | No File Uploaded          |
| Details of students who went for higher education | <a href="#">View File</a> |
| Any additional information                        | No File Uploaded          |

### 5.2.3 - Number of students qualifying in state/ national/ international level examinations during the year

#### 5.2.3.1 - Number of students who qualified in state/ national/ international examinations (e.g.: IIT-JAM/NET/SET/JRF/ GATE /GMAT /CAT/ GRE/ TOEFL/Civil Services/State government examinations) during the year

20

| File Description                           | Documents                 |
|--|---------------------------|
| Upload supporting data for students/alumni | <a href="#">View File</a> |
| Any additional information                 | No File Uploaded          |

### 5.3 - Student Participation and Activities

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

04

| File Description                           | Documents                 |
|--|---------------------------|
| e-copies of award letters and certificates | <a href="#">View File</a> |
| Any additional information                 | No File Uploaded          |

#### 5.3.2 - Presence of an active Student Council and representation of students in academic and administrative bodies/committees of the institution

- Representation of students in various cells like Anti Ragging Committee, Women's Anti Harassment Committee and Training & Placement Cell

- Mr. Devesh Chaturvedi, (Student), & Ms. Sandhya Gupta (Student) represented the student council in the Anti Ragging committee.
- Ms. Priyam Singh (MCA), Ms. Prachi Singh (MBA)

represented the student council in the Women's Anti-Harassment Committee.

- Mr. Abhishek Kumar Singh (MBA), Ms. Simran Agrawal (MBA), and

Ms. Himanshi Jaiswal (MCA) represented the Student Council in the Training & Placement Cell.

- Student body organizes events like Fresher's Party and Farewell Party for their courses and Teachers Day as well.
- During the College Foundation Day Students organize various events for the inter college competition.
- Through different student clubs they organize various events and competitions on activity day.
- Students voluntarily get involved in blood donation and economic and financial assistance to the poor.
- Ms. Anjali Singh (MBA) and Mr. Aman Singh, represented in the Institute's Newsletter cell as members.
- Each Class has a class representative who acts as a connecting link.

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

### 5.3.3 - Number of sports and cultural events / competitions organised by the institution

10

| File Description   | Documents                 |
|--|---------------------------|
| Report of the event  | <a href="#">View File</a> |
| List of sports and cultural events / competitions organised per year | <a href="#">View File</a> |
| Upload any additional information                                    | No File Uploaded          |

## 5.4 - Alumni Engagement

5.4.1 - The Alumni Association and its Chapters (registered and functional) contribute significantly to the development of the institution through financial and other support services

### Meetings

- 10th Annual Meeting of the Delhi Chapter of SMS Alumni Association was held on Saturday, December 12, 2023 at PHD Chamber of Commerce & Industry. New Delhi.
- 8th Annual Meeting of the Mumbai Chapter of SMS Alumni Association was held on Saturday, February 10, 2024 at Bombay Chamber of Commerce & Industry, Mumbai.
- 1st Annual Meeting of the Bengaluru Chapter of SMS Alumni Association was held on Saturday, May 18, 2024 at RBD Sarovar Portico, Bengaluru.

## 2. Activities

- SMS Alumni Association organized an Interaction by Mr. Shivam Singh (BCA 2014-17) Founder - TECHUP Technologies, Varanasi (18.10.2023)
- SMS Alumni Association organized a Guest Lecture by Mr. Indraneil Lahiry (B.Com 2014-17) Founder - Neil Fitness, Varanasi & Co-Founder - ARMA Creative Marketing Solutions (19.10.2023)
- SMS Alumni Association organized a workshop on "Navigating the Financial Maze: Crafting your blueprint for a secure future". Mr. Shivendra Singh Bisen (BBA 2007-2010) Vice-President, Lakshmishree Investment & Securities Ltd.

(13.05.2024)

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | No File Uploaded  |
| Paste link for additional Information | <a href="https://smsvaranasi.com/alumni-meet.html">https://smsvaranasi.com/alumni-meet.html</a> |

#### 5.4.2 - Alumni's financial contribution during the year

C. 5 Lakhs - 10 Lakhs

| File Description                  | Documents        |
|-----------------------------------|------------------|
| Upload any additional information | No File Uploaded |

### GOVERNANCE, LEADERSHIP AND MANAGEMENT

#### 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the Institution

The focus and core ideology of the School of Management Sciences, Varanasi are reflected in its Vision and Mission as mentioned below:

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

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

- The Director is the Academic & Administrative Head, supported by the Registrar & Controller of Examinations, Departmental Heads, Chairpersons / Coordinators of various Committees, Finance Officer and other Section Heads.

- The various Statutory Bodies. Viz., Governing Body, Academic Council, Board of Studies, and Finance Committee provide administrative guidelines and impetus to the day-to-day functioning of the Institution.
- The Director ensures seamless administration systematically and encourages participative leadership by involving various stakeholders at different appropriate levels of decision-making, needs assessment, budgetary requirements, academic standards, examination & evaluation, policy-making, and progression in innovation & research to attain mission and vision contributing to sustainable socio-economic development through globally-competitive competence.
- SMS-IQAC and the Planning & Monitoring Structure (PMS) of the Institute are in place and assist in the overall governance.

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | No File Uploaded  |
| Paste link for additional Information | <a href="https://smsvaranasi.com/vision-and-mission.html">Link: https://smsvaranasi.com/vision-and-mission.html</a> |

6.1.2 - Effective leadership is reflected in various institutional practices such as decentralization and participative management

- Institute follows a decentralized and transparent mechanism in management, administration, academic & financial affairs which is visible in its delegation of responsibilities through its Planning & Monitoring Structure (PMS) from top-level management to lower levels.
- The Constitution of Statutory Bodies, Viz., Governing Body, Academic Council, Board of Studies, and Finance Committee is systematically carried out with specified functions and responsibilities as per the guidelines of the regulatory bodies. The Governing Body is the highest decision-making body which formulates/amends rules & regulations, and delegate power & responsibilities. Governing Body along with

others statutory bodies plays a major role in the policy making of governance, academics, finance, research and teaching-learning.

- At the department level, HODs are aided in decision-making by the course coordinators, co-coordinators, member secretary of the BoS, and other faculty colleagues. HODs also as members of the Governing Body are instrumental in formulating a development roadmap for the departments and the institution.
- Stakeholders including Faculty & Staff, Students, Alumni, Employers, Industry Experts, Educationist, and Community representatives are in various functional committees of the institution. A democratic approach is set up in the decision-making process with the participation of all the various stakeholders.

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

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

| File Description  | Documents   |
|---|---|
| Upload strategic plan and deployment documents on the website | <a href="#">View File</a>   |
| Upload any additional information                             | No File Uploaded  |
| Paste link for additional Information                         | <a href="https://igac.smsvaranasi.com/mandatory_dis_closure.htm">https://igac.smsvaranasi.com/mandatory_dis_closure.htm</a> |

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ Perspective plan has been clearly articulated and implemented

SMS Varanasi has a strong strategic plan in the name of 'Vision Statement - 2033', prepared for 10 years, aiming to achieve the formulated objectives both in a short run of 5years as well as in the long run covering 10 years. This document envisages the following Strategic Issues with clearly formulated objectives -

- Student Development.



- Industry Collaboration
- International Corroboration
- Accreditation & Ranking
- Faculty Development
- Research & Innovation
- Aluminum Network
- Infrastructure
- Branding, and
- Moving towards the status of Private University.
- The above plan is deployed through a regular roadmap of actions, day-to-day activities, resource allocation and involving all stakeholders at different desired levels through the SMS-IQAC and Planning & Monitoring Structure (PMS) for ensuring performance and quality, measured at regular intervals so as to ensure a clarity in achieving the Strategic Plan - Vision - 2033.

| File Description                                       | Documents   |
|--|---|
| Strategic Plan and deployment documents on the website | <a href="#">View File</a>   |
| Paste link for additional information                  | <a href="https://iqac.smsvaranasi.com/mandatory_disclosure.htm">https://iqac.smsvaranasi.com/mandatory_disclosure.htm</a> |
| Upload any additional information                      | No File Uploaded  |

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

- Governing Body of the Institute provides a broad outline on the quality policy & practices for the Institutes functioning while the Academic Council ensures its proper

execution and monitoring from time to time pertaining to academic matters.

- The Director as the Head of the Institution exercise all academic and administrative powers, collects feedback its functionaries and ensures their timely compliances.
- Board of Studies for various departments continuously reviews the curricular framework for all the courses ensuring their relevance to the Industry.
- The Registrar & Controller of Examination oversees all delegated administrative activities along with timely organising examinations & declaration of results.
- The Internal Quality Assurance Cell (IQAC) continuously monitors and ensures that quality issues are addressed appropriately.
- The Finance Committee remains vigilant on all financial transactions throughout the year and continuously monitors the same.
- Course Coordinators ensure the everyday functioning of the classes with proper coordination with the faculty members.
- Various Committees & Cells ensure the development of action plans & activities, and their scheduling and implementation are undertaken systematically under the close supervision of the Director.
- A robust HR Policy is in place with well-drafted service rules & procedures.

| File Description                                    | Documents   |
|---|---|
| Paste link to Organogram on the institution webpage | <a href="https://iqac.smsvaranasi.com/mandatory_dis_closure.htm">https://iqac.smsvaranasi.com/mandatory_dis_closure.htm</a> |
| Upload any additional information                   | <a href="#">View File</a>   |
| Paste link for additional Information               | Nil   |

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

A. All of the above

| File Description  | Documents                 |
|---|---------------------------|
| ERP (Enterprise Resource Planning) Document                     | <a href="#">View File</a> |
| Screen shots of user interfaces                                 | <a href="#">View File</a> |
| Details of implementation of e-governance in areas of operation | <a href="#">View File</a> |
| Any additional information                                      | <a href="#">View File</a> |

## 6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff and avenues for their career development/ progression

### For Teaching Staff:

- Well defined leave rules including Casual, Duty, Compensatory, Study, Sabbatical, Medical, Special, Maternity and Earned Leave.
- Contribution to EPF & ESI.
- Provision for Interest-free Short-term Loans.
- Provision for Incentives to Best Performers.
- Provision for Increment for Ph.D. completion.
- Provisions to avail Duty Leave to attend seminars/ conferences, etc.
- Provision for complete reimbursement of all the expenses for attending Conferences/Seminars/FDPs, Etc.
- Tuition-fee waiver scheme for their wards.
- Group Insurance scheme.
- Medical Insurance

- Transportation Facility.
- Ambulance and Medical Facility.
- Medical Facilities through institutional Tie-ups with hospitals.
- Recognition for completing 10/15/20/25 years of service at the Annual Day Event.
- Seed money for Research work.
- Free participation for all in the in-house Faculty Development Programmes (1 FDP every year)
- Research and Publication Incentive Policy is in place for faculty contributions towards- books, chapters, research publications, etc.

For Non-teaching Staff:

- Well Defined Leave Rules Including Casual, Duty, Compensatory, Study, Sabbatical, Medical, Special, Maternity And Earned Leave.
- EPF & ESI contribution.
- Provision for Interest-free Short-term Loans.
- Provision for Incentives to Best Performers.
- Tuition-fee waiver scheme.
- Group Insurance scheme.
- Medical Insurance
- Transportation Facility.
- Ambulance and Medical Facility.
- Uniform Allowance & Food Allowance for Class IV Employees.
- Medical Facilities through institutional Tie-ups with hospitals.

- Free participation in all in-house trainings.
- Recognition for completing 10/15/20/25 years of service at the Annual Day Event.
- Free participation for all in the in-house Staff Development Programmes (1 SDP every year).

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

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

39

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

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

03

| File Description   | Documents                 |
|--|---------------------------|
| Reports of the Human Resource Development Centres (UGC HRDC/ASC or other relevant centres) | <a href="#">View File</a> |
| Upload any additional information  | No File Uploaded          |

### 6.3.4 - Number of teachers who have undergone online/ face-to-face Faculty Development Programmes during the year: (Professional Development Programmes, Orientation / Induction Programmes, Refresher Courses, Short-Term Course, etc.)

61

| File Description  | Documents                 |
|---|---------------------------|
| Summary of the IQAC report  | <a href="#">View File</a> |
| Reports of the Human Resource Development Centres (UGC ASC or other relevant centers) | <a href="#">View File</a> |
| Upload any additional information   | No File Uploaded          |

## 6.4 - Financial Management and Resource Mobilization

### 6.4.1 - Institution conducts internal and external financial audits regularly

Yes, the institute regularly conducts financial audits usually at the end of every financial year. Financial audits are a regular and compulsory process at the institute for monitoring the financial processes and the financial statement clearly reflect the same in the balance-sheet.

- Internal Financial Audits are conducted regularly as required for monitoring the book-keeping errors, if any that may have occurred in the due course. A Six-monthly audit is conducted apart from the regular financial audit that is conducted annually at march end i.e., end of every financial year.
- External Financial Audit is conducted by a team of certified Chartered Accountants at the end of every financial year.

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

### 6.4.2 - Funds / Grants received from non-government bodies, individuals, and philanthropists during the year (not covered in Criterion III and V) (INR in lakhs)

0

| File Description  | Documents                 |
|---|---------------------------|
| Annual statements of accounts   | No File Uploaded          |
| Details of funds / grants received from non-government bodies, individuals, philanthropists during the year | <a href="#">View File</a> |
| Any additional information  | No File Uploaded          |

#### 6.4.3 - Institutional strategies for mobilisation of funds and the optimal utilisation of resources

- The institute's Finance Committee ensures an effective and efficient utilization 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 and presented to the Governing Body for needful evaluation and final approval after the approval of the institute's Finance Committee.
- Corresponding funds are allocated for needful utilization and continuously monitored by the Finance Committee to adhere to the optimal utilization of funds.
- Research & Development (R&D) Wing under its bodies - Centre for Advanced Research & Development, Centre for Public Policy Development & Institution Innovation Council ensures an effective mobilization of funds and optimal utilization of resources towards a meaningful enrichment and dissemination of the intellectual capital of SMS, including grants, consultancy projects, research papers, books, chapters, monographs, etc. of the faculty, and further providing the guidelines & incentives through robust Consultancy/Incentive Policy to them for the same.

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

## 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing quality assurance strategies and processes visible in terms of incremental improvements made during the preceding year with regard to quality (in case of the First Cycle): Incremental improvements made during the preceding year with regard to quality and post-accreditation quality initiatives (Second and subsequent cycles)

As per the Norms, SMS has a well-defined framework for internal quality assurance through its Internal Quality Assurance Cell (IQAC) that continuously monitors all the academic as well as administrative activities in the Institute. An Internal audit of academic activities is conducted at the end of every semester. In addition to this, performance review in various courses is taken by the Director on weekly basis.

- SMS has implemented a robust Research and Publication Incentive Policy for faculty contributions towards - books, chapters, research publications, patents etc., and as a result faculty engagement towards research oriented activities have increased. It also has provisions for funding of seed money for research work.
- The Institute has continuously encouraged its Faculty & Staff members to participate in conferences/workshop/personality development programs and become members in professional bodies by providing financial assistance for the same. There has been a significant increase in number of Faculty & Staff members who have received financial assistance for such Workshop/Conferences/Memberships Fees.



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

6.5.2 - The institution reviews its teaching-learning process, structures and methodologies of operation and learning outcomes at periodic intervals through its IQAC as per norms

- A Weekly Performance Review is conducted for all the UG & PG by the Director & HoDs, with Course Coordinators and Concerned Faculties w.r.t. course progress in accordance with the planned academic calendar, teaching pedagogy, number of lectures planned, engaged and topics covered.
- Esudhar- A Feedback System monitors the teaching & learning process regularly by collecting the feedbacks during every semester from students in online mode.
- Academic Council and Board of Studies regularly reviews the institution's teaching learning process so as to ensure that the teaching pedagogy is focused on high quality outcome-based education (OBE). The Academic Council & Board of Studies (BoS) of the institute look-after the structures & methodologies of operations of various courses. In this direction as per the directives of SMS-IQAC the curriculum framework is regularly reviewed and updated for all the UG & PG courses of the institute.

The SMS-IQAC ensures that the papers for the sessional as well as semester examinations are devised as per the blooms taxonomy and the student's marks are recorded against their respective course outcomes (COs) in the specially designed answer-sheets.

Furthermore, learning outcomes are calculated based on CO & PO scores tabulated for all the courses. IQAC analyses these learning outcomes and formulates strategies for further incremental improvement.

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

**6.5.3 - Quality assurance initiatives of the institution include Regular meeting of the IQAC Feedback collected, analysed and used for improvement of the institution Collaborative quality initiatives with other institution(s) Participation in NIRF Any other quality audit recognized by state, national or international agencies (such as ISO Certification)**

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

| File Description   | Documents   |
|--|---|
| Paste the web link of annual reports of the Institution            | <a href="https://iqac.smsvaranasi.com/AnnualReport.htm">https://iqac.smsvaranasi.com/AnnualReport.htm</a> |
| Upload e-copies of accreditations and certification                | <a href="#">View File</a>   |
| Upload details of quality assurance initiatives of the institution | <a href="#">View File</a>   |
| Upload any additional information                                  | <a href="#">View File</a>   |

## **INSTITUTIONAL VALUES AND BEST PRACTICES**

### **7.1 - Institutional Values and Social Responsibilities**

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

- Gender equity stands as a paramount requirement for Higher Educational Institutes (HEIs), in present era where individuals from diverse backgrounds converge under one institutional identity.
- SMS Varanasi has diligently pursued gender equity sensitization through a myriad of measures. The institute has organized numerous seminars, workshops, and commemorated

significant days to underscore the importance of gender equality.

- Throughout the year, renowned experts from both corporate and academic spheres have delivered insightful lectures on ensuring safety and security for all genders. International Men's Day and Women's Day were celebrated zealously on campus, fostering inclusivity and awareness.
- Moreover, Gender Equity Entrepreneurship development programs have been conducted to nurture entrepreneurial skills among students. Workshops focusing on vital aspects like nutrition, personal hygiene, and health awareness have been instrumental in promoting holistic well-being.
- The institute has also introduced categorizations in the admission process and conducted events like Sports Fest, Adharshila and Activity Days to ensure neutrality and fairness for all genders. Active student engagement in Social work and NSS Programs underscores their commitment to societal welfare.
- Furthermore, the provision of CCTV cameras, counseling services, and common rooms demonstrates SMS Varanasi's dedication to ensuring the security and well-being of all faculty, students, and staff members.

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

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

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

| File Description               | Documents                 |
|--------------------------------|---------------------------|
| Geotagged Photographs          | <a href="#">View File</a> |
| Any other relevant information | No File Uploaded          |

7.1.3 - Describe the facilities in the institution for the management of the following types of degradable and non-degradable waste (within a maximum of 200 words)

- Addressing environmental pollution and managing waste effectively are critical concerns for any institution.
- SMS Varanasi is committed to creating a green campus and has implemented various initiatives to manage both degradable and non-degradable waste efficiently. The institute has established sanitary landfill and in-house disposal facilities for the systematic collection of dry and wet waste.
- Dedicated staff members oversee the segregation and disposal of solid and liquid waste using separate waste collection containers. Additionally, NSS members actively participate in waste collection and disposal efforts, ensuring a clean environment.
- To manage electronic waste responsibly, SMS Varanasi has established a mechanism for the disposal of outdated computer systems and other electronic items. The institute has partnered with M/S E-Waste Recyclers India for e-waste management services and has implemented a wastewater recycling system on campus. Notably,
- SMS Varanasi generates no biomedical, hazardous chemical or radioactive waste. Regular meetings and discussions with staff, faculty, and students emphasize the importance of maintaining a clean, green campus.
- Solid waste management
- Liquid waste management
- Biomedical waste management

- E-waste management
- Hazardous chemicals and radioactive waste management
- Waste recycling system

| File Description  | Documents                 |
|---|---------------------------|
| Relevant documents like agreements/MoUs with Government and other approved agencies | <a href="#">View File</a> |
| Geotagged photographs of the facilities   | <a href="#">View File</a> |
| Any other relevant information  | No File Uploaded          |

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

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

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

**7.1.5 - Green campus initiatives include**

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

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

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

| File Description   | Documents                 |
|--|---------------------------|
| Geotagged photos / videos of the facilities                        | <a href="#">View File</a> |
| Various policy documents / decisions circulated for implementation | <a href="#">View File</a> |
| Any other relevant documents                                       | No File Uploaded          |

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

**7.1.6.1 - The institution's initiatives to preserve and improve the environment and harness energy are confirmed through the following:**

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

1. Green audit
2. Energy audit
- 3.Environment audit
- 4.Clean and green campus recognitions/awards
- 5.Beyond the campus environmental promotional activities

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

**7.1.7 - The Institution has a disabled-friendly and barrier-free environment: Ramps/lifts for easy access to classrooms and centres Disabled-friendly washrooms Signage including tactile path lights, display boards and signposts Assistive technology and facilities for persons with disabilities: accessible website, screen-reading software, mechanized equipment, etc. Provision for enquiry and information: Human assistance,**

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

**reader, scribe, soft copies of reading materials, screen reading, etc.**

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

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

- **Fostering an inclusive environment that embraces regional, cultural, and socioeconomic diversity is paramount for the holistic development of any educational institution.**
- **SMS Varanasi stands committed to this ethos, exemplified by its vibrant initiatives. The institute celebrates its foundation day, Adharshila, and organizes Activity Days, hosting a plethora of cultural events and skits showcasing the rich tapestry of our heritage.**
- **With Varanasi being a melting pot of diverse cultures and religions, SMS Varanasi has adopted five neighboring villages, engaging in regular interactions and organizing programs like plantation drives, cleanliness campaigns, and voter awareness initiatives and celebrated days like Hindi Divas and Teachers Day. Faculty members, hailing from various regions and speaking different languages, actively contribute to nurturing an inclusive environment on campus. Students embark on visits and campaigns to different Ghats of Varanasi, advocating for better education, economic development, and communal harmony. The adoption of these villages not only enriches their cultural pride but also uplifts their economic well-being.**

| File Description   | Documents                 |
|--|---------------------------|
| Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution) | <a href="#">View File</a> |

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

- The nation's progress hinges upon the dissemination of proper education, particularly among its student populace. SMS Varanasi is actively engaged in promoting awareness of constitutional values, rights, duties, and responsibilities through a variety of events, workshops, and campaigns.
- The institute observes national events such as Independence Day on August 15th and Republic Day on January 26th with due reverence and adherence to protocols.
- Additionally, the campus celebrates the birthdays of eminent personalities, along with commemorative days like Women's Day, Teachers' Day, and Yoga Day, highlighting the significance of constitutional values.
- A stringent Code of Conduct for faculties and staff, along with a Rule Book for students, ensures adherence to established norms on campus. Special workshops on the duties and responsibilities of citizens are conducted regularly, emphasizing civic engagement.
- The institution also fosters human values and sportsmanship through events like Sports Fest Day. Moreover, awareness programs on voting rights, diseases like Tuberculosis and AIDS and civic duties are organized to educate citizens about their role in the democratic process.
- The National Service Scheme Unit at the campus plays a pivotal role in spreading awareness about constitutional rights through various events and programs held throughout the year.



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

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

**A. All of the above**

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

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

- The vibrant culture of our nation is reflected in the joyous celebrations and observances of various festivals and days, which serve to unify people across diverse backgrounds.
- SMS Varanasi embraces this cultural richness by organizing and commemorating numerous national, international, and commemorative events and festivals.

- For instance, International Women's Day, National Unity Day, and World Literary Day are celebrated through workshops and lectures, enlightening participants about the importance of women's empowerment, unity, and literacy.
- The institute observes national days such as Independence Day and Republic Day with solemnity, followed by cultural festivities. Furthermore, events like World Environment Day and World Energy Conservation Day feature expert-led lectures and student pledge to promote sustainability.
- Teachers' Day is celebrated with students organizing various activities to honor their educators, fostering a spirit of gratitude and respect.
- Additionally, festivals like Holi and Diwali are joyously celebrated with faculty and staff exchanging sweets, colors, and gifts, strengthening bonds within the SMS Varanasi community.

| File Description   | Documents                 |
|--|---------------------------|
| Annual report of the celebrations and commemorative events for during the year | <a href="#">View File</a> |
| Geotagged photographs of some of the events                                    | <a href="#">View File</a> |
| Any other relevant information   | No File Uploaded          |

## 7.2 - Best Practices

7.2.1 - Provide the weblink on the Institutional website regarding the Best practices as per the prescribed format of NAAC

### Best Practices

1. Promotion of Environment-friendly Approach

2. Inculcation of social sensitivity among students

[http://iqac.smsvaranasi.com/best\\_practices.html](http://iqac.smsvaranasi.com/best_practices.html)

| File Description                            | Documents   |
|---|---|
| Best practices in the Institutional website | <a href="http://iqac.smsvaranasi.com/best_practices.html">http://iqac.smsvaranasi.com/best_practices.html</a> |
| Any other relevant information              | Nil   |

### 7.3 - Institutional Distinctiveness

7.3.1 - Highlight the performance of the institution in an area distinct to its priority and thrust (within a maximum of 200 words)

#### Promoting Spiritual & Ethical Value-based Professional Education and Practices

In sync with its Vision and mission to nurture professional leadership based on ethical and moral attributes, the Institute has a special thrust on promoting a value-based culture.

The Context: Business schools today are expected to prepare future managers and business leaders who are not only expected to excel in business skills but also act as an ethical and responsible corporate citizen. They should have social sensitivity and a moral & ethical compass for responsible and sustainable behavior.

The institute has a dedicated Centre for Spiritualism and HumanEnrichment (C-SHE). The activities include:-

- The Proper amalgamation of spiritual & ethical value-based content along with the curriculum.
- Organizing National and International conferences on issues like values, ethics, spirituality, leadership, IKSetc.
- Publishing a bi-annual journal 'Purushartha' based on spirituality, ethics, and management. The journal is fully indexed with Scopus, and Elsevier and is also enlisted among UGC CARE-approved journals.
- Enriching the Institute library with study material on spirituality.

**Steps Taken:-**

- The institution has attracted scholars from renowned global institutions in its conferences, hi-life lecture series, and workshops.
- The institute has published four books on the Indian Knowledge system through its Centre for Spiritualism and Human Enrichment.
- The Institute gets acknowledgement from corporate houses regarding the students exhibiting appreciable ethical and moral attributes during working transactions. These are certainly the testimony of the success of the practice underReference.

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curriculum Design and Development

1.1.1 - Curricula developed and implemented have relevance to the local, national, regional and global developmental needs which are reflected in Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) of the various Programmes offered by the Institution.

The Institute meticulously customizes its educational programs to conform to the demands of the local community, national imperatives, and the global benchmarks delineated in the National Education Policy (NEP). Each curriculum undergoes rigorous evaluation and endorsement by the Board of Studies (BoS) and the Academic Council, which encompass both internal faculty members and external domain experts. The formulation of learning objectives is structured according to Bloom's taxonomy, accommodating diverse levels of cognitive engagement. There is a deliberate effort to synchronize Programme Outcomes (POs) and Course Outcomes (COs) across different programs with local, regional, national, and global contexts.

- Through the customization of curricula to address localized needs, institutions ensure that students are grounded in the realities and complexities of their immediate environments.
- Integration of national and regional perspectives into curricula broadens students' intellectual horizons, providing insights into overarching frameworks, policies, and economic landscapes.
- The alignment of curricula with global developmental imperatives equips students to interact with the interconnected global environment. This fosters the development of a global perspective, promoting adaptability, cross-cultural competence, and an awareness of global challenges such as sustainability, technological advancements, and socio-economic disparities.
- Biannual meetings of the BoS and Academic Council facilitate the adaptation of curricula in response to evolving academic priorities and market demand.
- Adopting the Choice Based Credit System (CBCS), The Institute has significantly modified all its programs. Furthermore, the Institute regularly revises its curriculum based on feedback

from students, faculty, alumni, industrialists and other stakeholders.

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload additional information, if any | <a href="#">View File</a>   |
| Link for additional information       | <a href="https://iqac.smsvaranasi.com/PO_CO.htm">https://iqac.smsvaranasi.com/PO_CO.htm</a> |

### 1.1.2 - Number of Programmes where syllabus revision was carried out during the year

0

| File Description                                 | Documents                 |
|--|---------------------------|
| Minutes of relevant Academic Council/BOS meeting | <a href="#">View File</a> |
| Details of syllabus revision during the year     | <a href="#">View File</a> |
| Any additional information                       | No File Uploaded          |

### 1.1.3 - Number of courses focusing on employability/entrepreneurship/ skill development offered by the Institution during the year

120

| File Description  | Documents                 |
|---|---------------------------|
| Curriculum / Syllabus of such courses   | <a href="#">View File</a> |
| Minutes of the Boards of Studies/ Academic Council meetings with approval for these courses | <a href="#">View File</a> |
| MoUs with relevant organizations for these courses, if any                                  | No File Uploaded          |
| Any additional information  | No File Uploaded          |

## 1.2 - Academic Flexibility

### 1.2.1 - Number of new courses introduced across all programmes offered during the year

0

| File Description  | Documents                 |
|---|---------------------------|
| Minutes of relevant Academic Council/BoS meetings       | <a href="#">View File</a> |
| Any additional information                              | No File Uploaded          |
| Institutional data in prescribed format (Data Template) | <a href="#">View File</a> |

### 1.2.2 - Number of Programmes offered through Choice Based Credit System (CBCS)/Elective Course System

08

| File Description                                     | Documents                 |
|--|---------------------------|
| Minutes of relevant Academic Council/BoS meetings    | <a href="#">View File</a> |
| Any additional information                           | No File Uploaded          |
| List of Add on /Certificate programs (Data Template) | <a href="#">View File</a> |

### 1.3 - Curriculum Enrichment

1.3.1 - Institution integrates cross-cutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability, and Human Values into the curriculum

Several papers have been included related to Human Value, Professional Ethics and Environment in the syllabus as a course named "NMB107 - UNIVERSAL HUMAN VALUES & PROFESSIONAL ETHICS for MBA, CC-3 - Human Values & Environmental Studies for BBA, BCA, B. Com, B. Com (H), and BA(H)MCCC-22-3 for BA (H)MC".

Papers on environment and sustainability have been stated in the institute curriculum under courses named "CC-1- Food, Nutrition & Hygiene for BBA, BCA, B. Com, B.Com. (H), and BA(H)MCCC-22-1 for BA(H)MC; CC-4- Physical Education & Yoga for BBA, BCA, B. Com, B.Com. (H) and BA(H) MCCC-22-4 for BA(H)MC; and BCOMME -22-306 - Indian Knowledge System for B. Com".

Also, a paper on global politics and role of media in globalized context has been included in the curriculum named "BA(H)MC-22-504 - Global Politics and Media" for BA(H)MC and a paper on rural development named "BCOMME -22-407 - Rural Development" for B. Com.

Noncredit course has been included related to sustainability in the syllabus as a course named "Indian Knowledge Systems", IKSMB001 for (MBA), IKSBB001 for (BBA), IKSBA(H)MC001 for (BA(H)MC), IKSMC001 for (M. Com), IKSBC001 for (B. Com), IKSBC001 for (B. Com.(H)), IKSMCA001 for (MCA), and IKSBCA001 for (BCA).

| File Description  | Documents                 |
|---|---------------------------|
| Upload the list and description of the courses which address issues related to Gender, Environment and Sustainability, Human Values and Professional Ethics in the curriculum | <a href="#">View File</a> |
| Any additional information  | No File Uploaded          |

### 1.3.2 - Number of value-added courses for imparting transferable and life skills offered during the year

11

| File Description   | Documents                 |
|--|---------------------------|
| List of value-added courses                                    | <a href="#">View File</a> |
| Brochure or any other document relating to value-added courses | <a href="#">View File</a> |
| Any additional information                                     | No File Uploaded          |

### 1.3.3 - Number of students enrolled in the courses under 1.3.2 above

1656

| File Description           | Documents                 |
|----------------------------|---------------------------|
| List of students enrolled  | <a href="#">View File</a> |
| Any additional information | No File Uploaded          |

### 1.3.4 - Number of students undertaking field work/projects/ internships / student projects

2252



| File Description  | Documents                 |
|---|---------------------------|
| List of programmes and number of students undertaking field projects / internships / student projects | <a href="#">View File</a> |
| Any additional information  | No File Uploaded          |

#### 1.4 - Feedback System

##### 1.4.1 - Structured feedback and review of the syllabus (semester-wise / year-wise) is obtained from 1) Students 2) Teachers 3) Employers and 4) Alumni

A. All 4 of the above

| File Description  | Documents   |
|---|---|
| Provide the URL for stakeholders' feedback report   | <a href="https://igac.smsvaranasi.com/feedback.htm">https://igac.smsvaranasi.com/feedback.htm</a> |
| Upload the Action Taken Report of the feedback as recorded by the Governing Council / Syndicate / Board of Management | <a href="#">View File</a>   |
| Any additional information  | No File Uploaded  |

##### 1.4.2 - The feedback system of the Institution comprises the following

A. Feedback collected, analysed and action taken made available on the website

| File Description                              | Documents   |
|---|---|
| Provide URL for stakeholders' feedback report | <a href="https://igac.smsvaranasi.com/feedback.htm">https://igac.smsvaranasi.com/feedback.htm</a> |
| Any additional information                    | No File Uploaded  |

#### TEACHING-LEARNING AND EVALUATION

##### 2.1 - Student Enrollment and Profile

##### 2.1.1 - Enrolment of Students

##### 2.1.1.1 - Number of students admitted (year-wise) during the year

1159

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

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

415

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

## 2.2 - Catering to Student Diversity

2.2.1 - The institution assesses students' learning levels and organises special programmes for both slow and advanced learners.

Advanced and slow learners are identified on the basis of grades received on qualifying exams, entrance exams, semester exams, performance on class tests, interactions between students and faculty members. It is also assessed by their involvement and performance in various activities. Students are exposed to the induction program before the start of the course. This enables the students to attain the best possible outcome of the college resources. Following significant exercises are organised for students who are advanced learners:

- Organising an annual business plan competition for the students and recognising the top submissions.
- Organising a contest for students to analyse business cases.
- Teachers provide students with individualised support like assignments, solving old examination papers, discussions, etc.
- Participation in regional, national, and worldwide conferences is encouraged for students.
  - For slow learners, the following additional

**exercises are organised:**

- The bridge course is organised for students who are new/weak in certain areas
- Remedial classes are offered regularly
- As necessary, giving students access to additional study materials
- Academic and personal counselling on an individual basis.
- Counselling from individual teachers and class mentors
- The planning of contests and quizzes

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

**2.2.2 - Student – Teacher (full-time) ratio**

| Year       | Number of Students | Number of Teachers |
|------------|--------------------|--------------------|
| 31/08/2023 | 2808               | 61                 |

| File Description                  | Documents                 |
|-----------------------------------|---------------------------|
| Upload any additional information | <a href="#">View File</a> |

**2.3 - Teaching- Learning Process**

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

Major student-centric experiential learning, participatory learning, and problem-solving methodologies adopted for our students are as follows-

- Exercises, role plays, case studies, brainstorming sessions, and group presentations are added to the

lectures in the classroom.

- Running enrichment and value-added programmes that place a strong emphasis on students' practical orientation.
- Panel and Group Discussions.
- International and domestic industrial visits.
- Student involvement in planning and executing conferences, seminars, cultural events, sporting competitions, and other extracurricular activities.
- There are competitions for business plans, websites, and other things in which students form teams and compete. Faculty coaches them in these competitions.
- Numerous groups are formed where faculty and students collaborate to plan different events. Students' participation in learning is aided by this.
- To keep the students informed, interactive seminars on recent developments in the topic are scheduled.
- On the day when the Union Budget is presented to the House, a budget analysis is organised for students within the college premises.
- The distribution of online learning materials via NPTEL including spoken tutorials (IIT Bombay).
- Working together with universities abroad to benefit students
- Mentoring and counselling programme

| File Description                  | Documents                 |
|-----------------------------------|---------------------------|
| Upload any additional information | <a href="#">View File</a> |
| Link for additional Information   | Nil                       |

2.3.2 - Teachers use ICT-enabled tools including online resources for effective teaching and

## learning

- The institution has made a sufficient number of internet-connected computers available for teachers and students for unrestricted use.
- The entire campus is Wi-Fi-Enabled for effective teaching and learning.
- LCD is available in every classroom. Many of the classes are smart classes, equipped with smart computer screens.
- The MOODLE learning management system is used by the institute for its online teaching and learning resources. Through the web-link [www.moodle.smsvaranasi.com](http://www.moodle.smsvaranasi.com) students can access class notes, video links, old question papers and presentations shared by faculty members.
- E-learning resources are accessible as a Local NPTEL Chapter (National Programme on Technology Enhanced Learning). Students are also guided to access the entire study material on any subject by joining the related course on NPTEL.
- Workshops on spoken tutorials (A project of the MHRD and IIT Bombay) are often held for students.
- Students are encouraged to use the resources of the National Digital Library of India (NDLI) for downloading books and reading material.
- Students are encouraged to use the resources of the National Library and Information Services (N-LIST) for downloading reading materials.
- As part of the Institute's Employability Enhancement Program, students are required to participate in mandatory online assessments, which include tests on data interpretation and logical reasoning, conducted through a third-party agency (POD.ai). Additionally, the Institute utilizes resources such as the Centre for Monitoring Indian Economy Pvt. Ltd. (CMIE) to enhance industry-related knowledge. Drillbit Software is also employed to verify the authenticity of assignments and reports

submitted by students.

| File Description   | Documents   |
|--|---|
| Provide link for webpage describing ICT enabled tools including online resources for effective teaching and learning process | <a href="https://smsvaranasi.com/library-infrastructure.html">https://smsvaranasi.com/library-infrastructure.html</a> , <a href="https://smsvaranasi.com/media-lab.html">https://smsvaranasi.com/media-lab.html</a> , <a href="https://smsvaranasi.com/computer-centre-infrastructure.html">https://smsvaranasi.com/computer-centre-infrastructure.html</a> |
| Upload any additional information  | <a href="#">View File</a>   |

### 2.3.3 - Ratio of students to mentor for academic and other related issues

#### 2.3.3.1 - Number of mentors

61

| File Description  | Documents                 |
|---|---------------------------|
| Upload year-wise number of students enrolled and full-time teachers on roll | <a href="#">View File</a> |
| Circulars with regard to assigning mentors to mentees                       | <a href="#">View File</a> |

### 2.3.4 - Preparation and adherence to Academic Calendar and Teaching Plans by the institution

Separate Academic calendars are prepared for undergraduate and postgraduate courses. Classes for all the courses start almost at the same time. Postgraduate students pass through three sessional tests whereas undergraduate students pass through two sessional test. Out of three tests for postgraduate students, one test is organised in online atmosphere with the help of Moodle learning management system. Tests for various undergraduate courses starts almost at the same time. Similarly tests for all the postgraduate courses also start at the same time. Both the academic calendars are provided for the purpose of reference.

| File Description  | Documents                 |
|---|---------------------------|
| Upload the Academic Calendar and Teaching Plans during the year | <a href="#">View File</a> |

**2.4 - Teacher Profile and Quality****2.4.1 - Number of full-time teachers against sanctioned posts during the year****61**

| File Description   | Documents                 |
|--|---------------------------|
| Year-wise full-time teachers and sanctioned posts for the year | <a href="#">View File</a> |
| List of the faculty members authenticated by the Head of HEI   | <a href="#">View File</a> |
| Any additional information                                     | <b>No File Uploaded</b>   |

**2.4.2 - Number of full-time teachers with PhD/ D.M. / M.Ch. / D.N.B Super-Specialty / DSc / DLitt during the year****33**

| File Description   | Documents                 |
|--|---------------------------|
| List of number of full-time teachers with PhD/ D.M. / M.Ch. / D.N.B Super-Specialty / D.Sc. / D.Litt. and number of full-time teachers for 5 years | <a href="#">View File</a> |
| Any additional information   | <b>No File Uploaded</b>   |

**2.4.3 - Total teaching experience of full-time teachers in the same institution: (Full-time teachers' total teaching experience in the current institution)****435 Years**

| File Description  | Documents                 |
|---|---------------------------|
| List of teachers including their PAN, designation, Department and details of their experience | <a href="#">View File</a> |
| Any additional information  | <b>No File Uploaded</b>   |

**2.5 - Evaluation Process and Reforms****2.5.1 - Number of days from the date of last semester-end/ year- end examination till the declaration of results during the year**

18

| File Description   | Documents                 |
|--|---------------------------|
| List of Programmes and the date of last semester-end / year-end examinations and the date of declaration of result | <a href="#">View File</a> |
| Any additional information   | No File Uploaded          |

### 2.5.2 - Number of students' complaints/grievances against evaluation against the total number who appeared in the examinations during the year

2

| File Description  | Documents                 |
|---|---------------------------|
| Upload the number of complaints and total number of students who appeared for exams during the year | <a href="#">View File</a> |
| Upload any additional information   | No File Uploaded          |

2.5.3 - IT integration and reforms in the examination procedures and processes including Continuous Internal Assessment (CIA) have brought in considerable improvement in the Examination Management System (EMS) of the Institution

SMS, Varanasi adheres to an objective, student-centred, and trustworthy Examination Management System that ensures the institution's integrity. The examination design consists of two components- Continuous Internal Assessment (CIA) and End Semester Examination (ESE). Major IT integration and reforms related steps are as follows:

- Online filling of End-Semester Examination Forms using Examination Portal.
- Online Payment of Examination Fees & generation of online Admit Cards.
- Generating Examination Verification Card.
- Examination Circulars and Notices for students from time-to-time.
- Conduction of Examination under CCTV surveillance.



- Day-wise feeding of Exam Attendance & generating Absenteeism Report.
- Feeding of Sessional (internal) Marks and External marks.
- Generating Tabulation of different courses.
- Complete processing, compilation and declaration of Result.
- Generation of grade sheets immediately after publication of Results.
- The Institute has registered with the National Academic Depository (NAD) to upload academic mark sheets/transcripts for the benefit of students.
- Automated Result Analysis of different courses for further improvement.
- IT enabled the Grievance Portal to handle students' academic issues in real-time.
- Students can access study material for different subjects, and old question papers on Moodle LMS.
- Inclusion of attendance, class tests, project assignments presentations etc., as components of internal evaluation.

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | No File Uploaded  |
| Paste link for additional Information | <a href="https://examination.smsvaranasi.com/">https://examination.smsvaranasi.com/</a> |

## 2.6 - Student Performance and Learning Outcomes

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

SMS offers several programmes in Management, Commerce, Mass Communication and Computer stream, each of them with unique and well-defined outcomes. The specific learning outcomes of various courses are built into the curriculum of each

discipline and are

available on the college website.

The college has well-designed and effective mechanisms to communicate programme and course outcomes to all stakeholders, which are:

- Fresh applicants can get the requisite information from the college website as well as from the prospectus.
- At the time of admission, the Counselling Cell also apprise students of what to expect from various courses.
- The outcomes of courses are clearly outlined during the orientation program of the course, organised on the opening day of each academic session.
- During various academic, co-curricular and extra-curricular programmes, students are informed about the programme outcomes and course outcomes.
- Students are also informed about the course outcomes while discussing formats of their term tests and end-semester examination question papers.

All the Program outcomes and Course Outcomes are attached for reference.

| File Description   | Documents   |
|--|---|
| Upload COs for all courses (exemplars from the Glossary) | <a href="#">View File</a>   |
| Upload any additional information                        | No File Uploaded  |
| Link for additional Information                          | <a href="https://iqac.smsvaranasi.com/PO_CO.htm">https://iqac.smsvaranasi.com/PO_CO.htm</a> |

2.6.2 - Attainment of Programme Outcomes and Course Outcomes as evaluated by the institution

Attainment of Program outcomes and course outcomes are evaluated on completion of the semester. For this purpose, the

following process is used:

1. Examination papers (Internal and External) of various subjects are drafted in line with specific Course outcomes, as per Bloom's Taxonomy
2. Actual marks (internal and external) scored by students in subjects are compiled.
3. Attainments of marks are studied with the related course outcomes.
4. In this way, the attainment of course outcomes is mapped.
5. Further, program outcomes are mapped with the course outcomes.
6. Mapped program outcomes and course outcomes are compared with the desired levels.

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

### 2.6.3 - Pass Percentage of students

#### 2.6.3.1 - Total number of final year students who passed in the examinations conducted by Institution

927

| File Description  | Documents   |
|---|---|
| Upload list of Programmes and number of students appear for and passed in the final year examinations | <a href="#">View File</a>   |
| Upload any additional information   | No File Uploaded  |
| Paste link for the annual report  | <a href="https://iqac.smsvaranasi.com/mandatory_disclosure.htm">https://iqac.smsvaranasi.com/mandatory_disclosure.htm</a> |

### 2.7 - Student Satisfaction Survey

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

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

**RESEARCH, INNOVATIONS AND EXTENSION****3.1 - Promotion of Research and Facilities**

3.1.1 - The institution's research facilities are frequently updated and there is a well-defined policy for promotion of research which is uploaded on the institutional website and implemented

The institution has a well-designed Research and Publication Incentive Policy to motivate the faculty members to undertake quality research and its publication.

Accordingly, a faculty publishing articles/papers in Scopus/Web of Science/ABDC indexed journals shall get 4 credits (Q1/A), 3 credits (Q2/A), 2.5 credits (Q3), 2 credits (Q4) whereas publication in journals listed with UGC Care shall get 1 credit. For Full Book/ edited books (Indexed in Web of Science / Scopus Database/ published by an International Publisher) will earn 2 credits whereas Book chapters/conference proceeding papers (Indexed in Web of Science / Scopus Database) are entitled to earn 1 Credit. Full Books published by a national Publisher are entitled to get 1 credit and 0.5 Credit for a Book Chapter with an International Publisher and 0.2 credit for a Book Chapter Published by a national Publisher.

Upto 6 credits for research grants of Rs 50 Lakhs funding agencies in India and abroad;

A seed money of Rs 25,000/- is provided to the faculties for Research Projects.

Faculty members are entitled to one additional increment per month of award of Ph.D. degree from any recognized university/institution.

Twice during the academic year, the total Credits earned by a faculty member will be calculated by the 'Technical Cell' based upon the evidence produced by the concerned faculty member(s) and the incentive payable to such faculty member(s) will be arrived @ Rs. 10,000/- per Credit and disbursed. However, for fractional Credit, the amount of Rs. 10,000/- will be proportionately paid.

| File Description   | Documents   |
|--|---|
| Upload the Minutes of the Governing Council/ Syndicate/Board of Management related to research promotion policy adoption | <a href="#">View File</a>   |
| Provide URL of policy document on promotion of research uploaded on the website  | <a href="https://iqac.smsvaranasi.com/mandatory_disclosure.htm">https://iqac.smsvaranasi.com/mandatory_disclosure.htm</a> |
| Any additional information   | <a href="#">View File</a>   |

### 3.1.2 - The institution provides seed money to its teachers for research

#### 3.1.2.1 - Seed money provided by the institution to its teachers for research during the year (INR in lakhs)

6.28

| File Description  | Documents                 |
|---|---------------------------|
| Minutes of the relevant bodies of the institution regarding seed money                                      | <a href="#">View File</a> |
| Budget and expenditure statements signed by the Finance Officer indicating seed money provided and utilized | <a href="#">View File</a> |
| List of teachers receiving grant and details of grant received  | <a href="#">View File</a> |
| Any additional information  | No File Uploaded          |

### 3.1.3 - Number of teachers who were awarded national / international fellowship(s) for advanced studies/research during the year

0

| File Description  | Documents                 |
|---|---------------------------|
| e-copies of the award letters of the teachers                     | No File Uploaded          |
| List of teachers and details of their international fellowship(s) | <a href="#">View File</a> |
| Any additional information  | No File Uploaded          |

### 3.2 - Resource Mobilization for Research

#### 3.2.1 - Grants received from Government and Non-Governmental agencies for research projects, endowments, Chairs during the year (INR in Lakhs)

4.90

| File Description   | Documents                 |
|--|---------------------------|
| e-copies of the grant award letters for research projects sponsored by non-governmental agencies/organizations | <a href="#">View File</a> |
| List of projects and grant details   | <a href="#">View File</a> |
| Any additional information   | No File Uploaded          |

#### 3.2.2 - Number of teachers having research projects during the year

0

| File Description                          | Documents                 |
|---|---------------------------|
| Upload any additional information         | No File Uploaded          |
| Paste link for additional Information     | Nil                       |
| List of research projects during the year | <a href="#">View File</a> |

#### 3.2.3 - Number of teachers recognised as research guides

0

| File Description  | Documents                 |
|---|---------------------------|
| Upload copies of the letter of the university recognizing teachers as research guides | No File Uploaded          |
| Institutional data in Prescribed format   | <a href="#">View File</a> |

### 3.2.4 - Number of departments having research projects funded by Government and Non-Government agencies during the year

0

| File Description                          | Documents                 |
|---|---------------------------|
| Supporting document from Funding Agencies | <a href="#">View File</a> |
| Paste link to funding agencies' website   | Nil                       |
| Any additional information                | No File Uploaded          |

### 3.3 - Innovation Ecosystem

3.3.1 - Institution has created an ecosystem for innovations and creation and transfer of knowledge supported by dedicated centres for research, entrepreneurship, community orientation, incubation, etc.

The institution has created an ecosystem for the innovations and creation by establishing the Centre For Entrepreneurship, Innovation & Skill Development (CEISD) and Institutions Innovation Council (IIC) of the Ministry of Education of Govt. of India. This centre is established to promote the ecosystem for entrepreneurship and incubation; nourish & mentor the innovations and enhance multidimensional skill development. The Centre also works for the underprivileged segment of society to make them financially independent through Entrepreneurship and create job opportunities for others. CEISD and IIC Activities includes

1. **Business Model Contest:** To develop the entrepreneurial acumen of the students by developing the startup culture in the institute.
2. **Case Chase Contest:** To develop their exploratory research aptitude and enable Students present cases on various Business & Non-Business Organizations in the presence of

eminent judges.

3. **Ad Manthan Contest:** To make the students aware of the various dimensions of Ad-Film Making through a contest in which teams of students present Ad-Films made by them on different products and services.
4. **Jan Samadhan Contest:** To develop constructive skills, social consciousness, and social problems solving ability in students.
5. **Startup Incubation**
6. **Rural Entrepreneurship Development Programme**
7. **MSME Business Clinic**
8. **Journal Publication:** The CEISD publishes a Research Journal titled "SMS Journal of Entrepreneurship & Innovation" with ISSN 2349-7920 bi-annually. Workshop and Guest Lectures on Entrepreneurship & Innovations

<https://smsvaranasi.com/blog-details/1429.html>

<https://smsvaranasi.com/blog-details/1448.html>

<http://journals.smsvaranasi.com/index.php/smsjei>

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | <a href="#">View File</a>   |
| Paste link for additional information | <a href="http://journals.smsvaranasi.com/index.php/smsjei">http://journals.smsvaranasi.com/index.php/smsjei</a> |

### 3.3.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR), Entrepreneurship and Skill Development during the year

13



| File Description                                     | Documents                 |
|--|---------------------------|
| Report of the events                                 | <a href="#">View File</a> |
| List of workshops/seminars conducted during the year | <a href="#">View File</a> |
| Any additional information                           | <a href="#">View File</a> |

### 3.4 - Research Publications and Awards

**3.4.1 - The Institution ensures implementation of its Code of Ethics for Research uploaded in the website through the following: Research Advisory Committee Ethics Committee Inclusion of Research Ethics in the research methodology course work Plagiarism check through authenticated software**

**A. All of the above**

| File Description   | Documents                 |
|--|---------------------------|
| Code of Ethics for Research, Research Advisory Committee and Ethics Committee constitution and list of members of these committees, software used for plagiarism check | <a href="#">View File</a> |
| Any additional information   | <b>No File Uploaded</b>   |

**3.4.2 - Number of PhD candidates registered per teacher (as per the data given with regard to recognized PhD guides/ supervisors provided in Metric No. 3.2.3) during the year**

**3.4.2.1 - Number of PhD students registered during the year**

**0**

| File Description   | Documents   |
|--|---|
| URL to the research page on HEI website  | <a href="http://192.168.51.5:70/icampusx/admin/Reports/staffAchievementReport">http://192.168.51.5:70/icampusx/admin/Reports/staffAchievementReport</a> |
| List of PhD scholars and details like name of the guide, title of thesis, and year of registration | <a href="#">View File</a>   |
| Any additional information   | No File Uploaded  |

### 3.4.3 - Number of research papers per teacher in CARE Journals notified on UGC website during the year

0.13

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

### 3.4.4 - Number of books and chapters in edited volumes / books published per teacher during the year

1.34

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

### 3.4.5 - Bibliometrics of the publications during the year based on average Citation Index in Scopus/ Web of Science/PubMed

#### 3.4.5.1 - Total number of Citations in Scopus during the year

24

| File Description                                  | Documents                 |
|---|---------------------------|
| Any additional information                        | <a href="#">View File</a> |
| Bibliometrics of the publications during the year | <a href="#">View File</a> |

### 3.4.6 - Bibliometrics of the publications during the year based on Scopus/ Web of Science – h-Index of the University

#### 3.4.6.1 - h-index of Scopus during the year

6

| File Description   | Documents                 |
|--|---------------------------|
| Bibliometrics of publications based on Scopus/ Web of Science - h-index of the Institution | <a href="#">View File</a> |
| Any additional information   | No File Uploaded          |

### 3.5 - Consultancy

#### 3.5.1 - Revenue generated from consultancy and corporate training during the year (INR in lakhs)

0.945

| File Description   | Documents                 |
|--|---------------------------|
| Audited statements of accounts indicating the revenue generated through consultancy and corporate training | <a href="#">View File</a> |
| List of consultants and revenue generated by them  | <a href="#">View File</a> |
| Any additional information   | No File Uploaded          |

#### 3.5.2 - Total amount spent on developing facilities, training teachers and clerical/project staff for undertaking consultancy during the year

0

| File Description  | Documents                 |
|---|---------------------------|
| Audited statements of accounts indicating the expenditure incurred on developing facilities and training teachers and staff for undertaking consultancy | <a href="#">View File</a> |
| List of training programmes, teachers and staff trained for undertaking consultancy   | No File Uploaded          |
| List of facilities and staff available for undertaking consultancy  | <a href="#">View File</a> |
| Any additional information  | <a href="#">View File</a> |

### 3.6 - Extension Activities

3.6.1 - Extension activities carried out in the neighbourhood sensitising students to social issues for their holistic development, and the impact thereof during the year

As an autonomous college it is also our social responsibility to conduct social welfare programmes. We regularly conduct programmes under the NSS and Unnat Bharat Abhiyan. We have adopted Five different villages near our campus under Unnat Bharat Abhiyan Scheme namely Bhadwar, Bandepur, Misirpur, Khushipur and Dhanpalpur. Regularly we organize various social welfare activities like Swachhta hi Seva Pakhwara, Run for Progress, 'Let Communities Lead', Cleanliness Drive, AIDS awareness Camp, Plantation, TB Unmoolan Jagrukta Abhiyan, Integrating Yuva Shakti, Seven-day camp at Village Misirpur, Blood Donation Camp, Energy Conservation Day, TB Eradication Drive, Cleanliness Drive, Awareness Drive, NSS Seven Days Special Camp at Village Bhadwar and Dehlana and Voter Awareness Rally at Village Bhadwar and Sagahat.

To know effectively the impact of Awareness programme in the villages on Government policies we had organized a survey programme in the adopted villages. Salient points are as given below:

Activity chosen under Unnat Bharat Abhiyan Scheme; Activity performed with the help of NSS student members of the college. Villagers too participated and cooperated in the survey. Most of the villagers were already familiar with the different government scheme like PM Suraksha Bima Yojana, Atal Pension

Yojana, PM jiwan jyoti Bima Yojana etc.

Students interacted with the villagers with great respect and enthusiasm and learnt about their culture and work style.

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

### 3.6.2 - Number of awards and recognition received by the Institution, its teachers and students for extension activities from Government / Government-recognised bodies during the year

05

| File Description   | Documents                 |
|--|---------------------------|
| Number of awards for extension activities in during the year | <a href="#">View File</a> |
| e-copy of the award letters                                  | <a href="#">View File</a> |
| Any additional information                                   | No File Uploaded          |

### 3.6.3 - Number of extension and outreach programmes conducted by the institution through NSS/NCC/Red Cross/YRC, etc. during the year (including Government-initiated programmes such as Swachh Bharat, AIDS Awareness, and Gender Sensitization and those organised in collaboration with industry, community and NGOs)

19

| File Description                | Documents                 |
|---------------------------------|---------------------------|
| Reports of the events organized | <a href="#">View File</a> |
| Any additional information      | <a href="#">View File</a> |

### 3.6.4 - Number of students participating in extension activities listed in 3.6.3 during the year

1419

| File Description           | Documents                 |
|----------------------------|---------------------------|
| Reports of the events      | <a href="#">View File</a> |
| Any additional information | <a href="#">View File</a> |

### 3.7 - Collaboration

#### 3.7.1 - Number of collaborative activities during the year for research/ faculty exchange/ student exchange/ internship/ on-the-job training/ project work

78

| File Description                               | Documents                 |
|--|---------------------------|
| Copies of documents highlighting collaboration | <a href="#">View File</a> |
| Any additional information                     | No File Uploaded          |

#### 3.7.2 - Number of functional MoUs with institutions of national and/or international importance, other universities, industries, corporate houses, etc. during the year (only functional MoUs with ongoing activities to be considered)

7

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

### INFRASTRUCTURE AND LEARNING RESOURCES

#### 4.1 - Physical Facilities

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

- Institute has up-to-date and state-of-the-art infrastructural facilities on its campus.
- Campus is spread in about 10 acres with multi-storied

buildings in four different blocks known as Academic Block I & II, Administrative Block and Computer Centre-cum-Library Block.

- An auditorium with a capacity of 400 people and a conference hall with a capacity of 120 people, both equipped with audio-visual aids and requisite furniture.
- There are 25 air-conditioned and air-cooled classrooms with the latest ICT facilities & cameras, including 10 with smart class solutions.
- A group discussion room for effective group discussion and a centralized library with a reading hall for 100 students, two stack rooms, and one reference section, academic books section and online journals.
- Eight computer labs and a language lab with the latest machines and licensed software are connected to LAN and high-speed internet through RF and Fiber Optic.
- Each building blocks including classrooms and labs within the campus are equipped with CCTV cameras.
- A media lab with a television watching and news editing room, monitoring room, and studio for shooting.
- A Behavior dynamics lab offers counselling for stress-related and other behavioral problems and aims to inculcate positive attitude in students.
- An examination cell with adequate computer systems, A3 & A4 scanners and printers, and proper furniture.

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | No File Uploaded  |
| Paste link for additional information | <a href="https://smsvaranasi.com/facilities-campus.html">https://smsvaranasi.com/facilities-campus.html</a> |

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

- The sports ground established in 2003 offers various facilities to cater to different interests and needs of its students and staff.
- The sports ground, with an extensive area of 10,000 square meters, serves as a venue for outdoor sports such as cricket, volleyball, and other similar activities. Additionally, there are indoor game facilities available, including Table Tennis, Chess, and Carom. User rate 55 students/day.
- Well-equipped gymnasium established in 2003. Spanning an area of 73.4 square meters, equipped with essential fitness equipment such as treadmills, multi-station gyms, and exercise bikes. User rate 33 students/day.
- An open-air theater established in 2003. It comprises a permanent stage covering an area of 104.9 square meters and a wooden stage spanning 64 square meters. This space is utilized for various entertaining performances and events. User rate 67 students/day.
- An auditorium for cultural activities of 600 Sq. Mtr for capacity of 400 people with facilities like audio-visual aids and furniture & fixtures etc. User rate 64 students/day.
- The Center for Spiritualism & Human Enrichment (C-SHE) within the institute offers yoga facilities. With an area of 24.5 square meters, this space provides mats and a suitable environment for yoga activities. User rate 38 students/day.

Overall, the institute prioritizes physical fitness, recreation, entertainment, and spiritual well-being, providing a comprehensive range of facilities such as sports grounds, gymnasium, open-air theater, auditorium and yoga facilities for the holistic development of its community members.



| File Description                      | Documents   |
|---------------------------------------|---|
| Geotagged pictures                    | <a href="#">View File</a>   |
| Upload any additional information     | No File Uploaded  |
| Paste link for additional information | <a href="https://smsvaranasi.com/facilities-campus.html">https://smsvaranasi.com/facilities-campus.html</a> |

**4.1.3 - Number of classrooms and seminar halls with ICT-enabled facilities****36**

| File Description  | Documents                 |
|---|---------------------------|
| Upload any additional information   | No File Uploaded          |
| Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template) | <a href="#">View File</a> |

**4.1.4 - Expenditure for infrastructure augmentation, excluding salary, during the year (INR in Lakhs)****1303.23**

| File Description   | Documents                 |
|--|---------------------------|
| Upload audited utilization statements                      | <a href="#">View File</a> |
| Details of Expenditure, excluding salary, during the years | <a href="#">View File</a> |
| Any additional information                                 | No File Uploaded          |

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

We have library management solution LibSys with web OPAC facility to enhance the total library experience. It is based on library standards and open technologies. It is designed to manage all the functions of a library. It helps librarian to maintain the database of new books and the books that are borrowed by members along with their due dates. This system completely automates all library's activities and provide the

best way to maintain, organize, and handle countless books systematically. It tracks the records of the number of books in the library, how many books are issued, or how many books have been returned or renewed or late fine charges, etc. ILSM covers the functionalities such as acquisition, Cataloguing, Circulation, Serials, Article Indexing, E-Books, with enriched OPAC. you can find books in an instant, issue/reissue books quickly, and manage all the data efficiently and orderly using this system. The purpose is to provide instant and accurate data regarding any type of book, thereby saving a lot of time and effort.

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | No File Uploaded  |
| Paste link for additional information | <a href="https://smsvaranasi.com/library-infrastructure.html">https://smsvaranasi.com/library-infrastructure.html</a> |

**4.2.2 - Institution has access to the following: e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access to e-resources**

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

| File Description  | Documents                 |
|---|---------------------------|
| Details of subscriptions like e-journals, e-books, e-ShodhSindhu, Shodhganga membership | <a href="#">View File</a> |
| Upload any additional information   | No File Uploaded          |

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

**10.12**

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

#### 4.2.4 - Usage of library by teachers and students (footfalls and login data for online access)

##### 4.2.4.1 - Number of teachers and students using the library per day during the year

63

| File Description   | Documents                 |
|--|---------------------------|
| Upload details of library usage by teachers and students | <a href="#">View File</a> |
| Any additional information                               | No File Uploaded          |

#### 4.3 - IT Infrastructure

4.3.1 - Institution has an IT policy covering Wi-Fi, cyber security, etc. and has allocated budget for updating its IT facilities

Institute has policy to upgrade its IT infrastructure as and when required such as replacing low configuration system to high, implementing SMART classrooms, enabling our campus with Wi-Fi facility & equipping all classrooms with equipments needed to take the classes online & recorded, converting Cat5 to Cat6 & Fiber Optics so that our network can support the high rate of data transferring over local network.

- Wi-Fi implementation: 2016
- 1GBPS bandwidth carrier implementation started (Cat-5 to Cat-6): 2016
- 1GBPS bandwidth carrier implementation ended (Fibre Optic): 2019
- Wi-Fi implementation in Hostel from campus through own configured intranet using RF: 2019
- Smart Class implementation started: 2019

- Started to use Face recognition Biometric for Employee In & Out: 2020
- Stated to upgrade our computer systems from dual core to i3/i7: 2022
- Newly installed LCD Screen in Institute's Auditorium: 2023
- Upgraded our 64 computer systems to Core i7: 2024

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

#### 4.3.2 - Student - Computer ratio

| Number of Students | Number of Computers |
|--------------------|---------------------|
| 2808               | 450                 |

| File Description                  | Documents        |
|-----------------------------------|------------------|
| Upload any additional information | No File Uploaded |

#### 4.3.3 - Bandwidth of internet connection in the Institution and the number of students on campus

A. 750 Mbps

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

#### 4.3.4 - Institution has facilities for e-content development: Facilities available for e-content development Media Centre Audio-Visual Centre Lecture Capturing System (LCS) Mixing

A. All four of the above

| <b>equipments and software for editing</b>  |   |
|---|---|
| File Description  | Documents   |
| Upload any additional information   | <a href="#">View File</a>   |
| Paste link for additional information   | <a href="https://smsvaranasi.com/media-lab.html">https://smsvaranasi.com/media-lab.html</a> |
| List of facilities for e-content development (Data Template)  | <a href="#">View File</a>   |
| <b>4.4 - Maintenance of Campus Infrastructure</b>   |   |
| <b>4.4.1 - Expenditure incurred on maintenance of physical and academic support facilities, excluding salary component, during the year (INR in lakhs)</b>  |   |
| <b>918</b>  |   |
| File Description  | Documents   |
| Audited statements of accounts  | <a href="#">View File</a>   |
| Upload any additional information   | <b>No File Uploaded</b>   |
| <p>4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities – classrooms, laboratory, library, sports complex, computers, etc.</p> <p>The School of Management Sciences, Varanasi owns and operates an extensive infrastructure to deliver its teaching, learning and research programmes. The Institute has an established system for maintenance and utilisation of computers, library, classrooms, sports complex, equipment and laboratories in the campus. Attached link document provides a management framework and an outline on the allocation of responsibilities to ensure effective use and maintenance of existing infrastructure facilities. Diagrammatic representations and formats of a procedure for the maintenance of various infrastructural facilities are presented in this document. Institute has a full-fledged 'Maintenance Cell' with a Project Engineer, System Administrator, Network Engineer, Electrical Engineer, Senior Maintenance Supervisor, Junior Maintenance Supervisor and maintenance personnel. Different coordination committees with documented policy have been formed to ensure the maintenance of Infrastructure.</p> <ul style="list-style-type: none"> <li><a href="https://smsvaranasi.com/procurement-regulation/">https://smsvaranasi.com/procurement-regulation/</a></li> </ul> |   |

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | No File Uploaded  |
| Paste link for additional information | <a href="https://smsvaranasi.com/procurement-regulation/">https://smsvaranasi.com/procurement-regulation/</a> |

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefitted by scholarships and freeships provided by the Government during the year

351

| File Description  | Documents                 |
|---|---------------------------|
| Upload self-attested letters with the list of students receiving scholarships | <a href="#">View File</a> |
| Upload any additional information   | No File Uploaded          |

#### 5.1.2 - Number of students benefitted by scholarships and freeships provided by the institution and non-government agencies during the year

553

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

**5.1.3 - The following Capacity Development and Skill Enhancement activities are organised for improving students' capabilities Soft Skills Language and Communication Skills Life Skills (Yoga, Physical fitness, Health and Hygiene) Awareness of Trends in Technology**

**A. All of the above**

| File Description                              | Documents   |
|---|---|
| Link to Institutional website                 | <a href="https://smsvaranasi.com/">https://smsvaranasi.com/</a> |
| Details of capability development and schemes | <a href="#">View File</a>                                       |
| Any additional information                    | No File Uploaded  |

#### 5.1.4 - Number of students benefitted from guidance/coaching for competitive examinations and career counselling offered by the institution during the year

549

| File Description   | Documents                 |
|--|---------------------------|
| Any additional information   | No File Uploaded          |
| Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template) | <a href="#">View File</a> |

**5.1.5 - The institution adopts the following mechanism for redressal of students' grievances, including sexual harassment and ragging: Implementation of guidelines of statutory/regulatory bodies Creating awareness and implementation of policies with zero tolerance Mechanism for submission of online/offline students' grievances Timely redressal of grievances through appropriate committees**

A. All of the above

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

**5.2 - Student Progression****5.2.1 - Number of outgoing students who got placement during the year****214**

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

**5.2.2 - Number of outgoing students progressing to higher education****159**

| File Description                                  | Documents                 |
|---|---------------------------|
| Upload supporting data for students/alumni        | No File Uploaded          |
| Details of students who went for higher education | <a href="#">View File</a> |
| Any additional information                        | No File Uploaded          |

**5.2.3 - Number of students qualifying in state/ national/ international level examinations during the year****5.2.3.1 - Number of students who qualified in state/ national/ international examinations (e.g.: IIT-JAM/NET/SET/JRF/ GATE /GMAT /CAT/ GRE/ TOEFL/Civil Services/State government examinations) during the year****20**

| File Description                           | Documents                 |
|--|---------------------------|
| Upload supporting data for students/alumni | <a href="#">View File</a> |
| Any additional information                 | No File Uploaded          |

**5.3 - Student Participation and Activities****5.3.1 - Number of awards/medals for outstanding performance in sports and/or cultural activities at inter-university / state /national / international events (award for a team event should be counted as one) during the year****04**



| File Description                           | Documents                 |
|--|---------------------------|
| e-copies of award letters and certificates | <a href="#">View File</a> |
| Any additional information                 | No File Uploaded          |

### 5.3.2 - Presence of an active Student Council and representation of students in academic and administrative bodies/committees of the institution

- Representation of students in various cells like Anti Ragging Committee, Women's Anti Harassment Committee and Training & Placement Cell
  - Mr. Devesh Chaturvedi, (Student), & Ms. Sandhya Gupta (Student) represented the student council in the Anti Ragging committee.
  - Ms. Priyam Singh (MCA), Ms. Prachi Singh (MBA)

represented the student council in the Women's Anti-Harassment Committee.

- Mr. Abhishek Kumar Singh (MBA), Ms. Simran Agrawal (MBA), and

Ms. Himanshi Jaiswal (MCA) represented the Student Council in the Training & Placement Cell.

- Student body organizes events like Fresher's Party and Farewell Party for their courses and Teachers Day as well.
- During the College Foundation Day Students organize various events for the inter college competition.
- Through different student clubs they organize various events and competitions on activity day.
- Students voluntarily get involved in blood donation and economic and financial assistance to the poor.
- Ms. Anjali Singh (MBA) and Mr. Aman Singh, represented in

the Institute's Newsletter cell as members.

- Each Class has a class representative who acts as a connecting link.

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

### 5.3.3 - Number of sports and cultural events / competitions organised by the institution

10

| File Description   | Documents                 |
|--|---------------------------|
| Report of the event  | <a href="#">View File</a> |
| List of sports and cultural events / competitions organised per year | <a href="#">View File</a> |
| Upload any additional information                                    | No File Uploaded          |

### 5.4 - Alumni Engagement

5.4.1 - The Alumni Association and its Chapters (registered and functional) contribute significantly to the development of the institution through financial and other support services

#### Meetings

- 10th Annual Meeting of the Delhi Chapter of SMS Alumni Association was held on Saturday, December 12, 2023 at PHD Chamber of Commerce & Industry. New Delhi.
- 8th Annual Meeting of the Mumbai Chapter of SMS Alumni Association was held on Saturday, February 10, 2024 at Bombay Chamber of Commerce & Industry, Mumbai.
- 1st Annual Meeting of the Bengaluru Chapter of SMS Alumni Association was held on Saturday, May 18, 2024 at RBD Sarovar Portico, Bengaluru.

## 2. Activities

- SMS Alumni Association organized an Interaction by Mr. Shivam Singh (BCA 2014-17) Founder - TECHUP Technologies, Varanasi (18.10.2023)
- SMS Alumni Association organized a Guest Lecture by Mr. Indraneil Lahiry (B.Com 2014-17) Founder - Neil Fitness, Varanasi & Co-Founder - ARMA Creative Marketing Solutions (19.10.2023)
- SMS Alumni Association organized a workshop on "Navigating the Financial Maze: Crafting your blueprint for a secure future". Mr. Shivendra Singh Bisen (BBA 2007-2010) Vice-President, Lakshmishree Investment & Securities Ltd. (13.05.2024)

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | No File Uploaded  |
| Paste link for additional Information | <a href="https://smsvaranasi.com/alumni-meet.html">https://smsvaranasi.com/alumni-meet.html</a> |

### 5.4.2 - Alumni's financial contribution during the year

C. 5 Lakhs - 10 Lakhs

| File Description                  | Documents        |
|-----------------------------------|------------------|
| Upload any additional information | No File Uploaded |

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the Institution

The focus and core ideology of the School of Management Sciences, Varanasi are reflected in its Vision and Mission as mentioned below:

**Vision:** To become a constantly growing centre of excellence

nurturing global-centric professional leadership based on ethical and moral attributes.

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

- The Director is the Academic & Administrative Head, supported by the Registrar & Controller of Examinations, Departmental Heads, Chairpersons / Coordinators of various Committees, Finance Officer and other Section Heads.
- The various Statutory Bodies. Viz., Governing Body, Academic Council, Board of Studies, and Finance Committee provide administrative guidelines and impetus to the day-to-day functioning of the Institution.
- The Director ensures seamless administration systematically and encourages participative leadership by involving various stakeholders at different appropriate levels of decision-making, needs assessment, budgetary requirements, academic standards, examination & evaluation, policy-making, and progression in innovation & research to attain mission and vision contributing to sustainable socio-economic development through globally-competitive competence.
- SMS-IQAC and the Planning & Monitoring Structure (PMS) of the Institute are in place and assist in the overall governance.

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | No File Uploaded  |
| Paste link for additional Information | <a href="https://smsvaranasi.com/vision-and-mission.html">Link: https://smsvaranasi.com/vision-and-mission.html</a> |

6.1.2 - Effective leadership is reflected in various institutional practices such as

## decentralization and participative management

- Institute follows a decentralized and transparent mechanism in management, administration, academic & financial affairs which is visible in its delegation of responsibilities through its Planning & Monitoring Structure (PMS) from top-level management to lower levels.
- The Constitution of Statutory Bodies, Viz., Governing Body, Academic Council, Board of Studies, and Finance Committee is systematically carried out with specified functions and responsibilities as per the guidelines of the regulatory bodies. The Governing Body is the highest decision-making body which formulates/amends rules & regulations, and delegate power & responsibilities. Governing Body along with others statutory bodies plays a major role in the policy making of governance, academics, finance, research and teaching-learning.
- At the department level, HODs are aided in decision-making by the course coordinators, co-coordinators, member secretary of the BoS, and other faculty colleagues. HODs also as members of the Governing Body are instrumental in formulating a development roadmap for the departments and the institution.
- Stakeholders including Faculty & Staff, Students, Alumni, Employers, Industry Experts, Educationist, and Community representatives are in various functional committees of the institution. A democratic approach is set up in the decision-making process with the participation of all the various stakeholders.

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

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

| File Description  | Documents   |
|---|---|
| Upload strategic plan and deployment documents on the website | <a href="#">View File</a>   |
| Upload any additional information                             | No File Uploaded  |
| Paste link for additional Information                         | <a href="https://iqac.smsvaranasi.com/mandatory_disclosure.htm">https://iqac.smsvaranasi.com/mandatory_disclosure.htm</a> |

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ Perspective plan has been clearly articulated and implemented

SMS Varanasi has a strong strategic plan in the name of 'Vision Statement - 2033', prepared for 10 years, aiming to achieve the formulated objectives both in a short run of 5years as well as in the long run covering 10 years. This document envisages the following Strategic Issues with clearly formulated objectives -

- Student Development.
- Industry Collaboration
- International Corroboration
- Accreditation & Ranking
- Faculty Development
- Research & Innovation
- Aluminum Network
- Infrastructure
- Branding, and
- Moving towards the status of Private University.
- The above plan is deployed through a regular roadmap of actions, day-to-day activities, resource allocation and involving all stakeholders at different desired levels through the SMS-IQAC and Planning & Monitoring Structure

(PMS) for ensuring performance and quality, measured at regular intervals so as to ensure a clarity in achieving the Strategic Plan - Vision - 2033.

| File Description                                       | Documents   |
|--|---|
| Strategic Plan and deployment documents on the website | <a href="#">View File</a>   |
| Paste link for additional information                  | <a href="https://iqac.smsvaranasi.com/mandatory_disclosure.htm">https://iqac.smsvaranasi.com/mandatory_disclosure.htm</a> |
| Upload any additional information                      | No File Uploaded  |

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

- Governing Body of the Institute provides a broad outline on the quality policy & practices for the Institutes functioning while the Academic Council ensures its proper execution and monitoring from time to time pertaining to academic matters.
- The Director as the Head of the Institution exercise all academic and administrative powers, collects feedback its functionaries and ensures their timely compliances.
- Board of Studies for various departments continuously reviews the curricular framework for all the courses ensuring their relevance to the Industry.
- The Registrar & Controller of Examination oversees all delegated administrative activities along with timely organising examinations & declaration of results.
- The Internal Quality Assurance Cell (IQAC) continuously monitors and ensures that quality issues are addressed appropriately.
- The Finance Committee remains vigilant on all financial transactions throughout the year and continuously monitors the same.

- Course Coordinators ensure the everyday functioning of the classes with proper coordination with the faculty members.
- Various Committees & Cells ensure the development of action plans & activities, and their scheduling and implementation are undertaken systematically under the close supervision of the Director.
- A robust HR Policy is in place with well-drafted service rules & procedures.

| File Description                                    | Documents   |
|---|---|
| Paste link to Organogram on the institution webpage | <a href="https://iqac.smsvaranasi.com/mandatory_disclosure.htm">https://iqac.smsvaranasi.com/mandatory_disclosure.htm</a> |
| Upload any additional information                   | <a href="#">View File</a>   |
| Paste link for additional Information               | Nil   |

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

A. All of the above

| File Description  | Documents                 |
|---|---------------------------|
| ERP (Enterprise Resource Planning) Document                     | <a href="#">View File</a> |
| Screen shots of user interfaces                                 | <a href="#">View File</a> |
| Details of implementation of e-governance in areas of operation | <a href="#">View File</a> |
| Any additional information                                      | <a href="#">View File</a> |

### 6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff and avenues for their career development/ progression

**For Teaching Staff:**



- Well defined leave rules including Casual, Duty, Compensatory, Study, Sabbatical, Medical, Special, Maternity and Earned Leave.
- Contribution to EPF & ESI.
- Provision for Interest-free Short-term Loans.
- Provision for Incentives to Best Performers.
- Provision for Increment for Ph.D. completion.
- Provisions to avail Duty Leave to attend seminars/conferences, etc.
- Provision for complete reimbursement of all the expenses for attending Conferences/Seminars/FDPs, Etc.
- Tuition-fee waiver scheme for their wards.
- Group Insurance scheme.
- Medical Insurance
- Transportation Facility.
- Ambulance and Medical Facility.
- Medical Facilities through institutional Tie-ups with hospitals.
- Recognition for completing 10/15/20/25 years of service at the Annual Day Event.
- Seed money for Research work.
- Free participation for all in the in-house Faculty Development Programmes (1 FDP every year)
- Research and Publication Incentive Policy is in place for faculty contributions towards- books, chapters, research publications, etc.

For Non-teaching Staff:

- Well Defined Leave Rules Including Casual, Duty, Compensatory, Study, Sabbatical, Medical, Special, Maternity And Earned Leave.
- EPF & ESI contribution.
- Provision for Interest-free Short-term Loans.
- Provision for Incentives to Best Performers.
- Tuition-fee waiver scheme.
- Group Insurance scheme.
- Medical Insurance
- Transportation Facility.
- Ambulance and Medical Facility.
- Uniform Allowance & Food Allowance for Class IV Employees.
- Medical Facilities through institutional Tie-ups with hospitals.
- Free participation in all in-house trainings.
- Recognition for completing 10/15/20/25 years of service at the Annual Day Event.
- Free participation for all in the in-house Staff Development Programmes (1 SDP every year).

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

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

39

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

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

03

| File Description   | Documents                 |
|--|---------------------------|
| Reports of the Human Resource Development Centres (UGC HRDC/ASC or other relevant centres) | <a href="#">View File</a> |
| Upload any additional information  | No File Uploaded          |

### 6.3.4 - Number of teachers who have undergone online/ face-to-face Faculty Development Programmes during the year: (Professional Development Programmes, Orientation / Induction Programmes, Refresher Courses, Short-Term Course, etc.)

61

| File Description  | Documents                 |
|---|---------------------------|
| Summary of the IQAC report  | <a href="#">View File</a> |
| Reports of the Human Resource Development Centres (UGC ASC or other relevant centers) | <a href="#">View File</a> |
| Upload any additional information   | No File Uploaded          |

## 6.4 - Financial Management and Resource Mobilization

### 6.4.1 - Institution conducts internal and external financial audits regularly

Yes, the institute regularly conducts financial audits usually at the end of every financial year. Financial audits are a

regular and compulsory process at the institute for monitoring the financial processes and the financial statement clearly reflect the same in the balance-sheet.

- Internal Financial Audits are conducted regularly as required for monitoring the book-keeping errors, if any that may have occurred in the due course. A Six-monthly audit is conducted apart from the regular financial audit that is conducted annually at march end i.e., end of every financial year.
- External Financial Audit is conducted by a team of certified Chartered Accountants at the end of every financial year.

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

#### 6.4.2 - Funds / Grants received from non-government bodies, individuals, and philanthropists during the year (not covered in Criterion III and V) (INR in lakhs)

0

| File Description  | Documents                 |
|---|---------------------------|
| Annual statements of accounts   | No File Uploaded          |
| Details of funds / grants received from non-government bodies, individuals, philanthropists during the year | <a href="#">View File</a> |
| Any additional information  | No File Uploaded          |

#### 6.4.3 - Institutional strategies for mobilisation of funds and the optimal utilisation of resources

- The institute's Finance Committee ensures an effective and efficient utilization 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 and presented to the Governing Body for needful evaluation and final approval after the approval of the institute's Finance Committee.
- Corresponding funds are allocated for needful utilization and continuously monitored by the Finance Committee to adhere to the optimal utilization of funds.
- Research & Development (R&D) Wing under its bodies - Centre for Advanced Research & Development, Centre for Public Policy Development & Institution Innovation Council ensures an effective mobilization of funds and optimal utilization of resources towards a meaningful enrichment and dissemination of the intellectual capital of SMS, including grants, consultancy projects, research papers, books, chapters, monographs, etc. of the faculty, and further providing the guidelines & incentives through robust Consultancy/Incentive Policy to them for the same.

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

## 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing quality assurance strategies and processes visible in terms of incremental improvements made during the preceding year with regard to quality (in case of the First Cycle): Incremental improvements made during the preceding year with regard to quality and post-accreditation quality initiatives (Second and subsequent cycles)

As per the Norms, SMS has a well-defined framework for internal quality assurance through its Internal Quality Assurance Cell (IQAC) that continuously monitors all the academic as well as administrative activities in the Institute. An Internal audit of academic activities is conducted at the end of every semester. In addition to this, performance review in various

courses is taken by the Director on weekly basis.

- SMS has implemented a robust Research and Publication Incentive Policy for faculty contributions towards - books, chapters, research publications, patents etc., and as a result faculty engagement towards research oriented activities have increased. It also has provisions for funding of seed money for research work.
- The Institute has continuously encouraged its Faculty & Staff members to participate in conferences/workshop/personality development programs and become members in professional bodies by providing financial assistance for the same. There has been a significant increase in number of Faculty & Staff members who have received financial assistance for such Workshop/Conferences/ Memberships Fees.

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

6.5.2 - The institution reviews its teaching-learning process, structures and methodologies of operation and learning outcomes at periodic intervals through its IQAC as per norms

- A Weekly Performance Review is conducted for all the UG & PG by the Director & HoDs, with Course Coordinators and Concerned Faculties w.r.t. course progress in accordance with the planned academic calendar, teaching pedagogy, number of lectures planned, engaged and topics covered.
- Esudhar- A Feedback System monitors the teaching & learning process regularly by collecting the feedbacks during every semester from students in online mode.
- Academic Council and Board of Studies regularly reviews the institution's teaching learning process so as to ensure that the teaching pedagogy is focused on high

quality outcome-based education (OBE). The Academic Council & Board of Studies (BoS) of the institute look-after the structures & methodologies of operations of various courses. In this direction as per the directives of SMS-IQAC the curriculum framework is regularly reviewed and updated for all the UG & PG courses of the institute.

The SMS-IQAC ensures that the papers for the sessional as well as semester examinations are devised as per the blooms taxonomy and the student's marks are recorded against their respective course outcomes (COs) in the specially designed answer-sheets. Furthermore, learning outcomes are calculated based on CO & PO scores tabulated for all the courses. IQAC analyses these learning outcomes and formulates strategies for further incremental improvement.

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

**6.5.3 - Quality assurance initiatives of the institution include Regular meeting of the IQAC Feedback collected, analysed and used for improvement of the institution Collaborative quality initiatives with other institution(s) Participation in NIRF Any other quality audit recognized by state, national or international agencies (such as ISO Certification)**

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

| File Description   | Documents   |
|--|---|
| Paste the web link of annual reports of the Institution            | <a href="https://igac.smsvaranasi.com/AnnualReport.htm">https://igac.smsvaranasi.com/AnnualReport.htm</a> |
| Upload e-copies of accreditations and certification                | <a href="#">View File</a>   |
| Upload details of quality assurance initiatives of the institution | <a href="#">View File</a>   |
| Upload any additional information                                  | <a href="#">View File</a>   |

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

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

- Gender equity stands as a paramount requirement for Higher Educational Institutes (HEIs), in present era where individuals from diverse backgrounds converge under one institutional identity.
- SMS Varanasi has diligently pursued gender equity sensitization through a myriad of measures. The institute has organized numerous seminars, workshops, and commemorated significant days to underscore the importance of gender equality.
- Throughout the year, renowned experts from both corporate and academic spheres have delivered insightful lectures on ensuring safety and security for all genders. International Men's Day and Women's Day were celebrated zealously on campus, fostering inclusivity and awareness.
- Moreover, Gender Equity Entrepreneurship development programs have been conducted to nurture entrepreneurial skills among students. Workshops focusing on vital aspects like nutrition, personal hygiene, and health awareness have been instrumental in promoting holistic well-being.
- The institute has also introduced categorizations in the



admission process and conducted events like Sports Fest, Adharshila and Activity Days to ensure neutrality and fairness for all genders. Active student engagement in Social work and NSS Programs underscores their commitment to societal welfare.

- Furthermore, the provision of CCTV cameras, counseling services, and common rooms demonstrates SMS Varanasi's dedication to ensuring the security and well-being of all faculty, students, and staff members.

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

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

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

| File Description               | Documents                 |
|--------------------------------|---------------------------|
| Geotagged Photographs          | <a href="#">View File</a> |
| Any other relevant information | No File Uploaded          |

**7.1.3 - Describe the facilities in the institution for the management of the following types of degradable and non-degradable waste (within a maximum of 200 words)**

- Addressing environmental pollution and managing waste effectively are critical concerns for any institution.
- SMS Varanasi is committed to creating a green campus and has implemented various initiatives to manage both degradable and non-degradable waste efficiently. The institute has established sanitary landfill and in-house disposal facilities for the systematic collection of dry and wet waste.

- Dedicated staff members oversee the segregation and disposal of solid and liquid waste using separate waste collection containers. Additionally, NSS members actively participate in waste collection and disposal efforts, ensuring a clean environment.
  - To manage electronic waste responsibly, SMS Varanasi has established a mechanism for the disposal of outdated computer systems and other electronic items. The institute has partnered with M/S E-Waste Recyclers India for e-waste management services and has implemented a wastewater recycling system on campus. Notably,
  - SMS Varanasi generates no biomedical, hazardous chemical or radioactive waste. Regular meetings and discussions with staff, faculty, and students emphasize the importance of maintaining a clean, green campus.
- 
- Solid waste management
  - Liquid waste management
  - Biomedical waste management
  - E-waste management
  - Hazardous chemicals and radioactive waste management
  - Waste recycling system

| File Description  | Documents                 |
|---|---------------------------|
| Relevant documents like agreements/MoUs with Government and other approved agencies | <a href="#">View File</a> |
| Geotagged photographs of the facilities   | <a href="#">View File</a> |
| Any other relevant information  | No File Uploaded          |

**7.1.4 - Water conservation facilities available in the Institution: Rain water**

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

harvesting Bore well /Open well recharge  
Construction of tanks and bunds Waste  
water recycling Maintenance of water  
bodies and distribution system in the  
campus

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

### 7.1.5 - Green campus initiatives include

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

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

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

| File Description   | Documents                 |
|--|---------------------------|
| Geotagged photos / videos of the facilities                        | <a href="#">View File</a> |
| Various policy documents / decisions circulated for implementation | <a href="#">View File</a> |
| Any other relevant documents                                       | No File Uploaded          |

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

**7.1.6.1 - The institution's initiatives to preserve and improve the environment and harness energy are confirmed through the following:**

- 1. Green audit**
- 2. Energy audit**
- 3.Environment audit**
- 4.Clean and green campus recognitions/awards**
- 5.Beyond the campus environmental**

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

|   |                           |                                     |
|---|---------------------------|-------------------------------------|
| promotional activities  |                           |                                     |
| File Description  | Documents                 |                                     |
| Reports on environment and energy audits submitted by the auditing agency   | <a href="#">View File</a> |                                     |
| Certification by the auditing agency  | <a href="#">View File</a> |                                     |
| Certificates of the awards received   | No File Uploaded          |                                     |
| Any other relevant information  | No File Uploaded          |                                     |
| <b>7.1.7 - The Institution has a disabled-friendly and barrier-free environment: Ramps/lifts for easy access to classrooms and centres Disabled-friendly washrooms Signage including tactile path lights, display boards and signposts Assistive technology and facilities for persons with disabilities: accessible website, screen-reading software, mechanized equipment, etc. Provision for enquiry and information: Human assistance, reader, scribe, soft copies of reading materials, screen reading, etc.</b> |                           | <b>A. Any 4 or all of the above</b> |
| File Description  | Documents                 |                                     |
| Geotagged photographs / videos of facilities  | <a href="#">View File</a> |                                     |
| Policy documents and brochures on the support to be provided  | <a href="#">View File</a> |                                     |
| Details of the software procured for providing assistance   | <a href="#">View File</a> |                                     |
| Any other relevant information  | No File Uploaded          |                                     |
| <b>7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e. tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic and other diversities (within a maximum of 200 words).</b>  |                           |                                     |
|   |                           |                                     |

- Fostering an inclusive environment that embraces regional, cultural, and socioeconomic diversity is paramount for the holistic development of any educational institution.
- SMS Varanasi stands committed to this ethos, exemplified by its vibrant initiatives. The institute celebrates its foundation day, Adharshila, and organizes Activity Days, hosting a plethora of cultural events and skits showcasing the rich tapestry of our heritage.
- With Varanasi being a melting pot of diverse cultures and religions, SMS Varanasi has adopted five neighboring villages, engaging in regular interactions and organizing programs like plantation drives, cleanliness campaigns, and voter awareness initiatives and celebrated days like Hindi Divas and Teachers Day. Faculty members, hailing from various regions and speaking different languages, actively contribute to nurturing an inclusive environment on campus. Students embark on visits and campaigns to different Ghats of Varanasi, advocating for better education, economic development, and communal harmony. The adoption of these villages not only enriches their cultural pride but also uplifts their economic well-being.

| File Description   | Documents                 |
|--|---------------------------|
| Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution) | <a href="#">View File</a> |

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

- The nation's progress hinges upon the dissemination of proper education, particularly among its student populace. SMS Varanasi is actively engaged in promoting awareness of constitutional values, rights, duties, and responsibilities through a variety of events, workshops, and campaigns.

- The institute observes national events such as Independence Day on August 15th and Republic Day on January 26th with due reverence and adherence to protocols.
- Additionally, the campus celebrates the birthdays of eminent personalities, along with commemorative days like Women's Day, Teachers' Day, and Yoga Day, highlighting the significance of constitutional values.
- A stringent Code of Conduct for faculties and staff, along with a Rule Book for students, ensures adherence to established norms on campus. Special workshops on the duties and responsibilities of citizens are conducted regularly, emphasizing civic engagement.
- The institution also fosters human values and sportsmanship through events like Sports Fest Day. Moreover, awareness programs on voting rights, diseases like Tuberculosis and AIDS and civic duties are organized to educate citizens about their role in the democratic process.
- The National Service Scheme Unit at the campus plays a pivotal role in spreading awareness about constitutional rights through various events and programs held throughout the year.

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

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

**A. All of the above**

**professional ethics programmes for students, teachers, administrators and other staff Annual awareness programmes on the Code of Conduct are organized**

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

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

- The vibrant culture of our nation is reflected in the joyous celebrations and observances of various festivals and days, which serve to unify people across diverse backgrounds.
- SMS Varanasi embraces this cultural richness by organizing and commemorating numerous national, international, and commemorative events and festivals.
- For instance, International Women's Day, National Unity Day, and World Literary Day are celebrated through workshops and lectures, enlightening participants about the importance of women's empowerment, unity, and literacy.
- The institute observes national days such as Independence Day and Republic Day with solemnity, followed by cultural festivities. Furthermore, events like World Environment Day and World Energy Conservation Day feature expert-led lectures and student pledge to promote sustainability.
- Teachers' Day is celebrated with students organizing various activities to honor their educators, fostering a

spirit of gratitude and respect.

- Additionally, festivals like Holi and Diwali are joyously celebrated with faculty and staff exchanging sweets, colors, and gifts, strengthening bonds within the SMS Varanasi community.

| File Description   | Documents                 |
|--|---------------------------|
| Annual report of the celebrations and commemorative events for during the year | <a href="#">View File</a> |
| Geotagged photographs of some of the events                                    | <a href="#">View File</a> |
| Any other relevant information   | No File Uploaded          |

## 7.2 - Best Practices

7.2.1 - Provide the weblink on the Institutional website regarding the Best practices as per the prescribed format of NAAC

### Best Practices

1. Promotion of Environment-friendly Approach

2. Inculcation of social sensitivity among students

[http://iqac.smsvaranasi.com/best\\_practices.html](http://iqac.smsvaranasi.com/best_practices.html)

| File Description                            | Documents   |
|---|---|
| Best practices in the Institutional website | <a href="http://iqac.smsvaranasi.com/best_practices.html">http://iqac.smsvaranasi.com/best_practices.html</a> |
| Any other relevant information              | Nil   |

## 7.3 - Institutional Distinctiveness

7.3.1 - Highlight the performance of the institution in an area distinct to its priority and thrust (within a maximum of 200 words)



## Promoting Spiritual & Ethical Value-based Professional Education and Practices

In sync with its Vision and mission to nurture professional leadership based on ethical and moral attributes, the Institute has a special thrust on promoting a value-based culture.

The Context: Business schools today are expected to prepare future managers and business leaders who are not only expected to excel in business skills but also act as an ethical and responsible corporate citizen. They should have social sensitivity and a moral & ethical compass for responsible and sustainable behavior.

The institute has a dedicated Centre for Spiritualism and Human Enrichment (C-SHE). The activities include:-

- The Proper amalgamation of spiritual & ethical value-based content along with the curriculum.
- Organizing National and International conferences on issues like values, ethics, spirituality, leadership, IKSetc.
- Publishing a bi-annual journal 'Purushartha' based on spirituality, ethics, and management. The journal is fully indexed with Scopus, and Elsevier and is also enlisted among UGC CARE-approved journals.
- Enriching the Institute library with study material on spirituality.

### Steps Taken:-

- The institution has attracted scholars from renowned global institutions in its conferences, hi-life lecture series, and workshops.
- The institute has published four books on the Indian Knowledge system through its Centre for Spiritualism and Human Enrichment.
- The Institute gets acknowledgement from corporate houses

regarding the students exhibiting appreciable ethical and moral attributes during working transactions. These are certainly the testimony of the success of the practice underReference.

| File Description                              | Documents   |
|---|---|
| Appropriate link in the institutional website | <a href="https://iqac.smsvaranasi.com/institute_distinctiveness.htm">https://iqac.smsvaranasi.com/institute_distinctiveness.htm</a> |
| Any other relevant information                | No File Uploaded  |

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

The IQAC proposes to initiate the following for the upcoming session-

1. To organise a Faculty development programme on contemporary research tools like PLS-SEM, Questionnaire development etc and staff development programmes on relevant issues to upkeep their skills.
2. To make efforts to facilitate more contributions towards social causes.
3. To organise an International Conference to promote the Indian Knowledge System
4. To facilitate research work among faculties and assist them in seeking projects
5. To increase faculty publications with quality
6. To Organise more faculty and administrative training programs
7. To host more Guest lectures and HR Conclave to upkeep the knowledge of the students
8. To start new Alumni chapters in few more cities