



SELF STUDY REPORT

FOR

2nd CYCLE OF ACCREDITATION

IPS ACADEMY

KNOWLEDGE VILLAGE, RAJENDRA NAGAR, A.B. ROAD
452012

www.ipsacademy.org

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Indore Professional studies Academy (IPSA), Indore is one of the central India's Premier leading educational institution. IPS Academy sets a bench mark by imparting quality education and producing responsible citizen with professional and human values. It is recognized by Department of Higher Education, Madhya Pradesh, Bhopal and affiliated to Devi Ahilya Vishwavidyalaya (DAVV), Indore. IPS Academy is a self financed institution, established in 1994. Currently we are celebrating Silver Jubilee year. The Academy grew gradually by establishing different departments for instance Management and Commerce 1994, Department of Computer Science 1995, Faculty of Basic Science having different departments 2002, Department of Fashion Technology 2006, Library and Information science 2008 and Humanities 2010. Presently Institute is running 14 UG and 12 PG courses along with several Ph.D. programs in different departments. Department of Management and the Economics are two research centers recognized by the DAVV.

IBMR-IPSA placed between 76-200 rank band in NIRF Ranking for last 3 consecutive years. As per India today's survey 2018, Faculty of Science is ranked 58th position amongst the best 120 science colleges while the Faculty of Science is ranked 9th among the best emerging colleges of the century. BBA program run by the department of Business Management stands at 51 position among the best 120 colleges. The Academy was appraised by NAAC in 2014 in Grade B with 2.73 point on 4 point scale.

For the overall development of the society, Academy offers courses in different fields of Basic Science, Commerce, Management, Humanities and Computer Science, fashion designing and library science.

It is situated at the prime location on Agra-Bombay Road in a clean and green environment in the outskirts of Indore City. The campus is well connected with transport system from all parts of the city. The Academy is spread over 58 acres of land with lush green campus and is situated in the semi-urban area of Indore city. The campus is therefore appropriately named as "Knowledge Village". The academy caters to the needs of higher education for nearly 4000 students from all parts of India and nearby states.

Vision

IPS Academy aims to be one of the premiere institutions of the country, dedicated to creation, application, dissemination of knowledge, skills, spirit of competitive excellence, building up generations of global citizens and value driven professionals for the corporate world and the society.

Mission

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

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

1. Over the span of 25 years college gradually flourished and earned a name in the central India zone.
2. The Academy is blessed with plethora of scholastic 168 faculties. The Academy has 23 distinguished research guides. The faculties of various discipline published 393 research papers in peer reviewed journals, some of them with very high impact factor during the last five years.
3. Holistic development of students through large number of extension activities.
4. The academy has zero tolerance policies on ragging, gender violation, women's security, sexual harassment etc. by strict monitoring of various committees.
5. Health and safety of the employees and students are at priority. The campus is equipped with state of art Infirmary and 24 X 7 hours available ambulance.
6. The best results and large numbers of merit position consistently in the university.
7. IPS Academy has provided with all amenities viz. large sports ground, swimming pool, horse riding, Rifle shooting area, hostels for girls (capacity of 350 beds), guest house, big mess ,canteen, huge parking area.
8. On the humanitarian ground the academy excel very well. It provides help of Rs. 5000/- per year to class four employees whoever needed. Donation charities are in regular practice.
9. Career Management group of IPS Academy sets a bench mark across the central India. IPISA students remain first choice of many reputed International and national recruiters offering high CTC.
10. Under the Institutional Social Responsibility, the academy has taken initiatives for environmental cognizance like waste water recycling, bio-degradable waste management, plastic recycling, napkin incineration and rain water harvesting ozonizers for pure water. Energy conservation measures, hostels are equipped with solar water heaters and academy has solar power plants, two in number each with 30 KW capacities.
11. The academy has excellent Infrastructure with well equipped laboratories. Number of equipments in the laboratory as per the industry and curriculum requirements such as HPLC, NMR, Spin coating Unit, Foucault pendulum, Nuclear Physics Lab.
12. Some courses are very demanding 100% occupancy in these courses is seen every year.

Institutional Weakness

1. College has to abide by the rules and regulations, curriculum and examinations schedule of the affiliating University which restricts our ability to form our own curriculum and examination system. We are bound to university for not introducing new demanding courses.
1. Few students are from the villages with no sound knowledge of the respective subject which requires extra work initially to bring them at par to normal subject knowledge. Poor communication skill of the students is also a problem, although the academy provides some value added programmes to address the short comings.
1. No centre for Intellectual Property Rights.

1. Inadequacy of Consultancy work.

1. Lack of patents

1. Lack of research centers in the faculty of science.

Institutional Opportunity

1. To increase the number of research guides and establish research centers in the field of basic Sciences, Commerce to strengthen research activities further. To create more collaborations with different renowned institutions like RRCAT, UGC-DAE-CSR situated in the city especially in the field of basic Sciences to facilitate research activities.
2. To sign more numbers of MoU's with industry to enhance academia- industry liaisons to strengthen placement further.
3. To open new value added courses based on skill development to enhance the employability.
4. To further upgrade the classrooms to facilitate teaching through modern tools and techniques.
5. For the potential of excellence of the college, to upgrade the NAAC grade to "A" grade or further.
6. To strengthen the feedback system in order to overcome the shortcomings of the faculties and the students.

Institutional Challenge

1. University restrictions on curriculum, examinations, internal assessment and introduction of new courses etc.
2. To provide employment to all the students with high salary packages.
3. Better opportunities to the students who wish to have higher education.
4. Develop ethical values among the students.
5. Indore being first among the Indian cities for the cleanliness under Swachh Bharat Mission, our responsibility is to enhance the awareness toward environment and cleanliness among our students and others on the campus.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The college motto "Knowledge, skills, values" lays a robust foundation for all the academic, social responsibilities. Thus academy is committed to provide quality education in accordance with college vision and mission of generating personages with academic, social and emotional excellence. It inspires intellectual and personal growth in the students, preparing them for meaningful and ethical contributions to a diverse, global

society.

The IQAC plays an intrinsic role in the implementation of curricular, co-curricular and extra-curricular activities of all the departments throughout the year. It plans the academic calendar in collaboration with the principal of the college at the beginning of the academic year and each department implements through its head. Through formal and informal feedbacks, course delivery and syllabus completion is monitored and is periodically reviewed by the respective head of the departments.

We ignite a passion for learning among our students and teachers by organizing workshops, conferences, seminars, expert lectures, debates, industrial visits, providing platform for innovative thinking through incubation centre along with regular classroom teaching and learning. For their overall development,

Final semester students of PG classes undergo research projects which is mandatory in the affiliating University curriculum. If the research work performed is up to the mark then the supervisor/guide send it for publication in some of journals/reputed magazines with student's name as one of the authors.

Teaching-learning and Evaluation

In the classroom teaching, student-centric methodologies are adopted by the teachers wherein SC, ST and students with rural background are taken care for their inadequacies in the language and the subject matter. Classes are always a mixture of fast learners and slow learners; it is therefore, the responsibility of every teacher to teach at a level such that students from either category do not feel neglected.

Use of ICT and library material both in the form of text books and in digital form is encouraged. Library provides the facility of web-OPAC for the users. Students/teachers can access through Knimbus, DELNET softwares, NPTEL lecture videos which serve as a knowledge resource centre. Campus is Wi-Fi and free internet is also provided in each department for both staff and students.

IPSA is enriched with more than 70 Ph.D. holder faculty members. Our students excel very well in the university examinations and get high ranks in the merit list of the University. Siddharth Jain (2011-13) and Shweta Potdar (2015-17), PG students of Department of Chemistry both bagged two gold medals. They were topper in M.Sc. Chemistry and also overall topper in Science stream in the whole university.

As far as the evaluation process is concerned college being affiliated institution with DAVV, it adheres to the norms of University and department of Higher Education. Internal assessment of the students is done through classroom tests, problem solving sessions. Project assignment is mandatory for UG and PG final year students. The marks secured are sent online to the University to be included in their mark sheets as per norms. Complete transparency and confidentiality is maintained in this regard.

External evaluation of the student by the university at the end of the semester/final examination is Hassel free as well as transparent. It is a central evaluation system where the answer sheets of the candidates are coded and finally de-coded to minimize the mal practices at the evaluation level. Any student grievance is taken care of in various ways under the reforms introduced by the university.

Research, Innovations and Extension

Faculties are encouraged to take up research work and present the same in national and international conferences and in peer-reviewed research journals for which the management provides financial and other supports. Research paper published in international journals and National/UGC approved journals is awarded with Rs. 8000/- , and Rs. 3000/- respectively. Quality research work by the post graduate students is also sent for publication in the research journal/magazine. Some post graduate students take up internship and projects in IIT, RRCAT, UGC-DAE-CSR, Indore.

The academy has two research centers in Economics and Management, 16 Ph.D.'s have been awarded in last five years. Management department also publishes a peer reviewed Journal – “Unnayan- IBMR” with ISSN 2349-6622 for print and ISSN 2349-7165 for online version.

There are various agencies like MPCOST, UGC-DAE-CSR, and some industries which provide research grants for the approved projects and also there are many research scholars working in different departments. In the Academy, academic atmosphere is conducive to front line research activities which has resulted into the publication of 393 research papers in peer reviewed journals some of them with very high impact factor during the last five years. The number of publications in the proceedings of the conferences during the same period is 151.

IQAC organized 19 IPR Activities in last session. Under the initiative of Institution Corporate Social Responsibility (ICSR), the teachers and the students take various activities under the aegis of NSS and NCC. five villages have been adopted where our faculty and students visit periodically and educate them for better health, hygiene and environment. The villagers are advised not to believe in mal practices and superstitions. The academy is also engaged in various social activities like Blood donations, Old age home visits, seminars for the school drop outs. Balmitra as Gyan Vistar is another activity where students participate. About 1800 student participated in these extension activities.

A project “KHGOLIKA” funded by MPCOST was carried out by department of Physics where village schools children were trained in handling the telescope and solar observations.

Infrastructure and Learning Resources

IPS Academy is situated on a lush green 60 acre campus with huge infrastructure to address all types of requirements of students, staff and faculty. A new science block has been constructed with all modern amenities, spacious airy laboratories and classrooms with provision for audio visual teaching aids, computer labs. Academy has seminar halls , and auditoriums for conferences, expert lectures and other activities. A 1500 seating capacity huge open air theatre with sliding roof for mega events. Academy has 600 seating dining hall, modern kitchen with RO filtered water supply. The resident girl students are housed in hostel with all modern amenities. A Napkin Incineration machines are installed in girl's hostel and on required places.

Games and sports play an important role in the overall development of student of any institution. The academy has swimming pool, badminton hall and table tennis hall as indoor facility. With two high class lawn Tennis courts, two basketball courts along with Cricket, Hockey and football grounds. Horse riding, rifle shooting range are other sports which are our specialty.

To keep campus clean and green, the academy has water harvesting system, water recycling plant and poly bag's recycling plant. There are two solar power units (30KW) to supplement our electricity requirements in campus.

The academy has a library with a large number of books, periodicals and journals. In last 5 years books and journals of Rs. 87 lac were purchased. It is equipped with the facilities for bar code label generation. Electronic security gate is installed and all books are embedded with magnetic strip. CCTV monitoring is at place, about fifty systems are provided for the users to browse E-resources and internet. Library has access to Wi-Fi and it is also equipped with DELNET, EBSCO-ELITE, BOLAE, Britannica e-books etc. In addition to N-LIST central library, Departmental libraries for PG students are available.

The science and research laboratories are well equipped. Mechanical and electronic workshops for the students and staff to develop, and fabricate equipments, 14” Celestron telescope are with physics department.

Student Support and Progression

The academy is committed to provide all kinds of support to its student namely financial, capability enhancement, placement, awards and medals for outstanding performers in sports and cultural activities etc.

In addition to the financial support from state and central governments to SC, ST and OBC students, the academy provides financial support to economically weaker students by waving a part of tuition fee and about 300 students are benefited. Scholarship to sports persons.

Induction program for the newly admitted students provides them all the information about the facilities available.

As the classroom teaching starts, class coordinators are appointed for each class. It is their responsibility to regularly interact with the students. Various committees namely student grievance redressal committee, women’s grievance cell, guidance and career counseling cell etc. have been constituted to address their problems.

Students are also advised to opt for soft skill development, language lab, Psychology classes, remedial classes, yoga and meditation which are provided by the institution as value added programs, free of any charge.

The teacher guardian meetings are organized to keep them aware about the academic progress. This keeps the parents/guardian complaints at minimal and develops a healthy bonding between the institution and student family.

The academy can boast of the achievements of its placement cell. It brings famous and prominent companies for the campus selection of our students.

In addition to conduct campus recruitment, the placement cell also runs training classes on communication, personality development and soft skill development to bring the students at desired level. Entrepreneurship for students is another area to explore by incubation centre. Excellent academic performance of the students in the university examinations and some other platforms like quiz-competition, debates and other such events bring laurel to the institution and the students as well. Sports and cultural cell motivate students for extracurricular activities at regional & National level. Our students made us proud by achieving awards from IIT Roorkee, IIT Kanpur, IIT Delhi etc.

Governance, Leadership and Management

IPS academy was started by the Indore Education Society whose governing body includes members from various fields, namely educationist, administrators, sports person, government official from Higher Education, Bhopal, two teacher representatives and university representative. This governing body meets at least twice a year and take stock of all activities.

Management committee of the academy is headed by the President and includes a vice president, secretary, joint-secretary, treasurer and a donor member with principal of the academy as an ex-officio member. The managing committee is responsible to arrange and manage the finances. An annual budget is prepared by each department and is approved by the management. Accounts section is responsible for the receiving and disbursement of funds as approved by the management. For every financial year a balance sheet is prepared and approved by a chartered accountant appointed by the managing committee.

Head of the Institution is the Principal who looks after all the administrative activities in collaboration with the head of various departments and various committees constituted for different activities. Principal is a link between managing committee, staff and students. In this way, the governance of the institution is decentralized so that most of the faculty members and staff becomes a part and parcel of administration.

Periodical meetings of all HOD and managing committee take place during the academic session to review the overall progress of each department. Suggestions from the members are entertained and discussed.

The IQAC headed by the principal is responsible to coordinate with all the departments and committees in the implementation of all the academic and administrative decisions.

Representation of students in almost all the committees, headed by senior faculty members and participation in formation of the student's Union in the academy inculcates a sense of responsibility, discipline and leadership among the students also.

It is worth mentioning that the campus is ragging free and the students' union elections are run peacefully every year and for this the credit must go to the governance of the college authorities and students equally.

Institutional Values and Best Practices

- Under the project "Vidhyadaan", the institute has adopted five villages for the development of underprivileged and feeble section of the society.
- Concession in fees to the ward of the employees.
- A financial help of Rs. 5000/- per year to class IV employees for medical, marriage of the kids.
- Loan facility from the in house cooperative bank on nominal interest rates.
- The academy has zero resilience policy with CCTV cameras, security guards.
- Regular visits in the campus by the nominated faculties of the various committees like anti- ragging committee, women's grievance cell, sexual harassment cell under the zero tolerance policy.
- Towards environment cognizance, large number of variety of trees plantation is practiced.
- Under the "Swachh Bharat Abhiyan" campaign college maintains the cleanliness and hygienic conditions in the whole campus.
- For the eco-friendly environment, the college is equipped with the two solar power plant, four solar water heaters in the hostels.
- Energy conservation is practiced by using LED bulbs and tube lights in most of the places.
- Biodegradable waste from the mess is converted into manure by the chemical process in the campus

itself.

- Waste water recycle plant provides bacterial free potable water to be used in the toilets and the gardens.
- Provision for rain water harvesting.
- Poly bags are recycled and converted into useful granules.
- The academy has tie up with the company “Unique Eco Recycle” to manage our E-waste.
- Whole campus including mess and various departments is supplied with RO water for drinking purpose.
- The institution also runs skill development certificate course on design and fabrication of electronic kits, soft skill development, web-design and many more which are not prescribed in the curriculum.
- Fabrication of laboratory equipments and donation to other education institutions.
- Some of the equipments have been awarded at National Competitions.
- In chemistry lab, hazardous chemicals being replaced by green chemicals during lab practice.
- The non hazardous and cheaper products like soaps, detergent, mosquito repellents, perfumes etc. are synthesized by chemistry students and used.

NAAC

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	IPS ACADEMY
Address	Knowledge Village, Rajendra Nagar, A.B. Road
City	INDORE
State	Madhya Pradesh
Pin	452012
Website	www.ipsacademy.org

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Premlata Gupta	0731-4014579	9755545648	-	naac@ipsacademy.org
IQAC / CIQA coordinator	Satyakam Dube	0731-4014784	9425054515	-	satyakamdube@ipsacademy.org

Status of the Institution	
Institution Status	Private

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	07-11-1994

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

State	University name	Document
Madhya Pradesh	Devi Ahilya Vishwavidyalaya	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	25-07-2003	View Document
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	View Document	04-04-2018	12	ANNUAL APPROVAL

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?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Knowledge Village, Rajendra Nagar, A.B. Road	Semi-urban	60	21068

2.2 ACADEMIC INFORMATION

NAAC

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BBA,Management	36	HSSC	English	300	300
UG	BBA,Management	36	HSSC	English	60	60
UG	BCom,Commerce	36	HSSC	English,Hindi	60	55
UG	BCom,Commerce	36	HSSC	English,Hindi	60	60
UG	BCom,Commerce	36	HSSC	English,Hindi	120	101
UG	BCom,Commerce	36	HSSC	English,Hindi	120	116
UG	BCom,Commerce	36	HSSC	English,Hindi	120	120
UG	BSc,Science	36	HSSC	English,Hindi	30	30
UG	BSc,Science	36	HSSC	English,Hindi	60	60
UG	BSc,Science	36	HSSC	English,Hindi	60	59
UG	BSc,Science	36	HSSC	English,Hindi	120	70
UG	BCA,Computers	36	HSSC	English	120	110
UG	BA,Arts	36	HSSC	English,Hindi	40	40
UG	BLibISc,Library Science	12	GRADUATION	English	30	4
PG	MBA,Management	24	GRADUATION	English	60	60
PG	MBA,Management	24	GRADUATION	English	60	4

PG	MBA,Management	24	GRADUATION	English	60	53
PG	MBA,Management	24	GRADUATION	English	420	420
PG	MBA,Management	24	GRADUATION	English	60	1
PG	MCom,Commerce	24	GRADUATION	English,Hindi	30	3
PG	MSc,Science	24	GRADUATION	English	20	7
PG	MSc,Science	24	GRADUATION	English	20	18
PG	MSc,Science	24	GRADUATION	English	30	26
PG	MSc,Science	24	GRADUATION	English	20	11
PG	MSc,Science	24	GRADUATION	English	30	17
PG	MSc,Science	24	GRADUATION	English	40	40
PG Diploma recognised by statutory authority including university	PG Diploma, Fashion Technology	12	GRADUATION	English,Hindi	20	11
Doctoral (Ph.D)	PhD or DPhil,Management	36	POSTGRADUATION	English	40	23
Doctoral (Ph.D)	PhD or DPhil,Management	36	POSTGRADUATION	English	12	0

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	14				22				134			
Recruited	13	1	0	14	8	14	0	22	54	80	0	134
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	14				22				134			
Recruited	13	1	0	14	8	14	0	22	54	80	0	134
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				54
Recruited	48	6	0	54
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				54
Recruited	48	6	0	54
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				36
Recruited	34	2	0	36
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				36
Recruited	34	2	0	36
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	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.	11	1	0	7	13	0	14	21	0	67
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	2	0	0	1	1	0	40	59	0	103

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	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

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	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

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male	Female	Others	Total
		30	7	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
Certificate / Awareness	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0
Diploma	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0
Doctoral (Ph.D)	Male	10	0	0	0	10
	Female	4	0	0	0	4
	Others	0	0	0	0	0
PG Diploma recognised by statutory authority including university	Male	0	0	0	0	0
	Female	10	1	0	0	11
	Others	0	0	0	0	0
PG	Male	336	15	0	0	351
	Female	294	13	0	0	307
	Others	0	0	0	0	0
UG	Male	830	24	0	0	854
	Female	326	7	0	0	333
	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	57	54	46	32
	Female	14	25	24	10
	Others	0	0	0	0
ST	Male	36	40	22	19
	Female	11	13	7	4
	Others	0	0	0	0
OBC	Male	420	422	341	304
	Female	160	171	102	103
	Others	0	0	0	0
General	Male	712	653	644	566
	Female	460	368	403	330
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		1870	1746	1589	1368

3. Extended Profile

3.1 Program

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

Response: 29

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of programs offered year-wise for last five years

2017-18	2016-17	2015-16	2014-15	2013-14
29	26	25	23	22

3.2 Students

Number of students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
4001	3472	2994	2494	1995

File Description	Document
Institutional Data in Prescribed Format	View Document

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

2017-18	2016-17	2015-16	2014-15	2013-14
1085	1020	960	945	935

File Description	Document
Institutional data in prescribed format	View Document

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

2017-18	2016-17	2015-16	2014-15	2013-14
1219	1103	855	723	1036

File Description	Document
Institutional Data in Prescribed Format	View Document

3.3 Teachers

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

2017-18	2016-17	2015-16	2014-15	2013-14
168	163	161	160	160

File Description	Document
Institutional Data in Prescribed Format	View Document

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

2017-18	2016-17	2015-16	2014-15	2013-14
170	164	162	162	162

File Description	Document
Institutional data in prescribed format	View Document

3.4 Institution

Total number of classrooms and seminar halls

Response: 69

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

2017-18	2016-17	2015-16	2014-15	2013-14
849.36	1131.43	645.04	786.21	457.20

Number of computers

Response: 483

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:

Being affiliated college the curriculum and the syllabi prescribed by the Devi Ahilya University is strictly followed. In addition to this, the Academy has strategized ways and means to strengthen the teaching-learning process as follows:

- Appointment of the faculty members is made as per UGC guidelines and the norms followed by the affiliating University.
- Academic activities are planned in advanced well before the commencement of the academic session. A calendar in alignment with the department of higher education, Government of Madhya Pradesh, affiliating university and institutional activities is prepared accordingly.
- Workload among the faculty members is assigned department wise for theory and laboratory work by the respective HOD's. The time table is given to the concerned teachers well in advance and also displayed on the departmental notices boards for the information to the students.
- Every teacher is required to prepare respective teaching plan along with course outcome, program outcome and learning outcome at the beginning of the semester and to ensure that appropriate learning-teaching material (resources) are available for the students.
- All faculty members are required to maintain a course file which comprises of the lesson plan, notes and related questions. Performance detail of the students is maintained by each department.
- Through formal and informal feedbacks, course delivery and syllabus completion is monitored and periodically reviewed by the respective head of the departments.
- Periodic internal class room tests with question papers designed to project the learning outcome of the students. Serious evaluation, discussion of evaluated answer sheets with the individual students is the regular exercise.
- The students at UG and PG level in their last semester are required to complete a project work which is compulsory part of their academic curriculum.
- Expert lectures, seminars, industrial visits (interactive) and training program, especially, for personality development and communication skills are one of the important features in our extra-curricular delivery program.
- Remedial classes are held for weaker students.
- Faculties are encouraged to take up research work and present the same in national and international conferences and in peer reviewed research journals for which the management provides financial and other supports. The faculties are also encouraged to attend refresher courses, FDP, workshops etc.
- The IQAC plays an important role in the accomplishment of curricular, co-curricular and extra-curricular activities of all the departments.
- Biometric system is installed to check out the arrival and departure of academic and non-academic

staff of the academy along with monitoring of lectures and laboratories from time to time.

- Outcome based approach is being adopted for the effective delivery of the curriculum.
- For the efficient teaching-learning process, the college is equipped with state of art central library. In addition to this, each department has its own library. Record of central and departmental libraries is well maintained and is furnished to IQAC for documentation. To access the library easily, all the students as well as faculties are provided with unique user ID and passwords.

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

Response: 12

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

2017-18	2016-17	2015-16	2014-15	2013-14
2	2	1	4	3

File Description	Document
Minutes of relevant Academic Council/BOS meetings	View Document
Details of the certificate/Diploma programs	View Document
Any additional information	View Document

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: 4.93

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

2017-18	2016-17	2015-16	2014-15	2013-14
3	2	1	1	1

File Description	Document
Details of participation of teachers in various bodies	View Document
Any additional information	View Document

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: 24.14

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

Response: 7

File Description	Document
Minutes of relevant Academic Council/BOS meetings.	View Document
Details of the new courses introduced	View Document
Any additional information	View Document

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

Response: 31.03

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

Response: 9

File Description	Document
Name of the programs in which CBCS is implemented	View Document
Any additional information	View Document

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: 28.63

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

2017-18	2016-17	2015-16	2014-15	2013-14
1837	1211	1014	589	97

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	View Document
Any additional information	View Document

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:

The Academy integrates cross cutting issues relevant to gender, environment and sustainability, human values and professional ethics in the curriculum to create awareness and enlighten the students about gender equality, ethics and values and environmental awareness.

Human values and professional ethics

- BBA course has a subject India ethos in management where students are taught business ethics and relevance of values in management and impact of Indian values on management.
- In BA, B.Sc. and B.Com moral values are covered under the foundation course in all three years.
- In B.Com honors values form an integral part of the subject Human Behavior

Environment:

- BCA has a paper on environment awareness which deals with important issues like environmental degradation, pollution and environmental management.
- In B.Sc. biotechnology environment biotechnology is being taught
- In M.Sc. Chemistry environmental chemistry is included in the syllabus

Gender awareness:

- The foundation courses of BA, B.Sc. and B.Com include topics related to gender awareness and sensitivity.

Apart from the regular syllabus the academy has adopted several innovative practices to create environmental awareness and protection.

- Use of paper for communication is being minimized.
- LEDs are being used extensively in campus to save energy
- Strict segregation of garbage is being done in the campus.
- Equipped with Waste water treatment plant. The recycle water is used in gardens and toilets.

- Plastic recycling plant is installed in the campus to prepare plastic granules
- Solar power plant of 30KW is installed in the campus
- Compost pit for biodegradable waste from the mess and the chemical free manure so obtained is used in the gardens
- Rain water harvesting to maintain water level in the soil
- Seminars, workshops, Nukkad Natak, flash mobs and awareness camps are organized by NSS and CSR to educate the people about environmental issues and problems, sexual harassment and gender sensitivity and to create awareness among the society about the myths, child labor, importance of water and trees etc.
- Training programs for villagers and farmers by faculty on use of pesticides etc.
- Napkin incineration in the girls hostel for the disposal of the sanitary napkins
- Visits to old age homes, orphanages and government hospitals are organized
- Relocation of 200 year old banyan tree from palasia square and other trees in the campus from different locations of Indore. Banyan tree has now strong roots and is a giant tree.
- Regular plantation of trees in campus is done to increase the green cover and the students play an active part in the same
- Campaign for creating green and clean campus under Swacch Bharat Abiyan. Each gallery of the academy has litters bins of different colors to segregate the waste.

File Description	Document
Any Additional Information	View Document

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

Response: 44

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

Response: 44

File Description	Document
Details of the value-added courses imparting transferable and life skills	View Document
Brochure or any other document relating to value added courses.	View Document
Any additional information	View Document

1.3.3 Percentage of students undertaking field projects / internships

Response: 9.67

1.3.3.1 Number of students undertaking field projects or internships

Response: 387

File Description	Document
List of students enrolled	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

1.4 Feedback System

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

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
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View Document
URL for stakeholder feedback report	View Document

1.4.2 Feedback processes of the institution may be classified as follows:

A. Feedback collected, analysed and action taken and feedback available on website

B. Feedback collected, analysed and action has been taken

C. Feedback collected and analysed

D. Feedback collected

Response: A. Feedback collected, analysed and action taken and feedback available on website

File Description	Document
URL for feedback report	View Document

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: 3.85

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

2017-18	2016-17	2015-16	2014-15	2013-14
162	167	132	98	41

File Description

Document

List of students (other states and countries)

[View Document](#)

Institutional data in prescribed format

[View Document](#)

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 75.41

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

2017-18	2016-17	2015-16	2014-15	2013-14
1870	1746	1589	1368	938

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

2017-18	2016-17	2015-16	2014-15	2013-14
2170	2040	1920	1890	1870

File Description

Document

Institutional data in prescribed format

[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: 57.05

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

2017-18	2016-17	2015-16	2014-15	2013-14
743	738	566	468	336

File Description**Document**

Institutional data in prescribed format

[View Document](#)

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 session for new students commences with an elaborate induction program during which experts from industry, academia and business world are invited to orient the student. Even stress management and yoga session are also included in the induction program.

- In the first two sessions the knowledge and skill level of the student in specific areas like Science, accounting, numerical ability, communication skills, language skills are assessed.
- Based on the results of the assessment the students are divided into various groups, according to their ability in particular area.
- For commerce and management stream, special accounting sessions are organized for students belonging to science and art background.
- Numerical ability/problem solving is held for bioscience, art and commerce students.
- Language classes are organized for Hindi medium students.
- The number of remedial classes depends on the grasping ability of the students based on the result of class test
- Students with brilliant academic record are provided with inputs in personality development and advanced communication skills.
- Special assignments are designed for this purpose.
- Teachers are advised to pay special attention to students who are from different background while teaching their subjects and focus more on the basics of the subject.
- Similarly special computer lab sessions are organized for students efficient in IT skills.
- Students are encouraged to visit the library and study the elementary books of the field in which they are weak.
- NET and GATE guidance to advance learners of PG level

- Research oriented project work for advance learners of PG level
- Advance learners of PG level are send to IIT, RRCAT for Project work
- Encouraged to participate in national level quiz competition, debate competition and other academic activity.
- Students are motivated to do online courses like NPTEL, IIT modules
- Mentoring system for PG students
- If any student needs any type of psychological counseling, a permanent psychologist is also available to them.

File Description	Document
Any additional information	View Document

2.2.2 Student - Full time teacher ratio

Response: 23.82

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
Institutional data in prescribed format	View Document

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:

Experiential learning

- Students are nominated on various committees such as editorial Manthan magazine, Anti-ragging committee, student welfare committee, student grievance cell etc.
- Students are elected as Class Representative and other office bearers in the student union election.
- Advance learners are motivated to set higher goals by counseling them and providing necessary information, training in presentations etc.

Participative learning

- In all the first three semesters of M.Sc. Physics, students design and fabricate Electronic Kits and these are then used in the UG laboratory. Preparation of 24 products by green Chemical Method in Chemistry lab by the students like soap, detergent, creams, perfumes, mosquito repellent,

biodegradable plastics etc. These all are attractively packed and exhibited and are used regularly in the department.

- Every year **National Science Day** is celebrated with great zeal. We organize intercollegiate science quiz competition, display innovative experiments and open our space observatory for students as well as for general public.
- Department of computer Science organizes competition on “Robotics”.
- Students contribute informative and creative articles, poems and other material in the college magazine “**Manthan**”.
- Sports teams from the academy are sent to participate in various intercollegiate, state and national tournaments
- **Rallies** are organized on special occasions to highlight their importance in the public like run for vote, girl child welfare etc.
- NSS and NCC wings of the college students perform some social activities such as blood donation, Nukkad Natak for highlighting social evils and their eradication and to maintain hygienic conditions in the rural areas.
- Expert lectures, certificate programmes/value added programmes on psychology, personality development, communications skills, Stock Market, MS Excel, Digital Marketing etc are periodically arranged.
- PPT presentations are given by the PG students on their project work and on other topics regularly.
- Students of Fashion designing prepare and sell their product in different exhibitions held by department of fashion designing. For example handmade Rakhi, handmade and ecofriendly jewelry, latest fashion self stitched clothes etc.
- Industrial visits, educational tours are organized to upgrade and strengthen their knowledge further. Economic times are distributed among the students and then discussion is made on current issues which boost up their GD ability.

Problem solving methodologies

- The academy has well equipped library with large collection of books, e-books, magazines, journals, e-journals. It has web-OPAC facility for the users. Students can access through Knimbus, DELNET softwares, NPTEL lecture videos which serve as a knowledge resource centre. Campus is Wi-Fi and free internet is also provided in each department for both staff and students
- Mentors keep track of their student’s academic progress and remedial measures are taken by providing extra coaching for those who do not fare well in the class/test and internal assessment examination.
- Tutorial for PG students, data analysis work are regularly undertaken to improve their problem solving skills.
- Students of Management and Commerce analyse case studies elaborately.

Problem solving session in different subjects like Chemistry, Physics, Commerce, Mathematics, Finance and Accounting

File Description	Document
Any additional information	View Document

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

Response: 95.83

2.3.2.1 Number of teachers using ICT

Response: 161

File Description	Document
List of teachers (using ICT for teaching)	View Document
Any additional information	View Document

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

Response: 27.78

2.3.3.1 Number of mentors

Response: 144

2.3.4 Innovation and creativity in teaching-learning

Response:

Academy encourages use of innovative methods in the teaching-learning process at the UG and PG level and finds by and large successful. The teachers keep themselves abreast of the current trends in teaching learning methodologies from various sources like expert lectures, workshops and seminars on the subject and in turn adopt the same in their class room teaching. There is no denying the fact that the chalk- and-talk way of class room teaching is still predominate in the all the departments but it is well supplemented using ICT. Every department has one or more LCD's which are used when ever required. The teachers do not hesitate in explaining things in local language for the benefits of those students who need it. It makes interaction and communication between teachers and the students very effective. Also, on regular basis faculties arrange NPTEL lectures in the class which makes the teaching-learning session more effective and interesting. Each department provides previous years question papers to the students along with syllabus. Class room tests are conducted; the answer sheets are evaluated and discussed with individual students with all seriousness to show their importance and usefulness in the preparation of final examination. The marks awarded for internal assessment of the students are displayed on the notice board. The teachers are required to keep records of these marks along with the attendance both in theory and lab for the performance assessment of each student. Students are encouraged to meet their subject teachers after classes are over to discuss their difficulties if any and get the remedy. Students are also encouraged to participate in inter departmental and inter collegiate fest in different disciplines.

Computer science department organizes training programs for the faculty members and other administration staffs where relevant and useful software's are taught. They teach webpage designing, website development, use of networking etc. Academy has made it mandatory for the teachers to engage themselves in the research activities and present their research work in national/international conferences, publish the same in peer-reviewed journals for which incentive in the form of cash award is given to the authors.

The department of library science arrange training program for the faculty and the students to use library resource like INFLIBNET in the process of teaching and learning.

Project work is a part of the curriculum of the student, both at UG and PG level for which external evaluation is arranged by the university. Different departments plan the project work to their student relevant to the subject for instance science department take up laboratory based projects for their UG student and research oriented projects for the PG students. On the completion of the project, it is mandatory for each PG student to present his work through power point presentation before the classmates and faculty of the concerned department. e-Journals & e-books are made available for both students & the staff.

File Description	Document
Any additional information	View Document

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 99.03

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	View Document
List of the faculty members authenticated by the Head of HEI	View Document

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

Response: 33.89

2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
72	62	55	47	40

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	View Document

2.4.3 Teaching experience per full time teacher in number of years

Response: 11.97

2.4.3.1 Total experience of full-time teachers

Response: 2011

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: 9.85

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

2017-18	2016-17	2015-16	2014-15	2013-14
5	6	2	1	2

File Description	Document
Institutional data in prescribed format	View Document
e-copies of award letters (scanned or soft copy)	View Document

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

Response: 8.65

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

2017-18	2016-17	2015-16	2014-15	2013-14
16	16	16	12	11

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	View Document

2.5 Evaluation Process and Reforms

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

Response:

Evaluation of the students is an integral part of the teaching-learning process. The evaluation system at the institutional level is in line with that of the university system. For the past few years, the University has introduced several major evaluation reforms such as:

- At both the levels, UG and PG, examination answer sheets of the students are coded before being sent for evaluation and then decoded for the entry marks into the system. The entire process is computerized. Central evaluation system for both UG and PG examination is adopted by the university.
- After results are declared, there is a provision that those students who are dissatisfied with their results may apply to the University for re-totaling or seeing the answer sheers as the case may be. University informs the results whatsoever. This is a major reform at the University level.
- University has switched over to dual system of examination. For UG level (except BBA and BCA) courses, there has been annual system of examination for the last two years and there are two tri-monthly examinations of which 20% marks are added to the annual examination marks (20+80), while at PG level, semester system is still in practice.
- For the PG students continuous assessment is done through two class room tests which are conducted with an interval of about 5 to 6 weeks, assignments, presentations for which 15% marks are allocated and sent to the university online. End of the semester examination is conducted by the University for the remaining 85 Marks. In addition to theory tests, continuous assessment is done for the laboratory work in practical subjects.
- Final year students of UG and PG courses are assigned a project work of 100 marks which is mandatory and external evaluation of these projects is arranged by the University. The projects given to the students are subject specific and relevant to the academic/professional growth of the students. At PG level, some students are assigned research work in the ongoing research projects in the department. Research work while sent for publication includes the name of the concerned students.
- Regularity of the students in the class is one of the most important factors in their continuous assessment. Although it does not carry any marks formally yet it has major influence while they are assessed for their laboratory work and for other purposes.
- Students and their parents/guardians are continuously kept informed about the attendance, performance tests and other vital activities of their wards through sms.

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

Response:

The transparency in the conduct of examination tests evaluation work is most important for the strong relationship between teachers and students. Each department has departmental examination cell which conducts tri-monthly examination at UG level keeps the records of the marks and evaluated answer sheets. It also declares the dates of these examinations and internal assessment tests well in advance to the students. The evaluated answer sheets are shown to the students by the concern subject teacher and mistakes and inadequacies in their answers are discussed with each student. Then, correct answer scripts are shown to the students by the respective teacher. This makes the system transparent and robust. Performance in assignments, viva voce and other academic activities like poster preparation etc is closely monitored by the concern teachers and mentors of the students. Those who lag behind and are not seen up to mark are regularly counseled and encouraged to discuss their difficulties with the concerned teacher/mentor so that a remedial action may be taken. Parents of the students are periodically informed about the attendance and performance of their wards in the internal examination and tests.

To check the progress of the students, surprise tests are regularly conducted and then the answers are discussed in the class.

Sports and games, cultural and literary activities in the college improve all round talents of our students. The best performers are duly rewarded at annual function. There is a grievance redressal committee comprising faculty members and the students. There is also a woman grievance redressal committee to take care of their problems. Principal of the college is the chairperson of the committee. Any grievance of the students is taken care of by the redressal committee comprising of Principal and heads of the various departments.

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

Response:

For the Redressal of examination related grievances the institute has a well established mechanism. As per the requirement and jurisdiction of the grievance, the student can contact to the faculties, Head of the Departments, College Examination Officer and Principal to sort out the the examination related grievances. The system assists the students for grievance Redressal in a fair and impartial way and ensures that the grievances are resolved promptly and confidentiality is maintained.

Internal Examinations

The students are shown the evaluated answer sheets of the internal examinations, tests, and assignments in order to validate the marks scored. If the students are not satisfied they can contest the evaluation. Via SMS parents are informed about the progress of their ward periodically and also parents-teacher meetings are held.

University Examinations

The students can apply for re-totalling, inspection of their evaluated answer sheets to the University if they feel that there is some discrepancy. The student can make a representation to the University in case marks of some students are not entered or incorrectly entered mistakenly in the University marks list, and on

request then college sends the xerox of the internal marks. If student still finds some problem then he can contact in Student Grievance Cell and adequate help is then provided.

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

Response:

An academic calendar in accordance with the M.P. Higher Education, Bhopal and affiliating University is planned at the commencement of the session and is uploaded on the college website. All the departments comply with the said calendar and have to submit the annual report with the documentary evidence.

We adopt the following procedure:

At the initiation of the session subjects are allotted to every faculty as per their expertise. Department wise internal evaluation scheme is decided in the departmental meeting of faculties and HOD. Then each faculty prepares the lesson plan and internal evaluation schedule of the allotted subject and submit it to the HOD.

The HOD then assembles them all together and prepares the final schedule of the activities of the department. This academic calendar is then forwarded to the IQAC. Then IQAC complies all the individual academic calendar and a comprehensive calendar of the Institute is prepared and is uploaded on the college website.

Due to exam schedule of the affiliating University, some events have to be rescheduled. Then students are informed via notices, announcements in the class or what's app messages.

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:

The college has uploaded Lesson Plans of all the subjects on the links mentioned below:

The various departments of the Academy prepares the lesson plans of all the subjects that contains

1. Objective of the course
2. Examination details
3. Course Outcomes
4. Mapping of Program Outcomes and Course Outcomes Mapping
5. Session Plan
6. Book References
7. Important Notes

8. Rubric for Internal Assessment

9. Scheme of Internal Marks

The e-lesson plans are available for the faculty members and students on the ERP of the Institute. The physical copy of the same is distributed to the students at the beginning of the session by the respective faculty coordinator. Subject teachers explain the lesson plans to the UG and PG students to acquaint them with the learning outcomes. Also the copy of lesson plans is available in the respective departmental library.

File Description	Document
COs for all courses (exemplars from Glossary)	View Document

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

Response:

Programme Outcomes

The attainment of the Programme Outcomes is done in following ways:

1. The IQAC ensures that all departments set targets/prepare lesson plans at the beginning of the term with the help of the academic calendar.
2. Regular monitoring of the classes to ensure the attainment of set targets.
3. Faculty Members keep daily records of lectures, maintain the student attendance record on ERP, also the lectures are delivered as per the prescribed lesson plan.
4. Student gives anonymous feedback on various aspects and the corrective measures are taken as per the requirement.
5. To develop the sense of environmental, social and civic responsibility institute offers programs like NSS, NCC unit, CSR activities, plantation drives, participation in swachh bharat abhiyan, waste management system etc.
6. Each department celebrates sports events and various creative cultural activities for the overall development of the students. Along with that Institute celebrates Republic day, Independence Day, Gandhi Jayanti, Ambedkar Jayanti, Women's day and all the national festivals so that students get well versed with the Indian Culture.
7. Opportunities are offered to the students to hone their leadership qualities. The students conduct various fests, cultural programmes, look for sponsorships and manage the entire event.
8. Students participate in various inter college and intra collegiate competitions; participation in these

activities develops the creative and critical thinking abilities.

9. Skill development programmes, Communication and Personality development workshops and Guest lectures by motivational speakers give the much needed exposure and polish up skills which gives lifelong benefits.

Programme Specific Outcomes:

The college is successfully engaged in attainment of Programme Specific Outcomes in following ways:

1. The students are performing well in the university examination. Over 70% of the students are eligible for the next semester with good score. Every year some of our students secure rank in top 10 list of DAVV of various departments.
2. Dedicated Placement cell organizes placement drives for all the streams. Well designed internship programmes help students to have a practical knowledge. A large pool of students is placed through placement drives in various companies.
3. All the departments encourage students for the participation in the activities (street bazaar, 50 Rs. exercise, and exhibitions) that infuses self employment skills.
4. The Institute of Business Management and Research, IPS Academy is a Ph.D. research center. The other department of the institute is also engaged in innovative practices and some of the aspiring students are engaged in research through various minor and major research projects.

Course Outcomes:

The course outcomes are achieved in following ways:

1. Well qualified faculty members are dedicated for extensive classroom teaching.
2. Arrangement for remedial classes provides an opportunity to low performing students to enhance their scholastic execution.
3. Value added courses are offered to bridge the gap between the university syllabus and requirement of the industries/companies
5. Academy arranges guest sessions, workshops and seminars for the students as well for faculty members. provides a chance for them to improve their skills and is an effective way of learning.

File Description	Document
Link for Additional Information	View Document

2.6.3 Average pass percentage of Students

Response: 93.62

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

Response: 1115

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

Response: 1191

File Description	Document
Institutional data in prescribed format	View Document

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: 10.92

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)

2017-18	2016-17	2015-16	2014-15	2013-14
1.96	3.26	1.85	1.85	2.0

File Description	Document
List of project and grant details	View Document
e-copies of the grant award letters for research projects sponsored by non-government	View Document

3.1.2 Percentage of teachers recognised as research guides at present

Response: 13.69

3.1.2.1 Number of teachers recognised as research guides

Response: 23

File Description	Document
Any additional information	View Document

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

Response: 0.12

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

Response: 5

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

Response: 212	
File Description	Document
Supporting document from Funding Agency	View Document
Funding agency website URL	View Document

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:

IPSA has always had a conducive ecosystem for innovation in the creation and transfer of knowledge. It has introduced many courses for its students and for the general public which are not only knowledge-oriented but also geared towards skill and entrepreneurship development. In this regard, the College has an incubation center in the form of Career Management Group (CMG). The department of management invites practitioners drawn from various fields of expertise as its resource persons and promotes entrepreneurship. The Academy has established a fund to help the new entrepreneurs. Any student/ group of student/ Group of student and teacher wants to establish a startup, the financial grant from that fund may be sanctioned. A few years back a grant was provided to Mr. Virat Khutal for the twin Mobile project.

The Ministry of Micro, Small and Medium Enterprises (MSME) has established a Business Incubation center at IPS Academy. It is intended to serve as a laboratory to launch new start-ups in emerging domains with a distinctive local context i.e. Madhya Pradesh Focus. The scheme aims at nurturing innovative business ideas which could be commercialized in a year.

Another value-added programme - NSE Academy Certified Capital Market Professional (NCCMP) conducted by National Stock Exchange (NSE) was started by the Institute of Business Research and Management (IBMR), IPS Academy Exchange to provide a three-month certification program to the students.

Our Institution provides a healthy atmosphere, infrastructure, resources, confidence for enhancement of the capacity and competencies of students and teachers in research and innovative activities. IBMR, IPS Academy is an approved management and Economics Ph.D center. Teachers are encouraged to pursue Ph. D and publish papers in high impact factor journals. Academy provides incentives for publishing papers in SCOPUS indexed journals (Rs. 8000) and to attend/ participate/presentation in seminars. In the field of science patent/research project/ publication in the journal is encouraged.

All innovative and extension activities are student centric. Various activities are conducted to nurture and nourish youth's minds. The department of Physics has its own Nuclear Physics laboratory, research

laboratory for Nano-and Polymer materials, Radio Active Source preparation lab and laboratory equipment designing and fabrication workshops organized on regular basis. The Physics department has provided ingeniously developed instruments to premier technical institutions of the countries including IITs and NIITs. The academy has a self-designed and fabricated Foucault pendulum installed in the campus. It also has a 14” Celestrone telescope mounted at the top of the Institute building.

The Chemistry lab is also well equipped with ultra-modern instruments viz. HPLC, Polarograph, UV Visible Spectrophotometer, Flame Photometer, Polarimeter, Karl Fisher Titrator, Nephelometer, Colorimeter and other instruments. The products developed by our chemistry department have been widely reported and appreciated in public media.

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

Response: 94

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

2017-18	2016-17	2015-16	2014-15	2013-14
19	20	17	18	20

File Description	Document
Report of the event	View Document
List of workshops/seminars during the last 5 years	View Document

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: No

File Description	Document
Institutional data in prescribed format	View Document

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	View Document

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

Response: 0.7

3.3.3.1 How many Ph.Ds awarded within last five years

Response: 16

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

Response: 23

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	View Document
Any additional information	View Document

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

Response: 2.42

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

2017-18	2016-17	2015-16	2014-15	2013-14
172	64	61	69	27

File Description	Document
List of research papers by title, author, department, name and year of publication	View Document

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: 0.93

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

2017-18	2016-17	2015-16	2014-15	2013-14
40	52	30	25	4

File Description	Document
List books and chapters in edited volumes / books published	View Document

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:

Corporate social responsibility and sustainability are closely related. At IPS ACADEMY we are especially focused on the welfare side of surrounding community. To do this two groups have been working religiously. One ICSR group and the other is NSS. These groups include student volunteers who are actively participating in execution of the social activities. The purpose of these groups is to expand various dimensions of institutional social responsibility in relation to the three areas – people, the environment and society. This report addresses the people-related and social obligations involved in delivering social responsibility, for the same following contribution was made from ICSR team to fulfill the aligned objectives vi- vis with the project.

The elaboration of various projects are as follows :-

- 1) To sensitise the students about the importance of education, projects named **‘Bal Mitra’** and **‘Gyan Vistaar’** are organised. Bal Mitra is the summercamp for underprivileged children where volunteers teach them their subjects like maths, social & moral values etc. Also, children of 4th class employees were provided tuitions in Gyan Vistaar.
- 2) Due to the financial crises many students quit their schools. To make them aware about the importance of education seminars were conducted.
- 3) An **‘Open For all’** Library to provide facility to the underprivileged children enrich their knowledge & education was also conducted through the collection of donated books.
- 4) To sensitize our students with the importance of old age citizens in the society volunteers were taken to old age home. They were trained how to make sentimental connect to the elders so that the

grandmother & grandfathers, who have probably not met their grandchildren for years could at least have a feel of that happiness for a day.

5) We adopted under ICSR five villages :

1. **Naharkoda (Mhow)**
2. **Harsola (Mhow)**
3. **Pigdamber (Rau)**
4. **Umriya (Mhow)**
5. **Rala Mandal**

our students are working in weekly basis for better education, environment education, career guidance and working for skill development & women empowerment activities from Last 5 years.

6) We always celebrate pahal activity in every 14 Nov. for under privileged children. In this activity our students conduct recreational activities.

7) We have been celebrating Muskan in every Diwali which includes distribution of gifts and sweets to the slum children.

8) To sensitise our students about environment, various projects were conducted which included tree plantation, swachh Bharat abhiyan, relocation of Banyan tree and Nukkad Natak.

9) Blood donation camps were organised from last 5 consecutive years which included donations of 200 plus units of blood.

10) To Create an awareness about voting, voting rally was also organised.

To create responsible citizens in the society these projects were organised so as to develop a practical approach in the students and to create the future leaders.

File Description	Document
Link for Additional Information	View Document

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

Response: 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description**Document**

Number of awards for extension activities in last 5 years

[View Document](#)

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: 70

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

2017-18	2016-17	2015-16	2014-15	2013-14
19	18	12	13	8

File Description**Document**

Reports of the event organized

[View Document](#)

Number of extension and outreach programs conducted with industry,community etc for the last five years

[View Document](#)

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: 14

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

2017-18	2016-17	2015-16	2014-15	2013-14
130	852	75	100	712

File Description	Document
Average percentage of students participating in extension activities with Govt or NGO etc	View Document

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: 183

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

2017-18	2016-17	2015-16	2014-15	2013-14
44	30	38	49	22

File Description	Document
Number of Collaborative activities for research, faculty etc	View Document
Copies of collaboration	View Document

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: 10

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)

2017-18	2016-17	2015-16	2014-15	2013-14
1	4	2	2	1

File Description	Document
e-copies of the MoUs with institution/ industry/ corporate house	View Document
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	View Document

NAAC

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:

The institute has adequate facilities for teaching- learning. It has state of art classrooms, laboratories and computer labs. Details are as under:

Campus area 60 acre

Classroom 60

Laboratories 16

Seminar halls 9

Computer labs 9

The academy has sufficient no. of classroom (60) which have adequate light and ventilation and seating capacity. The class rooms are equipped with modern audio visual teaching aids.

Seminar halls:

There are 9 seminar halls in the campus with seating capacity varying from 125 to 300. The seminar halls are equipped with all modern systems viz. P.A. system, air conditioning seating arrangements and good ambiance.

Library:

The academy has well established internet facility within the campus. Facilities are provided for generation of barcode labels, issue of books, and return of books. Electronic security gate has been installed and all books are embedded with magnetic strip for security purpose. CCTVs system is installed at the necessary places for monitoring. There are 35 systems for the benefit of the users to browse the E-resources. Intranet and internet facility are available for the users. The entire campus has access to Wi-Fi. Digital library is equipped with DELNET, EBSCO-ELITE, N-list, Knimbus, Pearsons e-books, Elsevier e-journal package, etc.

Laboratory:

The academy has modern laboratories for physics, chemistry, biotechnology, microbiology and

pharmaceutical chemistry. Laboratories have all necessary equipments for conducting practical learning sessions.

The physics laboratory developed by the Late. Physicist Dr B. L. Saraf has won national and international acclaim for designing indigenous equipment to learn basic concepts of physics. We have supplied these equipments to premier institutions of the country. We also have a fourteen inches celestron telescope mounted on our terrace to study the events happening in the space.

The Biotechnology lab is equipped with PCR, microtome, double beam spectrophotometer etc. The Chemistry lab is also well equipped with ultra-modern instruments viz. HPLC, Polarograph, UV Visible Spectrophotometer, Flame Photometer, Polarimeter, Karl Fisher Titrator, Nephelometer, Colorimeter, Dissolution test apparatus, Spin Coating Unit and other digital instruments.

Computer labs: Total there are 550 computers out of which 483 computers are there in different computer labs with accessibility of internet (speed up to 100 Mbps) and remaining computers at offices and other places.

- Internet is accessible to all the students and staff.
- Computer facility with internet is provided to all faculty members for academic development and research.

File Description	Document
Any additional information	View Document

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

Response:

IPS Academy as an institution is well known for its world class facilities in Sports and adequate availability of spacious grounds for various activities. The Institute have well equipped Grounds for; Football (2), Volleyball (4), Basketball (4), Tennis (2), Athletics Track and two grounds for Cricket which was inaugurated by legendary cricketer *Kapil Dev*. Academy is also well known for successfully conducting “Horse Ride Training” with 20 Horses in shelter. The students of this activity contributed in making **Limca Book Record** for “Nonstop 24 Hours Horse Riding”.

Not just for outdoor games but institute gives World Class Training to students for Indoor Games as well. Indoor games played at institute include table tennis, carom, power lifting, judo- karate and chess wherein students represented academy at international level and have become international chess grand master as well. Indoor amenities also include Modern rifle range shooting unit where students were trained to participate in international shooting events.

IPS Academy is a Land of opportunity to be trained with best in class amenities and experts .We believe in

Nurturing talent with sound health and so the institute has modernly built gymnasium hall with equipments, several halls for conducting yoga & meditation sessions and swimming pool with well experienced team of trainers for all facilities and coach for all sports activities.

Institute promote students at all levels and in all spheres .Students represent IPS ACADEMY in various sports competitions conducted at International, National, State and University level for sports like cricket, football, volleyball, basketball, table tennis, swimming, chess, shooting, etc wherein they not just participated but also won several competitions at distinct levels.

Cultural activities:

There are 9 seminar halls and a huge open air theatre with sliding roof to conduct cultural activities. The seating capacity of auditoriums varies from 125 to 300. The open air theatre can accommodate near to 1500 persons. In case of mega events the huge playgrounds are utilized by creating necessary stage and seating arrangements.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

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

Response: 60.87

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 42

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	View Document

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

Response: 14.46

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

2017-18	2016-17	2015-16	2014-15	2013-14
34.00	327.41	108.25	148.38	16.88

File Description	Document
Details of budget allocation, excluding salary during the last five years	View Document
Audited utilization statements	View Document

4.2 Library as a Learning Resource

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

Response:

Name of the ILMS software	SOUL Software
Nature of automation (Fully or Partially)	Fully
Version	Version 2.0
Year of augmentation	2009

IPS Academy Central and IBMR Libraries have stack rooms with more than 35000 books, text books, journals and digital resources. The digital library is equipped with 35 computers. The Libraries of IPSA are using SOUL Software developed by INFLIBNET, Gandhinagar Gujarat. SOUL is an automated package of library services that has several functions. It offers six modules like Cataloguing, Circulation, and OPAC etc.

File Description	Document
Link for Additional Information	View Document

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

Response:

IPSA libraries have an access of rare books and other knowledge resources including CDs and DVDs. The college has defined certain parameters to identify 'Rare Books'. A book is considered rare if it satisfies at least two of the mentioned criteria, namely, Age, Important or collectible first editions, Seminal works, Scarcity in other libraries, Physical and intrinsic characteristics and Condition of the book. A separate record of the CDs and DVDs are maintained. The rare books are available in Digital Library. The knowledge resources include Encyclopedia, Study Material for Competitive Examination, Subject Reference Manual and Language CDs.

Rare Books- Access Only	100	
CDs& DVDs-Books	681	
Encyclopedia	42	
Archived Bound Periodicals	1906	
E Books: Pearson	239	

File Description	Document
Link for Additional Information	View Document

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	View Document

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

Response: 17.55

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

2017-18	2016-17	2015-16	2014-15	2013-14
28.64	5.61	15.33	25.67	12.48

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	View Document
Audited statements of accounts	View Document

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

Response: Yes

File Description	Document
Any additional information	View Document

4.2.6 Percentage per day usage of library by teachers and students

Response: 4.13

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

Response: 172

File Description	Document
Any additional information	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi**Response:**

Institute was initially having all CRT & TFT monitors. Slowly and gradually all the said monitors have been replaced by LED monitors. Currently institute is having LED monitors for all computers for the students in its 9 computer labs of various departments. Computers are connected in LANs. All the Labs are fully equipped with furniture, cables, connectors, and switches. Institute is having Wi-Fi providing 24*7 internet connection. There is surveillance camera facility in all the labs. Institute is having its own IT unit with UPS dedicated server room and Generator backup. Following is the list of IT equipments available in the institute:

S.No.	Item	Year
1	Desktop PCs & CPUs in all labs (LED Monitors)	2013-2014 onwards
2	LANs 30 Mbps	2013-2014
	LANs 60 Mbps	2014-2015, 2015-2016
	LANs 100 Mbps	2016-2017, 2017-2018 and onwards
3	Wi-Fi – 6	2013-2014
	Wi-Fi - 7	2014-2015
	Wi-Fi - 7	2015-2016
	Wi-Fi - 9	2016-2017
	Wi-Fi - 12	2017-2018
4	Fiber Cable	2013-2014 onwards
5	Surveillance camera in classrooms and Labs.	2017-2018 onwards.

4.3.2 Student - Computer ratio

Response: 8.28

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:** >=50 MBPS

File Description	Document
Any additional information	View Document

4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)**Response:** No

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	View Document

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:** 49.59**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)**

2017-18	2016-17	2015-16	2014-15	2013-14
315.26	644.59	343.80	386.03	235.31

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	View Document
Audited statements of accounts.	View Document
Any additional information	View Document

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:**

System for utilization and maintenance of laboratory:

- There is a provision for laboratory classes in the regular time table
- It is compulsory for all the student to attend laboratory session.
- Student are required to adhere to standard procedures laid down for handling and operating instruments, equipment and chemicals.
- Damage of equipments and instruments and wastage of chemicals and other material is discouraged.
- Stock registers are maintained and updated regularly.
- Stock verification is done on regular basis.

System for utilization of library:

- Library is fully automated by SOUL Software.
- Students are allowed to issue maximum of four books.
- The books are issued for the maximum period of fifteen days.
- In case the students need the book again, it has to be reissued.
- Delay in returning the book shall lead to imposition of fine.
- Students are encouraged to access the digital library which is equipped with 30 systems and has thousands of books and journals.
- The main e-resources include J-gate, EBSCO, DELNET, IEEE, Elsevier, NPTEL, and National Digital Library.

Utilization of sports facility:

- The students can utilize all the sports facilities available in the campus.
- However, they have to send a formal request to the sports officer for availing the sports facility.
- Simultaneously they have to inform and seek permission from their faculty coordinator for the same to permits them to take part in the sports activity after the regular classes are over.

General maintenance of classroom, toilets and other facilities.

- There is a team of supervisors and support staff for regular maintenance of classroom and other facilities.
- The team includes electrician, plumbers, carpenters, mechanics and others.
- In case of any fault, breakdown complaint is lodged with the central stores and maintenance department in writing.
- Usually the complaints are attended to well in time.
- Adequate in - house staff is employed to meticulously maintain hygiene and cleanliness of the infrastructure on the campus so as to provide a congenial learning environment. Classrooms, Staffrooms, Seminar halls and Laboratories, etc. are cleaned and maintained regularly by Non - teaching staff assigned for each floor. Wash rooms and rest rooms are well maintained and kept clean. Dustbins are placed in every floor. The Green Cover of the campus is well maintained by full time gardeners.
- Stock verification of all the furniture, office equipment and other items is carried out on a regular basis.

File Description	Document
Link for Additional Information	View Document

NAAC

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: 20.99

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

2017-18	2016-17	2015-16	2014-15	2013-14
918	793	667	471	359

File Description

Document

Upload self attested letter with the list of students sanctioned scholarships

[View Document](#)

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

[View Document](#)

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: 2.42

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

2017-18	2016-17	2015-16	2014-15	2013-14
101	109	64	53	43

File Description

Document

Any additional information

[View Document](#)

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	View Document
Any additional information	View Document

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: 35.02

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

2017-18	2016-17	2015-16	2014-15	2013-14
1169	1226	935	1162	653

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document

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

Response: 0.95**5.1.5.1 Number of students attending VET year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
21	31	38	31	16

File Description	Document
Details of the students benefitted 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

5.2 Student Progression**5.2.1 Average percentage of placement of outgoing students during the last five years****Response:** 39.63**5.2.1.1 Number of outgoing students placed year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
511	493	460	215	290

File Description	Document
Self attested list of students placed	View Document
Details of student placement during the last five years	View Document

5.2.2 Percentage of student progression to higher education (previous graduating batch)**Response:** 23.87

5.2.2.1 Number of outgoing students progressing to higher education

Response: 291

File Description**Document**

Details of student progression to higher education

[View Document](#)**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:** 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description**Document**

Number of students qualifying in state/ national/ international level examinations during the last five years

[View Document](#)**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: 19

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

2017-18	2016-17	2015-16	2014-15	2013-14
2	4	7	4	2

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

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

Response:

As per ordinance no 1 of Devi Ahilya Vishwavidyalaya Indore, a student association is formed in the academy through student elections as per schedule and rules and regulations framed by the M.P. government. The objectives of the students union are:

1. To promote discipline and corporate, intellectual, civil and cultural life among the students.
2. To foster activities to bring out creative talent of the students
3. To promote the study and discussions of subject of national and international importance.
4. To encourage among the students awareness of the responsibilities of an individual in democratic and secular society.
5. To develop leadership qualities among the students.

To achieve the above mentioned objectives the student's association undertakes the following activities:

- The student association motivates the students to actively participate in various events to promote academic excellence. The students are encouraged to participate in the various committees formed for the successful organization of the events.
- Helps various departments to formulate event-wise student organizing committee such as student sports committee etc. in each department wherein the junior as well as the senior students are appointed as members as per their strengths and forte which organizes various events at departmental level as well as institute level.
- The cultural activities are exclusively organized by the students under the leadership of student association and the cultural committee. The students play an important role in conceptualizing, organizing and monitoring the cultural activities. The association members feature regularly in the

college cultural committee.

- The student association along with the sports cell plays a significant role in organizing the sports activities at college, university, state and national level. The association members are an integral part of the college sports committee.
- The association helps to organize social service activities and student's welfare programmes. The association members are active in NSS, NCC and CSR activities.
- Handle problems of students in their academics and social life with the help and support of college authorities. To fulfil the above purpose the association members play an active role in important bodies like anti ragging cell, grievance redressal cell, sexual harassment cell, IQAC and discipline committee. The council members have been instrumental in eliminating the menace of ragging from the campus. Their efforts in creating awareness, counselling and monitoring have stopped ragging completely.

File Description	Document
Any additional information	View Document

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

Response: 73.4

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

2017-18	2016-17	2015-16	2014-15	2013-14
96	69	69	68	65

File Description	Document
Report of the event	View Document
Number of sports and cultural activities / competitions organised per year	View Document
Any additional information	View Document

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:

The alumni association plays an important and active role in the development of the institution through interaction amongst the present students, faculties, alumni and corporate world. A dedicated team of association works all around the year to connect the alumni spread all over the globe support and guide the present students and help in organizing various activities for the institution. The association performs mainly the following talks:

1. Development of the institution: The alumni with their vast experience give valuable suggestions for the development of the institution particularly new and innovative courses / value-added courses, Practical field experience, thus helping to bridge the gap between academics and industrial requirements.
2. Active support in recruitment: A large numbers of alumni who are working at senior positions in corporate world make it a point to visit their alumna matter as recruiters and recruit their college mates in significant numbers. Notable examples are: Asian paints, Axis Bank, HDFC Bank, Vivo mobiles, Bajaj Finserv, Lupin, Cipla, Hindustan Zinc, etc.
3. Support in Academics: it is very heartening that many alumni working at senior positions love to share their knowledge and experience in the field and provide valuable practical inputs to the present students through guest lectures, seminars and workshops.
4. Industry Visits: Many alumni help in organizing industrial visits to the organizations where they are working so as to provide hands on industrial experience to the existing students.
5. Alumni as Faculty: Many Alumni who have an aptitude and liking for teaching joined the institute as faculty members. Few alumni have joined the career management group of the institute and are doing the wonderful job.
6. Support in organizing events: Alumni also play an active role in organizing various events in the institution academic activities like conferences, seminars, workshops and sports and cultural activities.
7. Training and Development: The alumni play a very crucial role in training and development, helping the career and management group by organizing workshops on personality development, various type of tests (Subjective/Objective), Group Discussion and Interview Techniques.
8. Internships: Alumni play a vital role in providing summer/winter internships to the present students in their present organization thus enhancing their employability skills.

File Description	Document
Any additional information	View Document

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

File Description	Document
Alumni association audited statements	View Document

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

Response: 25

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

2017-18	2016-17	2015-16	2014-15	2013-14
5	5	5	5	5

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years	View Document
Any additional information	View Document
Report of the event	View Document

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:

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

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

Mission:

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

Under the visionary leadership of its president Ar. Achal Choudhary, an alumnus of IIT Kharagpur and a renowned architect the academy has been able to fulfil its vision and mission. At IPS Academy it has been our endeavor to provide education to students that leads to multifaceted development of their innate talent, intellectual and physical capabilities and overall personality and imbibes into them cultural and national beings. Theory sessions are suitably supplemented with experiential learning and practical field experience so that the students can adapt themselves to face the challenges of competition and globalization and rise up to the expectations of the corporate world. Continuous and rigorous training & Development regime hones the communication, leadership & entrepreneurial skills of students ensuring creation of quality job offers as well as promising entrepreneurs.

The institute follows a policy of participative management. The Heads of Departments enjoy considerable administrative and academic autonomy in running their disciplinary units. All the departmental heads are a part of the governing body. Teachers influence the institutional polity through the Teachers' Council and through their representatives on the Governing Body. The inputs from teachers are included for academic planning and execution. Besides, teachers are members and conveners of the various committees that are instituted for the day-to-day functioning of the college such as the proctorial board, cultural committee, sports committee etc. Teachers, through their agency and autonomous interaction on these bodies are able to contribute in a significant way to the participatory ethos of the institution.

Along with the teachers, the students are also made part of academic and cultural committees. The active involvement of the student council motivates the students to participate in the programs undertaken and

ensures maximum participation. This helps in achieving academic excellence and ensures that standards of assessment and accountability are in place that meets the needs of the stakeholders.

Other units of the college like sports, arts, library etc. have operational autonomy under the guidance of the various committees/clubs/associations and students are involved from various departments in the decision-taking process

6.1.2 The institution practices decentralization and participative management

Response:

The institution has gone for decentralization and participative management in a big way where all stake holders – the management, directors/principals/heads/teachers/staff members/students and others have a crucial role in decision making and working of the institute. So there are number of bodies like BOG (Board of Governors), IQAC cell (Internal Quality Assurance Cell), committee of head of the departments, departmental committees comprising of teachers and students which play an important role in increasing the effectiveness and overall quality of the system and simultaneously empowering people at different levels. A wide range of important decisions which includes:

- Apply for new courses
- Increasing the intake of existing courses
- Starting value addition courses and innovative courses.
- Purchase of new equipments, books and teaching aids
- Organizing seminars, conferences, workshops, FDPs, webinars
- Organizing industrial visits and educational tours
- Deputing faculty members to refresher programs and FDPs organized by top institutions in the country.

Case Study: Started value added program- NSE Academy Certified Capital Market Professional (NCCMP) conducted by National Stock Exchange (NSE).

Objectives: To provide a competitive edge and hands on practical knowledge to the students the institute signed an MOU with National Stock Exchange to provide a three month certification program.

Approval: the management and principal of the institute were very much pleased with this innovative programme of providing value added practical inputs to the students and gave instant approval to the project.

Planning and execution: As already mentioned about and MOU signed between the institute and National stock Exchange where it was decided jointly conduct the certificate program. The authorities from National Stock Exchange interacted with students and appraised them of the importance and utility of the program. Almost hundred percent students registered for the program. Students were provided with study material in hard and soft copy. Lectures were delivered by the expert of National Stock Exchange as well as in-house faculty members specially trained and groomed for the purpose. On an average 32 sessions were held for

one batch. At the end examination was held and successful students were provided with the joint certificate of the NSE and the institute.

Funding: the entire funding was provided by the institute.

Outcome: the students who have attended the certificate program have been immensely benefited. It has helped them in having practical knowledge and competitive edge in training and placements.

6.2 Strategy Development and Deployment

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

Response:

The most important of the strategic plan is to develop quality of education in line with vision and mission of the institution. The strategic plan deployed and reviewed from time to time obtaining feedback from stake holders and various academic and administrative bodies. The management plans for augmentation and expansions of infrastructure, modernization of existing facilities, research and development activities and introduction of new courses.

The Institution has evolved a strategic plan in 2013-14 taking as input the road map defined. This road map includes Accreditation by NAAC and UGC Autonomy in a phased manner. In order to achieve this core area were identified and a strategic plan was evolved for each of these areas.

The Areas identified and the outcome metrics to improve therein were:

1. Academic excellence
2. Improvement in Teacher profile
3. Research and Development activities
4. Augmentation in infrastructure and Digitization of activities
5. Increase in Industry – Academia interactions
6. Increase in green initiative and development
7. Increase in corporate social responsibility

An example of the activity successfully implemented based on the strategic plan is Augmentation in infrastructure and Digitization of activities.

While all strategic plans and their implementation have shown healthy growth in metrics, it has been observed that the phased, planned and budgeted growth in infrastructure has been the key to this. The improvements in infrastructure keeping in line the changing pedagogy and its implementation like aggressive adoption of ICT through improved facilities in classrooms, laboratory, library, Wi-Fi enabled campus.

Augmentation in infrastructure and Digitization of activities

- Up gradation of systems
- Increase in internet bandwidth to 100 mbps.
- The entire campus is Wi-Fi enabled with a speed of 100 Mbps. All blocks have Wi-Fi routers to ensure good reception.
- Up gradation of classrooms and seminar halls have been undertaken to provide the environment for ICT during teaching sessions. All seminar halls and most of the classrooms are equipped with projectors, systems, internet connectivity and OHP facility is also available on demand. Each department has at least one laboratory with projector facility and one mobile projector is also available.
- Installation of biometric attendance.
- Installation of e-section in libraries wherein student can access thousands of e-books, e-journals and e-magazines.
- Continuous updating in ERP to facilitate online admission process conducted by department of higher education government of Madhya Pradesh, online application of scholarship by the students and online filing of examination forms.
- Maintenance of LMS/ Diaries and student attendance with ERP.
- Installation of CCTVs system at all the necessary places for security and monitoring purpose.

File Description	Document
Any additional information	View Document

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:

Organizational structure of the institution including governing body, administrative set up, and functions of various bodied, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism.

The board of governors is the highest governing authority of the institute. All the major decisions related to academics, administration and finance by the body.

The IQAC headed by the principal is responsible for the implementation of all major academic and administrative decisions. The IQAC forms number of committees to carry out various task and activities critical to the functioning of the institutions. This includes academic committees like examination committees, library committee, research and development committee and others. Then there are committees for auxiliary functions like sports committee, cultural committee, NCC committee, NSS committee, student welfare committee, Corporate Social Responsibility (CSR) committee and others. On

issues related to students and faculty members there are committees like anti ragging committee, disciplinary committee, grievance redressal committee, sexual harassment committee, woman's grievance redressal cell and others. Further there is an admission and counseling cell to counsel the students regarding future career options and opportunities and facilitate their admission in appropriate streams. Then there is a training and placement cell for the training and placement of the student. The HR department in consultation with the management and heads designs the recruitment and promotional policies. Each department has a office of its own with Team of assistants and clerks to take care of admissions, visibility, scholarship, issue of certificate and documents and correspondent with affiliating university and other government agencies. Service rules/promotional policies have been mentioned in the web site.

File Description	Document
Any additional information	View Document

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	View Document
ERP Document	View Document
Details of implementation of e-governance in areas of operation Planning and Development, Administration etc	View Document

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

Response:

The Academy for the purpose of decentralization and smooth functioning towards the mission has incorporated various bodies/cells/committees which act according to the need of the task assigned to them. Proper and regular meetings of each of these committees is conducted. Each body/cell/committee has a Convener who ensures to upkeep the records of the minutes of the meetings and the action taken report / implementations of the resolution.

Some of the bodies/cells/committees are mentioned below:

1. Governing Body
2. Proctorial Board
3. Disciplinary Board
4. Anti-Ragging Board
5. Admission Committee
6. Women Grievance Cell
7. Students Grievance Cell
8. Cultural Committee
9. Sports Committee
10. Academics and Research committee
11. Library Advisory Committee
12. Manthan Editorial Board
13. Student union election Committee
14. Alumni Committee
15. Scholarship Nodal Centre
16. NSS committee
17. NCC Girls committee
18. Girls Hostel Advisory Board

For instance, the Proctorial Board, the Disciplinary Board and the Anti-Ragging Board jointly work to oversee the administration of student-related matters pertaining to all acts of indiscipline of any kind.

The work of the Proctorial Board jointly with the Disciplinary Board is to maintain discipline in the Institute and ensure Institute rules are understood and followed. The Board keeps an eye on the general conduct of the students. Any cases of indiscipline or indecent behavior of any student, are dealt with strictly by the Proctorial Board. The Board has at least one lady member who acts as the chairman of the committee for enquiry against sexual harassment, eve-teasing or disrespectful behavior or any misbehavior with a girl student.

The task of the Disciplinary Board along with the Proctorial Board is to maintain & enforce strict

discipline in the college campus. The Board ensures that the students strictly follow the dress code and carry their ID Cards while they are on the campus and their respective classrooms. It monitors the movement of the students in the College and prevents students from loitering around in the verandas during the College working hours. The disciplinary board also ensures that smoking is strictly prohibited in the college campus and that this is being strictly followed. It also assists the college anti-ragging committee in preventing ragging in the College.

The task of the Anti-Ragging Board is to recommend preventive measures that can be adopted by the institute to prohibit, prevent and eliminate the menace of ragging in any form on the campus of the institute or outside the campus by the students of the institute. It ensures that anti-ragging squads are formed at institute level and hostel level which oversee the implementation of the recommendations. It further makes sure that all the concerned officials of the Institute, students, parents & guardians of the students, members of Anti-ragging committees & Anti-ragging squads adhere to the stipulations and effectively monitor and comply with the provisions made in the directives. It also oversees the procedure of obtaining an undertaking from the students and parents/guardians in accordance with the provisions of the UGC Regulations.

6.3 Faculty Empowerment Strategies

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

Response:

The institute has well defined human resource policy through which it administers manpower planning, development and recruitment, employee's wellbeing, salary and wage administration and training and development activities. Employees are given utmost importance and their needs are recognized. The service rules for the employees are transparent. Systematic performance appraisal is carried out every year. Workload is assigned to faculty members and non-teaching staff based on their capabilities.

Institution helps financially to its staff with the help of its various monetary benefits through different schemes. Our management consistently makes its efforts to take some welfare measures for the staff members. For maintaining good rapport with all the employees, the president organizes a luncheon on teacher's day and an informal dinner party on the occasion of the foundation day of the academy every year. The president always attends almost all the events organized in the campus to motivate the students and staff of the college.

The employees are provided various benefits such as Leave facilities, adequate vacation every year, medical facilities, loans facility on nominal interest rates is available from IPS Sahakari Sakh Sanstha at

the campus.

List of Welfare measures provided by institute for both teaching and non-teaching staff:

◦ **For Teaching Staff:**

- Faculty members are promoted for faculty-development programs and higher education.
- Financial assistance and rewards is also given to faculties for presenting papers in seminars and workshops and publishing papers in reputed journals.
- The institute has conducted staff development programmes for the skill up-gradation and training of the staff.
- Professional speakers, eminent personalities and trainers are invited to have motivation talks and sessions with the staff.
- Duty Leave and financial assistance for attending Seminars, Conferences and Workshops.
- Loan facility from IPS Credit Sahakari Sakh Sanstha on nominal interest rates.
- Advance to meet emergency expenditure to the staff.
- Fee concession for Children of Teaching Staff.
- Tie up with hospital to provide medical treatment to staff on concession.
- Various leaves available to teaching staff are vacation leave, casual leave, Earned Leaves, medical leave and maternity leave for the female staff.
- Flexi-timings provided for medical reasons.
- Uniforms for Teaching Staff.
- Concessional Food facility.
- Transport Facility at nominal rate.
- Medical Dispensary and Ambulance Facility
- Birthday Celebrations.

◦ **For Non – Teaching Staff**

- Loan facility from IPS Credit Sahakari Sakh Sanstha on nominal interest rates.
- Employee Provident Fund for non-teaching staff.
- Fee concession for Children of Non-Teaching Staff.
- Financial aid to educate the children of supportive staff.
- Helper's day is celebrated every year.
- In case of contingency requirement, the staff is provided with financial assistance.
- Rs. 5000/- is presented in the marriage of an employee i.e. self or his/her two children.
- Summer camp organized for kids of class IV employees
- Tie up with hospital to provide medical treatment to staff on concession.

- Concessional Food facility.
- Transport Facility at nominal rates.
- Medical Dispensary and Ambulance Facility
- Uniform for Transport, Security and Mess Staff.
- Concessional Accommodation for supporting staff.

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: 8.27

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

2017-18	2016-17	2015-16	2014-15	2013-14
12	10	12	13	20

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc during the last five years	View Document

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: 2.6

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

2017-18	2016-17	2015-16	2014-15	2013-14
3	3	4	3	0

File Description	Document
Reports of Academic Staff College or similar centers	View Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	View Document

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: 29.02

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

2017-18	2016-17	2015-16	2014-15	2013-14
79	50	31	57	20

File Description	Document
IQAC report summary	View Document
Details of teachers attending professional development programs during the last five years	View Document
Any additional information	View Document

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

Response:

Appraisal System lays foundation to identify Growth and Training needs of employees. Institute practise transparent Appraisal Norms for teaching and Non Teaching staff. At Institute, Performance Appraisal follows 360-degree evaluations scheme which includes Faculty rating by self and other stakeholders like Academic heads, Students, Peer group etc. It also encompasses faculties' achievement at individual level and their contribution at institute level as well.

For Teaching Staff, performance Appraisal System follows 360 degree approach which involves annual assessment of task accomplished at institute. The assessment activities are categorised into Following:

1. Teaching Process (Maximum Point 25)
2. Students' Feedback (Maximum Point 25)

3. Departmental Activities (Maximum Point 20)
4. Institute Activity (Maximum Point 10)
5. ACR (Maximum Point 10)
6. Contribution to Society (Maximum Point 10)

Teaching Process is assessed with a basic calculation of number of scheduled Lectures in division with Actual Lectures Taken by faculty. The maximum a faculty could score shall not exceed 25 points. The second measure is to assess students Level of satisfactory understanding of subject as well as level of effective communication by faculty. The Student Feedback form is filled by students and collected by Academic Admin Department.

Teaching staff's overall contribution in different co-curricular activities, conducting workshop, organising events, being member of various Committees or Lab in-charge, Time Table in-charge is evaluated in third and fourth point namely; Departmental & Institute Level Activity.

Fifth point includes overall behaviour of faculty including Punctuality, sense of responsibility, behaviour with stakeholders and contribution in research activities.

Institute believe in building moral values at all levels and so assess the sixth point on grounds of contribution by staff to society, being a responsible citizen.

Then the cumulative score of all the above activities is evaluated on 10 point scale. The annual increment is released only when the 360 degree score is 6.5 or more on ten point scale.

For Directors, HOD and Non Teaching Staff institute follows different norms like overall contribution in achieving organisations objective, taking responsibilities, enhancing skills, Leading by example and creating a Learning environment apart from other organisation duties and Training work Assignments.

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

Financial audits to be conducted on regular basis. Institution follows dual audit system where one audit is to be done by the internally appointed auditor and the other audit is to be perform by external audit agency.

Internal Audit: Senior management of the institution has appointed Chartered accountant Mr. Amit Choudhary as an internal auditor to perceive any error at the first stage and device the right control system for the same. Whatever submission are proposed by the internal auditor are to be incorporated in the accounting system of the institution. There is regular practice for periodical internal audit in the institution. Opinions and remarks made by internal auditor are taken very carefully and draws the attention of account department and management of the institution.

External Audit: Institution has appointed an external auditor for further audit of the accounts, voucher and other documents. Associated external auditor is Chartered accountant Mr. Basant Jain & Company FRN NO 0051286 and membership no- 073966. Audit report of current year (2017-18) has been prepared and submitted by Mr. Basant Jain & Company on 1st September 2018. No major objections raised or discrepancy found in submitted report.

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: 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	View Document

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

Response:

The institution formulates policy for financial resources generation and mobilization. It further defined strategies for the utilization of such resources.

Policy for generation of financial resources and its utilization:

Generation of funds:

Fees: The institute is self finance run by Indore education and services society, main source of earning is fees collected from students.

Utilization Strategies:

Budget at department level for each academic year to be placed in front of senior management, after approval it is sanctioned and then head of departments may proceed with the planned activities and events.

Salary: The salary of staff appointed for is disbursed through the funds generated from such courses.

Augmentation of Infrastructure: Adequate provisions for development of infrastructure are in place.

Centralized Purchase: Purchase Committee shall ask for requirements from all the departments and negotiate the rates with vendors and suppliers. This centralized purchase procedure will ensure transparency, quality and cost effectiveness.

Repairs and Maintenance: The College follows the existing policy to carry out day to day repair and maintenance for facilities viz. busses, building repair, electronics and others.

Library Expenditures: The library is upgraded on the need basis. Addition of text and reference books takes place as per the change in curriculum.

Laboratory Expenses: standard procedures are to be followed for the purchase of Chemicals, Glassware, Consumables and Equipment on the basis of requirement.

Co-Curricular and Extra-Curricular Activities: All the departments and committees submit budgets for the activities and yearly functions to be conducted by them which are taken care and sanctioned by senior management. Sports material and stationary are purchased in bulk after determining annual requirements to make it cost effective.

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:

IQAC Committee: Chairman: Principal of the College
Convener: Academic coordinator of the College
Members: All Heads of the Departments and two or three members from Industry/Institutions. The policy of the institution with regard to quality assurance is: Fixing quality parameters for various academic and administrative activities. Monitoring the organization of class work and related academic activities. Conducting Internal Quality Audits periodically to verify the effectiveness of measures taken in reaching the quality parameters. Documenting various programs/ academic activities leading to quality improvement and reviewing their effectiveness in quality improvement/ sustenance All the decisions of the IQAC were approved by management for implementation and 90% of them were actually implemented. The suggestions of the external members of IQAC have been implemented.

1. The IQAC encouraged the faculty members to adopt innovative techniques in lecturing. To make teaching effective, teachers are advised to use ICT modules and audio-visual aids. The IQAC also encouraged the teachers to have individual projects and also to be familiar with latest research development in their concerned areas. The IQAC constituted different sub committees in which most of the staff members are involved in formulating and executing the decisions of IQAC. The decisions of IQAC are widely communicated to staff members through circulars/ notices. IQAC is the main academic body to monitor and control all the academic related activities, including the preparation of academic calendar. IQAC is also responsible for faculty training in the usage of teaching tools in multimedia and the evaluation of student feedback, peer evaluation and effective

counseling. By forming various administrative related Committees with defined duties and responsibilities of various activities. Faculty is being deputed to various training programmes related to quality assurance procedures and standards.

- The Institute clearly defines vision, mission, objectives, outcomes and strategies. The IQAC implements Outcome Based Education (OBE) based learning in all the programs by defining respective program objectives, program outcomes and program specific outcomes. All the courses in each program are defined with a set of course objectives and outcomes. Each faculty will prepare course file for each course which contains Department vision, mission, course syllabus, individual time table, program objectives, program outcomes, various mapping matrices, unit plan, lesson plan, course plan, unit wise material, direct and indirect assessments, student grading sheet, surveys/feedbacks collected from students and CO-PO attainment sheet. Each faculty take responsibility as a mentor, counselor, facilitator, guide, assessor, evaluator, learner, and finally as a teacher in OBE system. The faculty, industry and alumni are actively involved in preparing program outcomes, program specific outcomes and course outcomes of all programs in the college. Orientation program for all the new students is conducted every year at the beginning of the academic year to educate about all course outcomes. At the beginning of the academic year all the faculty members will prepare the course files and laboratory manuals. IQAC contributing to help the rural people through extension programme.

File Description	Document
Link for Additional Information	View Document

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:

- The teaching learning process is continuously monitored and reviewed by the Head of the departments and reported to the Principal and the management.
- Apart from the regular class room lectures by the faculty members for each course, students are given opportunities to attend the guest lecture from industrial experts in the smart class rooms.
- Timely and periodic review and evaluation: The process and its delivery is reviewed periodically. The course outcomes are mapped to its objectives to help make fair assessment of the effectiveness of the process.
- The contents of this type of lecture are beyond the syllabus and they expose the industry requirement to the students. This lecture facilitates the students to know in depth about the industry requirement and the necessary skills they should equip with for placement.
- Remedial measures are taken for slow learner.
- Guest lectures on content beyond the syllabus and Skill rack introduced by the management are the outcomes of IQAC which are well supported by the management.
- The IQAC encouraged the faculty members to adopt innovative techniques in lecturing. To make teaching effective, teachers are advised to use ICT modules and audio-visual aids.
- The IQAC also encouraged the teachers to have individual projects and also to be familiar with latest research developments in their concerned areas.
- The analysis of effectiveness of teaching is made through student feedback mechanism. Student

feedback is obtained by the end of every year.

File Description	Document
Link for Additional Information	View Document

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

Response: 16.6

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

2017-18	2016-17	2015-16	2014-15	2013-14
17	24	10	16	16

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	View Document
IQAC link	View Document

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: B. Any 3 of the above

File Description	Document
Details of Quality assurance initiatives of the institution	View Document

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:

During the last few years, conscious efforts have been made to improve the academic standards at the institution. Awareness workshops have been conducted for the faculty about various accreditation standards. This led to the introduction of outcome-based education being introduced which was gradually strengthened in subsequent years. Vision and mission, program educational objectives, program outcomes and program specific outcomes were defined and adopted. Outcome-based education (OBE) has been rigorously implemented.

The academy has initiated some need-based certification courses and value-added course such as NSE certified capital market professional (NCCMP), Morphology, Development Biology and Physiology of mammals, certification in fashion designing, certification in JAVA and web-designing, computerised accounting software, office automation, basic course in data analytics, chemical and pharmaceutical industrial based job oriented training programme on analytical instruments etc.

The Science laboratories have state of the art equipment. Department of Physics has its own Nuclear Physics Laboratory, Research Laboratory for Nano-and Polymer materials, Radio Active source preparation Lab and Laboratory Equipment designing and Fabrication workshops. Our Physics department has provided ingeniously developed instruments to premier technical institutions of the countries including IITs and NIITs. The academy has a self-designed and fabricated Foucault pendulum installed on the campus. It also has a 14" Celestron telescope mounted at the top of the Institute building. The Chemistry lab is also well equipped with ultra-modern instruments viz. EPLC, Polarograph, UV Visible Spectrophotometer, Flame Photometer, Polarimeter, Karl Fisher Titrator, Nephelometer, Colorimeter and other instruments. The computer lab has been upgraded with the latest technology, software and hardware updates.

IPSA has introduced many courses for its students and for the general public which are not only knowledge-oriented but also geared towards skill and entrepreneurship development. In this regard, the College has an incubation centre in the form of Career Management Group (CMG) and the department of management invites practitioners drawn from various fields of expertise as its resource persons and promotes entrepreneurship. The Academy has established a fund to help the new entrepreneur.

The Ministry of Micro, Small and Medium Enterprises (MSME) has established a Business Incubation centre at the Institute of Engineering and Science (IES), IPS Academy. It is intended to serve as a laboratory to launch new start-ups in emerging domains with a distinctive local context i.e. Madhya

Pradesh Focus. The scheme aims at nurturing innovative business ideas which could be commercialized in a year.

Another initiative is the adoption of Information and Computer Technology (ICT) in education. The infrastructure in classrooms, laboratories and seminar halls has been improved to facilitate ICT. The college campus is Wi-Fi enabled. Students and staff are provided with Wi-Fi on their devices. The college has adopted technology-based methods of teaching and learning and efforts are taken to provide the students with the latest information technology faculties. The teaching methodology has been changed by encouraging the faculty to use power-point presentations, online – content and other video lectures to support the classroom teaching instead of using tradition chalk-board system. In this endeavor, the management is proactively involved. E-libraries for self-development and soft skills are also available and students are encouraged to utilize the same. The students are provided access to e-journals and e-books by use of ICT in delivering and learning process. Mentoring system enables departments to identify the academic needs of the students and special timetables are then developed to conduct effective remedial/makeup classes and reduce the average number of backlogs.

The institute provides a healthy atmosphere, infrastructure, resources, confidence for enhancement of the capacity and competencies of students and teachers in research and innovative activities. IBMR, IPS Academy is an approved management Ph.D centre. The Management encouraged faculty members to enter into the area of research by giving incentives and other vacations. Teachers are encouraged to pursue Ph. D and publish papers in high impact factor journals. Academy provides incentives for publishing papers in reputed national and international journals and to attend/ participate/presentation in seminars. In the field of science patent/research project/ publication in the journal is encouraged. A number of Faculty Development programs/ seminars/workshops etc. are organized for staff in order to acquire more potentials.

The institution organizes different activities to enhance the students' personality. As many students come from vernacular medium, it becomes imperative to offer English language, personality development, confidence building activities and bridge courses to ensure their growth.

Personality development programs and seminars are being conducted from the first year to improve communication skills & soft skills of the students. They are trained and groomed to enhance their employability skills by imparting technical training, soft skills, GD & aptitude classes etc. to make the student industry ready to face the current job market successfully.

In addition to the classroom interactions, other methods such as project work, internships, industrial visits, presentations, seminars, symposiums, workshops, group discussions etc. of learning experiences are also arranged and provided to the students which increases their exposure and enhance their employability.

The Alumni involvement in growth and development of the college is appreciable. The institution, at the

department level, collects the feedback on curriculum aspects and courses from different stakeholders such as the students, Teacher, and Employers. Alumni feedback is another important component of the feedback system. The Alumni association has been formed with the objective of enhancing networking, developing career connections, organising student mentoring programs by the alumni. The departments conduct annual Alumni Meet, in which suggestions and feedback are received from Alumni students.

Under the green initiative programme, the institute has incorporated 2 Solar Plants of 15KW each to utilise Solar Energy as an environmentally friendly alternative energy source and save power. Rainwater harvesting, different programmes on cleanliness have been launched.

NAAC

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: 15

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

2017-18	2016-17	2015-16	2014-15	2013-14
3	3	3	3	3

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:

Safety and Security:

The institution has Women grievances cell which looks after the issues pertaining to women in particular. The grievance cell in the institute calls periodical meetings to verify that no woman is harassed based on gender in the premises. It addresses any complaints filed by student, teaching or non-teaching members. The College has zero tolerance policy towards any such misconduct. Further, Anti Sexual Harassment Committee has been formed as per guidelines of UGC New Delhi vide "Saksham." The cell has been working on prevention, prohibition and redressal of sexual harassment on the campus. Any conflict that arises is quickly resolved to validate a safe and secure campus for females. During the orientation session on the first day, the female students have been made aware of the functioning of these cells. The names of members, as well as their contact numbers of these cells has been displayed at prominent locations. Anti-ragging committee and squads take a routine round of the campus to prevent any mishap, especially safeguarding the first year students. Along with CCTV supervision, security guards are allocated posts from where a clear watch can be maintained and a sense of protection prevails. In addition to this, both male and female bouncers have been appointed under a zero tolerance policy.

Students are provided with Identity cards to ensure safe entry into various departments and the details on the identity card like blood group, phone numbers address and anti-ragging helpline numbers help them in crisis. Security guards are deployed at the entrance to check and register unknown entrants/visitors with their ID cards.

For redressal of student grievance, a student grievance cell is constituted which ensures an effective solution to the student's grievances with an impartial and fair approach. It also ensures coordination between students and Departments to redress the grievances. It also ensures that the teaching and supporting staff is responsive, accountable and courteous in dealing with the students. complaint box are also there which are opened fortnightly.

Along with this, a student welfare committee is organized which works for the overall welfare of the student through various welfare activities organized by the college authorities. The committee is responsible for organizing various student development programme, counselling of the students, arranging Scholarships, various concessions, medical check-ups, tours and other social activities and many more.

All these committees have both faculties and students as its members for the smooth functioning of these committees. Posters of all the above-mentioned committees are hanged at a number of places for the ease of the students/staff. Suggestion/ complaint box is installed in front of the Administrative Block in which the Students, who want to remain anonymous, put in writing their grievances and their suggestions for improving the Academics / Administration in the College.

Various empowerment programmes are organized like women's day, value education, women empowerment training etc. where the staff and students are sensitized towards the issue of gender and socially relevant problems. In these programmes various prominent personalities like Gynecologists, social workers, female police officers etc. are invited to create awareness among the women. For example, Dr. Janka Palta, Padma Shree awardee, took a lecture on cancer awareness, Dr. Divya Gupta Jain, Director of Jawala Group, took a lecture on women's security and waste management. Ms. Anjana Tiwari, DSP, has delivered a lecture on Cyber Crime to female students. She made the students aware of the present scenario and challenges being faced by youth and females in particular. And such other programmes are organized every year.

The entire campus is tobacco-free. Anybody caught under the influence of substance abuse will be punished under various institutional safety policies.

The institute has been issued an advisory notice to use helmets while driving two-wheelers.

Fire extinguishers are placed at important points within the campus to ensure safety during fire accidents.

The management is very concerned about health and security and thus provided with an ambulance to attend any kind of emergency 24/7. The campus has well - equipped medical unit attended by qualified doctors and nurses.

Counselling:

Institute has appointed a psychologist to provide counselling to students and employees both. Regular sessions were delivered in regular interval to create gender sensitivity amongst students. The institute conducts special sessions with help of in house resource person or invited guest lecturers, on life skills, gender equality, workplace protection, women safety etc. Students are briefed about their rights and responsibilities from time to time. Once in every six months' students are oriented and made aware of laws that assure protection from harassing element. The counsellor meets students frequently on a routine basis to hear and resolve any conflict. Personal conflicts are also addressed in personal counselling sessions. Students or employees can contact the psychologist anytime if required.

Bharatiya Jain Sanghatana (BJS) an NGO based in Pune works for the empowerment of girls and women. BJS runs the program entitled "SMART GIRL- To be Strong, to be Happy". Under the aegis of BJS, College has Master Trainers of SMART GIRL program from each department and they take counselling session of UG girls for their holistic development.

Common Room:

The girl's common rooms are also available with proximity to lady's toilet, specifically for girl students to relax in waiting. The rooms are well ventilated, has washrooms and dressing mirrors. There are female attendants deputed who ensure the maintenance of hygiene and cleanliness in the girls' common room.

7.1.3 Alternate Energy initiatives such as:

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

Response: 6.47

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

Response: 75000

7.1.3.2 Total annual power requirement (in KWH)

Response: 1159200

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	View Document
Any additional information	View Document

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 32.77

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

Response: 18720

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 57120

File Description	Document
Details of lighting power requirements met through LED bulbs	View Document

7.1.5 Waste Management steps including:

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

Response:

Solid waste management:

For the nature –friendly campus, waste management is another main motto. In Solid Waste Management, stress is given on three R's i.e. Reduce, Reuse and Recycle.

Reduce: The reduction in use of raw materials.

Reuse: Reuse of waste materials and recycling of those.

Recycle: Recycling of materials.

Every day all the academic buildings and other surrounding area in the campus are thoroughly cleaned and they separate out waste and dispose accordingly. Color-coded dust bins are provided throughout the campus for segregating the waste into different categories such as wet & dry waste which should be disposed of separately. Throwing the waste anywhere is prohibited.

Waste is segregated into:

- Bio Degradable Waste which includes organic waste e.g. kitchen waste, vegetables, fruits, flowers, leaves from the garden and paper.
- Non-Biodegradable waste which are segregated into recyclable waste, toxic waste and other soiled waste.
- College has a big mess and around 500 students can dine at a time. Breakfast of 400 students, lunch of about 1800 students and evening snacks and dinner of about 400 students is cooked in the mess each day. Hence, around 75kg of biodegradable waste is generated daily. That organic waste is converted into manure/ compost khad by the chemical process with the help of bioculum as catalyst in the campus itself. This manure is used in the gardens of the campus.

An Agglomeration Plant installed in the academy which is helpful in process of converting the solid waste

of polythene into free flowing granules. These can be reused for production as valuable Goods. All the waste plastic is recycled and converted into useful granules. This activity is also performed within the campus. Recycle plant is such that it does not cause pollution to the environment.

Installation of a paper recycling plant to recycle waste paper in the academy is in process.

Napkin Incineration is also installed in the girl's hostel to maintain the hygienic conditions.

Liquid waste management:

For liquid waste management in IPS Academy there is a sewage treatment plant with a plant capacity of treating 200kl of waste water per day.

Waste water of the campus is recycled. It is collected in a big tank of capacity 0.4 million liters situated at the entrance of the campus. This tank is equipped with ozonizer to provide bacterial free potable water to be used in the campus. This recycled and treated water is used in the toilets and in the gardens.

E-waste management:

Disposing of old, out dated and non-working electronic items such as monitors, computers, keyboards, mouse, power supplies, printers, batteries etc. is a big problem because these material contains some kind of hazardous materials like lithium, lead, zinc etc. and improper disposal of these items is harmful for living beings.

The academy has tie up with the company named "Unique Eco Recycle" for all the E-Waste disposal. The electronic equipment that needs to be disposed is collected at a central store and then handed over to the vendor company for disposal.

File Description	Document
Any additional information	View Document

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

The college has undertaken an initiative entitled "Green Campus" aimed at transformation of campus from dependency to sustainability with respect to water resources. The Rain Water Harvesting project is an attempt in this direction.

Institution adopted rain water harvesting system in the campus with a strong desire to utilize the rain water at maximum extent. The college has few bore wells to meet to the general needs of the institution. Soak pits and open wells are also constructed at appropriate places to raise the water table. From the top of the roofs also the rain water is collected through a delivery system which is used for several purposes, mainly like gardening. The institution adopts sprinkler procedure in large lawns and water is very judiciously used

for plantation purposes. During rainy season, there is abundant water available and the tanks store that water which is then used for gardens, lawns and other trees.

Entire campus has been constructed in such a way that there is a lot of green area. Even the pavements have been constructed in such way that is space between the paver blocks and grass has been planted in between them. This helps in percolation of water in the ground.

All rain water outlets are in open areas and grounds which help in seepage of water. The rain water, which is run off from the higher surface areas, i.e. in the open field and ground, is restricted in a particular area by building mud ridges surrounding the area, so that the water does not flow away but stands in that area and soaks in the ground. This may help in raising the water table of the area. Thus if the water table rises this may result in more availability of the water in the wells. This also results in avoiding soil erosion. Thus the availability of water for the various purposes increases.

The students are also encouraged to do rain water harvesting and to avoid the wastage of water at home.

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 campus

For the congenial atmosphere, beauty and green ambience of the college, large number of variety of trees plantation is one of the major objectives for the management. Nearly about 80% of the campus is covered by the greenery. Number of gardens is maintained in the campus. All the students, faculty and management are keen to maintain green campus. Even we try to preserve trees of the city. One 200-year-old banyan tree was transplanted in the campus from the city to save its life.

Clean campus:

It's a policy of the management to keep the campus clean and hygienic by actively participating in the campaign of "Swachh Bharat Abhiyan". In every gallery of the campus litter bins are placed. At each place five dust bins are kept to separate the waste. Blue litter bin is for waste paper, black is for waste polythene, yellow is for dust and small chalk pieces, red is for glass while green is for biodegradable waste. The organic and bio-degradable waste is converted into manure/ compost khad by the chemical process with the help of bioculum as catalyst in the campus itself. This manure is used in the gardens of the campus. Even toilets are cleaned twice a day to maintain hygienic conditions. Mess is also cleaned thrice a day.

To add feather in the cleanliness and hygienic conditions, we have **Napkin incineration** for the disposal of

the sanitary napkins, especially for the female population of the campus.

Clean drinking water:

Whole campus including mess and various departments is supplied with RO water for drinking purpose for the entire population of the campus.

Plastic free campus: As plastic being health hazard it needs to be recycled in a useful way without polluting the environment Campus is equipped with an Agglomeration Plant which is helpful in process of converting the solid waste of polythene into free flowing granules. All the waste plastic is recycled and converted into useful granules. The process of recycling is such that it does not pollute the environment.

Paperless office: Most of the work is online. Minimum amount of paper is whenever required. Practice to use paper from other side also is appreciated. We always promote to lesser usage of papers in academy as well as when it comes to distribute any kind of study material to the mass students. Electronic means such as e-mail, etc. are used to share the contents. Also the WhatsApp groups are created department wise for faculty members and class wise for the students to communicate any kind of important message. The usage of papers is reduced and restricted in every possible way.

Bicycles

Staff members who reside in nearby area mostly prefer to walk down to the institute or use bicycle as a mode of transport .

Public Transport: The campus is well connected with transport system from all over parts of the city.

Pedestrian friendly road: The whole campus is internally well connected by the roads with broad pedestrian pavement at the both sides.

File Description	Document
Any additional information	View Document

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

Response: 8.28

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)

2017-18	2016-17	2015-16	2014-15	2013-14
10.51	11.58	45.53	81.54	99.34

File Description	Document
Details of expenditure on green initiatives and waste management during the last five years	View Document

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: B. At least 6 of the above

File Description	Document
Resources available in the institution for Divyangjan	View Document
Any additional information	View Document

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

Response: 62

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

2017-18	2016-17	2015-16	2014-15	2013-14
18	20	18	2	4

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	View Document

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

Response: 192

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

2017-18	2016-17	2015-16	2014-15	2013-14
96	26	25	24	21

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
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	View Document

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

Response: Yes

File Description	Document
Provide URL of website that displays core values	View Document

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

Response: Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	View Document
Any additional information	View Document

7.1.15 The institution offers a course on Human Values and professional ethics

Response: Yes

7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions

Response: Yes

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

Response: 85

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

2017-18	2016-17	2015-16	2014-15	2013-14
24	20	17	17	7

File Description	Document
List of activities conducted for promotion of universal values	View Document

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

Response:

In lieu with the holistic development of student, IPS Academy keeps on celebrating various national festivals round the year to accustom the young minds with great historical culture and values. The Institute celebrates Independence Day & Republic Day in coalesce with all departments, commencing the celebration with flag hoisting, followed by cultural program to pay Tribute to the Freedom Fighters of our country and encourage a sense of Nationalism in Youth.

Institute believe in focusing on roots & guiding the youth to contribute in Nation Building for which we organise various awareness campaigns like Jagran Awareness Rally, Matdata Jagrukta Abhiyaan Rally, Marathons, etc with increased student participation at all levels.

The Institute observe birth/death anniversaries of great Indian personalities like Mahatma Gandhi, Lal Bahadur Shastri, Pt. Jawaharlal Nehru, Dr. Subhash Chandra Bose, Indira Gandhi and similar prominent personalities in a unique way by organising social welfare and awareness drives like Swach Bharat Abhiyaan Movement, Joy of Giving, Muskan, Balmitra and many such social activities that ensures moving on the footsteps of such fervent personalities.

Academy's Cultural Committee Celebrates events like Women's Day (Rewarding women achievers),Basant Panchmi (Greeting Goddess Sarawati),Teacher's Day (Admiring Gurukul Parampara), Garba Eve(Worshipping Goddess Durga), Ganesh Chaturthi (Organising Eco –Freindly Ganesh Workshop),Makar Sakranti (Kite festival), Gudi Padwa (Hindu new year celebration) and many more to inculcate a clear understanding of our cultural diversity in youth and ensure the continuity of same with full commitment in society.

Academy celebrates various festivals like Holi, Diwali, Dushehra,Christmas, etc in a unique style by organising various charitable drives like Cloth Donation Drive, Food Donation Drive, Books Donation Drive (Gyan Ganga) wherein students lead with a sense of responsibility towards society. IPS Academy also promotes students to organize events like National Science day on which national quiz competition is held every year, Samvidhan Diwas, Kargil Vijay Diwas, Hindi Diwas, Ozone Day to be an open platform for students to express their opinion via essay writing competitions on subjects like Awareness of Human Rights, Social Justice, etc. Prof. Babulal Saraf Memorial All India Laboratory workshop in Physics for University teachers, is a regular annual feature of the department of Physics since 2009 onwards till date.

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

Response:

The policies and systems adopted by the academy are such that they ensure total complete transparency in its financial, academic, administrative and auxiliary functions:

Finance: All departments prepare their own budget, detailing, their revenues and expenses, the departments have complete freedom for making provision of expenses for all the activities and events like R&D, workshops, conferences, examination, seminars, cultural programs, industrial visits and other such activities. The budget proposals of the departments are given due consideration by the management. Apart from regular budgeted expenses contingency and emergency expenses are also provided.

Academic: Full academic transparency is observed by the various departments, in the beginning of each semester/year the subjects to be taught are circulated among the teachers who are then required to give their choices depending upon their aptitude, interest, subject knowledge and experience of teaching the subject. Based on this information the Head of the Department allocates the subjects to the teachers which almost matches the teacher's choice. Equal distribution of workload amongst the faculties is ensured to maintain fairness, clarity and transparency in allocation practices. This ensures quality teaching and

delivery in the class rooms and laboratory sessions. Further, regular feedback of the teacher is obtained from the students under a very open and transparent system. This feedback is shared by the head of the department with the respective teachers to ensure improvement in the delivery. Regular departmental meetings are conducted to ensure proper functioning and coordination within each department.

Administrative: the administrative work of the institution is divided into several departments like central administrative office, accounts, admission, examination etc. each department is responsible for the task assigned to them. Further, different committees are formed in each department to ensure academic excellence.

Auxiliary Functions: Then there are some auxiliary departments to take care of function like Library, security, cleanliness and sanitation, maintenance, Transportation, Mess etc.

7.2 Best Practices

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

Response:

Best Practice 1:

1. Title of the Practice: Development of Indigenous instruments and products such as detergents/soaps, tinctures etc. in the science department.
2. Objective of the Practice: The objective is to encourage students to optimally utilize their knowledge of concepts and theories in practical usage, and design instruments and products of high quality at low cost.
3. Context: Lab instruments available in the market are very costly and it is difficult for institutions to buy them. Similarly, the products like handwash, mosquito repellent, detergents and soaps, herbal products, tinctures available in the market are very costly, thus there is the need to develop cheaper quality products.
4. The Practice: Students are provided with every possible help like necessary ingredients, parts, chemicals, machinery and requisite technical support to develop the instruments and products. These are then displayed prominently so as to create awareness about them. The electronic kits developed by the department are used in the labs of various departments.
5. Evidence of Success: Our Physics department has provided ingeniously developed instruments to premier institutions of the country. The products developed by our chemistry department have been widely reported and appreciated in public media and used in various departments in the campus.
6. Problem encountered and Resources Required: Designing and making indigenous instruments is very time-consuming and costly process and it is very difficult to establish new products in the market place.

Best Practice 2:

1. Title of the Practice: Environment protection and conservation of energy.
2. Objective of the Practice: The objective is to protect the environment particularly the green cover, check pollution and save and conserve scarce and costly resources.
3. The Context: As the deflation of greenery is leading to global warming and resources particularly water is becoming scarce, the institution is trying its best to promote greenery and save resources

Practice: The wastewater generated from the college mess kitchen and toilets is recycled and used in the gardens and in the toilets. A plastic recycling plant has been established in the campus which produces plastic granules. Recycle plant is such that it does not cause pollution to the environment. The new buildings are so designed that there is ample light and air leads to saving of electricity. A 200 years old banyan tree located at city's busiest Palasia junction was relocated to the college campus. Two Solar power plants of 15 KW each are installed in the campus. In the campus, there are two hostels equipped with four solar water heaters having the capacity of 1500 litres. Special arrangement has been made to increase the capacity to 4000 litres by attaching a storage tank to it. Girl hostel is equipped with the Napkin Incineration to maintain the hygienic conditions. For the clean campus, dustbins of five different colours are placed in every gallery of the campus segregating the waste into different categories such as wet & dry waste which should be disposed of separately. The solid waste is properly segregated into bio degradable waste and non-bio degradable waste. The bio-degradable waste is converted into manure/ compost khad by the chemical process with the help of bioculum as catalyst in the campus itself. This manure is used in the gardens of the campus. In the chemistry lab, rainwater is collected and used for some experiments in UG lab which is free from chlorine instead of distilled water. Also, in the chemistry lab, distilled water is prepared from solar distil plant of 2 litre capacity.

Evidence of Success: The ambience of the campus itself reflects the success story. The entire college campus is lush green even in the summer season as waste recycled water and chemical free manure (prepared from biodegradable waste). The banyan tree has reacquired its mammoth shape and form. No electricity is required for the supply of hot water in the hostel. The campus is completely clean and the waste is also segregated. Plastic granules are formed from the waste plastic recycling plant. Solar distil water plant, solar heater and solar power plant helps to reduce the electricity bill of around Rs. 5 lakhs per month. Millions of liters of water are saved by recycling which in turn again conserve the energy.

Problem encountered and Resources Required: Recycling of wastewater is a costly and time-consuming affair. The plastic recycling machine requires a minimum quantity of raw material for functioning which is difficult to get.

Resources required are:

Ozonizer, solar power plant, solar water heaters, solar distil water plant, compost tank, plastic recycling plant, napkin incineration, wastewater treatment plant.

File Description	Document
Any additional information	View Document

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 College focuses towards the education and development of the socially and economically weaker sections of society.

Under the ambitious Vidyadaan project the institute has adopted few villages in the nearby areas. The wards of the poor and weaker are educated by the students and faculties of the college. They are provided with necessary books and stationary. In summer vacations special classes are organized for these students. From time to time various contests and competitions are also organized for them and prizes are given to them.

The college informs students about the availability of scholarship schemes. The management also sponsors the fees of needy students. The children of class IV employees are also taken care of by the academy. Special classes, workshops, competitions are organized for them. When these students join the academy for further studies, they are given concession and host of other facilities and benefits. Helper's day is celebrated in a big way in the academy where class IV employees are felicitated. Cultural programme, sports events and special competitions are organized for them and prizes and incentives are given to them.

Social responsibility activities like Go Green activity through plantation, blood donation camps, and visiting nearby villages and helping them according to their requirements are organized by the academy regularly. The president of the academy took a unique initiative by transplanting a 200 years old huge Banyan tree located at the Palasia Square, Indore to the college campus. This endeavor set an example for others and was appreciated by all. It led to a number of transplantations in the city and state.

Many efforts are being made for the past few years to change the Teaching – Learning environment into activity based learning. Following are the methods adopted to transform the academic environment:

- Changing the teaching methodology by encouraging the faculty to use power point presentations where ever required.
- Extensive use of online – content and other video lectures to support the class – room teaching.
- Counseling system wherein every Faculty member is allotted few students to whom one acts as a mentor. The mentor identifies the academic and personal problems of his/her ward. The wards are encouraged to participate both in curricular and extra-curricular activities.
- Each department arranges guest lecturers periodically addressed by the eminent persons from industry, academic and research institutions.

The college campus is Wi-Fi enabled. Students and staff are provided with Wi-Fi on their devices. The college has adopted technology based methods of teaching and learning and efforts are taken to provide the students with latest information technology faculties. In this endeavor the management is proactively involved.

In addition to the classroom interactions, following are the other methods of learning experiences provided to the students:

- Project work
- Internship
- Industrial visit
- Oral presentation
- Seminars/ Symposiums/ Workshops/ Group discussions
- Providing access to e-journals and e-books by use of ICT in delivering and learning process.

The institution organizes different activities to enhance the students' personality. As many students come from vernacular medium, it becomes imperative to offer English language, personality development, confidence building activities and bridge courses to ensure their growth.

Personality development programs and seminars are being conducted from the first year to improve communication skills & soft skills of the students. They are trained and groomed to enhance their employability skills by imparting technical training, soft skills, GD & aptitude classes etc. to make the student industry ready to face the current job market successfully.

The students play major role in the events like annual day, sports day etc., which are being organized by the college and inculcate the qualities of co-operation, co-ordination, leadership and team work.

Emphasis is paid to obtain feedback from parents, students, faculty members and alumni through formal mechanism as well as informal contact to obtain information about qualitative changes which are required.

The college has solid waste segregated into biodegradable and non-biodegradable waste. IPS Academy has centralized waste management system through the various types of plant installed in academy. The academy has following plants with their capacity to create the balanced ecosystem.

- Sewage Treatment Plant (200Kl) for liquid waste management.
- Agglomeration Plant for solid waste management.
- Waste Plastic Recycling Plant
- Solar Energy (2 Solar Panels of 14KW each)
- Air Liquefaction Plant
- Paper Recycling Plant (in process)
- Rain water harvesting.

File Description	Document
Any additional information	View Document

NAAC

5. CONCLUSION

Additional Information :

1. The Academy has a large fleet of transport vehicles to cater the needs of students as well as faculty and connects all the destinations in the city.
2. Some of the faculty members as well as class IV employees have been provided campus residence
3. Some of the prominent colleges namely school of Architecture, College of Engineering, College of Pharmacy, College of Education, College of Law , School of Fine Arts are also run by Indore Professional studies Academy (IPSA) in same campus.
4. Financial support to the research and development activities to faculty members by management.
5. There is an Incubation centre (MSME) for startups to students with in the campus.
6. For the convenience of the students, everything such as fee collection, form submission, admission registration and other activities are done online.
7. TCS centre in the campus facilitate our own students and outsiders to appear in various online examinations.
8. For the maintenance of physical facility in the campus, a budget of more than one crore is spent commonly for all institution in IPS campus in last session.
9. Performance review of teachers is done by Head of Departments and further it is analysed by Performance Appraisal Committee.

Concluding Remarks :

The most important of the strategic plan is to develop quality of education in line with vision and mission of the institution. The strategic plan deployed and reviewed from time to time obtaining feedback from stake holders and various academic and administrative bodies. The management plans for augmentation and expansions of infrastructure, modernization of existing facilities, research and development activities and introduction of new courses. The IQAC is responsible to coordinate with all the departments and committees for the implementation of all the academic and administrative decisions. Our efforts reflect through Alumni, which distinguish themselves through their overall contribution as a professional in various domain .We are putting our efforts in onward journey of our students for the betterment of society .