Yearly Status Report - 2018-2019

Part A	
Data of the Institution	
1. Name of the Institution	**INSTITUTE OF PROFESSIONAL STUDIES**
Name of the head of the Institution	**DR. RAMA TYAGI**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**09285022400**
Mobile no.	**9425757659**
Registered Email	**shrivastavajeetvishu@gmail.com**
Alternate Email	**r30tyagi@gmail.com**
Address	**P.O. Box - IPS College, Shivpuri Link Road**
City/Town	**GWALIOR**
State/UT	**Madhya Pradesh**
Pincode	**474001**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Urban**
Financial Status	**Self financed**
Name of the IQAC co-ordinator/Director	**DR. KALPANA KUSHWAH**
Phone no/Alternate Phone no.	**09285022400**
Mobile no.	**9926244809**
Registered Email	**principalipsgwalior@gmail.com**
Alternate Email	**r30tyagi@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://ipsgwalior.org/IPS/iqac.php

4. Whether Academic Calendar prepared during the year

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	http://www.ipsgwalior.org/IPS/

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**B**	**2.73**	**2016**	**11-Jul-2016**	**11-Jul-2021**

6. Date of Establishment of IQAC

6. Date of Establishment of IQAC	**04-Oct-2014**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
GUEST LECTURE	**23-Jan-2019** **01**	**60**

GUEST LECTURE	21-Jun-2018 01	95
View File		

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	NIL	NIL	2019 00	0
No Files Uploaded !!!				

9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	**2**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

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

• organized one International seminar and one National Workshop • Organized extra classes for TAT competitive exam. • Regular curricular and cocurricular activities has been • Organized students visits by departments • Internal exam have been conducted successfully for internal assessment.

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

Plan of Action	Achivements/Outcomes
Organizing National/International level conferences/ workshops/ seminars etc. for the faculties and student development	Already Start the process regarding organizing Conferences/Workshops/Seminars etc.

Gating the permanent affiliation for the Department of Education from Jiwaji University	Application has been sent to the Jiwaji University for permanent affiliation
Appointment of the faculties under section 28 (17) by the university in different departments	Faculties were appointed under section 28(17)by Jiwaji University in different positions
department promote all the who have fulfilled all the standards fixed for the promotion.	The promotion has been done at the Institute level
Develop Institute as a research center. Various departments who have fulfilled the standard set for a research center will apply for permission from Jiwaji University, Gwalior.	Department of Education has applied for permission as a research center at Jiwaji University
[View File](#)	

14. Whether AQAR was placed before statutory body ?	No
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2019
Date of Submission	01-Jan-2019
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	1. Principals Meeting 2. Students FeedBack System 3. Different Committees 4. Monthly Students Fees Status 5. Faculty Self Appraisal System 6. Best Students of the Year Award System 7. Maintenance WorkRelated Information System 8. Performance Apprisal System of Staff

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

All the courses conducted in the college are affiliated with Jiwaji University, Gwalior hence it is mandatory to implement the syllabus prescribed by Jiwaji

University, Gwalior in all departments. In this regard, the timetable committee headed by the Principal with heads of the department as members prepare a timetable, which is helpful for the fulfillment of educational and course objectives. Each department strives for effective course delivery through a combination of time-tested and innovative methods. The course begins with an entry point need assessment of the students as per their qualifications and expectations. The academic calendar is prepared to keep in mind the updated curriculum, teaching plan, available deadlines and timelines. Detailed discussion related to academic work is held in the departmental meetings of the college. Faculty members put their efforts to complete the course within the stipulated time. If a student comes for any sort of problems to the faculty members, time is set aside for him in addition to the scheduled classes. The faculty members of the college remain fully dedicated to preparing the students for the university examinations and also to take remedial classes to resolve the problems, if any. All these works are reviewed in the IQAC meetings held from time to time. The college has smart classrooms and ICT-related facilities that help students to understand the subject and get in-depth knowledge through these mores of learning. In the college, various other tools like group discussion, seminars, workshops, and guest lectures are used to make students more comfortable in learning and understanding the subjects.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
NIL	NIL	Nil	00	00	00

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nill	NIL	Nill
[View File](#)		

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

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nill	00	Nill

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

	Certificate	Diploma Course
Number of Students	Nil	Nil

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
00	Nill	Nill
[View File](#)		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships

BBA	Management	33
BEd	Education	39
MEd	Education	2
MPEd	Physical Education	12
View File		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

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

Feedback Obtained

An online feedback system is available for receiving feedback from students in the college, in which feedback is taken from the students based on their experience in relation to the specific parameters. The points given by the students for each parameter are calculated to evaluate a teacher. there is also a system to get feedback from the alumni as and when they visit the institute either in an organized alumni meet or for their personal works. The feedback collected from the current and alumni is analyzed to find out the actual feedback which is used to make the changes/improvements wherever required.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
MPEd	Physical Education	30	29	29
BEd	Teacher Education	50	43	43
MEd	Teacher Education	50	44	44
BBA	Management	60	28	28
BCA	Computer Application	60	12	12
BCom	Commerce	60	46	46
PGDCA	Computer Application	60	Nill	Nill
View File				

2.2 – Catering to Student Diversity

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

Year	Number of	Number of	Number of	Number of	Number of

	students enrolled in the institution (UG)	students enrolled in the institution (PG)	fulltime teachers available in the institution teaching only UG courses	fulltime teachers available in the institution teaching only PG courses	teachers teaching both UG and PG courses
2018	311	86	26	5	4

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
10	10	15	4	2	8

View File of ICT Tools and resources

View File of E-resources and techniques used

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

The college mentorship scheme is implemented in which 15 to 20 students are assigned to a faculty member who serves as their mentor for the entire program period. The mentor regularly interacts with the students to monitor their academic performance and attendance. Mentoring helps the smaller group of students to share their academic and personal problems for a better academic environment and a comfortable teacher and taught relationship. Mentor advises students as needed to improve their academic performance and appearance. Mentor also arranges additional lectures for students who are weak at the academic level, if required. Mentor and students meetings are held as per requirement (at least once a semester), in which the mentor meets the student personally. At intervals, the parents of the students are also invited to the meetings to allow them to get first-hand information about the progress of their wards and the teaching environment in the college. Remedial classes/lectures are arranged by the mentor for weaker students and help them to come to the level. The students can discuss the related subject with the mentor personally and provided support for them.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
397	35	1:11

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
4	Nill	4	Nill	Nill

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
Nill	nil	Nill	nil

View File

2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BEd	393	I	19/02/2019	20/04/2019

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

Since the college is affiliated with Jiwaji University, Gwalior, all the work for the main examination is done under the guidance of Jiwaji University, Gwalior. The college has an internal examination committee that is responsible for preparing the schedule of the exam, setting the question paper, and declaring the results of the internal examination. once the result of the internal examination is out the students, having any complaints about their result are allowed to see their answer books to clear their doubt, if any. The results of two internal tests are considered average for internal evaluation as per university rules. The main reforms introduced by the examination cell committee are the timely declaration of internal examination results and moderation of question papers.

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

The institute prepares its academic calendar at the very start of the session according to the guideline issued by the Department of Higher Education, Bhopal and Jiwaji University, Gwalior. This academic calendar consists of all short of activities ranging from academic to extracurricular/co-curricular activities. The academic calendar ensures that students benefit from course-related activities such as guest lectures, workshops/ seminars/ conferences and industry visits, etc. throughout the year. Every year the educational calendar is displayed on the college website and shared with the heads of the departments concerned to ensure its proper adherence. The academic calendar consists of the following: Tentative dates of internal exams, Class tests, etc Date of the annual festival and sports meet. Holiday program etc.

2.6 – Student Performance and Learning Outcomes

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

http://www.ipsgwalior.org/IPS/

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
1034	BCom	Commerce	36	36	100
1029	BBA	MANAGEMENT	27	27	100
1030	BCA	COMPUTER APPLICATION	13	13	100
393	BEd	EDUCATION	32	32	100
081	MEd	Education	2	2	100
006	MPEd	Physical Education	11	11	100

2.7 – Student Satisfaction Survey

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

http://www.ipsgwalior.org/IPS/

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nill	0	0	0	0

View File

3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
0	0	

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
0	0	0	Nill	0

View File

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

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
0	0	0	0	0	Nill

View File

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
Department of Commerce Business Studies	1

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Department of Education	5	3.58
International	Department of Physical Education	1	5.02

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

Department	Number of Publication
0	Nill

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
0	0	0	Nill	0	0	Nill

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
0	0	0	Nill	Nill	Nill	0

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	8	23	Nill	Nill

3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
0Seminar on Traffic Safety and Rules	Traffic Police Gwalior	12	300
Swachhta Abhiyan	8 MP Bn	2	38
Seminar on NCC Benefits and career in armed forces	8 MP Bn NCC	8	280
Traffic duty on prime squares of Gwalior	Traffic Police Gwalior	Nill	20
Seminar on National Unity Day	BSF Tekanpur	9	200

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

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
CATC	Certificate for all	8 MP Bn	5
CATC	Certificate for all/Medals for cadets	8 MP Bn	16
View File			

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
NCC	Traffic Police Gwalior	Seminar on Traffic Safety and Rules	12	300
View File				

3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
0	0	0	0
View File			

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
00	0	0	Nill	Nill	0
View File					

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
0	Nill	0	Nill
View File			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
100000	18838

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Classrooms with Wi-Fi OR LAN	Existing
Seminar halls with ICT facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing
View File	

4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
LYBSIS	Fully	5.7.1	2008

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	13008	1790441	304	67414	13312	1857855
Reference Books	83	51106	Nill	Nill	83	51106
e-Books	Nill	Nill	Nill	Nill	Nill	Nill
Journals	18	11120	Nill	Nill	18	11120
e-Journals	Nill	Nill	Nill	Nill	Nill	Nill
Digital Database	1	11500	Nill	Nill	1	11500
CD & Video	70	1055	Nill	Nill	70	1055
View File						

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

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
nil	nil	nil	Nill
View File			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	100	2	2	2	2	2	2	100	0
Added	0	0	0	0	0	0	0	0	0
Total	100	2	2	2	2	2	2	100	0

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

100 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
nil	na

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
50000	35000	100000	18838

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

The Institute has an engineer and Administrative officer for new construction and for maintenance and upkeep of infrastructure. At the departmental level, HODs submit their requirements to the principal regarding classroom furniture and others. The college development fund is utilized for the maintenance and minor repair of furniture and other electrical equipment. With the help of the four full-time sweepers, the cleanliness of classrooms is maintained. Library: Library has open access system for everyone. Every member must sign the gate register and enter the library for use of reading materials. Library members can select books for issue for a limited period, specified for each category of members. The books are issued from the library issue counter. The working hour of the library is 10.00 A.M. to 04.00 P.M. on all Working days. In case of damage to the book or loss of a book, the students shall have to replace the book of the same title and author with the latest edition. In case the book is out of print or not available in the market, the book is replaced with a book on the same subject recommended by the faculty teaching that subjects with written permission obtained from the Principal or pays the current market price of the book. Computers: All the classes of practical subjects are conducted in computer labs for implementing learning by doing teaching pedagogy. Students are allowed to work on computers after classes as well. Institute organizes workshops during which sessions are conducted by resource persons in computer labs. All the faculty members conduct the classes by using ICT facilities available in classrooms. Institute has appointed a computer lab assistant which ensures the upkeep of computers, printers, and LAN(Wired and wireless). Sports Complex: Students are allowed to use the sports facility available in the institute during the allotted time. The institute also organizes sports meet every year in which students are encouraged to participate.

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Financial Support from institution	5	22500
Financial Support from Other Sources			
a) National	National Scholarship Scheme	104	1854061
b)International	NIl	Nill	0
View File			

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

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
NIL	Nill	Nill	NIL
View File			

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2019	Special Class for Preparation of Competitive Examination	18	20	3	4
View File					

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

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

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed

Make my Revenue	10	1	Nill	Nill	Nill

View File

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
Nill	Nill	nil	nil	nil	nil

View File

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

Items	Number of students selected/ qualifying
Any Other	4

View File

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

Activity	Level	Number of Participants
Annual Sports	Departmental Level	60

View File

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	Air Riffle/ Air Pistol	National	1	Nill	BCA 18	Anjali Suryavanshi

View File

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

Institute creates a platform for the active participation of the students in the various academic administrative bodies, functional bodies including other activities. This empowers the students in gaining leadership qualities, rules, regulations and to use the execution of their skills in a very effective and efficient manner. Each council has a representative council, which is called Representation Committee and includes student members too. The Student Council helps students share ideas, interests, and concerns with lecturers and principals. They often also help raise funds for -wide activities, including social events, community projects, helping people in need, and college reform. The student members bring forward the views and suggestions of the entire activities to the particular function organized from time to time. Various programs like paper presentations, workshops, and seminars are organized by these bodies every year. We have formed student committees Students club, etc. Every club and department has an active student association consisting of student members. The club is monitored by senior faculty members who are responsible for the smooth conduct of the events. The student association plays

a dominant role in many activities related to clubs, annual fest, sports, and other co-curricular activities of the institute. From time to time Various co-curricular activities organized by the association include Special Lectures by experts, Seminars, Workshops, National and International Level conferences, and Intercollegiate meet to develop the personality and skills of the student's ability. Eminent speakers and industrialists deliver speeches on topics relevant to the current educational scenario. Student members of the associations also observe important days like National Festivals, International Women's Day, International Yoga Day, Sports Day, Teachers Day, Fresher's Day, Farewell Party, Blood donation camp, etc.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

Alumni Association creates bondage between its students and the Institute. Serving as a sweet link, it helps in maintaining a lifelong connection between the Institute and its Alumni. The Association becomes an integral part of the history of the Institute and facilitates in building an image of the Institute. The association also helps in building a bridge between the Alumni and existing students, and the community at large. The association provides support services for the welfare of the Institute as well as its student community. Let this Association of ours fulfill its inherent role.

5.4.2 – No. of enrolled Alumni:

106

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

106000

5.4.4 – Meetings/activities organized by Alumni Association :

2

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

The college has developed an established system of decentralization to provide restricted autonomy to the colleges operations, academic and non-academic activities. In which, the academic activities are carried out under the supervision of the Principal. Also, non-academic activities are completed under the supervision of the Director and Chief Administrative Officer in the Institute. The Institute has established a systematic system of the constitution of different types of committees for different functional areas. In which, with the commencement of the session, various Head of Departments are given their academic responsibilities in advance. This practice shows the efficiency of the college and the objective of getting the job done effectively. Various International and National programs are organized from time to time in the Institute with the coordination of Head of Departments and faculty members. After organizing the program, a review meeting is organized in which the performance and problems faced before the program, during the program, and after the program can be evaluated, so that whatever the next program is organized by the college, before By taking lessons from the program, the work can be done in a better way. Class teachers are appointed for each class by the Head of Departments, who keep a constant watch on the academic activities. Mentors also monitor student performance and their parents

feedback, students response to teachers, regular classroom operations, absenteeism, and complaints, along with academic activities. The academic activities in the college are decentralized very well.

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

Yes

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Admission of Students	The process of giving admission in various courses conducted in the institute is done online through the prescribed norms under the guidance of Higher Education, Bhopal. For this purpose the admission committee constituted by the college is entrusted with the task of monitoring the admission process. Students willing to take admission have to first register themselves in the online counseling process through MP Online. The student has to verify all the documents related to his admission at the nodal centers. Thereafter the merit list and allotment list is released online by the Higher Education, Bhopal. On getting allotment in the college, the student confirms his admission by appearing in the college on the due date and depositing the fees online. Admission is given keeping in view the objective of education for students from all sections of the society irrespective of caste, creed, class and gender.
Teaching and Learning	The teaching-learning practice prevalent in the institute is its special feature. Under which the work is done smoothly with efficient adherence to the timetable in the institute. The institute is always ready to use concerns and innovative teaching methods for the learning students such as LCD, PPT, online, group activities, project-based learning, focus on learning outcome etc. Teachers working in the institute are always encouraged to enhance their qualifications like NET and PhD. In addition, the following steps have been taken to ensure a healthy teaching-learning environment in the campus. Accessible availability of Wi-Fi every department enables internet facilities Remedial/tutorial classes for select groups of students Organizing group

		discussions, peer education, seminars. Extension and outreach program for knowledge sharing with all stakeholders Arrangement of internship to supplement industrial visits Conducting timely tests, assignments, projects and internal exams for periodic/continuous evaluation.
	Examination and Evaluation	The evaluation system in the course conducted in the institute consists of two types of mode first internal assessment test and second external examination. Since the college is affiliated with Jiwaji University, Gwalior, the examination work is done according to the guidelines of Jiwaji University and the method decided by them. The External examination has been completed by Jiwaji University from time to time. The work of Internal Assessment Examination is also done in the college under the prescribed system as per the instructions of Jiwaji University, Gwalior. After the internal examination, the work of evaluation of the examination is done by the teachers of the college according to the system decided by the university. Through internal examination, the knowledge level of each student is properly assessed and his performance is recorded. The internal assessment in the college is divided into different parts, out of which three internal examinations are conducted in one semester, out of which the best of two examination marks are submitted online on the university portal. Along with this proper evaluation of student attendance, their assignments and extra-curricular activities, etc. are also made the basis for awarding internal assessment marks. To further improve the performance of the students in teaching, a review meeting is organized at the class level in which the students, teachers, and heads of departments are present. Remedial class is used for any student who is found to be weak in academic activity and efforts are made to improve his performance.
	Research and Development	1. enhance the research awareness among faculty by organizing national and international conferences, seminars, faculty development programs, and workshops on research methodology.

	2.Institute provides a creative atmosphere and Motivated all faculty To publish the research works in renowned journals. 3.Institute encourages faculty to deliver talks and be a resource person for various events like seminars, workshops, conferences and training programs. Institute trying to provided adequate facilities and resources in which higher studies and research thrive amongst the faculty and students.
Library, ICT and Physical Infrastructure / Instrumentation	Various efforts have been made to connect the institute with technology, in which computerization is important. The examination work of the college is fully computerized. Keeping in view the importance of Information and Communication Technology (ICT) for the studying students, Computer Lab is connected to the Internet. Smart class is available in the college to make the teaching method more attractive. In which students increase their education and their knowledge with the help of PPT and other technical tools. Apart from the academic level, the administrative departments have also been computerized and connected with technology. In which admission process, admission-related records, payment of tuition fees and other fees, maintenance of records of students, salary bills, and other financial details are included. Wi-Fi internet facility and lane connection are available everywhere in the college. The feedback system to be taken from the students is also online. The existing campus of the college is spread over 10.26 acres which include 16 laboratories, 23 classrooms, principals room, HODs room, administrative room, teachers room, voice common room, girls common room, record room, etc. The Institute has two seminar halls for organizing small cultural events, international conferences, etc, with the capacity of 200 and 100 students respectively. The institute provides an environment for the students to develop their personalities and good health. All facilities are available for indoor and outdoor sports. Institute organizes Yoga, meditation sessions for stress release and good health. The institute has its own world-class Indoor and

	outdoor games facilities like two indoor wooden badminton courts, one basketball indoor wooden court, 10mtr shooting range, squash, billiards, table tennis, turf court tennis ground, 400mtr. track, Hockey ground, football ground, etc. The total existing number of books in the library of the college is more than 12,000. The college has the membership of INFLIBNET. There are various general, digital databases, research-related software like SPSS, etc. available in the college library. Libsys software is available to perform library work digitally. for ensuring the quality enhancement of library, ICT, and physical infrastructure various committees constructed like library Advisory Committee, Building Maintenence Committee, and Technical Committee comprising of faculty members, library in-charge, Lab in charge of the computer lab. The committee ensures continuous up-gradation of the library and recommends the purchase of new books, journals, and magazines. The committee is responsible for lab up-gradation which ensures maintenance and up-gradation of present computers and purchase of new computers, updation of institute's website, etc. The library is well equipped with computers. The catalog with author and subject indices has been fully computerized. The institute's campus is wi-fi enabled, hence students can access the internet anywhere including the library. A circular containing information of new books, magazines purchased, new national and international journals subscribed is circulated among the faculty members, showing the titles of books, magazines, regularly. The same is notified to students through the library notice board. Institue has two Computer Labs which are all well equipped with computing resources to cater to the technological needs of the Institute.
Human Resource Management	The Institute has a systematic system of recruitment and selection of employees. Advertisements for vacant posts in the college are published in national and local Hindi as well as English newspapers. The institute strictly follows the guidelines given by UGC, NCTE, Department of Higher

	Education, and Jiwaji University in the selection process of the employees. The pay scale of the employees is fixed as per the norms of UGC and annual increment is also implemented. The Institute regularly appoints the sufficient number of staff from time to time to maintain a balanced ratio of students and teachers as per rules. The appointment of employees at the management level is done by an internal panel of subject experts along with the Director, Principal, and Chief Administrative Officer. The college completes the appointment process according to the rules of the University Act 28(17), in which the process of appointment is done by the appointment committee constituted by Jiwaji University. After which the appointment of teachers appointed in the Governing Body of the college is approved. The appointment of teachers and employees appointed under the University Act 28(17) is approved from time to time in the meeting of the Executive Council of the University.
Industry Interaction / Collaboration	The institute works in various ways to strengthen the students at the academic level. Which includes guest lectures, workshops, seminars, etc. In order to enhance their educational experience for the students studying in the Department of Education, from time to time at the institution level, educational sessions are organized to make students experience teaching in various government and non-government schools. is done. Since the 3rd semester of the B.Ed course of the Department of Education includes 40 days of teaching practice. Various conferences, seminars, and workshops are organized by the institute from time to time by inviting various international and national subject experts to enhance and update the knowledge of the subject and curriculum of the students and academic staff. Various types of industry visits are conducted by the institute to the students from time to time for the practical study of the students. as per the curriculum issued by the university, it is mandatory for the students to undergo 30-45 days of industrial training after the 4th semester of the BBA course in which the

students have to undergo rigorous training to acquire the knowledge and skills therein so that in the future, the students will be able to do some work in their future. By understanding the problem arising in the situation, he can learn to solve it himself. The academic guides of the college help the students from time to time during school and industrial training. Such school and industrial visits provide an interface between academic and organizational environments and help students to understand the practical aspects of their studies in the classroom. Special care is taken by the college that how IT skills can be integrated with the studies of the students so that they can increase their knowledge with the help of technology.

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

E-governace area	Details
Planning and Development	The Institute uses the following governance 1. E-Budget 2. E-Journals for all specializations 3. E-Books and E-Journals in the library
Administration	1. Online Attendance 2. Circulars and other information through Emails and Whatsapp 3. Promotion of events 4. Placement all stages of placement process
Finance and Accounts	1. Salary directly in the account 2. Fee acceptance through cheque, Paytm, and other online sources 3. Message of pending fees towards 4. Registration fees for all activities are also accepted through online modes 5. Income and expenditure records on Tally software
Student Admission and Support	1. Admission in all courses is done using an online process such as the student registers himself on higher education website with the MP Online portal by making online payment and list of admitted candidates is downloaded from the website of higher education. 2. All stages of the admission process are based upon e-governance such as MP online registration, Document verification, Allotment letter, Online admission, and information to the candidate. 3. Students seeking admission are informed about all the stages through online

	modes such as e-mails, SMSs etc.
Examination	**1. Results of internal examination are uploaded on Jiwaji university portal. 2. No Dues system for examination form filling online mode. 3. Examination forms are filled online 4. Examination fees are paid online 5. Fee and expenses of examination are maintained online**

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
Nill	**nil**	**nil**	**nil**	**Nill**

View File

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
Nill	**nil**	**nil**	**Nill**	**Nill**	**Nill**	**Nill**

View File

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
nil	**Nill**	**Nill**	**Nill**	**0**

View File

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nill	**Nill**	**Nill**	**Nill**

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
2	**2**	**2**

6.4 – Financial Management and Resource Mobilization

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

Yes, the Institute conducts financial audits both internal and external on a regular basis. The internal authority for carrying out the audit is Mr. Raju Jaiswal and the external authority for carrying out the audit is Mr. Manoj Jian (Lulla Co.)

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

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

View File

6.4.3 – Total corpus fund generated

13424787.14

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Jiwaji University, Gwalior	Yes	IQAC
Administrative	Yes	Governing Body	Yes	IQAC

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

1. Parents can submit their feedback to the class mentors, specialization coordinators, placement coordinators, discipline coordinator, and Principal of the institute. 2. Parents are also invited to various events organized by the institute such as Invocation ceremony, Cultural fest, etc where their feedback is invited, 3. Feedback of parents of meritorious students is also taken in the award ceremonies, parents are also invited as judges in different events and their feedbacks are invited. 4. Parents complaints are also recorded and proper remedial actions are suggested to the parents.

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

The Institute gives the opportunity to the staff to upgrade their qualification through specialized training or pursuing Higher Education. As per example Mr. Jitendra Shrivastava who was office superintendent eventually upgraded his educational qualification by completing MBA Degree and also obtaining Ph.D. Degree. He has been promoted to the post of Asst. Professor now. Institute also emphasizes the enhancement of the skill of the support staff by organizing skill-based workshops. There exist also provisions for nominating the support staff members to attend the development workshops organized by other institutions.

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

Young teaching staff are always encouraged to complete Ph.D. Degree. Some of the members of the teaching staff are in the process of the advanced stage of completing their Ph.D. Degree. Being encouraged with the response of the students and the statutory, authorities. the institute plan to introduce Postgraduate Course in Education in 2017. Therefore in 2018 as part of its initiative, the institute added the important unit of a Research Centre with

6.5.5 – Internal Quality Assurance System Details	
a) Submission of Data for AISHE portal	**Yes**
b)Participation in NIRF	**No**
c)ISO certification	**No**
d)NBA or any other quality audit	**No**

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	**Academic Audit**	**20/05/2019**	**20/05/2019**	**23/05/2019**	**16**
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
nil	**Nill**	**Nill**	**Nill**	**Nill**

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

Percentage of power requirement of the University met by the renewable energy sources
nil

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	**Yes**	**Nill**

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	**1**	**1**	**14/01/2019**	**1**	**Industrial Tour**	**To Provide Practical Knowledge and learn their working mechanism**	**40**
View File							

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

Title	Date of publication	Follow up(max 100 words)
Information Brochure	01/06/2018	every year the institute producess an information brochure which consists of the information related to academic and physical facilities for the students it also contains the rules and regulations to be followed by the students. There are specific committees whose details are given in this information brochure.
Employees rule book	01/01/2019	Faculty and Staff members have to read and sign employees rule book at the time of joining. Employees rule book is suggesting a code of conduct to be followed by them. Principle is ensuring that employees should follow all the rules mentioned in that.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Celebration of Women's Day	08/03/2019	08/03/2019	40
Celebration of Teacher's Day	05/09/2018	05/09/2018	60
Celebration of National Education Day	11/11/2018	11/11/2018	20
Celebration of International Yoga Day	21/06/2018	21/06/2018	35

View File

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

1. Plantation: The institute organizes Hariyali Mahotsav every year, in which the working staff and students of the institute actively participate. In addition, a large number of trees are planted. 2. Swachata Abhiyan: The institute is progressing very effectively in the work related to cleanliness, in this phase, from time to time, a cleanliness campaign program is organized by the working staff and students, in which the entire institution is cleaned. 3.Regular dumping of waste - The institute has its own waste dumping system under which the liquid waste and solid waste are disposed of through the dumping system developed by the institute.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

With the aim of encouraging young students to excel, the Institution has introduced a system of awarding the "Best student of the year". Selection criteria encompassing various aspects of all-round development has been designed to select every year "Best student of the year". A selection panel comprising of Principal, HOD, Chief Administrative officer has been formed to evaluate the candidature on the basis of the selection criteria and give recommendation to the Director for final selection. The student so selected through to process is awarded on the final day of Annual celebration of the Institute. Similarly "Best teacher of the year award" has also been introduced to give due recognition to best performing teacher. This practice encourages both students and teachers to perform as best as one can do. Staff evaluation:- A system of evaluating the performance of the staff has been introduced. As per the practice Immediate supervisor and also the had of the Institution evaluate the performance of each staff following a prescribed format. • For the teaching staff in addition to the evaluation of supervisor, a feedback system of the students are also in place following a specific format. • These two criterion of supervision evaluation and students feedback are reviewed in the final stage and appropriate action is taken. • The system keep the staff alert inspires them to put in their best

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

http://www.ipsgwalior.org/IPS/

7.3 – Institutional Distinctiveness

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

The Institutes journey started in the year 2005 with the opening of B.Ed. course. Thereafter with reasonably good success, the Institute over the years gained experience, having strengthened itself with proper infrastructure and equipping with competent faculties went on adding courses viz BBA, BCA, B.Com etc. Along its journey of 16th years, the Institute has been able to run the following graduate and Postgraduate courses: • BBA,BCA,B.Com Through these courses, a large number of young people both representing rural areas and urban centers could change their lives as well as usher in new hopes and aspirations in their families.

Provide the weblink of the institution

http://www.ipsgwalior.org/IPS/

8.Future Plans of Actions for Next Academic Year

1. The Institution is a plan to introduce the new undergraduate and postgraduate courses in the next academic year. for the promotion of research activities in the institution, the research center under the guidance of Jiwaji University is taking. 2. Introduction of industry-sponsored program. 3. Appointment of new faculty members with Ph.D. Degree. 4. Conduct the Guest Lectures from various Industries/institution 5. Jointly Conducting Training/Awareness Programme with Industry for students and faculty members. 6. Organizing seminars/Symposium/Awareness Programme. 7. An incentive to the teachers who receive recognition/awards at National and International Level