



# **SELF STUDY REPORT**

**FOR**

**2<sup>nd</sup> CYCLE OF ACCREDITATION**

## **DELHI INSTITUTE OF ADVANCED STUDIES**

**DELHI INSTITUTE OF ADVANCED STUDIES PLOT NO 6, SECTOR 25, ROHINI  
110085**

**<https://www.dias.ac.in>**

**SSR SUBMITTED DATE: 06-02-2020**

**Submitted To**

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

**February 2020**

# **1. EXECUTIVE SUMMARY**

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## **1.1 INTRODUCTION**

To keep pace with dynamic business environment, there is a need to prepare a cadre of professionals who can respond to emerging challenges in the complex socio - economic environment. In this endeavor, Shri Laxman Dass Sachdeva Memorial Educational Society started Delhi Institute of Advanced Studies. Delhi Institute of Advanced Studies (DIAS), a NAAC 'A' grade Institute is one of the leading affiliates of GGSIP University offering MBA, BBA, B.Com (H) & MBA (FM) Programmes. The Institute is located at Rohini, the heart of the national capital and is built in one-acre lush green campus. It has a state of art infrastructure with a beautiful blend of architectural innovation, functional convenience, ecological flourishing and conducive environment.

The Institution aspires to provide holistic education in the areas of Management, Computer Applications and Commerce. The Institute was placed in the Rank Band 76-100 in the Management Institute category in NIRF during the last three consecutive years 2017, 2018 and 2019.

The Institution has been rated high by the Academic Audit and the Joint Inspection Committee of the University. It has been accorded the highest A+ status by the State Fee Regulatory Committee in the year 2012 and continues to enjoy the A+ status till date. The Institution has also been certified with ISO 9001:2015 in 2016 and revalidated in 2019.

Eighteen batches of MBA & MCA and first batch of BBA students have completed their professional education. It is the only Institute of GGSIPU which has been conferred with 26 university gold medals and 12 exemplary performances till date. The students have secured an average of 90% placement in the top-notch companies.

The institution organizes National and International Seminars, Conferences, Workshops, Guest Lectures, Symposiums and FDPs on an annual basis. Some of the conferences have been sponsored by AICTE, ICSSR, MEITY, GGSIP University. The Institute also publishes a bi-annual International Journal DIAS Technology Review (DTR) - The International Journal for Business & IT, listed in the Cabell's Directory, Social Sciences Research Network (SSRN). The Institute also publishes a quarterly Newsletter DIAS Times which provides an insight into the activities conducted at DIAS.

### **Vision**

#### **Vision of the Institute is**

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

### **Mission**

#### **Mission of the Institute is**

***“Learning to excel and excelling to serve”***

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.

**1.2 Strength, Weakness, Opportunity and Challenges(SWOC)****Institutional Strength**

1. Two decades of Educational Excellence and acclaimed as one amongst the top GGSIP University affiliates for MBA Programme.
2. Ranked by NIRF- 2017, 2018 and 2019 (MHRD, GOI), in the 76-100 rank band for management institutes.
3. ISO 9001:2015 certified in 2016, recertified in 2019
4. Rated as A+ category by State Fee Regulatory Committee.
5. Outstanding Academic Results with 26 Gold Medals and 12 Exemplary performances
6. Progressively improved scores in Academic and JAC Audit.
7. Surrendering Management Quota seats to the University and filling the same through general Online / Offline Counseling process to provide an opportunity to meritorious students.
8. Qualified, dedicated, knowledgeable and cooperative faculty with good communication. The student faculty ratio maintained as per the norms of regulatory bodies.
9. Well-defined organizational structure, academic and administrative processes with total transparency
10. Democratic participative governance with representation of students, staff & faculty at various levels
11. Focus on PDPs for faculty and staff relevant to their discipline and encouraging them to be resource persons, in Conferences / Seminars / Workshops / FDPs organized by other institutes
12. Dynamic Academic Environment through academic inputs, modern pedagogies, blended and interactive learning through case studies, research, live projects, industrial visits, online courses, value added courses, conferences and workshops.
13. Dedicated Training & Placement Cell aiming at 100% placement assistance with around 90% average placement over the years in top notch companies.
14. Holistic Student Development through various extra and co-curricular activities, social work and community engagement.
15. Industry Academia connect through corporate stalwarts and entrepreneurs, alumni interactions, industrial visits.
16. State-of-the-art infrastructure: Fully Air-conditioned and Wi-fi enabled campus, classrooms equipped with smart boards, LCDs and audio-visual devices, computer labs, well stocked library with text & references books, national, international & online journals, advanced statistical analysis software SPSS, E-Views, PROWESS database, indoor & outdoor sports facility.
17. Research and Seminar Grants from ICSSR, AICTE and GGSIPU
18. One Minor Research Project submitted to ICSSR and one granted under MHRD IMPRESS Scheme MHRD.
19. Robust grievance redressal mechanism, student support system, counseling and

guidance services, student welfare fund scholarships

### **Institutional Weakness**

1. Institute's limited freedom in change of syllabus
2. No flexibility in student admission
3. No flexibility in introducing Certificate and Diploma Programmes
4. Limitation on national and international collaboration like Students and Faculty Exchange Programmes due to lack of resources.
5. Research and Consultancy not at par with industry expectation and requirements of regulatory bodies.
6. Limited promotional avenues
7. Less research publications in peer reviewed International Journals having high impact factor
8. Need to increase financial contribution from the alumni.
9. Limited success of Corporate Mentorship Programmes
10. Difficulty to attract sizeable research funds from the Government funding agencies on account of the Institute being a self-financing Institute.
11. Less than 50% of faculty members with doctoral qualification.
12. Limited faculty working as Ph.D guides/Co guides.

Lack of implementation of environmental initiatives like use of renewable energy, rain water harvesting, use of sewage and effluent treatment plants, waste management system etc. due to insufficient funds

### **Institutional Opportunity**

1. Strengthen Industry-Academia interface through tie-ups with companies to increase interaction and networking.
2. Develop infrastructure for Research and Development to promote quality research.
3. Explore increased alumni involvement in academic & placement activities
4. Creating the Institute Research Centre for providing guidance in pursuing PhDs and other research pursuits.
5. Strengthen the quality of community outreach activities planned in collaboration with government, NGOs and other administrative bodies
6. Increasing the Environmental initiatives like use of renewable energy, rain water harvesting, use of sewage and effluent and other to promote eco-friendly environment in and around the Institute.
7. Leverage on strong alumni and corporate network to enhance quality of placements and procure funds for the institutional development
8. Collaboration with Government of India by providing expertise for different national Missions such as Startup India, Digital India, Make in India, Zero Effect Zero Defect, Swachh Bharat, Accessible India campaign etc.
9. Signing more MoUs for the training, development and enhancement of the skills of the students as per the industry requirements.
10. More effective Utilization of UGC Swayam portal for MOOC's programs and aiming at development of such courses by the faculty members
11. Promoting facilities for learning through online courses and certifications to broaden student knowledge, skills and employability
12. Making an incremental impact on society through education, research, innovation and philanthropic activities.
13. Contributing to green energy initiatives for sustainable development of nation and society
14. Aiming at other Accreditation

15. Aiming to offer Doctoral programs at the Institute if permitted by the University, to enhance the growth of the faculty.
16. Explore the ways for Faculty recognition by the university enabling their participation in University Board of Studies.

### **Institutional Challenge**

1. No permanent affiliation from the affiliating university.
2. Annual inspection by the State Government and Affiliating University for granting NOC and continuing affiliation, leading to unnecessary wastage of valuable human resources.
3. Fee fixed by the State Fee Regulatory Committee constituted by the Directorate of Higher Education, Delhi. Fee revision is not time bound, the increase and structure not in commensurate with the norms fixed by the regulatory body regarding land and other infrastructure facilities, faculty in terms of cadre ratio and pay, library books and journals, labs and computers etc.
4. Pressure from regulatory bodies to keep full faculty cadre and strength on regular basis even in case of less admissions.
5. Retention of qualified faculty
6. Active Incubation Cell
7. Fast changing technology and pedagogical innovations.
8. Keeping pace with global developments in higher education and research.
9. 100% paper less working at the university.
10. Changes in Admission Criteria of GGSIP University leading to change in the eligibility criteria for admission into MBA programme for the Academic Session 2019-20 from Common Entrance Test (CET) of GGSIPU to CAT/ CMAT. In the Academic Session 2019-20, both these examinations were already held before the University's notification and hence most of the Delhi students aspiring to get admission to MBA programme of GGSIPU did not appear in the above examinations. As a result, only 5 students were admitted in MBA programme in DIAS out of total intake of 240 students in the Academic Session 2019-20 with the remaining seats being vacant due to non-availability of CAT/CMAT qualified students. This has led to huge financial distress for the Institute.
11. Inability to offer Doctoral programs at the Institute as guidelines not specified by the affiliating university, limiting the growth of faculty.
12. Discontinuation of Faculty recognition by the university affecting faculty participation in University Board of Studies/ Academic Councils.

## **1.3 CRITERIA WISE SUMMARY**

### **Curricular Aspects**

The Institute is affiliated to GGSIP University, Delhi and follows the curriculum prescribed by the University. The Institute has meticulously developed an effective and result oriented mechanism for curriculum delivery and documentation. Academic Committee has been formed which aims to provide quality education to the students and ensures all academic activities adhere to university curriculum and its academic calendar.

The Curriculum is carefully analyzed by the subject teacher to provide the Unit and Topic Wise Distribution of Teaching Hours required to ensure complete and timely course coverage in their respective subject, Question Bank, Lecture Plan and Model test Paper with important questions and answers, Solution Set of the University

End Term examinations question papers.

Based on class interactions, assignment, class tests and score of internal exams, faculty members, identify slow learners and advanced learners and necessary help is provided by appointing Faculty Mentors. To measure the effectiveness of teaching and to focus on outcome each faculty sets the performance targets. The Institute offers certain value-added courses that broaden the knowledge horizon of the students and prepare them for the corporate world. The students are motivated to get certification of MOOCS courses through NPTEL and CourseEra, undertake Live Projects and present research papers in various Conferences and Seminars. Workshops and Guest Lectures are conducted for the overall development of the students.

Institution integrates cross-cutting and Professional Ethics into the Curriculum. The Social Responsibility Cell of DIAS, "Kartavaya" focuses on instilling social values and ethics to make the society a better place to live in and deal with Gender issues. The subjects Environment Science, Corporate Social Responsibility, Human Values and Ethics taught to students expounds the efforts by corporates to protect the environment and the extra miles taken to make their processes environment friendly and the development sustainable. This help students' understand how values impacts reputation in public. DIAS Eco Club promotes environmental awareness among students through various activities like Tree Plantation, Anti-cracker Deepawali, Natural color Holi, Avoiding wastage of paper, promote Water Conservation, Energy Conservation, Rainwater Harvesting and discourage use of plastic etc.

### **Teaching-learning and Evaluation**

The academic philosophy of DIAS is student centric which includes experiential learning, participative learning and problem-solving methodologies. Classes are engaged with activity-based learning facilitated by pedagogical innovations and strategies. The Institute gives importance to holistic development of students beyond classroom through co-curricular, extra-curricular and value-added activities. The Institute has clearly stated the programme outcomes, programme specific outcomes and course outcomes for all programmes for nurturing the students with various Technical, Vocational and Soft Skills which are communicated to the students, teachers and other stakeholders.

Initially, the students are identified and assessed as Advanced Learners and Slow Learners. Faculty members continuously encourage students to improve their academic performance and overall growth and exclusively steps are taken for Advanced learners and Slow Learners.

As per Academic Calendar of the GGSIP University, the Institute's Academic Calendar is prepared which outlines the beginning of the session, Internal Exams (Offline and Online) and External Exams schedule. All the academic activities are conducted as per the Academic Calendar along with co-curricular activities for CIE.

Internal Evaluation is done by the faculty teaching the courses by taking written examination, presentations, class participation and attendance. For the non-university examination, the students were evaluated on different parameters. All the records of attendance, Question papers, valued answer sheets, award lists are properly maintained by the teachers for academic monitoring. There is complete transparency in the internal assessment. Evaluated answer sheets are shown to students and marks are displayed. In case of any discrepancy, the student can write an application to Faculty and the same is corrected.

The Director conducts review meetings, department wise to discuss the improvement of students' performance. Students performance is reported to parents. Remedial Classes are conducted for the slow learners and

absentees.

During final Examination if there are any grievances regarding question papers of any subject like questions asked out of syllabus, typing errors, etc. then University examination cell is contacted immediately for clarification and examinees are informed accordingly. The subject teacher prepares a representation and send it to the University examination cell along with the syllabus.

### **Research, Innovations and Extension**

The Institute promotes research orientation among the faculty members and students through various programs facilitated through IQAC. Faculty members who have obtained Doctoral degree have been encouraged to be the Ph.D. guide/co-guide. As a result, four faculty members are recognized as Ph. D guides from different universities. Faculty members are motivated to undertake research projects and procure research grants from various funding agencies. A minor research project report funded by Indian Council for Social Science & Research (ICSSR) has been completed; another minor research project funded by IMPRESS is in progress. Research publication by faculty in various journals of repute including SCPOUS and Web of Science indexed journals have increased during the years. In order to support research activities Institute has provided research sharing facilities through DELNET, EBSCO, PROWESS and American Library along with research software such as SPSS and E Views to students and faculty members in Institute's premises. DIAS ensures that their students be exposed to the requirements of the corporate world and explore new business avenues through activities undertaken by the Entrepreneurial Development Cell (EDP) and the Corporate Academia Interface Committee (CAIC). Hence, to facilitate budding entrepreneurs the Institute through the EDP cell has initiated the establishment of DIAS Incubation Cell where students interact with the entrepreneurs to give shape to their ideas. Industry academia interface helps students to strengthen innovation and growth of education system and helps in preparing them to be employment ready workforce. In all more than 200 activities were organized to make students industry ready. To assist students in enhancing soft skills, placements and other capabilities institute has signed MOU and collaborated with training agencies. Students of Institute are also involved in various extension activities through three partnering committees: Kartavya (Social Responsibility Cell), Eco Club and NSS Unit. These three are collectively responsible for sensitizing students about prevailing social issues and ways of dealing with them. Blood donation camp, activities for upliftment of underprivileged, gender sensitization, self-defense workshops, environmental issues are some of the focus areas of these committees thereby helping students become socially responsible citizens.

### **Infrastructure and Learning Resources**

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### **Student Support and Progression**

Holistic growth is attained with the help of various committees formulated under the IQAC. Student Support Services team is constituted by various committees focusing on academic, personal, social and professional growth. Academic committee evaluates and monitors students' academic performance. Preparation for various competitive exams and assistance in placement is provided through Student Industry Interface Forum (SIIF). The students are selected through duly communicated procedures. The student members help in organizing several activities like PDP sessions, alumni interaction sessions, pre-placement talks to enhance the aptitude and skills of the students. The student committee members liaison with corporate/Industry on various parameters such as for Industry Expert Interaction, Internship Opportunities & On/Off Campus Drives. Student Technology Forum (STF) assist students for Cultural events through various societies formulated for different cultural events Music Society: TARANG, Dance Society: VENOM and dramatic society: AGAAZ. Research and Consultancy committee helps to provide industry exposure through Live projects and research orientation. Social Responsibility Cell involves students to make difference in the well-being and facilitates the process of uplifting the vulnerable population; Eco Club manages to plant a seedling in the minds of younger generation to contribute to a greener society. As per the directives of Government, nodal officer is appointed who guides and inform students about various scholarships provided by government /institute. Grievances redressal, Sexual harassment cell and Anti-ragging committees has been established at institute comprising of senior faculty members and students to deal with specific needs of students and employees. Alumni Committee strengthens the bond between the institute and alumni for a mutually beneficial relationship. Alumni association bridges the gap between students and their alma mater. This helps the current students to get corporate exposure and placement assistance which increases their prospects of employability. Students have been associated with Alumni Mentors for their overall grooming. Academic committee, Language lab committee, SIIF, NSS and Alumni committee join hand to groom students for competitive exams, career counselling, remedial coaching, mentoring sessions. Yoga & meditation sessions and in-house psychologist help students manage their personal and professional stress better.

### **Governance, Leadership and Management**

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 Organisation structure with well-defined hierarchy supports participative management and decentralization for effective decision-making and helps in education effectiveness through involvement of stakeholders in Committee/ Boards at various levels. The



minutes of the meeting of all the committees are communicated and maintained.

The Governing Body oversees and guide the policy and practices planned and implemented at the institution. Well documented 5 years Strategic Plan aligned with the Institute's Vision, Mission is in place and is deployed across the Institute. As a part of e-governance, Institute has automated all processes.

The Institute provides adequate support to the faculty for professional development for attending conferences / workshops. Professional Development Programmes for teaching and non-teaching staff are organised. The Institute has a well-structured Performance Based Appraisal System for teaching and non-teaching staff. Service rules, employee welfare schemes, promotion systems are well defined.

The Institute undertakes Internal and External Audits regularly and strategises for mobilisation of funds through fee deposits, events/activities, projects, sponsorship etc. and works for its optimal utilization.

At DIAS the teaching learning process, structures & methodologies of operations and learning outcomes are reviewed at periodic intervals through IQAC set up as per norms.

As a result of the efforts, many incremental improvements have been made in the last five years:

1. Academic Audit, JAC Audit has witnessed improvements in the scores.
2. A+ category by State Fee Regulatory Committee.
3. Rank band of 76-100 in the Management Institute category in NIRF for the three consecutive years in 2017-2019
4. 4 Gold medals and 12 Exemplary performances
5. Introduction of BBA, B.Com (H) & MBA (FM) with an intake of 60 each
6. Increase in intake in MBA from 120 to 180
7. Around 90% average placement over the years.
8. Research and Seminar Grants from ICSSR, AICTE and GGSIPU

At DIAS, the improvements are indicative of its unconditional commitment to provide education aligned with the highest and standards.

### **Institutional Values and Best Practices**

Institute's IQAC develops a system for conscious, consistent and catalytic improvement in the overall performance of the Institution. It also promotes measures for Institutional functioning towards quality enhancement through internalization of quality culture and Institutionalization of best practices distinctive to its vision, priority and thrust.

The Institute is sensitive to gender equity and parity. Sensitisation programmes are organised regularly. Safety and security, common room, counselling facilities are provided to students. Energy consumption is continuously monitored for improvement. DIAS Eco Club is constantly engaged in protecting the environment and keep it eco-friendly, through establishing measures like Rain water harvesting, waste management etc. Institute has adopted green practices like encouraging use of bicycles, public transport, car-pooling and pedestrian friendly roads, promoting plastic-free campus and encouraging paperless office and green landscaping with trees and plants.

The Institute has strong commitment to differently abled people and provides facilities like ramps, lifts, special washrooms etc. The Social Responsibility Cell of DIAS contributes to community development through activities in collaboration with hospitals, local administration, NGOs etc. Code of conduct is specified in student handbook and HR Manual for employees.

Institute's core values are displayed on website. Days of national/international importance are celebrated. The Institute maintains complete transparency in financial, academic, administrative and auxiliary functions

**Best Practices:**

Academic Integration involves focus on a combination of academics, co-curricular and extra-curricular activities. The integrated efforts at DIAS focus on achieving academic distinction, excellent placements and professional growth.

**Academics:** The academic inputs are supplemented through Lecture Plans, Question Banks, Solution Sets, Model Test Papers, Workshops, Guest Lectures, Industrial Visits, Language Lab and Training Sessions, Value Added Courses, Trainings, Live Projects, Personality Assessment Tests, Moodle Online Tests & Courses.

**Placements:** In order to make the students adept for their professional endeavors, the placement inputs are training sessions for which MoUs are signed with the Training organizations, Value Added Courses, Industrial visits, Alumni Interactions. Companies are invited for summer internship and final placements. New companies are added on annual basis.

4 Gold Medals and 12 Exemplary Performances and about 90% average placements in the last 5 years are evidences of the efforts.

## 2. PROFILE

### 2.1 BASIC INFORMATION

Name and Address of the College	
Name	DELHI INSTITUTE OF ADVANCED STUDIES
Address	Delhi Institute of Advanced Studies Plot No 6, Sector 25, Rohini
City	New Delhi
State	Delhi
Pin	110085
Website	<a href="https://www.dias.ac.in">https://www.dias.ac.in</a>

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Director	N. Malati	011-27932742	9868765357	011-2793420 0	dias@dias.ac.in
IQAC / CIQA coordinator	Shilki Bhatia	011-27934011	9958050269	011-2793400 0	shilki.bhatia@gmail.com

Status of the Institution	
Institution Status	Self Financing and Constituent

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	15-11-1999

**University to which the college is affiliated/ or which governs the college (if it is a constituent college)**

State	University name	Document
Delhi	Guru Gobind Singh Indraprastha University	<a href="#">View Document</a>

**Details of UGC recognition**

Under Section	Date	View Document
2f of UGC		
12B of UGC		

**Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)**

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
AICTE	<a href="#">View Document</a>	29-04-2019	12	

**Details of autonomy**

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No
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**Recognitions**

Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	Yes
If yes, name of the agency	State Fee Regulatory DHE Delhi
Date of recognition	07-02-2012

<b>Location and Area of Campus</b>				
<b>Campus Type</b>	<b>Address</b>	<b>Location*</b>	<b>Campus Area in Acres</b>	<b>Built up Area in sq.mts.</b>
Main campus area	Delhi Institute of Advanced Studies Plot No 6, Sector 25, Rohini	Urban	1	4123

## 2.2 ACADEMIC INFORMATION

<b>Details of Programmes Offered by the College (Give Data for Current Academic year)</b>						
<b>Programme Level</b>	<b>Name of Programme/Course</b>	<b>Duration in Months</b>	<b>Entry Qualification</b>	<b>Medium of Instruction</b>	<b>Sanctioned Strength</b>	<b>No.of Students Admitted</b>
UG	BCom,Management	36	Senior School Certificate issued by CBSE	English	60	49
UG	BBA,Management	36	Senior Secondary Certificate issued by CBSE	English	60	49
PG	MBA,Management	24	Graduation	English	180	5
PG	MBA,Management	24	Graduation	English	60	0

### Position Details of Faculty & Staff in the College

<b>Teaching Faculty</b>												
	<b>Professor</b>				<b>Associate Professor</b>				<b>Assistant Professor</b>			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	4				5				30			
Recruited	2	2	0	4	0	0	0	0	1	29	0	30
Yet to Recruit	0				5				0			

<b>Non-Teaching Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				12
Recruited	5	7	0	12
Yet to Recruit				0

<b>Technical Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				2
Recruited	2	0	0	2
Yet to Recruit				0

**Qualification Details of the Teaching Staff**

<b>Permanent Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Male</b>	<b>Female</b>	<b>Others</b>	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	2	2	0	0	0	0	0	8	0	12
M.Phil.	0	0	0	0	0	0	0	2	0	2
PG	0	0	0	0	0	0	0	20	0	20

<b>Temporary Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

<b>Part Time Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

<b>Details of Visting/Guest Faculties</b>					
<b>Number of Visiting/Guest Faculty engaged with the college?</b>	<b>Male</b>		<b>Female</b>		<b>Total</b>
	0	0	0	0	0

**Provide the Following Details of Students Enrolled in the College During the Current Academic Year**



Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	177	20	0	0	197
	Female	98	13	0	0	111
	Others	0	0	0	0	0
PG	Male	75	21	0	0	96
	Female	68	16	0	0	84
	Others	0	0	0	0	0

**Provide the Following Details of Students admitted to the College During the last four Academic Years**

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	16	18	22	12
	Female	10	8	12	7
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	2	1	0	0
	Others	0	0	0	0
OBC	Male	22	11	0	0
	Female	10	3	0	0
	Others	0	0	0	0
General	Male	291	229	199	215
	Female	229	202	186	161
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	3	2	1	2
	Others	0	0	0	0
Total		583	474	420	397

### 3. Extended Profile

#### 3.1 Program

Number of courses offered by the institution across all programs during the last five years

Response: 4

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

Number of programs offered year-wise for last five years

2018-19	2017-18	2016-17	2015-16	2014-15
4	4	3	2	2

#### 3.2 Students

Number of students year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
583	474	420	397	403

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

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
66	53	53	40	40

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

Number of outgoing / final year students year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
194	166	169	170	171

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

### 3.3 Teachers

#### Number of full time teachers year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
33	33	31	28	28

  

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

#### Number of sanctioned posts year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
33	33	31	28	28

  

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

### 3.4 Institution

#### Total number of classrooms and seminar halls

**Response: 14**

#### Total Expenditure excluding salary year-wise during the last five years ( INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
300.78	245.66	277.43	198.70	221.69

#### Number of computers

**Response: 190**

## 4. Quality Indicator Framework(QIF)

### Criterion 1 - Curricular Aspects

#### 1.1 Curricular Planning and Implementation

##### 1.1.1 The institution ensures effective curriculum delivery through a well planned and documented process

##### Response:

The Institute is affiliated to GGSIP University, Delhi and follows the curriculum prescribed by the University. The academic calendar of the Institute is framed on the basis of Academic Calendar of the University. The Institute has meticulously developed an effective and result oriented mechanism for curriculum delivery and documentation. For this purpose, Course wise Academic Committee has been formed consisting of Programme Coordinator, Academic Coordinator and selected students. Academic committee aims to provide quality education to the students and ensures all academic activities adhere to university curriculum and its academic calendar. The core objective of this committee is to plan, monitor, implement, evaluate & improve the effectiveness of all academic activities on a regular basis. The members of the committee develop strategies to ensure that quality teaching-learning process is measured. Before the start of the session the Curriculum is carefully analyzed by the subject teacher and they provide the following- Unit and Topic Wise Distribution of Teaching Hours required by them to ensure complete and timely course coverage in their respective subject, Question Bank consisting of Multiple-Choice Questions, short answer questions and long answer questions. These question banks help student have greater understanding of the subject, Lecture Plan containing lecture wise plan with mention of reference from books, blogs and recent research articles on the subject along with questions to be practiced from question banks, text and reference books, Model test Paper with important questions and their model answers, Solution Set of the University End Term examinations question papers with model answers. The Lecture Plan, Question Bank & Solution Set are printed and kept in library for the ready reference of the students. While the others are issued in the soft form. All these documents are also mailed to students for their convenience. As the session proceeds, based on class interactions, assignment, class tests and score of internal exams, faculty members, identify slow learners and advanced learners in respective subjects and necessary help is provided in form of tutorial, remedial classes , extra materials and personal counselling by appointing Faculty Mentors. Further, to measure the effectiveness of teaching and to focus on outcome each faculty sets the performance target and the same is compared with students' performance after 1st internal to take corrective measures for the improvement of students. To further substantiate the curriculum understanding Moodle online Test is conducted in each subject for enhancing students understanding and the test scores are also included for internal evaluation marks. In addition to the prescribed curriculum , the Institute offers certain value added courses that broaden the knowledge horizon of the students and prepare them for the corporate world. The topic of value added course are finalized after seeking feedback from the student members of academic committee, Alumni and Corporate. The students are further motivated to get certification of MOOCS courses through NPETL and CourseEra, undertake Live Projects and present research papers in National, International Conferences, Seminars . Workshops and Guest Lectures are conducted for the overall development of the students.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 1.1.2 Number of certificate/diploma program introduced during the last five years

**Response:** 0

#### 1.1.2.1 Number of certificate/diploma programs introduced year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Minutes of relevant Academic Council/BOS meetings	<a href="#">View Document</a>
Details of the certificate/Diploma programs	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

**Response:** 49.02

#### 1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
3	3	3	3	3

File Description	Document
Details of participation of teachers in various bodies	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 1.2 Academic Flexibility

**1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years****Response:** 50

1.2.1.1 How many new courses are introduced within the last five years

Response: 2

File Description	Document
Minutes of relevant Academic Council/BOS meetings.	<a href="#">View Document</a>
Details of the new courses introduced	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented****Response:** 75

1.2.2.1 Number of programmes in which CBCS/ Elective course system implemented.

Response: 3

File Description	Document
Name of the programs in which CBCS is implemented	<a href="#">View Document</a>
Minutes of relevant Academic Council/BOS meetings.	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years****Response:** 0

1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 1.3 Curriculum Enrichment

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

#### Response:

#### Gender:

The concept of importance of gender diversity in corporate, roles and responsibilities of workforce diversity is highlighted in courses of Human Resource across the programs. The Social Responsibility Cell of DIAS, “Kartavaya” focuses on instilling social values and ethics amongst the students to make the society a better place to live in. Many events are organized for dealing with Gender issues like celebration of Beti Swabhiman Divas- “Beti Bachao Beti Pado” scheme; Self-Defense Training Camp for Girls in collaboration with Delhi Police for providing training on self-defense techniques and martial arts, educating about the good touch & bad touch to the school students through session imparted to train the school teachers. celebration of International Women’s Day and National Girls Day. The ratio of male to female students is approx. 3:2 and the Institute predominantly has female faculty too.

#### Environment and Sustainability

One of the most important issues facing the existence of coming generation is environment protection and sustainable development. The subjects Environment Science, Corporate Social Responsibility, Human Values and Ethics taught to students expounds the efforts by corporates to protect the environment and the extra miles taken to make their production, supply chain, and marketing environment friendly and the development sustainable.

DIAS Eco Club promotes environmental awareness among students through guest lectures, activities like Tree Plantation, Anti-cracker Deepawali campaign and Natural color Holi campaign in and around the campus. Activities to avoid wastage of paper, promote Water Conservation, Energy Conservation, Rainwater Harvesting and discourage use of plastic etc. are undertaken. Earth Day, International Ozone Day are celebrated and Swatch Bharat Abhiyan, Swachh Pakhwada, Best out of waste, poster making competitions, Visit to Biodiversity Park are organized.

#### Human Values and Professional Ethics

Corporate Social Responsibility, Human Values and Ethics, Business Ethics and Corporate Social

Responsibility and Management Process & Organizational Behavior are incorporated in the curriculum at under and post graduate level to impart values and ethics and help them understand how it impacts a person or company's reputation in public. To augment it further, the institute's Social responsibility cell "Kartavaya" and NSS Committee focus on instilling social values and ethics amongst the students to make the society a better place to live in. Students are motivated to take part in various programs for self-learning and upliftment of the under-privileged by associating with various orphanages, NGOs and Old age homes etc. They attend Social Awareness programmes and collect/ distribute monetary/ non-monetary aid to help the under-privileged and victims of natural calamities etc. "Kartavaya" organises visits to Ashran Orphanage, Animal Shelter 'Friendicoes', Blind school for Boys, clothes donation to NGOs 'Goonj' and 'Kamakhya Lok Sewa Samiti', International White Cane Day Contribution, celebration of festivals with under-privileged like Holi, Diwali and Children's Day at Subhakshika Open Shelter Home etc. The Institute ensures professional ethics by adhering to moral code of conduct, prohibiting ragging through anti ragging cell, handling grievance of students through grievance handling cell, and proctorial board for ensuring discipline. A psychologist has been appointed for counselling the students.

File Description	Document
Any Additional Information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 1.3.2 Number of value added courses imparting transferable and life skills offered during the last five years

**Response:** 19

#### 1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

**Response:** 19

File Description	Document
Details of the value-added courses imparting transferable and life skills	<a href="#">View Document</a>
Brochure or any other document relating to value added courses.	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 1.3.3 Percentage of students undertaking field projects / internships

**Response:** 52.14

#### 1.3.3.1 Number of students undertaking field projects or internships

**Response:** 304



File Description	Document
List of students enrolled	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 1.4 Feedback System

<p><b>1.4.1 Structured feedback received from 1) Students, 2)Teachers, 3)Employers, 4)Alumni and 5)Parents for design and review of syllabus-Semester wise/ year-wise</b></p> <p><b>A.Any 4 of the above</b></p> <p><b>B.Any 3 of the above</b></p> <p><b>C. Any 2 of the above</b></p> <p><b>D. Any 1 of the above</b></p> <p><b>Response: A.Any 4 of the above</b></p>	
File Description	Document
Any additional information	<a href="#">View Document</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View Document</a>
URL for stakeholder feedback report	<a href="#">View Document</a>

<p><b>1.4.2 Feedback processes of the institution may be classified as follows:</b></p> <p><b>A. Feedback collected, analysed and action taken and feedback available on website</b></p> <p><b>B. Feedback collected, analysed and action has been taken</b></p> <p><b>C. Feedback collected and analysed</b></p> <p><b>D. Feedback collected</b></p> <p><b>Response: B. Feedback collected, analysed and action has been taken</b></p>	
File Description	Document
Any additional information	<a href="#">View Document</a>
URL for feedback report	<a href="#">View Document</a>

NAAC

## Criterion 2 - Teaching-learning and Evaluation

### 2.1 Student Enrollment and Profile

#### 2.1.1 Average percentage of students from other States and Countries during the last five years

**Response:** 6.8

##### 2.1.1.1 Number of students from other states and countries year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
49	27	30	27	24

#### File Description

#### Document

List of students (other states and countries)

[View Document](#)

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

#### 2.1.2 Average Enrollment percentage (Average of last five years)

**Response:** 94.81

##### 2.1.2.1 Number of students admitted year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
298	230	204	175	174

##### 2.1.2.2 Number of sanctioned seats year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
300	240	240	180	180

#### File Description

#### Document

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

### 2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years

**Response:** 26.13

2.1.3.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
20	09	19	16	03

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 2.2 Catering to Student Diversity

### 2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners

**Response:**

The Institute organizes orientation program for the students at the commencement of new batch every year. The program would help students to familiarize with the institution, curricular and co-curricular activities, facilities, rules and regulations etc. Initially, the students are identified and assessed as Advanced Learners and Slow Learners on the basis of marks obtained in 12th Class and Graduation for Under-Graduation and Post-Graduation Courses respectively.. After one month of classes students are again assessed on the following parameters to identify Advanced learners and Slow learners

1. Internal Exams
2. Class Participation
3. Classroom Performance
4. Presentations

All the faculty members maintain a healthy relationship and give equal attention to the students and continuously encourage them to improve their academic performance and overall growth but there are certain steps which are exclusively taken for Advanced learners and Slow Learners.

- **Programmes for Advanced Learners**

- Provided with additional study and reference material.
- Extra Lab Sessions to provide them hands on training experience.
- Discussion of Previous year exams is also done in classes so that they can be well prepared for the

end term exams.

- Flipped Learning technique is used by the faculty members to further enhance their analytical and problem-solving abilities.
- Encouraged to participate in various inter-Institute business plan, case-study, symposiums and competitions.
- Guest lectures are organized to further enhance their conceptual and practical knowledge.
- Encouraged to write and present Research papers in various Seminar and Conferences which adds to their academic and personal growth.
- Encouraged by the teachers to get University Positions.
- University and Institute toppers are motivated with certificates.

#### • Initiatives for Slow Learners

- Remedial classes are organized for explaining important topics, clearing concepts and doubts of the Slow learners for improving their performance.
- Parents are being contacted regularly through letters and calls for discussing with Head of the Department about their performance and attendance in the Institute to ensure less absenteeism and improved results.
- Adequate counselling by various faculty members at regular intervals of time is provided.
- Extra practice material and home assignments are provided to evaluate their progress.
- Regularly Class tests are also organized to check their performance and to take further corrective measures wherever required.
- Previous year questions are discussed, focusing more on repetitive and important topics.
- Model test papers and solutions of previous year exams are provided to give them an idea for attempting the questions for scoring better marks.
- Adequate attention is provided to them by the mentors allotted by the head of the department for their improved academic and overall performance.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

#### 2.2.2 Student - Full time teacher ratio

**Response:** 17.67

File Description	Document
Any additional information	<a href="#">View Document</a>

#### 2.2.3 Percentage of differently abled students (Divyangjan) on rolls

**Response: 0**

## 2.2.3.1 Number of differently abled students on rolls

File Description	Document
List of students(differently abled)	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Any other document submitted by the Institution to a Government agency giving this information	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**2.3 Teaching- Learning Process****2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences****Response:**

The academic philosophy of DIAS is student centric and the institution has the structured provision for the use of student centric methods such as experiential learning, participative learning and problem-solving methodologies for enhancing the learning experiences of the learners. The aim is to transform students from passive listeners to active participants in the teaching-learning process.

Various methods of experiential and participatory learning are adopted to ensure that students are than remaining passive listeners

The **participatory learning** activities adopted by the faculty that develop an application based outlook of student are:

- (a) Group discussions
- (b) Case Analysis
- (c) Role plays
- (e) Designs Projects
- (f) Presentations
- (g) Term Papers / Seminar
- (h) Home Assignments

(i) Minor Project/ Dissertation

(j) Self-Work (SW)

Further, the Institute organizes different activities like blood donation camp, flood relief activity, visiting old-age home, cleanliness programmes to inculcate values and social responsibilities among students. The Institute gives importance to holistic development of students beyond classroom through co-curricular, extra-curricular and value added activities. Students are encouraged to participate in Institute sports and cultural activities where they can show /exhibit their talents in variety of activities. It also foster the spirit of togetherness and leadership. Students are also encouraged to participate in different Inter-Institute competitions and cultural festivals. Students are appointed as members of different committees, and given responsibilities of them so that they develop organizational skills and abilities.

**Experiential learning:** Departments invite academic and industry experts, alumni from outside to share their expertise for the benefits of the academia. The regular interactions helps the students to get the glimps of corporate environment.

Students have to under go field projects and summer internship that helps them gain deeper insight into corporate working environment.

Students are encouraged to write research papers based on the project, and present them in National and International Conferences and Research Journals.

The regular industrial visits give practical exposure to students ,thus clarifying the theoretical concepts to deeper extent.

The Institute has direct access to EBSCO , PROWESS and other learning resources for the benefit of the teachers and taught.

#### **Problem Solving Methodologies:**

The problem solving Methodologies require igniting the minds of the students to be able to solve a given problem. The 4 Cs of problem solving are critical thinking, creativity, communication and collaboration. The institute uses simulaion games to inculcate these critical thinking, Creativity , communication and collaboration. Further students are also involved in contributingto the organization by developing softwares to automate the process. Like the manual Teacher's feedback system was automated by software developed by MCA sstudent.

Moodle Tests are conducted for understanding their comprehension and latest corporate practices are discussed. Case studies and specialization papers are prepared on industrial problems.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

**Response:** 100

#### 2.3.2.1 Number of teachers using ICT

Response: 33

File Description	Document
List of teachers (using ICT for teaching)	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Provide link for webpage describing the " LMS/ Academic management system"	<a href="#">View Document</a>

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

**Response:** 17.67

#### 2.3.3.1 Number of mentors

Response: 33

File Description	Document
Any additional information	<a href="#">View Document</a>

### 2.3.4 Innovation and creativity in teaching-learning

**Response:**

Creativity and innovation bring about interest and motivation to learners, which eventually lead to learning. Traditionally only lectures were delivered but now classes are engaged with active learning strategies. Students are facilitated with Lecture Plans, Question Banks, Model Question Papers and Solution Sets for their reference. And are also engaged in academics with more of experiential and activity-based learning facilitated by pedagogical innovations and strategies.

**Visual–Aided Learning:** Projector equipped classrooms help the faculty to deliver the basic concepts using power point presentations and videos from universities across the globe to enhance the subject knowledge.



**Digital library:** Institute library has access to many International Journals & publications through memberships.

**Subjective seminars:** To broaden the horizon beyond textbook knowledge students are encouraged to participate not only in National Seminars and International Conference but also in subject specific seminars.

**MOOCS:** The faculty members get enrolled in various online courses and also encourage the students to get these certifications to add the knowledge base and also have an edge in placements.

**Creative Teaching:** Faculty uses game-based learning platform that makes it easy to create, share and play learning games or quizzes. One such platform being used is Kahoot. Tools like Tableau Server and Qlik view are used in class to explain and simulate real life conditions in business intelligence and how it is used in business

**Project-Based Learning:** To re-emphasise the theoretical knowledge, students are provided practical exposure through various Industrial Visits, Live Projects, Research Projects and Summer Internship Programmes.

**Real-World Learning:** Emphasis on case-study based learning and encouragement to discuss newspaper articles in class by students relates them to real life situations.

**Moodle Test** Online Examinations are conducted in each subject using Moodle for self-assessment of concept clarity by students.

**Inversion Teaching or Flip Class:** The subject specific study material is sent to students before the class and the class is conducted in question answer and discussion form.

**Research Orientation:** The subject teaching is being given research orientation as each subject is taught using case & Project based analysis. Students are encouraged to write research papers using analytical tools, EXCEL, SPSS, WEKA, E-Views etc.

**Subject Viva of theory subjects in IT:** A panel of teachers is formed to conduct the viva of students in each subject to assess the knowledge gain and identify weak students so as to conduct Extra / special classes for them.

**Group Assignments / Individual Assignment:** Students are asked to submit the assignments in individually/group not exceeding four. This helps in team building and better understanding of the subject

**Personality Grooming:** Personality development sessions are organized for overall personality grooming of the students and to enhance their employability.

**Holistic Development:** To develop socially conscious and responsible citizens students are encouraged to participate in various extra- curricular and co-curricular activities conducted by committees. The participation is also in the form of event management, stage handling activity, bringing sponsorships, interacting with the guest speakers and Alumni. Corporate alumni mentors are assigned to students for enhancing their industry preparedness.

File Description	Document
Any additional information	<a href="#">View Document</a>

## 2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years	
<b>Response:</b> 100	
File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	<a href="#">View Document</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years				
<b>Response:</b> 40.89				
2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years				
2018-19	2017-18	2016-17	2015-16	2014-15
15	14	14	12	8
File Description	Document			
List of number of full time teachers with PhD and number of full time teachers for 5 years	<a href="#">View Document</a>			
Any additional information	<a href="#">View Document</a>			

2.4.3 Teaching experience per full time teacher in number of years	
<b>Response:</b> 11.21	
2.4.3.1 Total experience of full-time teachers	
Response: 370	

File Description	Document
Any additional information	<a href="#">View Document</a>

#### 2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

**Response:** 55.56

2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
5	6	2	2	2

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
e-copies of award letters (scanned or soft copy)	<a href="#">View Document</a>

#### 2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years

**Response:** 56.15

2.4.5.1 Number of full time teachers from other states year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
17	15	16	20	17

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 2.5 Evaluation Process and Reforms

### 2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

**Response:**

DIAS is affiliated to Guru Gobind Singh Indraprastha University, Delhi and adheres to syllabi provided by the University. For better knowledge dissemination in a systematic manner, the faculty prepares detailed Lecture plan and question banks in every subject. This explains the exact segregation of the syllabus and the interlinking of various concepts and topics. The university follows the marking scheme of Internal and External examinations for the Theory Practical papers. The distribution of marks for Internal evaluation is 25 marks and 75 marks for End Term Examinations. In the case of practical examinations 40 marks are for internal evaluation and 60 marks for End Term Examinations. Internal and External examinations are conducted as per the university calendar. The Continuous Internal Assessment is done on regular basis through Internal Evaluation (25) is done by the faculty teaching the courses in the following ways: • Written Test and Presentation (15 marks) • Class Attendance (5 marks) • Class Participation (5 marks) which is evaluated through: o Class Tests o Class Activities o Subject Assignments o Tutorials o Writing Research Paper o Case Study Presentations o Moodle The students of MBA and MCA were given at least one MOODLE Test per subject to test the conceptual knowledge of a student. For the evaluation of NUESManagement Skill Development in MBA I students were evaluated on the basis of: • Projects / Live Projects • Mock Tests on Qualitative and Logical Reasoning • Technical Mock Interviews For the evaluation of NUESGeneral Proficiency in MCA Programme, the students were evaluated on the basis of: • Projects / Live Projects • Mock Tests on Qualitative and Logical Reasoning • Technical Mock Interviews • Participation in Institute Events For NUESBusiness Analytics in MBA II students were evaluated on the basis of: • Online Certifications • Online Courses (NPTEL, MOOCS) Students were encouraged to join at least one NPTEL course and their marks are added for internal assessment. These above measures allow the teachers to continuously assess the students to track their progress and to identify slow and advanced learners. After, first internal, students' performance is monitored by Head of Department and the necessary feedback is given to the Director. The Director conducts review meetings, department wise to discuss the improvement of students' performance. The Institution is keen on monitoring the performance of the students and reports to the parents. Remedial Classes are conducted for the slow learners, absentees and the students who are not able to match up with the pace of ongoing curriculum and other fellow students.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

**2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety****Response:**

The Institute has well developed and robust mechanism of internal assessment.

Schedule of Internal Examination is given in academic calendar which is displayed well in advance before commencement of Examination.

Before the commencement of the session Question banks, Lecture plans and the solution set of previous

year papers are kept in library for ready reference of the students .

Institute notifies evaluation process and related documentation are notified through information bulletin.

As per University Guidelines the internal assessment is of 25 marks and external assessment is of 75 Marks.

- Internal Evaluation (25) is done by the faculty teaching the courses in the following ways:
  - Presentation on the subject topic (05 marks)
  - Written Test of every subject (10 marks)
  - Class Attendance (5 marks)
  - Class Participation (5 marks) which is evaluated through:
    - Class Tests
    - Class Activities
    - Subject Assignments
    - Tutorials
    - **Writing Research Paper**
    - **Case Study Presentations**

Internally the students are given at least one **MOODLE Test** per subject to test the conceptual knowledge of a student

All the records and data bank of attendance in internal Examinations, Question papers, valued answer sheets/copies, summary of marks sheets, are properly maintained by the teachers for academic monitoring/academic audit.

There is complete transparency in the internal assessment as described below.

Model Answers and marking scheme is prepared by every subject teacher before valuation and shared with students . After evaluation the faculty also prepares Examination Report to summarize how the students have attempted the paper, where have they faced the difficulty

After valuation, answer sheets are shown to students ,marks are displayed on dates mentioned in the academic calendar by faculty members. In case of any grievance arising on account of any discrepancy, the student can bring it to the notice of of subject teacher by giving an application and the same is corrected. The students are required to sign the award list after ensuring the correctness of the same.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 2.5.3 Mechanism to deal with examination related grievances is transparent, time-bound and

**efficient**

**Response:**

As per University Guidelines the internal assessment is of 25 marks and external assessment is of 75 Marks.

There is complete transparency in the **internal assessment** as described below.

Model Answers and marking scheme is prepared by every subject teacher before valuation and shared with students . After evaluation the faculty also prepares Examination Report to summarize how the students have attempted the paper, where have they faced the difficulty

After valuation, answer sheets are shown to students ,marks are displayed on dates mentioned in the academic calendar by faculty members. In case of any grivience arrising on account of , the student can bring it to the notice of of subject teacher by giving an application and the same is corrected. The students are required to sign the award list after ensuring the correctness of the same.

The external examination is conducted by the university.

Before the commencement of examination students must fill the registration chart before a scheduled date, for the University to issue the admit card. If for some reasons the student is unable to fill the registration chart then the Institutes informs the University duly and directs him/her to University office to sign the registration Chart there and get the admit card issued.

During Examination: If the Institute is center for any end term examination being conducted by the University and If there are any grievances regarding question papers of any subject like question paper include questions asked out of syllabus, typing errors, etc. then University examination cell is contacted immediately for clarification and examinees are informed accordingly. The students of the Institute can report to Institute if any questions were out of syllabus. The subject teacher prepares a representation, and send it to the University examination cell along with the syllabus.

After Result Declaration After result declaration by university, if any student has objection with result, he/she can report to the Institute . the institute helps the student in writing application to university for options of getting photocopy of answer script, revaluation and recounting of marks etc. are provided to students to exercise.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

#### 2.5.4 The institution adheres to the academic calendar for the conduct of CIE

##### Response:

The Academic Calendar is prepared by the Head of the Departments in consultation with the Director. The Academic Calendar is prepared considering the Academic Calendar of the GGSIP University.

The Academic Calendar is prepared well in advance before the commencement of every session which outlines the beginning of the session, Internal Exams (Offline and Online) and External Exams schedule. All the academic activities are conducted as per the Academic Calendar along with co-curricular activities for CIE:

1. The Academic Calendar is shared with all the faculty members to ensure the timely submission of Academic Inputs Such as - Lecture Plans, Question Banks, Model Test Papers and Solution Sets as per the schedule.
2. Time Table for every course is prepared according to the Academic Calendar and separate Time Table is prepared for Computer Lab and Language lab.
3. Computer based Moodle Test exams are conducted twice in every semester to evaluate the objective knowledge of the students.
4. Faculty members are required to submit the attendance report and progress advice of syllabus coverage to the coordinators before the conduct of Internal Exams.
5. Written Internal Exams are conducted on the same pattern as per the final examination pattern to ensure the better results of the students in external exams.
6. After the exams, the answer sheets are shown to the students for the performance evaluation and answer sheets along with Award Sheets are submitted to the coordinators by the faculty members.
7. Faculty members fortnightly give assignments and presentations to the students and ask submissions for their internal assessment.
8. Special Internal Exams are also conducted as another attempt for the Absent students.
9. Feedback of the faculty members is taken from the students in every session.
10. For the internal assessment faculty members are required to evaluate students on the behalf of their performance in Internal Exams, Moodle tests, Presentations and various Class Activities and prepare the Final Internal Assessment Award List.
11. Award List is displayed on the Notice board for 3 days and students are asked to report in case of any discrepancy after which it is sent to University as Internal Assessment.
12. Preparatory leave is given to students for preparing well for the External Exams.
13. Faculty Members prepare Solution Sets of the External Exams as per the Schedule of Academic Calendar.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

## 2.6 Student Performance and Learning Outcomes

### 2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students

#### Response:

All the PO's, PSO's and CO's are designed to attain the following attributes in the students:

1. Personal
2. Professional
3. Ethical
4. Intellectual
5. Moral

For nurturing the students with various Technical, Vocational and Soft Skills, teachers make Programme Outcomes, Programme Specific Outcomes and Course Outcomes after discussions with Director and Head of the Departments. All course outcomes are in accordance with the overall programme outcomes and syllabus and defined criteria is mentioned for achieving the outcomes. The Institute has clearly stated the programme outcomes, programme specific outcomes and course outcomes for all programmes which are communicated to the students, teachers and other stakeholders by the way of a systematic mechanism as stated below:

- PO's, PSO's and CO's are displayed on the Institute website along with the syllabus for the reference of students, parents and other stakeholders.
- Before the commencement of every session the teachers discuss the outcomes with the students.
- The Course objective is written in lecture Plans which are available in hard copy in the Library for reference of Teachers and Students. The Lecture Plans are mailed to all the students at the commencement of the session.
- During the classes, teachers impart the knowledge in accordance with the CO's and same is checked with the students.
- Parents Teachers Meetings are also conducted regularly to make parents aware about the outcomes of different courses.



- During the mentoring sessions also, the students are continuously made aware about them for their overall and holistic development.

File Description	Document
COs for all courses (exemplars from Glossary)	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

#### Response:

The evaluation of attainment of PO, PSO and CO is primarily made on the basis of the performances of the students in internal exam assesment .

The internal exam assesment has weighate of 25 % while 75% weightage is given through the semester examination of theGGS IP Univiversity

The knowledge and skills aimed for the course outcomes are assessed through the semester examination, sessional examinations, along with a process of continuous internal evaluation that includes home assignments, group discussions, seminar presentations, quizzes, etc., throughout the semester.

Learning outcomes of the students are regularly monitored by the departments and appropriate remedial measures are taken for desired course outcomes. Moreover, departments assess the program specific outcomes after semester results and chalk out desirable interventions to achieve better outcomes. The attainment of PO is assessed through the student progression record.

Counselling cell of the Institute helps in resolving students' problems – academic, psychological etc. supporting them to attain the programme outcomes. Grievance and Redressal mechanism functions effectively, helping the students in converting their problems into academic achievement. Periodic parent teacher interactions also help the institution to check for the attainment of the outcome.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

**2.6.3 Average pass percentage of Students****Response:** 99.48

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 193

2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution

Response: 194

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**2.7 Student Satisfaction Survey****2.7.1 Online student satisfaction survey regarding teaching learning process****Response:**

## Criterion 3 - Research, Innovations and Extension

### 3.1 Resource Mobilization for Research

**3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)**

**Response: 5**

3.1.1.1 Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
3	0	2	0	0

File Description	Document
List of project and grant details	<a href="#">View Document</a>
e-copies of the grant award letters for research projects sponsored by non-government	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**3.1.2 Percentage of teachers recognised as research guides at present**

**Response: 12.12**

3.1.2.1 Number of teachers recognised as research guides

Response: 4

File Description	Document
Any additional information	<a href="#">View Document</a>

**3.1.3 Number of research projects per teacher funded, by government and non-government agencies, during the last five year**

**Response: 0.33**

3.1.3.1 Number of research projects funded by government and non-government agencies during the last five years

Response: 02

## 3.1.3.2 Number of full time teachers worked in the institution during the last 5 years

Response: 30

File Description	Document
Supporting document from Funding Agency	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Funding agency website URL	<a href="#">View Document</a>

## 3.2 Innovation Ecosystem

### 3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge

**Response:**

Delhi Institute of Advanced Studies had set up an Entrepreneurship Development Programme (EDP) Cell in March 2010. Entrepreneurship is a key element in the industrialization and economic progress of a nation. EDP Cell at DIAS was established with the objective of fostering innovation and promoting entrepreneurial skills among students. Hence, an Entrepreneurship Development Cell was constituted in the Institute with a dedicated team of actively working faculty who has an industry exposure along with some student representatives

with the vision of:

- ? creating awareness about entrepreneurship by providing Entrepreneurship education and training,
- ? developing an Entrepreneurial mind-set by imparting key skills such as business plan preparation, strategy, personal selling, creative thinking, and communication
- ? providing a platform for mobilizing upcoming entrepreneurial talent and connect it to networks of ideas, mentors and funding.

With an aim to promote entrepreneurship among the students, the cell organized several programs throughout the period of 2015-2019. A couple of certification courses in collaboration with organizations such as NIESBUD were conducted for the students to enlighten them about the procedure for taking loan from Bank, Marketing of Products, preparation of Detailed Project Report, various Government Schemes, Subsidies & Institutional Help. The Cell also organized various Guest lectures on trending issues such as Social Entrepreneurship, Women entrepreneurship, Startup Culture in India, Customer Relationship Management (CRM), etc. by inviting young and seasoned entrepreneurs, organizing Intra and Inter Business Plan competitions for broadening the horizon of the students. Various workshops in association with IIT Bombay and other prestigious organizations were conducted which enabled students to view Entrepreneurship as a process and envisage building up a business model for setting up a successful business venture.

On 21st March 2019, the EDP Cell, DIAS had set up an Incubator Cell named as DIAS Incubator Centre to provide assistance to budding entrepreneurs to start new ventures. The center started its operation as part of the Research & Innovation Cell which is located at Lab. No. 1 Ground Floor of our campus. DIAS Incubator Centre provides various types of services like B-Plan preparation, technical assistance, advisory

services, work place for a limited period, and connect to its students and interested external participants. The Institute's alumni have also started their ventures and continuously motivate, encourage and provide support to the interested students.

Entrepreneurship Development is also taught as part of curriculum at the under graduate and post graduate levels aiming at instituting entrepreneurship skills in the students by giving an overview of who the entrepreneurs are and what competences are needed to become an entrepreneur. It helps in grasping entrepreneurship, based on 3S Model of Stimulate, Sustain and Support, so that a spirit of entrepreneurship can be inculcated among the student participants.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

**Response:** 201

3.2.2.1 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
62	41	33	40	25

File Description	Document
Report of the event	<a href="#">View Document</a>
List of workshops/seminars during the last 5 years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 3.3 Research Publications and Awards

**3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research**

**Response:** Yes

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards

**Response:** Yes

File Description	Document
e- copies of the letters of awards	<a href="#">View Document</a>

### 3.3.3 Number of Ph.D.s awarded per teacher during the last five years

**Response:** 0.5

3.3.3.1 How many Ph.Ds awarded within last five years

Response: 02

3.3.3.2 Number of teachers recognized as guides during the last five years

Response: 04

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 3.3.4 Number of research papers per teacher in the Journals notified on UGC website during the last five years

**Response:** 1.99

3.3.4.1 Number of research papers in the Journals notified on UGC website during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
26	10	11	5	9

File Description	Document
List of research papers by title, author, department, name and year of publication	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 3.3.5 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years

**Response:** 5.78

3.3.5.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
34	34	30	38	41

File Description	Document
List books and chapters in edited volumes / books published	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 3.4 Extension Activities

### 3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

**Response:**

Social Responsibility Cell of DIAS- 'Kartavaya' aims to inculcate moral, ethical and social commitment values in the students by involving them in various community-oriented activities across various segments of the society. They try to make a difference in the well-being and facilitate the process of uplifting the vulnerable population.

The Cell motivates young students to come together and jointly work for the benefit of the society. Students visit different places like Asharan (orphanage), Indian Association for Blind, Bhumi, (non-profit organization for youth), Subhakshika (open shelter home), Blind school for Adults etc.

Student volunteers of DIAS interact and conduct various activities like drawing competition for the children, prize distribution to the winners. Eatables are distributed amongst the kids and staff along with other donation items like clothes, stationery, household items etc. Students emphasize the importance of hygiene and cleanliness with the motto of Swacch Bharat, celebrating different festivals like Holi, Diwali,

Children's Day etc.

Many social issues are also highlighted by the cell. Awareness Programmes are conducted to sensitize students about prevailing social problems and ways of dealing with them. Some of the programs conducted were related to National Sanitation Drive initiated by Ministry of Urban Development, HRD, Beti Swabhiman Divas- "Beti Bachao Beti Pado (BBBP)" scheme Conducted by MHRD etc.

DIAS takes initiatives to encourage and motivate the girl students to perform better and cope with various challenges in life. The male students are also sensitized towards the issues of gender equality and infuse a sense of responsibility and tolerance towards different sections of the society.

Girl students are sensitized about the prevalent problems and how to deal with them. To ensure their safety self defence workshops are conducted in the institute in association with the Parivartan cell of Delhi Police. The Mission Statement of Parivartan cell of Delhi Police is to change the patriarchal mindset of society toward women to substantially reduce violence against women particularly rape in the city and to create an atmosphere of safety wherein women would feel safe and secure.

Self Defense training programmes leads to empowering the women and girl child to tackle the untoward situations on their own by providing them with suitable training in martial arts, self-defense techniques and tips to keep the mind alert in difficult situations. This training is an important life skill appreciated by all the girl students.

Cell activities have a positive impact on the performance of the students. They become more vigilant and socially responsible. The Social Responsibility Cell of DIAS plays a vital role in imparting social commitment values in the students. It has enabled the volunteer students to demonstrate commitment to a cause and experience the joy of helping others. The students are encouraged to contribute their time by making sincere efforts with zeal and participate in the events to accelerate social and economic change in the society. They received an opportunity to be with people who are different from them and to be able to make a difference in someone's life.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

**Response: 21**

3.4.2.1 Total number of awards and recognition received for extension activities from Government /recognised bodies year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
5	5	4	5	2



File Description	Document
Number of awards for extension activities in last 5 years	<a href="#">View Document</a>
e-copy of the award letters	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 3.4.3 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the last five years

**Response:** 125

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
32	27	26	23	17

File Description	Document
Reports of the event organized	<a href="#">View Document</a>
Number of extension and outreach programs conducted with industry,community etc for the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

**Response:** 77.82

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
461	379	336	317	283

File Description	Document
Report of the event	<a href="#">View Document</a>
Average percentage of students participating in extension activities with Govt or NGO etc	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 3.5 Collaboration

#### 3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

**Response: 25**

##### 3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
8	7	4	3	3

File Description	Document
Number of Collaborative activities for research, faculty etc	<a href="#">View Document</a>
Copies of collaboration	<a href="#">View Document</a>

#### 3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

**Response: 9**

##### 3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

2018-19	2017-18	2016-17	2015-16	2014-15
4	2	1	1	1

<b>File Description</b>	<b>Document</b>
e-copies of the MoUs with institution/ industry/ corporate house	<a href="#">View Document</a>
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

MAAC

## Criterion 4 - Infrastructure and Learning Resources

### 4.1 Physical Facilities

**4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.**

**Response:**

- Delhi Institute of Advanced Studies is an eco-friendly Institution, which is an elementary need of the hour. The Institute provides learning resources and modern facilities as per curriculum requirements and norms of statutory/ regulatory bodies. The adequacy norms with respect to classrooms, library, laboratories, computing equipment etc. are followed as per statutory body standards, i.e. for MBA the AICTE norms and for BBA & B. Com. (H), GGSIPU norms. All the teaching –learning facilities, help to achieve academic excellence in accordance with Vision and Mission of the Institution. These resources include classrooms, Library and Computer labs.
- 
- **Class rooms:**
- To meet the changing requirements of faculty and students in teaching-learning process, the Institution provides adequate infrastructure specified by various statutory bodies mentioned above. The Institution has 12 LCD fitted multimedia classrooms to be utilized by teachers and students. In addition to this, there are seven classrooms with smart boards. One classroom is used for the conducting tutorial and remedial classes. All the classrooms have adequate natural light and airing. These are well furnished, fully air conditioned, connected with Wi-Fi, have ample natural light and ventilation, which supports effective teaching- learning experience at the Institute.
- **Library**
- Library of the institute is well equipped with latest edition of textbooks, reference books, journals, rare books and E-resources. It has member-ship of DELNET, EBSCO and American Centre Library to access and disseminate up-to date information amongst faculty and students. There are around 1100+ e-resources with full text access in DELNET and 9000+ e resources with full text in EBSCO. The library has 22,497 textbooks, 6,786 reference books, 240 e-books, 58 journals, 656 e-journals, 3 digital databases and 158 CDs and videos.

The library has huge reading rooms with seating capacity of around 100 people. The first floor reading room of the library comprises of Journals, Magazines and Newspapers for reading and browsing e -resources. It is equipped with latest ICT facilities. It has acquired automation of ILMs; NETLIB software in the year 2005 (Version 3.0.3, which is fully automated) and has access to OPAC, SAGE website and Prowess-CMIE data. This facility helps in research pursuits of teachers

and students. There are 8 computers in the library and 3 computers in the book bank to access information promptly. The Book bank facility to provide students books in every semester is also in place. Similarly, Language lab offers Spears Language Lab, a licensed software to enhance the communication skills of students.

- **Computer Labs and computing equipments**

- The Institute has state of the art well-furnished computer labs, with 190 computers and internet enabled computing centers to serve the day-to-day needs of students. Computing and networking services such as desktops in faculty rooms, library and offices, LAN facility & Wi-Fi facility with uninterrupted Internet (40 Mbps) are accessible to students and teachers throughout the campus area, which facilitate the effective teaching learning process in the Institute. Licensed software with updated versions, as well as free software are provided for academic purposes as per prescribed norms.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

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

**Response:**

The holistic development of students depends upon their intellectual agility and physical fitness, as ‘a healthy mind resides in a healthy body’. In the Institute, sports/ games and cultural activities are taken care by Students Technology Forum, which conducts various sports, extracurricular and cultural activities. For sports activities, there are student in-charges for different sports, who conduct trials and make selection of team members under the guidance of STF faculty in-charges. To promote students’ participation in extra-curricular activities different cultural societies have been formed, namely, Aagaz Society for dramatics, Venom Society for dance, Tarang Society for singing, Words Worth Society for literary pursuits, Impressions Society for photography and Navayata Society for fashion.

The Institute has facilities for Indoor Games in the activity room, which has been specially assigned for

indoor games. The students have been provided Table Tennis tables and rackets, Carom boards, Chess and the Chinese checkers etc. for their recreation in free hours in the activity room. Apart from it, for outdoor games like Badminton and Volley Ball, there are courts available in the Institute's premises. For field games, like football and cricket the Institute has a tie-up with its sister concern, Sachdeva Public School, Rohini. Our students have their sports practice for football on 110m. x 65m. Play-ground of Sachdeva Public School under the guidance of qualified coach. Similarly, students have their cricket practice on the cricket field of Sachdeva Public School. The purchase of sports equipment for stock replenishment, as well as dresses for team members during sports-meets and tournaments, are undertaken by the STF in-charges regularly, as per students' requirements. Students practice throughout the year and participate in various competitions and events organized by the GGSIP University or other colleges and universities. Every year Intra College T-20 Match is conducted; few glimpses of the sports activities have been shown in the links herewith.

Yoga sessions are also organized in Institute's auditorium, for the benefit of the students and faculties. For self-defense, Judo classes are also arranged for girl students.

For cultural activities musical instruments, sound system and mikes are provided to the students as per their requirement. In performing arts like group-dance, choreographer is hired from outside and for dramatics alumni assists in guiding students. The amphi-theatre or open auditorium facility is also there for practices of students' cultural activities. The students come forward to participate and by shedding their apprehensions/ inhibitions explore their potential and gain more self-confidence. Our students have not only bagged prizes for themselves but have brought laurels to the Institution in various Inter-college and university level competitions. The annual cultural festival of DIAS, ECSTASY is an effort to provide the students a platform for showcasing their talents and skills. This gives students an opportunity to hone their organizing skills, sense of responsibility, accountability and confidence. Students from many colleges, in and around Delhi & NCR participate in this festival. The link indicates different hues of excitement and vivacity in ECSTASY over the years.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

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

**Response:** 100

##### 4.1.3.1 Number of classrooms and seminar halls with ICT facilities

**Response:** 14

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	<a href="#">View Document</a>
any additional information	<a href="#">View Document</a>
Link for additional information which is optional	<a href="#">View Document</a>

#### 4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

**Response:** 11.68

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
53.00	33.00	25.00	20.75	17.5

File Description	Document
Details of budget allocation, excluding salary during the last five years	<a href="#">View Document</a>
Audited utilization statements	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 4.2 Library as a Learning Resource

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

**Response:**

- Name of ILMS software-**NETLIB software**
- Nature of automation (fully or partially)- **Fully**
- Version-**3.0.3**
- Year of Automation-**2005**

Year	ILMS Software
2014-15	NETLIB software
2015-16	NETLIB software
2016-17	NETLIB software

2017-18	NETLIB software
2018-19	NETLIB software

An integrated library system (ILS), also known as a library management system (LMS) is an enterprise resource planning system for a library, used to track items owned, orders made, bills paid, and patrons who have borrowed. The library of the institute is well furnished with latest edition of textbooks, reference books, journals, rare books and E-resources. It is having the membership of DELNET from Delnet Developing Library, EBSCO from EBSCO Information Services India and American Centre Library. There are around 1100+ e-resources with full text access in DELNET and 9000+ e resources with full text in EBSCO. The library has 22,497 textbooks, 6,786 reference books, 240 e-books, 58 journals, 656 e-journals, 3 digital databases and 158 CDs and videos. The working hours of the library is from 9AM-5:30PM. Total area of the institute's library is 256.93 square meters. The library has the seating capacity of 100 people. The first floor of library housing Journals, Magazines and Newspapers, is a reading room for browsing e -resources and journal reading. The institute also has a Book Bank on the third floor. It has a large reading room (seating capacity =100 persons). It is equipped with latest ICT requirements and acquired automation of ILS: NETLIB software in the year 2005, Version 3.0.3 which is fully automated. It is a member of the American Centre Library. It has access to OPAC and SAGE website. Latest software is available in the library i.e. Prowess-CMIE which can be accessed for research purpose. The library infrastructure is strengthened significantly, 8 computers in the library and 3 computers in the book bank have been installed to facilitate research activities by the faculty members and the students. The Wi-Fi speed for accessing the internet facility provided by the library to the students and faculty members for undertaking academic and research activities is 40 mbps. The faculty can also access e-journals and e-books facility available in the library to augment teaching learning process. The library infrastructure is worth supporting research activities by the faculty and students. New books are ordered as per the requirements of the students and faculty members by giving the requisition to the assistant librarian. The faculty members of the institute are required to submit the book review after a thorough analysis of the contents of the respective books of different authors to be ordered by them. The book requisition is required to be duly approved by the coordinators and the director of the institute. The library maintains accession register in which entry is made with accession number as and when a new book is arrived. It also maintains a visitors book separate for students and the faculty members. Entry is made to the register with the book number that is issued by the students and the faculty members.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

#### 4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

**Response:**



Millions of books, pamphlets, magazines, newspapers, and broadsides have been published since the invention of printing more than five hundred years ago. Only a small portion of these pieces, however, would be considered “rare” by specialists. In simple terms, books achieve a degree of rarity only when demand exceeds supply. The most essential factor in determining rarity is the book's intrinsic importance, or how important the book is considered to be in its field. Only books with some acknowledged importance will have a consumer demand that creates market value and a sense of rarity. To be valuable in the market place and thus command a premium price, a book must satisfy at least one, and usually more, of six criteria. First is scarcity of copies. Books printed in editions of 25,000 copies or more usually do not become rare. On the other hand we can all think of family memoirs privately printed in editions of perhaps a dozen or fewer copies for distribution to family members. Most of these extremely scarce books have no interest whatsoever to anyone outside of the families concerned and are frequently close to worthless unless they concern a figure of historic importance. Rare Books are important objects of study not just for the content they contain. They offer a way to experience the past. The physical aspects of books and the development of printing methods can lend insight into the culture and intellectual spirit of a specific time period. Condition is a major factor in determining a book's value along with intrinsic importance, supply and demand. Condition refers to both the book's external physical appearance and the completeness of its contents. A book in "fine" condition is complete in all respects, has no tears or other signs of misuse or overuse, and is in an original or appropriate and intact binding. A book that has been rebound or is in less than fine condition must be very important or in high demand to be of substantial value. These books provide evidence about the past in terms of how books were made and used in society. The library of the institute is housing 124 rare books downloaded from the Rare Books Society of India and is having vast knowledge resources for library enrichment. The Rare Book Society of India is the first of its kind - it is a virtual space for rare book collectors and history buffs to read, discuss, rediscover and download lost books. Sourcing from digital libraries such as The Internet Archive, Google Books and the online collections of various museums around the world and shows each piece as a part of a grander whole. Covering broad and diverse areas such as Spoken English, developing presentation skills, verbal ability, Diversity in countries, India's contribution to management, art of public speaking, Education and power, improving self identity, sacred writings, religious texts based on sufism, General Identity roles, Family values, tips to lead a successful life, cracking interviews, Economic history of India etc.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

#### 4.2.3 Does the institution have the following:

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases

**A. Any 4 of the above**

**B. Any 3 of the above**

**C. Any 2 of the above**

**D. Any 1 of the above**

**Response:** A. Any 4 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

**Response:** 3.81

4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
3.49	4.03	5.63	2.49	3.39

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	<a href="#">View Document</a>
Audited statements of accounts	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 4.2.5 Availability of remote access to e-resources of the library

**Response:** Yes

File Description	Document
Any additional information	<a href="#">View Document</a>

#### 4.2.6 Percentage per day usage of library by teachers and students

**Response:** 40.58

4.2.6.1 Average number of teachers and students using library per day over last one year

Response: 250

File Description	Document
Any additional information	<a href="#">View Document</a>

### 4.3 IT Infrastructure

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

**Response:**

The Institute provides its students with state of the art, well-furnished computer labs, with 190 computers; computing centres with internet enabled computers to serve the day-to-day computing needs of students;

LAN facility & Wi-Fi facility is available throughout the campus area.

To develop interactive skills of students, there is Language lab with student consoles equipped with language lab software and digitized audio/video material.

The Institute has a fully operational high speed dedicated Internet (40 Mbps) connection & Wi-Fi to provide uninterrupted Internet access to the students.

All the class rooms are equipped with LCD Projectors and screens alongwith visual facility. Adequate provision for the usage of computer systems in the class rooms with LAN and Internet have been made.

The Institute has 7 smart classrooms for better teaching learning process.

The Institute has 33 CCTV cameras in all the major points.

The maintenance of computer, Internet Wi-Fi networking, installation of software and maintenance and up gradation of hardware is done from time to time.

The college takes the help of experts for maintenance and repairs of computers and also for upgradation of its website. Website AMC was given to M/S Design Mantra for time to time updates.

**IT policy with regard to:**

**IT Service Management**

The Institute adopts best practices for scalable and sustainable implementation of all IT services. It provides computing and networking services such as desktops, Wi-Fi based internet to all departments, library and offices.

Appropriate standards are followed for selection, purchase, setup and maintenance of all computing and networking equipment.

### **Information Security**

The Institute provides necessary and sufficient education and training to the users of the computing and networking resources so that they can understand the importance of information security in general and exercise appropriate care while handling confidential information in particular. The proxy servers are configured to block spams and malicious attachments.

### **Network Security**

The Institute follows appropriate safety standards for protecting information against generic threats posed by computer hackers and intruders. Standard Firewall settings are used for secure data transmission and restrict intrusion.

### **Risk Management**

The sites with malicious contents are blocked so as to prevent the risk of accessing unsecure stuffs from unreliable and harmful sources. Attacks on the Institute network or systems are detected by Institute network and system managers.

### **Software Asset Management**

It insists upon use of licensed or open source software and strictly prohibits the usage of pirated and unlicensed software. Licenses of all software are maintained by the system manager.

### **Open Source Resources**

For judicious utilization of fund as well as not to violate the licensing agreements in use of advanced software tools, the Institute emphasizes on use of free and open source software. Availability of free licenses or open source products is first checked before going for purchase of any software.

### **Green Computing**

Green computing has become the global trend and necessity of the time. Staying ahead in this trend of

energy efficiency model, the Institute promotes Green computing adapting the best practices by using energy efficient CPUs, peripherals, projectors, UPS and Servers. This ensures less power consumption. The University shows its environmental responsibility by reducing the resource consumption when not required.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

#### 4.3.2 Student - Computer ratio

**Response:** 3.07

File Description	Document
Any additional information	<a href="#">View Document</a>

#### 4.3.3 Available bandwidth of internet connection in the Institution (Lease line)

**>=50 MBPS**

**35-50 MBPS**

**20-35 MBPS**

**5-20 MBPS**

**Response:** 35-50 MBPS

File Description	Document
Any additional information	<a href="#">View Document</a>

#### 4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

**Response:** Yes

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link to photographs	<a href="#">View Document</a>

#### 4.4 Maintenance of Campus Infrastructure

##### 4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

**Response:** 69.06

4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
224.33	186.07	165.93	139.00	144.59

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	<a href="#">View Document</a>
Audited statements of accounts.	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

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

**Response:**

##### **Regular maintenance of physical, academic and support facilities-**

Regular maintenance and civil work are a consistent feature at the Institute for the upkeep of physical infrastructure of institute. The maintenance of campus facilities including Building, Furniture, Vehicles, lifts, power generators 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 or students is brought to the notice of Administrative Officer/Director and an immediate action is taken. Complaints can be lodged in the register kept at the

reception. Equipment like Generator, Fire System, Computers, Furniture etc. are repaired/serviced at an interval of reasonable period. The calibration for sensitive equipment like LCD Projectors, Computers and lifts are maintained by specialized company with whom the Institution has long term tie-up and understanding. Major repairs, like repair of sheds and white wash etc. are carried out annually or as per requirement, with the approval of Director and Chairman. The furniture in Classrooms, Office rooms, Faculty rooms, Conference Hall, Amphi-theatre, Boys' Common Room/ Girls' Common Room, Sports Room, fixtures and fittings in rest rooms, canteen area and water coolers are checked and repaired from time to time.

### **Computer Labs-**

The centralized server-room and four computer labs, which facilitate enriching teaching learning process, are maintained with latest state of art technology. Licensed software in updated versions like MS-office and other free ware software are provided for academic purposes as per prescribed norms. Digitized audio and video material is provided to develop interactive language skills of the students. The standard Firewall settings are implemented to secure data transmission and restrict intrusion. Licenses of all software are maintained/ renewed by the system manager. The maintenance of computer, Internet Wi-Fi networking, installation of software, maintenance and up gradation of hardware is done time to time. The Institute takes the help of experts for maintenance and repairs of computers as well as for the upgradation of its website. Website AMC was given to M/S Design Mantra for time to time updates. Updated Computer Configurations and Servers Configuration are a regular feature at the Institute.

To ensure less power consumption, the Institute promotes Green computing and energy efficiency model by using energy efficient CPUs, peripherals, projectors, UPS and Servers. Continuous refurbishment of hardware is undertaken by the Computer Lab In-charge, as obsolete computers and printers are weeded out and new appliances are restored every now and then. Appropriate standards are followed for selection, purchase, setup and maintenance of all computing and networking equipment.

### **Library-**

Library is the reservoir of knowledge in teaching learning process. Following a mechanism for maintenance and upkeep of the library at the Institute, the latest edition of textbooks, reference books, journals, rare books and e-resources are added on a regular basis. The new books are procured on the basis of recommendations from all the departments with a fair distribution across all specialties. 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 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. Stock verification is undertaken annually, and old editions are weeded out. The

policies for weeding out of old titles, schedule of issue/ return of books etc are formulated by Library Committee. The weeding out activity is undertaken by the library staff and duly approved by the HODs and Director.

To make information acquisition process prompt and easier, internet facility has been provided with Wi-Fi speed of 40 mbps. More and more e-journals & e-books are subscribed every year for easy and open access by the students as well as teachers. The library has secured the membership of DELNET from Delnet Developing Library, EBSCO from EBSCO Information Services India and American Centre Library. OPAC facilities have also been provided to search the availability of books. The license and AMC facility for the software is provided by an external vendor.

### **Sports Complex**

The sports area earmarked for indoor games as well as Badminton court and volleyball courts inside Institute's premises are maintained well. Purchase and upkeep of sports equipment is done by the respective In-charges regularly, as per requirements of students. The playgrounds for field sports are maintained by Sachdeva Public School. The arrangements for dress and playing kit for students participating at Inter-college level are undertaken by the Institute as and when required.

### **Computers and Support facilities-**

Equipment like computers and projectors etc. are maintained with suitable laid down methods of maintenance. Support services such as telephones, intercoms, generator, internet facilities including Wi-Fi and broadband, CCTV cameras, Fire-fighting services, cleaning of water tanks, lifts and pest control are provided and maintained through recognized vendors.

### **Classrooms -**

The classroom furniture, smart boards, computers, projectors, speakers, CPUs, intranet and internet facilities are essential tools in effective teaching learning process. The HODs of all the programmes (MBA, BBA & B.Com.(H), keep supervising and informing about the students' requirements to the Director. Decisions are taken in joint consultation with all the concerned authorities.



**Periodic replenishments-**

These include new technological gadgets, vehicles, furniture pieces and books in the library as per requirement every year.

**Purchase Process-**

A systematic and transparent purchase process is followed to avoid any time-lag. For every commodity to be purchased in the organization, various quotations are called from different suppliers. Assessing the features, quality, functioning and price of the product the decision for purchase is taken up. The Asset Register detailing out date of the purchase and quantity in stock is also maintained. The requirement/determination of all the above-mentioned facilities are made by concerned person, duly verified and approved by the Programme Coordinator/Administrative Officer as applicable. This is further approved by the Director with the final approval provided by the Chairman.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

## Criterion 5 - Student Support and Progression

### 5.1 Student Support

#### 5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

**Response:** 0.75

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
6	6	4	2	0

File Description	Document
Upload self attested letter with the list of students sanctioned scholarships	<a href="#">View Document</a>
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

**Response:** 1.69

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
8	8	8	6	8

File Description	Document
Any additional information	<a href="#">View Document</a>

#### 5.1.3 Number of capability enhancement and development schemes –

1. For competitive examinations
2. Career counselling
3. Soft skill development
4. Remedial coaching
5. Language lab
6. Bridge courses
7. Yoga and meditation
8. Personal Counselling

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

**Response:** A. 7 or more of the above

File Description	Document
Details of capability enhancement and development schemes	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link to Institutional website	<a href="#">View Document</a>

#### 5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

**Response:** 100

5.1.4.1 Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
583	474	420	397	403

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years****Response:** 0.86

## 5.1.5.1 Number of students attending VET year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
2	6	3	3	5

**File Description****Document**

Details of the students benefited by VET

[View Document](#)

Any additional information

[View Document](#)**5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases****Response:** Yes**File Description****Document**

Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee

[View Document](#)

Details of student grievances including sexual harassment and ragging cases

[View Document](#)

Any additional information

[View Document](#)**5.2 Student Progression****5.2.1 Average percentage of placement of outgoing students during the last five years****Response:** 83.47

## 5.2.1.1 Number of outgoing students placed year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
128	140	150	150	154

File Description	Document
Self attested list of students placed	<a href="#">View Document</a>
Details of student placement during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 5.2.2 Percentage of student progression to higher education (previous graduating batch)

**Response:** 1.55

#### 5.2.2.1 Number of outgoing students progressing to higher education

Response: 3

File Description	Document
Upload supporting data for student/alumni	<a href="#">View Document</a>
Details of student progression to higher education	<a href="#">View Document</a>

### 5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

**Response:** 100

#### 5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil services/ State government examinations) year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
13	13	5	4	2

#### 5.2.3.2 Number of students who have appeared for the exams year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
13	13	5	4	2

File Description	Document
Upload supporting data for the same	<a href="#">View Document</a>
Number of students qualifying in state/ national/ international level examinations during the last five years	<a href="#">View Document</a>

### 5.3 Student Participation and Activities

#### 5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national / international level (award for a team event should be counted as one) during the last five years.

**Response:** 37

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

2018-19	2017-18	2016-17	2015-16	2014-15
8	9	6	9	5

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	<a href="#">View Document</a>
e-copies of award letters and certificates	<a href="#">View Document</a>

#### 5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

**Response:**

Delhi Institute of Advanced Studies (DIAS) provides platform to students for their active participation in the various committee's activities. This empowers the students in gaining leadership qualities, coordination and execution skills providing them 360° holistic development.

Each committee has a student member who actively participate in day to today activities of the committee. The committee comprises of highly motivated students who under the able guidance of the faculty members work towards achieving the desired objective of the respective committees. Every class has elected Class representatives one male and one female student. They are assigned the responsibility of forwarding the views and suggestions of the students with respect to the academic issues pertaining to the class. The names of the class representatives are displayed on the notice board and published in our

Quarterly Newsletter DIAS Times. The Student Industry Interface Committee (SIIF) takes care of placement activity. The students are selected after adopting due procedure. The selection is undertaken by the senior students and faculty advisors. The student members help in organizing several activities like PDP sessions, alumni interaction sessions, pre-placement talks to enhance the aptitude and skills of the students. Other activities include maintenance and updating notice board, students' database, companies' database, records for uploading on websites and other social networking platforms. The student committee members liaison with corporate/Industry on various parameters such as for Industry Expert Interaction, Internship Opportunities & On/Off Campus Drives. They pitch to the recruiters for inviting them to the campus.

Student Technology Forum (STF) provides a platform to the students where they can enhance their co-curricular and extra-curricular skills. These skills include goal setting, teamwork, time management, prioritization, problem solving, analytical thinking, leadership and public speaking skills. Under STF the student coordinators promote the events for enhanced participation through website & social media platforms. Students also manage the liasoning activities with other universities and colleges for participation in various events of the Institute. The Annual Cultural Festival, Ecstasy is also handled by the members of STF along with the faculty advisors. This helps them in developing all the required management skills.

Other committees such as Corporate Academia Interface Committee, Research Committee, Eco Club, Internal Quality Assurance Cell, Entrepreneurship Development Cell, Conference Committee and FDP Committee, Anti-ragging Committee and DIAS Times, Quarterly News letter also have student coordinators/ members who are involved in various activities conducted/organized by the committee. DIAS extends all the necessary support to the student coordinators in planning organizing and conducting the events. It helps in enhancing their empathy levels, communication skills, building confidence and team building attitude. The student coordinators are also presented with certificates of appreciation for their contributions.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

**Response:** 14

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
16	15	15	14	10

File Description	Document
Report of the event	<a href="#">View Document</a>
Number of sports and cultural activities / competitions organised per year	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 5.4 Alumni Engagement

### 5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

#### Response:

A strong alumni network by itself can be the best source available for building relationships, both business and personal. However, with the presence of many alumni groups on various social networking platforms, the attention and time spent by the alumni on each of them gets diversified. It therefore becomes important to bring them under one umbrella as it lets the alumni, students and college to collaborate and communicate on a single platform. Alumni are the brand ambassadors of the college and a strong and diverse alumni base is biggest asset of the institution. The college has an Alumni Association which at present, is unregistered. The Alumni Association was established in 2003. For coordinating the activities of the alumni association, there is an Alumni Committee in College, consisting of two faculty coordinators which selects students coordinators every year through interview. To give a common platform for networking among themselves and a reconnecting with their Alma Matter institute organizes Alumni meet – Samanway. The first alumni meet was organized on 2005. We have members enrolled with the DIAS alumni association. A Facebook group has also been created to facilitate active interaction among the members of the Alumni association.

**(1) Fund-raising** - A strong alumni association can be one of the biggest benefactors of an institution that can contribution towards various developmental activities of the institution.

**(2) Placements** - the alumni network of a college is one of the biggest sources of placement opportunities to the students. Alumni can help students get placed at their respective organizations.

**(3) Mentorship and Scholarships** - alumni can play an active role in voluntary programmes like mentoring students in their areas of expertise. They could also play a significant role in contributing scholarships to deserving students.

**(4) Career Guidance** - alumni is a huge talent pool whose guidance can be beneficial to many students and other fellow-alumni in their respective areas of study.

**(5) Networking Platform** - alumni network by itself is one of the best professional networking platforms



available today.

DIAS is proud of its Alumni base who have carved a niche in their domain across the globe. Our alumni are actively involved in corporate mentorship, providing placement leads, contributing in monetary form as scholarships and in non-monetary form by providing softwares like ERP systems and feedback systems

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

#### 5.4.2 Alumni contribution during the last five years(INR in Lakhs)

? 5 Lakhs

4 Lakhs - 5 Lakhs

3 Lakhs - 4 Lakhs

1 Lakh - 3 Lakhs

**Response:** 1 Lakh - 3 Lakhs

File Description	Document
Any additional information	<a href="#">View Document</a>
Alumni association audited statements	<a href="#">View Document</a>

#### 5.4.3 Number of Alumni Association / Chapters meetings held during the last five years

**Response:** 10

##### 5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
2	2	2	2	2

<b>File Description</b>	<b>Document</b>
Number of Alumni Association / Chapters meetings conducted during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Report of the event	<a href="#">View Document</a>

NVAAC

## Criterion 6 - Governance, Leadership and Management

### 6.1 Institutional Vision and Leadership

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

##### Response:

##### VISION

*“We strive to provide a dynamic learning environment for imparting holistic education that inculcates professional excellence, induces competitive spirit, instils 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.”*

The Institute has Internal Quality Assurance Cell (IQAC) to develop a system for conscious, consistent and catalytic improvement in the overall performance of the Institution. It also promotes measures for Institutional functioning towards quality enhancement through internalization of quality culture and Institutionalization of best practices.

The Governing Body of the Institute works in close collaboration with the Director and Academic Director to regulate and maintain an amicable and scholastic environment required for this purpose. The Academic Director, Director and Programme Coordinators along with the faculty and staff members implement the decisions and policies of the management.

The Academic Director, Director and the Programme Coordinators meet regularly to discuss and further implement important decisions regarding academic, extra-curricular and co-curricular activities of the Institute. The Institute strictly adheres to the Academic calendar (made in consensus with university calendar) to accomplish its objectives.

##### **Participation of Teachers in Decision-Making Bodies.**

- Teachers discharge an important role in implementing the vision and mission of the Institute and to that end play a proactive part in the decision-making process.
- Director along with few faculty as teacher representatives are the members of the Governing Body

- Heads of Departments enjoy considerable administrative and academic autonomy in running their disciplinary units.
- IQAC Cell of the Institute is made functional by heads of the departments and other senior faculty members under the supervision of the Director
- Faculty members are conveners/coordinators of the various committees that are instituted for the day-to-day functioning of the Institute.
- Faculty/Teachers discharge an energetically pervasive role as motivators and spearheads of cultural and socially conscious activities in the Institution by steering not only the committees related to academics but also extra-curricular activities

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 6.1.2 The institution practices decentralization and participative management

#### Response:

At DIAS, we follow a decentralized system of management by delegating the authority and providing operational autonomy to all the various functionaries.

- The Institute is headed by a Governing Body which delegates all the academic and operational decisions to the Director under the guidance of the Academic Director.
- To Director formulates common working procedures and entrusts the implementation with the faculty members through Programme Coordinators, who are further assigned an Academic Coordinator to coordinate all academic activities in the Institute.
- The Faculty members are entrusted with the responsibilities in the form of various committees and are allowed to conduct various programs to enhance overall development of the students. Each Committee also has Student Coordinators as a liaison between students and the faculty coordinators.
- The members of staff play equally significant roles to participate in the decision-making system of the Institute. The Staff is headed by Administrative Officer to take care of the administrative tasks in Institute under the instructions of the Director.

#### Participative Management

At the Institute, we promote culture of participative management wherein the faculty members, staff and students are involved in various activities. All decisions of the Institution are taken by the Director under the guidance of the Academic Director. Students, faculty and staff provide suggestions to improve the excellence in the Institute.

- The Director, Programme coordinators and staff members are involved in defining the policies and

procedures, framing guidelines and rules & regulations pertaining to placement, discipline, grievance, counseling, training & development etc., and effectively implementing the same to ensure smooth and systematic functioning of the Institute.

- For the various programs to be conducted by the Institute, all faculty members meet, discuss, share their opinion and plan for the event and form various committees involving students.
- Office staff are involved in executing day to day support services for both students and faculty

### CASE STUDY-Academic Coordination

- **Preparation of Academic Calendar:** Academic Calendar is prepared by the committee on the lines of the University Calendar.
- **Subject Allocation:** Subjects are allocated after taking preference of all the Faculty members according to their specialization which is finally approved by the Director.
- **Preparation of Academic Inputs:** Faculty members are required to prepare Lecture Plans where they mention the contents of the lectures to be covered in the entire session, add recent articles and books to provide updated knowledge to the students and Question Bank to provide recent examination questions. Requisition for new titles or new editions of existing titles are given in the library for procurement of books for the students.
- **Preparation of Time Table:** Academic Coordinators under the supervision of programme coordinators of all the courses discuss to prepare the time table and mail it the faculty, staff and students before the commencement of the session.
- **Conduct of Academic Session:** The Academic Committee works in consensus with all the other faculty for the smooth conduct of all the academic activities and the extra-curricular activities aiming towards the holistic development of the students

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

## 6.2 Strategy Development and Deployment

### 6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

**Response:**

#### Placements at DIAS

**The Placements at DIAS are done under the aegis of SIIF (Student Industry Interface Forum)**

SIIF aims at providing 100% placement assistance to students by identifying potent recruiters and inviting

them for placement drives and involves grooming and training students to convert opportunity into success.

The Placement process at DIAS is systematic and procedural and begins with formation of a SIIF Committee which comprises of two Faculty Advisors and student members are selected through a process involving GD and interviews. The selection criteria are based on their communication skills, team orientation and positive attitude.

The placement policy is formulated and amended from time to time to adapt the requisite changes. The fundamental policy is to provide 100% placement assistance to students by identifying potent recruiters and inviting them for placement drives.

In order to make the students adept for their professional endeavors, training sessions are conducted. The aim of these sessions is to equip the students with requisite skills set for their future workplaces. MoUs are also signed with the Training organizations in order to routinize this activity. On-board professional trainers conduct the training sessions pertaining to the skill needs of the students. The idea is to make the students industry ready by imparting them training for personality development, soft skills, language training, mock interviews etc. The internal faculty who has the domain expertise also conducts sessions for the students. Value added courses are also conducted to address the knowledge and skill gaps in students as identified by the recruiters. Industrial visits are also organized timely for the students pursuing Under-graduate and Post-graduate courses. Such visits instill the knowledge of operations and *modus operandi* of the reputed firms representing different industries

SIIF also assists Under-graduate and Post-graduate students for Summer Internships. An inter-Institute Internship Fair “SRIJAN 2019” was organized in April 2019 wherein around 300 students of BBA/BCOM/BCOM (H) were offered Internship opportunities by 25 reputed companies.

DIAS offer 100% placement assistance to students. SIIF invites various organizations to the campus to conduct their recruitment drives either solely with DIAS students or by arranging Pool Campuses. The students are also sent to companies and other Institutions for Recruitment drives.

Feedbacks are taken from the employers as well as the internship supervisors to identify the skills gap in the students so that relevant intervention can be provided to the students to address the need. Various value-added courses have been organized to garner the technical, conceptual and soft skills of the students. The aim of these courses is to prepare these students for the industry by bridging the gap between the expectations and the deliverables.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>
Strategic Plan and deployment documents on the website	<a href="#">View Document</a>

### 6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

#### Response:

- **FUNCTIONS OF VARIOUS BODIES**

- **Governing Body**

The Governing body shall perform the following functions:

- To organise the teaching in the Institute and to determine the teaching requirement of the Institute.
- To monitor and evaluate the teaching programmes in the Institute and suggest remedial measures.
- To appoint the Principal / Director, the teaching and non-teaching staff on the recommendations of the selection committees constituted under the relevant regulations of the University.
- To monitor faculty deployment and development, placement and industry-Institute interaction activities in the Institute/Institute and suggest remedial measures wherever necessary.
- To perform such other duties and exercise such other powers as may be entrusted by the management.

- **Internal Quality Assurance Cell (IQAC)**

The Institute has Internal Quality Assurance Cell (IQAC) to develop a system for

conscious, consistent and catalytic improvement in the overall performance of the Institution. It also promotes measures for Institutional functioning towards quality enhancement through internalization of quality culture and Institutionalization of best practices.

#### **SERVICE RULES**

- **Timings and Attendance:** The timings of the Institution are from 9.00 AM to 5.00 PM on all days of the week, except Sunday.

- **Leaves:** The different types of Leaves granted to the employees are:
  - Casual Leave
  - Earned Leave
  - Special Casual Leave
  - Compensatory Off
  - Maternity Leave
  - Leave without Pay
  - Study Leave
  - Duty Leave
  
- **Vacation:** The Director shall announce the dates for the vacations as per the guidelines of GGSIP University.
  
- **Resignation:** Resignation will become effective from time its acceptance is communicated or deemed to be communicated to the employee. The employee shall perform all his duties till being formally relieved.
  
- **Personal Records**

The office shall maintain complete and accurate personnel files. These records shall include only that information which is directly related to the employee's job duties, salary or wages, performance and general employment history.

## **RECRUITMENT POLICY**

The objective of this policy is to ensure a streamlined recruitment process in identifying and hiring best qualified candidates for all given positions. The concerned HOD/Administrative Officer gets in touch with Director for the details of teaching/non-teaching staff requirements. The Director seeks approval of Academic Director and the Management and then proceeds with the process of recruitment.

## **PROMOTIONAL POLICY**

This policy governs the promotion/increment for the teaching and non-teaching staff to encourage and motivate them for high quality teaching, research and Institutional commitment

## **GRIEVANCE REDRESSAL MECHANISM**



- **Grievance Redressal Committee** As a remedial measure in the event of any grievance, the student can approach the grievance redressal committee which looks into the student grievances to redress them.
- **Proctoral Board:** Any student found guilty of an act of indiscipline, misbehavior, violation of the Institute's rules and regulations, unfair means in the examinations and tests, miscreant behaviour, disrespect towards faculty/staff/any employee of the Institute, would be required to be present in person before the Proctoral Board of the Institute.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 6.2.3 Implementation of e-governance in areas of operation

- 1.Planning and Development
- 2.Administration
- 3.Finance and Accounts
- 4.Student Admission and Support
- 5.Examination

- A. All 5 of the above
- B. Any 4 of the above
- C. Any 3 of the above
- D. Any 2 of the above

**Response:** A. All 5 of the above

File Description	Document
Screen shots of user interfaces	<a href="#">View Document</a>
ERP Document	<a href="#">View Document</a>
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions

##### Response:

SIIF (Student Industry Interface Forum Committee) is one of the committees at DIAS.

The **objectives** of SIIF are:

- Provide 100% placement assistance to students by identifying potent recruiters and inviting them for placement drives.
- Grooming and training students to convert opportunity into success.

The Placement process at DIAS is systematic and procedural and is as follows:

- **SIIF Member Selection:** The student members are selected by the Faculty Advisors through a process involving GD and interviews. The selection criteria are based on their communication skills, team orientation and positive attitude. The selected students are informed through formal notice.
- **Placement Policy Formulation:** The placement policy is formulated and amended from time to time to adapt the requisite changes. The fundamental policy is to provide 100% placement assistance to students by identifying potent recruiters and inviting them for placement drives. It includes certain ground rules also, which students are expected to adhere to, in order to keep the process structured and free from biases.
- **Grooming:** In order to make the students adept for their professional endeavors, training sessions are conducted. The aim of these sessions is to equip the students with requisite skills set for their future workplaces. MoUs are also signed with the Training organizations in order to routinize this activity.
  - *Expert Training:* On-board professional trainers conduct the training sessions pertaining to the skill needs of the students. The idea is to make the students industry ready by imparting them training for personality development, soft skills, language training, mock interviews etc.
  - *In-house training:* The internal faculty who have the domain expertise also conduct sessions for the students. Value added courses are also conducted to address the knowledge and skill gaps in students as identified by the recruiters.
  - *Industry Exposure:* Industrial visits are also organized timely for the students pursuing Under-graduate and Post-graduate courses. Such visits instill the knowledge of operations and *modus operandi* of the reputed firms representing different industries

**Assistance for Summer Internships** of Under-graduate and Post-graduate students is provided by the institution. An inter-Institute Internship Fair “SRIJAN 2019” was organized in April 2019 wherein around 300 students of BBA/BCOM/BCOM(H) were offered Internship opportunities by 25 reputed companies.

- **Placement Activities:** DIAS offer 100% placement assistance to students. Placement drives are

held in different modes like:

1. *On-campus*: Various organizations visit the campus of the institution to conduct their recruitment activities.
2. *Through campus*: When interested students are sent to the pool campus drives at other institutions/Institutes or to the companies directly.
3. *Off-campus*: When students appear for the interviews at companies' premises themselves.

Feedbacks are taken from the employers as well as the internship supervisors to identify the skills gap in the students so that relevant intervention can be provided to the students to address the need. Various value-added courses have been organized to garner the technical, conceptual and soft skills of the students. The aim of these courses is to prepare these students for the industry by bridging the gap between the expectations and the deliverables.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

## 6.3 Faculty Empowerment Strategies

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

**Response:**

<b>Teaching and Non-Teaching</b>	<p>The following Welfare measures have been made available for benefit of the Teaching and non-teaching staff by the Institution.</p> <ul style="list-style-type: none"> <li>• Distribution of Sweets/Gift Packets to faculty and staff members on the occasion of Diwali.</li> <li>• Medical Facilities in emergent situation and dropping of faculty and staff at their residence on odd hours.</li> <li>• Monetary assistance to the dependent in case of sudden demise of the class IV employees ESI cards for Class IV employees to cover their medical needs.</li> <li>• Bonus for non-teaching staff and Class IV employee.</li> <li>• Insurance Cover for all the staff and faculty</li> </ul>
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<b>Students</b>	<p>The following Welfare measures have been made available for benefit of the students by the Institute.</p> <ul style="list-style-type: none"> <li>• Neat and clean canteen</li> <li>• Subsidized photocopy and printing</li> <li>•</li> <li>• Filtered water</li> <li>• Clean washrooms</li> <li>• Provision of lifts</li> <li>• Facilitation of Scholarships for economically weak and meritorious students, granted under SC/ST Scheme by the GNCT- Delhi</li> <li>• Facilitation of the Post Metric Scholarship given to the students</li> </ul> <ul style="list-style-type: none"> <li>• Insurance Cover for all the staff and faculty</li> </ul>
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<b>File Description</b>	<b>Document</b>
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

**6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years**

**Response: 1.86**

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

2018-19	2017-18	2016-17	2015-16	2014-15
1	1	1	0	0

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years**

**Response:** 8.4

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
25	5	4	4	4

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years**

**Response:** 55.24

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
29	22	20	8	8

File Description	Document
IQAC report summary	<a href="#">View Document</a>
Details of teachers attending professional development programs during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

#### Response:

#### Performance Evaluation of Teaching Staff

- The annual appraisal for the teaching staff shall be carried out by the concerned HOD on the basis of duly filled Self Appraisal Form.
- The parameters of evaluation include: examination results, publications, completion of Ph.D, MDP/FDP/Refresher Course attended/conducted, involved in Consultancy/research projects, attending/ presenting papers in the seminar/conference, organizing/conducting/attending seminars/conferences/workshops, resource person for value added courses/ FDP/Guest Lectures, guiding research and participation in the Institution's corporate life with appropriate weightage being assigned to the above mentioned parameters.
- The evaluation report shall be submitted to Director, Academic Director and presented to Management to be discussed for further suitable action.
- The Best Teacher is awarded on the marks secured by faculty after fulfilling the other eligibility parameter.

#### B Performance Evaluation of Non-Teaching Staff

- The annual/half-yearly appraisal for the regular/contractual non-teaching staff, shall be carried out by the Administrative Officer on the basis of duly filled in Self-Assessment forms.
- The parameters for evaluation include: task assigned and its completion, leave availed, punctuality/regularity, seriousness towards work, maintaining decorum in the office, and general awareness.

The evaluation report shall be submitted to Director and to be discussed and presented to the Management for necessary action.

File Description	Document
Any additional information	<a href="#">View Document</a>

## 6.4 Financial Management and Resource Mobilization

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

#### Response:

The Institute undertakes both Internal and External Audits regularly. For the purpose of Internal Audit, the accounts are prepared with care and verification of the same is conducted by the Accounts Assistant, which is further scrutinized by the Sr. Accounts Assistant. Expenses are made after approval of Director, the signing authority. Approval for expenses is sought by the Chairman if any expenditure tends to be above the stipulated limit provided to the Director. Monthly Imprest, Bank Reconciliations are part of the internal working system. Any error found at this level is rectified at the earliest.

As the institute has a limited source of income, the funds pouring in and expenses being made for the same are monitored regularly. Any discrepancy in any form is not entertained. Corrective measures are put in place immediately. Every event, which includes inflow and outflow of funds is adhered religiously.

M/s Rawla & Co. is the Accounting Firm which looks over the financial aspects such as Income & Expenditure, Receipts & Payments, Tally of accounts and finalisation of the Balance sheet of the Institute. The audit of accounts is done bi-annually by the firm. Representatives of the firm visit us in the month of December and later on in May/June. Half yearly audit i.e. checking of accounts for the financial period of April – September is conducted in the month the December whereas a complete audit and checking of accounts is held in May/June.

Thorough scrutiny of accounts is done followed with queries, sessions of question-answers and explanations. The Auditors doing the audit maintain their own records of checking and until and unless they are satisfied with format and method of maintenance of accounts, whether they are maintained in the correct order, the Balance Sheet is not finalised. Once the Chartered Accountant goes through the final accounts, schedules etc. Balance Sheet of the institute is finalised.

The Balance Sheet is presented for inspection of Board of Members in the Governing Body Meeting and is provided to Guru Gobind Singh Indraprastha University (GGSIPU), Directorate of Higher Education (DHE), State Fee Regulatory Committee (SFRC), AICTE and other regulatory bodies as and when required.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the

**last five years (not covered in Criterion III) (INR in Lakhs)****Response:** 1.18

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropists year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
0.06	.16	0.9	0.06	0

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Annual statements of accounts	<a href="#">View Document</a>

**6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources****Response:**

The Institute's main source of Income is the Tuition Fee, collected from students on yearly basis. The fee structure is decided by the State Fee Regulatory Committee (SFRC) in coordination with Guru Gobind Singh University (GGSIPU) and Directorate of Higher Education (DHE).

The institute utilizes the given funds for its major operative, administrative and regular expenses, such as Salary of Teaching, Non – Teaching and Class IV employees. The Class IV employees are outsourced by the institute. The Class IV employees avail of the facility of Employees' State Insurance (ESI)

The maintenance of Building, Library, Whitewash and other such related expenses are accommodated herewith. Expenses related to maintenance, upgrading of the building, Property Tax and Ground Rent are the major expenses related to building. Library related expenses which include Book binding and maintenance of Book Bank for students is considered in Library expenses. Other administrative expenses include office maintenance, fuel and petrol costs, maintenance of lift, conduct of meetings, seminars & conferences, annual function, various events, celebrations etc., staff and student welfare expenses etc.

The Grants received by the Instituted towards conduct of Seminars / Conferences along with the participation fee is utilized for conduct of the same. Infrastructure, honorarium to speakers, publishing of articles etc., refreshments is provided with the given resources. Each and every time, we aim to raise our standards higher and do better in the given event organised at the institute.

Our institute is an eco-friendly organisation. We are in accordance with the Department of Environment in doing our part for eco preservations. Each year, the Department of Environment provides us with and amount of Rs.20,000/- as Grant for Eco preservations. Not only we utilize the given amount in most



productive way but also provide the department with an utilization certificate at end of every financial year. To maintain the green belt in and around the institute, expenses are made on a regular basis, which are charged to Gardening Expenses a/c other than the amount provided by government.

We believe in giving back to the society in which our staff and students work together. We have a DIAS Social Responsibility Cell known as *Kartavya*, which is involved in social welfare activities. We collect funds, both in cash and kind. It is used for helping students of slum areas, visiting senior members of the society at Old-age homes. Proper records of the same are maintained and reflected in our books of accounts.

Students of Economic Weaker sections, who excel in studies are provided with Scholarship by the institute after declaration of results in each semester. The scholarship is given to four students at a given time, who meet out the scholarship criteria.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

## 6.5 Internal Quality Assurance System

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

#### Response:

The IQAC Team plays a major role in consistently contributing, towards enhancing the teaching-learning process with an objective of providing quality and holistic education. This necessitates the implementation of quality assurance strategies and processes by the Institute.

The two practices institutionalized are:

1. **Academic Integration** involves focus on a combination of academics, co-curricular and extra-curricular activities. The academic activities focuses on bringing conceptual clarity, develop strong knowledge and theoretical base. The plan to achieve Academic Integration in the Institute involves the following initiatives:

- 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.
- Subject allocation for the forthcoming semester is carried out at the end of the current semester.
- 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.
- 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.

- Guest Lectures on specific topics are organized to give practical exposure to the students.
- Solution to the previous university end term examination question papers are provided by the faculty and are compiled in form of Solution Sets.

### 1. Placement Activities:

The Placement process at DIAS is systematic and procedural and is as follows:

- **SIIF Member Selection:** The student members are selected by the Faculty Advisors through a process involving GD and interviews.
- **Placement Policy Formulation:** The placement policy is formulated and amended from time to time to adapt the requisite changes.
- **Grooming:** In order to make the students adept for their professional endeavors, professional trainings are conducted in the following manner:
  - *Expert Training:* On-board professional trainers conduct the training sessions pertaining to the skill needs of the students.
  - *In-house training:* The internal faculty who has the domain expertise also conduct sessions for the students.
  - *Industry Exposure:* Industrial visits are also organized timely for the students pursuing Under-graduate and Post-graduate courses.
- **Assistance for Summer Internships** of Under-graduate and Post-graduate students is provided by the institution. An inter-Institute Internship Fair “SRIJAN 2019” was organized in April 2019 wherein around 300 students of BBA/BCOM/BCOM(H) were offered Internship opportunities by 25 reputed companies.
- **Placement Activities:** DIAS offer 100% placement assistance to students. Placement drives are held in different modes like:
  1. *On-campus:* Various organizations visit the campus of the institution to conduct their recruitment activities.
  2. *Through campus:* When interested students are sent to the pool campus drives at other institutions/Institutes or to the companies directly.
  3. *Off-campus:* When students appear for the interviews at companies’ premises themselves.
- Feedbacks are taken from the employers as well as the internship supervisors to identify the skills gap in the students so that relevant intervention can be provided to the students to address the need.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms

#### Response:

IQAC monitors the teaching learning process regularly through their organizing committee members. All the Head of the departments are the members of it. IQAC conducts an regular meetings to check the learning process, structures & methodologies of operations and learning outcomes. These meetings are intended to check the overall result analysis and to check the planned goals and achievements of IQAC

- The Institution has a robust system of reviewing Teaching – Learning processes through dedicated Academic Coordination Committee with the help of other committees, under the guidelines prescribed by IQAC.
- Academic Calendar (in accordance with the University Calendar) containing the evaluation process is provided to all the students at the beginning of the semester.
- As part of the closure of teaching-learning process the content delivered for the respective subjects along with evaluation outputs are summed up in the academic registers maintained by all faculty.
- The faculty members also prepare Lesson Plan, Question Bank and Model Test Paper which is mailed to the students at the beginning of the session.
- Students are also encouraged to enroll for online courses every semester which further helps to progress their outcomes and learning levels.
- Regular tests and exams are being conducted by the Academic Committee for assessing the learning outcomes of the students.
- Regular feedback is also taken from the students to find out any problems if any faced by the students and to take corrective measures to improve the teaching learning process.
- Along with the feedback regular meetings are also conducted with the Class Representatives at regular intervals of time.

The Continuous Internal Assessment is done on regular basis through

1. Internal Evaluation (25) is done by the faculty teaching the courses in the following ways:

1. Written Test of every subject (15 marks)

To hone the presentation skills of students and build

confidence in them, the Written Test of 15 marks has

been segregated as :

- Written Test: 10
- Presentation: 5
  1. Class Attendance (5 marks)
  2. Class Participation (5 marks) which is evaluated through:
    1. Class Tests
    2. Class Activities
    3. Subject Assignments
    4. Tutorials

5. Writing Research Paper
6. Case Study Presentations

1. The students of MBA and MCA were given at least one MOODLE Test per subject to test the conceptual knowledge of a student.
2. For the evaluation of NUES-Management Skill Development in MBA-I students were evaluated on the basis of:
  1. Projects / Live Projects
  2. Mock Tests on Qualitative and Logical Reasoning
  3. Technical Mock Interviews
3. For the evaluation of NUES-General Proficiency in MCA Programme, the students were evaluated on the basis of:
  1. Projects / Live Projects
  2. Mock Tests on Qualitative and Logical Reasoning
  3. Technical Mock Interviews
  4. Participation in Institute Events
4. For NUES-Business Analytics in MBA-II students were evaluated on the basis of:
  1. Online Certifications
  2. Online Courses (NPTEL, MOOCS)

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

**Response:** 85

#### 6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
116	99	84	91	35

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
IQAC link	<a href="#">View Document</a>

**6.5.4 Quality assurance initiatives of the institution include:**

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements**
2. **Academic Administrative Audit (AAA) and initiation of follow up action**
3. **Participation in NIRF**
4. **ISO Certification**
5. **NBA or any other quality audit**

**A. Any 4 of the above**

**B. Any 3 of the above**

**C. Any 2 of the above**

**D. Any 1 of the above**

**Response:** A. Any 4 of the above

<b>File Description</b>	<b>Document</b>
e-copies of the accreditations and certifications	<a href="#">View Document</a>
Details of Quality assurance initiatives of the institution	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Annual reports of institution	<a href="#">View Document</a>

**6.5.5 Incremental improvements made during the preceding five years (in case of first cycle) Post accreditation quality initiatives (second and subsequent cycles)**

**Response:**

**Academic Domains**

The Institute has been rated as A+ category by State Fee Regulatory Committee, Govt. of NCT, Delhi. The Institute has been placed in the rank band of 76-100 in the Management Institute category in NIRF for the three consecutive years in 2017-2019. At DIAS, the mandatory yearly inspections like Academic Audit, JAC Audit has witnessed improvements in the scores over the last 5 years.

- **Performance of Students:** Students at DIAS have been conferred with 26 Gold medals and 12 Exemplary Performances. The average placement over the years has been around 90% with an exceptional placement record of 100% in 2018-19.
- **Increasing the Number of courses:** The Institute has introduced two under-graduate programmes with an intake of 60 each- BBA from the Academic Session 2016-17 and B.Com (H) from

2017-18. Further, the Institute has increased the intake in MBA from 120 to 180 in 2018-19 and has commenced MBA (FM) with an intake of 60 from 2019-20.

- **Research:** The Institute has always been striving towards motivating and promoting research environment.
  - All faculty members participated in FDPs, Workshops, Seminars & Conferences and also received Grant for the same.
  - The Faculty has been provided with honorarium for being resource persons in FDP's.
  - Few Faculty members with Doctoral degree have become Ph.D. guide/co-guide.
  - Under IQAC, few faculty members have undertaken research projects and applied/ procured research grants from funding agencies like ICSSR and AICTE.
  - Institute joined AMDISA- an international not-for-profit association to promote research climate.
- Institute has procured advanced statistical analysis software SPSS, EBSCO, PROWESS, etc.
- **Live Projects**
  - Students have been required to do at least one Live Project or write a research paper under the guidance of their faculty mentor.
- **Value Added Courses** have been organized in last five years to provide an insight into the latest area in the fields of management and Information Technology. They help to increase the employability of the students.
- **Online Courses:** have been undertaken by the students to upgrade themselves with the latest knowledge and recent market requirements. They submit online assignments, appear for tests at the evaluation centres and receive completion certificate. Eg. NPTEL Courses, Online certification by GOOGLE and other online courses.

During the last five years the number of certification program undertaken by our students has also increased.

- **Smart Classes:** To interface academic and digital learning, smart class rooms have been introduced in the campus.
- **Outreach Programmes:** There were number of excellent programs conducted by the NSS volunteers during the last five years which made tremendous changes in the society they live. Various MDPs, Career Counseling Programmes and workshops have been conducted in schools and colleges. During the last five years the number of programs and participating students and faculties has increased.
- Sessions, Workshops, and B-Plan Competitions are held to provide an insight to the students regarding existing opportunities to become entrepreneurs. Incubation cell has been established to provide constant support and guidance to budding entrepreneurs.

### **Administrative Domains**

Institute has taken following quality enhancement initiatives in the administrative domain during the last five years:

- The class rooms and Seminar Hall are air-conditioned and equipped with state-of-the-art infrastructure including smart boards, LCD Projectors and Audio Visual Systems.
- There are incremental changes in the band-width and the area in which the institution provides the internet facility.
- The Language Lab training and English classes by corporate trainers ensures students proficiency in verbal and written communication.
- To provide a better interface between academic and digital learning, smart class rooms have been introduced in the campus.
- CCTVs have been installed at all the major points in the Institute's premises to ensure monitoring of student's safety.
- Fire security equipment is in place. Public address system has been installed on each floor to alert the Staff and students in one go, in case of any exigency.
- The Institute also has a well-planned rain water harvesting plant for judicious and proper utilization of water. Regular checks of the same are maintained.
- Verification of the Class IV employees had been conducted so as to ensure proper code of conduct by them, along with security of staff and students.
- Moving forward with Digital India momentum, the Institute has not only started accepting cash in form of NEFT / IMPS / RTGS etc. but has also started making payments using these online modes.
- Air Conditioners have been installed in Boys Common Room (BCR), Girls Common Room (GCR) and canteen too for facilitating students.
- Sun-sheds have been provided on open terrace for free movement of students during rains / sun.
- Students' welfare is of utmost importance to the Institute for which measures are taken to maintain hygiene in the Institute's premises. Regular sanitation checks, spray of pest's removal, cleaning of water tanks and filters have been increased.
- Canteen facilities for student's comforts have been enhanced
- Wi-fi provided to the students and staff in the Institutes premises has been upgraded along with the computer systems of the Institute.
- CCTVs have been installed at all the major points in the Institutes premises to ensure monitoring of student's safety.
  - Insurance facilities have been provided to all students, faculty and staff.

File Description	Document
Any additional information	<a href="#">View Document</a>

## Criterion 7 - Institutional Values and Best Practices

### 7.1 Institutional Values and Social Responsibilities

#### 7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

**Response:** 9

7.1.1.1 Number of gender equity promotion programs organized by the institution year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
4	2	2	1	0

#### File Description

#### Document

Report of the event

[View Document](#)

List of gender equity promotion programs organized by the institution

[View Document](#)

#### 7.1.2

##### 1. Institution shows gender sensitivity in providing facilities such as:

1. Safety and Security
2. Counselling
3. Common Room

**Response:**

DIAS has a strong ethical work culture based on inclusivity. It observes highest ethical standards in all its activities. Equal opportunities are provided to all individuals irrespective of gender, race, caste, color, creed, language, religion, political or other opinion, national or social origin, property, birth or other status.

Safety, security and well-being, along with gender equity and friendly working atmosphere are considered important.

#### Safety and Security:

- There are CCTV cameras in the campus for vigilance.
- Security guards are present in campus round the clock.



- Security checkpoints at all campus entries and exits.
  - Students must enter the campus area by showing Institute I card
  - There is only one entry/ exit point for the students in the campus
  - Any events which are organized in the campus like annual fest or workshops are completed timely. If required, students are dropped to nearest metro station.
  - Regular patrolling is undertaken by the Police. Policemen are deputed from the nearest police stations for smooth conduct of the examinations and cultural festivals where students from other institutions come in the Institute to visit or participate.
  - There is a provision of First- Aid/ medical Room. On call doctor is also available.
  - Anti-Ragging Committee: The Institute has constituted an anti-ragging committee. Ragging of students is strictly prohibited in and outside the Institute's Campus
  - Rotational duty by all faculty members for discipline and security of the students is provided.
  - Strict implementation of Anti-Smoking Campus.
  - Awareness campaigns on women safety and gender sensitivity through street plays (Nukkad Natak)
  - Girl students are sensitized about the prevalent problems and how to deal with them. To ensure their safety self-defense workshops are conducted in the institute in association with the Parivartan cell of Delhi Police.
- :
- Students are divided in different groups headed by a faculty member for providing mentoring to students, on matters pertaining to ragging, Grievance Redressal and code of conduct.
  - *Mentoring System:* Students are divided in different groups headed by a faculty member for providing mentoring to students for providing personalized attention to individual students. This caters to their academic and other problems. Students are required to meet their mentors regularly for their holistic development.
  - *Alumni Mentorship:* DIAS Alumni association organizes alumni interaction sessions on different topics for the existing students to counsel them and help them to understand skills required for jobs, placements, internships, live projects etc.
  - *Grievance Redressal Committee:* has been constituted in the Institute for addressing Complaints and Suggestions from the students and their parents.
  - Formal and informal avenues for counseling male and female students and staff for academic and other issues/problems.
  - Qualified Psychologist undertakes the counselling of the students.

### **Common Rooms:**

- The campus possesses several common areas with infrastructural facilities including state-of-the-art computer center, well equipped library, language lab, conference room, cafeteria, auditorium, students' common rooms.
- There are two separate common rooms for Boys and Girls in the institute. These rooms are used by the students for interaction. They are equipped with good infrastructure and games for recreational activities. Several indoor games like table tennis, carrom board and chess are available for students. The seating arrangements are comfortable with availability of sofas and air conditioners.

File Description	Document
Any additional information	<a href="#">View Document</a>

### 7.1.3 Alternate Energy initiatives such as:

#### 1. Percentage of annual power requirement of the Institution met by the renewable energy sources

**Response:** 0

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

7.1.3.2 Total annual power requirement (in KWH)

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	<a href="#">View Document</a>

### 7.1.4 Percentage of annual lighting power requirements met through LED bulbs

**Response:** 5

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

Response: 72

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 1440

File Description	Document
Details of lighting power requirements met through LED bulbs	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 7.1.5 Waste Management steps including:

- Solid waste management
- Liquid waste management
- E-waste management

**Response:**

**SOLID WASTE MANAGEMENT:**

Solid waste is collected from class rooms, faculty rooms and office each morning by housekeeping staff in separate containers for each floor and assembled in the Garbage bin kept at each floor. Here the dry waste including paper/plastics etc. is segregated and sent in vans to recyclable joints. Separate garbage collection bins are kept for dry/ recyclable waste in campus. The wet waste is recycled along with Canteen waste for gardening and watering plants.

Plastic ban: Notices are displayed in campus to refrain from use of plastics. In addition security is alerted to stop plastics entry on campus in any form. Paper bags are encouraged for use by students and staff members.

Under the initiative of ‘Solid Waste Management’ ECOCLUB at DIAS organizes Inter College “SALVAGE” (Best out of Waste Competition) in which students are encouraged in a group of two or more to create useful things out of discarded waste material. There are various guest lecture and workshops conducted on waste management which sensitize the students to minimize the use of plastic bags, not to throw them in public places as they choke drains and sewers, cause water logging and provide breeding ground for mosquitoes. The students are educated to avoid bringing food in Aluminium foils, plastic/tissue paper. They are continuously trained to use all water and electric points judiciously in order to minimize wastage.

**Compost pit** is used for preparing compost. Compost is rich in nutrients. It is used in gardening, landscape etc. Creating compost pit at home requires kitchen waste, leaves grass etc. Solid waste is collected from all the floors of the institute each morning by housekeeping staff in separate containers and assembled at the waste yard marked as Compost Pit at extreme end of the campus. The dry and green waste is also collected in the compost pit and after it rots/melts it turns into green manure which is being used for green plants in our campus.

b) **Liquid Waste Management:** Recycling of water:- Water from wash basin /bathrooms are stored and used in the campus all times of the year. Blue coloured dustbin are placed in campus for storing water which is left in the bottles of the faculty, staff and students and subsequently is used by sweepers for cleaning the floors and watering plants.

e) **E-Waste Management:** Due to advancement in technology, various types of electronic gadgets are being manufactured and marketed. These products become outdated after few months or years. Since these products contain some kind of hazardous materials like lithium, lead, zinc, etc. improper disposal of these products is harmful for living beings. Therefore, management of E-waste is an important issue. E-waste management is done by collecting all the electronic waste generated in the institute premises at a central storage space allocated for the same and sent for recycling through an E-waste recycler.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 7.1.6 Rain water harvesting structures and utilization in the campus

#### Response:

Every drop of rain water is like blessings of God to the people on the earth. Fresh rain water falls on the ground like pearls, so everyone should understand the importance of rain water especially in developing regions and rural areas lack of natural water resources. Rain water harvesting is a technique used for collecting and storing rainwater by using various means in different resources for the future use purpose (like cultivation, etc). Rain water can be collected into the natural reservoirs or artificial tanks. Another method of collection is infiltration of surface water into the subsurface aquifers before getting lost by surface overflow.

The Institute remains committed to conserve the generated surface runoff water from going waste, by way of collecting it. It aims to meet the objectives of rain water harvesting viz. increase the availability of ground water during periods of requirement, enhance sustainable yield of aquifers, improve quality of ground water through dilution, arrest declining trends of water levels, prevent depletion of ground water reservoirs, decrease menace of floods on local and regional scale etc.

Saving water and rain water harvesting is also taught as an activity as the institute is well planned to harvest rain water in the campus itself the students learn from the environment around them in the campus. The conservation drive focuses on the judicious and proper utilization of water. This is an ideal solution of water problem where there is inadequate groundwater supply and surface sources are either lacking or insignificant. Rain water is bacteriologically pure, free from organic matter and soft in nature. In the present-day world, rapid urbanization coupled with industrialization has become the order of the day. Added to urbanization, scanty and erratic rainfall is often resulting in reduction in water levels indicating depletion in storage in the surface reservoirs. Dependence on ground water is increasing rapidly over the past two decades. The demand is so high that indiscriminate use of groundwater resulting in steep fall of the ground water levels and there is also reduction in yields.

Rain water harvesting pit of approved dimensions has been erected in our institute. Roof rain water and ground rain water goes through drainage system into the pit of Rain Water Harvesting laid inside the premises of the institute. The floor of the pit is covered with perforated layer of the floor size to enable seeping of water into the ground for improvement of water level. Therefore, Rain water harvesting is properly functional in our institute where rain water is harvested into water harvesting pit inside our campus and is also approved by competent authority.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 7.1.7 Green Practices

- **Students, staff using**
  - a) **Bicycles**
  - b) **Public Transport**
  - c) **Pedestrian friendly roads**
- **Plastic-free campus**
- **Paperless office**
- **Green landscaping with trees and plants**

#### Response:

#### **GREEN LANDSCAPING WITH TREES AND PLANTS:**

According to the environmental protection agencies, planting trees is a must if we want to save our planet. Trees not only remove harmful chemicals from the soil, but also help reduce the greenhouses leading to global warming. In Indian culture the trees have been worshipped since the Vedic era.

However, with the changing times human greed has taken over its greed and now environment is showing its wrath all over the globe manifesting itself in the form of global warming, floods, drought, earthquakes etc. DIAS in its pursuit to save the environment and ecological balance has created an ECO-Club which carries out tree plantation every year. With an impetus to carry forward its services for the betterment of the society, DIAS organizes Tree Plantation Drive with minimum of 50 samplings, where the students and faculty members plant many these samplings to keep the environment clean and maintain the life-support systems of the planet Earth. This event witnesses an enthusiastic response from the students as well as faculty members. As responsible citizens we owe a duty towards Mother Nature. In the campus of one-acre land only four thousand square meters has been constructed and other areas are planted with lush green plants and herbal garden which also beautifies our campus. We have a beautiful amphitheater with green surroundings where students can sit during lunch hour and inhale pure air.

#### **STUDENTS AND STAFF USING BICYCLES AND PUBLIC TRANSPORTATION:**

One way to go green and contribute to the preservation of environment is sometimes riding a bicycle instead of starting up the car or motorcycle. Students, staff and faculty members are encouraged by repeated messages to dedicate one day or one short route to the use of bicycles and cycling or carpooling for the people coming from same route as a method of commuting to institute, it can, in a small way, make a big difference to the health of humans and other living beings, and also the health of the our home, the earth. Metro Station and Bus Stop is are just five minutes away from the campus entrance(s). More than fifty percent of the students and staff use metro to commute to college.

In an increasingly digital world, it may seem easy to avoid using paper. All of the paper wasted leads to deforestation, which utilizes carbon dioxide-producing machinery to eliminate millions of acres of carbon dioxide-consuming trees a year – all of which further contributes to global climate change.

#### ATTEMPT FOR PAPERLESS OFFICE:

At DIAS, under the aegis of Eco Club faculties promote paperless lessons in their classrooms, and use technology such as the Internet, power point presentations, and e books to improve environmental friendliness in their classroom.

Some steps to promote paper free campus are:

- Create Power Point presentations to cut down on distributing paper handouts.
- Have students share books during lessons instead of using photocopies.
- Forego paper methods of sending important information (such as notices, circulars and notes) and opt for email notifications.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

#### 7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

**Response:** 0.09

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
0.40	0.38	0.22	0.10	0.06

File Description	Document
Green audit report	<a href="#">View Document</a>
Details of expenditure on green initiatives and waste management during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. Physical facilities
2. Provision for lift
3. Ramp / Rails
4. Braille Software/facilities
5. Rest Rooms
6. Scribes for examination
7. Special skill development for differently abled students
8. Any other similar facility (Specify)

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

**Response:** A. 7 and more of the above

File Description	Document
Resources available in the institution for Divyangjan	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
link to photos and videos of facilities for Divyangjan	<a href="#">View Document</a>

### 7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years

**Response:** 17

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
6	5	3	2	1

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

**Response:** 11

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
11	0	0	0	0

File Description	Document
Report of the event	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 7.1.12

**Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff**

**Response:** Yes

File Description	Document
Any additional information	<a href="#">View Document</a>
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	<a href="#">View Document</a>

### 7.1.13 Display of core values in the institution and on its website



<b>Response: Yes</b>	
<b>File Description</b>	<b>Document</b>
Any additional information	<a href="#">View Document</a>
Provide URL of website that displays core values	<a href="#">View Document</a>

<b>7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations</b>	
<b>Response: Yes</b>	
<b>File Description</b>	<b>Document</b>
Details of activities organized to increase consciousness about national identities and symbols	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

<b>7.1.15 The institution offers a course on Human Values and professional ethics</b>	
<b>Response: Yes</b>	
<b>File Description</b>	<b>Document</b>
Any additional information	<a href="#">View Document</a>
Provide link to Courses on Human Values and professional ethics on Institutional website	<a href="#">View Document</a>

<b>7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions</b>	
<b>Response: Yes</b>	
<b>File Description</b>	<b>Document</b>
Any additional information	<a href="#">View Document</a>
Provide URL of supporting documents to prove institution functions as per professional code	<a href="#">View Document</a>

<b>7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years</b>	
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

**Response: 35**

7.1.17.1 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
10	10	8	5	2

File Description	Document
List of activities conducted for promotion of universal values	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities

**Response:**

Nothing brings people together like festivals do. They play a pivotal role in nation-building; bringing people from every religious, economic and social background together. And with this idea DIAS celebrates various festivals and anniversaries.

- **Teacher's Day:** DIAS celebrates Teacher's Day on Sep 5th to mark the birth anniversary of Dr. Sarvepalli Radhakrishnan. The celebrations are considered a token of respect for the teachers from their students.
- **Rashtriya Ekta Diwas (National Unity Day)** was introduced by the GOI and inaugurated by Indian Prime Minister Narendra Modi in 2014 and is celebrated on 31st October of every year as an annual commemoration of the birthday of the Iron Man of India Sardar Vallabhbhai Patel. All the students take a pledge on this day to be united together and live in harmony and peace.
- **Environment Day:** To apprise students, faculty and staff of ways and means of sustaining ecological balance Environment Day, Swachhta Abhiyan are celebrated every year.
- **World No Tobacco Day:** All the faculty and staff members take pledge on creating awareness about ill effects of tobacco consumption and never consume any tobacco product.
- **Sadbhavana Diwas** is celebrated on 20th August every year to commemorate the birth anniversary of former PM Rajiv Gandhi. All the students take a pledge on this day to be united together and live in harmony and peace.
- **Education Day:** November 11 has been celebrated as the National Education Day since 2008 to commemorate the birth anniversary of– Maulana Abul Kalam Azad. To create awareness among students, a special Guest Lecture is held in the Institute.
- **Constitution Day:** 26th November is celebrated by reading the 'Preamble' of the Constitution by the students and faculty in the Institute.
- **National Voters Day: is celebrated at DIAS on 5th Nov.** to enhance the awareness of voter and

- increase participation in election and for promoting literacy among Indian citizens of all ages
- **The ‘Vigilance Awareness Week’** is observed from 28th October to 2nd November. It is being celebrated every year and coincides with the birthday of Sardar Vallabhbhai Patel.
  - **Earth Day:** At DIAS we celebrate this day with various activities being conducted to conserve environment.
  - **Diwali:** Every year on Diwali the DIAS ECO CLUB take the initiative to enlighten the students and the staff towards the hazards that boisterous celebrations of Diwali pose to our environment. We at DIAS sensitize our students towards celebrating an environmentally safe Diwali.
  - **Holi :** The faculty and students organize several campaigns to spread the message of a “Clean and Green Holi” - without the use of chemicals, oil paints, mud etc. As a part of our responsibility towards the society, we also put up banners around our college and in Rohini to promote “Khelo Holi Naturally”.

**Yoga Day:** Yoga day is celebrated every year on 21st June. International Yoga Day is celebrated by the students and teachers at DIAS with great enthusiasm.

File Description	Document
Any additional information	<a href="#">View Document</a>

### 7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

#### Response:

The Institute has continuously and successfully maintained the quality of education, as is evident from various academic parameters. Since its inception, all the requisite norms of governing authorities have been implemented to see that service to the society through quality technical education is served. Staff, students and the stakeholders enjoy the association with the institution due to its transparency in entire process of academics and administration.

#### Financial Transparency

The students pay fees through demand drafts/NEFT, while salaries to the staff are also made through bank. The expenses are appropriately utilized. The entire financial accounts are audited each year by external auditors. Students desirous of financial aid are being supplemented with scholarships by the management, thus attaining the human value segment. The Institute follows a practice of inviting quotations before purchase of equipments, consumables, computers, furniture and fixtures for use in laboratories and campus. Comparative statements of quotations is prepared and put up for sanction after recommendation by Head of the Department, Principal and IQAC. Purchase order is placed and payments towards the purchase are made through cheques. Canteen and security contracts are also dispensed after inviting quotations. We do have regular vendors who have been approved and purchases are undertaken through them without quotations.

### Academic Transparency

The Institute conducts one internal examination based on university paper pattern. The papers are evaluated immediately after the examination, answer sheets are shown to the students and feedback on performance in the exams is shared by the faculty with the students. The sessional marks are added to the Internal examination marks and the final marks are displayed on the notice board. They can raise their grievances about the marks obtained, which are taken care of in complete satisfaction of the students. This exhibits complete transparency in examination and marking system.

### Administrative Transparency

The Institute administration is pleasant and enthusiastic in extending complete support for the overall development of the student. All the decisions related to effective administration are taken through meetings of academic council and the recommendations are implemented. This exhibits the administrative transparency of the Institute.

The stakeholders like alumni, parents, dependents of staff and society at large are enthusiastically associated with the Institute due to the efforts of inculcation of human values, professional ethics and development of the society with complete transparency.

File Description	Document
Any additional information	<a href="#">View Document</a>

## 7.2 Best Practices

### 7.2.1 Describe at least two institutional best practices (as per NAAC Format)

**Response:**

#### BEST PRACTICES- I

- **Title of the Practice: ACADEMIC INTEGRATION**
- **Goal (100 words):** Knowledge provides the impetus for growth. The students' conceptual clarity is the base of a solid foundation of any educational Institute. DIAS promotes academic integration and observes academic practices which not only develop research aptitude in the students but also enhance their reading & writing skills. DIAS aims at holistic development of the students by

grooming them into mature individuals, capable of planning for the future, and taking the right decisions in life. The different committees at DIAS help enhance the overall personality of the students.

- **Context:** Academic Integration involves focus on a combination of academics, co-curricular and extra-curricular activities. The academic 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.

- **The Practice:** The academic inputs are supplemented through : (400 words)
  1. **Lecture Plans** are prepared to give an idea to the students about the content to be covered in the lectures.
  2. **Question Banks** assist the students in developing conceptual clarity of very topic.
  3. **Solution Sets** are suggested model answers of all the previous year's university question papers are prepared.
  4. **Model Test Papers** are prepared by the subject teachers for assisting the students in their end- term examination performance. These consist of probable questions along with their answers.
  5. **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.
  6. **Research Pursuits:** Application of the research tools is encouraged through their Summer Training and Research Projects. SPSS license software, PROWESS Databases and EBSCO have been procured by the Institute to facilitate research.
  7. **Academia- Industry Interface:** The Institute conducts workshops and guest lectures for the students to keep them abreast with the industry
  8. **Industrial Visits** are scheduled for students to get a hands on-experience of working in the industry.
  9. **Language Lab and Training Sessions** help in improving the written and oral communication skills of students.
  10. **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.
  11. **Value Added Courses** are organized to provide an insight into the latest area in the fields of management and Information Technology.
  12. **Trainings** are conducted for the students throughout the year in order to keep them abreast with latest happenings in industry and work for their holistic development. DIAS has signed MOUs with various organisations for the same.
  13. **Live Projects:** are undertaken by the students under the able guidance of the faculty members. This

enhances their research appetite and facilitates them to do extensive research during their Summer Training.

14. **Personality Assessment Tests** are conducted to assess the analytical, mental and logical ability of students to facilitate their placements.
15. **Moodle Online Tests** are conducted in each subject for enhancing students understanding and the test scores are also included for internal evaluation marks
16. **Online Courses:** are undertaken by the students. They submit online assignments, appear for tests at the evaluation centres and receive completion certificate. Eg. NPTEL Courses, Online certification by GOOGLE and other online courses.

### **Evidence of Success (200 words)**

The students have been conferred with 26 gold medals and \_\_\_ Exemplary Performances. The Institute has been rated as A+ category by State Fee Regulatory Committee, Govt. of NCT, Delhi. The Institute has been placed in the rank band of 76-100 in the Management Institute category in NIRF for the three consecutive years in 2017-2019. The inspections like Academic Audit, JAC Audit has witnessed improvements in the scores over the last 5 years.

The Institute has introduced two under-graduate programmes with an intake of 60 each- BBA from the Academic Session 2016-17 and B.Com (H) from 2017-18. Further, the Institute has increased the intake in MBA from 120 to 180 in 2018-19 and has commenced MBA (FM) with an intake of 60 from 2019-20.

The participation in Conferences/ Seminars both of the faculty and students has increased. They have presented their research papers, research articles and case studies both within and outside the Institute. Under IQAC, few faculty members have undertaken research projects and procured research grants from various funding agencies like ICSSR, AICTE. Besides, academic and research, students have also brought laurels by winning various prizes in the co-curricular and extra- curricular activities conducted by other Institute.

### **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. The admission process is centralized and the Institute has no autonomy. The Institute has constraint of not having permanent affiliation of the affiliating university, after 20 years of functioning. Every year inspection committees visit the institution leading to unnecessary wastage of valuable human resources. At present, State Fee Regulatory Committee fixes the fee for each technical programme run by a private institution. The Fee Structure is not in commensurate with the norms fixed by the regulatory body regarding land and other infrastructure facilities, faculty in terms of numbers, ratio and pay, library books and journals, labs and computers etc. This affects the financial viability of the Institution. Sudden changes in the admission procedure also affect the number of students admitted to a programme leading to huge

financial distress for the Institute.

## **BEST PRACTICES- II**

- **Title of the Practice: Student Industry Interface Forum (SIIF)**

### **Goal (100 words)**

- SIIF aims at providing 360° holistic development to students in order to bridge the gap between the expectations of the industry and the deliverables by the academia.
- To provide 100% placement assistance to the students pursuing Under-graduate and Post- graduate courses.
- To impart sound professional knowledge and skills through sessions and Value-added courses which are timely conducted.
- To prepare the students for different levels of selection process such as group discussions and one- one interviews by boosting their confidence level.
- The focal objective of the forum is to impart requisite skills training to the students to convert opportunity into success.

### **1. The Context (150 words)**

In an era of Industry 4.0, employers are demanding skills from graduates which are outside the subject area of study in Higher Education. Employers generally see a graduate's achievements related to the subject discipline as necessary but not enough for them to be recruited. They are looking for specific skills and flairs that can contribute to harmonious and efficient working environment. Soft skills training, Personality Development sessions, Interview Handling, Emotional Quotient sessions etc. are having equal importance in this context as the knowledge and experience acquired through academics. Data is the new oil. Therefore, the University has included a new elective named 'Operation Analytics' in the curriculum keeping in view the increased demand of the analytical skills. In this context, it has become imperative for a reputed institution like ours to ensure to the level best, that its primary stake holders are satiated with respect to their expectations.

## 1. The Practice (400 words)

In order to achieve the set objectives, following practices have been adopted:

- **Memorandum of Understanding:** 5 MoUs have been signed with the following corporate training organizations to assist the Under-graduate and Post-graduate students in receiving professional training:
  1. INTERNSHALA
  2. YOUTH4WORK
  3. Telecom Sector Skill Council
  4. MRS training Services
  5. FORTITUDE
- **Skill Training:** The requisite skills are imparted through following modes:
  1. *Group Discussions:* Organizations conduct GDs to examine the interactive skills of their prospective employees..
  2. *Alumni Interactions:* Previous students who are working at the reputed firms come to talk to the current batch to address their career related queries and combat mental obstacles pertaining to different job profiles.
  3. *Mock interviews:* Mock interview sessions are organized to prepare students for the questions that could be asked during their job interviews and giving them a taste of the environment that they are going to face.
  4. *English Language training:* Brushing up of the language is also significant for job, therefore, English training is conducted to achieve that language proficiency in students.
- **Internship Fair:** Assistance for Summer Internships of Under-graduate and Post-graduate students is provided by the institution. An inter-college Internship Fair “SRIJAN 2019” was organized on April 16, 2019 wherein the students of BBA/BCOM/BCOM(H) from all colleges were invited to explore their career aspirations. 25 reputed companies from various sectors including Dalmia Group, IDBI Federal, Times of India, Asahi India and several other firms visited the campus. More than 300 students visited the campus for the fair. The internship fair received an overwhelming response from all colleges.
- **Placement Drives:** Placement takes place through different modes like on-campus, off-campus, pool-campus and by sending students to the companies directly. Various companies from different industries like Banking & Insurance, Retail, FMCG, IT/ITes, Consultancy etc. visit the campus for pre-placement talks, briefing the profiles and eligibility criteria for their respective organizations. Thereafter, the consent of students is taken for each company coming on board and the students appear for the aptitude test, GD and personal interview as decided by the companies. Upon selection, companies provide the offer letter to the selected candidates with joining date mentioned.
- **Regular Recruiters** at the Institute speak volumes of the Alumnus performance in the industry. New companies are added on annual basis. The Alumnus also assists in placements through employee referrals



**1. Evidence of Success (200 words)**

The benchmarks are the continuous reminders of the objectives and targets to be

achieved. To achieve them, one has to make consistent and rigorous efforts intentionally. The placement targets are no less. The forum aims to beat the previous years' targets to attain the best results in placements. In order to establish new benchmarks, aforesaid practices are implemented with additions to adapt to the changes in academia. The success of the practices is evident in the enhanced employability of the students. Each year there has been a rise in the number of the students placed and the packages they received. The average placement over the years has been around 90% with an exceptional placement record of 100% in 2018-19.

**1. Problems Encountered and Resources Required (150 words)**

The limitation of resources doesn't pose a major threat to the accomplishment of the placement targets but still the acknowledgement of the limitations will lead to a better process. The companies that come for pool campus or Internship fair demand a full-fledged Infrastructure which at times become difficult to address as the activities of the other batches could not be disturbed at all. There is no periodic revision of the syllabus by the university and in order to make students skills excellent, professional trainers have to be searched, selection of which becomes tough when there is a pool to choose from. Due to tight academic schedule, unviable commuting distance etc., students are not able to utilize such opportunities. Personnel with expertise in aptitude tests and in developing soft skills can permanently be employed for continuous training of the students if these resources are in place.

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**7.3 Institutional Distinctiveness****7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust****Response:**

The Institute has Internal Quality Assurance Cell (IQAC) to develop a system for conscious, consistent and

catalytic improvement in the overall performance of the Institution. It also promotes measures for Institutional functioning towards quality enhancement through internalization of quality culture and Institutionalization of best practices.

- **Distinguished Faculty:** The Institute has highly qualified, research oriented, experienced and dedicated full time faculty with diverse educational backgrounds from reputed Institutes.
- **Teaching And Learning**
  - **Teaching Methodology:** Quality Education is provided through modern teaching and learning methodology which includes:
    - Presentations
    - Live Projects
    - Online Courses
    - Moodle Tests
    - Case Studies Preparation
    - Management Games
    - Role Plays
    - Assignments, etc.
    - Research Orientation through projects, paper presentation in conferences/seminars etc.
  - **Overall Grooming:** The emphasis on student's development is not limited to academics alone but it encompasses holistic development through:
    - Training & Personality Development Programmes
    - Communication Skill Enhancement Sessions
    - Language Lab Sessions
    - Guest lectures
    - Workshops
    - Seminars & Conferences
    - Industrial Visits
    - Alumni Meets
    - Value Added Courses
    - Extra-Curricular & Co-curricular Activities/Competitions, etc.

Holistic growth is being attained with the help of **various Committees & Clubs** formulated under the aegis of (IQAC). The committees are monitored regularly for conducting curricular, co-curricular and extracurricular activities. The committee coordinators along with the student coordinators throughout the year conducted various such events successfully by adopting innovative practices.

- **Academic Committee** takes care of the academic activities for the students. It also evaluates and monitors students' academic performance.
- **Research and Consultancy Committee** helps to provide industry exposure through involving students in Live and research projects.

- **Social Responsibility Cell ‘Kartavya’** involves students to make difference in the well-being of the less privileged and facilitates the process of uplifting the vulnerable population
- **Eco Club** aims to plant a seedling in the minds of younger generation to contribute to a greener society.
- **Library Committee** assists students in providing the knowledge resources both in the hard and soft form.
- **Alumni Association** strengthens the bond between the Institute and alumni for a mutually beneficial relationship through Alumni interactions, Corporate Mentorship and Alumni meet. The Institute has an Alumni Association with over 2000 members.
  
- **Students Technology Forum (STF):**. The objective of the Student Technology Forum is to:
  - Organize various curricular, co-curricular and extra-curricular activities for the students to explore their hidden talent and instill competitive spirit.
  
  - Groom students for Cultural events through various societies like TARANG, VENOM, AGAAZ.
  - Organize the Annual Cultural Festival ‘Ecstasy’
  - Encourage students to participate in various sports events.
  - Organize various indoor and outdoor sports competition for the students.
  - Provide exposure to real life applications through industrial visits.
  - Provide an environment for team building, event management and confidence building in the students.
  
- **Students Industry Interface Forum (SIIF):** The objectives of the Students’ Industry Interface Forum are to:
  - Assist the student in the Summer Internship and Final Placements.
  - Provide training to the students for placement preparation through personality development sessions, Mock interviews, Mock Technical tests etc. It also provides training for competitive examinations and hence prepares a cadre of professionals for the industry.
  - The students adhere to the placement policies notified from time to time. Active participation in all placement activities is also solicited.
  
- **Student Scholarships:** Student Welfare Fund scholarships are offered to select meritorious and economically weak students on a semester basis.
  - The Institute also facilitates the EWS, Post Matric scholarships offered by various Government & other agencies.
  
- **Parent Teacher Association**
  - Faculty members are in constant touch with the parents to inform and discuss their ward’s

problems.

- Regular Parents Teachers Meetings (PTM) for each programme is also convened for direct interaction between Teacher and Parents/ Guardians for ameliorating the issues relating to their ward in his/her studies and their overall grooming & development.
- Institute also directly communicates with parents through telephone and letters for providing regular feedback about their wards and for maintaining cordial, cohesive, warm and confidence building relations.

- **Increasing Research Orientation of Faculties & Students:** Faculty and students are encouraged to attend FDPs, Workshops, Conferences & Seminars etc. to remain updated with the research in their areas. They are also encouraged to present papers in various National / International Journals and also publish and present papers in Conferences / Seminars. Faculty and Students are also encouraged to opt for developing research projects on latest aspects and correspondingly write and present research papers. Students and faculty members are also encouraged to undertake research projects and live projects. As a result, students have developed various live projects and research projects under the guidance of Faculty members. One Research Project has been submitted to ICSSR. And also one research Project under IMPRESS scheme has been approved by ICSSR in the year 2017. Three research proposals have been submitted for approval at ICSSR and AICTE respectively.

- **Providing Guidance for Entrepreneurship**

Sessions, Workshops, and B-Plan Competitions are held to provide an insight to the students regarding existing opportunities to become entrepreneurs. Incubation cell has been established to provide constant support and guidance to budding entrepreneurs.

- **Image Building and Increasing Visibility and Brand Name of the Institute**

With the execution of various committees' activities throughout the academic session for its extensive coverage on the institute's website and social media sites the institute increases its visibility and enhances its image. Various initiatives include:

1. Providing quality education supported by guest lectures/ workshops by eminent personnel both from academia and industry. In addition, conducting National and International Seminars/Conferences for wider visibility.
2. Overall grooming of the students through inter /intra college curricular / co-curricular/ extracurricular activities.
3. Conducting events in association with reputed organizations to increase the dissemination of knowledge. This includes support of GGSIPU, ICSSR / IDSAM for Seminar / Conferences.
4. Registering with INTERNSHALA for Live Projects/ Internship.

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NAAC

## 5. CONCLUSION

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### Additional Information :

1. Providing Academic Inputs like Lecture Plans, Question Banks, Solution Sets, Model Test papers etc.
2. Blended and Interactive Learning through case studies, research, live projects, summer training projects and the major specialization final year projects to help students comprehend the market conditions and help them assess the situations and offer probable solutions.
3. Online Courses undertaken by faculty members and students from Course era, National Programme on Technology Enhanced Learning (NPTEL) Courses, Online certification by GOOGLE, etc.
4. Organized 15 National Conferences and Seminars and 6 International Conferences till date.
5. Organized one 1-day, three 2-day, one 4-day and seven one-week Faculty Development Programmes.
6. Research publications of faculty in Journals of repute
7. 19 Value Added Courses organized in areas of Digital Marketing, Soft Skills Development, Financial Modelling, Financial Econometrics, Train the Trainers, to name a few.
8. Subject Specific Workshops conducted on new technologies eg. SPSS, E-views, RStudio, Python on Jupyter Editor, PowerBI and MS-Excel etc. to enhance the employability prospects of the students.
9. Students placed in top notch companies such as Moody's Corporation, EY, Ameriprise Financials, Protiviti, Ken Research, Blackrock, ICICI Securities, Axis Bank, E-Value Serve, Capital IQ, Grail Research, to name a few.
10. Entrepreneurship Development Cell conducted 12 programmes.
11. Incubation Cell has also been established.
12. Students Technology Forum organized 16 Annual Cultural Fests till date.
13. Submitted Minor Research Project to ICSSR in October 2018. One Minor Research Project has been granted under IMPRESS of MHRD.
14. Facilitates the EWS, Post Matric scholarships offered by Government & other agencies.
15. Social Responsibility Cell associated with NGOs to provide assistance to the inmates.
16. NSS programs conducted by the NSS volunteers.
17. Grants from the Delhi Government received by Eco Club for organizing activities for protecting and ensuring greener environment.
18. Feedback collected and improvement undertaken accordingly.
19. Alumni Committee organised 7 Alumni Meet and numerous Alumni Interactions till date.
20. Sexual Harassment Committee constituted to protect the rights of women of working in a safe workplace.

### Concluding Remarks :

The Institute aims at imparting quality and holistic education to the students. The various activities undertaken by the Institute has resulted in the Institute accomplishing certain milestones with

the Institute being rated as A+ category by SFRC and being placed in the rank band of 76-100 in the Management Institute category in NIRF for consecutive three years from 2017 to 2019. The Academic Audit, JAC Inspections have witnessed improvements in the scores over the last 5 years.

Institute introduced BBA, B.Com (H) and MBA (FM) with an intake of 60 each and increased the intake in MBA from 120 to 180 in the last five years.

The dynamic Academic Environment through academic inputs and modern pedagogies has earned the Institute 26 Gold medals and 12 Exemplary Performances.

The dedicated Training & Placement Cell aims at 100% placement assistance with around 90% average placement over the years in top notch companies.

Few research projects have been undertaken and grants have been procured from agencies like ICSS, AICTE and GGSIPU.

The Institute aims at holistic student development through extra and co-curricular activities, social work and community engagement. Sessions, workshops, and B-Plan Competitions are held to assist budding entrepreneurs. Incubation cell has been established. Industry Academia connect is maintained through corporate stalwarts and entrepreneurs, alumni interactions, industrial visits.

At DIAS, state-of-the-art infrastructure like Wi-fi enabled campus, smart boards, LCDs and audio-visual devices, computer labs, advanced statistical analysis softwares, databases, well-stocked library with text & references books, national, international & online journals are made available.

The Institute is sensitive to gender equity and parity and organizes sessions through various committees.

The Institute has strong commitment to differently abled people. Code of conduct is specified in student handbook and welcome kit for employees. Institute's core values are displayed on website. Days of National/International importance are celebrated. The Institute maintains complete transparency in financial, academic, administrative and auxiliary functions.

It is the constant endeavor of the Institute to scale higher heights and contribute to society by providing skilled workforce with the right blend of attitudes and value for a better tomorrow.