



DELHI INSTITUTE OF ADVANCED STUDIES
Plot No. 6, Sector-25, Rohini, Delhi-110085
(Affiliated to GGS Indraprastha University, Delhi and Approved by AICTE)
(An ISO 9001:2008 Certified Institution)



SELF STUDY REPORT (SSR)

(Track ID : DLCOGN 15355)

Submitted for Accreditation

to

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL



DELHI INSTITUTE OF ADVANCED STUDIES
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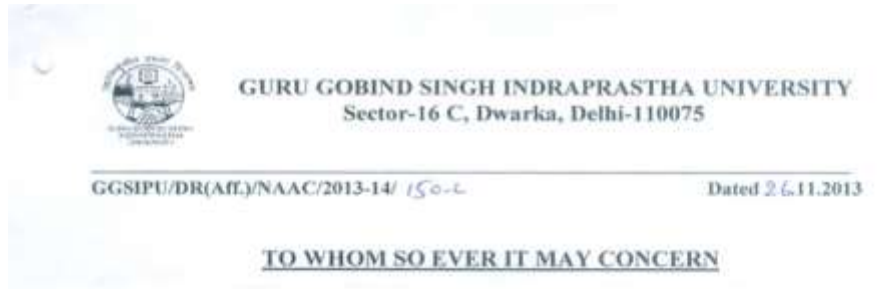
LIST OF ABBREVIATIONS

1	AICTE	All India Council for Technical Education
2	AIMA	All India Management Association
3	CSI	Computer Society of India
4	DTR	DIAS Technology Review
5	EDP Cell	Entrepreneur Development Programme Cell
6	EPSI	Education Promotion Society of India
7	ESIC	Employees' State Insurance Corporation
8	FDP	Faculty Development Programme
9	HOD	Head of the Department
10	HRD	Human Resource Development
11	HRM	Human Resource Management
12	IRLL	Industrial Relations and Labour Laws
13	ISO	International Organization for Standardization
14	IT	Information Technology
15	LCD	Liquid Crystal Display
16	MBA	Master of Business Administration
17	MCA	Master of Computer Applications
18	MSME	Micro, Small and Medium Enterprise
19	NIESBUD	National Institute for Entrepreneurship and Small Business Development
20	NSIC	National Small Industry Corporation
21	OMR Sheets	Optical Marksheet
22	OPAC	Online Public Access Catalogue
23	SIIF	Students Industry Interface Forum
24	SSR	Self Study Report
25	SSRN	Social Sciences Research Network
26	STF	Students Technology Forum
27	SWOC	Strengths, Weaknesses, Opportunities and Challenges
28	TDSP	Training & Development Systems and Practices



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A. INSTITUTION AFFILIATION LETTER



This is to certify that **Delhi Institute of Advanced Studies**, Plot No. 6, Sector-25, Rohini, Delhi-110085, is affiliated to the Guru Gobind Singh Indraprastha University since 1999. The University has approved teaching of Courses / Subjects in the said college as per details mentioned below.

S. No.	Name of Course(s) and Duration	Affiliation		Period of Validity for the year(s)
		Permanent	Temporary	
I	MCA, 3 Yrs, 60 Intake		Temporary	2013-14
II	MBA, 2 Yrs, 120 Intake		Temporary	2013-14


 (Dr. Bhaskar P. Joshi)
 Registrar,
 GGSIP University

Registrar
 G.G.S. Indraprastha University
 Sector-16C, Dwarka, Delhi-110075



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B. CERTIFICATE OF COMPLIANCE



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CERTIFICATE OF COMPLIANCE

(Affiliated/Constituent/Autonomous Colleges and Recognized Institutions).

This is to certify that **DELHI INSTITUTE OF ADVANCED STUDIES** fulfills all norms

1. Stipulated by the affiliating University and/or
2. Regulatory Council/Body (such as UGC, NCTE, AICTE, MCI, DCI, BCI, etc.) and
3. The affiliation and recognition (if applicable) is valid as on date.

In case the affiliation / recognition is conditional, then a detailed enclosure with regard to compliance of conditions by the institution will be sent.

It is noted that NAAC's accreditation, if granted, shall stand cancelled automatically, once the institution loses its University affiliation or Recognition by the Regulatory Council, as the case may be.

In case the undertaking submitted by the institution is found to be false then the accreditation given by NAAC is liable to be withdrawn. It is also agreeable that the undertaking given to NAAC will be displayed on the college website.

Date: 21.05.2014
Place: Rohini, Delhi


Principal/Head of the Institution
(Name and Signature with Office seal)

Dr. L. B. Singh
DIRECTOR
Delhi Institute of Advanced Studies
Sector-25, Rohini, Delhi-110085



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C. PREFACE



DELHI INSTITUTE OF ADVANCED STUDIES
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PREFACE

Delhi Institute of Advanced Studies (DIAS) is a dynamic growth oriented institution affiliated to Guru Gobind Singh Indraprastha University, Delhi. The institution was established by Shri Laxman Dass Sachdeva Memorial Educational Society in the year 1999.

Vision of the Institute: *“We strive to provide quality learning environment for imparting holistic education that inculcates professional excellence, induces competitive spirit, instills leadership quality to carve a niche in the changing global scenario.”*

Mission of the Institute: *“DIAS believes in Learning to Excel and Excelling to Serve. The aim of the institute is to develop a unique culture that seeks to scale heights of glory through ethics, passion and perseverance. The guiding philosophy of the institute is to enhance team spirit, integrity and commitment to serve the cause of humanity.”*

Shri S.K. Sachdeva, a well-known name in the educational world, is the Chairman of the institute. He is also the Chairman of the society that is running several well-established public schools. The institution has been well nurtured by visionary and dynamic leader Dr. S.N. Maheshwari who continues to be Professor Emeritus and Academic Advisor (*Formerly Director General DIAS and Principal, Hindu College, Delhi University*).

The Vision, Mission and Quality Policy of the institution provide the necessary fillip for imparting quality education in the areas of Management and Computer Applications through MBA and MCA programmes affiliated to GGS Indraprastha University, Delhi.

This Self Study Report (SSR) for Accreditation by National Assessment and Accreditation Council (NAAC) has been prepared with utmost sincerity and honesty. The details and data included in the report are true and correct to the best of our knowledge and belief. The report has been prepared according to the instructions laid down by NAAC. The report includes the following:

- Executive Summary of the Report.
- Profile of the Institute.
- Criteria wise - Analytical Report.



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- Evaluation Report of MBA Department.
- Evaluation Report of MCA Department
- Annexures
- Appendices

This SSR presents factual details of the academic and extra curricular activities carried out at the Institute. It mainly describes the continuous efforts made by the Institution in imparting quality holistic education. The team of our faculty has made their sincere efforts to include each and every activity undertaken to bring academic and all round excellence in the Institute.

The report has been compiled by the Steering Committee comprising of the following:

- Dr. I.B.Singh, Director
- Dr. J.P. Bhutani, Professor, MCA Department
- Ms. N. Malati, Head of the Department - MBA
- Dr. Barkha Bahl, Head of the Department - MCA
- Ms. Tripti Mishra, Faculty Advisor, Students Industry Interface Forum (SIIF)- MCA
- Ms. Shilki Bhatia, Faculty Advisor, Students Industry Interface Forum (SIIF)- MBA
- Mr. Prahalad Singh, Administrative Officer.

I appreciate and wish to convey my sincere thanks to Dr. S.N. Maheshwari, Professor Emeritus and Academic Advisor, Steering Committee Members, all the faculty members and non-teaching staff for their contribution in preparation of this SSR.

With sincere thanks and regards,

(Dr. I.B.Singh)
Director



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D. EXECUTIVE SUMMARY



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EXECUTIVE SUMMARY

Delhi Institute of Advanced Studies (DIAS) established by Shri Laxman Dass Sachdeva Memorial Educational Society in the year 1999 is one of the leading affiliates of Guru Gobind Singh Indraprastha University. The institution aspires to provide holistic education in the areas of Management and Computer Applications. The Vision and Mission of the institution are the vehicles to fulfill this endeavour.

Vision of the Institute: *“We strive to provide quality learning environment for imparting holistic education that inculcates professional excellence, induces competitive spirit, instills leadership quality to carve a niche in the changing global scenario.”*

The Mission of the Institute: *“DIAS believes in Learning to Excel and Excelling to Serve. The aim of the institute is to develop a unique culture that seeks to scale heights of glory through ethics, passion and perseverance. The guiding philosophy of the institute is to enhance team spirit, integrity and commitment to serve the cause of humanity.”*

Shri S.K. Sachdeva, Chairman of the institute is a visionary in the field of education and has established Shri Laxman Dass Sachdeva Memorial Educational Society in the year 1985, which has been active in the field of education. The Society under its aegis also has numerous prestigious schools. The institution has been led under the dynamic leadership of Dr. S.N. Maheshwari, Professor Emeritus and Academic Advisor (*Formerly Director General, DIAS and Principal, Hindu College, Delhi University*). The Vision, Mission and Quality Policy of the institution aim to provide the necessary impetus to quality education. Twelve batches of MBA and MCA students have completed their professional education from the institution and have become our successful brand ambassadors. The institution has been well recognized by the Corporate world and it is evident through their continuous patronage.

The institution has been rated high by the Academic Audit and the Joint Inspection Committee of the University. It has been accorded A+ status by the State Fee Regulatory Committee in the year 2012. The students have brought laurels to the institute and it is one of the few institutions wherein the students have been conferred with 22 University Gold Medal still date. The institution has



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also been certified with ISO 9001:2008 in the year 2011 and certification has been revalidated and extended till 2016.

◆ **CURRICULAR ASPECTS**

It has been the constant endeavour of the Institution to be the most sought after affiliate in the university. The institute adheres to the syllabi formulated by GGSIP University. The university while developing the curriculum keeps in view the prevailing challenges and opportunities in the National and International environment. The curriculum is interdisciplinary in nature and also prepares the students for meeting the corporate challenges. The pedagogy is continuously updated and includes the use of latest tools so as to keep the students abreast with the latest technical and managerial know how. Curriculum is revised periodically by the university based on the feedback received from outgoing students, teachers, peers, alumni and industry. The faculty of the Institution also actively participates in updating the curriculum. The course content is an eclectic mix of academic orientation, practical training and field work.

◆ **TEACHING- LEARNING AND EVALUATION**

The admission procedure is planned and implemented by the university. The Admission Brochure of the university contains information about its affiliated institutions. The students are admitted by the university to affiliated institutions through the Common Entrance Test (CET) followed by a centralized counselling conducted by the university. DIAS has been one of the top affiliate institutions of IP University. The institution conducts the Orientation Programme to acquaint the students with the Syllabi, Pedagogy, Attendance Rules and Evaluation Systems of the institution. The students are provided with Information Bulletin containing the detailed rules and regulations followed at the institution.

The institution employs 'Student-Centric Approach'. The latest audio visual aids are used to train the students. The students prepare presentations on the latest topics and also develop case studies by comprehending and analyzing the current corporate problems. They take up live projects and research oriented projects to understand the challenges faced by the business organizations. The students are also encouraged to present and publish their papers in association with the faculty.

The evaluation of the students in both the programmes i.e. MBA and MCA have two components (i) External Evaluation through a Semester-End Term



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Examination and (ii) Internal Evaluation through internal tests conducted by the faculty teaching the courses. In the University-End Term Examination, a Centralized Evaluation System is observed. The examination process is carried out by the university with adequate support being extended by the affiliated institute. The faculty from the institution partakes actively in the conduct of examination and evaluation of the answer sheets. The results are displayed on the University's Website.

The institution organizes National and International Seminars and Conferences, Workshops, Guest Lectures, Symposiums and Faculty Development Programmes. The faculty members keep themselves updated with the latest happenings. They are encouraged to take up research work. The research articles and papers written by faculty are published in reputed national and international journals. They are also motivated to present papers in the International and National Seminars and Conferences. Faculty assessment is undertaken to enhance the quality of teaching.

◆ **RESEARCH, CONSULTANCY AND EXTENSION**

DIAS strongly believes that the development of any institution is dependent on the extent of research undertaken by its faculty and students. The institution has promoted research culture through several initiatives. Some of them are as follows:

- Availability of Personal Computers with free access to Internet, Library Facility, Subscription of Journals and e-journals, Membership of External Libraries and association with research and professional bodies like AIMA, EPSI and CSI for faculty and students.
- Dissertation, Industrial Training, Summer Training and Specialization Projects constitute an integral part of the PG curriculum and help students imbibe the culture of research.
- Faculty Development Programmes (FDPs) and Workshops for the faculty help them in their research pursuits. The institution has organized 9 FDPs in the area of Computer Applications and Management, during the last four years.
- In house International Journal DIAS Technology Review (DTR) - The International Journal for Business & IT is listed in the Cabell's Directory, Social Sciences Research Network (SSRN) enables promotion of research amongst the faculty. Seventeen issues of the Journal have already been published. The Journal has been widely accepted and circulated in India and abroad.



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- Conferences and Seminars are organized annually in the areas of Management and Computer Applications. The institution has organized twenty Conferences/Seminars, sixteen at National and four at International level. Proceedings bearing ISBN Number have been published. The institution has published eight proceedings in the area of Computer Applications and Management.
- The faculty is encouraged to pursue higher studies/research. Currently five faculty members are Ph.D holders, three of them have submitted their Ph.D Thesis while eleven faculty members are pursuing their Ph.D.
- The institution has also constituted Best Researcher Award to promote research culture.
- Academic leave is provided to the faculty for presenting papers in Conferences and Seminars.
- Dr. S.N. Maheshwari, Professor Emeritus and Academic Advisor of the institution has more than hundred books and monographs to his credit. He is a well known author who is a stalwart in the area of Accounting and Finance.
- Live projects are undertaken by students in industry and business organizations under the guidance of faculty members.

◆ **INFRASTRUCTURE AND LEARNING RESOURCES**

- **Infrastructure:**
The institution is located in the heart of Rohini, Delhi and has its campus sprawled in one acre area. It is a beautiful blend of architectural innovation, functional convenience and ecological flourishing. The institution has created infrastructure to meet the changing requirements of faculty, staff and students. The Institution is Wi-Fi enabled, has well furnished Air-conditioned, LCD fitted, Multimedia Classrooms, well equipped and updated Computer and Digital Labs, Language Lab, Library with adequate number of Text Books, Reference Books, Journals and e-journals to fulfill the expectations of the students.
- **Learning Resources:**
In addition to the library resources, the institution also facilitates learning through various teaching and learning aids like Lecture Plans, Question Banks, Solution Sets and Multiple Choice Questions. The copies of Lecture Plans are also kept in the Library for ready reference of the students and faculty members. The solution sets prepared by the faculty



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contain the model answers to the End Term University Question Papers. The students are also provided with individual account numbers to access the internet and the computer lab facility. Each student can get books issued from the library on a weekly basis and from the book bank for a period of three months.

◆ **STUDENT SUPPORT AND PROGRESSION**

The number of students enrolled annually in MBA and MCA programmes is 120 and 60 respectively. More than 50% of the students are girls. The average success rate of the students during the last four years has been more than 90%. The drop out rate is around 5%. The institution has formed forums to extend support services to their students. They include Students Technology Forum (STF) and Students Industry Interface Forum (SIIF). SIIF provides Placement Assistance and prepares students for the corporate world. The STF conducts various extra curricular and co-curricular activities for holistic development of the students. The institution organizes the Annual Cultural Fest 'Ecstasy' wherein students from various colleges of Delhi and NCR actively participate. Monetary help in form of scholarships are provided to Economically Weak and Meritorious students under the Student Welfare Scholarship Scheme. The institution has a separate cell for prevention of sexual harassment chaired by a senior female faculty to take care of the specific needs of female students and employees. The institution has infrastructure which enables easy access to differently-abled students. Alumni association of the institution holds alumni meets on a regular basis. The alumni help the current students in providing placement assistance and also assist them to enhance their employability.

The institution also brings out a quarterly Newsletter – DIAS Times which showcases the various activities carried out at the institution and also contains current information regarding the changes in the corporate world.

◆ **GOVERNANCE AND LEADERSHIP**

The Vision, Mission and the Objectives of the Quality Policy of the institution are translated into reality through the process of teaching, research and extension activities. The institution believes in participatory and de-centralized administrative setup. The institution has a well-defined organization structure to coordinate academic and administrative functions. The objectives of the Governing Body and the Advisory Council are to oversee and guide the policy



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and practices planned and implemented at the institution. The quality manuals detail out activities and processes, carried out by faculty, staff, Head of the Departments and Director.

Different issues involving academic and non-academic matters are discussed at regular meetings held at the level of Director and Academic Advisor. During the meetings, views of faculty members are considered and Minutes of Meeting are prepared and circulated to all concerned for effective implementation. The institution has an effective feedback system comprising of

- Students' Feedback for faculty evaluation
- Employers' Feedback on summer internship
- Employers' Feedback after students' final placements
- Alumni Feedback on the Institution.

◆ **INNOVATIVE PRACTICES**

The ultimate driving force of the institution is to provide responsible citizens to the society who are confident to face challenges both at the professional and personal front. In this endeavor, DIAS imparts education that is holistic for overall development of the students. Quality Education is provided through numerous initiatives undertaken by the institution in the areas of:

- Pedagogy
- Personality Development
- Academia- Industry Interface
- Social Responsibility Cell (KARTAVYA)
- Paper Presentations
- Language Training Sessions
- Research Project Developments
- Live Projects
- Case Studies
- Industrial Visits



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E. PROFILE OF THE INSTITUTE



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PROFILE OF THE INSTITUTE

1. Name and address of the Institute:

DELHI INSTITUTE OF ADVANCED STUDIES
 PLOT NO.6, SECTOR- 25, ROHINI
 DELHI - 110085
www.dias.ac.in

2. For communication:

Designation	Name	Telephone with STD code	Mobile	Fax	Email
Director	Dr. I.B. Singh	O: 011- 27932742 R: 120-4320642	9899052146	011- 27934200	dias@d
					ias.ac.in
Steering Committee Co-ordinator	Ms. N. Malati	O: 011- 27932742	9868765357	011- 27934200	dias@d ias.ac.in

3. Status of the Institution:

Affiliated College

Constituent College

Any other (specify)

4. Type of Institution:

a. By Gender

i. For Men

ii. For Women

iii. Co-education



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b. By shift

- | | |
|--------------|-------------------------------------|
| i. Regular | <input checked="" type="checkbox"/> |
| ii. Day | <input type="checkbox"/> |
| iii. Evening | <input type="checkbox"/> |

5. Is it a recognized minority institution?

- Yes No

If yes specify the minority status (Religious/ linguistic/ any other) and provide documentary evidence.

6. Source of funding

- | | |
|------------------------|-------------------------------------|
| Government | <input type="checkbox"/> |
| Grant-in-aid | <input type="checkbox"/> |
| Self- financing | <input checked="" type="checkbox"/> |
| Any other | <input type="checkbox"/> |

7. a. Date of establishment of the college:

04/11/1999

b. University to which the college is affiliated/ or which governs the college (If it is a constituent college)

Guru Gobind Singh
Indraprastha University

c. Details of UGC recognition:

Under Section	Date, Month & Year (dd-mm-yyyy)	Remarks (If any)
1. 2 (f)	NA*	
ii. 12 (B)	NA*	

* NA stands for Not Applicable



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- d. Details of recognition/ approval by statutory bodies other than UGC
 (AICTE, NCTE, MCI, DCI, PCI, RCI, etc.) **AICTE**

Under Section/ clause	Recognition/ Approval details Institution/ Department/ Programme	Day, Month and Year (dd-mm-yyyy)	Validity	Remarks
i.	Approved by AICTE	19 th March 2013	Academic Year 2013-14	Vide Letter No. F.No. North-West/1-1355503382/2013/EOA
ii	Approved by Govt. of NCT, Delhi	17 th June 2013	Academic Year 2013-14	Vide Letter no. F.1(25)/DD(SB)/NOC/2007 /1124 to 1126/7007

(Copy of latest approval letters are attached as **Appendix I**)

8. Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?

Yes No

- Affiliating University Act provides for conferment of autonomous status to the affiliated institutes but this provision is yet to be implemented by the university.

* NA stands for Not Applicable



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9. Is the college recognized?

a. by the UGC as a college with Potential for Excellence (CPE)

Yes

No

If yes, date of recognition ----- (dd/ mm/ yyy)

b. for its performance by an other governmental agency?

Yes

No

If yes, Name of the agency ----- and

Date of recognition----- (dd/mm/yyyy)

10. Location of the campus and area in sq.mts

Location *	Urban
Campus area in sq/mts	One acre
Built up area in sq.mts	4123.29 sqmts

(*Urban , semi- urban, Rural, Tribal, Hilly Area, Any others specify)

11. Facilities available on the campus (Tick the available facility and provide numbers or other details at appropriate places) or in case the institute has an agreement with other agencies in using any of the listed facilities provide information on the facilities covered under the agreement.

- Auditorium/seminar complex with infrastructural facilities-Yes
- Sports facilities



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◆	Play ground*	-	<input type="text" value="Yes"/>
◆	Swimming pool	-	<input type="text" value="No"/>
◆	Gymnasium*	-	<input type="text" value="Yes"/>

* The Institute has arrangement with sister Institutions i.e. schools under same educational society to avail the facility of Play ground and Gymnasium as and when required.

➤	Hostel	-	<input type="text" value="No"/>
◆	Boy's hostel	-	<input type="text" value="No"/>
	i. Number of hostels		
	ii. Number of inmates		
	iii. Facilities (mention available facilities)		
◆	Girl's hostel	-	<input type="text" value="No"/>
	i. Number of hostels		
	ii. Number of inmates		
	iii. Facilities (mention available facilities)		
◆	Working women's hostel	-	<input type="text" value="No"/>
	i. Number of inmates		
	ii. Facilities (mention available facilities)		
➤	Residential facilities for teaching and non- teaching staff (give numbers available - cadre wise)	-	<input type="text" value="No"/>
➤	Cafeteria	-	<input type="text" value="Yes"/>



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➤ **First Aid** -

First aid, Inpatient, outpatient, Emergency care facility, ambulance, Health centre staff.

Qualified doctor
 Full time P Part time On call

Qualified Nurse
 Full time P Part time

- Facilities like banking, post office, book shops -
- Transport facilities to cater to the needs of students and staff -
- Animal house -
- Biological waste disposal -
- Generator or other facility for management/ regulation of electricity and voltage -
- Solid waste management facility -
- Waste water management -
- Water harvesting -

* NA stands for Not Applicable



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12. Details of programmes offered by the college (Give data for current academic year)

Programme Level	Name of the Programme/ Course	Duration	Entry Qualification	Medium of instruction	Sanctioned / approved Student strength	No. of students admitted
Under-graduate						
Post-graduate	MBA	Two Years	Graduation	English	120	120
	MCA	Three Years			60	60
Integrated Programmes PG						
Ph.D.						
M.Phil						
Ph.D.						
Certificate course						
UG Diploma						
PG Diploma						
Any other (specify an provide details)						

* NA stands for Not Applicable

13. Does the college offer self-financed Programmes?

Yes No

If yes, how many?



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14. New programmes introduced in the college during the last five years if any?

Yes No Number

** MBA Part Time (3 years) Programme was introduced in Academic Year 2008-2009 and closed in 2012-2013, due to poor response in admissions by the University.*

15. List the departments: respond if applicable only and do not list facilities like Library, Physical Education as departments, unless they are also offering academic degree awarding programme. Similarly, do not list the departments offering common compulsory subjects for all the programme like English, regional languages etc.)

Particulars	UG	PG	Research
Science	NA*	NA*	NA*
Arts	NA*	NA*	NA*
Commerce	NA*	NA*	NA*
Any other not covered above	NA*	NA*	NA*

** NA stands for Not Applicable*

16. Number of Programmes offered under (Programme means a degree course like BA, BSC., MA, M.Com...)

a. Annual system

b. Semester system



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c. Trimester system

17. Number of Programmes with

a. Choice Based Credit System Yes No

b. Inter/ Multidisciplinary Approach Yes No

c. Any other (specify and provide details) Yes No

18. Does the college offer UG and / or PG programmes in Teacher Education?

Yes No

If yes,

a. Year of Introduction of the programme(s) _____ (dd/mm/yyyy)
 and number of batches that completed the programme

b. NCTE recognition details (if applicable)
 Notification No.: _____
 Date: _____ (dd/mm/yyyy)
 Validity: _____

c. Is the institution opting for assessment and accreditation of Teacher Education Programme separately?
 Yes No



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19. Does the college offer UG or PG programme in Physical Education?

Yes No

If yes,

a. Year of Introduction of the programme(s) _____ (dd/mm/yyyy)
 and number of batches that completed the programme

b. NCTE recognition details (if applicable)

Notification No.: _____

Date: _____ (dd/mm/yyyy)

Validity: _____

c. Is the institution opting for assessment and accreditation of Teacher Education Programme separately?

Yes No

20. Number of teaching and non- teaching positions in the Institution

Positi ons	Teaching Faculty						Non- Teachin g staff		Technic al staff	
	Professor		Associate Professor		Assistant Professor		*M	*F	*M	*F
	*M	*F	*M	*F	*M	*F				
Sanctioned by the UGC/ University/ State Government (Recruited)										
Yet to recruit										
Sanctioned	03	-	-	03	01	21	04	07	03	-



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by the Management / society or other authorized bodies (Recruit)										
Yet to recruit	-	-	-	-	-	-	-	-	-	-

*M- Male * F- Female

* No discrimination of Male and Female is applied in recruitment of faculty and staff members in the Institute.

21. Qualifications of the teaching staff:

Highest qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent Teachers							
D.sc /D. Litt							
Ph.D.	03	--	--	01	--	01	
M.Phil.						6	
PG				02	01	14	
Temporary Teachers							
Ph.D.							
M.Phil.							
PG							
Part- Time Teachers							
Ph.D.							
M.Phil.							
PG							

22. Number of Visiting Faculty/ Guest Faculty engaged with the college.

10

23. Furnish the number of the students admitted to the college during the last four academic years.



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Categories	2013-14		2012- 13		2011- 12		2010- 11	
	Male	Female	Male	Female	Male	Female	Male	Female
SC	12	06	15	07	16	06	12	07
ST	01	01	--	--	01	--	02	--
OBC	--	--	--	--	--	--	--	--
General	91	69	94	65	74	83	76	83
Others	--	--	--	--	--	01	01	--

24. Details on students enrollment in the college during the current academic year:

For the Year 2013-14

Type of students	UG	PG	M.Phil	Ph.D	Total
Students from the same state where the college is located		153			
Students from other states of India		27			
NRI students		--			
Foreign students		--			
Total		180			

25. Dropout rate in UG and PG (average of the last two batches)

UG PG

26. Unit Cost of education

(Unit cost= total annual recurring expenditure (actual) divided by total number of students enrolled)

- a. including the salary component
- b. excluding the salary component



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27. Does the college offer any programme/s in distance education mode (DEP)?

Yes No

If yes,

a. is it a registered centre for offering distance education programmes of another University

Yes No

b. Name of the University which has granted such registered

c. Number of programmes offered

d. Programmes carry the recognition of the Distance Education Council

Yes No

28. Provide Teacher –student ratio for each of the programme/ course offered

29. Is the college applying for Accreditation:

Cycle1 Cycle 2 Cycle 3 Cycle 4

Re- Assessment:



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(Cycle 1 refers to first accreditation and cycle 2, cycle3, cycle4 refers to re-accreditation)

30. Date of accreditation *(applicable for Cycle2, Cycle 3, Cycle 4 and re-assessment only)

Cycle 1: _____ (dd/mm/yyyy) Accreditation Outcome/ Result

Cycle 2: _____ (dd/mm/yyyy) Accreditation Outcome/ Result

Cycle3: _____ (dd/mm/yyyy) Accreditation Outcome/ Result

* Kindly enclose copy of accreditation certificate(s) and peer team report (s) as on annexure.

31. Number of working days during the last academic year (2012-13)

299

32. Number of teaching days during the last academic year (2012-13)

(Teaching days means days on which lectures were engaged excluding the examination days)

170

33. Date of establishment of Internal Quality Assurance Cell (IQAC)

01.08.2010

34. Details regarding submission of Annual Quality Assurance Reports (AQAR) to NAAC.

Not Applicable



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- 35. Any other relevant data (not covered above) the college would like to include. (Do not include explanatory/descriptive information).**

The Institute has been graded as A+ category by State Fee Regulatory Committee, Govt. of NCT, Delhi vide their Order No. F.No. DHE-4(51)/2010-11/3544-59 dated 07.02.2011. Copy of letter is attached as Appendix 2.



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F. CRITERION-WISE ANALYTICAL REPORT



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CRITERION I: CURRICULAR ASPECTS

1.1 CURRICULUM PLANNING AND IMPLEMENTATION

1.1.1: State the Vision, Mission and Objectives of Institute, and describe how these are communicated to the students, teachers, staff and other stakeholders.

◆ **Vision:**

“We strive to provide a dynamic learning environment for imparting holistic education that inculcates professional excellence, induces competitive spirit, instills leadership quality to carve a niche in the changing global scenario.”

◆ **Mission:**

“DIAS believes in learning to excel and excelling to serve. The aim of the institute is to develop a unique culture that seeks to scale heights of glory through ethics, passion and perseverance. The guiding philosophy of the institute is to enhance team spirit, integrity and commitment to serve the cause of humanity”.

◆ **Objectives:**

We, at Delhi Institute of Advanced Studies, are committed to make the institution a hallmark in professional education by imparting holistic education in the field of Management and Computer Applications.

The aim of the Institution is fulfilled through its philosophy:

Education: We provide the highest standard of teaching and learning taking into consideration the curriculum decided by affiliating university.

Opportunities: Our endeavour is to provide equal opportunities to students and staff with mutual respect and positive encouragement.

Relationship Building: We strive to build a continuously evolving partnership with university, parents, students and staff.

Methods of Communication to the Students, Teachers, Staff and Other Stakeholders



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We, communicate the Vision, Mission and Objectives of the Institution to the students, teachers, staff members and other stake holders through the following methods/ documents:

- DIAS website www.dias.ac.in
- Quality Manuals (ISO Documents).
- DIAS Information Bulletin.
- Placement Brochures
- DIAS Technology Review (DTR), half yearly International Refereed Journal
- DIAS TIMES, Quarterly Newsletter
- Display of Quality Policy in the Campus
- Conference Brochures and Proceedings
- DIAS Social Networking through Facebook, Twitter

(Annexure 1)

1.1.2 How does the institution develop and deploy action plans for effective implementation of the curriculum? Give details of the process and substantiate through specific example(s).

Institution develops and deploys the following action plans for the effective implementation of the curriculum through:

- Institution's Academic Calendar and Extra and Co-curricular Event Calendar in accordance with the university Academic Calendar to ensure timely completion of Academic and Non-Academic milestones. *(Annexures 2&3)*
- Subject allocation for the forthcoming semester is carried out at the end of the current semester. *(Annexure 4)*
- Lecture plan for each subject is finalized by concerned faculty member. This includes lecture wise subject matter to be covered, list of Text and Reference Books, Journals to be referred, Short and Long Practice Questions, list of Case Studies. *(Annexure 5)*
- Question Bank for each subject is prepared by the respective subject teachers. The question bank includes Multiple Choice, Short, Long and Practical questions (wherever applicable) for the ready reference of students. *(Annexure 6)*
- Guest Lectures on specific topics are organized to give practical exposure to the students. *(Annexure 7)*



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- A system of taking student feedback for each subject, to ensure effective delivery of lectures by faculty, is undertaken in every semester. (*Annexure 8*)
- Solution to the previous university end term examination question papers are provided by the faculty and are compiled in form of Solution Sets. (*Annexure 9*)

1.1.3 What type of support (procedural & practical) do the teachers receive (from the University or Institute) for effectively translating the curriculum and improving teaching practices?

Teachers receive the following support from the Institution:

- Separate computers with internet facility.
- Library facility to provide Books, Journals (National and International), e- Journals, etc.
- LCD and multimedia facilities in the class rooms to facilitate the Audio, Visual Presentations.
- Reprographic Facilities.
- Academic Leave for attending Seminars/Conferences.
- Workshops, FDP's and interactions with experts from industry and academia.

1.1.4 Specify the Initiative taken up or contribution made by the Institution for effective curriculum delivery & transaction on the Curriculum provided by the Affiliating University or other statutory agency.

The ultimate driving force of the Institution is to provide responsible citizens to the society who is confident to face the challenges both at the professional and personal front. In this endeavour, DIAS imparts education that is holistic for overall development of the students. To provide **quality education**, the institution has taken up the following initiatives:

- **Pedagogy:**
 - ◆ The class room teaching is supported by Case Studies, Presentations, Live Projects, Role Plays, etc. (*Annexure 10*)
 - ◆ Students are facilitated with Lecture Plans, Question Banks, Model Question Papers and Solution Sets, mailed to them in the soft form



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and as hard copy in library for ready reference.
(*Annexures 5,6 & 9*)

- ◆ Unit-wise Multiple Choice Questions are prepared to test the nuances of the subject. (*Annexure 11*)
- **Personality Development Initiatives:**
 - ◆ Students' success in the corporate world is ensured through the "General Proficiency" and "Managerial Skill Development" classes being conducted by the faculty, which apart from enhancing technical knowledge, groom the students in soft skills like team building, interviews, communication skills, confidence building etc. Various training consultants are also invited for personality development sessions on a regular basis. Institution has also signed an MOU with "Future Minds Consulting Pvt. Ltd." for training the MBA and MCA students in the area of soft skill and English Language. (*Annexure 12*)
 - ◆ Faculty members are also assigned to work as mentors for a group of students. (*Annexure 13*)
 - ◆ All round personality development is achieved by encouraging the students to participate in various extra- curricular and co-curricular activities. The participation may also be in the form of event management, stage handling activity, bringing sponsorships, interacting with the guest speakers and Alumni. Alumni Directory is published regularly to facilitate their participation. (*Annexure 14*)
- **Corporate Academic Interface Committee:**
 - ◆ Students are provided with opportunities to interact with people from industry. In this regard, the Institution organizes National and International Seminars/Conferences, Guest Lectures, Project Competitions to widen their horizons. (*Annexure 16*)
 - ◆ The Institution organizes Industrial visits for the students to enhance their practical exposure to industry. (*Annexure 16*)
- **Social Responsibility Cell (KARTAVYA):**

Social responsibility in students is being inculcated by motivating them to associate with a noble cause. The Institution works in close quarters with NGOs, "Aashran" and "Chalo Goan ke Aor" wherein the students of



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DIAS provide both monetary and non-monetary support to the inmates.
(*Annexure 17*)

➤ **English Classes:**

The students are provided with facility of improving English Vocabulary, Grammar, Communication skills etc. through the special classes arranged by the Institution. The classes are conducted by visiting English experts.

(*Annexure 18*)

➤ **Language Lab:**

The students are provided with facility of Language Lab, where their communication skills especially in English Language are improved. The classes are conducted by in house faculty through specially designed software. (*Annexure 19*)

1.1.5 How does the Institute network and interact with beneficiaries such as Industry, Research bodies and the University in effective operationalization of the curriculum?

The Institution networks and interacts with Industry, Research Bodies and University in the following manner:

➤ **Industry**

- ◆ Hard and Soft copies of Placement Brochure. (*Annexure 1*)
- ◆ Hard and Soft copies of Alumni Directory published by Alumni Association. (*Annexure 14*)
- ◆ Students Industry Interface Forums of M.B.A and M.C.A. Programmes. (*Annexure 20*)
- ◆ Membership of All India Management Association (AIMA), Education Promotional Society of India (EPSI) and Computer Society of India (CSI). (*Annexure 21*)
- ◆ Experts from industry are invited for interaction with students and faculty members through FDPs, Conferences/Seminars, Workshops etc.

Feedback received from the employers and alumni is used by the institute to groom the students in areas of Management and Computer Applications. (*Annexure 22*)



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- **Research Bodies**
- ◆ The Institution propagates research through its in house publication - DIAS Technology Review-An International Journal for Business and IT, listed in Cabell's Directory, USA, Social Science Research Network and Ulrich Database. Eighteen issues have been published and 19th issue is in the press. The institution also publishes quarterly newsletter – DIAS Times, regularly. 49 issues have been published and 50th issue is in the press. (*Annexure 23*)
- ◆ Research Bodies in the field of Management and Computer Applications are benefitted by the publication of the Journal.
- **University**
- ◆ The faculty interacts regularly with the University authorities specially Programme Coordinators appointed by the University for updating the course curriculum.
- ◆ The SIIF faculty advisors participate in the Central Placement Committees of the University for mutual benefits.
- ◆ Continuous interaction with examination departments for the smooth conduct of the external examinations.
- ◆ Annual Academic Audit to rate the performance of the institution. (*Annexure 24*)

1.1.6 What are the contribution of the Institution and /or staff members to the development of the curriculum by the University?(number of staff members/departments represented on the Board of Studies, student feedback, teacher feedback, stakeholder feedback provided, specific suggestions etc.)

The curriculum is developed by the University. HODs and senior faculty members have been associated with updating the curriculum.

Programme wise co-ordination committees are appointed by the university, in consultation with the senior faculty of affiliated institution and corporate personnel identifies and incorporates the required changes. (*Annexure 25*)

There is a system of taking feedback from alumni of the Institution and their employers for enhancing the skills and employability of the students. This is also helpful in updating the curriculum. (*Annexure 22*)



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1.1.7 Does the institution develop curriculum for any of the courses offered (other than those under the purview of the affiliating university) by it? If 'yes' give details on the process (Needs Assessment Design, development and planning) and the courses for which curriculum has been developed.

The institution is not involved in developing curriculum for courses other than those under the purview of the affiliating university.

1.1.8 How does institution analyze /ensure that the state objectives of curriculum are achieved in the course of Implementation of Curriculum.

The Institution ensures implementation of Curriculum in the following manner:-

- Lecture Plans are prepared by each faculty member, where in the lecture wise details of the topics are covered in every subject. The Lecture Plans also include the list of Text and Reference Books, Journals, e-Journals, Short and Long Questions, Case Studies etc to be discussed during the semester. (*Annexure 5*)
- The student feedback provides an opportunity for understanding the student perception regarding the effective delivery of the faculty. The progress advice helps the HOD and Director understand the extent of course coverage by the faculty during the prescribed period. Extra classes are allotted in practical subjects for comprehensive coverage and timely completion of the syllabi. (*Annexures 8 & 26*)
- Subject wise result analysis is carried by individual faculty and overall Result analysis for End Term University Examination is carried out by the MBA and MCA Coordinators and reviewed by the Director. (*Annexure 27*)
- The faculty members are advised to take the corrective action for improvement of results if required.

1.2 Academic Flexibility

1.2.1 Specifying the goals and objectives give details of the certificate/diploma/skill development courses etc., offered by the institution.



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The institution offers only MBA and MCA Programmes affiliated to GGS Indraprastha University, Delhi. No other certificate/diploma/skill development courses are offered by the Institution.

1.2.2 Does the Institution offer programmes that facilitate twinning /dual degree? If 'yes', give details.

The institution does not offer any twinning dual degree programme as the affiliating university does not provide such courses.

1.2.3 Give details on the various institutional provisions with reference to academic flexibility and how it has been helpful to students in terms of skills development, academic mobility, progression to higher studies and improved potential for employability. Issues may cover the following and beyond:

- **Range of Core/Elective options offered by the University and those opted by the college**
- **Choice Based Credit System and range of subject options**
- **Courses offered in modular form**
- **Credit transfer and accumulation facility**
- **Lateral and vertical mobility within and across programmes and courses**
- **Enrichment courses**

The Institution functions under the purview of the GGSIP University. The academic curriculum followed is as per the university guidelines. Further to enhance the knowledge of the students and increase their employability the institution focuses on providing additional inputs in the form of:

- **Quizzes:** Quizzes are conducted by faculty members in the subjects taught by them after completion of each unit of the syllabus. This increases clarity of the students on the subjects and ensures that they focus on the nuances of the subjects. (*Annexure 28 a*)
- **News Analysis:** The students conduct news analysis on relevant topics to update their knowledge and enhance their analytical skills. (*Annexure 28 b*)



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- **Live Projects:** The students are encouraged to take up live projects to acclimatize them to the industry and help them apply their theoretical knowledge to practice. (*Annexure 28 c*)
- **Guest Lectures and Workshops:** The Institution organizes guest lectures and workshops to further enhance knowledge of students on specific topics. (*Annexure 28 d*)
- **Case Studies:** The case study discussions are carried out in the classes by the students under supervision of faculty members. They also help students in preparation of case studies. (*Annexure 28 e*)

1.2.4 Does the institution offer self-financed programmes? If 'yes', list them and indicate how they differ from other programmes, with reference to admission, curriculum, fee structure, teacher qualification, salary etc.

The institution is a Self-Financing Institution affiliated to GGS Indraprastha University offering the following Programmes:

- Master of Business Administration - MBA Full Time-2 years duration
- Master of Computer Applications - MCA Full Time-3 years duration

The admission, curriculum, fee structure, teacher qualification and salary areas per the norms prescribed by the affiliating university and regulatory bodies. (*Annexure 29*)

1.2.5 Does the college provide additional skill oriented programmes, relevant to regional and global employment markets? If 'yes' provide details of such programmes and the beneficiaries.

In order to enhance employability of the students in regional and global markets the institution organizes the following activities for the students:

- English Language Classes and English Language Lab. (*Annexure 18*)
- Workshops by Experts from Industry. (*Annexure 28 d*)
- Interactive Sessions by Experts from Industry. (*Annexure 16*)
- Seminars and Conferences. (*Annexure 30*)
- Open discussions with Alumni members employed as well as self employed. (*Annexure 31*)



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- Business Plan Competitions and Certification through NIESBUD.
(*Annexure 32*)

1.2.6 Does the University provide for the flexibility of combining the conventional face-to-face and Distance Model of Education for students to choose the courses/combination of their choice”. If ‘yes’, how does the institution take advantage of such provision for the benefit of students?

The affiliating university does not provide flexibility of combining the conventional face to face and distance mode of education to students.

1.3 Curriculum Enrichment

1.3.1 Describe the efforts made by the Institution to supplement the University’s Curriculum to ensure that the Academic Programmes and Institution’s goals and objectives are integrated?

The Institution supplements University Curriculum by adopting the following:

- Delivery of lectures using LCD Projectors.
- Assignments to students by faculty members. (*Annexure 33*)
- Internal Tests, Presentations for evaluating students and effectiveness of the teaching. (*Annexure 34*)
- In addition to normal teaching methodologies, Case Studies, Role Plays, Management Games are also adopted by faculty members for teaching. (*Annexure 10*)

1.3.2 What are the efforts made by the Institution to modify, enrich and organize the curriculum to explicitly reflect the experiences of the students and cater to needs of the dynamic employment market?

In addition to the above supplements the Institution also involves and encourages students to develop and work on Research Projects/Live Projects. Institution also organizes Interactive Sessions and Workshops by Experienced Industry Experts and Visiting/Guest Faculty in specialized areas of Management and Computer Applications. The sessions increase the skills and employability of students. (*Annexure 35*)



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1.3.3 Enumerate the efforts made by the Institution to integrate the cross cutting issues such as Gender, Climate Change, Environmental Education, Human Rights ICT etc., into the Curriculum?

Institution organizes Guest Lectures to cover cross-cutting issues from time to time. Environmental Education is supplemented by the efforts of Eco-Club and Social Responsibility Cell 'Kartavaya' which are fully functional in the Institute. The institute provides IT facilities like Internet Facilities, Online Registration of library books, e-journals, Lecture Plans and Question Banks in the soft form. The issues related to genders are taken care by the management as majority of the faculty, staff and students, comprise of females. (*Annexures 36 & 17*)

1.3.4 What are the various value- added courses/ enrichment programmes offered to ensure holistic development of students?

- **Moral and ethical values**
- **Employable and life skills**
- **Better career options**
- **Community orientation**

The holistic development of the students is taken care by the Institution through the following initiatives:

- Social Groups (Mentorship Programme) of the Institute. (*Annexure 13*)
- Major and Minor specializations.
- Personality Development Programmes arranged by the Institution. (*Annexure 12*)
- Language Labs. (*Annexure 19*)
- Social Responsibility Cell (KARTAVYA)(*Annexure 17*)
- Interactive Sessions and Workshops on relevant topics by experts. (*Annexure 28 d*)
- Alumni Interactions. (*Annexure 31*)

1.3.5 Citing a few examples enumerate on the extent of use of the feedback from stakeholders in enriching the curriculum?

- Based on feedback from the industry, alumni and students, the faculty provides the requisite feedback to the university during the



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syllabus revision meetings. The following steps are taken to enrich the curriculum:

- **At the University Level:**
 - HODs and faculty members involved in the updation of syllabi try to incorporate relevant topics/subjects in the curriculum, currently in demand in the organizations based on the feedback from stakeholders.
- **At the Institute Level:**
 - Various guest lectures and workshops on specific practical subjects are organized for the students. (Annexure 28 d)
 - Faculty members associated with the curriculum are encouraged to conduct and attend Faculty Development Programmes on the relevant topics within the institute or outside.
 - Effective utilization of Language Labs and English Classes to improve communication skills of the students.
 - Personality Development Programmes are carried out by eminent personalities from the corporate world to improve the overall personality of the students.

1.3.6 How does the Institution monitor and evaluate the quality of its enrichment Programmes?

The Institution evaluates the quality of its programmes by obtaining feedback from the students, alumni, industry and faculty etc. The matter is discussed in faculty review meetings with HODs and Director. On the basis of feedback and suggestions, improvements are made wherever suitable. Various guest lectures and workshops on specific practical subjects are organized for the students. (*Annexure 8*)

1.4 Feedback System

1.4.1 What are the contributions of the Institution in the design and development of the curriculum prepared by the University?

Senior Faculty members, HODs and Director of the Institution provide support to the Programme-wise Committee Coordinators appointed by the University for the design and development of the Curriculum.



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1.4.2 Is there a formal mechanism to obtain feedback from students and stakeholders on Curriculum? If “yes”, how is it communicated to the University and made use internally for curriculum enrichment and introducing changes/ new Programmes?

The Institution takes the feedback from its Alumni members and employers. The Institution utilizes the feedback internally for improvement of academic inputs to the students and secondly, the feedbacks are also put forth in the review meetings for syllabi updation, being conducted by programme coordinators of affiliating institutions. The programme coordinators also invite Dean and other senior faculty members from the affiliating university to participate in the meetings. Minutes of meeting along with the suggested changes in the syllabi are sent to the Board of Studies of the University for final approval. (*Annexure 25*)

1.4.3 How many new programmes/courses were introduced by the institution during last four years? What was the rationale for introducing new courses/programmes?

MBA (Part Time) of three years duration was introduced in Academic year 2008-09. The reason for introducing the Programme was to provide additional qualification, knowledge and skill to working executives. Moreover, it was expected that the available infrastructure, faculty and staff would also be optimally utilized.

The programme was closed due to poor response at the University level in the year 2011-12. (*Annexure 37*)

Any other relevant information regarding curricular aspects which the would like to income.

The curriculum is finalized and updated from time to time by affiliating university. However, the faculty members at the institution are encouraged to ensure that they do not limit inputs to the students relating to curriculum alone but also provide additional inputs for increasing the knowledge and skills of the students.



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CRITERION II: TEACHING- LEARNING AND EVALUATION

2.1 Students Enrollment and Profile

2.1.1 How does the college ensure publicity and transparency in the admission process?

Admission of students in the MBA and MCA Programmes are carried out entirely by the University through a transparent system. The university announces dates of Common Entrance Test (CET) for the admissions through its Admission Brochure, Website and Publication of notices in National News-papers. After CET, University prepares the merit list indicating rank of each student qualified for counselling of admissions. The counselling dates are announced by the University through its website. The schedule of counselling indicates ranks of the students to be covered on each date. The counselling for admission is carried out by the University in presence of students and their guardians. (*Annexure 38*)

2.1.2 Explain in detail the criteria adopted and process of admission (Ex. (i) merit (ii) common admission test conducted by state agencies and national agencies (iii) combination of merit and entrance test or merit, entrance test and interview (iv) any other) to various Programmes of the Institution?

Admissions are carried out by the Affiliating University through open counselling based on merit list of Common Entrance Tests for each programme separately. Counselling is done in two phases. The first counselling is done on the basis of ranks in total merit list of CET for each programme. University deputed Admission Officer for the final allocation of the seats. The admission process is as follows:

- i.** Category-wise rank list of the CET schedule is notified.
- ii.** Verification of certificates is undertaken
- iii.** Verification Slip is duly filled. In addition the Preference sheet is also filled by the candidates on the basis of the availability of seats, followed by the seat allocation by the Admission Officer.
- iv.** Admission Slip is allocated to the candidate after fee submission.
- v.** Seat Status is constantly updated for the reference of the candidates present at the admission venue. At the end of the day the Final Seat Matrix is uploaded on the University website.



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- vi. The students have an option to withdraw their admission within a stipulated time period decided by the university. She/he also has a provision to change the institution during the second counselling.
- vii. The vacant seats in different Institutions are filled by the University through second Counselling.
- viii. The reserved category seats are converted into general category seats in case these seats remain vacant.
- ix. Open house counseling for all CET qualified rank holders is held on the last day of the Second Counselling. (*Annexures 38 & 39*)

2.1.3 Give the minimum and maximum percentage of marks for admission at entry level for each of the Programmes offered by the college and provide a comparison with other colleges of the affiliating university within the city/ district.

Ranks of students secured in CET are declared by the University. However, percentage of marks are not declared. The comparative ranks of the students admitted in the Institute and other Institutes during last four years are given below:

S. No.	Description		Academic Session 2010-11	Academic Session 2011-12	Academic Session 2012-13	Academic Session 2013-14
1	University Counselling-Ranking for MBA Programme	Starting Rank with Position	163	79	178	46
		Closing Rank with Position	646	629	812	1122
2	University Counselling-Ranking for MCA Programme	Starting Rank with Position	440	189	569	935
		Closing Rank with Position	1737	1424	2190	2450

It is evident from the table of ranking given above that DIAS is one of the preferred institutions for admission of MBA and MCA students. (*Annexure 40*)



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2.1.4 Is there a mechanism in the institution to review the admission process and student profiles annually? If 'yes' what is the outcome of such an effort and how has it contributed to the improvement on the process?

- The Admission Policy is implemented by the affiliating University. Better students can be admitted to University and affiliated institutions provided the Admission Test is scheduled well in advance.
- The institute gets the verification slip filled by the students admitted in each Programme. The verification slip comprises of the following data:
 - (i) Student category
 - (ii) Academic qualification and percentage secured
 - (iii) Parents background

The information is verified by the Faculty Incharge, Administrative Officer and the Programme Co-ordinator. The database is compiled for further use. (*Annexure 41*)

In the second year of MBA programme the students are categorized on the basis of their specialization. This information is helpful for their final placements.

2.1.5 Reflecting on the strategies adopted to increase/improve access for following categories of students, enumerate on how the admission policy of the institution and its students profiles demonstrate/reflect the National commitment to diversity and inclusion

- SC/ST
 - OBC
 - Women
 - Differently abled
 - Economically weaker sections
 - Minority community
 - Any other
- Admission of students to the institution are carried out on basis of merit list of CET and centralized counselling conducted by the affiliating university.



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- As per University policy, 85% seats are reserved for students having Delhi domicile and 15% seats for outside Delhi students. Within these categories the seats are further reserved/sub-divided in the categories given below:
 - ◆ Schedule caste
 - ◆ Schedule Tribe
 - ◆ Differently-abled students
 - ◆ Jammu and Kashmir displaced candidates
 - ◆ Defence Persons
 - ◆ Minority Community (Sikh)
 - ◆ General Category (*Annexure 42*)
- University/Institution does not discriminate in admissions on the basis of gender. Equal opportunity is given to both boys and girls.

2.1.6 Provide details for various Programmes offered by the institution during the last four years and comment on the trends i.e. reasons for increase / decrease and activities initiated for improvement.

The institute offers MBA and MCA programmes and the number of students admitted in each batch of MBA and MCA Programmes have been 120 and 60 respectively during the last four years.

MBA (Part Time) – Three years Programme was started in Academic Year 2008-09 but it was closed in the year 2012 due to poor response from students.

The activities initiated by the Institution for imparting quality education are:

- **Pedagogy:**
 - ◆ The class room teaching is supported by case studies, presentations, live projects, role plays, etc. (*Annexure 28*)
 - ◆ Students are facilitated with lecture plans, question banks, and solution sets, in a soft copy put in their folders and as hard copy in library for ready reference. (*Annexure 5*)
 - ◆ Topic-wise multiple choice questions have been prepared to test the nuances of the subject. (*Annexure 11*)



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- ◆ Provision of model test papers and suggested answers. (*Annexure 43*)
- ◆ Examination report prepared by the faculty and internal examination solution is provided. (*Annexure 44*)
- **Personality Development Initiatives:**
 - ◆ To ensure the success of the students in the corporate world, the faculty conducts-‘General Proficiency Classes’ and ‘Managerial Skill Development’ workshops/interactive sessions which apart from enhancing technical knowledge, groom the students in soft skills like team building, interview and communication skills, confidence building, etc. Various training consultants are also invited for conducting personality development sessions on a regular basis. Currently, the Institute has also signed an MOU with ‘Future Minds Consulting Pvt. Ltd’ for training the MBA and MCA students. (*Annexure 12*)
 - ◆ Mentors are also assigned to group of students to assist them in their academic and extra-curricular pursuits. (*Annexure 13*)
 - ◆ All round personality development is achieved by encouraging the students to participate in various extra-curricular and co-curricular activities. The participation may also be in the form of event management, stage handling activity, bringing sponsorships, interacting with the guests/speakers. (*Annexure 13*)
- **Academia- Industry Interface:**
 - ◆ Students are provided with opportunities to interact with people from industry. In this regard, the institute organizes national and international seminars/conferences/HR Summit to widen their horizons. (*Annexure 16*)
 - ◆ In order to provide practical exposure to the theoretical knowledge, the institute undertakes industrial visits to the students. (*Annexure 16*)
- **Social Responsibility Cell (KARTAVYA):**
 - ◆ Social responsibility in students is being inculcated by motivating the students to associate themselves with a



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noble cause. The Institute has adopted an NGO, “Aashran” wherein the students of DIAS provide both monetary and non-monetary support to the inmates. The Social Responsibility Cell also works with NGO ‘Chalo Gaon ki Aor’ with an objective to empower under privileged children and young adults through relevant education innovative health care and market focused livelihood programmes. (*Annexure 17*)

- **Workshops:**
 - ◆ The classroom teaching is further enhanced by practical exposure provided through workshops on various topics. (*Annexure 28*)
- **Paper Presentations:**
 - ◆ Students are encouraged to present research papers in conferences and seminars organized by various institutions and universities. (*Annexure 53*)
- **Language Training Sessions:**
 - ◆ Communication skills play an important role in students’ overall personality and help in their placements in corporates. For this purpose:
 - A Language Lab has been established wherein faculty provides language training to students through specially designed language software.
 - In addition, sessions with corporate trainer are organized to further impart language training with personal attention given to students. (*Annexure 19*)
 - ◆ The institution has also introduced separate committees for the effective and smooth functioning of various activities undertaken for the overall growth and development of faculty and students.
 - ◆ The brief details of the committees have been mentioned below and details mentioned in (*Annexure 49*):

S. No.	Name of the Committee	Broad Objectives
1	Students Industry Interface Forum (SIIF)	To train the students for requisite skills and provide Placement assistance.



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2	Students Technology Forum (STF)	To develop the all round personality of students by organizing extra curricular activities and inculcating team spirit.
3	Seminar / Conferences Committee	To organize seminars/ conferences annually in contemporary areas of relevance both for academia & industry. To contribute in enhancing the knowledge, skill and abilities of students and faculty alike.
4	FDP Cell	(i) To organize Faculty Development Programme (FDP) annually for enriching knowledge of the faculty in various domains of Management and Computer Applications. (ii) Equipping teachers with skills and knowledge that are essential for continuous growth and career advancement.
5	Publication Committee (DIAS Technology Review)	To seek contribution from researchers both in India and abroad and contribute to the existing body of literature.
6	Publication Committee (DIAS Times)	To provide a wider spectrum of knowledge to students and readers about the latest happenings both at the corporate and the institute level.
7	Alumni Committee	To provide alumni with the means to interact with the students, and help them guide the students in accordance with the employers' expectations.
8	Corporate Interface Committee (Guest Lectures)	(i) To provide an enriching learning experience for students. (ii) Enhance Academia - Industry Partnership.
9	Entrepreneurial Development Programme Cell	To inculcate a culture of innovation driven entrepreneurship. Further to encourage and guide the students to become successful entrepreneurs.



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10	Library Committee	(i) Build and maintain collection of latest books that support faculty and students in their teaching, learning and research. (ii) Create an inviting, comfortable, and modern environment conducive to study, research and exploration of new technology.
11	Language Lab Committee	To keep the stakeholders abreast with the activities at the institute.
12	Website Updation Committee	To enhance communication, by providing open access to timely, accurate and useful information about the institute.
13	Research Committee	To promote research pursuits among faculty and provide assistance in their research publication.
14	Kartavya Social Responsibility Cell	To fulfill the commitment of social responsibility of the Institute.
15	Eco-Club Committee	To make the students responsive towards the environment and ensure an eco-friendly campus.

2.2 Catering to Diverse Needs of Students

2.2.1 How does the institution cater to the needs of differently-abled students and ensure adherence to government policies in this regard?

The Institution has made the following arrangements to cater to the needs of differently-abled students:

- Wheel chair
- Ramps
- Lifts
- Girls Common Room and Boys Common Room.

2.2.2 Does the institution assess the students' needs in terms of knowledge and skills before the commencement of the Programme? If 'yes', give details on the process.

The institution provides additional extra classes for Accounting and Mathematics to the students who have not studied these subjects at the



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graduation level. Moreover, classes of Communication Skills and English Language through Language Lab and lectures by experts are also arranged to help students improving their technical and inter-personal skills.
(Annexure 19)

2.2.3 How does the college sensitize its staff and students on issue such as gender, inclusion, environment etc.?

Majority of faculty and staff in the Institution are female hence gender issue is adequately taken care of. Eco-Club of the Institution takes care of the environmental concerns in and around the Institution. Social Groups under each faculty take care of other academic and non-academic needs of the students.

2.2.4 How does the Institution identify and respond to special educational/learning needs of advanced learners?

The top students from each section of MBA and MCA Programmes are identified based on their semester results announced by the University and their performance in the class. These students are provided with additional materials like Notes on specific topics, Practical Questions and Personal Mentoring by the faculty to further improve the performance.
(Annexure 45)

2.2.5 How does the Institute collect, analyze and use the data and information on the academic performance (through the Programme duration) of the students at risk of drop out (students from the disadvantaged sections of society, physically challenged, slow learners, economically weaker sections etc.?)

The Institution collects the data on the academic performance of students based on their performance in the class, first and second internal examinations and the End Term University Examination results. The data is analyzed to identify the under performing students subject wise in each semester of MBA and MCA Programmes. This data is utilized by the individual faculty mainly for further improvement of these students. The drop-outs have been on account of students being selected for jobs in public sector, banks and other government organizations and has not been on account of their belonging to disadvantaged sections of the society. The institute has also constituted scholarships to economically weak and



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meritorious students under the student welfare scholarship fund. Four students in every semester are nominated and an amount of Rs. 4000- per student is provided to meet their expenses towards books and other necessary items. (*Annexure 46*)

2.3 Teaching-Learning Process

2.3.1 How does the college plan and organize the teaching, learning and evaluation schedules? (Academic calendar, teaching plan, evaluation blue print, etc.)

At the beginning of each semester, the Institute finalizes Academic Calendar based on the Academic Calendar of the Affiliating University. The subjects are allotted to the faculty based on their specialization and preference. The faculty prepares detailed lecture plans comprising of lecture-wise details of the topics to be covered along with the text and reference books, articles relevant for the topic.

The copies of Academic Calendar and Lecture Plans are made available to concerned faculty, students and HODs. The copies of Lecture Plans are also kept in the Library for ready reference of the students and faculty members. The Academic Calendar also includes the dates of internal tests through which evaluation is carried out. As per the university norms in every subject two internal examinations are conducted for evaluating the performance of students. Answer sheets are shown and discussed with the students. The students' signatures on the internal award lists are taken after due verification. The final internal mark lists are displayed on the notice board for final verification by students, before filling it in the OMR Sheets. The OMR sheets are filled by the concerned subject teacher and checked by another faculty to minimize errors. The institution adopts the above mentioned procedure for effective and transparent evaluation. (*Annexure 47*)

2.3.2 How does the IQAC contribute to improve the teaching - learning process?

IQAC (Inter Quality Assurance Cell) has put in the efforts to obtain I.S.O -9001-2008 Certification for the Institution. The Quality Manuals prepared by IQAC detail out quality policy of the Institution, planning and control procedures for different processes such as Teaching Learning,



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Administration, HR, Purchase, Library, Computer Labs. etc. The Quality Manuals also have different formats to ensure quality standards in different areas of operation. (*Annexure 48*)

2.3.3 How is learning made more student-centric? Give details on the support structures and systems available for teachers to develop skills like interactive learning, collaborative learning and independent learning among the students?

Learning is made more students centric by faculty members through Presentations, Case-Studies, News-Analysis, Role-Plays, and Management Games in addition to traditional method of normal teaching to develop interactive, collaborative and independent learning. The support structures like computers with Internet facility, Typing/Photo copying facilities, Library facility, Journals, e-Journals, etc., help faculty members to better organize the above mentioned tools for more students-centric learning. The institution also encourages, guides and support the faculty to organize various cultural events, debates, inter or intra college competitions and Seminars/Conferences for both MBA and MCA students. To conduct these activities, the faculty event incharges of the various events, in turn train and assign the task of managing the events to student event incharges. The student event incharges prepare their own team to successfully conduct the event. Adherence to this process ensures students' interactive, collaborative and independent learning. (*Annexure 49*)

2.3.4 How does the institution nurture critical thinking, creativity and scientific temper among the students to transform them into life-long learners and innovators?

The Institution nurtures the critical thinking, creativity and scientific temperament amongst students by adopting the following methods.

- Business Plans by the students under EDP (Entrepreneur Development Programme) Cell.
- Case Analysis
- Project Reports
- Work- Shops
- Research Projects
- Management Games
- Event Handling

(*Annexures 50,49 & 28*)



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2.3.5 What are the technologies and facilities available and used by the faculty for effective teaching? e.g.: Virtual laboratories, e-learning – resources from National Programme on Technology Enhanced Learning (NPTEL) and National Mission on Education through Information and Communication Technology (NME- ICT), open educational resources, mobile education etc.

The following facilities and technologies available in the Institution are used by the faculty members for effective teaching.

- Edusat
- e-Journals/ Del-net Journals
- Multi -Media Kits
- LCD Projectors
- Local Area Network (LAN)
- Internet Facility

(Annexure 51)

2.3.6 How are the students and faculty exposed to advanced level of knowledge and skills (blended learning, expert lectures, seminars, workshops etc.)?

The students and faculty are exposed to advanced level of knowledge and skill by their participation in the following:-

- Seminars and Conferences in the Institution and in other Institutions.
- Faculty Development Programmes (FDP)
- Workshops conducted by Experts
- Special Lectures by Industry experts
- Industry visits
- Guest lectures of Entrepreneur Development

(Annexures 52, 30, 28 & 16)

2.3.7 Detail (process and the number of students\ benefitted) on the academic, personal and psycho-social support and guidance services (professional counseling/ mentoring/ academic advise) provided to students?

Social Groups are formed to guide and counsel students. Each group is associated with one faculty member. The students are provided special



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support in respect of academics, personal and psycho social needs.
(*Annexure 13*)

2.3.8 Provide details of innovative teaching approaches/ methods adopted by the faculty during the last four years? What are the efforts made by the institution to encourage the faculty to adopt new and innovative approaches and the impact of such innovative practices on student learning?

The ultimate driving force of the institution is to provide responsible citizens to the society who are confident to face challenges both at the professional and personal front. In this endeavour, DIAS imparts education that is holistic for overall development of the students. To provide **quality education**, the institute has taken the following initiatives:

➤ **Pedagogy:**

- ◆ The class room teaching is supported by case studies, presentations, live projects, role plays, etc. (*Annexure 10*)
- ◆ Students are facilitated with lecture plans, question banks, and solution sets, in a soft copy put in their folders and as hard copy in library for ready reference. (*Annexure 5*)
- ◆ Topic-wise multiple choice questions are prepared to test the nuances of the subject. (*Annexure 6*)
- ◆ Provision of model test papers and suggested answers. (*Annexure 43*)
- ◆ Examination reports and internal examination solutions prepared by the faculty are made available to students. (*Annexure 44*)

➤ **Personality Development Initiatives:**

- ◆ To ensure the success of the students in the corporate world, the faculty conducts- ‘General Proficiency’ and ‘Managerial Skill Development’ classes which apart from enhancing technical knowledge, grooms the students in soft skills like team building, interview and communication skills, confidence building, etc. Various training consultants are also invited in personality development sessions on a regular basis. Currently, the institute has also signed an MOU with Future Minds Consulting Pvt. Ltd. for training the MBA and MCA students. (*Annexure 12*)
- ◆ Mentors are also assigned to group of students to assist them in their academic and extra-curricular pursuits. (*Annexure 13*)



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- ◆ All round personality development is achieved by encouraging the students to participate in various extra-curricular and co-curricular activities. The participation may also be in the form of event management, stage handling activity, bringing sponsorships, interacting with the guests, etc. (*Annexure 49*)
- **Academia- Industry Interface:**
 - ◆ Students are provided with opportunities to interact with people from industry. In this regard, the institution organizes National and International Seminars/Conferences/HR Summit to widen their horizons.
 - ◆ The practical exposure to support the theoretical knowledge is one of the major reasons for the institution to undertake Industrial Visits for the students. To be updated and aligned with the organization culture and requirements, various Guest Lectures by industry experts are organized from time to time.
- **Social Responsibility Cell (KARTAVYA):**

Social responsibility in students is inculcated by motivating the students to associate themselves with a noble cause. The institution supports two NGOs, “Aashran” and “Chalon Goan Ke Aor” where in the students of DIAS provide both monetary and non-monetary support to the inmates. (*Annexure 17*)
- **Workshops:**

The classroom teaching is further enhanced through practical exposure by arranging workshops on various relevant topics. (*Annexure 28*)
- **Paper Presentations:**

Students are encouraged to present research papers in conferences and seminars organized by various institutions and universities. (*Annexure 53*)
- **Language Training Sessions:**

Today communication skills play an important role in students’ overall personality and help in their final placements. In view of this the institution has taken the following instructions:



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- ◆ A Language Lab has been constituted wherein faculty members provide language training through specially designed language software. (*Annexure 19*)
- ◆ In addition, sessions with corporate trainers are organized to further impart language training with personal attention given to students. (*Annexure 18*)

2.3.9 How are library resources used to augment the teaching – learning process?

Latest edition of Books, Journals, On-line journals, Delnet facility wherein e-journals in Management and IT fields, Magazines, Question Banks, Lecture Plans, Solution Sets etc., are made available in the library for the benefit of students and faculty members to augment the teaching - learning process.

Number of books and periodicals presently available in the Institution's Library are as follows:

- Total number of Volumes : 19,053
- Total number of Titles : 5,438
- Total number of e-journals through Delnet : 641
- Total number of journals and periodicals : 107

(*Annexures 54 & 51*)

2.3.10 Does the institute face any challenges in completing the curriculum within the planned time frame and calendar? If 'yes', elaborate on the challenges encountered and the institutional approaches to overcome these.

The institution faces challenges in completing the curriculum within stipulated time frame and calendar for practical oriented subjects, like Mathematic and Accounting for Management in MBA Programme and Discreet Mathematics and Theory of Computation in MCA Programme. The Institute allocates, one additional period per week for these subjects in the time table itself. (*Annexure 55*)

2.3.11 How does the institute monitor and evaluate the quality of teaching learning?

The Institution monitors and evaluates quality of teaching/learning by taking following steps:



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- Evaluation by conducting Multiple Choice Questions, Tests topic-wise for each subject.
- Performance Analysis of students in their internal examinations.
- Feedback of students regarding subjects being taught by different faculty members. Based on feedback, the matter is discussed with faculty members and they are asked to take appropriate actions for effective improvement.
- The result analysis of the End-Term Examination of the University is carried out in detail and faculty members are advised to take corrective actions in case the results are not found to be satisfactory. (*Annexure 27*)

2.4 Teacher Quality

2.4.1 Provide the following details and elaborate on the strategies adopted by the college in planning and management (recruitment and retention) of its human resource (qualified and competent teachers) to meet the changing requirements of the curriculum.

Faculty Qualifications: The faculty is encouraged to enhance their qualification like NET, Ph.D, etc. The details of qualification of existing faculty are given below:

Highest Qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent teachers							
D.sc/ D.Litt.							
Ph.D.	03	-	-	01	-	01	05
M.Phil	-	-	-	-	-	06	06
PG	-	-	-	02	01	14	17
							28

Recruitment of additional faculty is under process.



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Recruitment and Retention of Qualified and Competent Faculty

Recruitment process involves complete transparency. Open Advertisement is given in National Newspapers regarding the prevailing vacancies of faculty. (*Annexure 56*)

- The faculty is shortlisted on the basis of norms provided by the regulatory bodies/university. The selection process includes
- A 10 minute presentation on a topic of interest of the candidate before the existing faculty. The presentation is rated by the HOD in consultation with the faculty. (*Annexure 57*)
- Interview by the duly constituted selection committee.
- Retention of qualified faculty is ensured by providing conducive work culture and academic environment to them. This is evident from the fact that more than 50% faculty is associated with the institution for last five years.

2.4.2 How does the institution cope with growing demand/ scarcity of qualified senior faculty to teach new programmes / modern areas (emerging areas) of study being introduced (Biotechnology, IT, Bioinformatics etc.)? Provide details on the efforts made by the institution in this direction and the outcome during the last three years.

During last three years, a number of visiting and guest faculties have been invited to teach the emerging technologies in the areas of Computer Applications and Management. The faculty members are also encouraged to attend various FDPs and workshops to update their knowledge which in turn has proved to be beneficial for the students. To further enhance the knowledge, the faculty members are also encouraged to participate in various research activities including paper presentation in Conferences and Seminars and Paper Publication in reputed journals. (*Annexures 58 & 52*)

2.4.3 Providing details on staff development programmes during the last four years elaborate on the strategies adopted by the institution in enhancing the teacher quality?

(a) Nomination to staff development programmes

Academic Staff Development Programmes	Number of faculty nominated
---------------------------------------	-----------------------------



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Refresher courses	
HRD programmes	
Orientation programmes	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer/winter schools, workshops, etc.	

- (b) **Faculty Training programmes organized by the institution to empower and enable the use of various tools and technology for improved teaching-learning.**
- **Teaching learning methods/approaches**
 - **Handling new curriculum**
 - **Content/knowledge management**
 - **Selection, development and use of enrichment materials**
 - **Assessment**
 - **Cross cutting issues**
 - **Audio Visual Aids/multimedia**
 - **OER's**
 - **Teaching learning material development, selection and use**
- (c) **Percentage of faculty**
- **Invited as resource persons in workshops/seminars/conferences organized by external professional agencies**
 - **Participated in external Workshops/Seminars/Conferences recognized by national/ international professional bodies**
 - **Presented papers in Workshops/Seminars/Conferences conducted or recognized by professional agencies.**
- The details of faculty who have been nominated and attended Refresher Courses/HRD Programmes may kindly be seen in attached. (*Annexure 52*)
 - The details of faculty training/development programmes may kindly be referred in attached. (*Annexure 52*)
 - All the faculty members have participated in Workshops/Seminar/Conferences during preceding four years. However, approximately 50% of them have presented papers. (*Annexures 58 & 52*)



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2.4.4 What policies/ systems are in place to recharge teachers? (e.g.: providing research grants, study leave, support for research and academic publications teaching experience in other national institutions and specialized Programmes industrial engagement etc.)

The following initiatives/systems are in place to recharge the faculty members.

- Leave for higher studies like Ph. D., M. Phil, M. Tech etc.
- Flexibility in timing for facilitating difficulties faced by female faculty members at home.
- Support for research and academic publication by purchasing relevant books, journals, e-journals in the library.
- Academic leave for attending/presenting papers in Seminars and Conferences.

2.4.5 Give the number of faculty who received awards/recognition at the state, national and international level for excellence in teaching during the last four years. Enunciate how the institutional culture and environment contributed to such performance/achievement of the faculty.

The recognition of the following faculty members is worth mentioning.

- Dr. S.N. Maheshwari, Professor Emeritus and Academic Advisor, (Formerly Principal, Hindu College and Director General, DIAS) has to his credit authorship of more than 100 books and monographs. He is also Chief Editor of International Research Journal of the Institution DIAS Technology Review (DTR).
- The environment of the Institute is very conducive to development of faculty.
- A few faculty from the institution have joined the industry and academics in reputed organizations and reached to senior positions.

2.4.6 Has the institution introduced evaluation of teachers by the students and external Peers? If yes, how is the evaluation used for improving the quality of the teaching- learning process?

The Institution has in place a system of taking feedback regarding faculty members from the students in each semester. The faculty members are evaluated on different parameters and average feedback score out of 3.00 is calculated. The faculty members are informed about the outcome of the



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feedback. The faculty members whose feedback is found to be less than 2.0 out of 3.0, are personally given letters by the Director for taking corrective action. The matter is also discussed with the respective faculty members in order to have improvements in teaching – learning process. (*Annexure 8*)

2.5 Evaluation Process and Reforms

2.5.1 How does the institution ensure that the stakeholders of the institution especially students and faculty are aware of the evaluation processes?

The Institution ensures that students and faculty are aware of evaluation process undertaken through the following methods:

- Evaluation process has been described in ISO documents and these have been circulated to faculty and also made available on website of the Institution for the information of the students. (*Annexure 1*)
- Evaluation process is also detailed in Information Bulletin being given to the students at the time of Induction Programmes after their admission to the Institution. (*Annexure 1*)
- Evaluation process is also discussed by the respective faculty members with the students in their classes.

2.5.2 What are the major evaluation reforms of the university that the institution has adopted and what are the reforms initiated by the institution on its own?

- I) **Reforms initiated by the University and the Institute.**
- II) **Evaluation Reforms initiated by the Institution**

- Introduction of presentations by the students of MBA Programme in place of first Internal Test out of two tests has been initiated by the university and adopted by the Institution. Each faculty member ensures that the topics and groups for presentations are finalized in advance so that effectiveness of the presentations is ensured. Two written internal exams are conducted for MCA students. Multiple Choice Questions and short questions have been included for class discussions and evaluation of the students for each unit of syllabus. (*Annexure 11*)
- The marks awarded to the students in the internal examinations are signed by each student. The marks are also displayed on the notice



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board of the Institution for information and verification by the students before filling in the OMR Sheets. (*Annexure 47*)

- OMR sheets indicating marks obtained by the students are signed by the subject teachers. These are further cross checked by another faculty member and finally counter signed by the Director. These sheets are submitted to the University for compilation of results. (*Annexure 47*)
- University has adopted centralized evaluation system for End Term Examination in which faculty from the Institutions also participates.

2.5.3 How does the institution ensure effective implementation of the evaluation reforms of the university and those initiated by the institution on its own?

The HODs and the director of the institution ensure the effective implementation of the reforms. The University states the dates for the class test and further the institution prepares the semester-wise schedules. The institution conducts two class tests of 15 marks each. In the MBA department, one of the tests is in the form of presentation while the other test is in the form of written test on the university patterns. The internal tests in the MCA department are written examinations. The question paper is discussed in the class and the common errors committed are brought to the notice of the students. The faculty also prepares examiner's report and provides solution to the internal question papers for students' ready reference. Moreover, the faculty conducts quizzes using Multiple Choice Questions in both MBA and MCA Programmes. (*Annexures 34 & 44*)

2.5.4 Provide details on the formative and summative evaluation approaches adopted to measure student achievement. Cite a few examples which have positively impacted the system.

Internal assessments on the basis of presentations, written test, behaviour, quizzes and attendance in the class are conducted in every semester for each subject. The students are also evaluated on the basis of following:

- Mini projects are assigned to the students in certain subjects like Human Resource Management, Industrial Relations and Labour Laws, Training and Developments Systems and Practices as a part of class evaluation for MBA students. (*Annexure 35*)



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- Project report on topic of presentation is submitted by the students for evaluation purpose. (*Annexure 35*)
- Project and Research projects are assigned to the MCA students on the practical subjects being taught to them in every semester. The same is being evaluated either in General Proficiency or practical Examinations. (*Annexure 35*)
- The steps have helped the student become more aware of the problems faced by the corporate and the also understand the suitable solutions that can be proposed thereof. This helps them in their academic performance and placement endeavours too.

2.5.5 Detail on the significant improvements made in ensuring rigor and transparency in the internal assessment during the last four years and weightages assigned for the overall development of students (weightage for behavioral aspects, independent learning, Communication skills etc).

Planning for the internal tests and assigning the topic for their presentation have helped the students understand the problems of the corporate in a comprehensive manner. In addition preparing a report on various topics also helps them understand the topic more extensively. Discussion of the topics increases the student awareness on new areas and also helps them to think “*out of the box*”. The written examinations are on the lines of external examinations. It helps the student in improving their academic performance.

Signatures of the students on the award list of internal marks are taken after each internal examination. Further at the end of the semester, the marks are displayed on the notice board for three days and any discrepancy, if found, is reported to the concerned faculty and the coordinator. Corrective measures are taken if errors are reported. (*Annexure 47*)

In case certain discrepancies are reported by the students in the internal marks published by the University, necessary corrections are carried out by the University based on recommendations of the Director of the Institution.

The above practices have been followed by the University and Institution for last four years.



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2.5.6 What are the graduate attributes specified by the college/affiliating university? How does the college ensure the attainment of these by the students?

- Institution has developed Program Objectives, Program Outcomes and Course Objectives in accordance to course curriculum formulated and published by affiliating University.
- Institution has also developed teaching learning process, infrastructure, and liaison with stake holders accordingly. The Institution regularly monitors the attainment of Program Outcomes. It also modifies the academic processes to meet the outcomes.
- The Institution has developed its own system to conduct the Internal Tests and Quizzes.
- The Institution has its own academic monitoring system.
- It has developed Social Groups of the students for conducting informal discussions with faculty.

(Annexures 28 & 13)

2.5.7 What are the mechanisms for redressal of grievances with reference to evaluation both at the college and University level?

At University level, Controller of Examination sorts out the problems related to discrepancies reported by students in their result.

At the Institution level subject teacher, Course Coordinator and Director sort out the grievances of students. Moreover, Grievance Cell of the Institute takes care of general grievances of the students.

A Grievance Redressal Committee as under has been constituted in the Institution for addressing Complaints/Suggestions from the students and their parents.

- | | |
|---|----------|
| ➤ Dr. I.B. Singh, Director | Chairman |
| ➤ Ms. N. Malati, HOD - MBA | Member |
| ➤ Dr. Barkha Bahl, HOD - MCA | Member |
| ➤ Ms. Shilki Bhatia, Faculty Advisor -SIIF MBA | Member |
| ➤ Ms. Tripti Mishra, Faculty Advisor – SIIF MCA | Member |
| ➤ Mr. Prahalad Singh, Administrative Officer | Member |



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2.6 Student 's Performance and Learning Outcomes

2.6.1 Does the college have clearly stated learning outcomes? If 'yes' give details on how the students and staff are made aware of these?

- Learning outcomes are stated clearly by the Institution in the Lecture Plans prepared by respective faculty member for each subject taking into account the syllabus of the affiliating University. (*Annexure 5*)
- The learning outcomes are also stated in the ISO document of the Institution. (*Annexure 48*)
- The above documents are made available to the students in form of hard copy as well as soft copy. The hard copies are kept in the library for the reference of students.

2.6.2 Enumerate on how the institution monitors and communicates the progress and performance of students through the duration of the course/ Programme? Provide an analysis of the students results/ achievements (Programme/ course wise for last four years) and explain the difference if any and patterns of achievement across the Programmes/ courses offered.

The institution sends letter to the parents regarding poor attendance of their wards. Further, the students are shown their marks after every internal examination and their signatures are obtained in the award lists too. If the students fail to clear End Term Examinations, the result of the students is intimated to their parents. The names of top rankers of the institution are displayed on the notice board and the list of toppers also features in DIAS Times. The Gold Medalists/University Toppers are awarded medals in the annual Seminars/Conferences and their photographs are also displayed on the notice board. (*Annexure 59*)

2.6.3 How are the teaching, learning and assessment strategies of the institution structured to facilitate the achievement of the intended learning outcomes?

Teaching, Learning and Assessment strategies of the Institution are structured as follows:-



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- Teaching strategies include Interactive Lectures supplemented by Power Point Presentations, Videos, Management Games, and Role Plays.
 - Learning strategies include recapitulation of important points of previous lectures on the concerned subjects, Question Answer at the end of the lecture and discussion by the students in the class.
 - Assessment strategies include Internal Tests, Quizzes, presentations, Class Performance and University Exams.
- (Annexures 10, 28 & 34)*

2.6.4 What are the measures/ initiatives taken up by the institution to enhance the social and economic relevance (quality jobs, entrepreneurship, innovation and research aptitude) of the course offered?

- Entrepreneur Development Programme (EDP) Cell of the Institution works towards developing interested students to become Entrepreneurs in place of opting for placements.
- Personnel from NIESBUD & MSME are invited to interact with students and provide them information regarding the financial assistance available from the Government and other agencies.
- Alumni members are also invited to have discussions with the students to give first hand details on employment criteria so that students are prepared well to face the challenges of industry when they join the organizations.
- The students are also associated with the faculty for carrying out surveys and undertaking analysis for writing the research articles and preparing reports.

(Annexure 32)

2.6.5 How does the Institution collect and analyze data on student learning outcomes and use it for planning and overcoming barriers of learning?

- The Institution collects data regarding marks obtained by students in different subjects in Internal as well as End Term University Examinations. These results are analyzed to ascertain if additional inputs are to be given to the students. *(Annexure 27)*



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- The result analysis also reveals if certain improvements are to be made by the respective faculty member in the subjects taught by her/him. (*Annexure 27*)
- Feedback from the students regarding faculty is also obtained in each semester for each subject. The feedback analysis helps in improving faculty members to perform better in the classes. (*Annexure 8*)

2.6.6 How does institution monitors and ensures the achievements of learning outcomes?

➤ **Achievements of learning outcomes**

The achievements of Institution are outcomes of our cherished vision and dreams. They are multifold as detailed below and these reflect our efforts for the overall grooming of the students:

- ◆ **Academics:** In a span of few years students have made the institution proud by bagging 22 gold medals -8 in MBA, 10 in MCA, 3 in BBA and 1 in BCA. (*Annexure 60*)
- ◆ **Placements:** The placement records have been excellent in the previous years. MCA 2009-2012 and 2010-2013 batches did extremely well with 85% and 83% students getting placed in companies of high repute like TCS, Birlasoft, Safenet, NCR, Indus Valley Partners, Grape City, Indus Valley Partners, TCS, NIIT, Capital IQ, Appstudioz, etc.

The placement scenario for MBA was equally bright with the 2010-2012 and 2011-2013 batches, securing a placement of 85% each in companies like Grail Research, Capital IQ, Federal Bank, Axis Bank, TCS, WNS, Compare Infobase, RBS, American Express, etc. (*Annexure 61*)

- ◆ **Extra-Curricular and Co-Curricular Activities** - To explore the talent of students in the field of extra-curricular activities, DIAS organizes its Annual Cultural Festival “Ecstasy” which provides a competitive platform to the students across colleges of Delhi and NCR. Our students have brought laurels both at Inter and Intra collegiate levels. The Intra College Competitions for Case Study Presentations, Business Plans, Debates and Management/IT Quizzes are also conducted on regular basis. The students of the institution



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have emerged winners at the intra and inter institutional and University level competitions. (*Annexure 62*)

- ◆ **Publications:** The institution has two publications to its credit - an in-house Quarterly Newsletter “DIAS Times” and a bi-annual Research Journal “DIAS Technology Review – The International Journal for Business and IT”. Both the publications have been well accepted by the academic world and have wide circulation.
- ◆ **DIAS Technology Review - The International Journal for Business and IT.** It is a bi-annual International Refereed Journal for Business and Information Technology. The goal of the journal is to collect, store and disseminate new and relevant knowledge obtained from basic and applied research relating to all Business and Information Technology disciplines. Seventeen issues of the journal have already been published and Eighteenth issue is in the press. (*Annexure 23*)
- **DIAS Times.** The Institution also brings out a Quarterly Newsletter DIAS Times. It contains details of the activities of the Institution, articles and information on topics of contemporary interest. The Newsletter is circulated in the educational Institutions and industry within India. Forty nine issues of the Newsletter have already been published and fiftieth issue is in the press. (*Annexure 23*)
- ◆ **Alumni Directory:** DIAS shares a strong bond with its Alumni who are today a strong work force in the corporate world all across the globe. DIAS brings out Alumni Directory regularly, carrying the updated records of the alumni. Seven issues of the DIAS Alumni Directory have already been published. (*Annexure 14*)
- ◆ **Proceedings of Seminars/Conferences -** The Institution has also published eight proceedings of International/National Conferences/Seminars: The details are as follows:
 - “Techno Tryst 2009”, “Techno Tryst 2010”, “Techno Tryst 2011”, “Techno Tryst 2012”, “Techno Tryst 2013”, “Innovation, Performance and Sustenance: New Age Drivers for Organizational Excellence”, “Contemporary Issues in Management for India Inc” and “Innovative Business Strategies for Corporate Excellence”. (*Annexure 63*)



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➤ **Monitoring of Learning Outcomes**

- ◆ As stated above the Institution monitors and ensures achievements of learning outcomes through the system of Result Analysis, Feedback from the students, etc.
- ◆ The students having poor performance are given additional inputs in the form of Personal Counselling, Assignments, Notes, Study Material, etc. (*Annexure 5*)

2.6.7 Does the institution and individual teachers use assessment/evaluation as an indicator for evaluating student performance, achievement of learning objective and planning? If 'yes' provide details on the process and cite a few examples.

Individual faculty uses assessment/evaluation as an indicator for evaluating students' performance, achievement of learning objectives and planning.

Result analysis leads to division of students in three categories:

- Top Performer Students
- Average Students
- Below average Students

The faculty members make their strategies to give inputs to the students in and outside classroom taking care of above aspects.

Any other relevant information regarding Teaching-Learning and Evaluation which the college would like to include.

The Institution has taken up various initiatives described below for improvement of quality of teaching and learning.

- ◆ The faculty is involved in planning of delivering of effective class room teaching. For this purpose the faculty members prepare lesson plans for their subject indicating the topics and sub – topics to be covered in each lecture. The lesson plans also include latest edition of Text Books and Reference Books, Journals to be referred for research articles and case studies to be discussed in the class. (*Annexure 5*)



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- ◆ The faculty members also prepare solution sets which are provided to the students in the form of soft and hard copy which is kept in the Library for reference of the students. The solution sets include the Answers for the End Term Examination Papers of the University. (*Annexure 9*).
- ◆ Feedback of students is taken for each subject midway during the semester and faculty members are communicated with the outcome for making necessary improvement in their Teaching Pedagogy. (*Annexure 8*)
- ◆ The faculty members are also involved in guiding project work being carried out by the students in the Industry and Institute. (*Annexure 35*)
- ◆ The system of mentorship has been implemented and faculty members are involved in mentoring the students in smaller groups for having effective improvement in teaching and learning process. (*Annexure 13*)
- ◆ Library and Computer Labs are updated from time to time to take care of changing requirements for quality standards.
- ◆ In order to improve quality of Teaching and Learning, the institute organizes Corporate Academia Interface wherein experts from industry and members of DIAS Alumni participate actively on regular basis. (*Annexures 16 & 31*)



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CRITERION III: RESEARCH, CONSULTANCY AND EXTENSION

3.1 Promotion of Research

3.1.1 Does the institution have recognized research center/s of the affiliating University or any other agency/ organization?

The Institution does not have recognized research center. However, efforts will be made to establish research center in the institution very soon.

3.1.2 Does the Institution have a research committee to monitor and address the issues of research? If so, what is its composition? Mention a few recommendations made by the committee for implementation and their impact.

The Institution has Research Committee to monitor and address issue of research. The Committee comprises of :

- Dr. I. B. Singh - Director
- Dr. Daryab Singh - Professor
- Ms. N. Malati - HOD, MBA
- Dr. Barkha Bahl - HOD, MCA
- Ms. Ruchi Gupta - Member
- Ms. Sonia Gupta - Member

The Committee has recommended the following Research Objectives and faculty also assists to achieve the same.

- Helping the faculty in enrolling for Ph.D. and obtain Ph.D. degree on priority.
- Conducting FDPs to acquaint the faculty with the emerging research tools and techniques.
- Increasing the published work and contributing in the Institution's own refereed International Journal DTR, and other National and International Journals for publication.

This has resulted in increase in the number of faculty enrolling for Ph.D programmes (*Annexure 65*). The faculty publications also have increased during last four years (*Annexure 58*).



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3.1.3 What are the measures taken by the institution to facilitate smooth progress and implementation of research schemes/ projects?

- **Autonomy to the principal investigator**
- **Timely availability or release of resources**
- **Adequate infrastructure and human resources**
- **Time-off, reduced teaching load, special leaves etc. to faculty members.**
- **Support in terms of technology and information needs**
- **Facilitate timely auditing and submission of utilization certificate to the funding authorities**
- **Any other**

The Institution has taken the following measures for research schemes/projects:

- Availability of online and e-journals to acquaint the faculty with latest areas in research and also identify the gap for undertaking future study. (*Annexure 51*)
- Provision of high speed Internet facility.
- Reduced teaching load and leave facility for pursuing higher studies.
- Faculty Development Programmes (FDPs) conducted in the institution to enhance familiarity with new research tools and techniques. The faculty also attends FDPs conducted by other institutions. (*Annexure 52*)
- Providing Academic leaves to faculty for presenting papers/attending Conferences, Seminars. (*Annexure 66*)

3.1.4 What are the efforts made by the institution in developing scientific temper and research culture and aptitude among students?

- Overview of SPSS software used for research purpose is provided to the students.
- Business Research, subject is being taught to the students as part the Curriculum.
- Faculty encourages the students to choose their summer- projects and prepare dissertations considering recent issues related to business research. (*Annexure 35*)



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- Students of MCA V semester are encouraged to opt for Research Project Paper.
- Research projects are also assigned to MCA III and IV semester students for assessment in their respective practical subjects. (*Annexure 35*)
- Research paper presentation has been given adequate weightage for evaluation in Project Report for MCA VI semester students.
- Students are made aware with the latest research in the topic being taught by them. The faculty refers and discusses the related papers and also includes its details in the Lecture Plans. (*Annexure 5*)
- Seminars and Conferences in Management and Information Technology are organized by the Institution for the benefit of the students. Selected research papers on the topic are presented by the participants. To disseminate the knowledge further, the Institution also publishes the proceedings for wider circulation. (*Annexures 30 & 63*)
- Students are encouraged to present research papers in the Conferences/Seminars being organized the institution internally or externally by the reputed institutions. (*Annexure 53*)

3.1.5 Give details of the faculty involvement in active research (Guiding student research, leading Research Projects, engaged in individual/collaborative research activity, etc.

Faculty encourages the students to carry out surveys and research, leading to publications of research projects and research articles jointly by students and faculty members. (*Annexures 58 & 53*)

3.1.6 Give details of workshops/training Programmes/sensitization Programmes conducted/organized by the institution with focus on capacity building in terms of research and imbibing research culture among the staff and students.

The list of Seminars and Faculty Development Programs (FDP) organized by the Institution with focus on capacity building for researchers are detailed in (*Annexure 30*)

3.1.7 Provide details of prioritized research areas and the expertise available with the institution.

The Institution has expertise available in the following areas:



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- Stock - Market
- Consumer Behavior
- Queueing Theory
- Corporate Social responsibilities
- Faculty Attrition
- Geographic Information System
- Data Modeling
- Software Testing
- Data Mining
- Networking
- Software Engineering

(Annexure 67)

3.1.8 Enumerate the efforts of the institution in attracting researchers of eminence to visit the campus and interact with teachers and students?

The Institution has organized four International Conferences/Seminars till date. It has also been conducting annual National Conferences/ Seminars, FDP and guest lectures. Eminent faculty from abroad and India are invited for these on regular basis to interact with faculty members and students.
(Annexures 15)

3.1.9 What percentage of the faculty has utilized Sabbatical Leave for research activities? How has the provision contributed to improve the quality of research and imbibe research culture on the campus?

Around 20% of the faculty members have availed leave for carrying out research. This has helped the faculty in pursuing their higher studies and also assisted in increasing their published work. The faculty members who have completed their Ph.Ds while they are in service in the institution have increased. *(Annexure 68)*

3.1.10 Provide details of the initiatives taken up by the institution in creating awareness/ advocating / transfer of relative findings of research of the institution and elsewhere to students and community (Lab to land).

Details of initiatives taken up by the institutions in creating research awareness, etc, are as follows:



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- The research articles of internal faculty and the faculty of other Institutions / Universities of India and abroad are published in DIAS Technology Review (DTR) - An International Journal of Business and IT and the Quarterly Newsletter of the Institution DIAS Times. These publications are made available to the students for their benefits. (*Annexure 23*)
- Paper publication of students and faculty in National and International Journals. (*Annexures 58 & 53*)
- Paper Presentation, by students and faculty in National and International Conferences/Seminars, circulated through Conference/Seminar proceedings. (*Annexures 58 & 53*)

3.2 Resource Mobilization for Research

3.2.1 What percentage of the total budget is earmarked for research? Give details of major heads of expenditure, financial allocation and actual utilization.

The library and FDPs /Seminars budget of the institution which is widely used for enhancing the learning resources employed in research are:

- Journals - National and International
- e- Journal
- FDP and Seminars

Approximately 2 % of the total budget is spent on the above.

(*Annexure 69*)

3.2.2 Is there a provision in the institution to provide seed money to the faculty for research? If so, specify the amount disbursed and the percentage of the faculty that has availed the facility in the last four years?

As of now, there is no provision for providing seed money as the institution is a self financing affiliate institution and students' fee is the major source of revenue for institution. Nevertheless, the faculty is encouraged to procure assistance under the various schemes of AICTE and University.



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3.2.3 What are the financial provisions made available to support research projects by students?

The students receive financial support from the organizations wherein they are pursuing their training or undertaking live projects. The institution involves faculty members with the students for these projects. (*Annexure 70*)

3.2.4 How does the various departments/ units/staff of the institute interact in undertaking inter-disciplinary research? Cite examples on successful endeavors and challenges faced in organizing interdisciplinary research.

Institution offers MBA and MCA Programmes. The faculty undertakes inter-disciplinary research projects and also associate students. Students seek help from faculty of concerned specialization area. The management students also are acquainted with the basics of information technology through various subjects provided in their curriculum. (*Annexure 71*)

3.2.5 How does the institution ensure optimal use of various equipment and research facilities of the institution by its staff and students?

- Each faculty member is provided separate desktop computer with internet facility to refer e- Journals through DELNET and other on-line research material. (*Annexure 51*)
- The required Journals are also issued from the library to the faculty members to facilitate research work. (*Annexure 54*)
- Association with external library helps to access additional information too. (*Annexure 21*)

3.2.6 Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facility? If 'yes' give details.

The institution organizes Conferences and Seminars on an Annual basis in the Contemporary Areas of Management and Computer Applications. These help in providing a fillip to undertake research. The Institution has received financial support from University and AICTE during last four years to organize the Conferences and Seminars. (*Annexure 72*)



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3.2.7 Enumerate the support provided to the faculty in securing research funds from various funding agencies, industry and other organizations. Provide details of ongoing and completed projects and grants received during the last four years.

Nature of the Project	Duration Year From To	Title of the project	Name of the funding agency	Total Grant		Total grant received till date
				Sanctio ned	Rece ived	
Minor projects						
Major projects						
Interdisci plinary projects						
Industry sponsored						
Students' research projects						
Any other (specify)						

As of now, the institution provides only the details of different schemes to the faculty for availing research funds/grants from various agencies.

The institution also encourages faculty to pursue such research projects for which grants can be received. However, so far such grants have not been received by faculty.

3.3 Research Facilities

3.3.1 What are the research facilities available to the students and research scholars within the campus?

Facilities of e-Journals, Internet and library having latest Journals are made available to the students. Moreover, faculty members are provided personal computers for undertaking research.



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3.3.2 What are the institutional strategies for planning, upgrading and creating infrastructural facilities to meet the needs of researchers especially in the new and emerging areas of research?

The Institution is planning to establish Research Centre in collaboration with affiliating University or other universities as and when such permission is received.

3.3.3 Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facilities?? If 'yes', what are the instruments/facilities created during the last four years.

The institution has not received any special grants or financial support from the industry or other beneficiary agency for developing research facilities. However, grants for Seminars/Conferences have been received from AICTE/GGSIP University. (*Annexure 72*) However, students who are assigned projects by organizations, get suitable compensation directly from the organizations along with the learning. (*Annexure 70*)

3.3.4 What are the research facilities made available to the students and research scholars outside the campus/ other research laboratories?

Students are provided guidance by the faculty members to prepare questionnaire for field surveys, compilation and analysis of data and finalization of research reports / articles.

3.3.5 Provide details on the library/ information resource centre or any other facilities available specifically for the researchers?

The Institution has library having books and Journals to be used by all the faculty and students including those undertaking projects relating to research. (*Annexure 54*)

3.3.6 What are the collaborative research facilities developed/created by the research institutes in the college. For ex. Laboratories, library, instruments, computers, new technology etc.

The institution has collaborative research facilities for MBA and MCA Programmes and provides computers, Wi-Fi facility and Library facilities to the students for undertaking research projects.



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3.4 Research Publication and Awards

3.4.1 Highlight the major research achievements of the staff and students in the terms of

- **Patents obtained and filed (process and product)**
- **Original research contributing to product improvement**
- **Research studies or surveys benefiting the community or improving the services**
- **Research inputs contributing to new initiatives and social development**

The students and faculty undertake research in areas like Marketing, Finance and HR. The studies undertaken by the faculty and students have been published as articles in various national and international journals of repute. (*Annexures 58 & 53*)

3.4.2 Does the institute publish or partner in publication of research journal(s)? If 'yes', indicate the composition of the editorial board, publication policies and whether such publication is listed in any international database?

- The Institution publishes a bi-annual internal research journal by the name "DIAS Technology Review - An International Journal of Business and IT". Seventeen issues have been published so far and 18th issue is in the press.
- The research articles are sent for double blind review. Their comments are considered by the authors and articles are revised suitably before being published in the journal.
- The journal is listed in Cabell's Directory, USA, the Social Science and Research Network and Ulrich Directory. (*Annexure 73*)
- Composition of Editorial Board. (*Annexure 74*)
- Guidelines for Contributors. (*Annexure 75*)

3.4.3 Give details of publications by the faculty and students:

- **Publication per faculty**
- **Number of papers published by faculty and students in peer reviewed journals (national/international)**
- **Number of publications listed in International Database (for Eg: Web of Science, Scopus, Humanities International**



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Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)

The publications of faculty and students (*Annexures 58 & 53*)

3.4.4 Provide details (if any of)

- ❖ **Research awards received by the faculty**
- ❖ **Recognition received by the faculty from reputed professional bodies and agencies nationally and internationally**
- ❖ **Incentives given to faculty for receiving state, national and international recognition for research contributions.**

Dr. S. N. Maheshwari, Professor Emeritus (*Formerly* Director General, DIAS and Principal, Hindu College, Delhi University) has authored more than 100 Books and Monographs. (*Annexure 76*)

3.5 Consultancy

3.5.1 Give details of the systems and strategies for establishing institute-industry interface?

- The Institution has constituted the following committees/cells for having Institute/ Industry Interface effectively-
 - ◆ Students Industry Interface Forum (*Annexure 20*)
 - ◆ Students Technology Forum (*Annexure 77*)
 - ◆ DIAS Alumni Association (*Annexure 78*)
 - ◆ Entrepreneur Development Cell (*Annexure 32*)
- **Industrial Visits:** The Institution arranges Industrial visits for students and faculty members for developing their knowledge and skills and having better Institute Industry Interface. (*Annexure 16*)
- **Interactive Sessions:** Institution invites distinguished personalities from industry to have interactive sessions with the students and faculty members. This also enhances the interaction with the Industry. (*Annexure 16*)

**3.5.2 What is the stated policy of the institution to promote consultancy?
How is the available expertise advocated and publicized?**

Institution provides consultancy services on honorary basis to the entrepreneurs owning small and medium sized organization. The



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Institution has constituted the Consultancy Cell with the following members:

- Dr. I. B. Singh, Director - Chairman
- Dr. Daryab Singh, Professor, MBA Programme - Member
- Ms. N. Malati, HOD, MBA Programme - Member
- Dr. Barkha Bahl, HOD, MCA Programme - Member

3.5.3 How does the institution encourage the staff to utilize their expertise and available facilities for consultancy services?

The institution encourages faculty members to utilize their expertise and available facility for consultancy services by selecting right type of projects related to industry. The students are associated in preparing the project report. (*Annexure 70*)

3.5.4 List the broad areas and major consultancy services provided by the institution and the revenue generated during the last four years.

The broad areas for consultancy have been identified as Finance, HRM, Marketing and Computer Applications. The consultancy activities have been taken up on honorary basis. (*Annexure 80*)

3.5.5 What is the policy of the institution in sharing the income generated through consultancy (staff involved: Institution) and its use for institutional development?

The Institution proposes to use the revenue generated through consultancy for further development of research and consultancy activities through a revenue sharing policy.

3.6 Extension Activities and Institutional Social Responsibility (ISR)

3.6.1 How does the institution promote institution - neighborhood-community network and student engagement, contributing to good citizenship, service orientation and holistic development of students?

The Institution - Neighborhood Community Network and students engagement is facilitated through the following clubs/cells-



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- 1) **Social Responsibility Cell- Kartavya:** The institution supports NGOs “Ashran” and “Chalon Gaon Ke Ore” under this cell. (*Annexure 81*)
- 2) **Eco-Club:** The institution involves students and faculty for plantation of saplings and their protection around the campus to make the surrounding greener and pollution free. Eco-Club also encourages students to celebrate Cracker Free Diwali and Natural Holi. The club displays such banners in and around the Institution. (*Annexure 36*)

3.6.2 What is the Institutional mechanism to track students involvement in various social movements/ activities which promote citizenship roles?

Faculty in-charge of Kartavya and Eco club involves interested students for various social movements/ activities which promote citizenship roles.

The Institution obtains feedback from NGO running “Ashran” and “Chalon Gaon Ke Aor” and also from concerned hospitals who organize Blood Donation Camps in the Institution. (*Annexure 82*)

3.6.3 How does the institution solicit stakeholder perception on the overall performance and quality of the institution?

The students as well as parents are informed through e-mails about the various companies’ on and off campus placement drives. The list of selected students is also shared with the stakeholders directly and through email. The achievements are highlighted on institution website as well as on notice boards. Once the student completes six months in industry, the feedback from the employer is taken and the same is published in DIAS Times - institute’s Quarterly Newsletter. It helps the institution to track students’ performance and enhance employer’s confidence in the institution. (*Annexures 59, 23 & 22*)

3.6.4 How does the institution plan and organize its extension and outreach programmes/ providing the budgetary details for last four years, list the major extension and outreach Programmes and their impact on the overall development of students.

The Institution plans and organizes its extension and outreach programmes involving students and faculty members working as in-charge for social activities.



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- Eco – Club. (*Annexure 36*)
- Social Responsibility Cell also known as Kartavya has been working in the institute for more than four years. (*Annexure 81*)
- Moreover, Economically Weak and Meritorious Students have been awarded scholarships worth Rs. 32,000/- per annum during last four years under the student Welfare Scholarship. (*Annexure 46*)

3.6.5 How does the institution promote the participation of students and faculty in extension activities including participation in NSS, NCC, YRC and other National/ International agencies?

The extension activities are organized by the Institution to complement students' academic learning experience by enhancing human values, service attitude, team spirit, tolerance etc. The students are associated in such activities along with faculty by organizing Blood Donation Camps, participating in Anti Tobacco Programmes of Government/NGOs. (*Annexure 83*)

3.6.6 Give details on social surveys, research or extension work (if any) undertaken by the college to ensure social justice and empower students from under-privileged and vulnerable sections of society?

The Institution promotes participation of students and faculty members in extension activities which are as follows-

- Blood Donation Camps are organized once in each semester. (*Annexure 83*)
- The students and faculty members participate in anti-tobacco-campaign run by an NGO. (*Annexure 83*)
- Students participate in activities like Common Wealth Games as volunteers. (*Annexure 84*)
- Economically weak and meritorious students are awarded scholarships. (*Annexure 46*)

3.6.7 Reflecting on objectives and expected outcomes of the extension activities organized by the institution, comment on how they complement students' academic learning experience and specify the values and skills inculcated.



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The extension programmes help in the development of the multi skill set of the students. The skill set includes communication, leadership, team building, empathy and concern for society. The institution engages the students in organizing events and other community services (like Blood Donation Camps, helping the Differently-abled Children, Tree Plantations, Anti-Tobacco Campaign, etc.) wherein all the above mentioned skill sets are employed.

3.6.8 How does the institution ensure the involvement of the community in its reach out activities and contribute to the community development? Detail on the initiatives of the institution that encourage community participation in its activities?

- Sant Parmanand Hospital of Delhi participates in Blood Donation Camp being organized by the Institute in every semester. (*Annexure 83*)
- The Institution encourages greenery and pollution free environment around the institute through Eco-Club. (*Annexure 36*)
- To acquaint the students with the importance of greenery, visits of students and faculty to Bio-diversity Park are being organized by the institution. (*Annexure 85*)
- To make students responsible towards society, they are encouraged to participate in the activities being organized by the social responsibility cell of the institution on a regular basis. (*Annexure 46*)

Further, institution also involves authorities of MCD of Delhi to maintain the park/Green Belt Area in front of Institution.

3.6.9 Give details on the constructive relationships forged (if any) with other institutions of the locality for working on various outreach and extension activities.

Educational institution running management programmes in the locality also participate in the Blood Donation Camps and other extension activities.

3.6.10 Give details of awards received by the institution for extension activities and /contributions to the social/ community development during the last four years.



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The letters of appreciation have been received from the hospitals which organized the Blood Donation Camps in the Institution under the supervision of DIAS Technology Grid (DTG) Committee. (*Annexure 82*)

Letters of appreciation have been received by the NGOs wherein our students participated actively to transform the lives of under privileged and destitute. (*Annexure 82*)

3.7 Collaboration

3.7.1 How does the institution collaborate and interact with research laboratories, institutes and industry for research activities. Cite examples and benefits accrued of the initiatives- collaborative research, staff exchange, sharing facilities and equipment, research scholarships etc.

The Institution collaborates and interacts with Industry by involving faculty and students to take up projects and propose solution to problems faced by them. These organizations provide stipend to students as per their policies and practices for taking up the projects and bringing the desired results. The institution is also a member of AIMA, CSI, EPSI and American Library. (*Annexure 21*)

3.7.2 Give details on the MOUs/ collaborative arrangements (if any) with institutions of national importance/ other universities/ industries/ corporate (corporate entities) etc. and how they have contributed to the development of the institution.

The Institution has the following MoUs:

- MoU with Future Minds Consulting Pvt. Ltd: (*Annexure 12*)
Under this MoU, the experts from Industry visit the Institution and have interactive sessions with the students to improve their soft skills. They also help students for performing better in group discussions and interviews for the final placements. (*Annexure 28*)
- MoU with Marshall University, USA (*Annexure 86*)
Prominent Professors from Marshall University are invited to interact with faculty members and students to share their experience and knowledge related to latest teaching pedagogy and research initiatives. (*Annexure 87*)



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American Library, AIMA, CSI and EPSI: Institutional membership status has been accorded and membership benefits and facilities are available. (*Annexure 21*)

- 3.7.3 Give details (if any) on the industry- institution- community interactions that have contributed to the establishment/ creation/ up-gradation of academic facilities, student and staff support, infrastructure facilities of the institution viz. laboratories / library/ new technology/ placement services etc.**

Prominent personalities from academic and industry are invited to have interactions with the students and faculty. This helps in upgrading academic standards of the Institution and having better placements for the students. The list of prominent persons who have been called for the lectures/ interactions is attached. (*Annexure 16*)

- 3.7.4 Highlighting the names of eminent scientists/ participants who contributed to the events, provide details of national and international conferences organized by the college during the last four years.**

Detailed list of National and International Conferences organized by the Institution during last four years is attached. (*Annexure 30*)

- 3.7.5 How many of the linkages/ collaborations have actually resulted in formal MOUs and agreements? List out the activities and beneficiaries and cite examples (if any) of the established linkages that enhanced and /or facilitated:**

- a) Curriculum development/ enrichment
- b) Internship/ On- the- job training
- c) Summer placement
- d) Faculty exchange and professional development
- e) Research
- f) Consultancy
- g) Extension
- h) Publication
- i) Student Placement
- j) Twinning Programmes
- k) Introduction of new courses
- l) Student exchange
- m) Any other



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The Institution has the following linkages/collaborations which have actually resulted in formal MoUs and agreements:-

- MoU with Future Minds Consulting Pvt Ltd.(*Annexure 12*).
- MoU with Marshall University, USA. (*Annexure 86*).
- Exchange arrangement for International Journal, DIAS Technology Review (DTR) with other institutions.(*Annexure 88*)

The above MoUs and agreements help the Institution in enhancing holistic development of faculty and students.

3.7.6 Detail on the systemic efforts of the Institution in planning, establishing and implementing the initiatives of the linkages/ collaborations. Any other relevant information regarding Research, Consultancy and Extension which the college would like to include.

The institution prepares schedule of academic and non- academic activities for each academic session. The major activities include Seminars /Conferences, Faculty Development Programmes (FDPs), Lectures by the Prominent Speakers, Industrial Visits, extra curricular and co-curricular activities, etc. (*Annexures 2,3*)



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CRITERION IV: INFRASTRUCTURE AND LEARNING
RESOURCES

4.1 Physical Facilities

4.1.1 What is the policy of the Institution for creation and enhancement of infrastructure that facilitates effective teaching and learning?

The policy of Institution for creation and enhancing the infrastructure is to meet the changing requirements of faculty and students. The Institution is Wi-Fi enabled, has well furnished air-conditioned, LCD fitted and multimedia Classrooms, well equipped and updated Computer and Digital Labs, Language Lab, Library with latest edition of text and reference books, journals and e-journals to fulfill expectations of the students. (*Annexure 73*)

4.1.2 Detail the facilities available for

- a) **Curricular and co-curricular activities- classrooms, technology enabled learning spaces, seminar halls, tutorial spaces, laboratories, botanical garden, Animal house, specialized facilities and equipment for teaching learning and research etc.**
 - b) **Extra - curricular activities- sports, outdoor and indoor games, gymnasium, auditorium, NSS, NCC, cultural activities, Public speaking, communication skills development, yoga, health and hygiene etc.**
- (a) For curricular and co-curricular activities
- **Classrooms**
 - ◆ 07 Classrooms (4 for MBA and 3 for MCA)
 - **Technology enabled learning spaces**
 - ◆ Updated Computer Labs with Wi-Fi connection and Digital Lab. (*Annexures 89 & 79*)
 - **Tutorial Spaces**
 - ◆ Tutorial Classrooms - 2 (1 for MBA and 1 for MCA)
 - **Specialized facilities and equipment for teaching, learning and research**
 - ◆ Keeping in view the changing demands of the industry, the Institution is equipped with the latest softwares and other devices such as:



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- LCDs with Multi- Media Kit
- Updated Computer Labs
- e-Journals and Del-Net
- Language Labs
- Wi- Fi System

(Annexure 89)

(b) Extra - Curricular Activities

➤ **Indoor Games**

- ◆ 01 room is specially arranged for indoor games like Table Tennis, Carom, Chess etc.

➤ **Outdoor Games**

- ◆ Badminton Court
- ◆ Basket ball
- ◆ Volley Ball
- ◆ Cricket

➤ **Cultural Activities**

- ◆ Students Technology Forum conducts various extra curricular and cultural activities. The institution organizes its annual cultural fest 'Ecstasy' wherein students from Delhi and NCR Colleges participate. *(Annexure 62)*

➤ **Public Speaking, Communication Skills Development**

- ◆ 01 Auditorium
- ◆ 01 Language Lab for Communication Skills Development
- ◆ MoU with Future Minds Consulting Pvt. Ltd. for holistic development including Public Speaking, Communication Skills Development.
- ◆ Moreover, the Institution also arranges classes of English Language for the benefit of the students.

(Annexures 12, 18 & 19)

➤ **Health and Hygiene**

- ◆ 01 Medical Room
- ◆ Doctor on-call
- ◆ First-aid kit
- ◆ Blood Donation Camps – Free medical checkup is carried out. Detailed blood reports of the donors are also displayed on the notice board.
- ◆ Lectures are conducted by physicians.

(Annexure 62)



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4.1.3 How does the institution plan and ensure that the available infrastructure is in line with its academic growth and is optimally utilized? Give specific examples of the facilities developed/ augmented and the amount spent during the last four years (Enclose the Master Plan of the Institution/ campus and indicate the existing physical infrastructure and the future planned expansions if any).

The available infrastructure is in line with its academic growth and is optimally utilized. As per the requirement of the University, seven classrooms with the desired covered area are available for teaching purpose. The infrastructure details mentioned below clearly specify the details of rooms and overall built up area available for development of the students. (*Annexures 90 & 91*)

Future Plan: The institution runs courses approved by GGSIP University and approved by AICTE. The current covered area in accordance with the AICTE space norms change in regulations would permit to start undergraduate programmes and second shift of MBA and MCA.

4.1.4 How does the institution ensure that the infrastructure facilities meet the requirements of students with physical disabilities?

For students with physical disabilities, institution has provided ramps at different locations. In addition, wheel chair and lift facilities to reach different floors are also available for such students.

4.1.5 Give details on the residential facility and various provisions available within them:

- **Hostel facility- Accommodation available**
- **Recreational facilities, gymnasium, yoga centre, etc**
- **Computer facility including access to internet in hostel**
- **Facilities for medical emergencies**
- **Library facility in the hostels**
- **Internet and Wi-Fi facility**
- **Recreational facility – common room with audio-visual equipments**
- **Available residential facility for the staff and occupancy Consent supply of safe drinking water**
- **Security**



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Institution does not provide residential facilities like hostels to the students since majority of students hail from Delhi, NCR. Moreover, private rental accommodation is adequately available in the vicinity of the institute in Rohini area, Delhi. The information regarding the accommodation are provided by the institution as and when required by the students.

4.1.6 What are the provisions made available to students and staff in terms of health care on the campus and off the campus?

Medical room and First-Aid kits are available in the institution. Moreover, doctor on call has also been arranged by the Institution. Data regarding Blood Group of students is maintained in Administration Department of the Institution. In case of medical emergency, the requirement of blood is easily taken care of. In case of emergency, the institution arranges for vehicle, along with a faculty/staff and who accompany the student to the nearest hospital for immediate medical aid. The same facility is extended to the faculty and staff. (*Annexure 62*)

4.1.7 Give details of the Common Facilities available on the campus – spaces for special units like IQAC, Grievance Redressal unit, Women’s Cell, Counselling and career Guidance, Placement Unit, Health Centre, Canteen recreational spaces for staff and students, safe drinking water facility, auditorium, etc.

The space and other facilities available in the Institution for the Cells to conduct the activities are as follows:

- Internal Quality Audit (ISO -2008) Cell- 02
- Grievances Redressal Cell - 102 A
- Women’s Cell - 101 C
- Social Groups for counselling of students- Class Rooms
- Placement Cells - 209
- Medical Room - 102 C
- Canteen facility - Ground Floor
- Recreational space - Activity Room,
Badminton Court on
Ground Floor
- Boys and Girls Common Rooms - 103, 303
- Safe- Drinking water facility - On every floor,



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		Water purifiers are available
➤	Open Auditorium	- Ground Floor
➤	Seminar Hall	- Third Floor
➤	Edusat Room	- 8
➤	Wi-Fi Facility	- All Floors
➤	Social Responsibility Cell 'Kartavya'	- 101 B

4.2 Library as a Learning Resource

4.2.1 Does the library have an Advisory Committee? Specify the composition of such a committee. What significant initiatives have been implemented by the committee to render the library, student/user friendly?

The Institution has Library Committee comprising of the following:

➤	Dr. I.B. Singh, Director	- Chairperson
➤	Ms. Haritika Chhatwal, Faculty	- Co-coordinator- Mgt.
➤	Ms. Anita Yadav, Faculty	- Co-coordinator - IT
➤	Ms. Arundhati Deb	- Member
➤	Ms. Chandrima Dutta	- Member

Library cards and book bank cards are issued to the students. The library has an on-line book requisition facility extended to the students. The hardcopies of the journals, online and e-journals through DELNET are made available to the students. Ample reading space is provided to the students in the library. OPAC facilities the students to search the availability of books. New editions of additional books are ordered on a continuous basis. (*Annexures 51 & 54*)

4.2.2 Provide details of the following:

- ❖ Total area of the library (in sq. Mts.)
- ❖ Total seating capacity
- ❖ Working hours (on working days, on holidays, before examination days, during examination days, during vacation)
- ❖ Layout of the library (individual reading carrels, lounge area for browsing and relaxed reading, IT zone for accessing e- resources)



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The library is computerized. Students can reserve the books through online facility. Latest edition of the books are made available to the students. Area, Seating Capacity and other details of library are as follows:

➤	Total area of the Library (in Sq.Mts.)	256.93 sqmts.
➤	Total Seating Capacity	100
➤	Working Hours on Working Days	9:00 AM to 5.30 PM.

- ❖ The first floor of Library which houses the Journals, Magazines and Newspapers, is a reading room for browsing e-resources and journal reading. Apart from this browsing of e-resources can be done in the computer labs also. The institution also has the Book Bank on the third floor. (*Annexures 51 & 54*)

4.2.3 How does the library ensure purchase and use of current titles, print and e- journals and other reading materials? Specify the amount spent on procuring new books, journals and e- resources during the last four years.

Library Procurement

Books

The faculty selects the latest books from the publisher's catalogue or from the internet and gives requisition for the required books before the commencement of the every semester. The requisition Slip is then signed by the faculty, HOD, Librarian and the Director after which the order is placed with the vendor / distributor or directly to the publisher. The concerned party to whom the order has been placed sends the books along with the invoice bill. After receiving books according to the order placed, the accession numbers are allotted. The invoice bill is sent to the accounts officer who prepares the check accordingly which is personally collected by the concerned party or is sent to them if required.

Journals and e-Journals

Journals are subscribed at the beginning of the year. The faculty members select the journals and prepare the list of required one's according to the relevant subject areas which are further crosschecked by the respective Head of Departments. The final list is sent for approval to the director. The check is prepared by the accounts department and sent to the vendor/distributor/publisher.



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Library Books/ Journals	April 12- Mar 13		April 11- Mar 12		April 10- Mar 11		April 09- Mar 10	
	No.	Total Cost (Rs.)	No.	Total Cost (Rs.)	No.	Total Cost (Rs.)	No.	Total Cost (Rs.)
Books	410	89,762	1679	1,36,899	2322	1,01,857	518	67,920
Journals/ Periodicals	107	1,99,982	106	1,98,795	82	1,18,998	82	1,16,397
e-resources/ Delnet	2012	11,500	2011	7,500	2010	7,500	2007	4,000
Total		3,01,244		3,43,194		2,28,355		1,88,317

Moreover, the institution has also obtained corporate membership of American Library, New Delhi. (*Annexure 21*)

4.2.4 Provide details on the ICT and other tools deployed to provide maximum access to the library collection?

- **OPAC**
- **Electronic Resource Management package for e- journals**
- **Federated searching tools to search articles in multiple databases**
- **Library Website**
- **In- house / remote access to e- publications**
 - **Library automation**
 - **Total number of computers for public access**
 - **Total numbers of printers for public access**
 - **Internet band width/ speed i) 2mbpsii)10mbpsiii) 10mbpsiv) 1 gb (GB)**
 - **Institutional Repository**
 - **Content management system for e- learning**
 - **Participation in Resource sharing networks/consortia (like Inflibnet)**

Access to Library

➤ OPAC	Yes
➤ Electronic Resource Management package for e- Journals	DELNET
➤ In- house / remote access to e- publications	Yes
➤ Library automation	Yes
➤ Total number of computers for public access	09
➤ Printers availability	Yes
➤ Internet band width/ speed	6mbps



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4.2.5 Provide details on the following items:

- **Average number of walk- ins**
- **Average number of books issued/ returned**
- **Ratio of library books to students enrolled**
- **Average number of books added during last three years**
- **Average number of login to opac (OPAC)**
- **Average number of login to e-resources**
- **Average number of e-resources downloaded/ printed**
- **Number of information literacy trainings organized**
- **Details of “weeding out” of books and other materials**

Details are as:-

- On an average number of walk-ins in a month are 1670 (Average per day = 55).
- On an Average 48 students issued / returned books on a daily basis.
- On an average 396 Students are enrolled.
- Students: Book Ratio = 1:48.
- Around 1353 books were added during last three years.
- Around 25% of walk in login to OPAC.
- Average 25% number of login to e- resources.
- Number of weeded out books in last 4 yrs = **649**
- Number of Project reports weeded out in last 4 years = **970**
- Number of Periodicals weeded out in last 4 years = **133**

4.2.6 Give details of the specialized services provided by the library

- **Manuscripts**
- **References**
- **Reprography**
- **ILL (Inter library Loan Service)**
- **Information deployment and notification (Information Deployment and Notification)**
- **Download**
- **Printing**
- **Reading list/ Bibliography compilation**
- **In- house/ remote access to e-resources**
- **User Orientation and awareness**
- **Assistance in searching Databases**



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• **INFLIBNET/ IUC facilities**

Details of specialized services are as follows:

➤	References
➤	Reprography
➤	Information deployment and notification
➤	Download
➤	Printing
➤	Reading list/Bibliography Compilation as a part of Lecture Plans
➤	In- house/ remote access to e-resources
➤	User Orientation and awareness
➤	Assistance in searching Databases

4.2.7 Enumerate on the support provided by the Library staff to the students and teachers of the college.

In addition to smooth functioning of Library, Librarians provide instructions on the use of variety of library services and resources by the students and faculty such as online catalogue, electronic data and other reference materials. All faculty members have been provided with independent desktops with internet facility. Faculty members can also access the e-journals through DELNET on their desktops. Librarians also provide the information of new arrivals of the books and journals in the library by circulating the list of new arrivals among the faculty. A file containing the details of new arrivals of books and journals is also circulated among the faculty to update their awareness regarding latest books and journals. Books and Journals are issued to the students and faculty. (*Annexure 54*)

4.2.8 What are the special facilities offered by the library to the visually/ physically challenged persons? Give details.

All the facilities which are available for the normal students are also extended to visually/physically challenged students. Apart from this, the visually challenged students are provided with special care by the library staff. Currently the institution does not have any visually/physically challenged student on their rolls.



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- 4.2.9 Does the library get the feedback from its users? If yes, how is it analyzed and used for improving the library services. (what strategies are deployed by the Library to collect feedback from users? How is the feedback analyzed and used for further improvement of the library services?)**

The librarian receives feed-back from the students, faculties and inspecting agencies and their suggestions are implemented from time to time for the betterment of the library. (*Annexure 92*)

4.3 IT Infrastructure

- 4.3.1 Give details on the computing facility available (hardware and software) at the institution.**

- Number of computers with Configuration (provide actual number with exact configuration of each available system)
- Computer- student ratio
- Stand alone facility
- LAN facility
- Licensed software
- Number of nodes/computers with Internet facility
- Any other

The details of computing facilities available in the Institution and are given in (*Annexure 89*).

- 4.3.2 Detail on the computer and internet facility made available to the faculty and students on the campus and off- campus?**

The computer and internet facility is available to the students, staff and faculty in the Institution. Independent desktops connected in network and with internet connection have been made available to each faculty member. Six Computer Labs with 250 computers with 1:1 ratio have been made available for the students to perform their practical. All the six Compute Labs are connected with the server in a LAB environment.

- 4.3.3 What are the institutional plans and strategies for deploying and upgrading the IT infrastructure and associated facilities?**

Computer systems have been upgraded recently in the Computer Labs. The Wi-Fi connection has also been provided in the campus. This will be further upgraded as and when required.



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4.3.4 Provide details on the provision made in the annual budget for procurement, upgradation, deployment and maintenance of the computers and their accessories in the institution (Year wise for last four years)

Details of total annual budget spent for the procurement, upgradation, deployment and maintenance of the computers and their accessories in the institution year wise for last four years. (*Annexure 93*)

4.3.5 How does the institution facilitates extensive use of ICT resources including development and use of computer-aided teaching/learning materials by its staff and students?

All the class rooms are equipped with LCD Projectors and screens along with visual facility. Adequate provision for the usage of computer systems in the class rooms with CD ROM and Pen drives have been made.

The faculty delivers lectures via power-point using LCD Projectors. Faculty can show real time information in the class room with the help of internet facility. Online lectures of eminent academicians can also be shown in the classes.

Wi-Fi connection is also made available for the convenient use of network outside the lab, on the personal laptops. Independent laptops, printer and data card are made available for the faculty taking care of placements. These devices can be utilized by them off- campus also. In addition, LCD Projectors, speakers and CPUs have been installed in each classroom to facilitate computer aided teaching.

Access to DELNET and other journals for faculty and students help them access to both published papers and case studies.

4.3.6 Elaborate giving suitable examples on how the learning activities and technologies deployed (access to on-line teaching – learning resources, independent learning, ICT enabled classrooms/learning spaces etc.) by the institution place the student at the centre of teaching-learning process and render the role of a facilitator for the teacher.

The class rooms have been provided with LCD projectors. The computers of the class rooms are connected through LAN system of the institution to which computers of faculty are also connected. This facilitates integration



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of teaching-learning process and also ensures high productivity and efficiency of the system`.

4.3.7 Does the institution avail the National Knowledge Network connectivity directly or through the affiliating university? If so, what are the services availed of?

The National Knowledge Network connection has not been made available to Self Financing Institutions like ours as per prevailing rules of the National Knowledge Network organization. Similarly, the affiliating University also does not have policy to provide such connectivity to the affiliated institutes.

However, Institution has taken the Edusat connection to facilitate benefit of lectures on specific topics.

4.4 Maintenance of Campus Facilities

4.4.1 How does the institution ensure optimal allocation and utilization of the available financial resources for maintenance and upkeep of the following facilities (substantiate your statements by providing detail of budget allocated during last four years)?

a.	Building
b.	Furniture
c.	Equipment
d.	Computers
e.	Vehicles
f.	Any other

The institution allocates and utilizes the available financial resources rationally for maintenance and upkeep of the various facilities required for students in each Academic year. The institution allocated the following amounts under each head during the last four years:

S.No.	Head of expenditure	During 2010-11 to 2013-14 (in Rs.)			
		2010-11	2011-12	2012-13	2013-14 Till 28.02.2014
1	Building Maintenance	8,27,679	10,57,083	10,19,547	5,21,714



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2	Furniture Maintenance	5,63,435	4,92,185	5,22,276	6,17,449
3	Equipment Maintenance & Updation	5,22,982	8,57,616	9,10,193	5,21,251
4	Computers Maintenance updations	3,55,684	2,54,116	4,13,590	3,58,239
5	Vehicle Maintenance	4,46,318	4,67,691	4,64,497	4,47,530

4.4.2 What are the institutional mechanisms for maintenance and upkeep of the infrastructure, facilities and equipment of the college?

The maintenance and upkeep of campus facilities including Building, Furniture, Vehicles and other equipment are taken care on day-to-day, short-term and long term basis. The administration Department takes care of day to day maintenance. Any problem relating to maintenance observed by staff/faculty and students is brought to the notice of Administrative Officer/Director and immediate action is taken for its repair/maintenance. Complaints can be lodged in the register kept at the reception and complaints mentioned in the register are handled by Administrative Officer. (*Annexure 94*)

Equipment like Generator, Fire System, Computers, Furniture etc. are repaired/serviced at an interval of reasonable period.

Major repair, white wash etc. are carried out annually, as per requirement, with the approval of Director and Chairman.

4.4.3 How and with what frequency does the institute take up calibration and other precision measures for the equipment/ instruments?

Sensitive Equipment like LCD Projectors and Computers are maintained by specialized company with whom the Institution has long term tie-up and understanding. In case of any problem with such equipment, the company is intimated about the requirement and they carry out repair and maintenance on priority. Currently LCD Projectors are being taken care by Digital Point Services and computer maintenance is being taken care by Computer Ways.

The Institution maintains Asset Register, detailing out date of their purchase and quantity in stock. Separate record is also kept to indicate



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chronological history of repair carried out for costly equipment.
(*Annexure 95*)

4.4.4 What are the major steps taken for location, upkeep and maintenance of sensitive equipment (voltage fluctuations, constant supply of water etc.)?

Any other relevant information regarding Infrastructure and Learning Resources which the college would like to include.

- The major equipment sensitive or otherwise is recorded in the Asset Register maintained by the institution. The maintenance of the equipment is taken care on day to day basis by the Administrative Staff. Constant water supply is ensured by making arrangement of supply of water from two sources i.e. water pipe line of Delhi Jal Board and by tankers. (*Annexure 96*)
- Maintenance complaint register is used to monitor and take prompt action on complaints. Moreover, the fire system is tested and observations are recorded for taking appropriate action on the defective equipment and components. (*Annexure 94*)



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CRITERION V: STUDENT SUPPORT AND PROGRESSION

5.1 Student Mentoring and Support

5.1.1 Does the institution publish its updated prospectus/ handbook annually? If 'yes', what is the information provided to students through these documents and how does the institution ensure its commitment and accountability?

The affiliating University publishes Admission Brochure for admissions of students in all the programmes including MBA and MCA conducted at the Institution. The Admission Brochure carries information of the affiliating institutes, the programmes offered, infrastructure details, available amenities and fee structure. The Admission Brochure is made available on the website of the University for the ready reference of the students, and institutions. (*Annexure 38*)

In addition, the Institution publishes Information Bulletin every year before the commencement of the academic session. The Information Bulletin is distributed to all the new students. The Information Bulletin contains details regarding the Institution, Vision and Mission, Quality Policy, Distinctive Features, Fee- Structure, Code of conduct, Discipline Rules, Rules for Library and Computer Labs, Details of Anti- Ragging Measures, Alumni Rules, Assessment and Evaluation Rules, Placement Rules, Proctorial Board, List of Faculty and Staff Members, Formats of Undertakings, Anti-Ragging Committees, etc. This helps the students to understand the culture of the institute and assists in ensuring discipline in the institution. (*Annexure 97*)

5.1.2 Specify the type, number and amount of institutional scholarships/ free ships given to the students during the last four years and whether the financial aid was available and disbursed on time?

Institution has constituted scholarships for economically weak and meritorious students.

The scholarships are provided in every semester to four students of MBA and MCA. A duly constituted committee selects the students on the basis



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of pre communicated criteria. The list of selected students is displayed and the concerned students are also communicated through e-mail. The amount is disbursed in every semester and each student receives Rs. 4,000/- towards purchasing text books. (*Annexure 46*)

The details of institutional scholarships given to the students during last four years is attached in (*Annexure 46*)

5.1.3 What percentage of students receives financial assistance from State Government, Central Government and other National Agencies?

The details of financial assistance received by students during last four years are given in the *Annexure 46*. From the details, it is evident that less than 1% students have received financial assistance from State Govt./ Central Govt./ and other National Agencies. (*Annexure 46*)

5.1.4 What are the specific support services/ facilities available for

- ◆ **Students from SC/ ST, OBC and economically weaker sections**
 - ◆ **Students with physical disabilities**
 - ◆ **Overseas students**
 - ◆ **Students to participate in various competitions/ National and International**
 - ◆ **Medical assistance to students: health center, health insurance etc.**
 - ◆ **Organizing coaching classes for competitive exams**
 - ◆ **Skill development (spoken English, computer literacy, etc.)**
 - ◆ **Support for “slow learners”**
 - ◆ **Exposures of students to other institution of higher learning/ corporate/ business house etc.**
 - ◆ **Publication of student magazines**
- Reservation of seats in admissions is allocated by the University as per details given in the Admission Brochure. Moreover, Institution provides scholarships to economically weaker section of the students. University also provides scholarships to such students. (*Annexures 38 & 46*)
- **Students with Physical Disability:** Wheel- chair, ramps, lifts, attendants and other necessary support are provided for the physically disabled students.



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- **Support to Students Participating in Various Competitions-National and International:**
The Students Technology Forums faculty advisors circulate the information of various activities being conducted by institutions and display the brochures on the notice boards. The forum shortlists the students on the basis of their talent and sends them to participate in the events. Students are given attendance (marked as “E”). (*Annexures 77 & 62*)
The Institution supports the students appearing for the competition by arranging special talent hunt programmes based on the requirement of competitions. Proper guidance and practice is provided to selected students to improve the performance.
- **Medical Assistance to Students:** The Institution has facility of Medical Room, First Aid, doctors on call, and immediate care in case of emergency for the faculty and students.
- **Skill Development:** Institution provides facilities like English Language Classes, Language Lab and Computer Lab facilities. Apart from this, Soft Skill Development is undertaken through Future Mind Consulting Pvt. Ltd. In addition students’ skill development is provided through the alumni interactions. (*Annexures 18 & 19*)
- **Support to Slow Learner Students:** Mentorship under Social Groups, extra classes in the respective subjects, model test papers and notes are provided by the faculty members to enhance the performance of slow- learner students. (*Annexures 13,5, 6,9 & 43*)
- **Industry Interface and Industrial Visits:** Industrial Training, Guest Lectures by renowned persons from the industry, and industrial visits are organized every year to provide exposure to the practical aspects of classroom learning. Visits to National Stock Exchange, National Small Industry Company (NSIC) etc. are arranged for the benefit of students. (*Annexures 7 & 16*)
- **Publication of International Journal and Magazine:** “DIAS TIMES”- Quarterly Newsletter and “DIAS Technology Review: The International Journal of Business and IT” are published for the benefit of students, faculty members and academic institutions. The articles of students and faculty are also published in the in-house publications. (*Annexure 23*)



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5.1.5 Describe the efforts made by the institution to facilitate entrepreneurial skills, among the students and the impact of the efforts.

- In order to develop entrepreneurial skill among the students, the institution has established Entrepreneurial Development Cell. This cell organizes interaction of the students with the entrepreneurs in the form of interactive sessions.
- The cell arranges visits of students to National Small Industry Corporation (NSIC) to have first hand information regarding procedures and incentives for initiating enterprises by the students.
- The cell also organizes visits of students to enterprises established by alumni of the Institution.
- Business Plan Competitions are organized by the Institution to encourage students to develop innovative thinking for establishing their own business ventures.
- The Institution also arranges workshops on Entrepreneurship Development.
- Certification courses are also facilitated through NIESBUD.
- Some of the Alumni of the Institute have also turned entrepreneurs.

(Annexure 60)

5.1.6 Enumerate the policies and strategies of the institution which promote participation of students in extracurricular and co-curricular activities such as sports, games, Quiz Competitions, debate and discussions, cultural activities etc.

- * **additional academic support, flexibility in examinations**
- * **special dietary requirements, sports uniform and materials**
- * **any other**

In order to promote the participation of students in extra- curricular and co-curriculum activities, the institution has established following policies and strategies:

- Students Technology Forum (STF) has been established in the institution to promote various extra and co-curricular activities among the students.
- It prepares students to participate in different competitions organized by the various affiliated institutions and the university Annual Fest called “Anugonj”.



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- It organized Zonal Prelims of “Anugoonj” in the Institution in the year 2013.
- The forum organizes Annual Festival of the Institution called “Ecstasy” in which competitions for various extra- and co-curricular activities are organized.
- The students are given relaxation in attendance to encourage their participation in the above activities.
- The student volunteers are provided with T-shirts for “Ecstasy” along with refreshments. Certificates of Appreciation and Mementoes are given to motivate the students.
(Annexures 77 & 62)

5.1.7 Enumerating on the support and guidance provided to the students in preparing for the competitive exams, give details on the number of students appeared and qualified in various competitive exams such as UGC-CSIR-NET,UGC-NET,SLET,ATE/CAT/GRE/TOFEL/GMAT/ Central/ State Services /Defense, Civil services, etc.

The students are provided support in the form of mentorships, soft skill development, communication skill improvement, etc. Apart from this, by arranging General Proficiency Classes students are prepared for Aptitude, Psychometric and Logical Reasoning sections in the written competitive Examinations. Guidance required to clear NET and other competitive examinations are also provided. (Annexure 28)

5.1.8 What type of counselling services are made available to the students (academic, personal, career, psycho- social etc.)

The students are provided with counselling regarding academic, personal, career and psychological matters by the faculty mentors under Social Groups of the Institution.

5.1.9 Does the institution have a structured mechanism for career guidance and placement of its students? If ‘yes’, details on the services provided to help students identify job opportunities and prepare themselves for interview and the percentage of students selected during campus interviews by different employers (list the employers and the Programmes).



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- The Institution has a student body Students Industry Interface Forum (SIIF) which is ably assisted by two faculty advisors. The forum arranges interactive session of students with eminent corporate persons on a regular basis. Mock interviews and group discussion sessions are also conducted to increase the student preparedness for the final interviews. Alumni interactions help them comprehend the requirements of the employers. (Annexure 20)
- Student teams are formed and they interact with corporate personnel telephonically and through the internet. The members of SIIF also engage in inviting corporate personnel for campus placements. Summer Training opportunities are extended to the students through the institution.
- Placement Brochures comprising of students data are circulated to the corporate for the final placements. The institution also maintains a database of the companies visited and the concerned contact persons for ensuring effective placements. (Annexure 61)
- The SIIF contacts different companies through letters, telephone, fax, e-mails. The SIIF coordinates with the companies and invites them to the campus and also sends the students for off-campus activities. Students are communicated about the placement activities through e-mails. (Annexure 61)
- To provide equal opportunity to every student, the student once selected is also permitted to appear in his dream company, provided there is a hike of 40% on the salary offered by his/her former organization or the job profile is in students' core specialization area.
- The students are provided regular feedback regarding their selection and the reasons for their not being considered by the respective organizations as per the details provided by the companies. Offer letters are collected by the faculty advisors and original copies are handed over to the students and photocopies are maintained as records. (Annexure 61)
- Feedback from the employers is sought by the SIIF faculty advisors and the same is also published in the DIAS Times – The Quarterly Newsletter of the Institution. (Annexure 22)
- The list of students of MBA and MCA placed during last four years is attached as (Annexure 61) respectively.



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5.1.10 Does the institution have a student Grievance Redressal Cell? If yes, list (if any) the grievances reported and redressed during the last four years.

The Institution has a Student Grievance Redressal Cell comprising the following members:

➤	Dr. I.B. Singh	Director	Chairman
➤	Ms. N. Malati	HOD- MBA	Member (Faculty)
➤	Dr. Barkha Bahl	HOD- MCA	Member (Faculty)
➤	Ms. Shilki Bhatia	SIIF- MBA	Member (Faculty)
➤	Ms. Tripti Mishra	SIIF- MCA	Member (Faculty)
➤	Mr. Prahalad Singh	Administrative Officer	Member (Staff)

The following major grievances of the students have been resolved during last four years.

- Provision of Air- Conditioning in the Class-rooms.
- Provision of Wi-Fi in the campus.
- Upgration of Computer labs.
- Extended Library timing from 9:00AM to 5:30PM instead 9:00AM to 5:00PM.
- Two non-working Saturdays in a month for MBA students.
(Annexure 98)

5.1.11 What are the institutional provisions for resolving issues pertaining to sexual harassment?

The Institution has duly constituted committee to deal with the problem of sexual harassment. The following faculty/ staff members are part of this committee.

➤	Ms. N. Malati	Chairperson
➤	Dr. Barkha Bahl	Member (Faculty)
➤	Ms. Geeta Oberoi	Member (Staff)
➤	Ms. Rita Sharma	Member (Staff)

No Case of sexual harassment has been reported so far by faculty, staff and students.

5.1.12 Is there an anti-ragging committee? How many instances (if any) have been reported during the last four years and what action has been taken on these?

There is an Anti- ragging Committee in the institution. The details of the latest Committee (Academic year 2013-14) are given in the Information



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Bulletin. No instance of ragging has been reported during last four years. The faculty and staff members are also assigned floor wise duties to be more vigilant about the incidents of ragging in the campus. (*Annexure 99*)

5.1.13 Enumerate the welfare schemes made available to students by the institution.

The following Welfare measures have been made available for benefit of the students by the institution.

- Subsidized, neat and clean canteen
- Subsidized photocopy and printing facility
- Filtered water
- Clean washrooms
- Provision of lifts
- Scholarships for economically weak and meritorious students

5.1.14 Does the institution have a registered Alumni association? If 'yes', what are its activities and major contributions for institutional, academic and infrastructure development?

The institution has a DIAS Alumni Association. The association conducts following activities contributing for institutional development.

- Guest Lectures by renowned alumni members.
- Interactive sessions by the Alumni Members to help in the placements of students.
- Involvement of Alumni Members to conduct Mock Interviews of the students to help in placements and personal development.
- Alumni Members help in organizing industrial visits of the students.
- Publication of Alumni Directory every year to have better networking.
- Conducting Alumni Meets.
- Entrepreneur Development Programmes by entrepreneur Alumni.

(*Annexures 78, 31 & 14*)

5.2 Students Progression

5.2.1 Students progressing to higher education or employment.

The Institution conducts MBA and MCA programmes leading to placements of majority of students in the industry. After the completion of the programmes, only a small percentage of students (less than 2%) go for



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higher qualifications like M.Phil and Ph.D. To increase the employability of the students, various workshops, aptitude tests, company based technical mock interviews and Group Discussions, etc. are conducted by the institution. In addition Entrepreneur Development Cell also encourages students to become entrepreneurs. (*Annexures 28 & 60*)

5.2.2 Provide details of the programme wise pass percentage and completion rate for the last four years (cohort wise/ batch wise as stipulated by the university)? Furnish programme- wise details in comparison with that of the previous performance of the same institution and that of the college of affiliating university within the city/ district.

The details of programme wise pass percentage and completion rates for last four years are given below:

MBA Programme

Batch	No. of students admitted	No of students left	No of students appeared	No of students passed	Pass %
2008-10	120	10	111	109	98.19
2009-11	120	14	107	106	99.06
2010-12	120	2	119	118	99.15
2011-13	120	9	112	111	99.11

MCA Programme

Batch	No. of students admitted	No of students left	No of students appeared	No of students passed	Pass %
2007-10	61	6	55	54	98.18
2008-11	60	4	56	55	98.21
2009-12	60	2	58	58	100
2010-13	60	6	54	54	100

The institution has performed remarkably well with 18 gold medals being conferred on the students (8 in MBA and 10 in MCA). (*Annexure 27*)

5.2.3 How does the institution facilitate student progression to higher level of education and /or towards employment?



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The institution facilitates student's progression to higher education and /or towards employment by the following strategies:

- Involving students to work on case studies, projects, live projects and research oriented projects.
- Involving students in writing research articles and project reports.
- Involving students to attend FDPs on Research Methodology.
- Conducting English Language classes and providing facilities of Language lab.
- Arranging Mock Interviews and Group Discussions by the experts.
- Interaction sessions by experts from Industry and Alumni of the Institution.
- Arranging seminars and technical talks by experts.
- Organizing competitions and encouraging them to participate in various extra curricular activities.

(Annexures 30, 28, 16, 15 & 10)

5.2.4 Enumerate the special support provided to students who are at risk of failure and drop out?

Class-wise the students who are at the risk of failure and drop-out are identified and special support is provided to them in the following manner.

- Counselling such students by the faculty during the social group classes.
- Extra classes are arranged for weaker students in specific subjects as per requirement.
- Model test paper and question bank on each subject are being provided to the students.
- Solution sets for last year question papers are made available in the library.
- Assignments are provided to the students.

(Annexures 43, 13, 9 & 6)

5.3 Student Participation and Activities

5.3.1 List the range of sports, games, cultural and other extracurricular activities available to students. Provide details of participation and program calendar.



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- The institution organizes different Sports, Games, Cultural and other extra- curricular activities for the students through Students Technology Forum (STF). The following activities are organized by the forum for the benefit of the students:
 - ◆ Debate Competitions
 - ◆ Management Quiz Competitions
 - ◆ Blood Donation Camps
 - ◆ Annual Cultural Fest (Ecstasy)
 - ◆ Summer Training Project Report Competition
 - ◆ Poster Making Competitions
 - ◆ Business Plan Competitions
 - ◆ Online Programme Development
- Students are also encouraged for participation in such activities outside the institution.
- List of Events/Programmes Organized by STF during last four years is given in (*Annexure 62*)

5.3.2 Furnish the details of major student achievements in co-curricular, extracurricular and cultural activities at different levels: University/ State/ Zonal/ National/ International, etc. for the previous four years.

The students participate in the extra curricular and co-curricular on a regular basis. They have also won laurels at the other institutions. (*Annexure 77*)

5.3.3 How does the college seek and use data and feedback from its graduates and employers, to improve the performance and quality of the institutional provisions?

The Institution seeks and uses the data and feedback from its existing students, alumni and employers to improve performance:

- **Existing Students:** Feedback received from students regarding quality of faculty and coverage of syllabus is utilized to improve the teaching (*Annexure 8*).
- **Alumni Members:** The feedback is utilized to improve soft skills and academic inputs being provided to the students to enhance employability in the industry. (*Annexure 22*)



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- **Employer:** The feedback from the employers is used to enhance special skills in the students so that they are better equipped to perform at their place of work. (*Annexure 22*).

5.3.4 How does the college involve and encourage students to publish materials like catalogues, wall magazines, college magazine and other material? List the publications/ materials brought out by the students during the previous four academic sessions.

The students are associated in publishing the documents like DIAS Times, Placement Brochures, Seminar Proceedings, Case Studies Brochures, EDP activity, Ecstasy and other events. Students are also encouraged to write research papers in association with faculty and get them published in Journals. (*Annexures 61, 53 & 23*)

5.3.5 Does the college have a Student Council or any similar body? Give details on its selection, constitution, activities and funding.

The Institution has formed the following Forums involving students for the overall benefit of students:

- Students Technology Forum (*Annexures 77 & 62*)
- Students Industry Interface Forum (*Annexures 61 & 20*)

5.3.6 Give details of various academic and administrative bodies that have student representative on them.

The following academic and administrative bodies have representatives from the students:

- Students Technology Forum (*Annexure 77*)
- Students Industry Interface Forums of MBA and MCA(*Annexure 20*)
- Anti- ragging Committee (*Annexure 99*)
- Conference/ Seminar Committees (*Annexure 49*)
- Eco- Club (*Annexure 49*)
- Social Responsibility Cell – Kartavya (*Annexure 49*)
- EDP Cell (*Annexure 49*)



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5.3.7 How does the institution network and collaborate with the Alumni and former faculty of the Institution. Any other relevant information regarding Student Support and Progression which the college would like to include.

The institution has DIAS Alumni Association through which interactions of students are arranged with alumni working in the Industry. Further the institution brings out an alumni directory on yearly basis in which the data of the alumni is available for ready reference. Alumni meets are also organized. Alumni members mentor the current students and help them in their placement activities.

Alumni and former faculty of the Institution are invited for all activities being organized by the Institution. These include the Annual Seminars/ Conferences, FDPs and Cultural Fest - Ecstasy. (*Annexures 31 & 14*)



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CRITERION VI: GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 Institutional Vision and Leadership

6.1.1 State the vision and mission of the Institution and enumerate on how the mission statement defines the institution's distinctive characteristics in terms of addressing the needs of the society, the students it seeks to serve, institution's traditions and value orientations, vision for the future, etc?

The Vision of the Institution: *"We strive to provide quality learning environment for imparting holistic education that inculcates professional excellence, induces competitive spirit, instills leadership quality to carve a niche in the changing global scenario."*

The Mission of the Institution: *"DIAS believes in Learning to Excel and Excelling to Serve. The aim of the institute is to develop a unique culture that seeks to scale heights of glory through ethics, passion and perseverance. The guiding philosophy of the institute is to enhance team spirit, integrity and commitment to serve the cause of humanity."*

The Vision and Mission statements of the Institution described above, defines the distinctive characteristics by emphasizing on the following:-

- Quality education through its dedicated team of full time qualified and distinguished faculty.
- Achieving excellent placements for MBA and MCA students catering to the requirement of industry.
- Holistic growth of students through Extra-Curricular Activities, Social Groups, Guest Lectures, Work-shops, Seminars, Conferences, Industrial Visits, Alumni meets, Soft Skill Training, Language Labs, etc.,
- Serving society through its Social Responsibility Cell –Kartavaya.
- Inculcating team spirit through active participation in the Institute's corporate life.
- Instill discipline in undertaking activities.
- Focus on improving communication skills.



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6.1.2 What is the role of the top management, Principal and Faculty in design and implementation of its quality policy and plans?

The quality policy of the institution emphasizes on:

- (i) Education
- (ii) Opportunities
- (iii) Relationship Building

The Institution has ISO certification and implements its Quality Policy with utmost sincerity. The Quality policy in the form of Quality Manual in two volumes has been detailed out by HODs in consultation with faculty and staff members. The quality policy comprises of quality manual, processes and forms. The process includes detailed step wise procedure of various important functions carried out at the institution.

The manuals have been reviewed and compiled by the Director and duly approved by Hon'ble Chairman of the Institution who is fully committed to support and implement the Quality Policy and processes and procedures detailed out in the manuals. In order to implement Quality Policy in letter and spirit, the Chairman has designated the Director as Management Representative (MR) for the Quality Policy of the Institution.

The outcome of the vision, mission and quality policy is fulfilled through continuous monitoring by the faculty, staff, director and the management.

(Annexure 48)

6.1.3 What is the involvement of the leadership in ensuring.

The policy statements and action plans for fulfillment of the stated mission:

- **Formulation of action plans for all operations and incorporations of the same into the institutional strategic plan.**
- **Interaction with stakeholders**
- **Proper support for policy and planning through need analysis, research inputs and consultations with the stakeholders**
- **Reinforcing the culture of excellence**
- **Champion organizational change**

Policy Statements

- The Policies of the institution are depicted vividly in its Vision, Mission and Quality Policy Statements.



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- ◆ **Formulation of action plans for fulfillment of the stated mission:**
- **Admission Process**
 - The students are admitted through a centralized counselling conducted by GGSIP University as the institution is an affiliate of the same. After their admission to the institution, the documents are collected and verified once again at the institution level. An orientation programme is conducted to provide the students with complete information of rules regarding policies and practices of the institution. (*Annexures 41 & 97*)
- ◆ **Imparting of quality education**
 - Course curriculum is designed by the university. Adequate care is taken in respect of the changing needs of the environment and corresponding changes are made to the syllabi. The institution ensures that for the effective delivery of the curriculum, innovative methods are employed and the students are kept abreast with the latest developments. The students are provided with lecture plans and question banks. The former comprises of lecture-wise details of the topics, references to be looked into, latest articles on the topics and the later comprises of unit wise short and long questions for the ready reference of the students. (*Annexures 5 & 6*)
 - Case studies, case lets, videos, management games, role plays are employed for effective delivery of the curriculum. (*Annexure 10*)
 - Case discussions and emphasis on resolving student queries is a common practice.
 - Students are encouraged to use the learning resources available in the library.
 - Mentoring sessions are organized on weekly basis wherein the difficulties of the students both academic and personal are addressed to. (*Annexure 13*)
 - Personality development programmes are conducted for the overall grooming of the students. (*Annexure 28*)
 - Language lab facility is extended to the students for improving their interpersonal communication. (*Annexure 19*)
- **Placements**
 - The institution has constituted a student body 'Students Industry Interface Forum (SIIF)' which is ably assisted by two faculty advisors one for each programme. The body conducts interactions



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with eminent corporate persons on a regular basis. Mock interviews and group discussion sessions are also conducted to increase the student preparedness for the final interviews. Alumni interactions help them comprehend the requirements of the employers. (*Annexures 77 & 61*)

- Student teams are formed and they interact with corporate personnel telephonically and through the internet. The members of SIIF also engage in inviting corporate personnel for campus placements. Summer Training opportunities are extended to the students through the institution.
- Placement Brochures comprising of students data are circulated to the corporate for the final placements. The institution also maintains a database of the companies visited and the concerned contact persons for ensuring effective placements. The database is constantly updated too. (*Annexure 61*)
- The SIIF contacts different companies through letters, telephone, fax, e-mails. The SIIF coordinates with the companies and invites them to the campus and also sends the students for off-campus activities. Students are communicated about the placement activities through e-mails.
- To provide equal opportunity to every student in MBA programme, the student once selected is also permitted to appear in his dream company, provided there is a hike of 40% on the salary offered by his/her former organization or the job profile is in students' core specialization area.
- The students are provided regular feedback regarding their selection and the reasons for their not being considered by the respective organizations as per the details provided by the companies. Offer letters are collected by the faculty advisors and original copies are handed over to the students and photocopies are maintained as records. (*Annexure 100*)
- Feedback from the employers is sought by the SIIF faculty advisors and the same is also published in the DIAS Times – The Quarterly Newsletter of the Institution. (*Annexure 22*)

Interaction with stakeholders:

- The institution organizes interactive meetings with all its stakeholders-Management, Parents, Students, Corporate & Alumni.



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- Management interacts with the employees every semester through meetings. Suggestions are obtained to improve the quality of education.
 - Parents are informed about shortage of attendance of their wards before every internal examination. They are asked to meet the concerned faculty and co-ordinator to comprehend the progress of their wards. *(Annexure 59)*
 - Students interact with their mentors to discuss both academic and co-curricular related activities. The meetings are conducted on a weekly basis. *(Annexure 13)*
 - SIIF faculty advisors interact with prospective employers to identify employment opportunities in their organizations and current employers to seek feedback on the students' performance and to take corrective measures wherever necessary. *(Annexure 61)*
 - Alumni members are invited to the institution to interact with the current students. They also conduct mock interviews and provide leads for referrals. Alumni meets are conducted regularly. *(Annexure 31)*
- **Proper support for policy and planning through need analysis, research inputs and consultations with the stakeholders**

The institution ensures holistic learning and development of its students. It draws inputs from all stakeholders and formulates its policies and practices to fulfill its mission of “learning to excel and excelling to serve”. The institution has undertaken the following activities.

- DIAS Eco-Club- Its objective is to ensure that the students are made aware of the need to safeguard the environment. *(Annexure 36)*
 - Social Responsibility Cell Kartavya helps students become responsive to the needs of the society. *(Annexure 17)*
 - Entrepreneurship Development Cell ensures that students become employers instead of being job seekers. *(Annexure 32)*
- **Reinforcing the culture of excellence**
It is the constant endeavour of the institution to focus on attaining excellence. The institution through its various initiatives has achieved



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heights of glory. Changes initiated by the institute have helped in the journey of excellence.

- **Champion organizational change**

Organizational changes are imperative in order to usher new direction and add to the growth of the institution. A quick adoption to changes by the employees is essential for enhancing institutional excellence.

At DIAS the following changes in curricular, co-curricular and extra-curricular activities have been implemented by faculty and staff under the able guidance of the management.

- **Organizational Flowchart:** Proper functioning of the organization is being taken care of under the heads being mentioned in the chart (*Annexure 101*)
- **Departmentalization:** The institution has majorly two departments: Management and Computer Applications for the smooth functioning of MBA and MCA Programmes.
- **Infrastructure Development:** As per the norms of affiliating University and AICTE, the institution possesses the infrastructure with respect to classrooms, computer labs, library, conference hall, etc. In order to keep pace with the market dynamics following changes in the infrastructure has been made:
 - ◆ **Computer Lab:** Computers have been upgraded with the latest configuration.
 - ◆ **Classrooms:** The classrooms are fully Air conditioned. For effective teaching, they have been equipped with computer system, LCD Projectors and multimedia kits.
 - ◆ **Language Lab and Communication Skill Classes:** In order to improve the communication skills of the students, the institution has in place the Language Lab and also schedules Communication Skill Development Sessions through Eminent English Trainer. (*Annexures 18 & 19*)
 - ◆ **Seminar Hall/Auditorium:** For conducting seminars/conferences, guest lectures, workshops, the seminar hall is equipped with state of the art technology with a seating capacity of 150.



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- ◆ **Faculty Rooms:** In order to aid teaching and encourage research activities among the faculty members, all faculty members have cabins with independent desktops and internet connections. Intranet facility is employed for official communications.
- ◆ Apart from the above mentioned changes, the institution has introduced separate committees for the effective and smooth functioning of various activities undertaken for the overall growth and development of faculty and students. The brief details of the committees are mentioned below:

S. No.	Name of the Committee	Broad Objectives
1	Students Industry Interface Forum (SIIF)	To train the students for requisite skills and provide Placement assistance.
2	Students Technology Forum (STF)	To develop the all round personality of students by organizing extra curricular activities and inculcating team spirit.
3	Seminars / Conferences Committee-	To organize seminars/ conferences annually in contemporary areas of relevance both for academia & industry. To contribute in enhancing the knowledge, skill and abilities of students and faculty alike.
4	FDP Cell	(i) To organize Faculty Development Programme (FDP) annually for enriching knowledge of the faculty in various domains of Management and Computer Applications. (ii) Equipping teachers with skills and knowledge that are essential for continuous growth and career advancement.
5	Publication Committee (DIAS Technology Review)	To seek contribution from researchers both in India and abroad and contribute to the existing body of literature.



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6	Publication Committee (DIAS Times)	To provide a wider spectrum of knowledge to students and readers about the latest happenings both at the corporate and the institution level.
7	Alumni Committee	To provide alumni with the means to interact with the students, and help them guide the students in accordance with the employers' expectations.
8	Corporate Interface Committee (Guest Lectures)	(i) To provide an enriching learning experience for students. (ii) Enhance Academia - Industry Interface.
9	Entrepreneurial Development Programme Cell	To inculcate a culture of innovation driven entrepreneurship. Further to encourage and guide the students to become successful entrepreneurs,
10	Library Committee	(i) Build and maintain collection of latest books, journals, and magazines that support faculty and students in their teaching, learning and research. (ii) Create a comfortable and modern environment conducive to study, research and exploration of new technology.
11	Language Lab Committee	To help students enhance their English Communication Skills
12	Website Updation Committee	To provide timely, accurate and useful information about the institution. To keep the stakeholders abreast with the activities at the institution.
13	Research Committee	To promote research pursuits among faculty and students. To provide assistance in their research publication/projects.
14	Social Responsibility Cell-Kartavya	To make students responsible towards society and instill spirit of caring and sharing for the under privileged.



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15	Eco-Club	To make the students responsive towards the environment and to ensure eco-friendly campus and surroundings.
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The details of the Committees has been mentioned in *(Annexure 49)*

- ◆ In order to ensure effective delivery of the curriculum and to improve the academic performance, faculty members have to prepare lecture plans, questions banks, solution sets for End Term Examination. The soft copies of the same are mailed to the students and hard copies are kept in the library for the ready reference. *(Annexures 5, 6 & 9)*
- ◆ **ISO Certification:** Institution has formed an Internal Quality Assurance Cell with Director as chairperson and HODs as members of the cell. The cell has finalized Quality manuals which have been the basis for obtaining ISO Certificate 9001- 2008. These manuals help the faculties adhere to the processes, procedures and formats. *(Annexure 48)*

6.1.4 What are the procedures adopted by the institution to monitor and evaluate policies and plans of the institution for effective implementation and improvement from time to time?

- The Director, HODs and faculty members are primarily responsible for monitoring, evaluation and implementation of policies, plans and procedures. Different aspects are discussed in the review meetings and minutes of meetings are recorded and circulated to the faculty to ensure adherence for improvement. *(Annexure 25)*
- Internal audit is arranged for ensuring effective implementation of quality policy of the Institution and findings of the same are considered for further improvement in processes and procedures. *(Annexure 48)*



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6.1.5 Give details of the academic leadership provided to the faculty by the top management?

Academic leadership is provided by the top management to faculty especially by Professor Emeritus and Academic Advisor Dr. S.N. Maheshwari, who has more than 50 years of academic and administrative experience. He has headed esteemed institutions like Shri Ram College of Commerce and Hindu College both of Delhi University. He was also Director General of Delhi Institute of Advanced Studies. His association with the institute is more than 13 years old. In addition, the following activities ensure the smooth functioning.

Calendar of academic and non- academic activities are finalized before commencement of the Academic Session. Actions are initiated well in advance for each activity by the respective activity in-charges and details are discussed with HODs, Director and Academic Advisor, so that each activity is undertaken in an effective manner. The Programme Co-ordinators allot the subjects according to the expertise of the faculty. The faculty prepares the lecture plans, question banks for each of the subjects allotted to them. The lecture plans include lecture wise details of the topic, the books to be referred and the relevant research articles on the topic. The question banks contain unit wise multiple choice questions, short, long and practical questions where ever applicable. All these are made available to the students for their ready reference. (*Annexures 4, 5 & 6*)

6.1.6 How does the college groom leadership at various levels?

- The Institution encourages and provides lot of freedom to HODs and faculty to adopt new teaching methodology for effective teaching and improving the results. Professor Emeritus and Director provide support and guidance wherever required.
- The Institution is a member of Education Promotion Society of India (EPSI), senior faculty and Director attend the leadership summits being organized by EPSI and other organizations to groom their leadership skills. (*Annexure 21*)
- The faculty members are encouraged to organize various activities, wherein the faculty showcase their creativity and leadership skills in the jobs assigned to them. (*Annexure 102*)



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- The top management does not interfere in the process of teaching and internal evaluation of students.
- The faculty is encouraged to organize various activities, in the way they are deemed fit, showing creativity and leadership.
(Annexure 102)
- Student event incharges are nominated for various activities organized in the institution by the concerned faculty event incharges. This helps in enhancing their leadership and event management skills. The activities undertaken by them are related to the areas of placements, conferences, seminars, cultural fest etc.
(Annexure 49)

6.1.7 How does the college delegate authority and provide operational autonomy to the departments/ units of the institution and work towards decentralized governance system?

The Chairman of the management of the Institution has delegated complete authority and provided autonomy to the Director of the Institution. Consequently the Director has delegated total authority and provided operational autonomy to the HODs. Similarly HODs have extended operational authority to faculty members for organizing their activities. The Quality Manuals under I.S.O certification provide guidance and direction for operative autonomy. *(Annexure 48)*

6.1.8 Does the college promote a culture of participate management? If 'yes' indicate the levels of participative management.

- The Institution promotes culture of participative management at all levels. The quality manuals of the institution detail out activities and processes undertaken by faculty, staff members, HODs and Director.
- Different issues involving academic and non-academic matters are discussed in regular meetings held at the level of Academic Advisor and Director. During the meeting, views of faculty are considered and Minutes of Meeting are drawn and circulated to all concerned for effective implementation. *(Annexure 25)*



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6.2 Strategy Development and Deployment

6.2.1 Does the institution have a formally stated quality policy? How is it developed, driven, deployed and reviewed?

The institution has formally stated its quality policy as :

“We, at Delhi Institute of Advanced Studies, are committed to make this institution a hallmark in professional education by imparting holistic education. The aim of the Institution is fulfilled through its philosophy:

- **Education:** We provide the highest standard of teaching and learning.
- **Opportunities:** Our endeavour is to provide equal opportunities to students and staff with mutual respect and positive encouragement.
- **Relationship Building:** We strive to build a continuously evolving partnership with university, parents, students and staff.”

The Quality Policy has been prepared by HODs in consultation with faculty and staff members and the same has been included in Quality Manuals of the Institution. The Quality Manuals have been approved by Director and Chairman of the Institute. The manual have been duly certified by the Certification Body - ISO: 9001:2008. The Quality Manuals have been deployed for implementation of Quality Policy, Processes and Procedures. The manuals are suitably amended from time to time to incorporate the required changes. (*Annexure 48*)

6.2.2 Does the institute have a perspective plan for development? If so, give the aspects considered for inclusion in the plan.

The Quality Manuals of the Institution details out the perspective plan for achieving Quality Standard in the fields of academic and non-academic activities of the institution w.r.t. existing programmes of MBA and MCA. (*Annexure 48*)

6.2.3 Describe the internal organizational structure and decision making processes.

The organization follows a top down approach in the decision making process. The advisory council and the governing body formulate the long



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term strategic plans for the future development of the institution. The academic advisor, director and the HOD's are involved the formulating the operational plans for the smooth functioning of the institution. The faculty in turn implements the plans. The HOD and the director monitor the overall process. (*Annexure 103*)

6.2.4 Give a broad description of the quality improvement strategies of the institution for each of the following

- **Teaching & learning**
- **Research & development**
- **Community engagement**
- **Human resource management**
- **Industry interaction**

The broad quality improvement strategies of the Institution are as follows:

➤ **Teaching and Learning**

The Institution has taken up various initiatives described below for the improvement of quality of teaching and learning.

- ♦ The faculty is fully involved in planning and delivering effective class room teaching. For this purpose the faculty members prepare lecture plans for their subjects indicating the topics and sub – topics to be covered in each lecture. The lecture plans also include latest edition of Text Books and Reference Books, Journals to be referred for research articles and case studies to be discussed in the class. In addition to help students practice the subject various types of the questions are prepared in the question banks. (*Annexures 5 & 6*)
- ♦ The faculty members also prepare solution sets which are provided to the students in the form of soft copy with hard copy being kept in the Library for reference of the students. The solution sets include Questions and Answers of End Term Examination, Question Papers of the University. (*Annexure 9*)
- ♦ Feedback of students is taken for each subject midway during the semester and faculty members are communicated the same for making necessary improvements in their Pedagogy. (*Annexure 8*)



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- ◆ The faculty members are also involved in guiding project work being carried out by the students in the Industry and Institution. (*Annexure 35*)
- ◆ The system of mentorship has been implemented and faculty members are involved in mentoring the students in smaller groups for having effective improvement in teaching and learning process. (*Annexure 13*)
- ◆ Library and Computer Labs are updated from time to time to take care of changing requirements for quality standards.
- ◆ In order to improve quality of Teaching and Learning, the institution organizes Corporate-Academia Interface regularly wherein experts from industry and members of DIAS Alumni participate actively on regular basis. (*Annexure 16*)

➤ **Research and Development**

Quality Improvements in research and development are undertaken by adopting the following strategies:

- ◆ FDPs are organized to acquaint the faculty with the current research design and tools. (*Annexure 52*).
- ◆ Faculty is encouraged to present and participate in national/international conferences/seminars. (*Annexure 58*).
- ◆ Faculty members are encouraged to write research articles for publication in National and International journals. (*Annexure 58*).
- ◆ Faculty members are encouraged to enroll for Ph.D. and complete the same in the earliest possible time. (*Annexure 65*).
- ◆ The faculty members are also encouraged to work as guide to the Ph.D. students enrolled in other Universities.
- ◆ Academic leave and flexitime option is provided for promoting research pursuits.
- ◆ Faculty also undertakes research projects in association with students. (*Annexure 35*).

➤ **Community Engagement**

The Institution has adopted the following strategies for improvement of quality in terms of Community Engagement.



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- ◆ Faculty members and students work towards social responsibility under the cell called KARTAVYA. This cell actively collects cash and items in kind to be distributed among the children in two NGOs one being ASHRAN- an orphanage and other being CHALO GAON KI AOR whose aim is three fold: (i) Spread awareness of the fundamental rights of children; (ii) Emphasize the importance of education; (iii) Impart education for under privileged. (*Annexure 17*)
- ◆ The Institution has constituted Eco-Club which receives support from Delhi Government. Eco-Club activities include:
 - (i) Plantation drive;
 - (ii) Display of banners for eco-friendly celebration of Diwali and Holi in North-West, Delhi.
 - (iii) Guest Lectures related to environmental issues.
 - (iv) Visit to Bio-diversity Park
 - (v) Poster Competition for “*Best out of Waste*”. (*Annexure 36*)
- ◆ The Institution arranges Blood Donation Camps twice a year in the campus in association with Bhai Parmanand Hospital, Delhi. (*Annexure 62*)
- ◆ The Institution also participates and encourages for promotion of national campaigns like Anti-Tobacco Campaign, Anti-Ragging, Disaster Management etc. (*Annexures 62 & 99*)

➤ **Human Resources Management**

Faculty and Staff are entitled to all the leave benefits viz

- Casual leave
- Earn leave
- Vacations*
- Maternity leave
- Duty leave
- Academic leave*

* *Faculty only*

The retention of faculty is high. More than 50% faculty has spent at least 3 years in the institution. The Institution fosters a climate of research with 30% faculty possessing Ph.D and 50% pursuing Ph.D.



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Salary Compensation: Basic Salary and other allowances are in accordance to sixth pay commission. (*Annexure 104*)

- ◆ **Miscellaneous:** The faculty and staff members have freedom to plan and implement activities relating to their area of responsibility. They are also given ample opportunities to grow with the Institution.
- **Industry Interaction**

The industry interaction is organized in the following manner:

- ◆ The experienced and distinguished persons from Corporate are invited to the Institution to have interactive sessions with the students and faculty. (*Annexure 16*)
- ◆ The people from industry also participate in Seminars, Workshops, and Faculty Development Programmes as resource person. This also results in Corporate Academia Interface. (*Annexures 16 & 30*)
- ◆ Members of Alumni association working in different organizations are also invited to have interactive sessions with the students and faculty. (*Annexure 31*)
- ◆ The faculty members also associate themselves in guiding the projects of the students related to the industry. This facilitates industry interaction in effective manner.
- ◆ Industrial Visits are organized every year for the students to have practical exposure. Students interact with the experts in the industry and clarify their doubts. (*Annexure 16*)

6.2.5 How does the Head of the institution ensure that adequate information (from feedback and personal contacts etc.) is available for the top management and the stakeholders to review the activities of the institution?

Apart from holding formal meetings with faculty members and HODs, Director also holds informal meetings with them including SIIF Faculty Advisors on regular basis. In this process, adequate information is available with the Director for further discussions with Chairman and other stakeholders of the Institution. Moreover, the faculty meetings



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chaired by the Chairman are also held at least once in each semester. Minutes of the meetings are recorded and circulated amongst faculty. Regular reviews are taken up regarding execution of activities planned and discussed in the meetings. (*Annexure 25*)

6.2.6 How does the management encourage and support involvement of the staff in improving the effectiveness and efficiency of the institutional processes?

The faculty and staff members have been involved in finalizing their area of work and responsibilities for incorporation in ISO manuals. The faculty and staff are also involved in conceptualizing, planning, arranging the resources, organizing, coordinating and completing activities. Each faculty is incharge of specific activity and he/she undertakes that activity. These activities include induction programme of the students, organizing seminars/ conferences and FDPs, Extra-Curricular activities, Blood Donation Programmes, Plantation around the Institution etc. The involvement of faculty and staff members ensure the effective and timely completion of the activity and also aid in the smooth functioning of the Institution. (*Annexures 62, 36 & 30*)

6.2.7 Enumerate the resolutions made by the Management Council in the last year and the status of implementation of such resolutions.

The management of the Institution made the following resolutions in the last four years through Quality Manuals and Minutes of Meeting:

- **Resolutions as per Quality Manuals**
 - ◆ Ascertaining that every faculty member receives a feedback score of 2 on a scale of 3 in every semester.
 - ◆ Ensuring 85% placements of students at the end of final year of MBA and MCA courses.
 - ◆ Ensuring at least 50% distinctions in each semester's results.
 - ◆ Ensuring that the average marks scored are at least a first division for all students in all the courses in all the semesters.
- **Resolutions as per Minutes of Meetings (*Annexure 105*)**



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6.2.8 Does the affiliating university make a provision for according the status of autonomy to an affiliated institution? If 'yes', what are the efforts made by the institution in obtaining autonomy?

The affiliating University does not provide the status of autonomous Institution to the affiliated colleges. However, internal process of managing the academic and non- academic activities are planned and implemented by the Institution without the interference of the University. The Institution follows academic calendar and syllabus finalized by the University. The institution follows all norms prescribed by the University for running the MBA and MCA programmes. The admission process is carried out by the university and the degree is also awarded by the university.

6.2.9 How does the Institution ensure that grievances/complaints are promptly attended to and resolved effectively? Is there a mechanism to analyze the nature of grievances for promoting better stakeholder relationship?

The Institution has the constituted the grievance committee as follows:

- | | |
|---|-----------|
| ➤ Dr. I.B. Singh, Director | -Chairman |
| ➤ Ms. N. Malati, HOD-MBA | -Member |
| ➤ Dr. Barkha Bahl, HOD-MCA | -Member |
| ➤ Ms. Shilki Bhatia, Faculty Advisor, SIIF, MBA | -Member |
| ➤ Ms. Tripti Mishra, Faculty Advisor, SIIF, MCA | -Member |
| ➤ Mr. Prahalad Singh, Administrative Officer | -Member |

The grievance committee resolves grievances/complaints of the students including their parents promptly. (*Annexure 98*)

6.2.10 During the last four years, had there been any instances of court cases filed by and against the institute? Provide details on the issues and decisions of the courts on these?

There have been no instances of court cases by and against the Institution.

6.2.11 Does the Institution have a mechanism for analyzing student feedback on institutional performance? If 'yes' what was the outcome and response of the institution to such an effort?



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There is a mechanism in the Institution to take students' feedback in the following manner:

- Feedback from the existing students are taken to assess Teaching Quality, Course coverage, etc., on each subject for all the faculty members. The feedback is analyzed by HODs and Director. The faculty members are informed about the outcome of feedback so that necessary improvement can be undertaken by the faculty members in imparting their teaching. (*Annexures 8 & 26*).
- The feedback about the Institute is collected from the students who have already passed out from the Institution. The feedback is analyzed for further improvement of the Institution. The feedback is also published in the DIAS Times - A Quarterly Newsletter. (*Annexure 22*)

6.3 Faculty Empowerment Strategies

6.3.1 What are the efforts made by the institution to enhance the professional development of its teaching and non teaching staff?

- *The Institution provides conducive environment to enhance professional development of faculty members in the following manners:*
 - ◆ Separate air-conditioned cabins with independent personal computers along with internet facility have been provided to each faculty member.
 - ◆ FDPs are organized in the institution once in a year for enhancing professional development. (*Annexure 52*)
 - ◆ Faculty members are provided Academic leave for attending Seminars/Conferences/FDP outside the Institution. (*Annexure 66*)
 - ◆ Faculty members are also encouraged to write research articles for publication in the in-house Journal (DTR) and journals published by other institutions. (*Annexure 58*)
 - ◆ State of Art library is made available to the faculty members for their professional development.
 - ◆ Interaction with corporate personnel to understand the requirements of industry. (*Annexure 16*)



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- *Non- teaching staff of the institution is provided with conducive environment to enhance professional development in the following manner:*
- ◆ Separate air-conditioned Cabins with P.C. having internet facility have been provided to each non- teaching staff.
- ◆ State of art library is made available to the non- teaching members for their professional development.

6.3.2 What are the strategies adopted by the institution for faculty empowerment through training, retraining and motivating the employees for the roles and responsibility they perform?

- For training and re-training of faculty members, the Institution organizes Faculty Development Programmes (FDPs), Seminars, Conferences and Interactive Sessions with prominent persons from Corporate and Academia. (*Annexures 30, 52 & 16*)
- The faculty members are also motivated by providing competitive environment.

The institution has started schemes of Best Teacher Award and Best Researcher Award for faculty of MBA and MCA Programmes. (*Annexure 106*)

6.3.3 Provide details on the performance appraisal system of the staff to evaluate and ensure that information on multiple activities is appropriately captured and considered for better appraisal.

- The appraisal system of staff and faculty members comprises of self assessment by the individual staff and faculty on annual basis. The appraisal form has information related to:
 - Results in previous semesters
 - Published work during the academic year
 - Paper presentations in conferences/seminars
 - Participation in the corporate life.

For this purpose, self- assessment forms are filled up before the end of each academic session. The scrutinized forms are evaluated by HODs giving recommendation to the Director. The Director considers performance of each faculty and staff member including recommendation of HODs and writes the remark/recommendation on evaluation forms. The



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matter is also discussed with individuals whose performance is found to be below normal. Critical areas in which the improvement is required are communicated to the individuals. (*Annexure 107*)

Apart from Annual Performance Appraisal, the institution also has system of appraisal of faculty during each semester. The performance of each faculty member is reviewed in form of feedback of the students, result-analysis and coverage of the course in individual subject during the semester. (*Annexures 8,26 & 27*)

The matter regarding progress of faculty members on publication of research articles etc, is also discussed in review meetings of the faculty chaired by the Professor Emeritus and Academic Advisor Dr. S.N. Maheshwari and record notes of the same are circulated to all concerned for taking timely appropriate actions. (*Annexure 25*)

6.3.4 What is the outcome of the review of the performance appraisal reports by the management and the major decisions taken? How are they communicated to the appropriate stakeholders?

The outcome of the Annual Performance Appraisal of faculty and staff members results in form of recommendations of HODs and Director for annual increment of the faculty members and approval of chairman. (*Annexure 108*)

Minutes of Meetings are circulated among the faculty members for effective improvement of performance of faculty. (*Annexure 25*)

6.3.5 What are the welfare schemes available for teaching and non teaching staff? What percentage of staff has availed the benefit of such schemes in the last four years?

The following welfare schemes are made available to teaching and non teaching staff:

- Uniform, sweaters and shoes to class IV employees. (*Annexure 109*)
- Sweets/Gift Packets are distributed to faculty and staff members on the occasion of Diwali. (*Annexure 109*)



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- Faculty and staff members are offered gifts on their marriage and marriage of their kids.
- Medical Facilities in emergent situation and dropping of faculty to their residences at odd hours.
- In case of sudden demise of the class IV employees, monetary assistance is provided to dependent.
- ESIC cards for Class IV employees to cover their medical needs.
(Annexure 109)

6.3.6 What are the measures taken by the Institution for attracting and retaining eminent faculty?

Work environment and salary are the major parameters on which the eminent faculties can be retained. Following measures are taken by the Institution for attracting and retaining faculty:

- Institution provides conducive work environment.
- Guidance to faculty members for teaching.
- Freedom to faculty to work on research projects/projects along with students.
- Faculty has the freedom to undertake new initiatives in teaching and other activities they undertake in the institution.
- Faculty is encouraged to upgrade their knowledge through organizing in-house FDPs, Seminars and Conferences and through participation in such events outside the institution.
- Faculty is also encouraged to work on research projects/consultancy projects and also to write and get their publication done in national and international journals.
- Faculty and staff are being paid sixth pay commission salary including all the allowances. DA is being implemented as and when declared.

6.4 Financial Management and Resource Mobilization

6.4.1 What is the institutional mechanism to monitor effective and efficient use of available financial resources?

The institution has formulated system of Budgetary Control for each financial year. Before the start of the financial year, the budget of the next



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year is prepared and expenditure is monitored and controlled. The established procedure for purchasing of capital items on tendering basis is followed. Prior approval of the sanctioning authority is obtained for undertaking expenditure. Event-incharges of major activities also prepare the proposed budget and sources of revenue. After completion of event the actual budget is submitted to the office. (*Annexure 110*)

The major source of revenue is the student fee. The major areas of expenditure are faculty and staff salary, maintenance, water and electricity charges, library books and infrastructure.

The accounts are audited annually by auditor. (*Annexure 111*)

6.4.2 What are the institutional mechanisms for internal and external audit? When was the last audit done and what are the major audit objections? Provide the details on compliance.

The system of annual external audit of Accounts is followed in the Institute. The last audit was done in March 2013. All the objections/comments of auditors have been complied. The copy of the audited accounts is also furnished to the university annually. (*Annexures 111 & 112*)

6.4.3 What are the major sources of institutional receipts/ funding and how is the deficit managed? Provide audited income and expenditure statement of academic and administrative activities of the previous four years and the reserve fund/ corpus available with Institutions, if any.

- The major sources of Institutional receipts/funding is fees from the students. Deficit is managed by Shri Laxman Dass Sachdeva Memorial Educational Society from its own resources.
- Audited income and expenditure statement of academic and administrative activities of the previous four years and details of reserved fees/Corpus available with institution are attached as (*Annexure 111*)

6.4.4 Give details on the efforts made by the institution in securing additional funding and the utilization of the same (if any).



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The Institution has secured additional funding through grants for Seminars/ Conferences from A.I.C.T.E and GGSIP University. The utilization certificate has been submitted to the concerned authorities. (*Annexure 72*)

6.5 Internal Quality Assurance System (IQAS)

6.5.1 Internal Quality Assurance Cell (IQCS)

- a. **Has the institution established an Internal Quality Cell (IQAC)? If 'yes', what is the institutional policy with regard to quality assurance and how has it contributed in institutionalizing the quality assurance processes?**
- b. **How many decisions of the IQAC have been approved by the management/ authorities for implementation and how many of them were actually implemented?**
- c. **Does the IQAC have external members on its committee? If so, mention any significant contribution made by them.**
- d. **How do students and alumni contribution to the effective functioning of the IQAC?**
- e. **How does the IQAC communicate and engage staff from different constituents of the institution?**
 - Institution has formed the Internal Quality Assurance Cell with HODs as member and Director as chairperson of the cell. The cell has finalized Quality manuals which have been the basis for obtaining ISO 9001- 2008 Certification. These manuals are also used by all the departments of the institution to follow processes, procedures and formats included therein. (*Annexure 48*)
 - The Quality Manuals prepared by IQAC have been approved and adopted for implementation by management. All the decisions of IQAC have been approved by the management so far.
 - There is system of taking feedback from the students and alumni members. The feedback is analyzed by the departmental heads and outcome is discussed with the Director. The feedback/suggestions received are analyzed further and taken for appropriate action for ensuring improvement in quality of teaching and research work of faculty. (*Annexure 22*)
 - IQAC discusses the matter of Quality Improvement with staff of the Institution on regular basis. The feedback and suggestions are adopted by IQAC for Quality Improvement. The staff members are



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also involved in Internal Quality Audit of ISO and their findings and recommendations are implemented suitably.

6.5.2 Does the institution have an integrated framework for Quality assurance of the academic and administrative activities? If 'yes', give details on its operationalization.

The Institution has integrated framework for Quality Assurance for academic and administrative activities. The framework has been adequately described in Quality Manuals of the Institution for implementation. (*Annexure 48*)

6.5.3 Does the institution provide training to its staff for effective implementation of the Quality assurance procedure? If 'yes', give details enumerating its impact.

On finalization of Quality Manuals and issuance of ISO Certificate by concerned agency, the faculty and staff members were given training for implementation of quality procedures. However, the new faculty and staff members are given induction training in which ISO Quality procedures are also explained to them. This helps in adopting and implementing procedures and policies in an efficient manner. (*Annexure 48*)

6.5.4 Does the institution undertake Academic Audit or other external review of the academic provisions? If 'yes', how are the outcomes used to improve the institutional activities?

Academic Audit of the Institution is conducted by the Affiliating University i.e. GGSIP University every year. The parameters are identified and every institution is rated by them. The suggestions and recommendations given by the Academic Audit Committee are adopted to improve academic and other activities of the Institution. (*Annexure 24*)

6.5.5 How are the internal quality assurance mechanisms aligned with the requirements of the relevant external quality assurance agencies/regulatory authorities?

The Internal Quality Assurance mechanism is elaborated in Quality Manuals of the Institution and these manuals take care of Quality requirements prescribed by AICTE/UGC, the regulatory authority and GGSIP University. The regular visits by the regulatory bodies and submission of the information also aids the institution in enhancing the quality of the teaching and learning. (*Annexure 24*)



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6.5.6 What institutional mechanisms are in place to continuously review the teaching learning process? Give details of its structure, methodologies of operations and outcome?

The Institution has two divisions i.e. MBA and MCA. Both the divisions have separate HODs to review teaching learning process and its outcome. Moreover, continuous review is ensured at the level of Director who holds regular meetings with HODs and faculty to review the academic outcomes and placement progress. The faculty members prepare lesson plans at the beginning of each semester for the subject(s) to be taught by them. The soft and hard copies of lesson plans are made available to the students. Moreover, during the mid semester, feedback of students regarding each subject and faculty member is obtained. This is analyzed by HODs and reviewed by Director. The outcome is communicated to faculty members for taking timely corrective action. (*Annexures 2, 4, 5, 6, 8 & 26*)

HODs also analyze the results of End-Term Examination of students to assess the performance of each faculty member. The results are reviewed at the level of Director and outcome is conveyed to faculty members for further improvement. (*Annexures 27 & 107*)

6.5.7 How does the institution communicate its quality assurance policies, mechanisms and outcomes to the various internal and external stakeholders? Any other relevant information regarding Governance Leadership and Management which the college would like to include.

The Institution communicates quality assurance policy and outcome to the various internal and external stakeholders in the following manner:

- Quality Assurance Manual copies are made available to all faculty and staff members.
- Copies of Minutes of Meetings are circulated to all the concerned.
- Minutes of Meetings of Governing Body are circulated to all the concerned.
- The communication is also ensured by displaying notices and circulars on the notice boards and sending e-mails to the students, faculty and staff members.
- The external stakeholders are also informed by uploading details about the Institute on its website. (*Annexures 1 & 25*)



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CRITERIA VII: INNOVATIONS AND BEST PRACTICES

7.1 Environment Consciousness

7.1.1 Does the Institute conduct a Green Audit of its campus and facilities?

The area of the campus is one acre and it has been developed as green and environmental friendly campus. Eco-Club comprising of faculty members as well as students contribute in making the campus eco-friendly.

7.1.2 What are the initiatives taken by the college to make the campus eco-friendly?

- **Energy conservation**
- **Use of renewable energy**
- **Water harvesting**
- **Check dam construction**
- **Efforts for carbon neutrality**
- **Plantation**
- **Hazardous waste management**
- **E-waste management**

The following initiatives have been taken up by the Institution to make the campus and its surrounding eco-friendly.

- Plantation is carried out in the Institution campus and surroundings to make an eco-friendly environment. Eco- Club of the Institution plays an important role in this endeavour.
- The students and faculty members are aware and habitual to switch off the electrical power when not in use. For this purpose, placards have been displayed at appropriate places in the campus.

7.2 Innovations

7.2.1 Give details of innovations introduced during the last four years which have created a positive impact on the functioning of the college.

The institution has introduced following innovations during the last four years:



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- Overhead projectors have been replaced by LCD projectors in the class rooms.
- White boards have been installed along with black boards in the class rooms.
- Edu-Sat centre has been established to have classes through video-conferencing in collaboration with Delhi Technical University and Govt. of NCT, Delhi. (*Annexure 113*)
- Wi-Fi system has been installed in the campus.
- e- Journals have been subscribed in the Library. (*Annexure 51*)
- Language Lab has been introduced in the campus for benefit of students and faculty members. (*Annexure 19*)
- Servers and Computer labs have been upgraded. (*Annexure 93*)
- The internet speed has been increased to 6 Mbps. (*Annexure 93*)

7.3 Best Practices

7.3.1 Elaborate on any two best practices as per the annexed format which have contributed to the achievement of the institutional objectives and /or contributed to the Quality improvement of the core activities of the college.

BEST PRACTICES

1. **Title of the Practice:** ACADEMIC INTEGRATION
2. **Goal:** Knowledge provides the impetus for growth. Solid foundations are laid on the conceptual clarity that the students possess. DIAS promotes academic integration and observes academic practices, aimed at developing reading & writing skills alongwith research aptitude. DIAS grooms its students into mature individuals, capable of planning for the future, and taking the right decisions in life. Further the student industry interface forum prepares the students for placements by conducting Group Discussions, Technical Tests, Mock Interviews and other Personality Development Programs. The Mission & Vision of the Institute are the guiding forces and the institute believes that learning to excel & excelling to serve should be motto both for the faculty and students alike.
3. **Context:** Academic Integration involves focus on a combination of academics, co-curricular and extra curricular activities. The academic



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activities focuses on bringing conceptual clarity, develop strong knowledge and theoretical base. The co-curricular and extra curricular activities aid in the holistic development of the students. The integrated efforts focus on achieving academic distinction, excellent placements and professional growth.

The challenging issues that have been addressed in designing and implementing the practice are with respect to addressing the academic and placement needs of both high achieving and mediocre students. The more important challenge is to provide placement assistance to the students irrespective of the market conditions.

4. **The Practice:** The academic inputs are supplemented through :
- i. **Lecture Plans** which comprise of topic wise contents, their references from text books, reference books, articles from different journals and URLs for online articles. The key objective of every topic is clearly specified along with the time duration for completion of topic.
 - ii. **Question Banks** are divided into three major sections- Test Your Skills, Short Answer Questions and Long Answer Questions. A Fourth Section comprising of practical questions is included in practical subjects.
 - iii. **Solution Sets** consisting of suggested model answers of all the previous year's university question papers have been made available in the library for assisting students to enhance their academic performance.
 - iv. **Model Test Papers** are prepared by the subject teachers consisting of probable questions along with their answers for assisting the students in their end term examination performance.
 - v. **Examination Reports** are prepared by subject teachers after every internal examination and the common errors committed by students are discussed and solutions to overcome those are suggested.
 - vi. **Research Pursuits** of the students are encouraged through providing them exposure to research tools. Application of the research tools is encouraged through their Summer Training and Research Projects. MCA students are encouraged to opt for



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- research project as a subject. In addition, they are motivated to write research papers.
- vii. **Academia- Industry Interface** provides the students with an opportunity to interact with eminent corporate personnel to widen their knowledge horizons.
 - viii. **Workshops and Industrial Visits** provide the students, practical exposure to the theoretical classroom knowledge.
 - ix. **Language Lab and Training Sessions** help in improving the written and oral communication skills of students.
 - x. **Extra-curricular & Co-curricular Activities** are organized to help students inculcate various skills like event management, stage handling, arranging sponsorships, interacting with guests and team dynamics.
 - xi. **Train the Trainer** serves as a platform for faculty to receive training in specific areas to improve the quality of education through participation in FDPs, Conferences and Seminars. Faculty is also encouraged to pursue research work.

The Lecture Plans assist the students in comprehending the topics and subtopics to be discussed in the class beforehand making the lecture more interactive. Question Banks provide a detailed list of questions for the better understanding and thorough practice of topics. The Solution sets are prepared to provide model answers for the previous year question papers. This gives the students an insight in attempting their End Term Examinations. Model Test Papers assist students in identifying and preparing for the probable questions in their final examination. Further, the other mentioned activities have helped the students enhance their overall performance and groom them as better future managers.

Evidence of Success

The best practices followed at DIAS have resulted in growth of students and faculty alike. The students have received first positions in the University and have been conferred with ten gold medals in MCA and eight gold medals in MBA. The placements of the students have been excellent in both the programs.

The students have actively participated in Conferences/ Seminars and have presented their papers. Some of the students have also published their articles in the association with the faculty in journals of repute. The



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students have also brought laurels by winning various prizes in the co-curricular and extra-curricular activities conducted by other institutions.

Further, faculty members are actively involved in research. Two faculty members have been awarded their Ph.D. degree and three faculty members have submitted their Ph. D. degree during their tenure at DIAS. Eleven faculty members are pursuing their Ph. D.

Problem Encountered and Resources required:

The institute is a self-financing institute and the source of finance is the student fee which is fixed by the university. Extending benefits to the students has to be met within these finances. The admission process is centralized and the institute has no autonomy. Further benefits of the National knowledge network cannot be availed under the current, system which again is a disadvantage for the faculty and students etc.

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G. EVALUATION REPORT OF MBA AND MCA DEPARTMENTS



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Evaluation Report of MBA Department

S. No.	Description	Brief Information
1.	Name of the Department	Department of Management
2.	Year of Establishment:	2000
3.	Names of Programmes/ Courses offered (UG, PG, M.Phil, Ph.D, Integrated Masters; Integrated Ph.D., etc.)	MBA
4.	Names of Interdisciplinary courses and the department /units involved.	NA*
5.	Annual/semester/choice based credit system (programme wise):	Semester
6.	Participation of the department in the courses offered by other departments:	Department of M.B.A participates in relevant and common activities of M.C.A Department.
7.	Courses in collaboration with other universities, industries, foreign institutions, etc.	NA*
8.	Details of courses/ programmes discontinued (if any) with reasons: Commencement: Closure: Reason:	MBA (PT) Annual Year 2008-09 Annual Year 2012-13 Poor response in admissions at the University.

* NA: stands for Not Applicable

9. Number of Teaching posts

	Sanctioned	Filled
Professors	2	2
Associate Professors	3	1*
Asst. Professors	11	13



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* Copy of the advertisement for faculty positions (*Annexure 56*)

10. Faculty profile with name, qualification, designation, specialization, (D.sc, /D.Litt./Ph.D./ M.Phil. Etc.,)

Department of Management

Name	Designation	Qualification (s)	Specialization (Subject(s))	No. of Years of Experience
Dr. S. N. Maheshwari	Professor Emeritus	M.Com, Ph.D	Accounting and Finance	51 yrs
Dr. I.B. Singh	Professor & Director	PGDBM, Ph.D	Marketing Management	42 yrs
Dr. Daryab Singh	Professor	M.Com, Ph.D	Business Administration	42 yrs
Ms. N Malati	Associate Professor	MBA, Certificate course in Export Marketing, (Submitted Ph.D thesis)	Marketing Management, Human Resource Management	15 yrs
Ms. Haritika Chhatwal	Assistant Professor (Sr. Scale)	M.Com, M.Phil, SLET, Pursuing Ph.D	Accounting, Finance and International Business	14 yrs
Ms. Ruchi Gupta	Assistant Professor	MBA, CA, NET & JRF, Submitted Ph.D thesis	Finance and Corporate Tax	6.5 yrs
Ms. Ekta Sachdeva	Assistant Professor	M.Com, NET	Finance	6 yrs
Ms. Shilki Bhatia	Assistant Professor	M.Com, CS(Inter), NET, NCFM Certifications, PGDBA, Pursuing Ph.D	Corporate Social Responsibility and Business Communication	9.5 yrs



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Dr. Anju Batra	Assistant Professor	MA(Eco), M.Phil (Eco), MBA, Ph.D	Economics, and International Business	13 yrs
Ms. Roma Jaitly	Assistant Professor	MBA(IB & Mktg), M.Phil(Mgt), NET, Pursuing Ph.D	Marketing and International Business	8.5 yrs
Ms. Neetu Chadha	Assistant Professor	M.Com, M.Phil (Fin.), MBA, NET, Pursuing Ph.D	Finance	5.5 yrs
Ms. Ruchika	Assistant Professor	MBA, NET	Human Resource and Marketing Management	1.7 yrs
Ms. Balwinder Kaur	Assistant Professor	MBA, NET	Finance and Marketing Management	6.7 yrs
Mr. Inderpal Singh	Assistant Professor	M.Com (Fin.), CFA/MFA, NET	Finance and Accounting	1.5 yrs
Ms. Charu Gupta	Assistant Professor	MBA (Mkt. & OM), NET	Marketing and Operations Management	5.5 yrs
Ms. Tanvi Rana	Assistant Professor	MBA (HR & Mkt), NET, Pursuing Ph.D	Human Resource and Marketing Management	1.6 yrs
Ms. Divya Mohan	Assistant Professor	MBA (HR & Mkt), NET, Pursuing Ph.D	Human Resource and Marketing Management	6 yrs

11. List of Senior Visiting Faculty

Name	Qualification	Designation	Experience
Sh. R.C. Jain	B.Tech (Mech. Engg), M.I.M.	Former Vice Chairman, Eicher Group	44 Years
Dr. G.B. Rao	Ph.D. (Finance)	Vice President, Corporate Finance, Sandhar Group	44 Years
Dr. D.D.	M.B.E., Ph.D	Associate Professor,	26 Years



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Chaturvedi		Department of Economics, Sri Guru Gobind Singh College of Commerce, Delhi University	
Dr. R.P. Maheshwari	M.Com Ph.D.	Associate Professor, Department of Commerce, Ramanujan College, Delhi University	42 Years
Dr. Vibha Jain	M.Com, M.Phil, Ph.D.	Associate Professor, Janki Devi Mahavidyalay, Delhi University	32 Years
Mr. Vijay Gupta	B.E., PGDBM	Founder and Director, Qplexus Group of Companies, New Delhi	14 Years
Mr. Pawan Chhatwal	FCA, CWA, MBA	Commercial Controller, Reckitt and Benckiser	13 Years
Mr. Varinder Kumar	M.Sc.(Maths), Pursuing Ph.D.	Asstt. Professor, Deen Dayal Upadhyay College, Delhi University	04 Years

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty

No Temporary Faculty takes the lectures and practical classes.

13. Student- Teacher Ratio (programme wise)

1:15

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled

Details of common staff for MBA/MCA Programmes

Staff Details	Sanctioned	Filled
Academic Support Staff (Technical)	2	2
Administration Staff	11	11



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15. Qualifications of teaching faculty with DSC/D. Litt/Ph.D/M.Phil/PG.

Name	Designation	Qualification(s)
Dr. S. N. Maheshwari	Professor Emeritus	M.Com., Ph.D
Dr. I.B. Singh	Professor and Director	PGDBM, Ph.D.
Dr. Daryab Singh	Professor	M.Com, Ph.D
Ms. N Malati	Associate Professor	MBA, Submitted Ph.D Thesis
Ms. Haritika Chhatwal	Assistant Professor (Sr. Scale)	M.Com, M.Phil, SLET, Pursuing Ph.D
Ms. Ruchi Gupta	Assistant Professor	MBA, CA, NET and JRF, Submitted Ph.D Thesis
Ms. Ekta Sachdeva	Assistant Professor	M.Com, NET
Ms. Shilki Bhatia	Assistant Professor	M.Com, B.Ed, CS(Inter), NET, NCFM Certifications, PGDBA, Pursuing Ph.D
Dr. Anju Batra	Assistant Professor	MA(Eco), M.Phil (Eco), MBA, Ph.D
Ms. Roma Jaitly	Assistant Professor	MBA, M.Phil(Mgt), NET, Pursuing Ph.D
Ms. Neetu Chadha	Assistant Professor	M.Com, M.Phil (Fin.), MBA, NET, Pursuing Ph.D
Ms. Ruchika Sharma	Assistant Professor	MBA, NET
Ms. Balwinder Kaur	Assistant Professor	MBA, NET
Mr. Inderpal Singh	Assistant Professor	M.Com (Fin.), CFA, NET
Ms. Charu Gupta	Assistant Professor	MBA, NET
Ms. Tanvi Rana	Assistant Professor	MBA, NET, Pursuing Ph.D
Ms. Divya Mohan	Assistant Professor	MBA, NET, Pursuing Ph.D



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16. Number of faculty with ongoing projects from (a) **National**
 (b) **International funding agencies and grants received** - NA*
17. **Departmental projects funded by DST- FIST, UGC, DBT, ICSSR, etc. and total grants received** - NA*
18. **Research Centre/ facility recognized by the University** - NA*
19. **Publications;**
 a) **Publication per faculty**
- **Number of papers published in peer reviewed journals (national/ international) by faculty and students**
 - **Number of publications listed in International Database (For Eg- Web of Science, Scopus, Humanities International Complete, Database International Social Sciences Directory, EBSCO host, etc.)**
 - **Books Edited**

* *NA: stands for Not Applicable*

- **Books with ISBN/ISSN numbers with details of publishers**
- **Impact factor**

List of Books/Monographs and Research Articles by faculty attached as *Annexure 76 and 58* respectively.

20. Areas of consultancy and income generated:

The areas of consultancy are HR, Finance and Marketing and currently the services have been rendered on honorary basis.

- 21. Faculty as member in**
- a) **National Committees**
 - b) **International Committees**
 - c) **Editorial Boards**

List of faculty in Editorial Board

- **DIAS Technology Review**
 Dr. S. N. Maheshwari
 Dr. Anju Batra

Chief Editor
 Assistant Editor



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- **DIAS Times**
 Dr. S .N. Maheshwari Editor-In-Chief
 Ms. Ruchi Gupta Editor
 Ms. Ekta Sachdeva Assistant Editor

22. Student projects

- **Percentage of students who have done in- house projects including inter- departmental / programme**
 100% of students have undertaken in- house projects as a part of University Course Curriculum.
- **Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/ Industry/ other agencies**
 100% of students have done the projects outside the institute i.e. in industry and other business organization for their Summer Training Projects.

23. Awards/ Recognitions received by faculty and students

The following students of M.B.A have received Gold Medals from the GGSIP University.

S.No.	Student's Name	Batch
1	Deepika	2008-2011 (Part Time)
2	Ruchika Sharma	2009-2011
3	Priyanka Rastogi	2008-2010
4	Rahul Gupta	2004-2006
5	Kavita Sharma	2003-2005
6	Silki Mahajan	2002-2004
7	Manpreet Kaur	2001-2003
8	Pratibha Manchanda	2000-2002

24. List of eminent academicians and scientists/visitors to the department:

List of eminent academicians and visitors to the department is attached as *Annexure 15*.

25. Seminars/Conferences/Workshops organized and the source of funding



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- a) **National**
- b) **International**

The funding for national and international seminars/conferences/workshops have been through the following sources:

- Sponsorship from Corporate
- Grant from GGSIP University
- AICTE Grant
- Self-Financing

List of seminars/conferences/workshops organized by the institute during last four years is given in the attached **Annexure 16**.

26. Student profile programme/ course wise:

Name of the Course/ programme(refer question no. 4)	Selected	Enrolled *M	Enrolled *F	Pass percentage
M.B.A Batch				
2012-2014	120	64	56	Final Exams will be held in May 2014
2011-2013	120	54	67	97.36%
2010-2012	120	59	62	100%
2009-2011	120	55	66	100%

* M - Male , F - Female

The University conducts CET of its own and data of total application received is not provided to the institution.

27. Diversity of Students

Name of the course	% of students from the same states	% of students from the other states	% of students from abroad
M.B.A			
2012-2014	85.83	14.17	Nil
2011-2013	84.29	15.71	Nil
2010-2012	84.29	15.71	Nil
2009-2011	84.29	15.71	Nil



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28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defence services, etc ?:

Twelve students have cleared the NET Examination as per information available in the Institution.

List of MBA Students who have cleared NET/DEFENCE SERVICES EXAM

S. No.	Batch	Roll No.	Name of the Students	Exam Cleared
1	2008-2010	04512303908	Chitra Khari	NET
2	2009-2011	00612303909	Pallavi Chawla	NET
3	2009-2011	04112303909	Manish Kumar	Defence Services
4	2009-2011	06012303909	Komal Gangi	NET
5	2009-2011	10512303909	Asha Rani	NET
6	2009-2011	08412303909	Ruchika Sharma	NET
7	2010-2012	01012303910	Kanika Sehgal	NET
8	2010-2012	03012303910	Rishika Gupta	NET
9	2010-2012	13712303910	Neha	NET
10	2011-2013	02112303911	Komal	NET
11	2011-2013	02912303911	Preeti	Defence Services
12	2011-2013	09412303911	Nishat Ahtesham	NET
13	2011-2013	10712303911	Raesa Bedi	NET
14	2011-2013	11412303911	Shruti Saxena	NET

29. Student Progression

Placement details of MBA Students during preceding four years

S.No.	Academic Year	Campus Placement (%)	Other than Campus Placement (%)	Total (%)
1	2009-2010	60	22	82
2	2010-2011	60	22	82
3	2011-2012	65	21	86
4	2012-2013	65	20	85

Details of final placements of MBA students during preceding four years are given in *Annexure 61*.



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30. Details of Infrastructural facilities

(a)	Library*	Yes
(b)	Internet facilities for staff and students	Yes
(c)	Class rooms with ICT facility	Yes
(d)	Laboratories	Yes

* Details of Journals - National and international subscribed in the Library are given in *Annexure 54*.

31. Number of students receiving financial assistance from college, university, government or other agencies

Details of Scholarships provided to MBA Students

Academic Year 2009 – 2010 (October 2009)

S. No.	Name of Student	Roll No.	Group & Batch	Amount Paid (Rs.)	Mode of Payment	Semester
01	Ms. Ishita Kakkar	0801233908	MBA 3	1000.00	Cash	Odd
	TOTAL			1000.00		

Academic Year 2010 – 2011

S. No.	Name of Student	Roll No.	Group & Batch	Amount Paid (Rs.)	Mode of Payment	Semester
August 2010						
01	Ms. Ishita Kakkar	08012303908	MBA 4	2000.00	Cash	Even
02	Ms. Divya Gupta	08312303909	MBA 2	2000.00	Cash	Even
	TOTAL			4000.00		
December 2010						
01	Ms. Divya Gupta	08312303909	MBA 3	2000.00	Cash	Odd
	TOTAL			2000.00		

Accreditation - Self Study Report



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Academic Year 2011 – 2012

S. No.	Name of Student	Roll No.	Group & Batch	Amount Paid (Rs.)	Mode of Payment	Semester
August 2011						
01	Ms. Divya Gupta	08312303909	MBA 4	2000.00	Cash	Even
	TOTAL			2000.00		

Academic Year 2012 – 2013

S. No.	Name of Student	Roll No.	Group & Batch	Amount Paid (Rs.)	Mode of Payment	Semester
January 2012						
01	Mr. Varun Jindal	07012303911	MBA 2	3000.00	Cash	Even
02	Mr. Mohit Yadav	09612303911	MBA 2	3000.00	Cash	Even
	TOTAL			6000.00		
August 2012						
01	Mr. Varun Jindal	07012303911	MBA 3	4000.00	Cash	Odd
02	Mr. Mohit Yadav	09612303911	MBA 3	4000.00	Cash	Odd
	TOTAL			8000.00		
January 2013						
01	Mr. Mohit Yadav	09612303911	MBA 4	4000.00	Cash	Even
02	Mr. Varun Chauhan	03612303912	MBA 2	4000.00	Cash	Even
	TOTAL			8000.00		

Academic Year 2013 – 2014

S. No.	Name of Student	Roll No.	Group & Batch	Amount Paid (Rs.)	Mode of Payment	Semester
August 2013						
01	Mr. Varun Chauhan	03612303912	MBA 3	4000.00	Cash	Odd
02	Ms. Himani Arora	06212303912	MBA 3	4000.00	Cash	Odd
	TOTAL			8000.00		



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32. Details on student enrichment programmes (special lectures/ workshops/ seminar) with external experts:

The list is given below:

Topic	Speaker (s)	Date
HR Summit on “Proliferation of HR Strategies for Corporate Excellence”	Sh. R.C. Jain Former Vice Chairman, Eicher Group Mr. Vijay Kr. Gupta Vice President & Head Products & New Initiatives, ABN Amro Bank Mr. Lalit Khaneja Vice President, FranklinCovey Ms. Mamta Diwan Head – Recruitments Trident Information Systems Saurabh Kalra Asst Manager - HR, Aviva Life Insurance Mr. Anuj Khanduja HR Consultant, Thomas International Prof. M. Chandershekhar Certified HR and Quality Trainer mycanvan.com Mr. Amandeep Dubey HR Manager, American Express Mr. Shobhit Bahal Director - Strategic Alliances Apropos Careers Pvt. Ltd	17.01.2009
HR Summit on “Proliferation of HR Strategies for Corporate Excellence”	Mr. Rohit Vora MD, MS Management Consultants Mr. V.K. Verma Asstt. General Manager – HR TCS	17.01.2009
Guest Lecture on ”Educational Opportunities at Marshall University”	Prof. Clark M. Egnor Executive Director Centre for International Programs Marshall University, USA	21.03.2009



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Guest Lecture on "Personality Development"	Mr. Raman Soni Soft-skill Trainer & Director Personality Matters	25.09.2009
Workshop on "Soft Skills Developments - Group Discussion"	Mr. Amit Manchanda Executive Director Foundations	24.10.2009
Workshop on "Industrial Motivational Campaign"	Mr. R.K. Karoth Dy. Director, MSME Dr. A.K. Mishra Asst. Director, MSME Mr. A.K. Jain MSME	18.11.2009
Guest Lecture on "Emotional Intelligence"	Mr. Nishit Lal Leadership Trainer & Success Coach	09.01.2010
HR Summit on "Managing HR in Turbulent Times"	Sh. Amandeep Gupta Executive Director – HR Dalmia Cement Bharat Ltd Sh. Rajan Singhal Executive Vice President – Corp. HR DS Constructions Ltd.	13.02.2010
HR Summit on "Managing HR in Turbulent Times"	Dr. Ashok Jhavar Former Country Head - India British Petroleum Ltd. Mr. Varun Aggarwal Co-Founder, Aspiring Minds Mr. Bhanu Sharma Manager – HR, Thomas Digital Sh. Subhash Jagota CEO, Global Business Solutions Mr. Ravi Gupta Asstt. Vice President – HR Promed Group Mr. Dipankar Kalita Manager – HR Planious Technologies Pvt. Ltd. Mr. Omkar Singh Regional HR Manager Bluedart Express Ltd.	13.02.2010



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Guest Lecture on "Career Options in Media"	Mr. Rohit Upadhyay Head Sales – Retail and Govt. Reliance Media World Ltd. (Big FM)	13.03.2010
Guest Lecture on "Interview Skills"	Mr. Vipin Sareen Corporate Trainer Access	13.03.2010
Guest Lecture on "Entrepreneurship Development Programme"	Mr. R.K. Karoth Deputy Director, MSMEDI (Micro, Small and Medium Enterprises Development Institute)	18.03.2010
Guest Lecture on "Green Marketing"	Prof. S.P. Singh Rai Business School	22.04.2010
Guest Lecture on "Student's Social Responsibilities"	Mr. Harsh Arora Co-ordinator Sarthak Prayas (NGO)	22.04.2010
Guest Lecture on "Opportunities in Financial Sector"	CA Vinod Jain Chairman, Board of Studies ICAI	23.04.2010
Interactive Session with "Young Entrepreneurs"	Mr. Dinesh Kalra Director 24by7 Management Services Mr. Lalit Jain Director Crestech Software Systems	23.04.2010
Guest Lecture on "Emotional Intelligence and Business Etiquette/Ethics"	Ms. Grace Scott Ms. Priyanka Malakar Ms. Rohini Sharma Corporate Trainers, SBW R&D	20.08.2010
Guest Lecture on "Communication Skills"	Ms. Ishita AuthBridge	21.08.2010
Guest Lecture on "Steps to Achieve Success, Satisfaction and Happiness"	Mr. Pramod Batra CEO, Think Inc.	27.08.2010



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Panel Discussion on “Volatility of Stock Markets in India”	Mr. Anil Sachdeva Director, Exponential Financial Services (P) Ltd. Mr. N.C. Maheshwari Chairman, Farsight Securities Ltd. & Alternate President, CPAI Mr. B.K. Sabharwal Director, ISF Securities Ltd. Mr. Nirmal Kr. Agarwal Director, Cab Securities Ltd.	28.08.2010
Interactive Session with “Young Entrepreneur”	Mr. Sati Ram Yadav Director, BTW, Delhi Mr. Saket Khanna MD, Immense Power Pvt. Ltd.	07.09.2010
Guest Lecture on ”Corporate Makeover”	Corporate Trainers Elite Management Institutions	25.09.2010
National Case Development Workshop “Samiksha”	Dr. Suneel K. Maheshwari Professor of Accountancy Marshall University, USA Dr. P.C. Saxena Formerly Professor Jawaharlal Nehru University Dr. Madhu Vij Professor, Faculty of Management Studies Dr. Sanjiv Mittal Professor University School of Management Studies	21- 22.06.2010
Workshop on “Winning Strategies for Group Discussions”	Corporate Trainers Zigedu Learning Solutions	23.10.2010
Guest Lecture on ”Export Procedure & Documentation”	Dr. N.K. Puri Associate Professor Shahid Bhagat Singh College, DU	16.11.2010



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Group Discussion on "Interview Skills"	Ms. Bhavleen Kaur Consultant American Express	19.11.2010 , 03.12.2010
Guest Lecture on "Six Sigma"	Mr. Shivendra Sharma Director, International Quality Consulting Group	14.12.2010
International Conference on "Innovative Business Strategies for Corporate Excellence"	Mr. Subodh Bhargav Chairman Tata Telecommunications Ltd Sh. Anil Sachdev CEO, Grow Talent Co. Ltd. Sh. Sandeep Parwal MD, SPA Capital Service Ltd. Mr. Sharad Maheshwari Finance Manager Baker Hughes, EHO Ltd., Muscat	03.01.2011
Guest Lecture on "Electronic Media: The Evolution and Challenges Ahead"	Mr. Abhishek Kumar Yadav Territory Manager, STAR DEN Media Services PVt. Ltd.	29.01.2011
Workshop on "Psychometric Testing"	Prof. Sunita Malhotra, Prof. Radhey Shyam Dept. of Psychology, M.D. University, Rohtak	09.02.2011
Symposium on "Management Education: Emerging Quality Initiatives"	Sh. R.N. Jaju Formerly President, ECE Industries Ltd. (Hon'ble Chairperson) Mr. R. C. Jain Formerly Vice Chairman, Eicher Group (Chief Guest) Sh. S. P. Marwah, IAS Formerly Chief Election Commissioner & Director, Higher Education, Govt. of NCT, Delhi (Guest of Honour)	05.03.2011



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	<p>Prof. J. L. Gupta Professor, MDI, Gurgaon, Formerly Vice-Chancellor, GGU, Bilaspur</p> <p>Dr. S. S. Vernekar Director, BVIMR, Delhi</p> <p>Prof. Sanjeev Mittal Professor, USMS, GGSIPU</p>	
Guest Lecture on "Entrepreneurship & Peak Performance Development"	<p>Mr. Siddharth Sharma Founder, Success Monks International</p>	29.03.2011
Guest Lecture on "Opportunities in Banking Sector"	<p>Mr. Sanjeev Jain Manager, ICICI Bank</p>	23.04.2011
Guest Lecture on "Management by Consciousness"	<p>Prof. Saiket Sen Director, Sri Aurobindo Foundation for Integral Management</p>	10.08.2011
Guest Lecture on "Investor Awareness Programme"	<p>Ms. Renu Bhandari Manager, National Stock Exchange, Delhi</p>	18.08.2011
Guest Lecture on "Enterpreneurial Opportunities"	<p>Mr. J. Wason Executive Director (Marketing), GAIL India Ltd.</p>	27.08.2011
Workshop on "Personality Test"	<p>Dr. Sudarshan Batra Consultant</p>	07.10.2011
Guest Lecture on "Export Incentives: Major Incentives and Procedures for Claiming Them"	<p>Dr. N.K. Puri Associate Professor Bhagat Singh College, DU</p>	22.10.2011
Guest Lecture on "Business dynamics in India"	<p>Mr. Vijay Gupta Founder & Director Qplexus Group of Companies, New Delhi</p>	21.01.2012
National Conference on "Contemporary Issues in Management for India Inc"	<p>Sh. R.B. Kabra President, Hindustan Sanitaryware & Industries Ltd.</p>	28.01.2012



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	<p>Sh. Naveen Jain President, DUET India Hotels Pvt. Ltd.</p> <p>Dr. Ashok Haldia Director, PTC India Financial Services Ltd.</p> <p>Sh. Subhash Jagota Director, Global Business Solutions</p> <p>Dr. Ashok Jhawar Formerly Country Head (India) BP India Services Pvt. Ltd.</p>	
Interactive Session with Young Entrepreneur	<p>Mr. Vipul Prakash MD, Elixir Consulting, Noida</p>	16.02.2012
Guest Lecture on "Mergers & Acquisitions"	<p>Dr. Rabi Narayan Kar Senior Fellow of ICSE & Associate Professor, Dept. of Commerce Shaheed Bhagat Singh (Eve) College Delhi University</p> <p>Mr. Himanshu Sharma Sr. Assistant, ICSI</p>	28.02.2012
Guest Lecture on "Opportunities in Finance Sector"	<p>Mr. Nitesh C Kamath Vice President (Process Control, MIS & Litigation) Royal Bank of Scotland</p>	22.09.2012
National Seminar on "Innovation, Performance and Sustenance: New Age Drivers for Organizational Excellence"	<p>Sh. Bhuwan Chaturvedi Former: MD, Eicher Ltd., President & Exe. Director, Hindustan Motors Ltd.</p> <p>Shri Vipin Agarwal Executive Director & Group CFO, Dalmia Cement (Bharat) Ltd.</p>	19.01.2013
Guest Lecture on "Building High Performance Team"	<p>Dr. Ashok Jhawar Ex-Country Head: British Petroleum</p> <p>Mr. Sharad Maheshwari Sr. General Manager Dalmia Cement (Bharat) Ltd.</p>	15.03.2013



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Workshop on “Market Place Simulation”	Dr. Suneel Maheshwari Professor Marshall University, USA	29- 30.07.2013
Session on “Career Prospects for MBA”	Ms. Snigdha Kumar, Research Associate, KPMG, Ms. Nitika Arora, Marketing Executive, Naukri.com, Mr. Varun Jindal, Research Associate, Ameriprise Financials	03.08.2013
Session on “Career Prospects for MBA”	Ms. Ashita Singh, Research Associate S&P Capital IQ	03.08.2013
Session on “Career Prospects for MBA”	Mr. Ankush Bakshi Assistant Manager, Axis Bank	03.08.2013
Personality Development Session on “Motivational Skills”	Mr. R.K.Sharma, Ms. Shilp Kumar Consultants, Future Minds Consulting Pvt. Ltd.	08.08.2013
Guest Lecture on “Financial Planning”	Mr. Neeraj Chauhan, CEO, The Financial Mall	26.08.2013
Interactive Session with Young Entrepreneurs	Mr. Saurabh Sharda, Director, Brandz Wagon Mr. Aditya Thaplial, Co Founder, Zattaya India Mr. Karun Kumar, Director, Blue Leaf Financial Advisor Pvt. Ltd.	07.09.2013
National Conference on “Organizational Re-engineering: New Age Tool for Competitive Advantage”	Shri S. Sandilya, Chairman, Eicher Group Shri Jayaram Easwaran, Management Consultant Dr. Ashok Haldia, Director, PTC India Financial Services Limited Mr. Suresh Mehra, Vice President & Regional Head Human Resources-North, AXIS Bank	25.01.2014



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Guest Lecture on “Future Prospects in Export and Import Business”	Prof. Sunil Garg Director & Program Coordinator 9-Global Institute of Management and Leadership	04.02.2014
Guest Lecture on “Digital Marketing and Mobile Communication”	Mr. Vishwas Kshirsagar DGM - Marketing NIIT Ltd.	11.02.2014
Alumni Interaction Session	Ms. Bharti Grail Research	22.02.2014

SPEAKERS / GUESTS FROM ABROAD

S.No	Speaker (s)
1	Prof. Suneel Kr. Maheshwari Professor Div. of Accountancy & Legal Env. Marshall University, USA
2	Dr. Rakesh K. Agrawal Managing Director/ Principal BCI Centre Pty Ltd & Sydney International College of Business & Technology, Australia
3	Prof. Clark M. Egnor Executive Director Centre for International Programs Marshall University, USA
4	Dr. Ashok Jhavar Ex-Country Head, British Petroleum
5	Dr. Uday Tate, Professor(s), Marshall University, USA
6	Dr. Rakesh Gupta Faculty, Central Queensland University

33. Teaching methods adopted to improve student learning:

The following method are adopted to improve student learning

- Presentations using L.C.D
- Interactive Lectures
- Case studies
- Management Games



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- Role Plays
- Project Presentations

34. Participation in Institutional Social Responsibility (ISR) and Extension activities:

The institution participates in ISR and Extension activities through its Corporate Social Responsibility Cell and Eco- Club.

35. SWOC analysis of the department and Future plans:

The SWOC analysis of MBA Department is detailed below:

**SWOC ANALYSIS OF DEPARTMENT OF MANAGEMENT
OF THE INSTITUTION**

Strengths of MBA Department Institution

The Department of Management of the institution has been acclaimed as one amongst the top GGSIP University affiliate institutions for MBA Programme and the choice of the students reveals its popularity. The institution's MBA programme has been widely acknowledged by the industry and the placements at the institution speaks volumes of it. The department strives to work in tandem with its mission and vision.

The curriculum is devised by the university and is aligned with the requirements of the industry. The academic inputs provided by the department are noteworthy. Students are provided a continuous guidance on the academic front. Inputs provided are in the form of Lecture Plans, Question Banks, Solution Sets, Model Test papers etc. This enables the students to prepare better for their End Term Examination. The results achieved by the department are worth mentioning. The department has bagged eight university gold medals till date. The pass percentage along with students securing first division is also high.

The department also provides a right blend of theory with practice to ensure holistic personality development. The program encourages students to apply theoretical learning to practical situations in the form of case studies, research, and live projects. The summer training projects and the major specialization final year projects help students comprehend the market conditions and help them



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assess the situations and offer probable solutions. The live projects help them have a better understanding of the corporate issues. The students are also encouraged to present papers at various conferences and seminars to give them an exposure to current areas of research. Regular Industrial visits are organized to help the students to align theory with the practical insight.

The infrastructure is noteworthy to mention. The class rooms and Seminar Hall are air-conditioned and equipped with state-of-the-art infrastructure including LCD Projectors and Audio Visual Systems. The students have ample opportunities to improve their presentation skills. The Language Lab training and English classes by corporate trainers ensures students proficiency in verbal and written communication.

The department also organizes seminars and conferences on contemporary issues at national and international levels wherein corporate stalwarts and distinguished academicians pan India participate and exchange ideas along with their research experiences which provide the necessary insights to the budding researchers, faculty and students. The department also conducts workshops and guest lectures where in eminent people from the industry are invited to interact with the students with the aim to prepare them better for the industry.

Majority of the faculty members are pursuing their PhDs. The department also organizes annual Faculty Development Programmes to provide a fillip to research and higher education. This has helped them increase their published work in journals of repute. Further it has aided in their presentations at various conferences and seminars conducted by other institutions.

The department has an active Students Industry Interface Forum managed by students under the able guidance of the faculty. The forum prepares and provides assistance for placement too. The placement has been very encouraging with an average of 85% of the students being placed in companies of repute in the previous years. The students have been placed in organizations such as TCS, Federal Bank, ICICI Securities, Axis Bank, EValueServe, Capital IQ, Grail Research etc. The “Entrepreneurship Development Cell” conducts programmes on a regular basis to provide a window to employment avenues. Lectures are conducted by MSME and NIESBUD personnel to provide the details of the benefits available from setting up their own ventures. Certification has also been offered to students who have cleared the examination conducted by NIESBUD.



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Students Technology Forum provides a platform for the next generation managers to collaborate and cooperate to grow. Various co-curricular and extra-curricular activities are undertaken under the aegis of the forum. The students have been proud recipients of lot of accolades and prizes at various intra and inter business competitions and at various cultural festivals organized by institutions in the Delhi & NCR region. The Alumni Association of the Department, with a more than 800 strong base interacts with the current batches to prepare them better for the Corporate world and helps in the placement assistance through referrals too. The continuous visits of companies year on year are an evidence of the cadre of professionals we prepare.

The department aims to focus on nurturing the current generation and transforming them into qualified, competent professionals in addition to them being good human beings. The department also takes up community service through its DIAS Social Responsibility Cell-Kartavya. The students are empathized with the needs of the lesser privileged. They are associated with two NGOs and provide assistance to the inmates.

The department has also been rated as A+ category by State Fee Regulatory Committee, Govt. of NCT, Delhi and their endeavour to grow and excel is a continuous process.

Constraints of Department:

- The department has constraint of not having permanent affiliation of the affiliating university. Every year inspection committees visit the institution seeking various details about the department leading to unnecessary wastage of valuable human resources.
- The institution is self financing private institution. Therefore, the institution can not become member of National Knowledge Network as per their rules. As such the benefits of National Knowledge Network can not be availed by the Department of Management of the institution.
- The institution is an affiliate of Guru Gobind Singh Indraprastha University can not undertake any change in the syllabi by itself. The last revision in syllabus was made by the university in the year 2010.



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Evaluation Report of MCA Department

1.	Name of the department	Department of Computer Application
2.	Year of Establishment:	1999
3.	Names of Programmes/ Courses offered (UG, PG, M.Phil, Ph.D, Integrated Masters; Integrated Pd.D., etc.	MCA
4.	Names of Interdisciplinary courses and the department /units involved.	NA*
5.	Annual/semester/choice based credit system (programme wise):	Semester
6.	Participation of the department in the courses offered by other departments:	Faculty takes all the IT subjects in the MBA Department. In addition for the growth and functioning of the Institution, faculty members of both the departments work in coordination for performing various academic and non academic activities of the institution.
7.	Courses in collaboration with other universities, industries, foreign institutions, etc.:	NA*
8.	Details of courses/ programmes discontinued (if any) with reasons:	NA*

9. Number of Teaching posts

	Sanctioned	Filled
Professors	1	1
Associate Professors	2	2
Asst. Professors	9	9

* NA: stands for Not Applicable



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10. Faculty profile with name, qualification, designation, specialization, (D.sc, /Litt./Ph.D./ M. Phil. Etc.,)

Department of Computer Applications

Name	Designation	Qualification(s)	Specialization (Subject(s))	No. of Years of Experience
Dr. J.P. Bhutani	Professor	M.Sc, M.Phil, Ph.D	Maths, Operational Research	35 yrs.
Dr. Barkha Bahl	Associate Professor	MCA, Ph.D	DBMS, Linux Programming, Mobile Computing, Object Oriented Programmig Systems, C ++	22 yrs.
Ms. Tripti Mishra	Reader	M.Tech (IT), Pursuing Ph.D	Computer Organizations, Database Management System, Operating Systems, Software Engineering, Dataware House and Data Mining	15 yrs.
Ms. Pratiksha Tiwari	Assistant Professor	M.Sc, M.Phil (Maths), NET	Discrete Mathematics, Theory of Computation, Operational Research, Business Research	10.5 yrs.
Ms. Sonia Gupta	Assistant Professor	MCA, (Submitted Ph.D thesis)	Database Management Systems, C#, Software Engineering, Software Project Management, Software Qualtiy	8 yrs.



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			Management, Web Technologies, Software Testing, Enterprise Resource Planning	
Ms. Manpreet Kaur	Assistant Professor	MCA, M.Phil(CS), Pursuing Ph.D	C Programming, Fundamental of IT, Information Systems Management, Information of Technology Management	8.5 yrs.
Ms. Dimple Chawla	Assistant Professor	MCA, M.Tech.	JAVA Programming, Advance JAVA, J2EE, Software Engineering, Object Oriented Analysis and Design, Computer Networks, ITM, Network Application and Management, Multimedia Technologies	4.3 yrs.
Ms. Disha Verma	Assistant Professor	MCA, Pursuing Ph.D	E- Commerce, Information of Technology Management, Operating System, C Programming	1.5 yrs.
Ms. Anita Kumari Yadav	Assistant Professor	MCA, Pursuing Ph.D	JAVA, Theoy of Computation	7.5 yrs.
Ms. Neha Rajan	Assistant Professor	MCA, Pursuing Ph.D	DS, Computer Graphics, Analysis and design of algorithms , Information System	2.3 yrs.



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			Management	
Ms. Charru Hasti	Assistant Professor	M.Tech., NET	Data Structures, Discrete Mathematics, Computer Networks	App. 5 yrs.
Ms. Kanwalpreet Kaur	Assistant Professor	MCA, Pursuing M.Tech	Computer Graphics, Artificial Intelligence	6 yrs.

11. List of Senior Visiting Faculty

Equivalent	Name	Qualification	Designation	Experience
Professor	Sh. Sanjay Govil	B.Tech, Dip. in Business	Founder and Principal Consultant TecHybrid IT Solutions Pvt. Ltd.	30 Years
Associate Professor	Dr. Anurag Mishra	M.Sc.(Physics) M.E. (CS), Ph.D. (Electronics)	Associate Professor, Deen Dayal Upadhyaya College, Delhi University.	28 Years

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty

No Temporary Faculty takes the lectures and practical classes.

13. Student- Teacher Ratio (programme wise): 1:15

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled

Details of common staff for MBA/MCA Programmes

Staff Details	Sanctioned	Filled
Academic Support Staff (Technical)	3	3
Administration Staff	11	11



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15. Qualifications of teaching faculty with DSC/D. Litt/Ph.D/M.Phil/PG.

Name	Designation	Qualification(s)
Dr. J.P. Bhutani	Professor	M.Sc, M.Phil(Maths), Ph.D
Dr. Barkha Bahl	Asso. Prof.	MCA, Ph.D
Ms. Pratiksha Tiwari	Asst. Prof.	M.Sc, M.Phil (Maths), NET
Ms. Sonia Gupta	Asst. Prof.	MCA, Submitted Ph.D Thesis
Ms. Tripti Mishra	Reader	M.Tech(IT), GATE, Pursuing Ph.D.
Ms. Manpreet Kaur	Asst. Prof.	MCA, M.Phil(CS), Pursuing Ph.D
Ms. Dimple Chawla	Asst. Prof.	MCA, M.Tech.
Ms. Disha Verma	Asst. Prof.	MCA, Pursuing Ph.D
Ms. Anita Kumari Yadav	Asst. Prof.	MCA, GATE, Pursuing Ph.D
Ms. Neha Rajan	Asst. Prof.	MCA, Pursuing Ph.D
Ms. Charru Hasti	Asst. Prof.	M.Tech., NET
Ms. Kanwalpreet Kaur	Asst. Prof.	MCA, Pursuing M.Tech (IT)

16. Number of faculty with ongoing projects from (a) National (b) International funding agencies and grants received -

17. Departmental projects funded by DST- FIST, UGC, DBT, ICSSR, etc. and total grants received -

18. Research Centre/ facility recognized by the University -

19. Publications;

a) Publications per faculty

- ◆ Number of papers published in peer reviewed journals (national/ international) by faculty and students
- ◆ Number of publications listed in International Database (For Eg- Web of Science, Scopus, Humanities International Complete, Database- International Social Sciences Directory, EBSCO host, etc.)
- ◆ Books Edited
- ◆ Books with ISBN/ISSN numbers with details of publishers
- ◆ Impact factor

List of Research Papers by faculty may kindly be referred in *Annexure 58*.



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20. Areas of Consultancy and Income Generated: The areas of Consultancy are Databases and Applications using .Net framework and JAVA Programming. Consultancy is done on honorary basis at present.

21. Faculty as member in

➤ National Committees	NA*
➤ International Committees	NA*
➤ Editorial Boards	Yes, Details are mentioned below

* NA: stands for Not Applicable

List of faculty in Editorial Boards

- **DIAS Technology Review**
 Dr. S. N. Maheshwari Chief Editor
 Dr. Anju Batra Assistant Editor

- **DIAS Times**
 Dr. S .N. Maheshwari Editor-In-Chief
 Ms. Ruchi Gupta Editor
 Ms. Ekta Sachdeva Assistant Editor

22. Student projects

- **Percentage of students who have done in- house projects including inter- departmental / programme**
 100% of students have done in- house projects under General Proficiency (NUES).

- **Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/ Industry/other agencies**
 100% of students have done the projects outside the Institute i.e. in industry and other business organizations.



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23. Awards/ Recognitions received by faculty and students:

The following students of M.C.A have received Gold Medal from the GGSIP University

S.No.	Student's Name	Batch
1	Sakshi Tyagi	2010-2013
2	Sandhya Soman	2009-2012
3	Richa Gupta	2008-2011
4	Kanchan Agarwal	2007-2010
5	Astha Goyal	2006- 2009
6	Shruti Gupta	2005-2008
7	Neha Chaudhry	2004-2007
8	Neha Jain	2003-2006
9	Pratham Kailash	2000-2003
10	Lovelina Massand	1999-2002

24. List of eminent academicians and scientists/visitors to the department.

List of Eminent Academicians and Visitors to the department is attached as *Annexure 15 and 16*.

25. Seminars/ Conferences / Workshops organized and the source of funding

- a) **National**
- b) **International**

The following source of funding are for national and international seminar/conferences/workshops organized by the institute.

- Sponsorship
- Seminar Grant from GGSIP University
- Seminar Grant from AICTE
- Self-Financing

List of Seminars/Conferences/Workshops organized by the institution in the MCA department during last four years is given as *Annexure 7 and 30*.



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26. Student profile programme/ course wise:

Name of the Course/ Programme (refer question no. 4)	Selected	Enrolled *M	Enrolled *F	Pass percentage
M.C.A Batch				
2012-15	60	45	15	Final Exams will be held in May 2015
2011-14	60	38	22	Final Exams will be held in May 2014
2010-13	60	32	28	100%
2009-12	60	23	37	100%

* M – Male ; F - Female

** The University conducts CET of its own and data of total application received is not provided to the institution.

27. Diversity of Students

Name of the course	% of students from the same states	% of students from the other states	% of students from abroad
M.C.A			
2012- 15	85.24	14.76	Nil
2011- 14	85.00	15.00	Nil
2010- 13	100	Nil	Nil
2009- 12	85	15	Nil

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defence services, etc -

Following students have cleared the NET examination:

**MCA Students who have cleared NET/GATE/GMAT EXAM
 (As per information available in the Institute)**

Batch	Roll No.	Name of the Student	Exam Cleared
2006-2009	05312304406	Astha Goyal	NET



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2009-2012	06312304409	Kanika Dhingra	NET
2008-2011	0211234408	Nidhi Gupta	NET
2005-2008	0651234405	Neha Goel	NET
2005-2008	0481234405	Neha Tandon	NET

29. Student progression Placement details of MCA Students during preceding four years

Academic Year	Campus Placement	Other than Campus Placement	Total (%)
2009-10	89	9	98
2010-11	84	12	96
2011-12	79	9	88
2012-13	74	9	83

- Details of final placement of MCA Students during preceding four years are given in *Annexure 11*.

30. Details of Infrastructural facilities

(a)	Library*	Yes
(b)	Internet facilities for staff and students	Yes
(c)	Class rooms with ICT facility	Yes
(d)	Laboratories	Yes

* Details of Journals - National and International subscribed in the Library are given in *Annexure 54*.

31. Number of students receiving financial assistance from college, university, government or other agencies

Details of Scholarship provided to MCA Students by the institute

Academic Year 2009 – 2010 (October 2009)

S. No.	Name of Student	Roll No.	Group & Batch	Amount Paid (Rs.)	Mode of Payment	Semester
01	Mr. Yishu Babbar	0271234408	MCA 3	1000.00	Cash	Odd
	TOTAL			1000.00		



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Academic Year 2010 – 2011

S. No.	Name of Student	Roll No.	Group & Batch	Amount Paid (Rs.)	Mode of Payment	Semester
August 2010						
01	Ms. Sushma Khatri	04812304409	MCA 2	2000.00	Cash	Even
02	Mr. Yishu Babbar	02712304408	MCA 4	2000.00	Cash	Even
	TOTAL			4000.00		
December 2010						
01	Ms. Sushma Khatri	04812304409	MCA 3	2000.00	Cash	Odd
02	Mr. Yishu Babbar	02712304408	MCA 5	2000.00	Cash	Odd
	TOTAL			4000.00		

Academic Year 2011 – 2012

S. No.	Name of Student	Roll No.	Group & Batch	Amount Paid (Rs.)	Mode of Payment	Semester
August 2011						
01	Ms. Sushma Khatri	04812304409	MCA 4	2000.00	Cash	Even
02	Ms. Swati	02912304409	MCA 4	2000.00	Cash	Even
03	Mr. Rajat Prinja	06712304410	MCA 2	2000.00	Cash	Even
	TOTAL			6000.00		

Academic Year 2011 – 2012

S. No.	Name of Student	Roll No.	Group & Batch	Amount Paid (Rs.)	Mode of Payment	Semester
December 2011						
01	Ms. Sushma Khatri	04812304409	MCA 5	3000.00	Cash	Odd
02	Ms. Swati	02912304409	MCA 5	3000.00	Cash	Odd
03	Ms. Mansi Virmani	04612304410	MCA 3	3000.00	Cash	Odd
04	Ms. Kanchan Sharma	17612304410	MCA 3	3000.00	Cash	Odd



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	TOTAL			12000.00		
January 2012						
01	Mr. Amandeep Singh	04412304411	MCA 2	3000.00	Cash	Even
02	Mr. Sandeep Kumar	00912304411	MCA 2	3000.00	Cash	Even
	TOTAL			6000.00		

Academic Year 2012 – 2013

S. No.	Name of Student	Roll No.	Group & Batch	Amount Paid (Rs.)	Mode of Payment	Semester
August 2012						
01	Mr. Amandeep Singh	04412304411	MCA 3	4000.00	Cash	Odd
02	Ms. Richa Chugh	06212304411	MCA 3	4000.00	Cash	Odd
	TOTAL			8000.00		
January 2013						
01	Mr. Amandeep Singh	04412304411	MCA 4	4000.00	Cash	Even
02	Ms. Nikita Chhablani	04012304412	MCA 2	4000.00	Cash	Even
	TOTAL			8000.00		

Academic Year 2013 – 2014

S. No.	Name of Student	Roll No.	Group & Batch	Amount Paid (Rs.)	Mode of Payment	Semester
August 2013						
01	Ms. Nikita Chhablani	04012304412	MCA 3	4000.00	Cash	Odd
02	Mr. Arjun Virmani	04412304412	MCA 3	4000.00	Cash	Odd
	TOTAL			8000.00		

32. **Details on student enrichment programmes (special lectures/workshops/seminar) with external experts:**

Yes, List is given below:



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Topic	Speaker (s)	Date
National Seminar on “Fledgling Trends in Information Technology”	Cdr. V.K.Jaitly Astrowix India Project Solutions Pvt. Ltd. Mr. Ajay Kumar Dhir Chief Information Officer JSL Limited Dr. Vandana Sharma Dy. Director General, NIC Mr. Gautam Sareen Sr. Software Eng., Caneum International Mr. Sainath Technical Director, NIC Mr. Anuj Kalra Consultant, Computer Science Corporation	14.03.2009
Guest Lecture on Emerging Trends in IT (Oracle)	Mr. Bikash, Mr. Tanay Mishra, Mr. Abhishek Corporate Trainers CMC Pvt. Ltd.	31.08.2009
Guest Lecture on Personality Development	Mr. Raman Soni Soft-skill Trainer & Director Personality Matters	25.09.2009
Guest Lecture on Web Technologies	Mr. Himanshu Jindal Software Developer Adobe Systems Pvt. Ltd.	05.10.2009
Guest Lecture on Enterprise Resource Planning	Mr. Ashutosh Dubey Training Manager ITSL Pvt. Ltd.	27.10.2009
Guest Lecture on Training Opportunities available with IBM	Mr. Samanvya Singh Mr. Vikas Sharma Mr. Anubhrata Ms. Ruchika Chawla Ms. Niharika Team from IBM	19.11.2009



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Workshop on “.Net Technologies”	Mr. Anup Ms. Rajni Sharma Trainer HCL Infosystems	21.11.2009
Workshop on “Personality Development”	Ms. Anu Sood Mr. Shobhit Pandey Consultant, Future Minds	19.03.2010
Workshop on “Personality Development”	Ms. Anu Sood Mr. Shobhit Pandey Consultant, Future Minds	23.03.2010
National Conference “Techno Tryst 2010 - Information Technology driven Organizational Changes”	Sh. Harsh Marwah Director – Sales & Business Dev. British Telecom India Dr. Abhinav Mathur Chief Strategy & Technology Officer Spice Digital Sh. Madhav Reddy Sr. Technical Director, NIC Mr. Avijit Dutta Scientist ‘E’, NIC	27.03.2010
Workshop on “Personality Development”	Ms. Anu Sood Mr. Shobhit Pandey Consultant, Future Minds	31.03.2010
Guest Lecture on.NET Technology	Mr. Tanay Mishra Coporate Trainer, CMC Ltd.	30.08.2010
Workshop on “Cloud Computing”	Mr. Shatrunjay Shukla Microsoft Professional Trainer Karrox Pvt. Ltd.	01.11.2010
Guest Lecture on Six Sigma Awareness Session	Mr. Shivendra Sharma Director, International Quality Consulting Group	14.12.2010
National Conference “Techno Tryst 2011: Dynamics of Information and Communication Technology	Sh. S. Reghunathan Chairman, State Fee Regulatory Committee GGSIP University	19.03.2011



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	<p>Sh. Ashok Mehra Global Head, Business Transformation & Change Mgt, TCS</p> <p>Dr. Anil Rai HOD, Centre for Agricultural Bioinformatics</p> <p>Dr. N. Sridharan HOD, School of Planning & Architecture</p> <p>Mr. Sanjay Kulkarni Scientist 'D', NIC, Pune</p>	
Guest Lecture on Java Programming	<p>Dr. Anurag Mishra Associate Professor, DU</p>	03.08.2011
Group Discussion	<p>Mr. Shobhit Pandey Mr. Manish Futureminds Consultants Pvt. Ltd.</p>	06.08.2011 & 23.08.2011
Workshop on "Resume Writing"	<p>Ms. Anu Sood Mr. Shobhit Pandey Consultant, Future Minds</p>	23.08.2011
Mock Interviews	<p>Mr. Divraj Singh Software Analyst Ford Technologies Services, India</p> <p>Mr. Vaibhav Aggarwal Senior S/w Engineer Accenture</p>	30.08.2011
	<p>Mr. Gaurav Kumar Director (Technology & Delivery Services) Kranti Software Solutions</p> <p>Mr. Kartik Puniyani S/w Engineer Amdocs Development Centre Pvt. Ltd.</p>	
Workshop on "Group Discussion"	<p>Mr. Manish Futureminds Consultants Pvt. Ltd.</p>	03.09.2011
Workshop on ".net"	Ducat, Delhi	20.10.2011
Workshop on "JAVA Programming"	NIIT Technology, Delhi	14.11.2011



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Guest Lecture on Theory of Computation	Dr. R.K. Aggarwal Professor Deptt. of Computer Science Jawaharlal Nehru University, Delhi	19.11.2011
Guest Lecture on DOT NET Technology	Mr. Nishank Gupta CEO, CoDeJaMMeR Technologies	06.02.2012
Guest Lecture on Information Security System Software and Ethical Hacking	Mr. V.K. Shukla Director VMDD Technologies, New Delhi Mr. Devanshu Project Head VMDD Technologies, New Delhi	16.03.2012
Workshop on “ANDROID Technology”	Mr. Sachin Kumar Sr. Technical Expert, NIIT	17.03.2012
Workshop on “SAS & Advanced EXCEL Technology”	Ms. Megha Agarwal Sr. Technical Expert, NIIT	17.03.2012
National Conference “Techno Tryst 2012: Databases and its Impact on Information System”	Prof. K.K. Aggarwal Chancellor, Lingaya’s University Mr. Sanjay Govil Chief Information & Strategy Officer Cosmofilms Ltd Dr. Rajni Jain Sr. Scientist, National Centre for Agricultural Economics & Policy Research (NCAP) Dr. Rajneesh Verma Deputy General Manager, CMC Ltd. & Vice Chairman, CSI Mr. Yogesh Jasraj Project Leader United Health Group Information Services (UHGIS), Gurgaon Mr. Harish Chaudhary Software Quality Engineer, QAInfoTech, Noida	24.03.2012



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Workshop for students on “Information Security System”	Mr. Devanshu Shukla Project Manager VMDD Technologies	28- 29.03.2012
Guest Lecture on Industry Expectations from the Students	Mr. Rajit Sikka Academic Relationship Manager Tata Consultancy Services Mr. Sauquat Hussain Tata Consultancy Services	11.08.2012
Guest Lecture on Android Technology	Mr. Sulabh Gupta Senior Manager Samsung	20.10.2012
Workshop on “Database Oriented Skill, Sense and Attitude Development”	Mr. Amitesh Solanki Consultant Trainsplotting	23.10.2012 & 25.10.2012
Guest Lecture on IT Industry: Changing Paradigm	Mr. Rahul Sharma Corporate Trainer NIIT Ltd.	04.02.2013
Guest Lecture on Android Technology	Mr. Devanshu Shukla Project Manager VMDD Technologies	11.03.2013
National Conference on “Techno Tryst 2013: Computational Intelligence-Current And Future Trends	Mr. V.K. Jaitly, CEO, C_cube Consultants Mr. Pankaj Kumar Bansal, Senior Consultant, Tata Consultancy Services Ltd. Dr. V.K. Panchal, Scientist ‘G’/Associate Director, Defence Terrain Research Laboratory, DRDO Dr. Debasis Dash Principal Scientist, Institute of Genomics and Integrative Biology, Council of Scientific and Industrial Research, Delhi	23.03.2013



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		<p>Mr. Rajeev Jain, Leader (Technical Documentation), Rightster, Gurgaon Ms. Vindhya Chhabra, System Engineer, One97, Noida Mr. Harish Chaudhary, Software Quality Engineer, Aricent, Noida Mr. Lokesh Sehgal, Software Enginee (Inter-network Operating System), U2opia Mobile, Gurgaon</p>	
Guest Lecture on “Enhancing Employability”	on	<p>Mr. Saurabh Bharadwaj, Mr Ratnesh Chaubey , Mr. Vikas Batra, Consultants, Chrpn Edu</p>	06.04.2013
Workshop “Personal Professional Branding”	on &	<p>Mr. Szebastian Onne, CEO, 3S1 Inc.</p>	04.04.2013
Workshop on “Effective English Communication”	on	<p>Mr. Sumit Bharadwaj, Consultant, Future Minds Pvt. Ltd.</p>	06.04.2013
Workshop on “Red Hat Linux Administration”		<p>Mr. Ram Sharan Mishra, Corporate Trainer, DUCAT</p>	08.08.2013
Interactive Session		<p>Mr. Jasmeet Sethi, Regional Manager, Aspiring Minds Assessment Pvt. Ltd.</p>	30.08.2013
Interactive Session with Young Entrepreneurs		<p>Mr. Saurabh Sharda, Director, Brandz Wagon Mr. Aditya Thaplial Co-Founder, ZATTAYA INDIA Mr. Karun Kumar Director, Blue Leaf Financial Advisor Pvt. Ltd.</p>	07.09.2013
Workshop on “Data Base Skills”		<p>Mr. Ratnesh Kumar Project Lead IBM, Pune</p>	9-10.09.2013
Session on “Guesstimation”	on	<p>Prof. Sandeep Mann, Advisor Remorphing Ltd.</p>	26.09.2013



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Guest Lecture on “Functional Testing”	Mr. Deepanshu Jaitly Test Consultant Headstrong Pvt. Ltd.	12.10.2013
Guest Lecture on “Emerging Opportunities in the Area of Finance”	Mr. Mukul Kanchan Associate Manager Ernst & Young, LLP And Mr. Praveen Kr. Jain Team Leader, ICIC Bank Ltd.	16.11.2013
Guest Lecture on “Software Project Life Cycle in IT Companies”	Mr. Anurag Vasisht Project Manager Infosys Limited	28.01.2014
Guest Lecture on “Future Prospects in Export and Import Business”	Prof. Sunil Garg Director & Program Coordinator 9-Global Institute of Management and Leadership	04.02.2014
Guest Lecture on “Digital Marketing and Mobile Communication”	Mr. Vishwas Kshirsagar DGM - Marketing NIIT Ltd.	11.02.2014
National Seminar “Techno Tryst 2014: Novel Paradigms of Software Engineering and Database Technologies”	Mr. Tamal Chakravorty , Director IT and Test, Ericsson Global Services India Pvt. Ltd. Mr. Vinit Thakur , Executive Director and Group CIO, Dalmia Bharat Ltd. Mr. Debi Prasad Mishra , General Manager, e-Governance Rollout Projects, eCentric Solutions (P) Ltd. Mr. Pradyut Misra , Product-Manager, NIIT Limited	01.03.2014



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	<p>Dr. V.K. Panchal, Scientist 'G'/Associate Director, Defence Terrain Research Laboratory, DRDO</p> <p>Col. Joshilraj, GSO I(GIS), DRDO, Delhi</p> <p>Ms. Ranjeeta, Software Engineer, NIIT Technologies</p>	
Career Counselling Sesion	<p>Mr. Sunil Gaba Director GABS Classes</p>	26.03.2014

33. Teaching methods adopted to improve student learning:

The following methods are adopted to improve student learning:

- Presentation using L.C.D
- Interactive Lectures
- Case Studies
- Management Games
- Role Plays
- Project Formulation
- Quizes
- Employability Tests
- Group Discussions
- Oral Examinations
- Assignments
- Online Tests

34. Participation in Institutional Social Responsibility (ISR) and Extension activities:

Yes, the institution participates in ISR and Extension activities through its Corporate Social Responsibility Cell and Eco- Club.



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35. SWOC analysis of the department and Future plans:

SWOC ANALYSIS OF DEPARTMENT OF COMPUTER APPLICATIONS OF THE INSTITUTE

Strengths of MCA Department Institute

The Department of Computer Applications of DIAS has been working in synergy with IT industry and has been providing strong workforce to the industry. Its MCA programme is popular for both academics and placements. Students have brought laurels to the institution by being proud recipients of Ten University Gold Medals out of which Eight Gold Medals have been in succession. In addition the students get a good start in their career.

The curriculum is devised by the university and is aligned with the requirements of the industry. Recently new subjects like C#, EC JAVA have been added to take care of the changing needs of the IT industry. Greater emphasis is placed on practical learning through projects which the students are undertaking from the very beginning. Through out all the semesters workshops are arranged with experts from Companies like TCS, IBM, Headstrong, NIIT etc so that students have industry exposure from the first semester itself. Keeping in view the technological growth students are encouraged to opt for a research based project in which they identify new research areas and develop projects based on latest technologies.

The faculty of computer application department develops overall personality of the students by conducting General Proficiency classes in which emphasis is on developing Communication Skills, Technical Skills, Mock Interviews, Group Discussions etc. The students also participate in programming competitions organized by various colleges and present papers in conferences. Students are taken for Industrial visits every year to acquaint them with corporate environment.

The infrastructure is noteworthy to mention. The class rooms and Seminar Hall are air-conditioned and equipped with state-of-the-art infrastructure including LCD Projectors and Audio Visual Systems. The students have ample opportunities to improve their presentation skills. The language lab training ensures students proficiency in verbal and written communication. The Campus is Wi-Fi enabled along with 6 mbps internet RF link. The labs are well equipped



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with latest licensed softwares like .NET Framework, Oracle 10g, SQL Server 2012.

The department also organizes seminars and conferences on latest technologies and research areas which provide a platform to students, academicians and industry experts for exchanging the ideas, expertise and knowledge. The department also conducts guest lectures wherein eminent people from the industry are invited to interact with the students with the aim to prepare them better for the industry.

Majority of the faculty members are pursuing their doctorates in areas like Data Mining, Data Modeling, Geographic Information Systems, Artificial Intelligence, Fuzzy Systems etc. The department also organizes annual FDPs to provide a fillip to research and higher education. This has helped them increase their published work in journals of repute. Further, it has aided in their presentations at various conferences and seminars conducted by other institutions.

The department has an active Students Industry Interface Forum managed by students under the able guidance of the faculty. The forum prepares and provides assistance for placements too. The placement has been very encouraging with an average of 85% of the students being placed in companies of repute in the previous years. The students have been placed in organizations such as TCS, NIIT, Grapecity, Appzstudios, SafeNet, Indus Valley Partners etc. The “Entrepreneurship Development Cell” conducts programmes on a regular basis to provide a window to employment avenues. Lectures are conducted by MSME, NIESBUD personnel to provide the details of the benefits available from setting up their own ventures.

Students Technology Forum provides a platform for the students to collaborate and cooperate to grow. Various co-curricular and extra-curricular activities are undertaken under the aegis of the forum. The Alumni Association of the Department, with a more than 700 strong base interacts with the current batches to prepare them better for the Corporate world and helps in the placement assistance through referrals too. The continuous visits of companies’ year on year are an evidence of the cadre of professionals we prepare.

The department aims to focus on nurturing the current generation and transforming them into qualified, competent professionals in addition to them being good human beings. The department also takes up community service through its DIAS Social Responsibility Cell- Kartavya. The students are



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empathized with the needs of the lesser privileged. They are associated with two NGOs and provide assistance to the inmates.

The department has also been rated as A+ category by State Fee Regulatory Committee, Govt. of NCT, Delhi and their endeavour to grow and excel is a continuous process.

Constraints of Department:

- The department has constraint of not having permanent affiliation of the affiliating university. Every year inspection committees visit the institution seeking various details about the department leading to unnecessary wastage of valuable human resources for such activities.
- The institution is self financing private institution. Therefore, the institute cannot become member of National Knowledge Network as per their rules. As such the benefits of National Knowledge Network cannot be availed by the Department of Computer Applications of the institute.



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DECLARATION BY THE HEAD OF THE INSTITUTION

I certify that the data included in this Self Study Report (SSR) are true to the best of my knowledge.

This SSR is prepared by the institution after internal discussions, and no part thereof has been outsourced.

I am aware that the Peer team will validate the information provided in this SSR during the peer team visit.

Principal/Head of the Institution
(Name and Signature with Office seal)

Place: Rohini, New Delhi
Date: 21st May 2014

Dr. L. B. Singh
DIRECTOR
Delhi Institute of Advanced Studies
Sector-25, Rohini, Delhi-110085



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H. LIST OF ANNEXURES



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Note: *Annexures in separate volumes will be made available to Peer Team during inspection.*



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I. LIST OF APPENDICES



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LIST OF APPENDICES

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2	Copy of letter by State Fee Regulatory Committee, Govt. of NCT, Delhi vide letter no. F.No. DHE-4(51)/ 2010-11/3544-59 dated 07.02.2012. (Institute has been graded as A+ category)

Note: Appendices in separate volumes will be made available to Peer Team during Inspection.