



YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

1. Name of the Institution

SCHOOL OF MANAGEMENT SCIENCES,
VARANASI

- Name of the Head of the institution Prof. P.N. Jha
- Designation Principal
- Does the institution function from its own campus? Yes
- Phone No. of the Principal 7052055555
- Alternate phone No. 8953761666
- Mobile No. (Principal) 9919995577
- Registered e-mail ID (Principal) director@smsvaranasi.com
- Address Khushipur (Mohan Sarai- Mughal Sarai Bypass, P.O. - Bachhaon, Varanasi- (U.P.))
- City/Town Varanasi
- State/UT Uttar Pradesh
- Pin Code 221 011

2. Institutional status

- Autonomous Status (Provide the date of conferment of Autonomy) 03/11/2021
- Type of Institution Co-education
- Location Urban

- Financial Status **Self-financing**
- Name of the IQAC Co-ordinator/Director **Dr. Pallavi Pathak**
- Phone No. **7052055555**
- Mobile No: **7007828875**
- IQAC e-mail ID **iqac@smsvaranasi.com**

3.Website address (Web link of the AQAR (Previous Academic Year)) http://iqac.smsvaranasi.com/AQAR/AQAR_20-21.pdf

4.Was the Academic Calendar prepared for that year? **Yes**

- if yes, whether it is uploaded in the Institutional website Web link: http://iqac.smsvaranasi.com/mandatory_disclosure

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	A	3.17	2017	12/09/2017	31/12/2026

6.Date of Establishment of IQAC **07/05/2013**

7.Provide the list of Special Status conferred by Central and/or State Government on the Institution/Department/Faculty/School (UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC, etc.)?

Institution/ Department/Faculty/School	Scheme	Funding Agency	Year of Award with Duration	Amount
Nil	Nil	Nil	Nil	Nil

8.Provide details regarding the composition of the IQAC:

- Upload the latest notification regarding the composition of the IQAC by the HEI [View File](#)

9.No. of IQAC meetings held during the year **05**

- Were the minutes of IQAC meeting(s) and **Yes**

compliance to the decisions taken
uploaded on the institutional website?

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

10. Did IQAC receive funding from any funding agency to support its activities during the year? **No**

- If yes, mention the amount

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

- Seven days FDP on "Enhancing Faculty Competency vis-a-vis National Education Policy" from July 24 to 31, 2021
- Extended support for UGC peer team visit for the conferment of Autonomous status
- Constitution of new Board of studies and Academic council
- Revision of syllabi across all programmes as per LOCF
- Two-Day Workshop on Operations of SOUL 3.0 & Access of AKTU Nalanda E-Consortium on 17-18 June 2022
- Staff Development Program on "Use of IT-Tools to Enhance Work-Efficiency" for non-teaching staff on 29th June 2022

12. Plan of action chalked out by IQAC at the beginning of the academic year towards quality enhancement and the outcome achieved by the end of the academic year:

Plan of Action	Achievements/Outcomes
To finalise the preparations for the UGC peer team visit for granting autonomy to the institute	Autonomous status granted on 3rd November 2021
To reorganize the board of studies and the academic council as per the norms.	New Board of studies and Academic council constituted and meetings took place
To revamp the examination section	Examination cell constituted members added along with Controller of examination. The Institute has well-equipped Examination Cell with 3 computer systems, A3 & A4 Scanner printers and proper furniture. The cell has a Strong room with Special Highly Secured Almirah.
To organize the Faculty Development Programme in a hybrid mode to keep the teachers abreast with National Education Policy 2020	Seven days FDP on "Enhancing Faculty Competency vis-a-vis National Education Policy" from July 24 to 31, 2021
To arrange development programmes for non-teaching staff	Staff development programmes were organised for Library, Computer lab and Class IV staff
To conduct social welfare programmes as Institutional social responsibility	We have adopted Five different villages near our campus under Unnat Bharat Abhiyan Scheme namely Bhadwar , Banepur, Misirpur, Khushipur and Dhanpalpur. Regularly we do organize various social welfare activities like Plantation, COVID awareness programme, donation of stationary, toys and electrical equipment to the adopted villages, Voting awareness programmes, awareness about government policies and schemes etc.

13. Was the AQAR placed before the statutory Yes

body?

- Name of the statutory body

Name of the statutory body	Date of meeting(s)
Governing Body	16/10/2022

14. Was the institutional data submitted to AISHE ? Yes

- Year

Part A

Data of the Institution

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• Name of the Head of the institution	Prof. P.N. Jha
• Designation	Principal
• Does the institution function from its own campus?	Yes
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• Registered e-mail ID (Principal)	director@smsvaranasi.com
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• City/Town	Varanasi
• State/UT	Uttar Pradesh
• Pin Code	221 011
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• Autonomous Status (Provide the date of conferment of Autonomy)	03/11/2021
• Type of Institution	Co-education
• Location	Urban
• Financial Status	Self-financing
• Name of the IQAC Co-	Dr. Pallavi Pathak

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• Phone No.		7052055555			
• Mobile No:		7007828875			
• IQAC e-mail ID		iqac@smsvaranasi.com			
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13. Was the AQAR placed before the statutory body?	Yes				
<ul style="list-style-type: none"> Name of the statutory body 					
<table border="1"> <thead> <tr> <th>Name of the statutory body</th> <th>Date of meeting(s)</th> </tr> </thead> <tbody> <tr> <td>Governing Body</td> <td>16/10/2022</td> </tr> </tbody> </table>		Name of the statutory body	Date of meeting(s)	Governing Body	16/10/2022
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Governing Body	16/10/2022				
14. Was the institutional data submitted to AISHE ?	Yes				
<ul style="list-style-type: none"> Year 					

Year	Date of Submission
2022	28/02/2022

15. Multidisciplinary / interdisciplinary

In accordance with the 2020 education policy, our institution aims to become a multidisciplinary institution with an imaginative and flexible curriculum to enable interdisciplinary study. Multidisciplinary and interdisciplinary programmes help students expand their thinking and learning and prepare for new challenges. We want to merge eight courses and four departments. We want to incorporate our topics within the university first, then expand our campus-based courses. Our disciplines will also be included within the institution. We may also cooperate with a reputable institution near our campus in the future. The framework below will mix humanities with science and technology topics.

Science—MCA & MBA

Technology - MCA

Mathematics; MBA, MCA, B.B.A., B.Com., BCA,

Humanities papers may now be combined with the aforementioned UG and PG courses. Yes, the school provides flexible and creative credit-based courses and projects. Details:

- Community participation and service: We administer the NSS programme and often involve students in social welfare activities.

- Campus courses organise environmental education seminars.

value-based education for comprehensive and transdisciplinary learning. MBA courses provide value-based education by discussing human values and professional ethics. Multidisciplinary flexible curriculum institution plans Undergraduate degree programmes of either 3 or 4 years, with multiple entry and exit points and re-entry options, and appropriate certifications such as a certificate after completing 1 year (2 semesters) of study in the chosen fields of study, a diploma after 2 years (4 semesters), a bachelor's degree after 3 years (6 semesters), or a bachelor's degree with honours after 4 years (8 semesters). The 4-year interdisciplinary bachelor's degree programme is popular because

it provides a comprehensive and multidisciplinary education as well as a concentration on the student's major and minor. Multidisciplinary research will include all four departments. In urgent situations, universities may join with adjacent reputable institutions to involve students in transdisciplinary and societal problem-solving initiatives. We are incorporating courses into our institutional architecture to promote transdisciplinary courses. Management students' study about machine learning and AI, while BBA, BCA, and BCom students learn about sustainability and the environment. Eight courses teach transdisciplinary disciplines, and soon we'll add more.

16.Academic bank of credits (ABC):

As a learning organisation, we have completed the necessary steps to make use of the ABC facility, and we are now in a position to make this opportunity available to our students. Yes, the educational establishment has signed up to be a part of the ABC framework so that it may provide its students with the opportunity to reap the benefits of various entrances and exits during the course of their selected programme. We have already established ties with seven foreign institutions, and we are in the process of wrapping up negotiations for an academic partnership. In addition to this, the development of joint degrees and an academic and faculty exchange programme are also on the agenda for the near future. One of the universities in Indonesia is collaborating with us on a research project that we are doing together. Within the company, there is a methodical procedure for the creation of curricula and their subsequent approval. The faculty members have complete autonomy in developing their own curricula while adhering to the framework that is required. In addition to this, they are encouraged to develop their own textbooks, reading materials, assignments, and assessment routines. Each one of these works comes with its own unique offer of motivation. The ABC procedure has been included in the institute's internal operations, and the institution intends to make this capability available to its students as well. The procedures for registering and enrolling students have already been completed at the institution level, and preparations have been made to put these procedures into effect in the next sessions.

17.Skill development:

The educational establishment is now working on compiling a list of topics that will be required for graduation as part of a vocational programme. We are now in the process of forming a

partnership with a number of the NSDC centres. The following is a list of some of the classes that we are currently working on:

- Education in the Field of Paramedicine • Alternative Sources of Energy

- Plantation management • Food processing • Software development
- Financial services • Beauty therapy • Hotel management and catering technology • Arts and craft • Printing technology • Textile technology • Data and web analytics • Visual media • Network and H.R.

In addition to this, the following programmes are currently being developed by our company:

- Data and Web Analytics • Visual Media • Network and Hardware Technology • IT and ITES • Journalism and Mass Communication • Office Management and Practices • Renewable Energy • Retail Management • Fashion Technology • Nutrition and Healthcare • Acting and Filmmaking • Travel and Tourism • Software Development
- Financial Services • Data and Web Analytics • Visual Media • Network and Hardware Technology • IT and ITES •

The Institute is exerting a great deal of effort to provide a value-based education. This education will include the development of humanistic, ethical, constitutional, and universal human values such as truth (satya), righteous conduct (dharma), peace (shanti), love (prem), nonviolence (ahimsa), scientific temper, citizenship values, and also life skills. Lessons in seva (service) and participation in community service programmes will be considered an integral part of a holistic education. Learners will be given Global Citizenship Education (GCE), which is a response to contemporary global challenges, with the goal of empowering them to become aware of and understand global issues, as well as to become active promoters of more peaceful, tolerant, inclusive, secure, and sustainable societies. This will be accomplished through the provision of GCE. This is a reaction to the reality that there is a growing interconnection between people and places all over the globe.

Participate in the endeavours of the organisation to achieve this:

- i. Conceive of a system of credits that will guarantee that every student will be enrolled in at least one vocational class before they graduate.

ii. Utilizing the expertise of seasoned industry professionals and master craftspeople to fill in knowledge gaps regarding qualified faculty provisions and provide necessary vocational skills.

iii. To provide learners with access to online, blended, and on-campus modular forms of vocational education.

iv. NSDC organisation to enable all of this by developing an uniform platform to handle the enrolment of learners (both students and employees), as well as skill mapping and certification.

v. Instructional classes for students are going to start being made available to them through online and/or distant learning.

Students enrolled in the Management programme will participate in special seminars taught in the format of a workshop to acquire the fundamental skills necessary for effective communication and proper business etiquette.

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

We intend to use Hindi as a subsidiary language, and we are in the process of integrating Hindi as a medium of instruction as well as allowing questions to be asked in Hindi as well. Students are encouraged to answer in their language of choice.

Not only this, we are in the process of creating a database of online content recorded in Hindi as well as English. It will serve the purpose of duality, and if some students are not comfortable understanding the concept in one language, they may refer to these online contents for their clarity. We have already implemented it at the institutional level; we are going to elaborate things in both languages as and when required as per the learners' requirements. Apart from this, the inclusion of lecture videos in a subsidiary language will surely aid classroom learning. It is implemented across all 8 courses deciphered from our own campus

1. MBA
2. MCA
3. M.Com
4. BBA
5. BCA

6. B.Com
7. BCom (Hons)
8. BAHMC

We are in the process of providing one separate elective for student, which student can opt during their first two semesters.

- List of subjects provided to fulfill this requirement
- CC-4 - Physical Education & Yoga
- BCOMME-306 - Indian Knowledge System
- the institute organizes hi-life lecture series which help the students in a proper appreciation of human value in order to promote proper awareness on Human Values under the aegis of the Center for Spiritualism and Human Enrichment(C-SHE).

Subjects pertaining to Indian Arts will be incorporated as an open elective. Subjects pertaining to Indian Culture and traditions will be incorporated as an open elective. We have already incorporated following subjects as part of Indian knowledge system dissemination.

Professional Ethics	Gender	Human Values	Environment and Sustainability
BBA-105 Business Ethics & Governance MC 201 Business Environment	BBA-ME-408 Population & Demographic Studies	CC-3 Human Values & Environmental Studies CC-4 Physical Education & Yoga	CC-1 Food, Nutrition & Hygiene CC-2 First Aid & Health
		(BCA) CC-3 Human Values and Environment Studies	BBA-ME-308 Rural Development
		(BCA) CC-4 Physical Education and Yoga	CC-3 Human Values & Environmental Studies
		BCOMME-306 Indian Knowledge System	(BCA) CC-1 Food, Nutrition and Hygiene
		BA(H)MCCC-3 Human Values and Environment Studies	(BCA) CC-3 Human Values and Environment Studies
			BCOMME-407 Rural Development
			BA(H)MCCC-3

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

The criteria of the OBE have been incorporated into every aspect of the academic programme that we provide. As part of the effort to update the curriculum, we have added new course objectives that are specific to each individual course at the level of the course. On the other hand, we have integrated a variety of programmed objectives at the level of the programme. In addition, the educational goals of the programme, together with its purpose and vision statements, have been synchronised so that the degree to which they have been accomplished may be evaluated at each stage. The organisation has developed a system in which every member of the teaching staff is tasked with the responsibility of providing the computed accomplishment level of the course result. After some time has elapsed, the same score is sent to the course organiser, who then compiles a variety of course outcomes. After that, he determines, on a programmatic level, whether or not the desired objective has been achieved. Calculations need to be done in order to determine whether or not the educational goals of the programme and the mission and vision statements have been met. The OBE structure has already been put into place at our institution. The examinations are carried out in accordance with the mandatory OBE requirements. Each and every passing out batch is subjected to a thorough analysis of the whole process of achievement calculation and corrective action.

20.Distance education/online education:

For the sake of meeting the standards of ODL, a distinct centre for online learning will be established. Both long-term and shorter-term courses have been made available via the use of this platform. In order to facilitate the distribution of online resources for the class, the Moodle platform has been included. A mixed mode with a 60:40 split is already in place, as required by the UGC requirements. Physical lectures are utilised to cover the material for regular courses, whereas online lectures are used to transmit information about current and relevant advancements that are going place in the market. During the course of COVID, our institution was the first in our area to upload 10,000 individual pieces of educational content relating to a variety of topics. Despite this, Moodle is a critical component in the process of providing students with access to a variety of learning resources.

Extended Profile

1. Programme

1.1

08

Number of programmes offered during the year:

File Description	Documents
Institutional Data in Prescribed Format	View File

2. Student

2.1

2192

Total number of students during the year:

File Description	Documents
Institutional data in Prescribed format	View File

2.2

809

Number of outgoing / final year students during the year:

File Description	Documents
Institutional Data in Prescribed Format	View File

2.3

812

Number of students who appeared for the examinations conducted by the institution during the year:

File Description	Documents
Institutional Data in Prescribed Format	View File

3. Academic

3.1

343

Number of courses in all programmes during the year:

File Description	Documents
Institutional Data in Prescribed Format	View File

3.2	51
Number of full-time teachers during the year:	
File Description	Documents
Institutional Data in Prescribed Format	No File Uploaded
3.3	51
Number of sanctioned posts for the year:	
4.Institution	
4.1	624
Number of seats earmarked for reserved categories as per GOI/State Government during the year:	
4.2	36
Total number of Classrooms and Seminar halls	
4.3	450
Total number of computers on campus for academic purposes	
4.4	780.5
Total expenditure, excluding salary, during the year (INR in Lakhs):	
Part B	
CURRICULAR ASPECTS	
1.1 - Curriculum Design and Development	
1.1.1 - Curricula developed and implemented have relevance to the local, national, regional and global developmental needs which are reflected in Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) of the various Programmes offered by the Institution.	
School of Management Sciences Varanasi creates all its courses with an eye on meeting the needs of the community, the country, and the world. The curriculum for each course is approved by the Board of Studies (BoS), comprising of both Internal faculty members outside specialists in the field. Due care is taken to map the Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) of the various Programmes with local ,	

regional, national and global context.

Course applicability and fulfilment of departmental standards are monitored by the Board of Studies. As BoS is required to meet twice annually, it provides an opportunity to update curricula considering shifting academic priorities and market demands. Minor adjustments are made on a regular basis, but large adjustments are often made once a programme has run its course. Since SMS began using the Choice Based Credit System (CBCS), significant changes have been made to all programmes. Additionally, SMS has recently implemented changes to its curriculum based on the comments of both students and faculty.

The programme outcomes for any level of programme include both specific and general graduate skills; for example, for PG programmes, the programme outcomes are generally mastery of the subject knowledge, its application in relevant contexts, learning teaching skills, preparation for further study, and so on; for UG programmes, the programme outcomes can be understanding the course/subject concepts, learning how to apply them, and so on.

File Description	Documents
Upload additional information, if any	No File Uploaded
Link for additional information	Nil

1.1.2 - Number of Programmes where syllabus revision was carried out during the year

08

File Description	Documents
Minutes of relevant Academic Council/BOS meeting	View File
Details of syllabus revision during the year	View File
Any additional information	No File Uploaded

1.1.3 - Number of courses focusing on employability/entrepreneurship/ skill development offered by the Institution during the year

57

File Description	Documents
Curriculum / Syllabus of such courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approval for these courses	View File
MoUs with relevant organizations for these courses, if any	No File Uploaded
Any additional information	No File Uploaded

1.2 - Academic Flexibility

1.2.1 - Number of new courses introduced across all programmes offered during the year

343

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	View File
Any additional information	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Programmes offered through Choice Based Credit System (CBCS)/Elective Course System

08

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	No File Uploaded
Any additional information	No File Uploaded
List of Add on /Certificate programs (Data Template)	View File

1.3 - Curriculum Enrichment

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

Several papers have been included in the syllabus as core papers

named "CC- 3 Human Values & Environmental Studies, B.Com. (ME)-306 Indian Knowledge System, CC-4 Physical Education & yoga, B.A. Mass.com.(H) MCCC-3 Human Values and Environment studies".

Papers on environment and sustainability have been stated in the institute curriculum under courses named "BBA-ME-308 - Rural Development, BA(H) MCCC-3 Human Values and Environment Studies, CC-3 Human Values and Environment Studies".

Also, a paper on Gender issues has been included in the curriculum as a minor elective paper named "BBA-ME-408 Population and Demographic Studies".

There are following courses included in crosscutting issues:

- BBA- 105 Business Ethics & Governance
- BBA-ME- 408 Population & Demographic Studies
- CC- 3 Human Values and Environment Studies
- CC-1 Food, Nutrition & Hygiene
- MC 201 Business Environment
- CC-4 Physical Education and Yoga
- CC-2 First Aid & Health
- BCA CC-3 Human Values and Environment Studies
- BBAME- 308 Rural Development
- BCA CC-4 Physical Education and Yoga
- MB202 Business Environment & Sustainability

File Description	Documents
Upload the list and description of the courses which address issues related to Gender, Environment and Sustainability, Human Values and Professional Ethics in the curriculum	View File
Any additional information	No File Uploaded

1.3.2 - Number of value-added courses for imparting transferable and life skills offered during the year

13

File Description	Documents
List of value-added courses	View File
Brochure or any other document relating to value-added courses	View File
Any additional information	No File Uploaded

1.3.3 - Number of students enrolled in the courses under 1.3.2 above

1298

File Description	Documents
List of students enrolled	View File
Any additional information	No File Uploaded

1.3.4 - Number of students undertaking field work/projects/ internships / student projects

1096

File Description	Documents
List of programmes and number of students undertaking field projects / internships / student projects	View File
Any additional information	No File Uploaded

1.4 - Feedback System

1.4.1 - Structured feedback and review of the syllabus (semester-wise / year-wise) is

A. All 4 of the above

obtained from 1) Students 2) Teachers 3) Employers and 4) Alumni	
File Description	Documents
Provide the URL for stakeholders' feedback report	http://iqac.smsvaranasi.com/feedback.htm
Upload the Action Taken Report of the feedback as recorded by the Governing Council / Syndicate / Board of Management	No File Uploaded
Any additional information	No File Uploaded
1.4.2 - The feedback system of the Institution comprises the following	A. Feedback collected, analysed and action taken made available on the website
File Description	Documents
Provide URL for stakeholders' feedback report	http://iqac.smsvaranasi.com/feedback.htm
Any additional information	No File Uploaded
TEACHING-LEARNING AND EVALUATION	
2.1 - Student Enrollment and Profile	
2.1.1 - Enrolment of Students	
2.1.1.1 - Number of students admitted (year-wise) during the year	
874	
File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File
2.1.2 - Number of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc.) as per the reservation policy during the year (exclusive of supernumerary seats)	
285	

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses students' learning levels and organises special programmes for both slow and advanced learners.

Advanced and slow learners are identified based on grades received on qualifying exams, entrance exams, semester exams, annual exams, performance on class tests, and interactions between students and faculty members. It is also assessed by their involvement and performance in various activities. Following significant exercises are organised for students who are advanced learners:

- Teachers provide students with individualised support like assignments, solving old examination papers, discussions, etc.
- Organising an annual business plan competition for the students and recognising the top submissions.
- Organising a contest for students to analyse business cases.
- Participation in regional, national, and worldwide conferences is encouraged for students.
- Counseling from individual teachers and class mentors
- The planning of contests and quizzes

For slow learners, the following additional exercises are organised:

- Remedial classes
- As necessary, giving students access to additional study materials
- Academic and personal counseling

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

2.2.2 - Student – Teacher (full-time) ratio

Year	Number of Students	Number of Teachers
02/08/2021	2192	51

File Description	Documents
Upload any additional information	No File Uploaded

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:

Major student-centric experiential learning, participatory learning, and problem-solving methodologies adopted for our students are:

- Exercises, role plays, case studies, brainstorming sessions, and group presentations are added to the lectures in the classroom.
- Running enrichment and value-added programmes that place a strong emphasis on students' practical orientation.
- Panel and Group Discussions.
- International and domestic industrial visits.
- Student involvement in the planning and execution of conferences, seminars, cultural events, sporting competitions, and other extracurricular activities.
- There are competitions for business plans, websites, and other things in which students form teams and compete. Faculty coaches them in these competitions.
- Numerous groups have been established where faculty and students collaborate to plan different events. Students' participation in learning is aided by this.
- For the purpose of keeping the students informed, interactive seminars on recent developments in the topic are occasionally scheduled.
- On the day that the Union Budget is presented to the House, a budget analysis is conducted.
- The distribution of online learning materials via NPTEL.
- Working together with universities abroad to benefit students
- Mentoring and counselling programme

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional Information	Nil

2.3.2 - Teachers use ICT-enabled tools including online resources for effective teaching and learning

For effective teaching-learning the Institute encourages the faculty members to make use of the facilities provided to them.

- The institution has made a sufficient number of internet-connected computers available to the students for free and unrestricted use. The facilitators are the teachers.
- The MOODLE learning management system is used by the institute for its online teaching and learning resources.
- E-learning resources are accessible as a Local NPTEL Chapter (National Programme on Technology Enhanced Learning).
- Workshops on spoken tutorials (A project of the MHRD and IIT Bombay) are often held for students.
- In the Institute's Employability Enhancement Program, students have access to an online testing option.
- On occasion, simulation exercises (based, for example, on Android mobile apps) are also carried out.

File Description	Documents
Provide link for webpage describing ICT enabled tools including online resources for effective teaching and learning process	https://smsvaranasi.com/computer-centre-infrastructure.html
Upload any additional information	No File Uploaded

2.3.3 - Ratio of students to mentor for academic and other related issues

2.3.3.1 - Number of mentors

51

File Description	Documents
Upload year-wise number of students enrolled and full-time teachers on roll	View File
Circulars with regard to assigning mentors to mentees	View File

2.3.4 - Preparation and adherence to Academic Calendar and Teaching Plans by the institution

Separate Academic calendars are prepared for undergraduate and postgraduate courses. Classes for all the courses start almost at the same time. Postgraduate students pass through three sessional tests whereas undergraduate students pass through two sessional tests. Out of three tests for postgraduate students, one test is organised in online atmosphere with the help of Moodle learning management system. Tests for various undergraduate courses starts almost at the same time. Similarly tests for all the postgraduate courses also start at the same time. Both the academic calendars are provided for the purpose of reference.

File Description	Documents
Upload the Academic Calendar and Teaching Plans during the year	View File

2.4 - Teacher Profile and Quality

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

51

File Description	Documents
Year-wise full-time teachers and sanctioned posts for the year	View File
List of the faculty members authenticated by the Head of HEI	View File
Any additional information	No File Uploaded

2.4.2 - Number of full-time teachers with PhD/ D.M. / M.Ch. / D.N.B Super-Specialty / DSc / DLitt during the year

29

File Description	Documents
List of number of full-time teachers with PhD./ D.M. / M.Ch. / D.N.B Super-Specialty / D.Sc. / D.Litt. and number of full-time teachers for 5 years	View File
Any additional information	No File Uploaded

2.4.3 - Total teaching experience of full-time teachers in the same institution: (Full-time teachers' total teaching experience in the current institution)

394

File Description	Documents
List of teachers including their PAN, designation, Department and details of their experience	View File
Any additional information	No File Uploaded

2.5 - Evaluation Process and Reforms

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

58

File Description	Documents
List of Programmes and the date of last semester-end / year-end examinations and the date of declaration of result	View File
Any additional information	View File

2.5.2 - Number of students' complaints/grievances against evaluation against the total number who appeared in the examinations during the year

0

File Description	Documents
Upload the number of complaints and total number of students who appeared for exams during the year	View File
Upload any additional information	No File Uploaded

2.5.3 - IT integration and reforms in the examination procedures and processes including Continuous Internal Assessment (CIA) have brought in considerable improvement in the Examination Management System (EMS) of the Institution

Many reforms are taken at the institute level for IT integration purposes:

- At the postgraduate level students have at least one sessional test organized in an online atmosphere using Moodle learning management system. This test is conducted using multiple-choice questions. In these tests, students can instantly access their scores.
- For the purpose of continuous internal assessments, students are regularly provided assignments, quizzes, and short-term projects using the Moodle LMS. All such tasks are evaluated on LMS and students can conveniently access such evaluations.
- Further students can fill out their examination forms using an online portal developed by the college itself.
- Students may access study material for different subjects, and old question papers and can also see their semester results on Moodle LMS.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional Information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme Outcomes and Course Outcomes for all Programmes offered by the institution are stated and displayed on the website and communicated to teachers and students

SMS offers a number of programs in Management, Commerce, and

Computer stream, each of them with unique and well-defined outcomes. The specific learning outcomes of various courses are built into the curriculum of each discipline and are available on the college website.

The college has well-designed and effective mechanisms to communicate programme and course outcomes to all stakeholders, which are:

- Fresh applicants can get the requisite information from the college website as well as from the prospectus.
- At the time of admission, the Counselling Cell also apprises students of what to expect from various courses.
- The outcomes of courses are clearly outlined during the orientation program of the course, organised on the opening day of each academic session.
- During various academic, co-curricular, and extra-curricular programmes students are informed about the programme outcomes and course outcomes.
- Students are also informed about the course outcomes while discussing formats of their term tests and end-semester examination question paper.

All the Program outcomes and Course Outcomes are attached for reference.

File Description	Documents
Upload COs for all courses (exemplars from the Glossary)	View File
Upload any additional information	No File Uploaded
Link for additional Information	Nil

2.6.2 - Attainment of Programme Outcomes and Course Outcomes as evaluated by the institution

Attainment of Program outcomes and course outcomes are evaluated on completion of the semester. For this purpose, the following process is used:

1. Examination papers (Internal and External) of various subjects are drafted in line with specific Course outcomes, as per Bloom's Taxonomy.
2. Actual marks scored by students in subjects are compiled.

3. Attainments of marks are studied with the related course outcomes.
4. In this way attainment of course, outcomes are assessed.
5. Program outcomes are calculated with the attainment of course outcomes.
6. Program outcomes and course outcomes are compared with the desired level.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional Information	Nil

2.6.3 - Pass Percentage of students

2.6.3.1 - Total number of final year students who passed in the examinations conducted by Institution

786

File Description	Documents
Upload list of Programmes and number of students appear for and passed in the final year examinations	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire). Results and details need to be provided as a weblink

<http://iqac.smsvaranasi.com/sss.htm>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Promotion of Research and Facilities

3.1.1 - The institution's research facilities are frequently updated and there is a well-defined policy for promotion of research which is uploaded on the institutional website and implemented

The primary objective of the Research and Publication Incentive Policy is to motivate the faculty members of the institute to

undertake quality research and publication of such research outcomes.

According to the said policy, a faculty publishing articles/papers in Scopus/ Web of Science indexed journals shall get 1 credit, whereas publication in journals indexed with UGC Care shall attract 0.5 credit. Those who publish books or chapters are entitled to earn 2 Credits for a Reputed International Publisher and 1.5 Credits for a Reputed National Publisher; Up to 6 credits for the generation of research grants from funding agencies in India and abroad; Any Collaborative Research Project undertaken by a faculty member with a foreign university/agency with a tangible outcome will entitle him/her to earn a Credit of 2.00 per Project; Faculty member will also be entitled to one additional increment effective from the month of award of Ph.D. degree from any recognized university/institution.

At the end of the academic year, the total Credits earned by a faculty member will be calculated by the 'Technical Cell' based upon the evidence produced by the concerned faculty member(s) and the incentive payable to such faculty member(s) will be arrived @ Rs. 10, 000/- per Credit and disbursed. However, for fractional Credit, the amount of Rs. 10, 000/- will be proportionately paid.

File Description	Documents
Upload the Minutes of the Governing Council/ Syndicate/Board of Management related to research promotion policy adoption	No File Uploaded
Provide URL of policy document on promotion of research uploaded on the website	Nil
Any additional information	No File Uploaded

3.1.2 - The institution provides seed money to its teachers for research

3.1.2.1 - Seed money provided by the institution to its teachers for research during the year (INR in lakhs)

0

File Description	Documents
Minutes of the relevant bodies of the institution regarding seed money	No File Uploaded
Budget and expenditure statements signed by the Finance Officer indicating seed money provided and utilized	No File Uploaded
List of teachers receiving grant and details of grant received	No File Uploaded
Any additional information	No File Uploaded

3.1.3 - Number of teachers who were awarded national / international fellowship(s) for advanced studies/research during the year

0

File Description	Documents
e-copies of the award letters of the teachers	No File Uploaded
List of teachers and details of their international fellowship(s)	No File Uploaded
Any additional information	No File Uploaded

3.2 - Resource Mobilization for Research

3.2.1 - Grants received from Government and Non-Governmental agencies for research projects, endowments, Chairs during the year (INR in Lakhs)

46

File Description	Documents
e-copies of the grant award letters for research projects sponsored by non-governmental agencies/organizations	View File
List of projects and grant details	View File
Any additional information	View File

3.2.2 - Number of teachers having research projects during the year

01

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional Information	Nil
List of research projects during the year	View File

3.2.3 - Number of teachers recognised as research guides

02

File Description	Documents
Upload copies of the letter of the university recognizing teachers as research guides	No File Uploaded
Institutional data in Prescribed format	View File

3.2.4 - Number of departments having research projects funded by Government and Non-Government agencies during the year

01

File Description	Documents
Supporting document from Funding Agencies	View File
Paste link to funding agencies' website	Nil
Any additional information	No File Uploaded

3.3 - Innovation Ecosystem

3.3.1 - Institution has created an ecosystem for innovations and creation and transfer of knowledge supported by dedicated centres for research, entrepreneurship, community orientation, incubation, etc.

Centre For Entrepreneurship, Innovation & Skill Development is established to promote the ecosystem for entrepreneurship and incubation; nourish & mentor the innovations and enhance multidimensional skill development. The Centre also works for the underprivileged segment of society to make them financially independent through Entrepreneurship and create job opportunities for others.

CEISD Activities

A. Contests

The Centre organizes the following contests every year

1. **Business Model Contest:** To develop the entrepreneurial acumen of the students by developing the startup culture in the institute.
2. **Case Chase Contest:** To develop their exploratory research aptitude and enable Students present cases on various Business & Non-Business Organizations in the presence of eminent judges.
3. **Ad Manthan Contest:** To make the students aware of the various dimensions of Ad-Film Making through a contest in which teams of students present Ad-Films made by them on different products and services.
4. **Jan Samadhan Contest:** To develop constructive skills, social consciousness, and social problems solving ability in students.

B. Startup Incubation

Four Startup Incubation were started by the students of the BCA program

C. Journal Publication: The CEISD publishes a Research Journal titled "SMS Journal of Entrepreneurship & Innovation" with ISSN 2349-7920 bi-annually.

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

3.3.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR), Entrepreneurship and Skill Development during the year

02

File Description	Documents
Report of the events	View File
List of workshops/seminars conducted during the year	View File
Any additional information	No File Uploaded

3.4 - Research Publications and Awards

3.4.1 - The Institution ensures implementation of its Code of Ethics for Research uploaded in the website through the following: Research Advisory Committee Ethics Committee Inclusion of Research Ethics in the research methodology course work Plagiarism check through authenticated software

D. Any 1 of the above

File Description	Documents
Code of Ethics for Research, Research Advisory Committee and Ethics Committee constitution and list of members of these committees, software used for plagiarism check	View File
Any additional information	No File Uploaded

3.4.2 - Number of PhD candidates registered per teacher (as per the data given with regard to recognized PhD guides/ supervisors provided in Metric No. 3.2.3) during the year

3.4.2.1 - Number of PhD students registered during the year

0

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and details like name of the guide, title of thesis, and year of registration	No File Uploaded
Any additional information	No File Uploaded

3.4.3 - Number of research papers per teacher in CARE Journals notified on UGC website during the year

0.1	
File Description	Documents
List of research papers by title, author, department, and year of publication	View File
Any additional information	No File Uploaded

3.4.4 - Number of books and chapters in edited volumes / books published per teacher during the year

0.88	
File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

3.4.5 - Bibliometrics of the publications during the year based on average Citation Index in Scopus/ Web of Science/PubMed

3.4.5.1 - Total number of Citations in Scopus during the year

02	
File Description	Documents
Any additional information	No File Uploaded
Bibliometrics of the publications during the year	No File Uploaded

3.4.6 - Bibliometrics of the publications during the year based on Scopus/ Web of Science – h-Index of the University

3.4.6.1 - h-index of Scopus during the year

3	
File Description	Documents
Bibliometrics of publications based on Scopus/ Web of Science - h-index of the Institution	No File Uploaded
Any additional information	No File Uploaded

3.5 - Consultancy	
3.5.1 - Revenue generated from consultancy and corporate training during the year (INR in lakhs)	
0	
File Description	Documents
Audited statements of accounts indicating the revenue generated through consultancy and corporate training	No File Uploaded
List of consultants and revenue generated by them	No File Uploaded
Any additional information	No File Uploaded
3.5.2 - Total amount spent on developing facilities, training teachers and clerical/project staff for undertaking consultancy during the year	
NIL	
File Description	Documents
Audited statements of accounts indicating the expenditure incurred on developing facilities and training teachers and staff for undertaking consultancy	No File Uploaded
List of training programmes, teachers and staff trained for undertaking consultancy	No File Uploaded
List of facilities and staff available for undertaking consultancy	No File Uploaded
Any additional information	No File Uploaded
3.6 - Extension Activities	
3.6.1 - Extension activities carried out in the neighbourhood sensitising students to social issues for their holistic development, and the impact thereof during the year	
As an autonomous college it is also our social responsibility to conduct social welfare programmes.	
We have adopted Five different villages near our campus under Unnat Bharat Abhiyan Scheme namely Bhadwar , Bandepur, Misirpur,	

Khushipur and Dhanpalpur. Regularly we organize various social welfare activities like Plantation, COVID awareness programme, donation of stationary ,toys and electrical equipments to the adopted villages, Voting awareness programmes, awareness about government policies and schemes etc. It is desired that we should know the impact of these activities on the villagers.

. To know effectively the impact of Awareness programme in the villages on Government policies we had organized a survey programme in the adopted villages. Salient points are as given below:

- Activity chosen under Unnat Bharat Abhiyan Scheme,
- Activity performed with the help of NSS student members of the college.
- Villagers too participated and cooperated in the survey.
- Most of the villagers were already familiar with the different government scheme like PM Suraksha Bima Yojana, Atal Pension Yojana, PM jiwan jyoti Bima Yojana etc.
- Few of the villagers were already availing the benefits of the scheme.

Students interacted with the villagers with great respect and enthusiasm and learnt about their culture and work style.

Students also participated in the Matdata jagarukta Abhiyan organized in Villages adopted by SMS, Varanasi. They motivated the villagers to cast the vote on top priority basis and as a result the percentage voting in these villages increased remarkably.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

3.6.2 - Number of awards and recognition received by the Institution, its teachers and students for extension activities from Government / Government-recognised bodies during the year

03

File Description	Documents
Number of awards for extension activities in during the year	View File
e-copy of the award letters	View File
Any additional information	No File Uploaded

3.6.3 - Number of extension and outreach programmes conducted by the institution through NSS/NCC/Red Cross/YRC, etc. during the year (including Government-initiated programmes such as Swachh Bharat, AIDS Awareness, and Gender Sensitization and those organised in collaboration with industry, community and NGOs)

10

File Description	Documents
Reports of the events organized	View File
Any additional information	No File Uploaded

3.6.4 - Number of students participating in extension activities listed in 3.6.3 during the year

777

File Description	Documents
Reports of the events	View File
Any additional information	No File Uploaded

3.7 - Collaboration

3.7.1 - Number of collaborative activities during the year for research/ faculty exchange/ student exchange/ internship/ on-the-job training/ project work

02

File Description	Documents
Copies of documents highlighting collaboration	View File
Any additional information	No File Uploaded

3.7.2 - Number of functional MoUs with institutions of national and/or international importance, other universities, industries, corporate houses, etc. during the year (only functional MoUs with ongoing activities to be considered)

02

File Description	Documents
e-copies of the MoUs with institution/ industry/ corporate house	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other institutions etc. during the year	View File
Any additional information	No File Uploaded

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

Institute has up-to-date and state-of-the-art infrastructural facilities on its campus.

- The institute campus is spread over about 9 acres with multi-storied buildings in four different blocks known as Academic Block I, Administrative Block, New PG Block (Academic Block II), and Computer Centre-cum-Library Block.
- The institute has an auditorium with a capacity of 400 people and a conference hall with a seating capacity of 120 people, both equipped with audio-visual aids and furniture. There are 25 air-conditioned or air-cooled classrooms with the latest ICT facilities, including four with smart class solutions.
- Additionally, there is a group discussion room for effective group discussion, a centralized library with a reading hall for 100 students, two stack rooms, one reference section with about 34,000 books and online journals, and the Digital Library.
- The institute also has eight computer labs with the latest machines and licensed software, all connected to LAN and the internet.
- There is an examination cell with adequate computer systems, A3 & A4 scanners and printers, and proper furniture, as well as a media lab with a television watching and news editing room, monitoring room, and studio for shooting.
- The institute has a Behavior dynamics lab that offers to counsel for stress-related and other behavioral problems and aims to inculcate positive attitudes in students and a well-equipped language lab to make students acquainted with the

nuances of Language.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

The institute prioritizes physical fitness, recreation, entertainment, and spiritual well-being, providing a comprehensive range of facilities such as sports grounds, gymnasium, open-air theater, auditorium, and yoga facilities for the holistic development of its community members

- The sports ground of the institute established in 2003 offers various facilities to cater to different interests and needs of its students and staff. The sports ground, with an extensive area of 10,000 square meters, serves as a venue for outdoor sports such as cricket, volleyball, and other similar activities. Additionally, there are indoor game facilities available, including Table Tennis, Chess, and Carom. User rate 50 students/day.
- The institute provides a well-equipped gymnasium established in 2003. Spanning an area of 73.4 square meters, equipped with essential fitness equipment such as treadmills, multi-station gyms, and exercise bikes. User rate 30 students/day.
- There is an open-air theater established in 2003. It comprises a permanent stage covering an area of 104.9 square meters and a wooden stage spanning 64 square meters. This space is utilized for various entertaining performances and events. User rate 60 students/day.
- An auditorium for cultural activities of 597.1 sq. Mtr for a capacity of 400 people with facilities like audio-visual aids and furniture & fixtures etc. User rate 60 students/day.
- The Center for Spiritualism & Human Enrichment (C-SHE) within the institute offers yoga facilities. With an area of 24.5 square meters, this space provides mats and a suitable environment for yoga activities. User rate 35 students/day.

File Description	Documents
Geotagged pictures	View File
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT-enabled facilities

36

File Description	Documents
Upload any additional information	No File Uploaded
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

120.5

File Description	Documents
Upload audited utilization statements	View File
Details of Expenditure, excluding salary, during the years	View File
Any additional information	No File Uploaded

4.2 - Library as a Learning Resource

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

The Institute has the library management solution LibSys with a web OPAC facility to enhance the total library experience. It is based on library standards and open technologies.

- It is designed to manage all the functions of a library. It helps the librarian to maintain the database of new books and the books that are borrowed by members along with their due dates.

- This system completely automates all library activities and provides the best way to maintain, organize, and handle countless books systematically. It tracks the records of the number of books in the library, how many books are issued, or how many books have been returned or renewed or late fine charges, etc.
- ILSM covers the functionalities such as acquisition, Cataloguing, Circulation, Serials, Article Indexing, and E-Books, with enriched OPAC. One can find books in no time, issue/reissue books quickly, and manage all the data efficiently and orderly using this system.
- The purpose is to provide instant and accurate data regarding any type of book, thereby saving a lot of time and effort.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

**4.2.2 - Institution has access to the following:
e-journals e-ShodhSindhu Shodhganga
Membership e-books Databases Remote
access to e-resources**

A. Any 4 or more of the above

File Description	Documents
Details of subscriptions like e-journals, e-books, e-ShodhSindhu, Shodhganga membership	View File
Upload any additional information	No File Uploaded

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

2.6

File Description	Documents
Audited statements of accounts	View File
Any additional information	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Usage of library by teachers and students (footfalls and login data for online access)

4.2.4.1 - Number of teachers and students using the library per day during the year

125

File Description	Documents
Upload details of library usage by teachers and students	View File
Any additional information	No File Uploaded

4.3 - IT Infrastructure

4.3.1 - Institution has an IT policy covering Wi-Fi, cyber security, etc. and has allocated budget for updating its IT facilities

Institute has policy to upgrade its IT infrastructure as and when required such as replaced low configuration system to high, implementing SMART classrooms, enabled our campus with Wi-Fi facility & all classrooms are equipped all those equipment which are need to take the classes online & recorded, converted Cat5 to Cat6 & Fiber Optics so that our network can support the high rate of data transferring over local network.

- Wi-Fi implementation: 2016
- 1GBPS bandwidth carrier implementation started (Cat-5 to Cat-6): 2016
- 1GBPS bandwidth carrier implementation ended (Fibre Optic): 2019
- Wi-Fi implementation in Hostel from campus through own configured intranet using RF: 2019
- Smart Class implementation started: 2019
- Started to use Face recognition Biometric for Employee In & Out:

2020

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.3.2 - Student - Computer ratio

Number of Students	Number of Computers
2192	450

File Description	Documents
Upload any additional information	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution and the number of students on campus

A. 50 Mbps

File Description	Documents
Details of bandwidth available in the Institution	View File
Upload any additional information	No File Uploaded

4.3.4 - Institution has facilities for e-content development: Facilities available for e-content development Media Centre Audio-Visual Centre Lecture Capturing System (LCS) Mixing equipments and software for editing

A. All four of the above

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
List of facilities for e-content development (Data Template)	View File

4.4 - Maintenance of Campus Infrastructure**4.4.1 - Expenditure incurred on maintenance of physical and academic support facilities, excluding salary component, during the year (INR in lakhs)**

660

File Description	Documents
Audited statements of accounts	View File
Upload any additional information	No File Uploaded

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

The School of Management Sciences, Varanasi owns and operates an extensive infrastructure to deliver its teaching, learning and research programmes. The Institute has an established system for maintenance and utilisation of computers, library, classrooms, sports complex, equipment and laboratories in the campus. Attached link document provides a management framework and an outline on the allocation of responsibilities to ensure effective use and maintenance of existing infrastructure facilities. Diagrammatic representations and formats of a procedure for the maintenance of various infrastructural facilities are presented in this document. Institute has a full-fledged 'Maintenance Cell' with a Project Engineer, System Administrator, Network Engineer, Electrical Engineer, Senior Maintenance Supervisor, Junior Maintenance Supervisor and maintenance personnel. Different coordination committees have been formed to ensure the maintenance of Infrastructure.

- <https://smsvaranasi.com/procurement-regulation/>

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION**5.1 - Student Support****5.1.1 - Number of students benefitted by scholarships and freeships provided by the Government during the year**

143	
File Description	Documents
Upload self-attested letters with the list of students receiving scholarships	View File
Upload any additional information	No File Uploaded

5.1.2 - Number of students benefitted by scholarships and freeships provided by the institution and non-government agencies during the year

412	
File Description	Documents
Upload any additional information	No File Uploaded
Institutional data in prescribed format	View File

5.1.3 - The following Capacity Development and Skill Enhancement activities are organised for improving students' capabilities Soft Skills Language and Communication Skills Life Skills (Yoga, Physical fitness, Health and Hygiene) Awareness of Trends in Technology

A. All of the above

File Description	Documents
Link to Institutional website	Nil
Details of capability development and schemes	View File
Any additional information	No File Uploaded

5.1.4 - Number of students benefitted from guidance/coaching for competitive examinations and career counselling offered by the institution during the year

340	

File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The institution adopts the following mechanism for redressal of students' grievances, including sexual harassment and ragging: Implementation of guidelines of statutory/regulatory bodies Creating awareness and implementation of policies with zero tolerance Mechanism for submission of online/offline students' grievances Timely redressal of grievances through appropriate committees	A. All of the above
---	----------------------------

File Description	Documents
Minutes of the meetings of students' grievance redressal committee, prevention of sexual harassment committee and Anti-ragging committee	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded
Upload any additional information	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of outgoing students who got placement during the year

172

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded

5.2.2 - Number of outgoing students progressing to higher education

96

File Description	Documents
Upload supporting data for students/alumni	No File Uploaded
Details of students who went for higher education	View File
Any additional information	No File Uploaded

5.2.3 - Number of students qualifying in state/ national/ international level examinations during the year

5.2.3.1 - Number of students who qualified in state/ national/ international examinations (e.g.: IIT-JAM/NET/SET/JRF/ GATE /GMAT /CAT/ GRE/ TOEFL/Civil Services/State government examinations) during the year

01

File Description	Documents
Upload supporting data for students/alumni	View File
Any additional information	No File Uploaded

5.3 - Student Participation and Activities

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

07

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	No File Uploaded

5.3.2 - Presence of an active Student Council and representation of students in academic and administrative bodies/committees of the institution

Representation of students in various cells like Anti Ragging Committee, Women's Anti Harassment Committee and Training & Placement Cell

1. Mr. Vishal Kumar Singh and Ms Swarnika Singh represented the student council in the Anti Ragging committee.

2. Ms. Vidhi Patel (MCA) and Ms Shreya Srivastava (MBA) and Ms Oshin Singh (MBA) represented the student council in the Women's Anti-Harassment Committee.

3. Mr. Vishal Singh (MBA) , Mr. Piyush Dave and Ms. Ruchika Dubeyi (MCA) represented Student Council in the Training & Placement Cell

4. Student body organizes events like Fresher's Party and Farewell Party for their courses and Teachers Day as well.

5. During the College Foundation Day Students organize various events for the inter college competition.

6. Through different student clubs they organize various events and competitions on activity day.

7. Students voluntarily get involved in blood donation and economic and financial assistance to the poor.

8. Students' representation is there in the Institute's Newsletter as well.

9. Students actively coordinate placement activities.

10. Each Class has a class representative who acts as a connecting link.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

5.3.3 - Number of sports and cultural events / competitions organised by the institution

7

File Description	Documents
Report of the event	View File
List of sports and cultural events / competitions organised per year	View File
Upload any additional information	No File Uploaded

5.4 - Alumni Engagement

5.4.1 - The Alumni Association and its Chapters (registered and functional) contribute significantly to the development of the institution through financial and other support services

1. Meetings

- The 9th Annual Meeting of the Delhi Chapter of SMS Alumni Association was held on Saturday, June 25, 2022, at PHD Chamber of Commerce & Industry. New Delhi.

2. Activities

- SMS Alumni Association organized a "Digital Marketing Workshop". Resource Person- Mr. Shashi Ranjan Kumar, PPC Executive Numero Uno Clothing Ltd, an Alumnus of MBA 2015-17 Batch (July 11, 2021)
- SMS Alumni Association organized a Guest Lecture by Mr. Deepak Matolia PGDBM 2001 Alumnus under the Alumni Interaction Series (December 18, 2021)
- SMS Alumni Association organized an Interaction with Mr. Rajan Singh, Sr Area Sales Manager, Kellogg India Pvt Ltd, an Alumnus from PGDM 2006-08 Batch(May 5, 2022)
- SMS Alumni Association organized an Interaction with Mr. Shashank Shekhar Singh, Assistant Manager, Prism Cement- Prism Johnson Ltd, an Alumnus from PGDM 2020 Batch (June 26, 2022)
- Apart from these, alumni association extends financial support to the institution. This year they donated a smart board for the institute.
- Alumni also actively engage in providing feedback regarding curriculum and its relevance
- They also provide assistance in training and placement of the students.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional Information	Nil
5.4.2 - Alumni's financial contribution during the year	D. 2 Lakhs - 5 Lakhs
File Description	Documents
Upload any additional information	No File Uploaded
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	
<p>The vision and mission of the institution are in tune with the objectives for HEIs and address the needs of the society, students, institute's value orientation, and its vision for the future. The vision and mission of the institute are cited below:</p> <p>Vision: To become a constantly growing center of excellence nurturing global-centric professional leadership based on ethical and moral attributes.</p> <p>Mission: To create excellent learning ambience through innovation in teaching, research and consultancy for producing professionals capable of answering global challenges and demonstrating high ethical and moral standards</p> <ul style="list-style-type: none"> To promote excellent learning ambience through innovation in teaching, research and consultancy, Institute registered its Institution's Innovation Council (IIC), an initiative of the Ministry of Education, GOI. Institute provides outstanding exposure to students through Industrial Visits/ Summer Training & Placement Opportunities. Institute promotes its faculty to engage in providing 	

consultancy.

- Institute promotes Quality Research through its four in-house Journals and robust Research Incentive Policy. One of the SMS Journals, Purushartha is Indexed in Scopus Elsevier and UGC CARE List.
- Institute regularly organizes National Conferences and International Conferences.
- Increasing Academic Associations with Global Institutions.

Link: <https://smsvaranasi.com/vision-and-mission.html>

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional Information	Nil

6.1.2 - Effective leadership is reflected in various institutional practices such as decentralization and participative management

Decentralisation:

The Board of Studies decentralized the responsibility for designing a new curriculum framework/ordinance for the various undergraduate and post-graduate courses to the respective course coordinators and faculty members teaching the courses. The curriculum framework was developed in the light of outcome-based education (OBE) and NEP-2020 ensuring its relevance to the industry for producing professionals capable

- of answering global challenges and demonstrating high ethical and moral standards.
- Academics-related Administrative Duties and Responsibilities are revised annually on a regular basis for delegation of responsibilities and authority to various faculty and staff members in order to carry out the routine academic as well as administrative activities of the institute.

Participative Management

- Apart from organising workshops, international conferences, webinars, and guest lectures, various cells and committees are also in place that ensure the participation of students, their parents, external members, faculty, staff, alumni & corporate representative so as to contribute to the

institutional activities. Some such institutional bodies include Technical Cell, Library Coordination Committee, Training & Placement Cell, Competitive Examinations' Guidance Cell, Alumni Association, Women Anti-Harassment Committee, Disciplinary Action Committee - Cum-Anti Ragging Squad, Grievance Redressal Committee, and SC/ST Committee, etc.

Workshops- <https://smsvaranasi.com/workshops/>

International Conference / Webinars / Guest Lectures - <https://smsvaranasi.com/seminar-conferences/>

File Description	Documents
Upload strategic plan and deployment documents on the website	No File Uploaded
Upload any additional information	No File Uploaded
Paste link for additional Information	Nil

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ Perspective plan has been clearly articulated and implemented

Institute formulates, evaluates, and reviews its policies and plans on a regular basis for effective implementation and improvement of its Strategic/ perspective plan through the meetings of Governing Council, Academic Council, and Board of Studies.

- SMS in its first year of the second NAAC cycle strategized to obtain Autonomous Status and applied to UGC and the affiliating Universities AKTU - Lucknow and MGKVP - Varanasi for the same. A UGC-Inspection Team inspected the Institute in August 2021 and granted Autonomous status to SMS for ten years. Subsequently, the affiliating Universities also ratified the same. Later NAAC also extended its validity period for SMS's NAAC accreditation for further five years i.e., 31/12/2026.

The focus areas for deployment of the Strategic/ Perspective Plan include student development activities, greater industry

collaboration, greater international collaborations, improved accreditations & ranking, faculty development research and innovations centric activities, strong alumni network, infrastructure development, and enhance branding of the institute.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

- Governing Council with Director as the Member Secretary provides a broad outline of the quality policy and plans for the functioning of the Institute.
- Academic Council with the Director as Chairperson and HOD of various departments and members from both academics and corporate houses ensures the implementation of quality policies and plans pertaining to academics.
- Board of Studies constituting HODs, faculty members, members from management, and external members from academia & Industry continuously review and update the curricular framework to ensure its relevance to the Industry.
- Finance Committee remains vigilant on the financial operations throughout the year and continuously monitors all financial transactions in the Institute
- The Director has all academic and administrative powers and collects feedback from all the functionaries and ensures timely compliance.
- The Registrar & Controller of Examination looks after all delegated administrative activities and ensures the timely organising of examinations and preparation of results.
- Course Coordinators ensure the everyday functioning of the classes with proper coordination with the faculty members.
- Various Committees & Cells ensure the development of action plans & activities, their scheduling and implementation are undertaken in a systematic way under close supervision by the Director.
- A robust HR Policy is in place and ensures effective appointments with well-drafted service rules & procedures.

File Description	Documents
Paste link to Organogram on the institution webpage	Nil
Upload any additional information	View File
Paste link for additional Information	<p>? Governing Council - https://smsvaranasi.com/governing-councils/</p> <p>? Academic Council - https://smsvaranasi.com/academic-council/</p> <p>? Board of Studies Management And Mass Comm Department-https://smsvaranasi.com/management-and-mass-comm-department.html</p> <p>? Board of Studies for Computer Science Department - https://smsvaranasi.com/computer-science-department.html</p> <p>? Board of Studies for Commerce Department - https://smsvaranasi.com/commerce-department.html</p> <p>? Corporate Advisory Council - https://smsvaranasi.com/corporate-advisory/</p>

6.2.3 - Implementation of e-governance in areas of operation: Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Documen	View File
Screen shots of user interfaces	View File
Details of implementation of e-governance in areas of operation	View File
Any additional information	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff and avenues for their career development/ progression

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

Enumerate the existing welfare measures for teaching and non-teaching staff (within a maximum of 200 words).

For Teaching Staff:

- Well defined leave rules including Casual, Duty, compensatory, study, sabbatical, medical, special, maternity and Earned Leave.
- Contribution to EPF & ESI.
- Provision for Incentives to Best Performers.
- Provision for Increment for PhD completion.
- Provision for sponsorship for attending Conferences/Seminars/FDPs, Etc.
- Tuition-fee waiver scheme for their wards.
- Group Insurance scheme.
- Medical Insurance
- Provision for Medical Leaves.
- Transportation Facility.
- Ambulance and Medical Facility.
- Medical Facilities through institutional Tie-ups with hospitals.
- Awards during Annual Day Event- For members completing 10/15/20/25 years of service.
- Seed money for Research work

For Non-teaching Staff:

- Well defined leave rules including Casual, Duty, compensatory, study, sabbatical, medical, special, maternity and Earned Leave.
- EPF & ESI contribution.
- Provision for Incentives to Best Performers.
- Tuition-fee waiver scheme.
- Group Insurance scheme.
- Medical Insurance
- Provision for Medical Leaves.
- Transportation Facility.
- Ambulance and Medical Facility.
- Uniform Allowance & Food Allowance for Class IV Employees.
- Medical Facilities through institutional Tie-ups with hospitals.
- Awards during Annual Day Event- For members completing 10/15/20/25 years of service.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

02

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

6.3.3 - Number of professional development / administrative training programmes organized by the Institution for its teaching and non-teaching staff during the year

04

File Description	Documents
Reports of the Human Resource Development Centres (UGC HRDC/ASC or other relevant centres)	View File
Upload any additional information	No File Uploaded

6.3.4 - Number of teachers who have undergone online/ face-to-face Faculty Development Programmes during the year: (Professional Development Programmes, Orientation / Induction Programmes, Refresher Courses, Short-Term Course, etc.)

37

File Description	Documents
Summary of the IQAC report	View File
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	View File
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly

Institution conducts internal and external financial audits regularly. (Enumerate the various internal and external financial audits carried out during the year highlighting the mechanism for settling audit objections (within a maximum of 200 words).

Yes, both internal and external financial audits are conducted every financial year

- The Internal Financial Audits are conducted by the selected members of the IQAC, the Finance committee, the Director & Registrar of the Institute.
- Similarly, an External Audit is done by the nominated personnel I.e Chartered Accountant. The Action Plan is decided and implemented on the basis of the audit for which necessary support is provided. The finance department takes the responsibility to incorporate suggestions given by the audit members.
- There is a well-defined policy for resource mobilisation and has been properly documented

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

6.4.2 - Funds / Grants received from non-government bodies, individuals, and philanthropists during the year (not covered in Criterion III and V) (INR in lakhs)

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Details of funds / grants received from non-government bodies, individuals, philanthropists during the year	View File
Any additional information	No File Uploaded

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

The institute has been making efforts for securing additional funding from the relevant agencies. In this connection, the institute had earlier got recognition from UGC under 2(f). Recently, due to institute's concerted efforts, it has been recognized under 12(B) also by the UGC.

- Finance Committee remains vigilant on the financial operations throughout the year and continuously monitors all financial transaction in the Institute.in the form of internal audit.
- Regular external audit is conducted at the end of every financial year by a team of certified Chartered Accountant.
- Regular internal audit conducted by the person designated by management
- The institute has a Finance Committee, which looks into the effective and efficient use of financial resources through Budgets and purchases made by Purchase Committee on a day-to-day basis.
- For the purpose, budgets and provision of contingency based on projected financial requirement of different departments/centres, in their consultation, are prepared.
- Budgets are presented to the Governing Council for needful evaluation and final approval.
- Corresponding funds are then allocated for needful utilization and continuously monitored by the Finance Committee to adhere to the optimal utilization of funds.

There was no major audit objection for the last audit.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional Information	Nil

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing quality assurance strategies and processes visible in terms of incremental improvements made during the preceding year with regard to quality (in case of the First Cycle): Incremental improvements made during the preceding year with regard to quality and post-accreditation quality initiatives (Second and subsequent cycles)

Institute has a well-defined framework for quality assurance of the academic and administrative activities. Internal audit of academic activities is done at the end of each semester. Additionally, performance review is taken by the Director every week in terms of teaching pedagogy, number of lecturers planned and engaged and topics planned and covered.

- Institutionalization of quality strategies and incremental improvement in quality initiatives taken post-accreditation are evident from the increase in number of programs/workshops/FDP/Webinar organized under IQAC initiative every year pertaining to IPR/New Education Policy-2020, Outcome Based Education, Women Empowerment, Supply Chain & Logistics, Microfinance, Business Analytics, etc. Further SMS has been conferred Autonomous Status from UGC and its affiliating Universities AKTU - Lucknow and MGKVP - Varanasi for ten years based on the various quality initiatives taken by the SMS-IQAC. Subsequently NAAC also extended its validity period for SMS's NAAC accreditation under Transition Autonomous Colleges for further five years i.e.31/12/2026.
- Post the grant of autonomous status by UGC, the Board of Studies was restructured and designing of new curriculum framework for the various undergraduate and post-graduate courses was undertaken incorporating the norms of NEP - 2020 and Outcome-Based Education (OBE). The Institute under the Examination Cell successfully planned & organized its own semester examinations for the first time without any support from its affiliating universities in the SMS campus for all its UG & PG courses for all the freshly admitted batches in 2021.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

6.5.2 - The institution reviews its teaching-learning process, structures and methodologies of operation and learning outcomes at periodic intervals through its IQAC as per norms

The Institute has well defined format for Academic Audit which is performed at the end of each year/semester by Inter departmental teams. External audit is also done by Academic peers from other reputed institutions. In addition to this, performance review is taken by the Director every week in terms of number of lecturers planned and engaged and topics planned and covered. The Audit also encompasses the students' performance in examinations, the number of campus selections in reputed corporate houses, students' regularity in class and classroom activities, faculty contribution over and above the teaching of syllabi. A check on the temporal relevance of the curriculum is also done each semester and efforts for changes are made accordingly through a formal process. The check is also done on the pedagogy adopted in different subjects as requirement of each subject is different. The action plan is decided and implemented on the basis of the audit for which necessary support is provided. Individual teachers take the responsibility to incorporate suggestions given by the audit members.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

6.5.3 - Quality assurance initiatives of the institution include Regular meeting of the IQAC Feedback collected, analysed and used for improvement of the institution Collaborative quality initiatives with other institution(s) Participation in NIRF Any other quality audit recognized by state, national or international agencies (such as ISO Certification)

A. Any 4 or all of the above

File Description	Documents
Paste the web link of annual reports of the Institution	https://iqac.smsvaranasi.com/AnnualReport.htm
Upload e-copies of accreditations and certification	View File
Upload details of quality assurance initiatives of the institution	View File
Upload any additional information	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

In the present era, Gender equity is one of the utmost requirements for any HEI as diverse forms of people work and study together. For gender equity sensitization, the Institute conducts various seminars, and workshops, observes important days, and promotes gender equity.

- During this year many experts both from corporates and academics delivered their lectures regarding the safety and security of all genders.
- Both International Men's and Women's Day were celebrated on campus.
- Gender Equity Entrepreneurship development programs were held in the year to develop Entrepreneurship skills among them.
- Various Workshops were held on Nutrition, Personal hygiene, and Health Awareness program for all.
- The admission process of the institute has got the categories bifurcation so that the process can neutralize all genders.
- Students equally participated in social work and NSS Programs.
- Installed CCTV cameras; counseling facility and commons rooms are available on the campus for security and other benefits for all faculty, students, and other staff members.
- The Annual Gender Sensitization Plan is made at the commencement of session.

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

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

A. Any 4 or All of the above

File Description	Documents
Geotagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the institution for the management of the following types of degradable and non-degradable waste (within a maximum of 200 words)

Environmental Pollution is one of the alarming issues which are to be addressed properly along with taking measures to clear out degradable and non-degradable wastages coming out of any institute.

- **SMS Varanasi has the motto of making a Green campus and with this, the institute took various steps and look over the wastage in a very systematic manner. Sanitary Landfill and In House Disposal facilities are there to collect dry waste and wet waste.**
- **There are separate waste collection containers along with the dedicated staff are there in the institute to dispose of Solid and Liquid Wastages. Various NSS members are also involved in the collection and disposal of these unwanted materials. Biomedical wastage is not generated on the campus.**
- **A separate mechanism is already in place to effectively dispose of outdated computer systems, useless electronic items, and other junk materials. The institute is having a contract for E-waste management services with M/S E-Waste Recyclers India.**
- **There exists a waste water recycling system on the campus also. No Hazardous chemicals or radioactive wastes are generated on the campus. There are meetings and discussions**

with the staff, faculties as well as students regarding the creation of a neat, clean and, green campus also.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geotagged photographs of the facilities	View File
Any other relevant information	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

A. Any 4 or all of the above

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

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

- 1. Restricted entry of automobiles**
- 2. Use of bicycles/ Battery-powered vehicles**
- 3. Pedestrian-friendly pathways**
- 4. Ban on use of plastic**
- 5. Landscaping**

A. Any 4 or All of the above

File Description	Documents
Geotagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy undertaken by the institution	
<p>7.1.6.1 - The institution's initiatives to preserve and improve the environment and harness energy are confirmed through the following:</p> <ol style="list-style-type: none"> 1. Green audit 2. Energy audit 3. Environment audit 4. Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities 	<p>A. Any 4 or all of the above</p>
File Description	Documents
<p>Reports on environment and energy audits submitted by the auditing agency</p>	<p>View File</p>
<p>Certification by the auditing agency</p>	<p>View File</p>
<p>Certificates of the awards received</p>	<p>View File</p>
<p>Any other relevant information</p>	<p>No File Uploaded</p>
<p>7.1.7 - The Institution has a disabled-friendly and barrier-free environment: Ramps/lifts for easy access to classrooms and centres Disabled-friendly washrooms Signage including tactile path lights, display boards and signposts Assistive technology and facilities for persons with disabilities: accessible website, screen-reading software, mechanized equipment, etc. Provision for enquiry and information: Human assistance, reader, scribe, soft copies of reading materials, screen reading, etc.</p>	<p>A. Any 4 or all of the above</p>

File Description	Documents
Geotagged photographs / videos of facilities	View File
Policy documents and brochures on the support to be provided	View File
Details of the software procured for providing assistance	No File Uploaded
Any other relevant information	No File Uploaded

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

- Institutional efforts in this connection begin with the admission of the students which is guided by a policy based on inclusion as per the Universities and UGC state government guidelines.
- For maintaining harmony among different students with diversities, various programs are oriented towards cultural linguistic, communal, socioeconomic, and environmental causes in order to instill among the students the lesson of an inclusive environment.
- Eight clubs run by the students under the guidance of the faculty members cater to different inclusive verticals.
- The NSS unit of the institute conducts various programs aimed at the upliftment of the society around the institution.
- Five nearby villages namely, Bhadwar, Khushipur, Bandepur, Misirpur, and Dhanpalpur had been adopted under Unnat Bharat Abhiyaan where regular extension activities through NSS and Rainbow Club are organized.
- Blood donation camps are regular features where students, faculties, and staffs get equal opportunity of donating Blood towards the social cause.
- Annual day mega programme Adarshila (Inter Institutional Competition) is organized every year with a number of cultural and academic activities and witnesses the participation of various classes of students.
- Clothes and other important articles are voluntarily donated by various students which are further distributed and donated to needy people through the Rainbow Club.
- The Institute conducts computer and Entrepreneurial literacy programs for nearby villagers.
- Health checkup camps are organized and medicines are

distributed.

- The Institution in association with the QCFI used to conduct various community drives and socio-economic drives.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded

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

- The institute celebrated and organized numerous national, international, commemorative days like on 26th November "constitution day" is celebrated with expert's comments on constitutional obligations.
- The institute celebrated the National Observing Day of 15th August and 26th January by taking into account all the protocols relating to it followed by cultural events. Key speech on above days by Director is focused basically on Sensitization of Students and Employees towards the values, rights, duties and responsibilities of citizens followed by student's debates and extempore on Legal rights.
- Preambles regarding Do's and Don'ts regarding duties and responsibilities of citizens are displayed in the campus.
- In the orientation Programme of all the courses the Director speech begins with the deliberation on constitutional obligations followed by guest lecture delivered by constitutional expert.
- Constitutional obligations towards values, rights, duties and responsibilities are the key focus area during the faculty address by the Director on the first day of session.

File Description	Documents
Details of activities that inculcate values necessary to transform students into responsible citizens	No File Uploaded
Any other relevant information	No File Uploaded

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

A. All of the above

File Description	Documents
Code of Ethics - policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programmes, etc. in support of the claims	View File
Any other relevant information	No File Uploaded

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

- **The rich culture of the country is equivalent to rich celebrations and observations of various days and festivals which connect almost each and everyone into a common knot. SMS Varanasi is not behind in this format also.**
- **The institute celebrated and organized numerous national, international, and commemorative days, events, and festivals. International Women's Day for Women's prosperity is celebrated along with National Unity Day and World Literary Day in the form of Workshop and Lectures to make awareness and informs about the relevance of Women, Unity, and Literacy for the common people.**
- **The institute celebrates National Days on the 15th of August and 26th of January by taking into account all the protocols relating to it followed by cultural events.**
- **World Environment Day and World Energy Conservation Day is also organized and conducted in the form of Lectures delivered by**

experts from different organization and Oath were taken up by the students to make the environment and energy sustainable.

• Teacher's day is celebrated by the students and even teachers also participated in various events on this day.

Moreover, the institute celebrates the festival of Holi and Diwali with Faculty and Staff members of the institute by exchanging sweets, colours, and gifts

File Description	Documents
Annual report of the celebrations and commemorative events for during the year	View File
Geotagged photographs of some of the events	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Provide the weblink on the Institutional website regarding the Best practices as per the prescribed format of NAAC

Best Practices

1. Promotion of Environment friendly Approach
2. Inculcation of social sensitivity among students

http://iqac.smsvaranasi.com/best_practices.htm

File Description	Documents
Best practices in the Institutional website	http://iqac.smsvaranasi.com/best_practices.htm
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

7.3.1 - Highlight the performance of the institution in an area distinct to its priority and thrust (within a maximum of 200 words)

Promoting Spiritual & Ethical Value-based Professional Education and Practices

In sync with its Vision and mission to nurture professional leadership based on ethical and moral attributes, Institute has a special thrust on promoting a value-based culture.

The Context: Business schools today are expected to prepare future managers and business leaders who are not only expected to excel in business skills but also act as ethical and responsible corporate citizens. They should have social sensitivity and a moral & ethical compass for responsible and sustainable behavior.

The institute has a dedicated Centre for Spiritualism and Human Enrichment (C-SHE). The activities include

- The Proper amalgamation of spiritual & ethical value-based content along with the curriculum.
- Organizing National and International conferences on issues like values, ethics, spirituality, leadership, etc.
- Publishing a bi-annual journal 'Purushartha' based on spirituality, ethics, and management. Scholars from across the world contribute papers for the journal. The journal is fully indexed with Scopus, and Elsevier and is also enlisted among UGC CARE-approved journals
- Enriching the Institute library with study material on spirituality. The library is already rich with books and CDs on spirituality.

Steps Taken

- The institution has attracted scholars from renowned global institutions in its conferences, hi-life lecture series, and workshops.
- The Institute has been getting acknowledgment from corporate houses regarding the students exhibiting appreciable ethical and moral attributes during working transactions. These are certainly the testimony of the success of the practice under reference.

File Description	Documents
Appropriate link in the institutional website	https://iqac.smsvaranasi.com/institute_distinctiveness.htm
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

The IQAC proposes to initiate the following-

1. To organise Faculty and staff development programmes to upkeep their knowledge base.
2. To make efforts to get one more NSS Unit allocated to the college to facilitate more contributions towards social causes.
3. To organise International Conference to promote Indian Knowledge System
4. To facilitate research work among faculties and assist them in seeking projects
5. To increase faculty publications with quality
6. To encourage faculty members to seek professional Memberships
7. To Organise more faculty and administrative training programs