

# Annual Quality Assurance Report (AQAR) (2017-18)



Submitted to

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**Bangalore, India**

**Knowledge, Skill, Values** \_\_\_\_\_



**IPS ACADEMY**

**71 Courses, 60 Acre Campus**

**Knowledge Village, Rajendra Nagar, A.B. Road, Indore**

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**Website: [www.ipsacademy.org](http://www.ipsacademy.org)**

# The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2017 to June 30, 2018)

## Part – A

### 1. Details of the Institution

1.1 Name of the Institution	<b>IPS Academy, Indore</b>
1.2 Address Line 1	<b>Knowledge village, Rajendra Nagar A.B. Road, Indore</b>
Address Line 2	-
City/Town	<b>Indore (M.P.)</b>
State	<b>Madhya Pradesh</b>
Pin Code	<b>452012</b>
Institution e-mail address	<b>registrar@ipsacademy.org</b>
Contact Nos.	<b>0731-4014502</b>
Name of the Head of the Institution:	<b>Dr. Premlata Gupta – Principal</b>
Tel. No. with STD Code:	<b>O: 0731-4014579</b>
Mobile:	<b>+91 9425054515</b>
Name of the IQAC Co-ordinator:	<b>Dr. Sanjay Nagar</b>
Mobile:	<b>+91 9893348496</b>

IQAC e-mail address:

naac@ipsacademy.org

1.3 NAAC Track ID

MPCOGN 15164

1.4 Website address:

www.ipsacademy.org

Web-link of the AQAR:

http://www.ipsacademy.org/aqar-17-18/

### 1.5 Accreditation Details

Sl.No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B	2.73	2014	05 Years
2	2 <sup>nd</sup> Cycle				
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.6 Date of Establishment of IQAC:

2<sup>nd</sup> April, 2013

1.7 AQAR for the year (for example 2010-11)

2017-18

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- i. AQAR 2014-15 \_\_\_ 30/12/2018 \_\_\_\_\_ (DD/MM/YYYY)4
- ii. AQAR 2015-16 \_\_\_ 30/12/2018 \_\_\_\_\_ (DD/MM/YYYY)
- iii. AQAR 2016-17 \_\_\_ 30/12/2018 \_\_\_\_\_ (DD/MM/YYYY)
- iv. AQAR\_2017-18 \_\_\_ 30/12/2018 \_\_\_\_\_ (DD/MM/YYYY)

1.9 Institutional Status

University

State

Central Deemed

Private

Affiliated College

Yes

No

Constituent College Yes  No   
 Autonomous college of UGC Yes  No   
 Regulatory Agency approved Institution Yes  No   
 (eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education  Men  Women

Urban  Rural  Liberal

Financial Status Grant-in-aid  UGC 2(f)  UGC 12B   
 Grant-in-aid +Self Financing  Totally Self-financing

### 1.10 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI(Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

1.11 Name of the Affiliating University (for the Colleges)

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

University with Potential for Excellence  UGC-CPE

DST Star Scheme  UGC-CE

UGC-Special Assistance Programme  DST-FIST

UGC-Innovative PG programmes  Any other (*Specify*)

UGC-COP Programmes

## 2.IQACComposition and Activities

2.1No. of Teachers

2.2No. of Administrative/Technical staff

2.3No. of students

2.4No. of Management representatives

2.5No. of Alumni

2. 6No. of any other stakeholder and community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No.  Faculty

Non-Teaching Staff  Students  Alumni  Others

2.12Has IQAC received any funding from UGC during the year? Yes  No

If yes, mention the amount

### 2.13Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.  International  National  State  Institution Level

(ii) Themes

1. TRAINING ON OUTCOME BASED EDUCATION
2. TRAINING ON ONLINE ERP

## 2.14 Significant Activities and contributions made by IQAC

- 1 IQAC is constantly evaluating the working of departments through the Departmental Quality Assessment Cells.
- 2 The IQAC is enhancing awareness on student support services
- 3 IQAC encourages the research based work culture.
- 4 IQAC encourages departments to appear for NIRF. Department of Management was placed in the rank band of 76 to 100 in the NIRF ranking 2017-18
- 5 The MOU with National Stock Exchange for conduct of NCCMP program for Management PG Students was extended. Beginners module of Finance was offered to graduate management students
- 6 Conducted remedial classes for SC/ST/OBC/minority students.
- 7 Conducted remedial classes for academically weak students to enhance their learning capabilities.
- 8 The ERP was upgraded to online mode.
- 9 Training was imparted to the faculty members to prepare the proposal which is to be submitted to various Agencies like MPCOST, DBT, DST, UGC-DAE-CSR Indore etc
- 10 Received funds from various agencies such as MPCOST, UGC-DAE-CSR Indore, IAPT, IESS etc. to organize research programmes and seminars.
- 11 Science club was introduced to promote the scientific culture among students.
- 12 Increase in bandwidth of internet for faster retrieval of information.
- 13 Centralised file sharing system for smooth working of IQAC cell with departmental login at institutional level.

## 2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality Enhancement and the outcome achieved by the end of the year \*

Plan of Action	Achievements
1. All activities of the college were planned at the beginning of the year	1. All departments successfully executed the planned activities
2. All departments are required to submit a departmental budget to be approved by BOG in the beginning of the academic year.	2. As per approved budget, Head of Department's have a free hand to utilize the budget under various heads.
3. Interdepartmental audit of academic activities are planned	3. Interdepartmental audit were conducted by the team of Head of Department's to cross check and verify the academic activities.
4. Plan major activities during the year in the sphere of extension activities and Institutional Social Responsibility	4. The active participation of students in NSS activities was increased wherein students participated in various programs.
5. Induction of new courses	5. MBA (Tourism Management) has been started.

6. Proposed to get funds from various funding agencies.	6. Rs. 75,000/- from IAPT to Department of Physics for experimental workshop. Rs.1,96,200/- from UGC-DAE-CSR to Department of Physics
8. Adoption of alternative environment friendly energy sources and inculcates eco friendly practices.	8. Segregation of solid waste has been done. A system for segregation of solid waste at source has been adopted and implemented in all departments. Conversion of biodegradable waste to compost has been done for the waste generated from the mess.
9. Proposed to strengthen skill set by providing employability skills to the students.	9. The MOU with National Stock Exchange was extended to provide a certificate course NCCMP to the Post Graduate students of Management. UG Graduate Management students were also given a Beginners Module in Finance from NSE. Various certificate programs are being offered to the students.

\* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes



Management

Syndicate

Any other body

Provide the details of the action taken

AQAR placed in IQAC on September 17, 2018. After active discussions, valid suggestions were incorporated. IQAC have approved the final report and has given an approval to forward the AQAR to NAAC.

## Part – B

### Criterion – I

#### 1. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	02	-	02	-
PG	11	01	12	-
UG	12	02	14	-
PG Diploma	02	-	02	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	08	02	10	10
Others	05	-	05	-
<b>Total</b>	<b>40</b>	<b>05</b>	<b>45</b>	<b>10</b>

Interdisciplinary	04	01	05	-
Innovative	03	01	04	-

##### 1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

We follow all the academic programmes provided by the affiliating University (DAVV). However students of individual departments have flexibility in selection of specialisations.

The students of Post Graduate Programs in Management select their specialisation in the beginning of the III semester. Out of five specialisations (Marketing, Finance, HR, Operations, Systems) the student has a choice to select any two specialisations. The students of MBA (BE) select their specialisation in the II semester. Out of the two specialisations (Marketing, Finance) the student has a choice to select any one specialisations

The students of Under Graduate Programs in Management select their specialisation in the beginning of the V semester. Out of three specialisations (Marketing, Finance, HR) the student has a choice to select any one specialisation.



The students of Post Graduate programs in Chemistry opt their elective papers in the beginning of the semester III and IV. Out of 10 elective papers student opt 4 papers (Organotransition metal Chemistry, Polymer, Medicinal Chemistry, Analytical Chemistry)

The students of Post Graduate Programs in Physics opt their elective papers in the beginning of the semester IV . Out of 6 elective papers student opt 1 paper (Microprocessor and Microcontroller).

The students of Post Graduate Programs in Maths opt their elective papers in the beginning of the semester III & IV . Out of 24 elective papers student opt 4 papers (Advanced Numerical Analysis, Operations Research, Integral Transform and Fundamentals of Computer Science).

The students of B.Com (Plain), in the V semester select one group out of the three groups available. ( Finance, Marketing, Insurance and Investment)

The students of M.Com, in the IV semester select one group out of the four groups available.( Marketing Management, Financial Analysis and Control, Accounting, Taxation)

**(ii) Pattern of programmes:**

Pattern	Number of programmes
Semester	17
Trimester	-
Annual	11

1.3 Feedback from stakeholders\* Alumni  Parents  Employers  Students

*(On all aspects)*

Mode of feedback: Online  Manual  Co-operating schools (for PEI)

*\*Please provide an analysis of the feedback in the Annexure*

**1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.**

Since the institution is affiliated with Devi Ahilya Vishwavidyalaya, Indore, the syllabus prescribed by University is being followed in each department. Some of the staff members are in Board of Studies in the University. They have contributed in upgradation and revision of syllabus.

Except for BBA, BBA(FTR) and BCA all other under graduate courses have been converted to annual system and the syllabus has been modified and updated accordingly.

**1.5 Any new Department/Centre introduced during the year. If yes, give details.**

Department of Library Science, Department of Travel and Tourism
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**Criterion – II**

**2. Teaching, Learning and Evaluation**

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
168	129	25	14	-

2.2 No. of permanent faculty with Ph.D.

51
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2.3 No. of Faculty Positions Recruited (R) and Vacant(V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
05	0	0	0	0	0	0	0	5	0

2.4 No. of Guest and Visiting faculty and Temporary faculty

25	12	-
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**2.5 Faculty participation in conferences and symposia:**

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	06	33	03
Presented papers	25	14	03
Resource Persons	0	18	1
Workshops	01	14	02

**2.6 Innovative processes adopted by the institution in Teaching and Learning:**

The Institute has adopted various innovative ways in Teaching and Learning. Some of these are:

- ❖ Innovation in theory and practical curriculum
- ❖ Seminars for and by the Post Graduate students
- ❖ Continuous Comprehensive Evaluation of students through semi surprise tests, seminars,

presentations, specimen, models and assignments

- ❖ Design of electronic kits by B.Sc 6<sup>th</sup> Sem (Elex) and by M.Sc(Phy) students in the first three semesters.
- ❖ Excursion tours and educational trips for students.
- ❖ Participation in National and International Seminars for competitive edge by PG students
- ❖ Group discussions and interclass competitions on various subjective themes.
- ❖ Workshop on Experimental Physics
- ❖ Question banks
- ❖ Conducted fests like Chem-fest and Eco-fest.
- ❖ Budget Discussion
- ❖ Debate on Current Economic Issues
- ❖ Editorial and Article Reviews
- ❖ Case Studies
- ❖ Articles and Research Paper Publications
- ❖ Science Day Celebration
- ❖ Use of computer simulation techniques for demonstration of experiments
- ❖ Library Survey and Assignments
- ❖ Guest Lectures at National and International level
- ❖ Introduction of Nature club for the awareness to save environment.
- ❖ Regular progress of science club for the scientific development of students
- ❖ Regular practice of video audio lectures and online tests
- ❖ Quiz program are regularly conducted
- ❖ Training in the field of solar energy system
- ❖ Calamine lotion, soap, cream, lotions, detergent, naphthlene ball and Iodine tincture etc. have been made by students and is being used by science departments
- ❖ Faculty members involved as content expert and presenter in e- content developed in 4 quadrant in UG course for NME-ICT project of MHRD,NEW Delhi

## **2.7 Total No. of actual teaching days during this academic year**

Total – 184 teaching days

**2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple-choice Questions)**

We follow the external examination evaluation system prescribed by the affiliating University (DAVV). Continuous and comprehensive internal evaluation is followed in all departments. MCQ, Presentation, Quiz, Assignments, Comprehensive VIVA have been introduced as a part of Internal Evaluation Process. Additional CCTV cameras have been placed in all examination halls to keep strict vigilance.

2.9 No. of faculty members involved in curriculum Restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

02	02	03
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2.10 Average percentage of attendance of students

78%

2.11 Course/Programme wise Distribution of pass percentage :( 2017-18)

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.Sc. Computer Science	50	There is no provision of distinction in the University	70	30	-	100
B.Sc. Elex	20		80	20	-	100
BBA	136		68.52	14.71	-	83.23
BBA (FTR)	37		83.78	-	-	83.78
B.Sc. Biotechnology	26		42.30	57.70	-	100
B.Sc. Life Science	38		57.89	42.11	-	100
BCA	35		23	77	-	100
BCOM (Hons)	110		79.00	8.18	12.72	100
Comp. Application	63		19.05	44.45	34.92	98
Foreign Trade	42		38.09	28.57	30.95	98
Plain	57		29.82	33.336	36.84	100
TAX	48		22.91	66.66	10.41	100
MCOM			RESU LT AWAI TED			
MBA (FT)	367	78.11	14.16	-	92.27	

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
MBA (BE)	44		64.09	2.27	-	66.36
MBA(IB)	26		88.46	11.54	-	100
MBA(PT)	04		100	-	-	100
M.Sc. Physics	21		RESU LT AWAI TED			
M.Sc. Biotechnology	10		90	10	-	100
M.Sc. Chemistry	24		RESU LT AWAI TED			
M.Sc. Pharmaceutical Chemistry	02		01	01	02	10
M.Sc. Mathematics			RESU LT AWAI TED			
M.Sc. Microbiology	02		50	50	-	100
PGDM						
PGDFDM	9		100	-	-	100

### 2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

- The IQAC has assigned the responsibility to each Head of the Department to monitor the teaching learning process in respective departments.
- Head of the Department's visit regularly for proper conduction of the classes.
- The Principal of the college coordinates with various Head of Department's for smooth

functioning of the academy.

d) A detail timetable is provided with individual workload of each faculty to the Principal for smooth functioning.

e) Feedback about the teaching ability of each teacher is taken from the students. This feedback is analyzed and discussed with the concerned teacher by the Head of the Departments. Corrective measures are then taken.

f) Regular academic audit is conducted in all the departments.

### 2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	0
UGC – Faculty Improvement Programme	9
HRD programmes	22
Orientation programmes	04
Faculty exchange programme	04
Staff training conducted by the university	00
Staff training conducted by other institutions	00
Summer / Winter schools, Workshops, etc.	31
Others	02

## 2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	54			
Technical Staff	36			

### Criterion – III

## 3. Research, Consultancy and Extension

### 3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

The Faculty members are encouraged to Research activities through various modes. Some of these are:

- ❖ Eminent professors / Scientist of National repute are invited towards orientation of research in PG students.
- ❖ Encourage PG Students to publish their research outputs/ paper in peer reviewed Journal.
- ❖ Encourage faculty members to apply for major and minor research projects.
- ❖ Encourage faculty members and students to attend seminar/ workshop and present their papers.
- ❖ Apart from academic growth, financial assistance is provided to Faculty members for publication in Research Journals, participation in Conferences, Seminars etc.
- ❖ Research Scholars, teachers and students are provided with seed money for conducting research work.
- ❖ Library is upgraded and equipped with latest journal as well as databases to help in research.
- ❖ IQAC promotes faculty members to register themselves for Ph.D. and M.Phil. degrees. Special leaves are sanctioned for course work, conferences and seminars.
- ❖ The faculty members will be rewarded with cash prize of Rs. 8000/- for Research Paper published in International peer reviewed journals and cash prize of Rs. 4000/- for Research Paper published in National peer reviewed.
- ❖ Visit to RRCAT , UGC-DAE-CSR , Indore and NABL, Indore
- ❖ PG students have attended Gyan Course organised by IIT, Indore
- ❖ Various instrument have been purchased for promotion of research activities

- ❖ The faculty members have been encouraged to be registered as Ph.D. Supervisors.
- ❖ Visit to soya bean research centre and Veterinary college , Indore had been conducted
- ❖ Collaboration with National Institutes for research
- ❖ PG Students have been encouraged to avail the research facility available in any department in the campus
- ❖ Special emphasis on subscribing more and more reputed research journal viz.enlist, Delnet, Elsevier etc.
- ❖ Eminent professors / Scientist of National repute have been invited towards orientation of research in PG students.

### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	01		-
Outlay in Rs.	-	Rs.1,96,200		-

### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	117	16	02
Non-Peer Review Journals	01	-	02
e-Journals	07	02	-
Conference proceedings	26	18	02

### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS



**3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations**

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	2017-18	01	1,96,200	1,96,200
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects( <i>other than compulsory by the University</i> )	-	-	-	-
Any other(Specify) Workshop	2017-18	IAPT	75,000	75,000
Total	-	-	2,71,200	2,71,200

3.7 No. of books published i) With ISBN No.  Chapters in Edited Books

ii) Without ISBN No.

**3.8 No. of University Departments receiving funds from**

UGC-SAP  CAS DST-    
DPE  DBT Scheme/funds

**3.9 For colleges**

Autonomy  CPE  DBT Star Scheme   
INSPIRE  CE

Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	-	1	-	-	3
Sponsoring agencies	-	-	-	-	-

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From funding agency  From Management of University/College   
 Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

3.17 No. of research awards/ recognitions received by faculty and research fellows Of the institute in the year

Total	International	National	State	University	Dist	College
02		02				

3.18 No. of faculty from the Institution

who are Ph.D. Guides

and students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events:

University level  State level   
National level  International level

3.22 No. of students participated in NCC events:

University level  State level   
National level  International level

3.23 No. of Awards won in NSS:

University level  State level   
National level  International level

3.24 No. of Awards won in NCC:

University level  State level   
National level  International level

3.25 No. of Extension activities organized

University forum  College forum

NCC  NSS  Any other

**3.26**

**Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility**

Name of Activity	Objective	Theme	Date	Outcome of the activity
Pehal	To conduct recreational activities for the weaker sections of the society	Fair execution	15 <sup>th</sup> July 2017	The institute organized a fair for the kids from the slum. Food from stalls was available for free for kids from slum area. Drawing competition and sports day was simultaneously conducted with the fair. The money collected from other visitors to the fair was then used for purchasing stationary for those kids.
Balmitra	<ul style="list-style-type: none"> <li>•Supporting the primary education of underprivileged children in India</li> <li>•To help children gain different life skills.</li> <li>•To educate children about a healthy lifestyle and environmental issues.</li> </ul>	My Best Friend	31 July 2017	Project Balmitra is where summer classroom activity for underprivileged children are taken up. Under this project, children are taught music, drama, math, english, science .This project provides academic material and social support to these children to access quality education, attend school with dignity.
Cancer Care Program	To provide regular health care benefit and create awareness.	Preventive Healthcare Benefits	11 <sup>th</sup> August 2017	The students and faculty volunteers visited the cancer care unit of Pigdumber village.
Education Initiatives	To provide education and financial help to meritorious students	Education, Employability, and Livelihoods Enhancement	24 <sup>th</sup> August 2017	The Institution in association with NGO "Rope of Hope" is working towards providing financial help and education to those students who are meritorious and lack necessary resources.
Street Children	To provide shelter facility to the street children	Shelter help	1 <sup>st</sup> July 2017	The Institution in association with NGO "AnantAman" is working towards providing rainbow homes to the street

Project				children.
Village Adoption (Ralamandal Village)	To develop sense of social responsibility and sharing of social tasks	Accumulate strength to strengthen society	1 <sup>st</sup> August 2017	This project is an integrated approach and convergence of economic, environmental and social objectives to take care of the welfare of the near by areas. In this perspective, IBMR moves forward through strategic development in implementing CSR objectives of ICSR. After the analysis of the village, we adopted Ralamandal village where there is an intense requirement of our dedicated effort to transform the village.
Swachhata Abhiyaan	To create awareness on clean environmental and healthy living	Healthy living and healthy environment	21st August 2017	As part of the campaign, volunteers, known as 'ambassadors of cleanliness', have promoted indoor plumbing and community approaches to sanitation (CAS) at the village level. Creating awareness on ODF open defecation free society.
Eco-Friendly Lord Ganesh Idols	To create environmental awareness Eco-friendly Lord	Eco-friendly Lord	8 <sup>th</sup> September 2017	In order to encourage the use of clay for preparing eco-friendly Ganesh Idol and to apprise people about the disadvantages of POP Idol, the campaign 'Green Ganesh' workshop and public awareness campaign have been launched by the volunteers of ICSR. For the purpose, Eco-friendly Ganesh Idol activity was taken.
Self – Sustainability of village women	Boost confidence to face social challenges •To provide skills necessary to earn a livelihood with respect •To encourage women education •To break the social stigma of	Jhansi ki Rani	23 September 2017	To promote a more just and altruistic world, we must help women to actualize their potential and for the same objective “Self-sustainability” building a better world with women” activity was taken providing village women with access to education, training, and economic opportunities is at the heart of our approach to breaking the cycle of poverty.

	gender biasness for earning a livelihood.			
Joy of Giving	To encourage people for donation of probes and sharing happiness	“Bato aur Batte Jao”	2 - 8 October 2017	Joy of Giving It is celebrated every year. This year in the week including Gandhi Jayanti, i.e., October 2-8, and brings together people from all walks of life, to celebrate "giving". This was an opportunity for us to make a difference by donating clothes, toys, winter wear, shoes etc.
Rape awareness rally	To shine a spotlight on the prevalence of rape and sexual assault in women's lives; and, to pull apart the many myths surrounding rape, which make so many women feel that they will not be believed if they report this crime.	Rape awareness	30 October 2017	The students conducted this rally to create awareness on the lives of sexually assaulted women and they also created a Sexual Assault Response Team, a team of professionals who will work to address rape culture, sexual assault and gender discrimination, in addition to providing services focused on survivors.
Muskan	Sharing happiness with under-privileged kids	Smile at every child	15 <sup>th</sup> November 2017	Muskan project is for the kind at heart. Diwali is a festival, which is marked with reaching out to the less fortunate and making gifts of charity. These ensure that everyone can afford to have some joy during the festive season, across a community. It also gives the underprivileged some hope and respite from their lives and motivates them to look forward to a better year. In this project of our CSR activity event organised at the time of Diwali. In which the volunteer of ICSR donates sweets, clothes, crackers, etc to the underprivileged children.
AIDS Awareness	Educate youths about AIDS	Precaution is better than cure	3 <sup>rd</sup> December 2017	Flash Mob on AIDS was conducted by IBMR students at Centre in the city especially TI mall, C21 Mall, Mahalar Megamall and Chappan shops of

				Indore to create an awareness about AIDS.
Blood Donation Drive	<ul style="list-style-type: none"> <li>•This activity seeks to save precious lives through blood donations.</li> <li>•Create awareness about blood donation.</li> <li>•Educating about achieving healthy life by donating blood.</li> </ul>	Life in a drop of blood	15th December 2017	By truly following this year's World Blood Donor Day's theme "Blood Donation" camp was organized." Blood connects us all" we were pushing boundaries to achieve 100% voluntary blood donation with third consecutive year of blood donation drive
Let's fight for hunger	To share bring joy and happiness in the weaker section of the society.	Healthy living	26 <sup>th</sup> January 2018	The students of IPSA in association with robin hood army (RHA) distributed food across al the slum areas and people on street.
Eye Screening Program	To provide regular health care benefit and create awareness.	Preventive Healthcare benefits	16 February 2018	The Institution in association with NGO "AnantAman" has organized eye check up champs I the village adopted and provided eyeglasses to them
Vidyadaan	To create awareness on education and decrease the dropout rate in the slum areas and the villages adopted		27 March 2018	The CSR volunteers regularly visits the schools of nearby slum and the adopted villages to teach them and to provide counseling so that they can pursue higher education and dropout rates could be reduced.
Women empowerment program	<ul style="list-style-type: none"> <li>•To significantly enhance self-awareness in girls that directly and indirectly improve their social status.</li> <li>•To increase knowledge about maintaining self-esteem in girls</li> </ul>	Women Empowerment	19 April 2018	Women empowerment BJS Smart Girl program is formerly known as EOG (Empowerment of girls) is a unique endeavor. The underlying assumption to this program is that girls in the age of 14-18 years are emotionally vulnerable and denied equal opportunities for development as compared to boys in similar age group. Addressing this gender gap will lead to overall development in girls thereby increasing their capacities to take decisions and control over their own lives



Awareness about sanitation, hygiene and health	Create general awareness of personal hygiene	Health is Wealth	12 May 2018	The purpose of this program is to advocate children and persuade their parents and community members to build toilets and usage of dustbins.
Installation of sanitary napkin vending machine	To promote the use of napkins and provide a facility at campus	Health & Hygiene	14 June 2018	The purpose of this program is to improve personal hygiene among adolescent girls

Several activities are being conducted on a regular basis like

- ❖ Hindi Divas is celebrated for promotion of use of Hindi. Debate, essay writing, poster making activities are conducted for students and Faculty members.
- ❖ 'Manthan' an annual magazine of the Institution is published every year. Students as well as Faculty members contribute articles, poems etc for the same.
- ❖ Training in Telescope handling and sky gazing program for rural area students.
- ❖ Social Awareness Program on proportional use of pesticides in rural areas.

## Criterion – IV

### 4. Infrastructure and Learning Resources

#### 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	60 Acre	-	By Management	60Acre
Class rooms	60	-	-	60
Laboratories	15	-	-	15
Seminar Halls	09	-	-	09
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	12	01	By Management IPS Academy, Indore	13
Value of the equipment purchased during the year (Rs.)	53,26,000	2,90,200	-	56,16,200
<b>Others</b>				
Computer Labs (Specialized Facilities and equipment for teaching, learning and research etc.)	04	-	-	04
Smart Class(Technology enabled Learning Spaces)	02	-	-	02

#### 4.2 Computerization of administration and library

The college has a data management system through ERP covering various aspects of academic, administration, students' attendance, internal assessment marks, registration for further programmes and purchase of various equipment, components etc. of departments are effectively and efficiently managed through ERP system. This system has enabled a efficient and effective mechanism for documenting, monitoring and controlling various financial, academic and administrative activities

**Library:** IPS Academy has a well established internet facility within the campus. Facilities are provided for generation of barcode labels, issue of books, return of books . Electronic security gate has been installed and every book is embedded with a magnetic strip for security purpose. CCTV's system is installed at the necessary places for monitoring. There are 50 systems for the benefit of the users to browse the E-resources. Intranet and internet facility are available for the

users. The entire campus has access to Wi-Fi.

#### **Library facilities for user-**

1. **SOUL-** This Software contains information of Library books. Students and staff can search the books needed to them from this software. All the departments of the college are connected by LAN for this purpose.
2. **DELNET (Developing Library Network):**We are member of DELNET. DELNET is connected to about 500 libraries of India. The users can get books, Journals /Magazines etc. from other libraries through ILL (Inter Library Loan) facility.
3. **EBSCO-ELITE:** Library has facility of management Journals Full Text through EBSCO-ELITE.
4. **N-List-** The project entitled N List being jointly executed by the UGC INFONET Digital library consortium, INFLIBNET centre and the INDEST ASCTE consortium, IIT. Through N-List we can access more than 3,800 electronic journals, more than 80,000 e Books and bibliographic database called MathSciNet.
5. **Accord Fintech-** It is also a database for management students and students can access it in Library through internet.
6. **BOLAE (Britannica Online Academic Edition) -** Finding information with BOLAE is fast and easy. Student and staff can enjoy access to multiple resources from one location, delivering search results with a range of content including Encyclopedia articles, multimedia, related Web sites, magazines and much more. BOLAE rich resources also include Merriam Webster's pop-up Dictionary and Thesaurus, which puts vocabulary help just a mouse click away. Britannica also provides citations that appear at the bottom of each article.
7. **Britannica e-books-**The Library has 279 titles of general subject. Students can easily access hundreds of high-quality books on the subjects they are studying through a new web based service available to libraries from Britannica Digital Learning.
8. **Internet:** This facility is available to the students and staff in the library. OPAC can be availed by the users through internet.
9. **Photocopy for Students:** This facility is available to all students at concessional rate near the library.
10. **CD Writer:** CD Writer facility is available for Students /Staff on demand.
11. **CAS (Current Awareness Service)-** Students/Staff can get current information in the form of different Newspaper- Supplements; Accent/Employment news. These are updated on a regular basis in the library.

- 12. SDI (Selective Dissemination Information):** It provides pertinent information about project and research work to students/staff of their field of work.
- 13. Reference Service:** For the preparation of entrance tests like CAT,NET,GRE etc.students are given information from library about necessary Books/Journals/Magzines,etc.
- 15.** Old Question paper facility available in the library.
- 16.** News paper clipping service is also available in the library.

#### 4.3 Library services:(2017-18)

2017-18	Existing		Newly added		Total		
	No.	Value	No.	Value	No.	Value	
<b>Text Books</b>	35868	10779951.00	1054	600644	36922	11380595.00	
<b>Reference Books*</b>	6949	1535600.00	17	9180.00	6966	1544780.00	
<b>Total Books**</b>	42817	12315551.00	1071*	609824*	43888	12925375.00	
<b>Journals</b>	52	139170.00	15	22900	67	163570.00	
<b>Newspaper &amp; Magazines</b>				19+72 =91	143402	143402.00	
<b>e-Books-Pearson: Life Long</b>	239	464067	-	-	239	Paid in 2014	
<b>e-Journals &amp; E-Books -N-LIST</b>	01	5725	01	34500	As per package	2090228.00	
<b>E-Journals- EBSCO</b>	-	-	01	172461	As per package		
<b>E-Journals- IEEE</b>	-	-	01	753211	As per package		
<b>E-Journals-ASCE</b>	-	-	01	273352	As per package		
<b>E-Journals-ASTM Digital Library</b>	-	-	01	102819	As per package		
<b>E-Journals&amp; E-Books- ELESVIER</b>	-	-	01	674235	As per package		
<b>Digital Database: DELNET</b>	01	11500	01	13570	As per package		
<b>DigitalDatabase: KNIMBUS</b>	-	-	01	66080	As per package		
<b>CDs</b>	1985	-	318	-	2273		-
<b>Grand Total</b>							<b>28247950.00</b>

\*The cost of text and reference books mentioned above are included in the same invoice.

\*\*Number of the text and reference books above are only for those subjects related with NAAC.

\*\*\* Received along with the books.

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	530	350	100 Mbps	50	-	50	-	80
Added	50	50	-	-	-	-	-	-
Total	580	400	100 Mbps	50	-	50	-	80

#### 4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

- ❖ All teaching and non teaching staff are given training on basic computer fundamentals such as MS-Office tools.
- ❖ Internet is accessible to all the students and staff.
- ❖ The internet facility speed up to 100Mbps with Wi-Fi in campus Seminar Halls with multimedia (LCD, OHP, power-point facilities) is available for teaching.
- ❖ Computer facility with internet is provided to all Faculty members for academic development and research.
- ❖ E-Journals and e-books can be accessed through INFLIBNET, DELNET.
- ❖ Training on the Online ERP system being implemented has been given to teachers as well as staff, covering different modules like admission, attendance, examination marks, etc.

#### 4.6 Amount spent on maintenance in lakhs :

i) ICT	16,50,000/
ii) Campus Infrastructure and facilities	44,00,000/
iii) Equipments	11,50,000/
iv) Others	22,00,000/
<b>Total :</b>	<b>94,00,000/</b>

## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The institute has well defined committees and cells to provide adequate support to students on various fronts. These committees and cells meet regularly and the minutes of the meetings are recorded. The IQAC monitors and coordinates with all these committees and cells.

- ❖ Anti-ragging cell maintains ragging free campus
- ❖ Grievance Redressal Cell works for students support and promptly addresses their problems.
- ❖ Women’s grievance cell safeguards the rights of female students and staff and redresses complaints if any. It makes them aware of their rights as well.
- ❖ Career Management Group (Training and Placement Cell) prepares the students for campus recruitment. It also guides them on various career options available. Training related to aptitude test, group discussion, personal interviews and soft skill development is also taken care of.
- ❖ Strategic Cogitating Learning Center is committed for the wellness, success, and happiness of every single member associated with the academy.
- ❖ Student Welfare Cell along with the staff from different departments, guides students about various Scholarship schemes from the Government and helps them to avail it.
- ❖ Entrepreneur Development Cell (EDC) helps students nurture the idea of entrepreneurship.
- ❖ National Service Scheme (NSS) Cell encourages students to engage in community development activities and to take up works related to social problems.
- ❖ Industry Institute Interaction Cell has enhanced institute-industry partnership through regular guest lecturers, workshops, industrial visits,
- ❖ Sports Cell is involved in the promotion of sports for the overall development of the students. The institute has Cricket ground, Football ground, Volleyball, Basketball, Tennis, and Badminton courts. Shooting Range, Swimming Pool and Horse riding strip within the campus is the unique facility available to our students.
- ❖ Cultural Cell is involved in conduct of cultural activities at the central level. Various activities are also conducted at the department level. The cell celebrates all cultural events like Matki Phod, Garba, Dusshera, Deepawali, Kite festival, Basant Panchami, Holi, Gudi Padwa for students and staff.
- ❖ **Anti Sexual Harassment Cell** has been formed as per guidelines of UGC New Delhi vide “Saksham” page 85. The cell has been working on prevention, prohibition and redressal of sexual harassment in the campus.

## 5.2 Efforts made by the institution for tracking the progression

- ❖ The academic progress of the students is continuously monitored and assessed. The Comprehensive Continuous Internal Evaluation helps to ascertain their academic standards and the improvement therein. Remedial measures are accordingly implemented.
- ❖ Result Analysis enables easy understanding of the performance level and helps to evaluate the teaching methodology and pedagogy.
- ❖ The students are trained for aptitude tests, personal interviews and group discussions which are an integral part of the campus recruitment process.
- ❖ Value added courses have been introduced to bridge the gap between industry and the academia.
- ❖ Parents are invited at least once every semester to discuss the progress of their wards. This is in addition to the regular monitoring of the student's progress by their respective mentors.
- ❖ Tutors are appointed as per the tutorial system in the college. They maintain the record about the student's performance in classroom learning and their participation in extracurricular activities. On the basis of the analysis of the data, proper guidance is provided to the students and their parents.
- ❖ Personal guidance, on both academic and non-academic matters, is provided to the students through mentoring in the College at multiple levels. Besides the course teachers, each class has a class coordinator, whom the students can approach for academic and personal counselling.
- ❖ Keeping personal contacts with pass out students to understand their progression.
- ❖ Arranging formal or informal get-together through alumni meets
- ❖ Participation of student in workshops and conferences
- ❖ Pre practical examination are being organised
- ❖ Model question papers are made available
- ❖ Session have been taken by advanced learner to slow learner
- ❖ Remedial classes for weak student have been organised regularly
- ❖ One to one teacher-student interaction

### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2783	1176	42	-

### (b) No. of students outside the state

57
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(c) No. of international students

NIL

Men	No	%	Women	No	%
	2623	65.55		1378	34.45

Last Year (2016-17)						This Year (2016-17)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
2123	149	92	1108	-	3472	2482	176	104	1239	-	4001

Demand ratio 1:1.15

Dropout % -

#### 5.4 Details of student support mechanism for coaching for competitive examinations (If any)

The Career Management Group (CMG) arranges experts from various agencies involved in training for competitive exams and conducts seminars for the students. 17 seminars on Management Entrance, Studies Abroad, GATE, UPSC/PSC etc. have been conducted in the Institution. Aptitude training is also given in house which helps students not only in campus recruitment tests but in other competitive exams like CAT, CMAT etc.

No. of students beneficiaries

#### 5.5 No. of students qualified in these examinations

NET  SET/SLET  GATE  CAT   
IAS/IPS etc  State PSC  UPSC  Others

#### 5.6 Details of student counselling and career guidance

- ❖ The College Career and Counselling Centre makes the students aware of demands, opportunities in future career and guides them for Personality Development, Effective Communication Skills, Soft Skills etc.
- ❖ The **Student Counselling Centre** extends counselling assistance to students with psychological, academic and social concerns. These services are provided on appointments that seek to enable students to function effectively and improve their wellness quotient. Students with serious psychological problems are referred to a psychiatrist or a clinical psychologist for further evaluation. The centre also conducts workshops for staff and students on counselling



and life skills.

- ❖ The **Placement Cell** provides comprehensive services in the area of training, options regarding higher studies, internships and full-time placements for both undergraduate and post-graduate students.
- ❖ For students of schools, we have a well organized counselling cell for this task. The counselling cell has highly qualified, experienced and trained career counsellors. These counsellors visit schools located in various cities in urban, rural and tribal belt, across the country, where they organize career counselling sessions for the students. In these sessions first of all the students are motivated to go for further education by explaining the importance of higher education in career building. Then the students are informed of various career options available to them after completing their school education. Detailed power point presentation is delivered and informative brochures are distributed to the students informing about the courses available to science, commerce, management etc.
- ❖ The students are also guided to choose a particular course depending upon their interest, skills and aptitude. The students are also provided with the information about the best institutes in the country and abroad for various courses. There is an open house and the counsellors encourage the students to ask questions about their doubts.

**No. of students benefitted**

572

### 5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
57	710	473	33

### 5.8 Details of gender sensitization programmes

- ❖ On 27<sup>th</sup> and 28<sup>th</sup> January 2018 training was held for the faculty members of the Institution, conducted by BJS, by the facilitator Mrs. Amita Jain. These trainers were coached as Master trainer under the guidance of Mr. Praful Parakh.
- ❖ NSS and Women's grievance cell play major roles in bringing the confidence level of girls to take lead role in the society.
- ❖ Sexual Harassment Cell and Women's Cell are established and they are functional.
- ❖ During the orientation session on the first day the female students have been made aware

of the functioning of these cells.

- ❖ The names of members as well as their contact numbers of these cells has been displayed at prominent locations.
- ❖ The Core Cultural Committee organized various program on the occasion of International Women's Day on 8th March 2018. Medical checkup camp has been organized for health awareness of female staff and sports activities for Class IV women staff, cultural activities have been organized for teaching and non teaching staff

## 5.9 Students Activities

### 5.9.1 No. of students participated in Sports, Games and other events

State/ University level  National level  International level

No. of students participated in cultural events

State/ University level  National level  International level

### 5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level  National level  International level

Cultural: State/ University level  National level  International level

## 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	101	1791185
Financial support from government	918	13313951
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

**5.13 Major grievances of students (if any) redressed:**

9

## Criterion – VI

### 6. Governance, Leadership and Management

#### 6.1 State the Vision and Mission of the institution

##### **VISION**

IPS Academy aims to be a world class global university, dedicated to creation, application, dissemination of knowledge, skills, spirit of competitive excellence, building up generations of global citizens and value driven professionals for the corporate world

##### **MISSION**

To create professional manpower of the highest order for meeting the current and future demand of industry. To nurture entrepreneurship capabilities amongst the students creating job providers instead of job seekers. To foster research and development culture in close interaction with the industry promoting synergetic partnership with the industry.

#### 6.2 Does the Institution has a management Information System

The Academy has set target of paperless office by the implementation of ERP. The ERP is being upgraded to online format. Following tasks are presently conducted through ERP.

##### **1. Administrative procedures including finance**

- ❖ Suitable Software is used in the administrative section for salary, PF, Insurance, Scholarship etc.
- ❖ All the accounts are audited and financial statement is prepared at the end of every financial year.

##### **2. (I) Student Matters**

###### **A. Office Related Process**

- ❖ Basic information of students
- ❖ Fee Records
- ❖ Scanned images of Academic Qualification documents.
- ❖ Generation of College Leaving Certificate.
- ❖ Generation of Character/Bona Fide/ Loan related Certificate.

###### **B. Academics Related Matters**

- ❖ Entry of attendance of the students for each course.
- ❖ Entry of all internal components like Internal Test Marks, Assignment etc.
- ❖ Analysis of attendance and all internal components.
- ❖ Finalizing Internal marks on the basis of weights assigned to various components.
- ❖ Availability of information regarding birthday of each student on a regular basis.
- ❖ Sending information to students and parents through SMS and Email

###### **II Faculty Related Matters**

- ❖ Availability of information of birthday of faculty members.
- ❖ Generation of Salary Slip of Faculty and Staff members.
- ❖ Sending information to Faculty and Staff members through SMS and Email.

The academy also provides Faculty/ Staff/Students/Alumni ID's on the web portal of IPS Academy, so that they can have access to related information.

### 3. Others

- ❖ All current events displayed and updated periodically.

#### 6.3.1 Curriculum Development

An assessment of the effectiveness of the current curriculum is done through feedback obtained from faculty, students, alumni, subject experts at the institution level. This is forwarded as a recommendation to the University and Department of Higher Education, Government of M.P. The university appoints a committee of subject experts to prepare revised syllabus to be discussed and approved by the Board of Studies for various subjects. The recommendations of the Board of Studies are brought to the Academic Council for its approval. The syllabus is reviewed or revised every three years by the University. The Institution follows the guidelines for curriculum development and restructuring set down by Devi Ahilya Vishwavidyalaya, Indore.

#### 6.3.2 Teaching and Learning

The college focuses on promotion of quality teaching, learning to acquire knowledge, skills and values. It also promotes research and self-evaluation among the faculty members.

Enhancement of skill is achieved through practical sessions, co-curricular activities etc. Students are guided to adopt the right attitude and life skills through personality development programs and extension activities. The campus has created an atmosphere for excellence in education by utilizing the latest technology (ICT) to enable student friendly teaching-learning process. Remedial classes for the slow learners are conducted. Various co-curricular activities such as workshops, seminars, expert lectures etc. are organised to motivate students to take up research projects to enhance their scholarly activities. Faculty is advised and encouraged to use innovative methods for teaching for better understanding of the subject. CCEs and assignments are designed to shape the creative knowledge of students. E-notes are provided to students.

Each department prepares an annual academic plan calendar before the commencement of the new academic session. Departmental meetings are conducted for dissemination of experiences in class, challenges faced and how to overcome them. Comprehensive and scientific feedback analysis on methodology and type of teaching done regularly. The progress of teaching learning process is regularly monitored by the respective Head of Departments at the departmental level and by the Principal at the institutional level. Corrective procedures are implemented in a constructive way to ensure the teaching learning process is smooth and effective.

Teaching-Learning is done through various modes and methods:

- ❖ Simulated Teaching

- ❖ Role Playing Activity
- ❖ Case Study
- ❖ Heuristic method
- ❖ Analytic Method
- ❖ Problem Solving
- ❖ Inter-Disciplinary teaching
- ❖ Study Material distribution
- ❖ Videos of lectures from eminent speakers from reputed institutes.
- ❖ Demonstration of practicals by PG Students to UGstudents
- ❖ Peer teaching
- ❖ Use of models, demonstrations
- ❖ Field Surveys

### 6.3.3 Examination and Evaluation

Semester as well as annual exams are conducted as per norms and regulation of Devi Ahilya Vishwavidyalaya , Indore. Dates of examinations, last dates of project submissions, announcement of results, commencement dates for new academic year, dates of revaluation of paper, etc are announced well in advance. In all departments internal assessment is conducted twice a semester, according to the students performance final marks are sent to the university. Apart from that class tests, continuous and comprehensive evaluation, internal assessment is done as per University norms. Assignments, seminars and attendance percentage are also taken into consideration for the correct evaluation of the students. By closely monitoring the student's performance in the above manner, the objectives of the programs are fairly achieved and the outcomes match with the objectives.

### 6.3.4 Research and Development

- ❖ The Institution has developed InstrumentsLaboratoriesto enhance the quality of research. This is an initiative towards giving a platform to other researchers from outside colleges and institutes to conduct their study and research activities.
- ❖ Radioactive source preparation laboratory.
- ❖ Students and Faculty members avail interdisciplinary experimental facilities: to put hands on FTIR, HPLC, Double Beam Spectrophotometer, Liquid Nitrogen Plant, Electrophoresis Unit
- ❖ Developed and installed 80 feet long FOCOULT Pendulum and also developed laboratory model of

FOCOULT Pendulum.

- ❖ Experiments designed and developed by the Department of Physics were awarded as the Best Designed Experiment at National Level by IAPT.
- ❖ The faculty members published research papers in International peer reviewed journals like Elsevier, Springer, Wiley, ACS, RSC etc with good impact factors.
- ❖ The Institution publishes its own blind peer reviewed Journal – “Unnayan- International Bulletin of Management and Economics” with ISSN No. 2349-6622 for print and ISSN No. 2349-7165 for online version.
- ❖ Participation of Post Graduate students in research publications.

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

**Library:** Variety of e-resources have been subscribed by the Institution Library such as- Pearson E-Books (Life time), Britannica e- books package, EBSCO, DELNET, N-LIST for the academic upliftment of the students and staff. Most of the electronic resources are IP based and available on intranet.

Library is well equipped Digital Library for the students and faculty members. Photo copy and printing facilities are available for the users at nominal charges which is situated just outside of the library.

WEBOPAC facility is also available for the users on internet. Any library member can access library using their member ID via internet. Text books include course related books, motivational books and fictions. Library is using SOUL software version 2.0 for housekeeping operations. Library maintained daily record of visitors .Library has last five years exam papers for the students.

**ICT:** The institution adopts policies and strategies for adequate technology deployment and maintenance. The ICT facilities and other learning resources are adequately available in the institution for academic and administrative purpose. The staff and students have access to technology and information retrieval on current and relevant issues. The institution deploys and employs ICTs for a range of activities. In keeping with rapid advancements in technology, and for students to benefit state-of-the-art equipment. Additionally, every department has been provided with a laptop and a portable/mounted LCD projector.

Computer labs and science labs provide opportunities for hands-on training. A multi media language laboratory help in training students for proficiency in english language.

**Physical Infrastructure/Instrumentation:** Open air theatre, seminar halls, conference rooms, audio visual rooms, classrooms (some equipped with SMART Boards), buildings to house administrative offices, staff rooms, well equipped laboratories, a video conferencing facility, Fine Arts studios, library, common room, guest rooms, dispensary, Mess, Canteen, parking area are available in the Institution. Residential facilities for students and few staff members are provided. All big lecture halls have LCD and screen facilities. In order to ensure safety and security of the campus, the college is under central surveillance with CCTVs installed at several locations on campus. Fire extinguishers have been installed at various places and students and staff has been trained in handling the equipment.

### 6.3.6 Human Resource Management

The institute has well defined human resource policy through which it administers manpower planning, development and recruitment, employee's well being, salary and wage administration and training and development activities.

Employees are given utmost importance and their needs are recognized. The service rules for the employees are transparent. The employees are provided various benefits such as Leave facilities, adequate vacation every year, medical facilities, loans facility on nominal interest rates is available from IPS Sahakari Sakh Sanstha at the campus.

Systematic performance appraisal is carried out every year. Workload is assigned to faculty members and non-teaching staff based on their capabilities. Mediclaim policies are the welfare schemes extended to all staff members.

The institution frequently arranges for in house training programmes and also rotates to other departments for acquiring skills (technical skills, teaching skills, soft skills etc.) from all dimensions. The institution encourages quality improvement programs and deposes faculty on sabbatical leave for higher education. Their progress is monitored and based on their achievements incentives are provided. Due weightage is given during their appraisal based on which promotions are considered.

### 6.3.7 Faculty and Staff recruitment

Advertisements inviting applications from qualified candidates are published in leading newspapers. Applicants who meet the eligibility criteria laid down by UGC and Devi Ahilya Vishwavidyalaya , Indore are called for an interview. The selection panel is constituted as per college code 28 guidelines. Candidates found suitable to meet the institutions requirements are appointed on probation for one year. They are given a permanent position by the Management after assessment of academic and other performance. New faculty undergoes two day orientation program to get familiar with the work culture of Institution.

The Institution has created a congenial atmosphere for the academic growth of its faculty members, they identify themselves with the institution.

The strategy of empowering the faculty members and motivating them for meaningful contribution to academics and develop individually is yet another important factor which binds them with the institution.

### 6.3.8 Industry Interaction / Collaboration

- ❖ The institution organizes orientation visits to industries and for short term training for students.
- ❖ The institution facilitates students for the internship programs at the industry.
- ❖ The students are assisted to take up research dissertation work at National laboratories and Industries.
- ❖ The institution actively coordinates with the placement committee for student placement to the various industries and business houses.
- ❖ The Management Department has been an active member of Indore Management Association,



CII, YI, NEN.

- ❖ We have a professional MOU with Government of India Ministry of Micro small and Medium Enterprises (MSME-DI Indore) and Institute of Transgene Life Sciences, Lucknow, U.P.
- ❖ Management Department has an MOU with Impact Learning, Indore wherein there is a resource sharing for conduct of training programs for industry.
- ❖ The Department of Biotechnology has an MOU with Regional Food Research and Analysis Centre Lucknow.
- ❖ Experts from industries are invited as resource persons for various events.

### 6.3.9 Admission of Students

- ❖ The admission process is based on the philosophy that access to quality education is the fundamental right of all citizens.
- ❖ The college website, prospectus and handbook contain information about the institution and the programmes offered. The prospectus that highlights the details of various programmes of the college is prepared every year prior to the commencement of admissions. The prospectus also gives details of eligibility norms for admission. It is given to the applicants along with the application form.
- ❖ Admissions are conducted as per the government orders and rules
- ❖ Admission for both UG and PG level is done by the M.P. Higher Education Department. (Online)
- ❖ Admission to Management seats are also done as per the Govt./University norms.
- ❖ Strict transparency and admission rules are adhered to by the college.
- ❖ In this academic year 2017-18, UG students, 1109 and PG Students, 638.

### 6.4 Welfare schemes for

<b>Teaching</b>	<ul style="list-style-type: none"><li>❖ Loan facility from IPS Credit Sahakari Sakh Sanstha on nominal interest rates</li><li>❖ Flexi-timings provided for medical reasons.</li><li>❖ Contribution towards medical insurance.</li><li>❖ Advance to meet emergency expenditure to the staff.</li></ul>
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	<ul style="list-style-type: none"> <li>❖ Uniforms for Teaching Staff.</li> <li>❖ Financial assistant for attending conference and seminars.</li> <li>❖ Fee concession for Children of Teaching Staff.</li> <li>❖ Tie up with hospital to provide medical treatment to staff on concession.</li> <li>❖ Concessional Food facility.</li> <li>❖ Transport Facility.</li> <li>❖ Medical Dispensary and Ambulance Facility</li> <li>❖ Birthday Celebrations.</li> </ul>
<b>Non teaching</b>	<ul style="list-style-type: none"> <li>❖ Loan facility from IPS Credit Sahakari Sakh Sanstha on nominal interest rates</li> <li>❖ Fee concession for Children of Non-Teaching Staff.</li> <li>❖ Financial aid to educate the children of supportive staff.</li> <li>❖ <b>Helper's day</b> is celebrated every year.</li> <li>❖ In case of contingency requirement the staff is provided with financial assistance.</li> <li>❖ Rs. 5000/- is presented in the marriage of an employee i.e. self or his/her two elder children.</li> <li>❖ Tea during working hours for administrative staff.</li> <li>❖ Summer camp organized for kids of class IV employees</li> <li>❖ Tie up with hospital to provide medical treatment to staff on concession.</li> <li>❖ Concessional Food facility.</li> <li>❖ Transport Facility.</li> <li>❖ Medical Dispensary and Ambulance Facility</li> <li>❖ Uniform for Transport, Security and Mess Staff.</li> <li>❖ Concessional Accommodation for supporting staff.</li> </ul>
<b>Students</b>	<ul style="list-style-type: none"> <li>❖ A Medical dispensary under the supervision of a resident doctor and a nurse.</li> <li>❖ Strategic Cogitating Learning Center is committed to wellness, success, and happiness of every single member associated with IPSA family. The department intends to assist management, employees, and students to acknowledge and administer newness in life and process, protecting the true nature of self and institution.</li> <li>❖ Tie up with hospital to provide medical treatment to students on concession</li> <li>❖ Fee Concession to financially weak students.</li> <li>❖ Part time jobs in the Institution are offered to needy students.</li> <li>❖ Students who are active at International, national and state level in sports are provided scholarships</li> </ul>

6.5 Total corpus fund generated:Rs.50,000,000/-

6.6 Whether annual financial audit has been done Yes  No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	M.P. Higher Education	Yes	IQAC
Administrative	-	-	Yes	IQAC

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes Yes  No

For PG Programmes Yes  No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

❖ Examinations are conducted as per the University norms and regulation.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

Not applicable

6.11 Activities and support from the Alumni Association

- ❖ The alumni Association has established a strong linkage with the institution and make generous contribution for the development of the institution and for student welfare.
- ❖ Many Alumni Members have come as recruiters to the campus
- ❖ Every year we invite all our alumni friends to take part in our Annual Day program. We used to have only moral support from them. We seek frequent consultation from them pertaining to our college issues.
- ❖ Alumni members are invited to visit the Institution and share their experience to guide the students to prepare them for their future career.
- ❖ Some Alumni have also contributed financially to the development of the Institution.
- ❖ Many Alumni members have also joined the Institution as faculty members as well as in the Career Management Group (Placement Cell)

6.12 Activities and support from the Parent – Teacher Association

- ❖ The Parent-Teacher Association of the College provides active support for the academic development of the college.

- ❖ Parent-Teacher meet are regularly conducted to provide the Parents a feedback on the individual students academic performance. This enables the Parents to counsel, advice their ward resulting in reduced dropouts and improved examination results.
- ❖ At least one meeting is held per semester to exchange views on college affairs.
- ❖ Class coordinators have been appointed and parents are advised to contact the class coordinators in case of any information needed.
- ❖ This association plays a vital role in maintaining discipline and attendance as per the norms.

### **6.13 Development programmes for support staff**

The Institution makes sincere efforts to enhance and enrich the professional development of its non-teaching staff and promotes a stress free work environment. Support staff work as members of different committees under senior staff members. Regular meetings are conducted to get feedback on progress made on planned objectives. Competence based training have been conducted for them on:

- ❖ Online ERP
- ❖ Social and Professional Etiquette

### **6.14 Initiatives taken by the institution to make the campus eco-friendly**

- ❖ Plenty of trees, flower plants are planted and also properly maintained to make the campus eco-friendly. A Green club is also initiated to create awareness of eco-friendly campus.
- ❖ Focus on “Green clean campus” drive to make the campus eco-friendly.
- ❖ The faculty members are advised to consume energy economically in the Staff rooms, class rooms and the laboratories by maximizing the use of natural light and turning off all non-essential lights, turning off exterior lighting during daytimes, minimizing the usage of fans and air conditioners. Turning off the equipments when not in use like computers and other electronic devices at the end of the day.
- ❖ Normal CRT monitors are upgraded to LCD monitors in the labs to save energy.
- ❖ Awareness programs on global warming are conducted by NSS. Plantation of tress in campus has increased.
- ❖ Students are educated regularly regarding proper disposal of lab waste in dustbins.
- ❖ Swachha Bharat Abhiyan awareness
- ❖ Poster and essay competitions organized on making the campus eco friendly
- ❖ Paper work has been reduced. Instead, sms and emails are used for

communication with faculty, students and parents of the students.

- ❖ Training programmes on vermi-composting was conducted.
- ❖ Rain water harvesting is being done in all the buildings to save water.
- ❖ Waste water treatment plant has been installed.
- ❖ Plastic recycling plant has been installed
- ❖ Awareness programs on global warming are conducted by NSS
- ❖ Biodiversity Programme is organised
- ❖ Herbal Pesticides is used in the Campus.
- ❖ Segregation of Chemical Waste and degradation
- ❖ Plantation of Medicinal Herbs
- ❖ Awareness campaign on Polythene free society through Nukkad Natak

## Criterion – VII

### 7. Innovations and Best Practices

#### 7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- ❖ The new buildings being constructed as per save energy concept. Adequate natural lighting is available. Natural ventilation has been taken into account in the design. The ratio of building area to open space is low.
- ❖ The Learning Objectives and Outcomes Framework of all existing and new courses and programmes were drafted for implementation from the next academic year.
- ❖ The post graduate students of Department of Physics have been trained in Printed Circuit Board designing.
- ❖ The Department of Mathematics has introduced survey/context based training to students at graduate and post graduate level, to acquaint them with real world problems

#### 7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

- ❖ MBA(Tourism Management) was started.
- ❖ Certificate programmes were introduced.
- ❖ Department of Management was placed in the rank band 76-100 in NIRF Ranking 2017-18
- ❖ Different co-curricular and extracurricular activities have been planned and executed to inculcate more knowledge on recent technologies to the graduate and post graduate students.
- ❖ Rs. 75,000/- from IAPT to Department of Physics for experimental workshop. Rs.1,96,200/- from UGC-DAE-CSR to Department of Physics.
- ❖ Guest lectures, seminars, national and international conferences were conducted at the department and Institution level as planned at the beginning of the academic year.
- ❖ The Institution has taken a serious effort to motivate students to participate in large number in

various special programmes like **smart** remedial classes and personality development.

- ❖ Faculty development programmes have been planned and arranged to provide innovative trends and teaching reforms.
- ❖ Strengthen the use of ICT enabled teaching and learning.
- ❖ Address the needs of slow learners through remedial programmes.
- ❖ Strengthen the student friendly mentor-ward system.
- ❖ Enhance the role of placement cell for on campus and off campus placements.
- ❖ Enhance the role of Entrepreneurship Development Cell
- ❖ Counselling and guidance to encompass a wider section of youth.
- ❖ The annual academic audit was conducted
- ❖ Strengthen the role of IQAC.

### 7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

- ❖ Institution has introduced Inward Outward Journey concept to develop interdisciplinary approach amongst the staff.
- ❖ The Career Management Group of the Institution provides company specific training to the students to meet the requirements of specific companies.

*\*Provide the details in annexure (annexure need to be numbered as i, ii,iii)*

### 7.4 Contribution to environmental awareness / protection

- ❖ Relocation of 200 year old banyan and other trees in the campus from Palasia Square and other different locations of Indore.
- ❖ Rain water harvesting plant
- ❖ Waste water treatment plant
- ❖ Plastic recycling Plant
- ❖ Solar energy is used for supplying hot water to students staying in hostels.
- ❖ Old computers/printers are donated to schools if they are in usable conditions..
- ❖ Use of paper for communication is being minimized.
- ❖ Awareness programs on global warming.
- ❖ Awareness camps on the health hazards of usage of plastic, consumption of alcohol and tobacco have been conducted by NSS.
- ❖ Regular plantation of trees in campus is being done to increase the green cover.
- ❖ Environmental Studies – A Compulsory Course for UG and PG students.
- ❖ Green and clean campus.
- ❖ The Institution has designed and placed a Water Harvesting Plant on the terrace to accumulate rain water. This rain water after being treated is being used in lieu of distilled water for Chemistry and Biochemistry practical's. This has reduced the expenditure on electricity by a substantial amount.
- ❖ The institution has already started to use LED's in its light fixtures. LED's are being used extensively in the campus to save energy.

- ❖ Hardware of redundant computers are being used as teaching aids. Mouse, UPS are being repaired and reused. Fans and other components are being scavenged for use in other computers.

7.5 Whether environmental audit was conducted? Yes

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

### **Strengths**

- ❖ Well maintained campus with excellent facilities and infrastructure.
- ❖ Environment – friendly measures undertaken.
- ❖ High quality academic programmes at both graduate as well as post graduate levels.
- ❖ Broad-based curriculum with emphasis both on skills development and knowledge building.
- ❖ Strong commitment to community service, social justice, empowerment of women.
- ❖ Support programmes for slow learners.
- ❖ Positive and sustained approach to research and related academic activities.
- ❖ Excellent library facilities.
- ❖ Well-equipped laboratories.
- ❖ Positive experience with all external stakeholders excellent placement opportunities offered.
- ❖ Women friendly campus.

### **Opportunities**

- ❖ Expanding opportunities for under taking multidisciplinary and interdisciplinary research activities at both national and global levels.
- ❖ Increased opportunities to develop and establish new programmes to meet the new and growing demands of society.
- ❖ Expertise of faculty to tap the corporate sector for consultancy and funding for research projects.
- ❖ Ample opportunities for students and faculty to contribute to society through extension activities.

### **Weakness**

- ❖ Less number of funded projects/sponsored projects.
- ❖ Limited International linkages and collaborations.
- ❖ Limited formal consultancy services.
- ❖ Student and teachers exchange programs with International institutions.
- ❖ Lack of interdisciplinary research clusters and collaborative research projects with Institution having MOU.

### **Challenges**

- ❖ Improving the soft skills of the learners to face global challenges.
- ❖ Generations of funds through linkages with industries.
- ❖ Retentions of students who are migrating to metro cities for higher education.
- ❖ Retention of faculties.
- ❖ Focus on introducing need based courses.
- ❖ Placing students in core companies by preparing them the meet industrial requirements.

❖ Receiving consultancy works based on the expertise of the faculty members.

**8. Plans of institution for next year**

Increasing the number of research centres in the Institutions

Create a research based culture to attract aspirants in doctoral program.

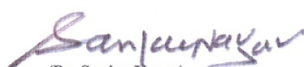
Increasing the number of collaborative activities with laboratories and institutes of national repute.

To organize institutional conference.

Upgradation and modernisation of the existing infrastructure.

Enhancement of laboratories by purchase more advanced and sophisticated instruments for research purpose.

Name **Dr. Sanjay Nagar**

  
(Dr. Sanjay Nagar)  
HOD  
Department of Bio-Technology  
IPS Academy, Indore

*Signature of the Coordinator, IQAC*

Name **Dr. Premlata Gupta**

  
PRINCIPAL  
IPS ACADEMY, INDORE

*Signature of the Chairperson,  
IQAC*

\*\*\*



**Abbreviations:**

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

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## **Annexure (i)**

### **Analysis of Feed Back**

Feedback from Students, Parents and Alumni about the Curriculum, the Institution and the Teachers is used constructively by the college with a view to enhance the teaching-learning experience. The institution uses the feedback obtained from the students as a tool for continued learning.

#### **Feedback from Students:**

The feedback on curriculum is analysed and suggestions are communicated to the Members of the Board of Studies for their consideration. The Institutional feedback is studied and suitable recommendations are made after discussions at the staff meetings. These recommendations are forwarded to the Principal.

The college also collects feedback on the teachers from the students. The inputs received from the students are conveyed to the teacher by the respective Heads of Department. There is encouragement for positive feedback. The shortcomings are addressed enabling the teacher to work upon those areas for improvement.

#### **Analysis: Feedback on Curriculum by the students**

Most of the students stated that the curriculum is helpful for their employability as well as for higher studies. The certificate and Value added courses offered by the college further enriched their knowledge and helped in developing their personality.

#### **Analysis: Feedback on Institution by the students**

The responses given by students showed that maximum students Infrastructural facilities and conducive environment in the institution.

#### **Analysis: Feedback on Teachers by the students**

The analysis shows that maximum students are happy with the teacher's Punctuality and Time Management. The communication skills of the teachers have been rated as very good by maximum of the students. Responses regarding Classroom Interaction and Personal rapport with the teachers was also positive. The Curricular, Co-Curricular and Extra-Curricular activities conducted by the teachers have been rated very positively

#### **Analysis of Feedback from Parents on Curriculum and Institution**

Feedback from parents is taken during Parent-Teacher Meetings. Appreciation from parents is a great motivation for the staff members and suggestions enable them to innovate and improve. The suggestions made by parents are put before the Principal/Management for further consideration. The Principal and the Management takes cognizance of the suggestions made by the parents to further

improve the quality of education.

### **Analysis of Feedback from Alumni on Curriculum and Institution**

The Alumni Association conducts a number of programs for the Alumni as well as the currently enrolled students of the college. During the Meeting of the Alumni, feedback is taken. The Alumni is a vibrant body which has shown its willingness to contribute to the growth and development of the college through programs, sharing their experience and expertise. They also support the institution through scholarships.

The feedback on curriculum by alumni was highly positive. Maximum Alumni rated the institution as excellent with respect to the environment and infrastructural facilities.

## Annexure (ii)

### Proposed Academic Calendar for the Year 2017-18

DATE	NATURE OF ACTIVITIES
<b>Jul-17</b>	
1--30	Summer Internship for BBA- Dept. of Mgt.
3	Planning for New Session Meeting- Faculty of Sciences, Beginning of Sessions - Dept. of Commerce
5	Meeting Regarding Admissions in UG and PG Faculty of Sciences, Starting of Classes--Dept of Commerce
15	Third Saturday Holiday
16-31	Admissions work- Faculty of Sciences
21 July to 21 Aug	Summer Internship for MBA- Dept. of Mgt.
<b>Aug-17</b>	
10	Admissions work in different courses, Starting Classes-Dept. of Commerce
10---12	Invocation Ceremony- BBA BFT BCA
11	Time table preparation, Campus Visit- Dept. of Commerce
12	Academic activity- Faculty of Sciences, Invocation Ceremony- Dept. of Commerce
14	Matki Phot Competition- Dept. of Commerce, Starting Classes of BBA BFT BCA I
15	Independence day celebration
16	Academic Year Begins. Faculty of Sciences, Invocation Ceremony of MBA
18	Inaugural Mass, Lectures Begins at 9.45 a.m.- Faculty of Sciences
19	Third Saturday Holiday
21	Starting Classes of MBA I Dept. of Mgt.
23	Graduation Induction Program: M.Sc.- Faculty of Sciences
25	Ganesh Chaturthi Holiday
26	Social activity Faculty of Sciences, Workshop for Students- Dept. of Commerce
28 Onwards	Starting Classes BBA BFT BCA III V
<b>Sep-17</b>	
2	Bakra ID holiday
5	Local holiday as declared by the Collector
6	Teacher day celebration by the management
7	Teacher day celebration by the students
15-20	Commencement of classes MBA III SEM, Industrial Visit for MBA Students
16	Third Saturday Holiday
22	Industrial visit for MBA Students
23	Sports Activity- Faculty of Sciences, Seminar for student- Dept. of Commerce, Industrial Visit for MBA Students
25	Expert Lecture for students- Faculty of Sciences
26	Fresher Party- Dept. of Commerce
28	Garba Competition-Dept of Commerce
28 Sep to 1	Dassehra Holidays- Dept. of Mgt.

<b>DATE</b>	<b>NATURE OF ACTIVITIES</b>
Oct	
30	Dussehra Holiday- Faculty of Sciences
<b>Oct-17</b>	
2	Gandhi Jayanti Celebration (Swatchta Abhiyan)
5	Faculties meeting- Faculty of Sciences
10--12	Internal Exam- Dept. of Commerce
16-21	Diwali Holiday
25-30	Quarterly Exam for B.Sc. First Year/CCE for Semester Course- Faculty of Sciences
<b>Nov-17</b>	
2	PD Session- Dept. of Commerce
4	Guru Nanak Jayanti
6	Results of Quarterly Exam- Faculty of Sciences
09-Jul	Practical Exam for Semester Course- Faculty of Sciences
10	Union Election-- Dept. of Commerce
11	Faculties meeting- Faculty of Sciences
15	Industrial visit to dainik bhaskar- Dept. of Commerce
15-20	Remedial Classes- Dept. of Commerce
16--17	Internal Exam- Dept. of Commerce
18	Third Saturday Holiday
20-25	Sports Week- Dept. of Mgt.
21	Preparation Leave- Dept. of Commerce
25	Academic Activity-Faculty of Sciences, GDPI- Dept. of Commerce
28 Onwards	University Exam III V Sem- Dept. of Commerce
29	Faculties Meeting- Faculty of Sciences
<b>Dec-17</b>	
2	Milad- Ud-Navi Holiday
6--8	Annual Fest 'Flames and Blossoms'- Dpet. Of Mgt.
16	Third Saturday Holiday
18-21	Internal Exam- Dept. of Mgt.
22	Mathematics Day- Faculty of Sciences
22-29	Winter Break- Dept. of Mgt.
23-1 Jan.2018	Winter Break- Faculty of Sciences
30 onwards	University Exam BBA BFT BCA I III V
<b>Jan-18</b>	
1	Commencement of classes -Dept. of Commerce
1--6	Winter Break- Dept. of Mgt.
6	Workshop for students- Dept. of Commerce
8--9	M Com Internal- Dept. of Commerce
09-Apr	Half Yearly Exam- Faculty of Sciences
11--13	Annual sports week- Dept of Commerce
12	Seminar on 'Swami Vivekananda'-- Dept. of Commerce
14	Makar Sankranti celebration
16 onwards	University exam- Dept. of mgt.

DATE	NATURE OF ACTIVITIES
19-20	National Conference- Dept. of Commerce
20	Third Saturday Holiday
22	Result of Half Yearly Exam- Faculty of Sciences
26	Republic Day Celebration
27	Social activity-- Faculty of Sciences
30	Student-expert Interaction for Placement- Dept. of Commerce
<b>Feb-18</b>	
1 onwards	Commencement of Classes BBA BFT BCA II IV VI
2	Meeting Regarding the Quiz Competition- Faculty of Sciences
8--12	CCE Ist IV VI Sem- Dept. of Commerce
12--16	Commencement of Classes MBA II SEM
13	Shivratri Holiday
16	Educational Tour- Dept. of Commerce
17	Third Saturday Holiday
19-26	Educational Tour- Dept. of Mgt.
21-23	Sports Activity for Faculties
22-25	Annual Fest 'Ulaas' --Dept. of Commerce
28	Quiz Competition- Faculty of Sciences
<b>Mar-18</b>	
2	Holi Festival
5--8	Commencement of Classes of MBA IV
5--12	Educational Tour- Dept. of Mgt.
6	Rangpanchmi Holiday
7--8	Smart Girl Workshop- Dept. of Commerce
12--16	CCE Ist year -Dept. of Commerce
14-Jul	Sports and Cultural Activity- Faculty of Sciences
16	Parent Teacher Meeting- Dept. of Commerce
17	Third Saturday Holiday
16-19	Practical Exam for Yearly System- Faculty of Sciences
21-23	Internal Test of IV VI Sem- Dept. of Commerce
24	Seminar for students- Dept. of Commerce
29	Mahaveer Jayanti
30	Good Friday
31	Job Oriented Viva- Dept. of Commerce
<b>Apr-18</b>	
7	Practical exam for Semester System- Faculty of Sciences, Alumni Meet- Dept. of Commerce
13 onwards	Unniversity Exam BBA BFT BCA I III V
14	Ambedkar Jayanti
16	Industrial Visit to CONCOR- Dept. of Commerce
17	Mahaveer Jayanti
20	Farewell Party- Dept. of Commerce
21	Preparation Leave- Dept. of Commerce
28	Academic activity- Faculty of Sciences

DATE	NATURE OF ACTIVITIES
30	Faculties Meeting- Faculty of Sciences
<b>May-18</b>	
3--10	Internal Exam MBA II IV SEM & BBA
7	University Exam- Dept. of Commerce
12	Faculty Seminars- Faculty of Sciences
19	Third Saturday Holiday
24 onwards	University Exam of BBA BFT BCA II IV VI
26	Expert Lecture and other- Faculty of Sciences
<b>Jun-18</b>	
1	Summer Vacation- Dept. of Commerce
2	Meeting Regarding Admissions- Faculty of Sciences
07-May	Farewell Party- Faculty of Sciences
8	Meeting Regarding Admission- Faculty of Sciences
11 onwards	Commencement of Classes- Dept. of Mgt.
16	Third Saturday Holiday
18	Fees related HOD'S Meeting with Principal and Management
20 & 21 onwards	University Exam MBA II IV SEM
30	Faculties Meeting- Faculty of Sciences

Name *Dr. G.V. Kulkarni*

  
**Dr. G. V. Kulkarni**  
 DIRECTOR  
 IPS Academy, Indore

*Signature of the Chairperson*

## Annexure (iii)

### Best Practices

#### Best Practice – I

- i. **Title:** “Corporate Synergy Activity”(students get company specific training. It was imparted to students to synergies the practical and the theoretical knowledge)
- ii. **Objective of the practice:** To impart practical work knowledge and synergies it with the classroom theoretical knowledge.
- iii. **Context:** It has been seen that students get the theoretical knowledge but are not able to implement it when in actual work environment and it makes work difficult for them. Therefore, to make them acquainted with real work environment such activities need to be conducted.
- iv. **Practice:** In our institute we have started this practice with the help of career management group by giving students exposure to the real and practical work environment where they can use the theoretical knowledge which they have through classroom teachings.
- v. **Evidence of Success:** The activity has really helped students in understanding the work culture, this has further helped them in getting good jobs, as they have an experience and awareness of real life work environment.
- vi. **Problems Encountered:** Initially it was difficult as companies were not ready to take the students who were fresh and have no knowledge about the work culture. But with time and efforts made by institute now students get good opportunities.

#### Best Practice - II

- i. **Title:** “Inward-Outward Training”(Top most management to give presentations in their specialized areas, to the other senior faculty members of the institute)
- ii. **Objective of the practice:**Exchange and sharing of knowledge within the institute by experienced people.
- iii. **Context:** The framework of such sessions has been derived by the senior most faculty and position holders in the institute. They felt the need to share their experience and work in the form of presentations with other faculty members. This helps in exchange and sharing of knowledge with others.
- iv. **Practice:** In our institute we have started this practice with our senior faculty member’s presentation in their specialized areas. Their ideas, views and content has been a great source of knowledge enhancement skill development for other faculty members.
- v. **Evidence of Success:**It is a collaborative effort made by the seniors and top position holders in the institute. This multidisciplinary activity has really helped the faculty to learn and experience a great wealth of knowledge by eminent teachers within the system, their teaching pedagogy and faculty development tips have been of help to other faculty members.



- vi. **Problems Encountered:**Time constraints due to hectic schedule of faculty, availability of resources for conducting such sessions. Acceptability of other faculty to get training from their seniors.