YEARLY STATUS REPORT - 2022-2023

Part A

Data of the Institution

1.Name of the Institution   Maharaja Surajmal Institute

- Name of the Head of the institution   Prof. (Dr.) Harish Singh

- Designation   Director

- Does the institution function from its own campus?   Yes

- Phone no./Alternate phone no.   01145656183

- Mobile No: 9811840386

- Registered e-mail   principalmsi@yahoo.co.in

- Alternate e-mail   iqac@msijanakpuri.com

- Address   C-4, Janakpuri, New Delhi

- City/Town   New Delhi

- State/UT   Delhi

- Pin Code   110058

2.Institutional status

- Affiliated / Constitution Colleges   Affiliated Institution

- Type of Institution   Co-education

- Location   Urban

- Financial Status   Self-financing

- Name of the Affiliating University

  Guru Gobind Singh Indraprastha University, Dwarka, Delhi

- Name of the IQAC Coordinator

  Dr. Monika Tushir, Dr. Monika Davar

- Phone No.

  01145656183

- Alternate phone No.

  9899065934

- Mobile

  9871498208

- IQAC e-mail address

  iqac@msijanakpuri.com

- Alternate e-mail address

  monikatushir@msijanakpuri.com, monikadavar@msijanakpuri.com

3.Website address (Web link of the AQAR (Previous Academic Year)

https://www.msijanakpuri.com/aqar-2021-2022/

4.Whether Academic Calendar prepared during the year?

Yes

- if yes, whether it is uploaded in the Institutional website Web link:

  https://www.msijanakpuri.com/wp-content/uploads/ACADEMIC-CALENDER-2022-2023.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B**	**2.70**	**2012**	**15/09/2012**	**14/09/2017**
Cycle 2	**A**	**3.02**	**2017**	**30/10/2017**	**29/10/2022**
Cycle 3	**A**	**3.14**	**2023**	**07/02/2023**	**06/02/2028**

6.Date of Establishment of IQAC   **26/07/2014**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institutional	Environmental Activities	Department of Environment	2022-23	20,000
Institutional	To conduct events by Department of Computer Application	Landmark Instiute	2022-23	12,000
Institutional	To conduct 100 hour Skill training session for students on	ICT Academy	2023	24,500
Institutional	To conduct 100 hour Skill training session for students on	ICT Academy	2023	24,500
Institutional	To conduct Annual Cultural Fest Genesis 2023 on 21st April 2023	Multiple Agencies	2023	29000

8.Whether composition of IQAC as per latest NAAC guidelines   Yes

- Upload latest notification of formation of IQAC   [View File](#)

9.No. of IQAC meetings held during the year   4

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?   Yes

- If No, please upload the minutes of the meeting(s) and Action Taken Report
      No File Uploaded

10.Whether IQAC received funding from any of the funding agency to support its activities during the year?   No

- If yes, mention the amount

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

* Academic Calendar for the Academic Year 2022-23 was made more comprehensive to include diverse activities and its successful implementation was monitored by the IQAC. *Faculty enrichment (patents/copyrights), Organization of Internships/Seminars/FDPs/Conferences/Webinars for student and faculty for bridging the gap between traditional pedagogy and contemporary requirements. * More number of Institutional Social Responsibility and outreach activities were organised during the year. * Faculty members of different programmes were motivated to take part in the curriculum revision with affiliating university. * Co-curricular activities including Orientation Programme, Annual Day, Sports Day, Project Presentations, Cultural Fest, Alumni Meet, Pre-placement activities etc were organized in Physical Mode.

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

Plan of Action	Achievements/Outcomes
Designing of Academic calendar	The Academic Calendar for the session 2022-23 was made (Department-wise, Institute level in alignment with GGSIP University))more comprehensive and was successfully executed.
Focus on Institutional co-curricular, social and outreach activities	NSS/NCC/Student's societies including waste management organized many activities during the session
Organization of Internships/Seminars/FDPs/ Conferences/Webinars for faculty enrichment and students overall developmentand bridging the gap between traditional pedagogy and contemporary requirements	Various programmes organized under IQAC
Participation in Curriculum revision	BBA/B.Com (Hons.)/BCA curriculum revision taken up by MSI Faculty with affiliating university.

13.Whether the AQAR was placed before statutory body?   **Yes**

- Name of the statutory body

Name	Date of meeting(s)
Governing Body, Maharaja Surajmal Institute	11/03/2023

14.Whether institutional data submitted to AISHE

Part A	
Data of the Institution	
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• Name of the Head of the institution	Prof. (Dr.) Harish Singh
• Designation	Director
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	01145656183
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14.Whether institutional data submitted to AISHE

Year	Date of Submission
2023	19/01/2023

15.Multidisciplinary / interdisciplinary

In view of the NEP, university has initiated new

interdisciplinary centres integrating different departments in addition to the existing inter/multidisciplinary research and academics. Academic programmes are redesigned to include Multidisciplinary /Interdisciplinary courses as electives. All programmes are designed in such a way that students get maximum flexibility to choose elective courses offered by other Departments. The University is proactively working towards implementation of the suggestions given in the NEP and Maharaja Surajmal Institute is implementing these with full vigour.

16. Academic bank of credits (ABC):

Maharaja Surajmal Institute is an affiliated institute of GGSIP University. The institute is running regular programmes and courses in the curriclum scheme are delivered. In the direction of Academic Bank of Credits the guidelines issued by the affiliating university has been implemented by the institute and the registration process of students was started in November 2022 and is completed.

17. Skill development:

The Institute organises various activities for the development of soft skills, life skills, values, vocational guidance etc. A large number of Soft skills and life skills activities were organized which included orientation programme and interpersonal skills, Personality Development, skill enhancement courses, Importance of SWOT Analysis in a student's life", Fundamental Rights and Duties awareness drive etc.to name a few. Major Vocational Skill Development activities and courses included Resume writing, Networking, interviews, group discussion, etc.

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

MSI encourages learning of national language Hindi by organising various Programmes including seminars on culture heritage & law and celebration of Hindi Diwas. Further, Subjects like Corporate Governance, Ethics and Social Responsibility of Business, Human Rights and Value Education etc. in the curriculum of various programmes inculcates cultural values in Indian tradition so that students imbibe value orientation.

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

MSI offers various programmes. All these programmes are offered as outcome-based education (OBE) which is designed keeping in mind the national and global requirements. The Institute has implemented outcome-based education with clearly stated Programme

Outcomes, Programme Specific Outcomes and course outcomes. All courses are designed with outcomes centred on cognitive abilities namely Remembering, Understanding, Applying, Analysing, Evaluating and Creating. Apart from the domain-specific skills, learning outcomes at all levels ensure social responsiveness and ethics, as well as entrepreneurial skills so those students contribute proactively to economic, environmental and social wellbeing of the nation. All course syllabi have been designed with due consideration to social needs at large so as to apply the spirit of NEP.

20.Distance education/online education:

Since 2019, educational institutions in the country have employed digital platforms for engaging classes, conducting conferences, meetings etc. Keeping aside the negative impact of lack of face to face learning, online education has broken the geographical barriers creating interaction of experts and students from distant locations. Opening up of the educational institutions after pandemic has paved the way of adopting hybrid mode of education called as 'PHYGITAL' combining online and offline resources. The institute has organised various activities using both online and offline mode. As a part of course curriculum, MOOC courses are offered at MSI which promote the blended learning system of learning.

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**413**

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	**2689**

File Description	Documents
Data Template	View File

2.2	**119**
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	**View File**

2.3	**829**
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	**View File**

3.Academic

3.1	**134**
Number of full time teachers during the year	

File Description	Documents
Data Template	**View File**

3.2	**134**
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	**View File**

4.Institution

4.1	**41**
Total number of Classrooms and Seminar halls	

4.2	**767.1669**
Total expenditure excluding salary during the year (INR in lakhs)	

4.3	**305**
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

MSI is constitute college of GGSIP University and it's perambulate syllabus is designed by the parent University. The college pioneers within these set academic structures, entrusted to provide the best quality education and the holistic development of its students. Academic processes are streamlined, with timetable, workload and other supporting administrative tasks, also teaching –learning and evaluation schedules are strictly adhered as per the Academic Calendar notified by GGSIP University. The classes were conducted both in online and off-line mode and regularly monitored by the head of the department. Regular assessment of all assignments was done on timely basis so that student's internal assessment can be done accordingly. For well-planned curriculum delivery, lesson plan, departmental time-table and different academic coordination formats are prepared by every faculty member before the commencement of the semester. Our institute even played active role in developing syllabus as Convenor of BBA (General and Banking Insurance) and as a member in BCA, B. Com, B.Ed, BA LLB, BBA LLB and MBA. Different Academic performs, i.e., AC-2, AC-3 and Lesson plans are also regularly monitored by respective head of departments and members of IQAC committee. The departments also hold monthly meetings to assess the covered curriculum and discuss the difficulties the students and teachers may be facing in the classes.

File Description	Documents
Upload relevant supporting document	[View File]()
Link for Additional information	https://www.msijanakpuri.com/syllabus/

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

MSI being the constituent college of GGSIP University, follows the Academic Calendar issued by the University at the beginning of the academic year. The institute formulates the schedule for teaching, internal-external exams, semester break and vacations. The timetable committee prepares the time-table as per the guidelines

of the University for the number of credit hours for each subject and the Academic calendar prior to the start of the semester. University provides provision for deviation in mid-term exams to ensure smooth and efficient functioning of its teaching and administrative processes. Within the framework, the college also prepares its own calendar of events and activities before the commencement of the Academic session and the same is communicated to all. The dates of internal examination are also mentioned in the academic calendar. To maintain further compliance, answer sheets are checked within seven days after the commencement of each examination. Criteria for assessment includes mid-term exam performance, assignments, presentations and class room performance and is shared with students. All project work, internship, field work and presentation components of the syllabus and assessment are framed taking into consideration the academic calendar. MSI calendar also includes different events where students enthusiastically participate and excel, i.e., "Sports Day", Genesis (Annual Fest), Industrial Visits, guest lectures and Annual Day function and etc.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://www.msijanakpuri.com/academic-calendar/

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

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

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

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

8

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

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

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

3

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

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

2689

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

212

File Description	Documents
Any additional information	[View File]()
Details of the students enrolled in Subjects related to certificate/Add-on programs	[View File]()

1.3 - Curriculum Enrichment

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

The University integrates cross cutting issues relevant to Gender, Environment and Sustainability human values and Professional Ethics into the curriculum by offering subjects like Business Ethics, Environmental science and Gender School and Society.

Professional Ethics

1. The institute has committees to look after the social issues for the students likeGrievance Redressal Committee, Internal Complaint Committee, Student welfare and counseling, Mentorship. The institute has three tier System for counseling to tackle students' issues where psychologist is also available on call if required.
2. The Department of Education also facilitates its students to visit special schools, slum areas, etc.

Gender

1. The Institute organizes various Programs for gender sensitization such as self-defense workshop for Women etc. to make students familiar with the various related acts, rules and legal consequences.
2. Gender School and Society course to promote gender equality and sensitization amongst students is a part of course curriculum.

Human Values

1. Apart from this, the institute regularly organizes activities such as Swatch Bharath Abhiyan, International Women's Day, Blood Donation Camps, like National Integrity, Equality, Peace, Patriotism and Brotherhood etc.

Environment and Sustainability into the Curriculum

1. The infrastructure of the institute is eco-friendly that take care of environment and its sustainability aspects through rain water harvesting, solar panels, LED bulbs, tobacco free zone.
2. The NSS Wing of Institute promotes environmental awareness through programmes such as Tree Plantation Drive, Water Conservation, Health Check-up Camps, Plastic free campus and Blood Donation Camps etc.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

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

18

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

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

`2828`

File Description	Documents
Any additional information	[View File](#)
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	[View File](#)

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	`A. All of the above`

File Description	Documents
URL for stakeholder feedback report	[View File](#)
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	[View File](#)
Any additional information(Upload)	[View File](#)

1.4.2 - Feedback process of the Institution may be classified as follows	`A. Feedback collected, analyzed and action taken and feedback available on website`

File Description	Documents
Upload any additional information	[View File](#)
URL for feedback report	https://www.msijanakpuri.com/wp-content/uploads/MSI-feedback-system.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

1180

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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

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

119

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

Assessingadvanced learnersinvolves a series of steps aimed at evaluating their academic performance and intellectual growth. These steps include:

1.Continuous Assessment:like class participation, lectures, tutorials, assignments, class tests, presentations, and other interactive activities.

2.Participation in Conferences and Workshops:Encouraged to engage in scholarly activities beyond the classroom. They are motivated to actively participate in national and international conferences etc.

3.Internships and Projects:To enhance their learning experience and provide practical exposure, advanced learners are recommended for internships at reputed institutions. They are also encouraged to undertake projects of industrial significance.

Recognizing the diverse needs of students, efforts are made to integrate slow learners into the mainstream educational process

through:

1.Comprehensive Assessment:Similar to advanced learners, slow learners' progress is assessed through various assessments including class participation, lectures, tutorials, assignments, presentations, and other interactions. Special emphasis is placed on ensuring they gain a clear understanding of fundamental concepts through diverse teaching methods.

2.Mentorship and Support:Faculty members maintain regular mentor-mentee interactions with slow learners. This helps address their academic and personal concerns, fostering overall personality development.

3.Remedial Sessions:Tutorial classes are conducted specifically for slow learners to provide additional support and address any learning gaps. Additionally, the library's e-resources provide e-notes tailored to meet specific learning needs, aiding slow learners in their educational journey.

File Description	Documents
Link for additional Information	http://library.msijanakpuri.com/#
Upload any additional information	View File

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

Number of Students	Number of Teachers
2689	134

File Description	Documents
Any additional information	View File

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

The institute consciously strives to empower its students to realize their full potential and develop into catalysts of positive change in society via exposure through:

Experiential learning: Through avenues like internships, industrial visits, project work, and active participation in activities organized by different societies. These societies include "MERAKI – The Fine Arts Society," "INNOVATE – The Technical Society," "INNOVISION – The Photography Society," and "ECell – The Entrepreneurship Cell."

Participative learning: Students are encouraged to actively participate in a wide range of curricular and co-curricular activities organized in collaboration with prestigious organizations. The institute promotes participative learning through societies such as "TARK – The Literary Society," "ARTHANITI – The Economics Society, "NATURE KNOCKS – The Eco Society," and "ADVERTERE – The Marketing Society and conducting special lectures on important topics like POSH, etc.

Problem-solving methodologies: The institute employs simulation techniques within the classroom environment to provide students with a simulated working experience. For instance- AQUITAS-The Moot Court Society prepares the law students for solving real legal cases by creating a mock court. In the Bachelor of Education (B.Ed.) program, students undergo rigorous simulations in small groups under the guidance of teachers to enhance their teaching skills. Additionally, the institute offers various software courses such as Tally and advanced Excel, Hackathons, summer schools and winter schools, which provide students with ample opportunities to sharpen their problem-solving abilities.

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	https://www.msijanakpuri.com/acitivities-2023/

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

Institute is providingICT enabled classrooms with LCD projectorinstalled which helps in the teaching-learning process. The Institute's library well equipped withe-resourcesfor both students and faculty.The college hasstate-of -the-art Computer Labs andis updated with latest softwares likeMicrosoft Office, the latest Excel software's, MS-Teams etc.Through equipped labs, high speed internet connectivity, library resources and other

facilities, faculties can access better educational content. To cater the emerging needs of teaching in the present times, Institute offers all support likee-books,educational podcasts and videos,such asTed Talks, YouTube Content,etc which further adds quality to lecture delivery. Teachers share reading materials, short notes, e-books over different media likeGoogle Classroom, E-Mail, College Portal, Blogs, WhatsApp, etc.Student of education department gets hand on experience of handling smart board with subject specific lesson plans. Teachers use social media platforms like WhatsApp and Telegram to connect with the students individually and collectively beyond the classroom for giving extra information and support to students. Faculties are encouraged to develop e-content and videos for the benefit of the students.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://www.msijanakpuri.com/ict-infrastructure/

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

2.3.3.1 - Number of mentors

134

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

134

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

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

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

86

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

923

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

MSI, being a constituent college of Guru Gobind Singh Indraprastha University, is bound by the University rules regarding Internal Assessment. The University assigns 25% weightage to internal assessment in the overall assessment of the students. The breakup of Internal Assessment as prescribed by the University is as follows: Class Test-I: (Written Test Compulsory) [15Marks/10 Marks]; Individual Presentation/Viva- Voice/Group Discussion/Class Participation [10Marks/15 Marks]. Teachers ensure that the students are aware of the Internal Assessment Evaluation Criteria. It is discussed with them in detail at the time of Orientation Programme and in classrooms as well to enhance transparency and rigor. The criterion is objective and transparent devoid of any bias on the part of the teacher. Assignments, Presentations, Group Discussion, Classroom Participation and internal tests are regularly conducted as per the norms. The Institute adopts a transparent system of conducting internal assessment through examination committee at departmental and institute level. The schedule, instructions, datesheet, sitting plans etc. is formulated and shared with the students through proper channel. After every internal examination, the evaluation is done and the results are shared with the students. After completion of the internal exams and practical exams the marks obtained by the students are uploaded in the University portal. Students are given multiple opportunities to improve their performance by allowing flexible deadlines that allows for their holistic development.

File Description	Documents
Any additional information	View File
Link for additional information	https://www.msijanakpuri.com/

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

Examination is an important aspect of the academic curriculum. There is a constant interaction between the Director and the faculty to discuss and deliberate upon all matters related to the evaluation process and practices of Internal Assessment. The Institute has a centralized examination committee that coordinates with all the departments and issues necessary instructions and guidelines for students and faculty to ensure transparency and efficiency. The institution has also a system to deal with examination related grievances. After the internal assessment, the internal assessment evaluation is displayed for students within the stipulated time; the marks are then uploaded for inclusion in

the summative assessment on the GGSIP University Portal. If at any stage an error is identified, a formal mechanism of grievance redressal begins. The institute has a well placed grievance committee which includes faculty members and the student representatives that examines the grievances and addresses them within the time frame. The Institute ensures that students are given accessibility and e

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://www.msijanakpuri.com/grievance-redressal-and-welfare-committee/

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The Institute employs various methods to ensure that both students and faculty members are well-informed about the intended learning outcomes:

1. The course curriculum outlines the expected learning outcomes for each subject across all courses. These outcomes are communicated to stakeholders through the University Syllabus, accessible on the university and Institute websites.

2. Faculty members proactively plan the upcoming semesters, creating lesson plans for each subject they teach. This organized approach guarantees timely achievement of the learning outcomes.

3. Interactive sessions, such as Orientation Programmes and Director's addresses, engage students and communicate the specific learning outcomes of their courses.

4. Regular interactions, including meetings with the Institute's Director and departmental discussions led by Heads of Departments, serve to convey the expected learning outcomes to faculty members. Students learn about course-specific outcomes through orientation programs, meetings with HODs, Directors, and classroom deliberations.

5. The college actively supports faculty participation in workshops, seminars, conferences, and Faculty Development Programs

(FDPs) to enhance their teaching abilities and ensure successful attainment of the desired outcomes in classrooms.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.msijanakpuri.com/wp-content/uploads/POs-COs.pdf
Upload COs for all courses (exemplars from Glossary)	View File

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

MSI diligently monitors the progress of program outcomes, program-specific outcomes, and course outcomes through both direct and indirect methods.

Direct assessmentinvolves examinations and observations of student knowledge or skills, contributing to 25% of internal assessment marks alongside university examinations for 75%. The course outcomes' knowledge and skills are linked to various assessments such as university and internal exams, projects, assignments, presentations, and internships. Internships enhance students' confidence and skill sets. Semester-end university exams evaluate course outcomes, supported by internal tests for module competency. Faculty maintains student records, offering extra lectures for slower learners.

Student progressionanalysis, based on semester results, evaluates achieved COs. Performance in exams maps to COs, reflecting attainment levels.Result datademonstrates the overall alignment of POs and COs.Employabilityis a key program outcome; the active placement cell aids students in securing placements by bridging market requirements.

MSI gathers indirectfeedback from students, alumni, and parents to gauge attainment. Participation in competitive exams is also another benchmarks in attaining course outcomes. Progression to higher education institutions, both nationally and internationally, measures attainment of POs, PSOs, and COs.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.msijanakpuri.com/wp-content/uploads/POs-COs.pdf

2.6.3 - Pass percentage of Students during the year

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

809

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://www.msijanakpuri.com/wp-content/uploads/6.5.3-annual-report-2023.pdf

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://www.msijanakpuri.com/wp-content/uploads/MSI-feedback-system.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

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

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

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	**Nil**

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

253

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

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

31

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

56

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

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

Maharaja Surajmal Institute is actively and consistently organizing various extension activities and outreach program to promote the Institute-Neighborhood community to sensitize the students towards community needs. The Institute believes in promoting the societal and community activities to sensitize students and eventually shaping the students, faculty and staff into responsible citizens of the nation and imparting all round development of students in each vertical. Institute Society Committee team members and organizers inculcate this awareness through various program like Cleanliness, Green environment & tree plantation, Gender sensitization, Cloths & stationary donation camp, Campaign - Hygiene and Environment Awareness, Eco Club activities, Women Development and Empowerment activities, etc.

The Institute is always leading the students and Faculty to keep update of all the most trending activities in Commerce, Technology, Management and in Education Excellence by providing them time to time subscriptions and through institute social media handles like facebook, Youtube, LinkedIn, Twitter, Instagram. The Eco club actively engages students in promotion of Awareness programs like Ban on Use of Plastic items etc.

The Institute also motivate the faculty towards research and development to groom their skills and uplifting their quality through Career Assessment Forms, Research Certifications and Excellence and Innovation Awards and Certifications.

File Description	Documents
Paste link for additional information	https://www.msijanakpuri.com/wp-content/uploads/3.3.1-Writeup-2022-23.pdf
Upload any additional information	View File

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

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

66

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

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

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

56	
File Description	**Documents**
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

3488	
File Description	**Documents**
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

14	
File Description	**Documents**
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	View File

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

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

5

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

Institute has a well-maintained and resilient infrastructure conducive to teaching-learning.

- 41 spacious classrooms and tutorial rooms.
- 18 classrooms with LCD projector facilities.
- 5 Seminar halls with LCD projectors and PA system, 1 Video center with a video camera and LCD projector,
- Curriculum Lab, an Art Lab, and Language Lab
- 10 fully air-conditioned Computer Labs with ultra-modern 317 computers. 4 Labs are with wall-mounted LCD projectors.
- 6 standalone LCD projectors
- 1 Moot Court and 1 Legal Aid Clinic
- Software packages such as Python, R, SPSS, MATLAB, C++, etc.
- All the labs & staff rooms are equipped with computer systems, webcams, headphones, printers, and internet facilities.
- 83 computers & 9 laptops are installed in staff rooms, library, and office.
- Institute uses Google Classroom, Google Meet, and Microsoft teams for conducting classes and evaluations.
- Library is well equipped with more than 97,294 books with a seating capacity of 250 users. The library has a total of 28+11 computers with internet connectivity. Book Bank facility is provided to all students.

- The library has access to Online Journals, NPTEL, NDLI (Institutional and Club member), and other useful E-Resources. Books may be borrowed through DELNET Institutional Membership.
- Auditorium with a total seating capacity of 550 people
- Photocopy shop, Admin block & Other facilities

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

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

MSI is committed to offering the resourceful infrastructure for holistic growth of students.

Auditorium: A spacious, fully equipped and air-conditioned Auditorium

- Seating capacity of 550 persons.

Sound system with 8 speakers, 4 amplifiers and 2 mixers.

- 4 hand mikes, two podium mikes, two collar mikes and two standing microphones and portable projector.
- Full Stage System of lights consisting of 26 lights and a mixer.
- The hall has generator for power back-up and firefighting system.
- 4 hand fire extinguishers and 6 entry and exit points.
- CCTV surveillance.

Seminar Halls: Institutes have well-furnished Air-Conditioned 5 Seminar Halls, 3 with seating capacity of 120 persons and 2 with seating capacity of 150 persons.

Outdoor games

Institute have Playground of 2.94 acres. Sports ground consists of Football Ground, Volleyball Court, Badminton Courts and a Cricket Ground.

Indoor games

Multipurpose hall is used for indoor games and Yoga practices by students. 2 Tables, racquets and balls for Table Tennis, Carom and Chess boards are available.

Open space (Hawa mahal) for cultural activities

It is used for various exhibitions and festivals besides sports. It has been an active space used for cultural activities like music, theatre in particular street plays, talks, poetry reading sessions, art and photography competitions.

Activity Area

The area below the Law Building is used forrecreational activities. It is an active space used for Yoga practice, NCC training and dance rehearsals.

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

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

41

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

26

File Description	Documents
Upload any additional information	View File
Paste link for additional information	**Nil**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

in Lakhs)

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

2927.6099

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

Anintegrated library system(ILS), also known as alibrary management system(LMS),is anenterprise resource planningsystem for thelibrary, used to track items owned, orders made, bills paid, and patrons who have borrowed.

Maharaja Surajmal Institute's Library is using "Alice for windows (AFW)". It is a product of "Softlink Asia Pvt. Ltd." and is established in Brisbane, Australia.

Alice for Windows is an integrated library automation software package. Softlink has been exclusively dedicated to the development and support of advanced knowledge, content and integrated library management solutions.

Alice for Windows comprises modules required for day-to-day transaction of a library, i.e.,management, circulation, inquiry, and reports and utilities. It is important to mention here that OPAC module is known as inquiry in AfW.

Maharaja Surajmal Institute's Library is fully automated. All the processes like Management (Record of users and books), Cataloguing, Circulation, Periodicals, Barcoding, Web-OPAC Search etc. are fully done with the help of library management software "Alice for Windows" provided by Softlink Asia Pvt. Ltd. Maharaja Surajmal Institute's library is automated since 2006, the current version being used is 6.00.016.

Various modules used are:

- **acquisitions (ordering, receiving, and invoicing materials).**
- **cataloging(classifying and indexing materials).**
- **Circulation (lending materials to patrons and receiving them back).**
- **Serials(tracking magazine and printed journals holdings).**

*WebOPAC (OPAC stand for online public access catalog(public user interface).

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	**Nil**

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

File Description	Documents
Upload any additional information	[View File](#)
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	[View File](#)

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

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

26.28196

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

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

548

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

1. Computing and internet facilities are available to all teachers and students on the campus. A Leased line has been upgraded to 300 Mbps from M/s Shyam Spectra Pvt. Ltd. which would bear a cost of Rs 720000/- to the Institute. Access to Internet facility is protected with firewall system bearing a cost of Rs 375657/-+GST. Advanced Security license & 3 year support service worth Rs 258268 for 2022-2025 is also available.

2. MSI has 10 well equipped, spacious and well maintained computer labs with 305 latest computer systems which are interconnected to each other through LAN. 72 computer systems are available for Library and Staff members. Labs are updated on a regular interval with new computer systems of latest configurations.

3. All the software packages such as Python, R, SPSS, MATLAB, C++, MS-Teams, Windows, MS-Office, Linux, Java etc are also available for the students and faculty members. Institute spends more than 5 Lac per year on Microsoft campus agreement.

4. The College has employed a 6 full-time Technical Assistants to support ICT infrastructure. Besides, the maintenance of the

computers is outsourced to M/s Systemtek Computers at the rate of Rs 191042/- +GST (paid quarterly) which is renewed annually.

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

4.3.2 - Number of Computers

305

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

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

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

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

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

767.1669

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

Budgetary provision are made by institute development committee for maintenance and repairing infrastructure facilities. A Care Taker, Maintenance Engineer & support staff maintains separate in-house complaint registers & oversees the maintenance.

- Maintenance service of ACs, Water Coolers & purifiers, Lifts, CCTV, Biometric & Intercom facility is outsourced through AMC (Annual Maintenance Contract).
- Institute outsources the House Keeping & Security service.
- Purchase Committee consisting faculty members, Director MSI and Management purchases furniture and equipment as per the requirements
- Repair & maintenance committee consisting faculty members, Store Keeper and Maintenance Engineer are responsible for availability & regular upgradation of equipment's.
- Labs are maintained by Lab in-charge and maintain records of equipments
- Fire-fighting system inspection is done monthly by the Committee. Fire safety certificate is obtained from Delhi Fire Service. Firewater Pumping System covers the entire College.
- A Sports Committeeholds regular meetings for maintenance of sports infrastructure.
- Sports equipment are maintained by an Attendant. He also ensures regular upkeep of Fitness room, Badminton Court, Table Tennis Court, Cricket & Football ground.
- The Sports Ground is maintained by a team of dedicated gardeners and attendant.
- The Institute has 3 libraries and theseare maintained by designated library staff members

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

32

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	[View File](#)
Upload any additional information	[View File](#)
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	[View File](#)

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

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

64

File Description	Documents
Upload any additional information	[View File](#)
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	[View File](#)

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

File Description	Documents
Link to institutional website	https://www.msijanakpuri.com/wp-content/uploads/Merged-5.1.3-Skill-Enhancement-Activities_compressed.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

829

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

829

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

254

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

75

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

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

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations

(eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

185

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

5.3 - Student Participation and Activities

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

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

56

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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

Students' representation and engagement in various administrative, co-curricular and extracurricular activities is as follows:

1. **There is Student Council for students.**
2. **There are 22 student societies for organizing various curricular and co-curricular activities.**
3. **In consonance with the NAAC guidelines on composition of IQAC the representation of students is also ensured in IQAC Cell.**

4. As a part of publication committee students contribute in designing of MSI Newsletter, Student Brochure, and Hostel Brochure etc.
5. Also students actively participate in NSS CELL, NDLI Club, Computer Society of India, Software Development Cell, Women development cell, Entrepreneurial cell, anti-ragging cell, Eco club and Sports and cultural committee.

Number of students assisting in various committees (list of students is attached in additional information):

S.No

Committee/Cell

No. of Students

1.

Student Council

11

2.

NSS

448

3.

ICT Academy

62

4.

IQAC

6

5.

NDLI Club

9

6.

Computer Society of India

18(Core team), 237 (Members)

7.

MSI Publication/Editorial Committee

15

8.

Student Grievance Redressal

10

9.

Anti-Ragging Committee

2

10.

Committee for Student of Minority/ST/SC

14

11.

Committee for Student with disability

3

12.

ECO Club

5

13.

Software Development Cell

14

14.

Pre-PlacementCell/ Placement Coordinators at dept. Level (BBA,B.Com)/ BCA Placement Cell

5(MSI), 14 (BBA,BCom), 18 (BCA)

File Description	Documents
Paste link for additional information	https://www.msijanakpuri.com/wp-content/uploads/Merged-5.3.2_compressed.pdf
Upload any additional information	View File

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

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

76

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

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

MSI Alumni Association wasregistered under the Societies Registration Act of 1860 on 27th March 2019. Alumni association provides dedicated support in all activities of MSI. It has contributed significantly through financial and non-financial means.

1. Deliver invited Talks, Seminars, workshopson regular basis. Alumni share their experiences and provide valuable inputs for professional and career development to final year students.
2. Alumni provide assistance to Placement Cell and help in placement of MSI graduates.
3. Serves as a role model for students by guiding them in setting up the new start-ups.
4. Provides mentorship by assisting and guiding the students who participate at different national level competition viz. hackathon etc.
5. To organize and co-ordinate reunion activities of the Alumni and help in organizing Alumni Meet event.
6. Active members of various academic and administrative committeesof the institute.
7. Actively help in organization of outreach activities of the institute.
8. Role models for current students and provide practical support to pass out students as they start their careers.
9. Alumni share their success story in the form of testimonialsin Annual Magazine of MSI. These real life stories are great source of inspiration for current students.

Overall,Alumni Association offers a range of benefits, network opportunities and events to help graduates make the most of their hard-earned degree after college.

File Description	Documents
Paste link for additional information	https://www.msijanakpuri.com/wp-content/uploads/Merged-5.4.1_compressed.pdf
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)	A. ? 5Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Vision: "Developing new paradigms in tertiary education in the fields of management, commerce, legal studies, computer applications andteacher's education leading to transformative knowledge through continuous learning and research".

Mission: "MSI encourages students to achieve academic excellence through continuous evaluation in professional education by enhancing skills relating to critical thinking, decision making, entrepreneurship, scientific temper, market dynamics and research".

B. Nature of Governance:

The institution follows a democratic and participative mode of governance with all stakeholders and members of the Institute (Director, Heads of Departments and the Conveners of various committees, faculty members and staff) in implementing the institutional policies.

C. Perspective Plan in context of vision and mission

The perspective plan includes:

1. Revisiting the Vision and Mission of MSI.

2. Horizontal expansion by starting BBA (LLB)/BA (LLB) and vertical expansion by starting MBA wef Academic session 2022-23.

3. Establishment of the University under the aegis of SMES.

D. Participation of Teachers in Decision-Making Bodies

The Institute provides administrative autonomy to HODs. Teachers participate in various decision-making bodies through teacher's representatives in the Governing Body, and also discharge pervasive roles in socially conscious activities and committees like the NSS unit, Women's Welfare Cell, and Eco Club.

File Description	Documents
Paste link for additional information	https://www.msijanakpuri.com/vision-and-mission/
Upload any additional information	View File

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

The institution practices decentralization and participative management to ensure transparency in keeping with its belief in collective leadership and democratic traditions. This practice is reflected in all the three important pillars of the institution, viz. academics, administration, and extra-curricular activities.

1. All the major stakeholders of the Institute including Management, the Governing Body, the Director, Teaching and Non-Teaching Staff, Parents, Students, and Alumni work in a democratic way of governance following the rules of accountability in the execution of their duties and responsibilities.
2. The Governing Body delegates all the academic decisions based on Institutes policy to the Director, HOD's, and Committees members to achieve the Institutes vision and mission.
3. The administration is decentralized as the Director along with HODs and various committees participates in decision-making which creates an environment of organizational participatory democracy.
4. Class coordinators conduct the Parent-Teacher meetings in which the academic progress of the students is communicated.
5. Grievance Redressal Cell and Internal Complaint Committee develops a responsive and accountable attitude among stakeholders in order to maintain a harmonious atmosphere in the Institute.
6. Extra-curricular activities like seminars, workshops, career counseling sessions, inter-departmental activities, industrial visits, and study tours are organized by faculty and students.

File Description	Documents
Paste link for additional information	https://www.msijanakpuri.com/wp-content/uploads/List-of-Committees-MSI-for-2022-2023.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Institute strategically plan to evolve as a Centre of excellence within purview of its vision and mission being a self-financing institution. The institute has implemented the long-term perspective plan for the growth, vertical and horizontal expansion, and development of the Institute in a systematic manner.

1. Higher Education Advisory Sub-Committee of Surajmal Memorial Education Society (SMES) with Director, MSI decided to go with the growth and expansion plans of the Institute by starting the BBA (LLB) (Hons.), BA (LLB) (Hons.) (Both 5-year Integrated) and MBA Programme with a student's intake of 60 BBA (LLB), 60 BA (LLB), and 120 (MBA) from the academic session 2022-23.

2. The action plan of the requisite documents and the budget was prepared with the proper time frame to complete the different phases of approval from the statutory bodies (GGSIPU, AICTE) and constitutional body (Bar Council of India). The Institute then obtained provisional affiliation from GGSIPU and approval from Bar Council of India and AICTE. These courses started from the session 2022-23. (NOC - Letter No. DHE 4(13)/NOC/MSI/2014-15/2340-42 dated 6/5/22)

3. The vision and mission statement of MSI keeping in mind the addition of MBA, BA-LLB and BBA(LLB)programmes have been revised and uploaded on Website.

File Description	Documents
Strategic Plan and deployment documents on the website	<u>View File</u>
Paste link for additional information	<u>https://www.msijanakpuri.com/</u>
Upload any additional information	<u>View File</u>

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

All the procedures and rules relating to the staff have been compiled into service conditions and policy manual of the Institute and are strictly adhered to. The organogram of the Institute describes the decentralized structure of administration which is a cooperative effort of the Management, Director, staff members, students and other stakeholders in pursuit of the common objective.

- **The Academic Committee of SMES takes all the major decisions regarding academics related work.**
- **The Governing body conveys all the decisions taken by the Academic Committee to the Director and staff.**
- **Director, MSI is assisted by the Deputy Director and Head of the Departments for all departmental issues.**
- **The HODs conduct meetings with the entire staff members and student representatives to discuss the various needs at the departmental level.**
- **Class Coordinators and mentors are assigned.**
- **Various Committees and cells are formed like IQAC, Time-Table Committee, Students' Grievance Redressal Cell, Anti Ragging Cell, Software and Women Development Cell etc. to maintain the discipline amongst the college students.**
- **For the holistic development of the students, the extracurricular activities and various societies at MSI Campus are constituted. It includes the participation of all stakeholders like the students, parents, guardians, alumni, NGOs, Corporates and Media Houses.**

File Description	Documents
Paste link for additional information	https://www.msijanakpuri.com/wp-content/uploads/List-of-Committees-MSI-for-2022-2023.pdf
Link to Organogram of the Institution webpage	https://www.msijanakpuri.com/msi-organogram/
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

The institution has effective welfare measures for both teaching and non-teaching staff. Some are:

- The Institute provides salaries as per UGC norms and 6th Pay commission-based salary and leaves benefits.
- 10 Academic Leaves and 8 Casual leaves in a calendar year.(Teaching Staff)
- Earned Leaves (Non-teaching staff) (Total 300 days during service)
- 10 medical leaves.
- 2 short leaves of 2 hours in a month in place of half-day casual leave.
- Maternity leaves of 135 days

- **Extraordinary leave in special circumstances.**
- **Compensatory Leave**
- **Skill Enhancement Leave for Training & Development of Non-Teaching Employees.**
- **Payment of Gratuity**
- **Employees Provident Fund.**
- **Staying of Guests in Campus Hostel.**
- **Provision of staying in staff quarters.**
- **Subsidized meals are provided in the hostel mess.**
- **Career Progression Schemes.**
- **Annual Increments**
- **Best Employees Awards every year.**
- **Research award for publication in SCI/SCIE/ESCI/Scopus journals, consultancy project, patents, copyrights.**
- **Free Parking space within the campus.**
- **Proper research facilities like library, research lab, and internet with Wi-Fi connectivity.**
- **Spacious Faculty Rooms.**
- **Staff provided with ACs / Water Coolers / Microwave / generator etc.**
- **Aadhar / COVID Vaccination Camp**
- **Travelling Reimbursements.**
- **Institute organizes and sponsors the registration for workshops, FDPs, seminars, and conferences for faculty development.**
- **Open Door Access to superiors (Democratic Environment).**

File Description	Documents
Paste link for additional information	https://www.msijanakpuri.com/grievance-redressal-and-welfare-committee/
Upload any additional information	View File

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

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

40

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

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

9

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

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

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

58

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

The Institution has evolved a standard, effective, and a well-developed Performance Appraisal System.

All the Teaching Staff are required to submit a self-appraisal report every year, along with all the documentary proofs. The areas in which faculty members are appraised are:

- Qualification up-gradation
- Research and Academic Performance
- Training, FDP, Workshops attended
- Papers presented in Conference/ Seminars/ Workshops
- E-Content Development
- Results of the classes taught in the previous semester
- Contribution in co-curricular activities
- Research Publications
- Publications of books, Articles
- Professional membership
- Contribution in providing service to the Department

The information furnished is duly evaluated by the HOD, the Director, and the score sheet of each faculty member is submitted to the management.

Faculty feedback is also taken from the students during the semester.

The performance of the non-teaching staff is assessed on several parameters like:

- - Responsibility
  - Punctuality
  - Dedication and Commitment towards work
  - Loyalty: supports and follows institute's policies and guidelines
  - Oral Communication: speaks effectively with seniors, colleagues & students
  - Leadership: gives clear directions and listens to co-workers
  - Teamwork & Relationship with fellow faculty and staff.

These feedback forms are closely monitored and analyzed by the Director of the Institute who counsels those staff members (teaching and non-teaching) whose performance needs improvement.

File Description	Documents
Paste link for additional information	http://www.msijanakpuri.com/wp-content/uploads/6.3.5-Performance-Appraisal-Forms-for-Teaching-and-Non-Teaching-Staff.pdf
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

The institution has a pre-defined mechanism for internal and external financial audits.

Internal auditis a continuous process which results after each and every financial transaction.

In theinitial stage, internal auditis conductedby The Treasurer of the Institute along with the Director, MSI and the Accountant. The internal audit is conducted for clarity, authenticity, transparency, and financial accuracy where Income/Expenditure Accounts are closely monitored and compared with the financial budgets for the financial year.

External audit

The external audit takes place annually after the completion of every financial year. Theaccounts of the Instituteare audited every year by a qualified chartered accountant firm. The income-

expenditure statement and balance sheet are prepared for each financial year and submitted to the Income Tax department by the approved auditor.

The process of checking and verification of accounts continues for 8 to 15 days during May every year. The bills and vouchers of the revenue expenditure are checked. The proper records with the concerned Department of capital expenditure are also checked and verified.Based on the suggestion given by the Auditor, the corrective measures to improve the process are incorporated.

The audit objections/compliance, if any, is handled by the Accounts Department.

File Description	Documents
Paste link for additional information	https://surajmalmemorialeducationsociety.org/finance-committee/
Upload any additional information	View File

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

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

0.9

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

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

The Resource mobilization policyof the Institutionserves to identify the funds available for the smooth conduct of various programmes.As the Institute is aself-financing Institution,its income isprimarilyfromtuition fee receipts, fixed by State Government.Funds are also generated from sources likestudent

activity fees, placement fees, and sponsorshipsandare managed in a very effective and efficient manner.The policy outlines the following procedures fortheefficient management of generated funds:

·The Institute has aGoverning Body, Purchase Committee, and associated bodies which help in thepreparation, division, allocation, and utilization of funds.

·Theexpendituresare made according to the givenbudget proposal.

·Theutilizationof these funds is ensured throughfinancial auditing.

- Salaries, PF, and other incentivesare provided to the staff.

·Adequate funds are allocated foreffective teaching-learning practices.

·Monetary Award for research workis awarded to faculty members to enhance quality publications.

·National and International Conferences, Seminars, Workshops, FDPs, Refresher Courses, Guest lectures, field trips, and industrial visits are organized.

·Scholarships, mementoes and certificatesawarded to the meritorious students.

·Enhancement of library facilities,

·Augmentation ofLaboratories and IT infrastructure.

·MS TeamsandTally Softwarepurchased.

·Funds provided forsocial serviceactivities.

File Description	Documents
Paste link for additional information	https://www.msijanakpuri.com/wp-content/uploads/6.4.3-Link-for-Mobilization-of-Funds.pdf
Upload any additional information	View File

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

IQAC has contributed significantly for institutionalizing quality assurance strategies and processes. Following are the two examples of best practices institutionalized.

1. Performance and Academic Audit

IQAC conducts academic audit in coordination with through higher authorities to increase and maintain the quality education. Academic Committee is set up for this purpose to review the academic progress regarding the teaching-learning process through the following:

a. Academic Calendar and Timetable is prepared.

b. Timely delivery of lesson plans using standardized lesson plan formats.

c. Conduct of teaching performa to monitor the regular delivery of lectures.

d. Inspection of Course coverage and Attendance registers by the Management to bring about quality improvement in academics.

2. Open Door Policy System with the main objective to encourage healthy discussions and promote an open and welcoming work culture.

a. For Employees

- The employees can meet the Director and Chairman-SMES for redressal of any grievances.
- Director, MSI/HODs holds regular meetings for quality improvement.
- Suggestion box installed in the Institute premises.

b. For Students

- The institution has a student grievances committee, Students' Welfare, Anti-Ragging, and discipline committee.
- The students can contact Director directly/visit the Grievance redressal portal on MSI website/put their

suggestions in the suggestion box available on campus.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

Institute focuses on learner-centric education approach that shifts the role of the teachers from contributors of information to facilitating student learning through appropriate practices.

Reform No 1: Enhanced Use of ICT Resources for teaching-learning:

Under the supervision of IQAC, classrooms and labs are fully equipped with ICT facilities, SPSS Software and Financial modeling tools (Tally, Advanced Excel). To cater to the growing needs, Institute has purchased MS Teams software, advanced ICT tools, broadband internet Wi-Fi facility (200 Mbps Internet Leased Line). The Institute switched to online platforms like Microsoft Teams, Google Meet, Google Classroom, to conduct regular internal assessments, classes, sharing of study material like PPTs, notes, case studies, assignments, for conducting quizzes, webinars, and extracurricular activities etc.

Reform No.2: Use of Online Students Feedback/ Online Mentoring Feedback and Online Program Exit and Semester Exit Feedback for review and improvement of the teaching-learning process.

The Institute with the help of IQAC has adopted a feedback system that takes suggestions from stakeholders to obtain an honest opinion about the institutional performance, especially in academics. Online feedbacks are collected from the students which are analyzed department-wise, Programme wise, semester wise, class-wise and subject-wise feedback which is reviewed for improvement in teaching-learning process.

File Description	Documents
Paste link for additional information	https://sites.google.com/site/centrallibrarymaharajasurajmal/resources/e-resources/subject-e-modules/bba-subject-notes
Upload any additional information	View File

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

File Description	Documents
Paste web link of Annual reports of Institution	https://www.msijanakpuri.com/wp-content/uploads/6.5.3-annual-report-2023.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The institute is sensitive and committed towards gender equity issue. It has an effective women development cell which creates awareness regarding gender equity. The center aims at creating awareness among students about respect for all human beings & that everyone is valued and favored equally regardless of their gender. Measures initiated by the Institute to promote gender equity are:

- On the occasion of International Women's Day 9th March 2023,

the Women Development Cell of the Institute in collaboration with Delhi police conducted a self-defence session in the auditorium at 11:00 am.

- On 14 April 2023, A Sanitary Pad Donation Drive was organized the institute in which a message of awareness about menstrual hygiene was spread.

- On 26th April 2023, a guest Lecture on Prevention of Sexual Harassment of Women at Workplace was organized in the auditorium.

- For the purpose of safety and security the institute has restricted entry at the gates with guards deputed to check the entry of undesirable elements in the institute and also the entire institute is monitored under CCTV camera coverage.

- The institute also has a counselor who conducts regular counselling sessions of students to counsel them on various psychological & sociological issues.

File Description	Documents
Annual gender sensitization action plan	https://www.msijanakpuri.com/wp-content/uploads/Annual-Gender-Sensitization-Plan.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://www.msijanakpuri.com/wp-content/uploads/FACILITIES-PROVIDED-FOR-WOMEN.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	B. Any 3 of the above

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

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

The institute has its focus on cleanliness and proper waste management of degradable and non-degradable waste. The waste management facilities in the institute are:

- The college has implemented a solid waste management system in which segregation of wet, dry, paper and green waste, by setting up of dustbins of different colours. The green coloured dustbins are for wet & biodegradable wastes, blue dustbins are for disposal of plastic wrappers & non-biodegradable wastes, yellow dustbins are for papers & glass bottles, which are diposed on daily basis to the MCD trucks outside the institute.

- Due to the nature of the courses taught, no biomedical waste material is produced in the institute.

- In order to manage the E-waste the institute has a scheme through which electronic and computer accessories which are "obsolete" are exchanged with new equipment under buy back scheme. Old computers after repair & upgradation are donated to various organizations . Also, the Institute outsources the maintenance and repairing of IT infrastructure such as Computers, Printers, LAN, facilities, Modems, Routers, Internet facilities including Wi-Fi, broadband & amplifier.

- Due to the nature of the courses taught, there is no hazardous waste produced in the institute.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	https://www.msijanakpuri.com/wp-content/uploads/7.1.3-Geotagged-photographs-of-the-facilities.pdf
Any other relevant information	View File

7.1.4 - Water conservation facilities available | B. Any 3 of the above

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

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

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 with trees and plants**	**A. Any 4 or All of the above**

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File

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

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

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

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

The institute is committed to creating an Inclusive environment, taking care to cater to the needs of all sections and cultures of society. To inculcate harmony towards cultural diversity, a number of events were organized in the Year 2020-21.

- On 31st Aug 2022, an awarenss drive on Idol Immersion on the occasion of Ganesh Chaturthi, was held in which environment friendly immersion of Ganesh idols was promoted.

- On 25th Nov 2022, a special lecture was organized on "Mental health awareness", it aimed that every person has a different level of issues pertaining to their mental health and it requires different level of treatment. The aim of the event was to promote tolerance for people from communal, socioeconomic and other diversities.

- On 21st and 22nd Dec 2022, a winter donation drive was organized in which warm clothes were collected and donated to National confederation of blind and orphanage girls of India.

- On 20th Feb 2023, a lecture on Spirituality and its Effective Factors in Education and Indian Culture was given by Shri Karnal Singh, Retd. IPS Officer, Former Chief of Enforcement Directorate (ED) in the seminar hall.

- On 20th March 2023, department of law of MSI organized a workshop for the introduction of model united nation with agenda to establish it as a society which promotes inclusivity.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	[View File](#)
Any other relevant information	[View File](#)

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

Throughout the year the institute has made dedicated efforts to make its students and employees not just aware of their constitutional rights but also corresponding duties through which they can be an asset to the society. Following are few of the activities conducted in the Institute:

- Awareness Campaign was organised by the Eco Club on 13/08/2022 to motivate the staff and students of MSI towards their responsibilities and obligations as citizens to Hoist

the National Flag in their homes to celebrate the 75th year of India's Independence.

- On 25th Nov 2022, the department of Law, MSI organised the celebration of the Constitution Day in which guest lecture was given by Justice Vedpal Singh.
- On 26th Nov 2022, a lecture was organized by retd. IAS Shri Karnal Singh explaining the importance of fundamental duties of an Indian citizen.

- On 10th Dec 2022, the department of Law organized a quiz competition "Quiz Whiz" on the occasion of Human rights day, which was aimed to generate general awareness among students regarding human rights.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	[View File](#)
Any other relevant information	[View File](#)

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	A. All of the above

File Description	Documents
Code of ethics policy document	[View File](#)
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	[View File](#)
Any other relevant information	[View File](#)

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

Following activities were organized by MSI to commemorate National and International Days:

- **On 13th August 2022, SADHEENTA 2022 -76th Independence Day Celebration, was held in the institute by hoisting the National Flag in the college campus in the presence of the staff & students of the institute.**

- **On 14th Aug 2022, Meraki Society organized Quiz competition and exibition on the occasion of Partition horrors remembrance day**
- **On 4th September 2022 Teacher's Day. The teachers were entertained with certain games like antakshari, guess the song, tongue twisters etc. in which all the teachers took active participation and enjoyed.**
- **On 14th September 2022, Hindi Diwas was organized by the B.ed Department of MSI, in which various competition like self composed hindi poems, quizzes, etc were organized.**
- **On 26th Nov 2022, the department of Law organized the celebration of Constitution day, the theme of the day was India: the mother of democracy.**
- **On the occasion of International Women's Day 9th March 2023, the Women Development Cell of Maharaja Surajmal Institute in collaboration with Delhi police conducted a self-defense session for students in the auditorium at 11:00 am.**

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

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

Practice I - Shiksha Viraja : Perennial Achievement of Academic Excellence

Objective: Providing transformative education to support students on the path to academic excellence.

Context – It is essential to understand the unique needs of students and thereby provide them the enriching environment with diverse opportunities.

Practice:

1. Creating an environment that fosters innovative teaching, learning and regular assessment.
2. Promoting critical thinking, professionalism & inclusion through academic activities.
3. Providing modern facilities, equipment and advanced technologies.
4. Conducting internships and experiential learning projects.

Evidence of Success – Students of MSI achieve extraordinary results in the form of gold medals across all departments.

Problems Encountered–

Students prepare for entrance exams sometimes affecting their academic performance.

Practice II – Pratibha : Learning Beyond Academics

Objective: To focus on holistic development of students.

Context – Through Co-curricular activities students are able to develop their overall personality. For this, MSI provides opportunities to nurture students talents in diverse fields.

Practice:

1. Providing a conducive environment for co-curricular activities such as cultural fest, etc.
2. There are more than 16 co-curricular societies handled by the students.
3. Regular co-curricular activities are organised by various departments

Evidence of Success – MSI students have achieved laurels at national and international level.

Problems Encountered–

Monitoring the attendance of students engaged in co-curricular activities is sometimes challenging for the faculty.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

7.3 - Institutional Distinctiveness

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

Striving towards professional excellence by introduction of additional professional courses, enhancement of infrastructure and development of professional skills through various initiatives:

1. Perennial expansion of courses along with development of infrastructure – The institute from its very inception has been adding new courses and enhancing infrastructure. In the year 2022-23 the institute has started B.A. LLB, B.B.A. LLB and MBA. and two new buildings have been constructed known as MSI Law block & MBA block.

2. Learning process in various domains leading to professional excellence- Institute boasts of holistic development of its students by not just focussing on the academic front but creating a suitable environment for other activities as well through numerous societies which conduct curricular and extracurricular activities.

3. Skill Development activities are regularly conducted in the institute like ICT based courses, teaching skill development through school internships, summer training programs, major project and minor project, moot court etc.

4. Excellent Placement –. The initiatives of placement cell are helping the institute move towards professional excellence which is reflected in placement of majority of students in reputed organisations like Deloitte, Groww, SAP Lab, Amazon, Infosys, Wipro, TCS. Also, apart from promising placements, students have started their own business ventures successfully.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

Following Activities will be organized in the upcoming academic year 2023-24 :

1.Activities for Professional Excellence- Session on developing entrepreneurial skills, session for learning business & corporate ethical skills, orientation program for first year students of BBA, BCA, B.Com, expert talk on mental health , session on personality development .

2. Regular Monitoring & Implementation of the code of conduct - The discipline committee have planned discipline duty charts for all the faculty members. Also regular monitoring will be carried out by the management, Director and HODs.

3. Placement Initiatives – Various events like networking, interviews, group discussions and corporate life, industrial tours , session on career in commerce, visit to high court of India, educational tour by BBA department, pre-placement workshop by BCA department, E-summit, etc have been planned.

4. Value Addition Initiatives- There will be International Women's Day Celebration, awareness drive on ban of plastic use in campus, rangoli competition, seminar on glimpses of different childhoods, lecture on human ethics & values, mooc court competitions, and many other campaigns related to social work.