



SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

D. A. V. SCHOOL OF BUSINESS MANAGEMENT

UNIT-VIII, NAYAPALLI, BHUBANESWAR

751012

www.dsbm8.org

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

D.A.V. School of Business Management is one of the self-financing institutions in the portal of Higher Education, Govt. of Odisha which is created and established by DAV College Trust and Management Society. DAV College Trust and Management Society is 135 years old and considered to be the largest educational agency in India. It manages 900 + educational institutions including colleges in PAN India and DAV University.

The College runs under the aegis of DAV College Managing Committee, New Delhi. and is affiliated to Utkal University. The campus is located in the heart of the city, Bhubaneswar, Odisha and was established in the year 2007-08. The college started its humble beginning with the BBA curriculum and gradually stretched its wing to start B. Com (Hons.) in the year 2013-14. Popularly acknowledged as DSBM, the institute has been maintaining a rich academic legacy since inception by achieving an academic benchmark of 100% first division and distinction, gold medal in Utkal University and major share in Top Ten Rank List for both BBA & B. Com programme. It is persistently venturing to hone the skill of the students through its value-added programmes such as workshops, business games, seminars & symposiums, brand-building programmes, industrial tours, customised soft skill sessions etc. The distinction of DSBM among the undergraduate colleges in Odisha have enthralled the companies of repute to conduct the Campus Recruitment Drive in our institute and students have been successfully placed in these esteemed organisations.

The management believes in disseminating quality education and creating an ambience for the salubrious development of the students. The maximum strength of the college is 420 with an intake of 60 students for BBA and 80 students for the B. Com programme. The college aims in inculcating moral values to its students for a brighter tomorrow.

Vision

The Vision of the College is **“to create responsible citizens and groom quality human resources towards nation-building.”**

In view of the vision statement, the institute has endeavoured relentlessly to incorporate various programmes for sharpening the students’ intellect and nurturing them to imbibe human ethics. Apart from focusing on a result-oriented approach in examinations, the institute has created its own modules for value addition classes to enhance the knowledge on numerical aptitude, general awareness, customised modules for soft skill training, classes on Vedantic personality.

The institute takes care to induce patriotism among the students, to make them understand the religious diversity of the country and hence takes care to organise the theme-based events on the Annual Function after the scrutiny of the faculty council. Various expert lectures are organised to make the students cognizant of good health and sound mind for a successful human being.

With utmost care and discipline, the institute extends all support to the students’ participation in various curricular and co-curricular activities with an indigenous approach to learning.

Mission

The mission of the college is:

1. **To preserve and promote academic excellence through a quality assurance mechanism.**
2. **To foster managerial tempo among the students and develop their professional skills.**
3. **To ensure congenial and smart work culture with an emphasis on ethical practices**

The team of D.A.V. School of Business Management aspires to academically orient the students by giving them the scope to enhance their managerial skills. The brand-building programme GENESIS- a platform to ignite, ideate and develop skills is organised by the students under the mentorship of the faculty members in order to experience the managerial skill and learn to be responsible to complete the assigned task with sincerity.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

1. **Prime Location:** The institution is located in the heart of the smart city, Bhubaneswar which makes it a lucrative venue for the students to gain exposure to quality education.
2. **Smart & Ethical work culture:** The college derives its values and work culture from the Anglo-Vedic School of Thoughts as propounded by Mahatma Hansraj.
3. **Good Governance Mechanism:** The institute believes in good governance and maintains transparency by implementing the guidelines of DAV CMC and various statutory bodies in true letter and spirit.
4. **Legacy of Academic Excellence:** The institute has maintained academic legacy since its inception in 2007-08 by clinching a lion's share in the University Top 10 ranks and is considered one of the best colleges among Higher Educational Institutions.
5. **Strong network with corporate houses:** Through the Alumni Association of the institute and few other business leaders, we are able to establish a strong network with the corporate entities for the holistic development of the students' community.
6. **Unconditional support of DAV CMC, New Delhi:** Being the promoting agency, DAV CMC provides institutional support for effective and efficient utilization of the resources to fulfil the vision of the organization by streamlining the policies and practices.
7. **Dynamic teaching learning process:** The Institution adheres to the academic standards in adopting and implementing teaching and learning process. Digital classrooms, ICT tools, Experimental demonstration are practiced for the betterment of students.
8. **Empowering students through value addition modules:** The college has prepared customized value addition and skill development modules keeping in view the requirement of practical business world.

Institutional Weakness

1. **Poor promotional activities:** DAV Group of Institutions does not believe in publicity through

promotion or advertisement. Rather, we believe in working hard and the result of our efforts would make the noise.

2. **Lack of funded projects and patents.** D. A. V. School of Business Management is primarily an undergraduate college which focuses on teaching and learning activities rather than on research. Therefore, there is a limited scope in enhancing the research rigor in campus. Industry-academia relationship needs to be improved for projects and consultancy work.
3. **Limited Scope to Modify the Curriculum.** The College being affiliated to Utkal University, Bhubaneswar, Odisha is bound to follow the curriculum designed by the University and therefore does not allow for flexibility in curriculum design and delivery.

Institutional Opportunity

1. **High demand of branded educational institutions in the knowledge-based society:** With the academic results and the support of all the stakeholders, D.A.V. School of Business Management is able to earn name and fame in this knowledge-based society. This brand name provides the opportunity to serve the nation by grooming young minds with diverse potential.
2. **Good acceptance among all the stakeholders:** As the institution adheres to ethical values and generates results as per the expectation of the society, it has earned greater acceptance among all the stakeholders.
3. **Exploring the opportunities of digital education:** As D.A.V. School of Business Management has strong ITC enabled infrastructures, it can encash the potential of various digital courses for the students.
4. **Adequate Scope of Conducting Events:** Highly qualified, efficient and committed faculty members who are capable of organizing and conducting high-quality seminars, workshops, conferences are an added opportunity to further partner with eminent institutions both nationally and internationally.
5. **Student and Faculty Exchange Program:** A large number of reputed foreign Universities are willing to partner with Indian Universities for collaboration. The potential to collaborate with universities worldwide and develop multidisciplinary academic collaborations/ faculty and student exchange programmes etc., is abundant as the institution has a wide network of working relationships with academicians and practitioners both at the national and international levels.
6. **Open Learning Systems:** D. A. V. School of Business Management encourages open learning systems for the students and faculty members. They are motivated to register for SWAYAM and Coursera platforms. Students are also encouraged to participate in Conferences, Workshops, Expert talks, Paper presentations etc.
7. **Exploring Alumni Network:** D. A. V. School of Business Management has a large repertoire of its alumnae who can enhance learning experiences on campus adding relevance to the current programmes offered. This effort will strengthen the social capital of the college with the alumnae.
8. **Industry-Academia Partnership:** Over the years, the Institution has developed its own credibility and established strong bonds with industrial partners through its Placement Cell and internships in various organisations.

Institutional Challenge

1. **Heterogeneous learners:** Aligning the teaching-learning process to suit students with heterogeneous proficiencies.
2. **Creating Sustainable Solutions:** Many companies have shown limited response to share their corporate practices with students which is a challenging task in itself.

3. **Funded projects:** It is a challenge to obtain the Grants and Funding for pursuing research projects for the undergraduate college.
4. **Consultancy:** More innovative efforts are in the direction of establishing consultancy services, which is a major challenge to be addressed.
5. **Projects on thrust areas:** More focus should be on real-time and socially relevant projects by the students as well as faculty members.
6. **Coping with National Educational Policy-2020:** Coping with expected change of orientation of NEP-2020 to meet the expectation of all stakeholders.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

D.A.V. School of Business Management follows the curriculum of its affiliated university - Utkal University, Bhubaneswar, Odisha. Since its inception in 2007, it has niched greater heights of excellence both in curricular and extracurricular activities due to its systematic delivery of academic activities and extracurricular events.

Effective Curriculum Delivery: The institute believes in adhering to the Academic Calendar and Activity Calendar strictly with a streamlined Comprehensive Session Delivery Plan (SDP), Timetable and list of events planned prior to the commencement of the academic session itself.

A fair, timely and **continuous internal evaluation process** is also ensured through internal assessments, subject quizzes, assignments, etc. The Principal constantly monitors the planned academic transactions, activities, events, and also obtains feedback from the students by directly interacting with them.

Through the **Class Proctorial** and **Mentor-Mentee system**, students are constantly under the guidance and support of the faculty members.

Experiential Learning through SIPs and Field/Live Projects: The students acquire pragmatic learning experiences through Summer Internship Programs (SIP) and Live projects from different corporate houses such as the Financial Literacy Awareness Programme, Demonetization, RBI project, etc. **Dibyasha Pradhan**, a B.Com student from the Batch 2019-2022, created a benchmark with her stellar performance by getting selected for the paid internship programme of **D. E. Shaw India** who was also offered a Pre Placement Offer from the same company with an annual package of **Rs. 21.50 Lakhs**.

Club Activities: As members of different clubs like Vetrtrva, Arthavani and InQuizitive, the students get a chance to showcase their talents and expertise in their respective domain areas. The club culture also aids in developing their communication and presentation skills.

Through **add on programs** like **Soft Skills Training Programme** and **Professional Competency Building Training Programme**, the institute takes initiative in inculcating life skills and employability skills among students.

As a result of these value-based and well-planned implementation of curricular aspects, the college has successfully bagged major positions in the Top 10 of University results over the years. **Subhashree Maharana**, **Ipsa Baliyarsingh** and **Sushree Srabani** have been **University Gold Medallists** in B.Com Accounting Honours in 2019, 2020 and 2021 respectively.

Teaching-learning and Evaluation

D.A.V. School of Business Management focuses on the holistic intellectual, social, emotional and aesthetic development of the students. The process of teaching, learning and evaluation aims at the transmission of knowledge and dissemination of skills to instil of right attitude and amiable behaviour.

In the institute, education is imparted to the students through the teaching-learning process. The institute has adopted a learner-centric education system as per Outcome-Based Education. Teachers use conventional as well as modern pedagogy tools for effective session delivery. Various ICT resources are utilized for the effective teaching and learning process. The college has a good mechanism to identify slow and advanced learners by an initial assessment of their learning levels and initiatives are taken by the teachers to adapt towards heterogeneous learning. The institution has proficient, dedicated and experienced faculty members from diverse backgrounds.

Specific requirements of each student are identified through Counselling Sessions and Bridge Classes as well as Remedial Sessions are aimed at supporting learners in small groups so that teachers can provide individual support. Special attention is given to students with special needs and also from diverse educational backgrounds. Students are also supported through a well-designed Mentor-Mentee system. All students are encouraged to participate in Inter-College Competitions to optimize their potential.

Students are assessed on a continuous basis through innovative and reformed techniques. The learning level of the students is evaluated through a six-layered Continuous Internal Evaluation. CIE includes Subject Quizzes, Presentations, Unit Tests, Semester Assessment, Pre-University Examination, Viva-Voce. The Semester Examination and Evaluation is conducted by the University. Based on the performance of the student in the CIE and Semester Examination, direct evaluation is carried out to assess the attainment of Course Outcomes (COs) and Program Outcomes (POs) to evaluate the student learning level. Performance-based appraisals of faculty members are drawn from the students. Based on the feedback, authorities of the institution inform the concerned faculty to improve/modify/upgrade their academic transactions. Measures are taken to satisfy all the stakeholders and to realize the vision, mission and goals of the organization.

Research, Innovations and Extension

Research work: Even though it is an undergraduate college, the faculty members have always been encouraged to have at least one quality publication every year. Thereby, the faculty members have published many articles in UGC referred journals and various journals of international and national repute over the years. They have also edited books and published book chapters by recognized Publishers of both National and International Level.

Research oriented workshops: The institute has been conducting regular workshops on MS Excel, Research Based Writing and Case Based Teaching Methodologies for faculty members for effective lecture delivery and their professional growth as well as development in research publications. It has also organized workshops for domain areas related to commerce and management wherein the in-house faculty members train the higher secondary teachers.

Provision for e-resources: The institution's website has access to various resourceful databases and e-resources to support the faculty members for their research work. Besides, it also purchases relevant journals

every year. The college also has the privilege of N-List.

Collaboration efforts: The institute has been putting immense efforts in collaborating with various corporate houses and educational institutions for student and faculty exchange programs and has effectively implemented various Live Projects. Through it, the students have been benefited immensely in sensitizing themselves with the real market scenario, social and contemporary issues for their holistic development.

Extension and Outreach activities: Team DSBM believes in making the students better citizens of tomorrow. Therefore, it does not leave any stone unturned in providing immense opportunities to be a part of the extension and outreach programs conducted in the college premises or in the neighbourhood such as Blood Donation Camp, Health Camp, visit to Orphanage and Old Age Home, free distribution of books, etc. Through Tree Plantation Drive and Swachh Bharat Abhiyan, students are constantly engaged in looking after the environment and its sustainability measures. Involvement in such activities helps the students to develop good human values and ethics as they take care of flora and fauna for a better environment to live in.

Infrastructure and Learning Resources

- The college is located at the heart of the city and has a well maintained and resilient infrastructure dedicated to teaching, learning and co-curricular development of students including easy access to differently-abled people thereby making it infrastructurally inclusive. All the learning stations are fully air-conditioned and well-equipped with smart classroom (ICT enabled) facilities. The college encompasses an advanced Computer Lab and a well-stocked Library. The campus is secured with 24x7 CCTV surveillance.
- The institute believes in grooming the overall personality of the students and accordingly provides an appropriate platform to infuse confidence in the students. The college conducts Annual Sports to augment the physical agility of the students. Every year, International Yoga Day is observed where students are encouraged to practise yoga for a healthy life. Moreover, Expert Talks are organized where resource persons are invited to discuss on the well-being of mind and health.
- To acknowledge the talent of the pupils, a cultural event named “Bhavyata - An Event of Excellence” is organised every year where, various cultural activities viz. dance, song, theatrical acts, etc. are performed by the students.
- The College Library is equipped with Koha ILMS software (version: 19.11.15.00) and provides adequate intellectual information. Furthermore, e-Learning resources and important links are made available to the students under the “Library” tab of the institution’s website.
- The Institute has a well-maintained IT infrastructure in the form of a dedicated Computer Lab with 80 highly secured desktops connected with a 100mbps LAN connection which enables it to achieve a 1:1 student-computer ratio in each laboratory session. The students can access various software such as R, Tally ERP9 etc.
- The institution has an Annual Maintenance Contract with different organizations for the maintenance of various equipment like an elevator, photo-copier cum scanner machines, CCTVs, projectors, air

conditioners and other electronic devices for availing seamless service. The website maintenance is annually covered under the contract policy with the vendor.

Student Support and Progression

- The college has always aspired to become a centre of excellence for supporting the students' progression in their careers catering to the needs of society as a whole.
- The college provides an adequate number of capacity building sessions to improve the aptitude and soft skills of the students. Moreover, Career Counselling sessions including competitive exams preparatory classes are offered to the students without any additional fee for helping them explore various career options.
- The institution has active students' grievance redressal mechanisms through different committees like Grievance Redressal Committee and Internal Complaint Committee where students' issues are resolved. For the students' emotional well-being, formal in-house counselling sessions are provided as and when required.
- The Institute has a well-defined student mentoring system to help each student in taking the right decisions for their academic, personal and professional growth. A significant number of students have progressed to higher education in the last five years. Furthermore, eligible students have got placed in various companies such as Godrej & Boyce Pvt. Ltd., Kotak Life Insurance, D.E. Shaw India Private Limited, Motilal Oswal Financial Services etc.
- The institution has various co-curricular, cultural and sports activities to ensure the holistic development of the students. Students are encouraged to take part in University/ State/ National level extracurricular activities and they have proved their mettle in various competitions, sports and cultural activities.
- Students' representation and engagement in various administrative, co-curricular and extra-curricular activities are facilitated by providing ample opportunities to lead the team in various events such as Annual Sports, Inter-college event Genesis, Annual Function 'Bhavyata-An Event of excellence' etc. conducted by the institution. Moreover, students use to showcase their talent and creativity by participating in different club activities.
- Besides DAV United Alumna, an active Alumni Association of the college has strengthened the alumni relationship with the Institute through its yearly meetings and regular interactions. They provide guidance on career options, provide industry insights and impart knowledge on the current trends by conducting a number of meaningful events.

Governance, Leadership and Management

- The vision of the Institute is to emphasise creating responsible human resources by imparting quality education with the involvement of all its stakeholders in the decision-making process for effective governance. The Institute promotes decentralisation and participative management in both administrative and academic activities.

- Strategic and perspective plans are framed with goals in line with the Institute's Vision and Mission statements. Effective implementation of such plans is clearly reflected in the results of Utkal University wherein students of the college grab major share in University Top 10 ranks almost every year. Furthermore, the selection of the students in various reputed Corporate Houses depicts the effectiveness of such plans.
- The Institute has a defined structure with Roles and Responsibilities at various levels of academic/administration and practises a transparent and participative governance model at all levels. Effective leadership is demonstrated by the institution through an explicitly defined hierarchy consisting of DAV CMC acting as the apex body followed by the College Governing Body, the President, the Principal and the Staff Council in that order.
- Staff Welfare and Employee Benefit Expenses to both teaching and non-teaching staffs are being governed as per the guidelines of DAV College Managing Committee, New Delhi to the extent of available financial resources and feasibility of the institution.
- The college follows the performance appraisal procedure of the staff members through a structured "Annual Confidential Report" for identifying any scope for improvement.
- The college believes in transparency and proper disclosure of financial statements as per the statutory requirements. Internal and External Audits play a pivotal role in robust financial management of the institution.
- Being a self-financing institution, the college follows a well-defined plan for utilising the financial resources to fulfil the needs of the organisation. It includes approval of the budget of forthcoming financial year by the Governing Body.
- The Management of the College and IQAC monitor the quality of the teaching-learning process in the form of Academic Audit, which ultimately results in smooth functioning of academic and other related transactions.

Institutional Values and Best Practices

- The institute observes the highest ethical standards in all its activities as a part of its campus culture. Equal opportunities are provided to all individuals irrespective of gender, race, caste, colour, creed, language, religion etc. and efforts are made to maintain harmony among pupils with the diverse mentality for achieving the goal of inclusive growth. Attempts to empower girl students are made through various workshops organised by the college in collaboration with several statutory and local government bodies.
- The college makes substantial efforts towards energy conservation by using energy-efficient equipment like LED Bulbs, sensor-based equipment etc. Moreover, the institute promotes the usage of clean and green energy by the installation of solar panels. The institution undertakes regular quality audits on the environment and energy.
- Wet and dry waste generated is managed properly as per the guidelines of the Local Authority which makes it mandatory to segregate them in different coloured containers/bins. Liquid wastes including

Sewage wastes are disposed to public waste disposal system constructed by the Public Welfare Department of the Govt. of Odisha.

- Facilities are provided by the college for differently-abled students and staff in terms of ramps and lifts.
- The institute observes National and International days such as Republic Day, Independence Day, National Management Day, National Statistics Day, International Yoga Day etc.
- The Institute believes that the best practices will have a great impact on the holistic development of the students. Two noteworthy best practices are as follows:

(i)CSDP Mechanism (Comprehensive Session Delivery Plan) towards assured Quality

Mechanism: This practice augments the seamless delivery of academic transactions by the faculty members and empowers the students to maintain the academic benchmark of the institution.

(ii) Students Empowerment Programme through Team Building Practices & Knowledge Sharing

Sessions: This practice is implemented to bridge the gap between the expectation of the industry and academic institutions.

- The institute's distinctiveness is achieved through the legacy of academic excellence, outreach programmes, market surveys, knowledge sharing session, financial literacy programmes and need-based customized modules for skill enhancement of the students.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	D. A. V. SCHOOL OF BUSINESS MANAGEMENT
Address	Unit-VIII, Nayapalli, Bhubaneswar
City	Bhubaneswar
State	Orissa
Pin	751012
Website	www.dsbn8.org

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Dwarikanath Mishra	0674-2970704	9438559877	-	dsbmbbsr@gmail.com
IQAC / CIQA coordinator	Pallabi Mund	0674-2560539	8984965395	-	dsbmpallabi1@gmail.com

Status of the Institution	
Institution Status	Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Day

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	28-06-2007

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

State	University name	Document
Orissa	Utkal University	View Document

Details of UGC recognition

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

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

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day, Month and year (dd-mm-yyyy)	Validity in months	Remarks
No contents				

Details of autonomy

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

Is the College recognized by UGC as a College with Potential for Excellence (CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Unit-VIII, Nayapalli, Bhubaneswar	Urban	2	790.23

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BCom,Commerce	36	XII Pass	English	80	58
UG	BBA,Management	36	XII Pass	English	60	60

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				1				9			
Recruited	0	0	0	0	1	0	0	1	5	4	0	9
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				4
Recruited	2	2	0	4
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				1
Recruited	1	0	0	1
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	1	0	0	0	2	0	3
M.Phil.	0	0	0	0	0	0	2	1	0	3
PG	0	0	0	0	0	0	3	1	0	4

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male	Female	Others	Total
	7	1	0	8

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	67	3	0	0	70
	Female	46	2	0	0	48
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	3	1	5	3
	Female	4	1	1	2
	Others	0	0	0	0
ST	Male	1	0	2	4
	Female	2	4	0	0
	Others	0	0	0	0
OBC	Male	1	5	2	2
	Female	2	3	3	4
	Others	0	0	0	0
General	Male	65	67	74	60
	Female	40	55	50	60
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		118	136	137	135

Institutional preparedness for NEP

<p>1. Multidisciplinary/interdisciplinary:</p>	<p>Multidisciplinary learning is a wonderful way to integrate education as per the requirement of the knowledge-based society and to enhance the employability skill. It empowers the students to see tangible correlations across subject matters rather than view limited prospective. Transition from stand-alone institution to multi-disciplinary institutions, students will have an ample opportunity to choose subject from wide range of discipline and has always strived for a multidisciplinary approach in its academic as well as co-curricular activities. Students are encouraged to undergo minor/major projects in the Multidisciplinary/ Interdisciplinary mode by formulating teams from different courses. The</p>
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	<p>institute has already prepared a roadmap for developing physical infrastructure facilities for effective implementation of National Education Policy-2020. The institute will prepare an appropriate HRD Plan to meet the progressive requirement between the current requirement and future requirement.</p>
2. Academic bank of credits (ABC):	<p>The institution preparedness in implementation of Academic Bank of Credits depends upon the guidelines to be issued by the affiliated university and Department of Higher Education, Government of Odisha. For this purpose, a centralized database along with the database of the college is to be established to store the academic credits earned by the student from various courses in the digital platform, so that the credit earned by student previously could be transferred or forwarded when the student enters into the program again across any institution in the portal of higher education. The institution has already developed the process for enhancing the capacity building of both faculties and supporting staff members to manage the academic bank credit mechanism as per the orientation of NEP-2020.</p>
3. Skill development:	<p>Skill-based education places the ownership of learning in the hands of students and helps them restrict the big gap of understanding. The Institution is already conducting the skill courses as designed by affiliating university with the nomenclature (SEC) Skill Enhancement Courses in various semesters of B. Com programme. Our college has already developed various customized Soft Skill & Personality Development modules to enhance the employability skill of students in phased manner. Besides, the institution is also providing Professional Competence Building (PCB) programme for both in BBA and B.Com programme in order to enhance their professional competence as per the requirement of market forces.</p>
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	<p>In order to promote /integrate the local language, art and culture, compulsory activities in the curriculum have to be added like literary activities through discussions/interactions/symposiums etc. among the students. These changes will also increase the employability opportunities for the student and also the core competence in the subject matter in the domain area. The institute promotes the use of local</p>

	<p>language in the field of art and literature by conducting various webinars where the students are getting opportunity to showcase their creative writings.</p>
5. Focus on Outcome based education (OBE):	<p>LOCF (Learning Outcome based Curriculum) aims to bring about uniformity in syllabus for all programs in all the affiliated colleges of Utkal University, Bhubaneswar, Odisha. Multifold approaches in teaching Learning process like lectures, seminars, tutorials/workshop/practical and project-based learning field work, technology enabled learning internship and apprenticeship and research work are already initiated in our college for the greater interest of the students. After the introduction of CBCS Curriculum in 2016, Outcome Based Education (OBE) is implemented for both BBA and B. Com courses. We have well defined Program Outcomes (PO), Program Educational outcomes (PEO) and Course Outcomes (CO).</p>
6. Distance education/online education:	<p>This institution is already taken pragmatic steps during the COVID-19 pandemic situations for facilitating the teaching learning process and transacting various skill-oriented activities such as – Webinars, e-Panel Discussions, e-Expert Talk etc. through online modes. The whole college campus is completely wi-fi enabled with smart classrooms. There is no constraints of promoting online education in the college for the greater interest of the students. This institution has made available all such type of e-content material prepared by faculty members to all students through online mode to meet the future challenges.</p>

Extended Profile

1 Program

1.1

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

2020-21	2019-20	2018-19	2017-18	2016-17
54	54	54	54	54
File Description		Document		
Institutional data in prescribed format		View Document		

1.2

Number of programs offered year-wise for last five years

2020-21	2019-20	2018-19	2017-18	2016-17
02	02	02	02	02

2 Students

2.1

Number of students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
118	136	137	135	121
File Description		Document		
Institutional data in prescribed format		View Document		

2.2

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

2020-21	2019-20	2018-19	2017-18	2016-17
36	36	36	37	28

File Description	Document
Institutional data in prescribed format	View Document

2.3

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

2020-21	2019-20	2018-19	2017-18	2016-17
135	135	120	104	106

File Description	Document
Institutional data in prescribed format	View Document

3 Teachers

3.1

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

2020-21	2019-20	2018-19	2017-18	2016-17
11	10	11	10	9

File Description	Document
Institutional data in prescribed format	View Document

3.2

Number of sanctioned posts year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
11	11	11	11	11

File Description	Document
Institutional data in prescribed format	View Document

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 07

4.2

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

2020-21	2019-20	2018-19	2017-18	2016-17
62.49	95.32	228.68	107.78	78.67

4.3

Number of Computers

Response: 105

4.4

Total number of computers in the campus for academic purpose

Response: 96

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

D. A. V. School of Business Management, Unit-VIII, Nayapalli, Bhubaneswar is affiliated to Utkal University, Bhubaneswar, Odisha. The institution follows the prescribed and approved curriculum by the university. At the beginning of the Academic Session, the institution prepares and notifies the Academic Calendar and Activity Calendar as per tentative schedule of University Examinations and common Academic Calendar issued by the Department of Higher Education, Government of Odisha. The institute ensures effective curriculum delivery through the following mechanism:

- Faculty Council Meeting is organized before starting the academic transactions, wherein all the faculties are consulted and the subjects are allotted to them pertaining to their area of specialization.
- The Academic Coordinator then prepares the Timetable as per the workload for the specific Academic Session for both odd and even semesters.
- Comprehensive Session Delivery Plan (SDP) is prepared by every teacher which includes specifications related to delivery of modules of each subject, the mode of delivery, number of Problems/Case Studies/ Subject Quizzes/ Group Activities planned, study material provided for the effective delivery of lectures at top priority.
- The class proctor is allotted for new admission batch for better coordination with the students and their respective parents.
- Before commencement of the classes, the Principal, Academic Coordinator and the Class Proctor explain the modus operandi of effective curriculum delivery to the students through an “Orientation Program”. Besides that, the students are also familiarized about the campus culture, code of conduct, and details of the value-added programs and extra-curricular activities to be conducted in the college.
- The faculty members take necessary lectures on the introduction of the curriculum through the Bridge Course Program.
- Assignment and Evaluation: Unit Tests/ Mid-term/ Pre-University Examinations are conducted periodically as per the university guidelines. The students are assigned different topics for seminar presentations/ workout of the questions for problem electives.
- Faculty Council meetings are held periodically under the Chairmanship of the Principal to review the progress of curriculum delivery, planning of assessments, seminars/webinars, workshops, panel discussions, expert talks etc.
- Assignments, seminars and projects are given to the students under the supervision of the faculty members.
- Guest lectures are invited from academic institutes of eminence and corporate sector in order to provide ample exposure on the contemporary issues and current market trends.
- The institute also makes extensive uses of ICT in smart classrooms for effective teaching and learning process such as audio-visual display, presenting the financial statements and audit reports from the company websites, etc.

- The institute organizes industrial tours, and field projects for experiential learning among students. For instance, OCL, NALCO, PPL, Paradeep Port Trust etc. and Financial Literacy Programme at Mania, Tangi, Dist-Cuttack
- The institute also has integrated need-based value addition programs such as Professional Competence Building (PCB) and Soft Skills Programme towards further empowerment of the students' community.
- Mentor-Mentee scheme is implemented in the college for identifying problems of the students regarding academic issues, inconveniences related to online exams, Summer Internship Program (SIP), counselling, etc.

File Description	Document
Upload Additional information	View Document

1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

Response:

1. Adherence to Academic Calendar by the institution:

An Academic Calendar is prepared by the Academic Coordinator at the beginning of each academic year in line with the University's calendar and notifications of common calendar issued by the Department of Higher Education, Government of Odisha. Simultaneously an Activity Calendar is also prepared which includes the extra-curricular activities to be conducted throughout the academic year. This is displayed on the notice boards and communicated to all the students through e-mail so that students are informed in advance about the academic transaction to be delivered and skill-oriented activities to be conducted in the college. All the classes and examinations are planned as per the calendar, thus ensuring complete adherence.

There is a scope for need-based amendment in the Academic Calendar and Activity Calendar due to some unavoidable circumstances such as change in the exam schedule by the university/Government, natural calamities, COVID-19, etc.

1. Compliance of Continuous Internal Evaluation with Academic Calendar is done through the following mechanism:

1. Internal Examinations- The suggested dates of Mid-Term and Pre-University Examinations are mentioned in the academic calendar of the college which is communicated to the students in the beginning of the session. The detailed Examination Schedule is notified in advance to the students. In case of computer practical labs and project works are conducted by respective subject teacher before/after the pre-university examinations.

4. Question Paper Setting- The question paper of internal exam is prepared by the concerned faculty members with different sets taking the university pattern into consideration.

5. Exam sheets evaluation- The answer sheets are evaluated by the concerned faculty members as per the

marking scheme. The faculty members also discuss the scope for improvement of individual students in the classes.

6. Assignments and Subject Quiz - In addition to this, assignments and quizzes are also the part of Continuous Internal Evaluation. Assignments are given to students after completion of the specific unit. The students are required to submit the assignment to the teachers within the time bound period. Students are also allotted topics for Seminar presentations under the guidance / mentorship of the faculty members. They submit their PPT and also present the vision document of their presentation to the faculty members within the scheduled time. Every teacher conducts regular class tests consisting of MCQs on the related topic for practice and revision with the help of Google forms.

7. University Exams - The tentative dates for university exams are indicated in the academic calendar. The university examination schedule announced by the Controller of the Examination is immediately circulated to the students through e-mail and text messages. The college also conducts Very Similar Test (VST) before University Examinations in order to make the students confident and acquainted with the university examination.

8. Performance Evaluation Tracking Report (PTER)- The college maintains Performance Evaluation Tracking Report (PTER) for individual students in order to track the performance of the students along with the involvement of the students in various co-curricular activities.

File Description	Document
Upload Additional information	View Document

1.1.3 Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years

1. Academic council/BoS of Affiliating university
2. Setting of question papers for UG/PG programs
3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
4. Assessment /evaluation process of the affiliating University

Response: A. All of the above

File Description	Document
Institutional data in prescribed format	View Document
Details of participation of teachers in various bodies/activities provided as a response to the metric	View Document

1.2 Academic Flexibility

1.2.1 Percentage of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**Response:** 100**1.2.1.1 Number of Programmes in which CBCS/ Elective course system implemented.****Response:** 2

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

1.2.2 Number of Add on /Certificate programs offered during the last five years**Response:** 6**1.2.2.1 How many Add on /Certificate programs are offered within the last 5 years.**

2020-21	2019-20	2018-19	2017-18	2016-17
2	1	1	1	1

File Description	Document
Institutional data in prescribed format	View Document
Brochure or any other document relating to Add on /Certificate programs	View Document

1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years**Response:** 130.24**1.2.3.1 Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
326	136	135	121	105

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

1.3 Curriculum Enrichment

1.3.1 Institution integrates crosscutting issues relevant to Professional Ethics ,Gender, Human Values ,Environment and Sustainability into the Curriculum

Response:

D. A. V. School of Business Management strongly believes in integrating cross cutting issues relevant to professional ethics, gender, moral values, human values, environment, and sustainability with a view to ensure holistic development of the students. These aspects are a part of our course curriculum too. The names of the papers are enumerated as below:

1. Environmental Science-AECC-I, B. Com first semester
2. Psychology for Management- 301-BBA third Semester
3. Business Ethics and Corporate Governance-302 BBA third semester
4. Environmental Studies-405 BBA fourth semester
5. Indian Society and Culture-505 BBA fifth Semester

These course outcome of the above-mentioned subjects for both the programmes are addressed to develop the awareness and knowledge related to gender, environment and sustainability, human values and professional ethics etc.

Moral, Human Values, Professional ethics:

During past academic years, the college has made sincere efforts towards developing moral value and professional ethics to the students. Due to the value-based education, the students become empowered professionals and contribute to the economic and technological development of the nation besides acquiring skills for logical reasoning and decisions at times of requirement.

Human Values: Students understand the importance of ethics and values in their personal, social & professional life after studying these courses. These subjects provide free environment for inculcating values and developing ethical competence among the students. It is in response to a long-felt and urgent need to integrate value education with decision making skills in their personal, social and professional life. The college celebrates days of National and International importance such as the Republic Day, the Independence Day, Teacher's Day, Mothers' Day, International Yoga, Vigilance Awareness Day etc. The observation of these days certainly nurtures the moral, ethical and social values in the mind of young students.

Gender Sensitization. The college has Grievance Redressal Cell to provide counselling to students, promote gender equity among students and deal with related issues of safety and security of students. The college campus is secured with CCTV and high-level security. Besides it also conducts Expert Talks addressing the issues related to women empowerment and gender sensitization.

Environmental and Sustainability: The Environment Science subject is related to ecosystem; its balance & sustainability is an integral part of the curriculum of the B. Com first semester and BBA fourth Semester. The university has prescribed this course for creating awareness and developing importance of environment among students. Awareness about Environment is necessary for the protection of the environment and survival of human life. The waste water is reused for gardening in the college campus. The college also recently organized an Expert Talk on Climate Change and Biodiversity to make the students aware about different aspects of Climate Change.

Different social activities have been initiated by the college like Health and Hygiene awareness programs, Medical Check-up Camps, Swachh Bharat Campaign, Plantation of Trees, Blood donation camps, students visit to Old Age Homes, Orphanages etc. where the students are directly involved and sensitized to be good human beings.

File Description	Document
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View Document
Any additional information	View Document

1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

Response: 3.7

1.3.2.1 Number of courses that include experiential learning through project work/field work/internship year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
2	2	2	2	2

File Description	Document
Programme / Curriculum/ Syllabus of the courses	View Document
Institutional data in prescribed format	View Document

1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)**Response:** 100**1.3.3.1 Number of students undertaking project work/field work / internships**

Response: 118

File Description	Document
Institutional data in prescribed format	View Document

1.4 Feedback System**1.4.1 Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2)Teachers 3)Employers 4)Alumni****Response:** A. All of the above

File Description	Document
Any additional information (Upload)	View Document
URL for stakeholder feedback report	View Document

1.4.2 Feedback process of the Institution may be classified as follows: Options:

1. Feedback collected, analysed and action taken and feedback available on website
2. Feedback collected, analysed and action has been taken
3. Feedback collected and analysed
4. Feedback collected
5. Feedback not collected

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

File Description	Document
Upload any additional information	View Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 94.66

2.1.1.1 Number of students admitted year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
118	136	137	135	121

2.1.1.2 Number of sanctioned seats year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
140	140	140	140	124

File Description

Document

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)

Response: 36.84

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

2020-21	2019-20	2018-19	2017-18	2016-17
14	17	13	15	6

File Description

Document

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students and organises special Programmes for advanced learners and slow learners

Response:

At D. A. V. School of Business Management, we follow a transparent and well administered mechanism of admission in compliance with all norms and regulations. Students from diverse socio- economic, geographic, cultural and educational backgrounds are taking admission in the college. In order to satisfy the needs of the students from diverse background, the institution makes distinct efforts to reach out their special learning needs.

Initial assessment of the learning levels of the students and understanding of the possible variations over the years, are undertaken by the teachers. On the basis of the assessments slow and advanced learners are identified. Specific teaching-learning methodologies oriented to the needs of such students are then discussed and implemented.

An integrated approach is followed in the classes by our faculty. Traditional teaching methods are aided by new age technological methods to make learning more appealing and relatable.

Special Programmes Adopted for Slow Learners:

After the completion of admission process and before the commencement the of regular classes, bridge classes and crash courses are conducted to integrate science and humanities students into the mainstream.

- Additional reading material and books in simple form is made available to increase their understanding of the subject. E-resources are also suggested to the students to help them gain an in-depth knowledge of the subject.
- Bilingual explanations and discussions are undertaken in the class with the aim of reaching out to the slow learners so that they can be brought at par with the rest of the class.
- Personal, academic and career-related counselling is given from time to time.
- Home assignments are given and evaluated on a regular basis.
- Very Similar tests are conducted outside the curriculum to assess the learning ability of students.
- Peer learning is encouraged through group discussions and presentations. This aids in building a culture of team work and helps to develop leadership as well as interpersonal skills.

Special Programmes Adopted for Advanced Learners:

- During lectures, tutorials, class tests, assignments and interaction outside the class, the teachers are able to assess the competence of the students and identify the advanced learners.
- The faculty members through a combination of academic and co-curricular activities encourage the advanced learners to optimize their potential. Such students are encouraged to participate in inter college competitions.
- Students are suggested advanced readings in the relevant topics to enhance their understanding of the subject to enable them to pursue research in future.
- They are encouraged to help and provide support to the weaker students by engaging in group

discussions and presentations.

- The College library provides other e-resources to help the advanced learners to broaden their horizons.
- Students who are advanced learners are encouraged to upgrade their knowledge and skills through add-on courses.
- Students are given recognition for their achievements at various forums in terms of awards, medals, appreciation certificates.
- They are also motivated to secure rank and distinction in the University examination.

File Description	Document
Upload any additional information	View Document

2.2.2 Student- Full time teacher ratio (Data for the latest completed academic year)

Response: 11:1

File Description	Document
Any additional information	View Document

2.3 Teaching- Learning Process

2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Response:

The Institute practises a teaching methodology which focuses on imparting education through a student centric approach. This methodology helps to transform students from being relegated to the role of passive recipients to active and involved stake holders, apart from boosting their confidence and encouraging independence. Keeping in mind the learners' diversities in educational background, their abilities and other personal attributes the institution undertakes proper measures.

Teachers are motivated to incorporate Learning Management System and other available e-resources to make teaching learning process more effective. Students are encouraged for the use of digital resources to make the learning more individualised, creative and dynamic.

The Institute believes in the adoption of student centric methods to enhance student involvement as a part of experiential, participative learning and problem-solving methodology.

1. Experiential Learning as Student centric method:

- **Project work:** Summer Internship Projects (SIP) with many leading corporate houses are arranged by the institution to provide exposure to the students to the Practical Business World.
- **Class Seminars:** Seminars which form the second component of internal assessment, help students

to present their assignments before the entire class helping them overcome stage fear and develop oratory prowess.

- **Participation in competition at various level:** For Real time exposure, students are encouraged to participate in State and National Level Competitions like Accounting Wizard Test, Accounting Quiz, Debate Competition etc.
- **Field Visits:** Interested students are identified and are provided with the opportunities of Academically significant Field visits and Surveys such as Survey on Financial Inclusion, Impact of Demonetization, Impact of implementation of GST, Financial Literacy etc.
- **Industrial Visits:** The college organizes the industrial visits for students to provide exposure to industrial work culture.

2. Participative Learning as Student centric Method:

- **Team work:** The college organizes student activities to promote the spirit of Team work. The activities include institutional social responsibility through Red Cross, Tree plantation, Management Games to build team spirit, Swachh Bharat and Health awareness camp to help the students to learn Art of living in a team for Social and community welfare.
- **Discussions and debates** on contemporary issues are encouraged so that students can reflect and analyze by eliciting responses to the subject under discussion. The Interactive and participative approach develops a feeling of responsibility among the learners and make the learning process constructive.

3. Problem-solving as student centric method:

- **Case studies:** Case study method is adopted in teaching learning process to make the students have logical thinking and practical knowledge to develop problem solving ability. This is commonly adopted in management subjects like Marketing Management, Principles of Management, Business Ethics and Corporate Governance as well as while teaching Business law, Corporate Law, Income Tax Law etc.
- **Subject Quizzes:** Subject quizzes are conducted by subject teachers in both BBA and B. Com Programmes.
- **Worksheets:** Solved and Unsolved worksheet approach are used in Problem based papers like Financial Accounting, Management Accounting, Business Statistics, Business Mathematics, Income Tax Law, Financial Management etc. so as to enhance the problem-solving ability of the students.

File Description	Document
Upload any additional information	View Document

2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.

Response:

Today, it is essential for the students to learn and master the latest technologies in order to be corporate ready. As a consequence, teachers are combining technology with traditional mode of instruction to engage

students in long term learning. College uses Information and Communication Technology (ICT) in education to support, enhance, and optimize the delivery of education.

ICT enabled tools implemented by the College for effective teaching-learning

- All classrooms in the college are well-equipped with interactive boards, smart pens, projectors, computer systems, audio systems, internet connectivity along with black boards and white boards, so as to provide a wholesome teaching and learning experience for students as well as the teachers.
- All faculties are skilled in handling the modern digitalized tools installed in the classrooms and laboratory, that they use to delivery lectures and conduct practical sessions.
- All the computers available in the campus are connected to high speed (100 mbps) internet LAN connections and are regularly updated to provide the latest version for use by students and staff.
- Faculties are encouraged to deliver lectures using PowerPoint presentations and smart boards while taking a class.
- Most of the teachers share and suggest e-books for their concerned subjects as these can be accessed over the internet irrespective of time and location of the reader. Study materials prepared by the teachers are circulated among in students in softcopies and are also made available in the website library tab for free access.
- The college library has a good collection of e-books, e-journals and other subscriptions such as e-Pathshaala, e-ShodhGanga, e-ShodhSindhu, e-ShodhGangotri, N-List and other free resources openly available for staff and students to facilitate e-learning environment. This large collection of e-resources are also used by the faculties to perform their research and development work.
- The Computer Lab is furnished with upgraded desktops and has smart board with projector, internet connectivity and sound systems enabled to provide a high standard practical experience during the entire session. The systems in the lab are installed with useful software tools such as Tally, R, Microsoft Office suite, etc. These software are periodically updated to get the latest version for use.
- The courses offered by our institution has a few practical subjects which demands the use of computer laboratory. For the betterment of the students the college provides some out of curriculum value addition sessions (theory and practical) that has proved to be truly beneficial for the students on a long run.
- Ever since the breakout of the pandemic and lockdown as an after effect, all faculty members were engaged in conducting online classes through various platforms like Zoom, Google Meet, Google Classroom, etc. Training sessions were provided to each staff in order to get familiarized with the online medium of education.
- With the regular addition of new technological tools for imparting education, the institution aims to keep in pace and makes sure that each faculty adapts to the new ICT tools for an enhanced teaching and learning experience.

File Description	Document
Upload any additional information	View Document
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process.	View Document

2.3.3 Ratio of students to mentor for academic and other related issues (Data for the latest completed academic year)**Response:** 11:1**2.3.3.1 Number of mentors**

Response: 11

File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll.	View Document
Mentor/mentee ratio	View Document
Circulars pertaining to assigning mentors to mentees	View Document

2.4 Teacher Profile and Quality**2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years****Response:** 92.73

File Description	Document
List of the faculty members authenticated by the Head of HEI	View Document
Institutional data in prescribed format	View Document

2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)**Response:** 17.49**2.4.2.1 Number of full time teachers with *Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.* year wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
3	3	1	1	1

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.4.3 Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)**Response:** 7.43**2.4.3.1 Total experience of full-time teachers**

Response: 81.75

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.5 Evaluation Process and Reforms**2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode****Response:****Transparency in the Mechanism of Internal Assessment:**

D. A. V. School of Business Management is affiliated to Utkal University, and hence, follows its rules and guidelines regarding the assessment and evaluation process of performance of students. The same is communicated to the students. The institution follows a transparent examination system to increase the efficiency and effectiveness. According to the academic calendar, a student has to appear internal examinations and pre university examinations. The schedule of the internal examination is decided at the beginning of the session, in the form of academic calendar. The internal assessment is carried out in a systematic manner for theory, laboratory, dissertation and project.

The students know about the academic plan well in advance and hence, can plan accordingly. The dates and schedule of internal assessments are displayed through the notices to the students well in advance. The institution follows a six layered internal assessment mechanism.

Six Layered Internal Assessment Mechanism:**1. Unit Test**

After the completion of each module the subject teachers revise the unit and conduct Unit test as a part of CIE. Question paper of the test is prepared by the faculty members. The copy of unit test is shown to students for their observation. Some teachers analyze the solution and method of solving the paper in the class-rooms, especially in problem electives like mathematics and accountancy.

2. Semester Assessment

- The schedule of the assessment is displayed on notice board in advance.

- Question paper of the assessment is prepared by individual faculty/ faculty members teaching the same subject.
- Quality of question papers are checked and final question paper is approved by concerned authority.
- The answer scripts are then evaluated and the answer scripts along with the mark foils are deposited in the examination section. Innovative evaluation system is followed to gauge the knowledge level and skill of the students.
- The marks of all the papers for each semester is then compiled and submitted to the University.

3. Pre- University Examination

Before the semester examination, the college conducts the pre university examination for better preparation and performance of the students. The subject teachers prepare the question paper with reference to old question paper/question bank/book followed by faculty members.

4. Subject Quizzes

Subject quizzes are conducted by subject teachers in both BBA and B. Com programs for better understanding and revision of the modules as a part of CIE.

5. Viva-voce

A viva voce is an oral test. It's a focused discussion giving the student an opportunity to defend in front of a panel of academic experts. It is conducted to ensure that the student can talk knowledgeably about his studies and show an ability to communicate effectively and answer questions.

6. Class presentation

The black-board presentation or the power point presentation is done by students. This strategy helps a student to overcome shyness and gain self-confidence. This method is very useful for the holistic development of students.

File Description	Document
Any additional information	View Document

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

Response:

A transparent, time-bound and efficient method is being followed for internal examination related grievances. To enhance the efficiency and effectiveness continuous internal evaluations (CIE) are conducted by the college.

At the college level, an examination committee is constituted, comprising of Principal as the Centre

Superintendent, a senior Faculty member, other teaching faculty and non-teaching staff as members for smooth conduct of semester examination. The semester examination is conducted as per the guidelines issued by the university, and the students appear at center allotted by the university.

Transparent and Time-bound Grievance Redressal Mechanism Adopted by the College:

The college strictly follows the guidelines issued by the university while conducting internals and semester examinations. Time table for test is prepared well in advance and communicated to the students earlier.

- A proper seating plan is followed for internal assessment tests and it is displayed outside the exam hall and also written on the board inside the exam hall
- After a time-bound evaluation of internal assessment answer scripts, the scripts are shown to the students to check any discrepancy or doubt in checking.
- If they come across any doubts, clarification is given by the respective faculty to enable them to fare better in future.
- By adopting the criteria as per the direction of affiliating university, complete transparency is maintained in internal assessment tests.
- After preparing the assessments mark foil is submitted by the concerned faculty.
- Any grievances related to university question paper like out of syllabus, improper split of marks, marks missed, wrong question number in semester exams are addressed to the center superintendent and the same reported to the university immediately through Controller of Examinations (University representative).
- After examination, the answer scripts are sent to the University notified center.
- If student has any grievances related to evaluation of university answer scripts, student can apply for challenge evaluation/scrutiny as per the notified procedure of the University.
- A student may apply through his/her college for Re-addition/ Re-checking of a paper within 15 calendar days from the date of the publication of results in each semester.
- In case any answer left unvalued, the same will be placed before the Board of Conducting Examiners of the respective subjects for valuation.
- The photocopy of answer scripts and information regarding re-addition of marks will be intimated to the candidate within 45 days.
- There will be no re-evaluation processes of the answer scripts.
- However, in case of serious irregularities in evaluation detected/pointed out, the answer book has to be placed before a high-level committee consisting of one member of the Examination Committee, one member of Board Conducting Examination, and one subject expert for assessment provided the difference in the marks claimed is more than 10% of the total marks in that paper.
- If the new mark awarded by the high-level committee is more than 5% of the total mark, the new mark is to be accepted.
- The recommendation of high-level committee will be accepted under approval of the examination committee/ Vice-Chancellor.

File Description	Document
Any additional information	View Document

2.6 Student Performance and Learning Outcomes

2.6.1 Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Response:

PROGRAMME OUTCOMES FOR B. COM:

1. **Values for life and character building-** Ability to inculcate values and character that will help students evolve as future business leaders rather than managers.
2. **Disciplinary knowledge-** The curriculum planning of B.Com. (Hons.) course provides the students thorough and inclusive knowledge of the areas related to accounting, finance, marketing, corporate and business laws, accounting and taxation etc
3. **Communication Skills-** The teaching learning pedagogies used in the programme make the students capable to deliver and communicate information effectively.
4. **Critical Thinking and Problem solving-** The graduates of this programme will be trained to develop skills and attitudes needed for critical thinking and adopting a comprehensive problem-solving approach.
5. **Analytical Reasoning-** The course will help in developing analytical, leadership and decision-making skills to prepare students as better managers.
6. **Research Related Skills** -Ability to search, locate, extract, organise, evaluate, and use or present information that is relevant to a particular topic
7. **Teamwork-** Perform teamwork and leadership skills in the evaluation of organizational conditions using a system perspective to determine necessary action.
8. **Moral and Ethical Awareness** - The courses also involve training the students to check unethical behaviour, falsification and manipulation of information.
9. **Professional Skills-** Encourage the students to advance a range of professional skills helpful in employment, internships, and social activities
10. **Employability Skill-** The students are encouraged with value based and job-oriented courses which ensure them to be sustainable in the organization level.

PROGRAMME OUTCOMES FOR B. B. A:

1. **Critical Thinking and Analytical Skills-** The BBA graduates will be able to evaluate business problems using analytical and creative abilities and solve business problems.
2. **Communication Skills-** The teaching learning instructions used in the programme make the students proficient to deliver and communicate information effectively.

3. Digital Literacy- Enable the students to be technologically updated as it has courses like management information system, computer applications etc.

4. Entrepreneurship & Innovation - The courses aim at instituting entrepreneurial skills in the students by instilling in them competencies needed to become an entrepreneur.

5. Teamwork- Demonstrate the ability to work in Groups.

6. Business Information and Knowledge- Students can demonstrate technical competence in domestic and global business through the study of major disciplines within the fields of business.

7. Moral and Ethical Awareness- Demonstrate an understanding and appreciation of ethical principles at both the professional and community levels.

8. Experiential Learning- They shall be exposed to the pedagogy that helps them understand real life situations through case-studies.

9. Leadership Qualities- To develop leadership skills to become successful business leaders.

10. Research-related skills- Ability to search, locate, extract, organise, evaluate, and use or present relevant information in a particular topic.

MECHANISM OF COMMUNICATION IN BBA AND B. COM PROGRAMME:

- Hard Copy and soft copy of syllabi along with Course Outcomes are available in the college for reference by the teachers and students.
- The importance of the learning outcomes has been communicated to the teachers in every IQAC meeting and Staff Council meeting.

File Description	Document
Upload COs for all courses (examples from Glossary)	View Document
Upload any additional information	View Document
Paste link for Additional information	View Document

2.6.2 Attainment of programme outcomes and course outcomes are evaluated by the institution.

Response:

Our Institute is affiliated to Utkal University, Bhubaneswar. The institute offers Under Graduate programs and courses under the Faculty of Commerce and Management. For these programs and courses, the institute followed the curriculum designed by our affiliated university. The Programme outcomes,

Programme specific outcomes and course outcomes are evaluated by the institution and the same are communicated to the students in the formal way of the discussion in the classroom.

Students under university examination of B. Com programme are evaluated for 80% of total marks and institution for 20% marks as internal assessment. For the BBA programme university examination are evaluated for 70% of total marks and institution for 30% marks as internal assessment

Attainment of POs, PSOs and COs:

1. Semester University Examination: The affiliating University conducts examinations as per semester pattern through which the institution measures programme outcomes based on the course attainment level fixed by the programme. It is a direct evaluation process.

2. Internal and External Assessment: Internal assignments are given to the students which are mostly aligned with Programme Outcomes of the respective subject. External Assessment is evaluated by external experts for the Practical examinations, appointed by the University through Viva-Voce and practical files.

3. Institutional Examination and Tests: Students are assessed and evaluated throughout the year at institutional level through unit test, surprise test, terminal examination and the performance of the student is analyzed for assessing the attainment level of programme outcomes and programme specific outcomes.

4. Feedback Evaluation: The Institution collects feedback from students, Alumni, Employers and Parents which is an important method of measuring attainment with objectives of identifying the attainment level of students in terms of programme, subject, course and syllabus outcomes and to understand the impact of teaching learning process.

5. Internships: Students are encouraged to take up internships, projects, fieldwork, etc. This helps them to obtain necessary skills and practical experience in their chosen discipline.

6. Placements: One of the most important Programme Outcomes of Undergraduate Degree is the employability of students upon successful completion of their degree programme. The college has a vibrant Placement Cell, which caters to the demands of companies from different sectors.

7. Higher Studies: Another parameter to measure attainment of POs, PSOs and COs is through progression of students towards higher studies in educational institutions for post-graduation in Indian and Foreign Universities.

The attainment of COs of each course is mapped to POs. The achievements of programme outcomes are reflected in the performance of the students in various fields after successfully completing their studies from D. A. V. School of Business Management.

File Description	Document
Upload any additional information	View Document
Paste link for Additional information	View Document

2.6.3 Average pass percentage of Students during last five years**Response:** 97.67**2.6.3.1 Total number of final year students who passed the university examination year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
135	134	119	102	100

2.6.3.2 Total number of final year students who appeared for the university examination year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
136	135	121	105	106

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format	View Document
Paste link for the annual report	View Document

2.7 Student Satisfaction Survey**2.7.1 Online student satisfaction survey regarding teaching learning process****Response:** 3.59

File Description	Document
Upload database of all currently enrolled students (Data Template)	View Document

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)

Response: 2.65

3.1.1.1 Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
2.13	0.27	0.10	0.15	0

File Description

Document

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

3.1.2 Percentage of departments having Research projects funded by government and non government agencies during the last five years

Response: 80

3.1.2.1 Number of departments having Research projects funded by government and non-government agencies during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
1	1	1	1	0

3.1.2.2 Number of departments offering academic programmes

2020-21	2019-20	2018-19	2017-18	2016-17
1	1	1	1	1

File Description	Document
Supporting document from Funding Agency	View Document
Institutional data in prescribed format	View Document

3.1.3 Number of Seminars/conferences/workshops conducted by the institution during the last five years

Response: 80

3.1.3.1 Total number of Seminars/conferences/workshops conducted by the institution year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
39	8	14	10	9

File Description	Document
Report of the event	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

3.2 Research Publications and Awards

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

Response: 2.16

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

2020-21	2019-20	2018-19	2017-18	2016-17
12	1	2	6	1

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

3.2.2 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years**Response:** 1.27**3.2.2.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
5	3	1	3	1

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

3.3 Extension Activities**3.3.1 Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.****Response:**

The institution has been conducting regular extension activities wherein our students participate in huge numbers which helps them develop good human and ethical values. It also aids in sensitizing them to various social issues for their holistic development. The extension activities conducted in our college could be grouped into the following three categories:

1. Knowledge-Sharing Session in the neighbouring Educational Institutions: The institution organizes many outreach programmes with various higher secondary schools such as B-Quiz, Paper Presentation, AD-Mad Show, Moot Court under the flagship of **DSBM Genesis**.

Impact Assessment : This event over the years has facilitated the student participants in developing their oratorical, analytical and creativity skills as well as aids in boosting the overall confidence level too. As this is completely managed by the students of D.A.V. School of Business Management, it helps them develop effective managerial skills and the mechanism of event management to help them become effective Managers in future.

2. Community outreach and extension activities: The college also organizes and participates in various extension activities with a dual objective of sensitizing our students about various social and contemporary issues and also contribute towards strengthening community participation.

The college has taken various initiatives organizing **Swachh Bharat Abhiyan, Tree Plantation, Blood**

Donation Camps, Free Book Distribution Drive, Visits to Orphanage, Old Age Homes, RBI Project, Survey on Demonetization, Health Camps and COVID Prevention Drive. It has also implemented certain projects like **Survey on Demonetization, Financial Literacy Awareness Programmes, Awareness Regarding Digital Payment** in various slums and village areas.

Impact Assessment: Such activities have a two-way process of learning outcomes wherein both the students and the community at large get benefitted immensely. This also paves ways for improvement in their social skills, communication skills, management skills, leadership skills, analytic skills, perceptual skills, etc. Once the project is complete, our students of the **IT Club** also make short videos of their experiences and post it on our institution's Social Media Channels like YouTube and Facebook which aids in developing good IT skills too.

At the corporate level, these kind of extension and outreach activities help in building up collaborations with various organizations to carry forward humanitarian work as being socially responsible citizens.

3. Industrial Tours: The college also organizes Industrial tours for its students such as - visit to OCL Ltd, Paradeep Phosphate Ltd, NALCO, NTPC, Paradeep Port Trust, Dhamra Port etc. every academic year in order to give corporate exposure to the students.

Impact Assessment: The students gain insights on the practical perspectives of the work environment and get a first-hand information on how things actually get done in the organization. It gives them an opportunity for experiential learning as well as building up real-world knowledge related to the subjects being taught to them.

File Description	Document
Upload any additional information	View Document

3.3.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years

Response: 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

3.3.3 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years**Response:** 11**3.3.3.1 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
6	1	1	2	1

File Description	Document
Reports of the event organized	View Document
Institutional data in prescribed format	View Document

3.3.4 Average percentage of students participating in extension activities at 3.3.3. above during last five years**Response:** 92.64**3.3.4.1 Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
138	70	65	200	120

File Description	Document
Institutional data in prescribed format	View Document

3.4 Collaboration**3.4.1 The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-job training, research etc during the last five years****Response:** 8**3.4.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-job training, research etc year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
6	1	0	1	0

File Description	Document
Institutional data in prescribed format	View Document
e-copies of linkage related Document	View Document

3.4.2 Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the last five years

Response: 7

3.4.2.1 Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
5	1	0	1	0

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document
e-Copies of the MoUs with institution./ industry/ corporate houses	View Document

Criterion 4 - 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 equipment etc.

Response:

D.A.V. School of Business Management continues to endeavour in imparting quality education for the overall development of the students since inception. It has always focused on bestowing knowledge, awareness and empowerment of students in order to make them productive and extra-ordinary individuals in society. Our institution is located at the heart of the city and has a well maintained and resilient infrastructure dedicated to the teaching, learning and co-curricular development of students.

- The institute has six spacious classrooms, that are used for the lecture as well as the tutorial purpose. All the classrooms are air-conditioned and enabled with ICT based teaching and learning process.
- Each of these classrooms is a smart classroom with a well-furnished desktop computer, DLP projector and audio system, with internet connectivity along with recording facility and lecture capturing system provided for dissemination of wisdom using technology.
- A generous and well-equipped computer laboratory is facilitated to the students for developing their technological aspects. This fully air-conditioned laboratory has 80 computer systems with internet LAN connectivity and projectors to support practical sessions. In addition, the institution provides access to software packages such as MS Office, R, SPSS, MATLAB, Tally ERP9, etc.
- The institution is having a well-stocked library within its premises to support the teaching-learning process. It has a seating capacity of 25 users. It is computerized and equipped with Koha ILMS with printer and bar code reader LASER gun. The library has access to a good number of books, e-books, journals and free e-journals both for the students and the faculty members.
- Curricular events like conferences, seminars, webinars, panel discussions, symposiums, workshops, expert talks etc. and student activities are hosted in the Seminar & Activity Hall on the 3rd floor. It is well furnished with high-end systems, smart screens, audio-video facilities along with internet and air-conditioning.
- The institution is also having a well-furnished Principal Chamber, Academic Coordinator's Room, IQAC Coordinator's Room, multiple staff rooms, the Administrative Office, Training & Placement Cell, Conference Hall, dedicated Examination Hall, Well-being and Counselling Room, Girls Common Room and storeroom.
- On every floor, there are separate lavatories for students (both boys and girls).
- The college is also having special provisions for the physically disabled and has facilities like separate lavatory, ramps, wheelchair, and lift facilities for their convenience.
- The college campus is secured with CCTV and high-level security for monitoring.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response:

Co-curricular activities like sports and cultural events play a vital role in developing an individual's talent, confidence and personality. Therefore, we are committed to facilitating students with an adequate number of physical activities, both indoors and outdoors. The college provides the necessary equipment and kits to students as per the requirements. The college conducts Annual Sports to augment the physical agility of the students. A playground is there for sports and physical activities.

Every year, International Yoga Day is observed where students are encouraged to do yoga and understand the fitness aspects necessary for a healthy life. Besides, expert talks are organized where resource persons are invited to discuss on the well-being of mind and health. Students also participate in poster theme-based poster competitions to sketch their impressions on the topic.

Cultural activities like dance, song, literary competitions, debates, art, theatrical performances, etc. are organized from time to time. To acknowledge the talent of the students a cultural activity named "**Bhavyata-An Event of excellence**" is conducted. The institute has various clubs meant for enhancing the creativity of the students. The documentation of various events organized in the college is managed by the students of the "**IT Club**". A Literary Club named "**VETTRIVA**" encourages students in their ability to express themselves in golden words and hence develop their soft skills. A Finance Club named "**ARTHAVANI**" conducts various events and activities like webinars, talks etc. for gathering substantial knowledge regarding the accounting and finance sector. A Quiz Club named "**inQUIZitive**" is meant to nurture and propagate a culture of quizzing in the institute. The club aims to evoke and sharpen innate capacities and skills employed in quizzing to contribute to the overall intellectual and cognitive development of the participants and club members.

To kindle the spark of creativity, new ideas, potentialities and infuse managerial skills of BBA & B. Com students of our institute, every year **GENESIS- the management event is organized for Class-XII commerce students across Odisha**. The students of our institute take a lead to plan and conduct the events viz. Business Quiz, Paper Presentation, Ad-Mad Show & Moot Court. The students visit different junior colleges and schools to conduct preliminary rounds of the events and organise the Grand Finale.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)**Response:** 100**4.1.3.1 Number of classrooms and seminar halls with ICT facilities****Response:** 7

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document
Paste link for additional information	View Document

4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)**Response:** 29.22**4.1.4.1 Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
7.09526	12.41147	145.72870	31.96798	22.29853

File Description	Document
Upload audited utilization statements	View Document
Institutional data in prescribed format(Data template)	View Document

4.2 Library as a Learning Resource**4.2.1 Library is automated using Integrated Library Management System (ILMS)****Response:**

- The College Library is located on the 2nd floor of the building with a seating capacity of 25 users which is well-stocked for the students and faculties.
- The College Library has a collection of 5668 textbooks, 01 vernacular newspapers and 01 English newspaper.

- It is computerized and equipped with Koha ILMS software (version: 19.11.15.00) automated in 2017 that facilitates in terms of its user interface that is graphical (GUI), its ease of use and provides a multi-lingual platform for performing search operations.
- The library is equipped with a printer and bar code reader LASER gun.
- It has access to a good number of journals and e-journals of interest with regard to students and staff.
- Keeping in view the benefit of the students, the books related to each subject are issued at the beginning of each semester from the library. The books are returned after the semester examinations are completed.
- To enable students to have access to all e-books, study materials and other e-learning resources remotely (free e-journals, free magazines and other useful links), all our educative materials are available under the “**Library**” tab of the institution’s website.
- The library provides access to Swayam Prabha Kautilya (Economics, Commerce and Finance), EPG Pathshaala (Commerce, Economics, Statistics and Computer Science), ShodhGanga (Free version), ShodhSindhu (Free version), ShodhGangotri (Free Version), and NIOS Vocational Course Materials.
- It provides easy remote access to question banks and previous year questions through the website and also links to a number of free e-books.

File Description	Document
Upload any additional information	View Document
Paste link for Additional Information	View Document

4.2.2 The institution has subscription for the following e-resources

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases
- 6.Remote access to e-resources

Response: A. Any 4 or more of the above

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document

4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

Response: 1.45

4.2.3.1 Annual expenditure of purchase of books/e-books and subscription to journals/e- journals year wise during last five years (INR in Lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
0.19407	1.65911	1.95615	1.79364	1.66449

File Description	Document
Institutional data in prescribed format(Data template)	View Document
Audited statements of accounts	View Document

4.2.4 Percentage per day usage of library by teachers and students (foot falls and login data for online access) during the latest completed academic year

Response: 37.98

4.2.4.1 Number of teachers and students using library per day over last one year

Response: 49

File Description	Document
Details of library usage by teachers and students	View Document

4.3 IT Infrastructure**4.3.1 Institution frequently updates its IT facilities including Wi-Fi**

Response:

The institute has both high-end hardware and software resources enabled on the campus for the benefit of all staff and students.

The IT facilities in terms of hardware are as follows:

- The institute has 95 Desktops and 05 highly configured laptops with Nvidia Graphics Card available for use by students and staff.
- The college currently procures HP, Lenovo and Wipro i5 Processor workstations.
- There are 80 desktops in the Computer Labs that have sufficiently enabled us to achieve a 1:1 student-computer ratio in each laboratory session.
- Conference Hall is equipped with a high configuration system, Sony smart Android TV 65 inches, with extra Audio sound system & Wi-Fi internet and has multiple ACs.
- The Seminar and Activity Hall is fully air-conditioned and is enabled with the Latest Technology

HDMI Multimedia projector, high configured Laptop & Sound Amplifier, Audio sound system, Mixture Machine, Internet LAN connection.

- All the classrooms are well furnished with a Computer, DLP projector and audio system, along with internet connection, recording facility and lecture capturing system.
- College Administrative Office is furnished with 03 number of highly configured systems with Network technology, Digital multifunction Photocopier machine and Color Printer-cum-Scanner. The office is well connected with the internet and a Biometric system to monitor the attendance of the staff. Fees collection from students is performed through online POS & used by QR code.
- The college uses 09 LCD projectors, 06 in smart classrooms, 01 in the conference hall, 01 in seminar hall and 01 in the computer Lab. Additionally, there are 04 movable projectors that can be used at different locations as per the need.
- A dedicated employee with requisite IT knowledge and experience has been employed by the institute for all maintenance and support related issues regarding ICT infrastructure.
- The institution provides as many UPS as the number of systems to enable all-around power back-up 24 X 7. The institute also has DG and inverter facilities for the same.
- The entire building is under CC TV surveillance having 2 channels (32 + 16) that cover all units for monitoring and smooth conduction of all administrative and academic activities.

The IT facilities in terms of software are as follows:

- We have a server to allow a fast and swift updates and configuration of the college website.
- All the computers are supported by a 100mpbs LAN connection.
- The desktops are running on windows 7 and windows 10 pro-operating systems while the laptops operate on Windows 10 pro.
- Most of the desktops have office 2010 pro installed and a few are running on office 365 and office 2016 pro.
- Office automation packages like Open Office, MS Office and Antivirus are purchased by the college and updated regularly.
- The college provides all standard Econometrics, Statistical, computational and scientific typesetting packages such as R, Tally ERP9, MS-Access, etc.
- A backup is taken for all the systems every three months, windows and anti-virus are updated on a regular basis. LAN and Network connections are also monitored by the IT consultant.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

4.3.2 Student - Computer ratio (Data for the latest completed academic year)

Response: 1.23

File Description	Document
Upload any additional information	View Document
Student – computer ratio	View Document

4.3.3 Bandwidth of internet connection in the Institution

Response: A. 750 MBPS

File Description	Document
Upload any additional Information	View Document
Details of available bandwidth of internet connection in the Institution	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)

Response: 69.68

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

2020-21	2019-20	2018-19	2017-18	2016-17
55.23220	81.64412	81.41169	74.31646	54.91245

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document

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

Response:

The institution ensures adequate facilities and maintenance of all requisite physical infrastructure in order to deliver academic transactions as per the quality assurance mechanism developed from time to time by the faculty council of DSBM along with all skill-oriented activities. The institution has a robust mechanism

for maintenance and purchase of necessary materials and equipment such as desktops, laptops, printers, scanners, office stationaries, CC TV cameras, etc.

The institution is also having an Annual Maintenance Contract (AMC) with the organizations for the maintenance of different products and services such as lift, photo-copier cum scanner machine, CC TV, projectors, air conditioners and other electronic devices so that there is seamless service as per the expectation of the stakeholders. The website maintenance is annually covered under the contract policy with the vendor.

Furnishing products, instruments and other equipment are bought on standard premise according to the prerequisites with suggestions and consultation of the people from the management committee, the Principal and members of the institute. IT infrastructure including hardware and software components are consistently upgraded to guarantee the market significance of procured abilities and keep up with the enhanced technologies.

Classrooms

- The College has 6 well-spaced classrooms that are ICT enabled; these are used for lecture delivery as well as tutorial classes.
- Significant investment has been made to upgrade classrooms to e-classrooms/smart classrooms with the purchase of the following equipment like Ceramic White Board, Benq MW 820S Projector WXGA/HDMI, Cybernetyx Interactive Kit with EyeRIS Stylus pen, APC 1000VA UPS for Projector & Desktop Backup.
- The class in-charges (class teacher) on every floor of the classroom assists students with ICT related work and report to the caretaker and its consultants in case any maintenance work is required.
- All the air-conditioners, systems, projectors and other equipment in the classroom including the desks and benches are regularly checked and servicing is performed from time to time.

Computer Laboratory

- The computer laboratory consisting of 80 desktop systems are constantly updated in online mode.

The software needs of the students, as well as the faculty and instructors, are upgraded on a periodic basis, so as to ensure that our

- students and staff are using technology in pace with the development in these fields.
- Regular servicing of the projectors and ACs in the lab is performed by the maintenance team through out-sourcing.

Library

- Library stocks are periodically updated by taking suggestions and recommendations from faculty members regarding the latest books, e-books, magazines, journals etc. that are relevant to the subjects as well as for the overall knowledge acquisition of the students and staff. This helps each member of the institute to keep pace with the new emergence and technological advancements.
- The books and journals are maintained against disfiguring.
- Bookbinding is carried out for damaged books.

- Stock verification is a part of the system.
- Pest control is done for maintaining books safe from termites.
- Procurement of new books & renewal of journals is done as and when required.
- The library contains books and reference books as per the University syllabus.

IT Infrastructure

- All systems are in good working condition and have a UPS backup facility.
- The Antivirus software is regularly updated to keep data safe and secure from viruses and malware.
- We have a permanent IT consultant responsible to provide regular maintenance services related to computer hardware as well as software.
- Computer systems, UPS, software and servers are maintained by outsourced technicians, Lab Assistants and Lab-In Charges.

Sports

- The sports equipment is made available to students as and when needed; they are stored in the general storeroom of the college.
- This room is also used for conducting official work related to sports activities.

Canteen & Cafeteria

- The college has a canteen and a cafeteria for students and staff to have snacks and meals.
- The food is prepared and served hygienically by a good number of workers taking measures like aprons, gloves, head covers, etc.
- It is properly cleaned and sanitized on a daily basis every day.

Hostel

- The institute provides hostel facilities for 50 boys.
- The hostel is provided with all the necessary facilities.
- There are 17 rooms with accommodation of 3 students per room.

Lawn

- The institute has a gardener who takes care of the flora and fauna on the college campus.
- The grass and weeds are also cleaned and trimmed from time to time with the help of the gardener.

Additional Information

- There are water filters of RO type installed on each floor of the college building and they are regularly serviced for providing clean water.
- The college has a 24X7 water supply and the water tanks are cleaned periodically.
- The Annual Maintenance is carried out for the lift in the college building for the safety of the students and staff.
- There are DG and invertors to facilitate an uninterrupted power supply.
- There is also provision for a fire extinguisher as a part of fire safety on every floor of the college building.

- A well-spaced parking lot is present inside the college campus to facilitate students and staff to park their vehicles.

File Description	Document
Upload any additional information	View Document

NAAC

Criterion 5 - Student Support and Progression

5.1 Student Support

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

Response: 0

5.1.1.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format	View Document

5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

Response: 0

5.1.2.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following

1. Soft skills
2. Language and communication skills
3. Life skills (Yoga, physical fitness, health and hygiene)
4. ICT/computing skills

Response: A. All of the above

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

Response: 238.69

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

2020-21	2019-20	2018-19	2017-18	2016-17
400	380	387	395	0

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

1. Implementation of guidelines of statutory/regulatory bodies
2. Organisation wide awareness and undertakings on policies with zero tolerance
3. Mechanisms for submission of online/offline students' grievances
4. Timely redressal of the grievances through appropriate committees

Response: A. All of the above

File Description	Document
Upload any additional information	View Document

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 2.13

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

2020-21	2019-20	2018-19	2017-18	2016-17
3	3	4	3	0

File Description

Document

Upload any additional information

[View Document](#)

Institutional data in prescribed format

[View Document](#)

5.2.2 Average percentage of students progressing to higher education during the last five years

Response: 256.3

5.2.2.1 Number of outgoing student progressing to higher education.

Response: 346

File Description

Document

Upload supporting data for student/alumni

[View Document](#)

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

Response: 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

5.2.3.2 Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

5.3 Student Participation and Activities

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

Response: 33

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

2020-21	2019-20	2018-19	2017-18	2016-17
3	8	6	9	7

File Description	Document
Institutional data in prescribed format	View Document
e-copies of award letters and certificates	View Document

5.3.2 Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Response:

The college provides equal and good number of opportunities to all its students for their overall

development in not just academia but also in administrative, co-curricular and extracurricular activities. The categories are enumerated below:

Students' representation and engagement in various administrative activities

- The college adheres Class Representative system which imparts leadership qualities in individuals.
- The class proctor chooses a student as the Class Representative based on his/her capabilities and ability to handle responsibilities.
- After selection, the Class Representative takes the responsibility of timely circulation of information among other students of the class.
- The Class Representative also acts as a bridge between the faculty member and the classmates.

Students' representation and engagement in various co-curricular activities

- Faculty Members involved in event coordination try to involve all students in different activities and events in order to provide opportunity to each student so as to build up their confidence and personality.
- The students as chosen by the faculty coordinators of the concerned events, are assigned various responsibilities such as Anchoring, Technical Support, Overall Coordination, On Stage Management, Off Stage Management, Guest Coordination etc.
- The institution caters opportunities to students to develop and work in the areas of interest through various clubs.
- The **Literary Club** has been formed to augment the creative skills of the students. Thus, activities based on Creative Writing, Interpersonal Skills and Public Speaking are conducted. This club is engaged in conducting events like **Debates, Literary Talks, Seminars, Poem Competitions**, etc. along with art work in the Literary Board.
- The **IT Club** has been constructed to enable students to gather knowledge on technological advancement and make use of digitalized tools for information sharing and communication. Students interested in this field get opportunities to shape their imaginations through high end computers, laptops and a highspeed internet connection.
- The **Finance Club** has been created to update the students about important happenings in the business world along with instilling pecuniary professionalism among them.
- The **Quiz Club** has been formulated to nurture and propagate a culture of academic quizzing in the institute so as to make them prepared for the competitive environment.

Students' representation and engagement in various extracurricular activities

- The students take lead in conducting physical and cultural events such as **Annual Sports, Inter-College event DSBM Genesis, Annual Function Bhavyata – An Event of Excellence**, etc.
- The students organise Orientation and Welcome Ceremony for freshers, Farewell Ceremony for passing-out students, Teacher's Day for teachers. Simultaneously, others important days are observed viz. Republic Day, International Yoga Day, National Statistics Day, Independence Day etc.
- The students participate in Financial Literacy Programmes under the guidance of the Faculty Members in order to share the valuable information with the slum dwellers and the villagers so as to make the beneficiaries financially knowledgeable. Currently the college has tie-up with Amber Clothing Pvt. Ltd. and RSB Transmission (I) Ltd. as the programmes are implemented in the slums of Bhubaneswar and at Mania village, Tangi, Cuttack respectively.

File Description	Document
Upload any additional information	View Document

5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 10.2

5.3.3.1 Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
10	06	14	16	05

File Description	Document
Upload any additional information	View Document
Report of the event	View Document
Institutional data in prescribed format	View Document

5.4 Alumni Engagement

5.4.1 There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Response:

DAV United and the Alumni of D.A.V. School of Business Management have significantly contributed to the development of the institution through financial and other support services both in national and institutional level which are enumerated below:

Contribution of DAV Alumni at National Level

DAV United (PAN India DAV Alumni Association) started with an aim of uniting the large number of students and alumni of DAV in one common platform at national level. The noble initiative has been infused to renew a sense of pride and togetherness among the alumni of DAV across India. The initiative has not only connected millions of DAVians but also invigorated the Alumni Alma-Mater relationship. Every year DAV United at macro level conducts manifold events in New Delhi where the institutions across the country are used to participate in the mega events. The most prominent DAV alumni such as Kapil Dev, Anurag Thakur, Navin Jindal, Arvind Kejriwal, Anupam Kher, Shah Rukh Khan, Kangana Ranaut, Mahendra Singh Dhoni, Yuvraj Singh, Neeraj Chopra and etc. interact with the students and

alumni. It certainly enhances the confidence among the alumni and students of DAV network for their better professional career. Simultaneously it also helps to connect the students and alumni for Summer Internship Programme, Startup activities, Placement etc.

Relentless in its pursuit, DAV United continues to search ahead with the soul objective of serving DAV and its community better, and taking it to newer heights with every passing year. Team DAV is proud of 4 million+ alumni spread all over the world.

Contribution of Alumni at Institutional Level

The Alumni of D.A.V. School of Business Management are working in tune with the guidelines of **DAV United** at micro level. The following activities are undertaken: -

A. Financial Support of the Alumni: It happens in various financial as well as non-financial forms. Financial forms include monetary contributions whereas non-financial forms include Alumni Talk Series, competitions, etc. The financial contributions are exclusively kept in DSBM Alumni Fund which are specifically spent for various events and activities conducted by the Alumni.

B. Non-Financial Support of the Alumni:

1. **Academic Support:** The Alumni conduct various competitions in order to encourage the students to showcase their expertise and also to emphasis on maximum participation. The winners were also awarded with cash prizes which was exclusively spent from the alumni fund.
2. **Alumni Talk:** The Alumni of the college encourage the students by participating in the Expert Talk wherein they share their experience of job experience and professional expertise which helps the students to get direct experience from the Alumni.
3. **Career Guidance & Summer Internship Opportunities:** The Alumni guide the present students about career opportunities in different fields and extend support and help for Summer Internship Programmes (SIP) from time to time.
4. **Entrepreneurial Awareness:** Successful alumni entrepreneurs provide inputs and mantras on how to start a new venture. This has resulted in the motivational factor for the existing students who are seriously planning for entrepreneurship.

File Description	Document
Upload any additional information	View Document

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

Response: D. 1 Lakhs - 3 Lakhs

File Description	Document
Upload any additional information	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of and in tune with the vision and mission of the institution

Response:

The governance of the institute is clearly reflective in tune with the vision and mission which is enumerated below:

Vision

To create responsible citizens and groom quality human resources towards nation building.

Mission

- To preserve and promote academic excellence through quality assurance mechanism.
- To foster managerial temper among the students and develop their professional skills.
- To ensure congenial and smart work culture with emphasis on ethical practices.

Values

- Team Work
- Transparency
- Transformation
- Trustworthiness

(i) Reflection of Mission Statement through academic excellence

Under the privilege of Utkal University, the institute has maintained academic legacy since inception 2007-08 and is considered one of the best colleges under Higher Educational Institutions. It is a matter of pride and honour that the students of BBA and B. Com have passed in flying colours year after year and has uphold the university positions as well as clinched gold-medal. Students bagged gold medal in B. Com were (i) Subhashree Maharana (Ad Batch 2016-19) (ii) Ipsa Baliyarsingh (Ad Batch 2017-20) and (iii) Sushree Srabani (Ad Batch 2018-21). University Topper in BBA were (i) Sweta Mohanty (Ad Batch 2016-19) (ii) Shivangi Pattanayak of (Ad Batch 2018-21). Besides that, most of the students also graduated with first division.

(ii) To achieve the vision and mission by fostering managerial and professional skills

The Internal Quality Assurance Cell (IQAC) meticulously plans and chalk out the **activity calendar** with manifold events in various domain for increasing the efficiency and enhancing the employability skill of the students. The *various events organized by the faculty council are Seminars, Webinars, Workshops, Expert Talks, Management Games, Panel Discussions* and various outreach programmes. Integrated soft

skill programmes with customized modules and Professional Competence Building Programme has been introduced for students in college to sharpen their intellect.

(iii) To ensure smart work culture through extensive knowledge sharing session

The institute organizes series of knowledge sharing sessions in the Activity & Seminar Hall. Before the outbreak of Covid-19 and also during the pandemic the paradigm shift from classroom learning to smart learning was emphasized and various events in the domain of economics, finance, accounting, taxation, health & wellness, governance, climate change etc. were organized to match the requirement of the students of 21st Century.

The thirteen years old institute have taken small steps for a great leap to achieve its mission and vision judiciously decided and supported by the values and ethics. Students' spectacular performance in university examinations, demonstration of skills in various competitions, achieving attractive placement offers etc. are the outcomes of the efforts led by the dedicated faculty council.

(iv) Effective Governance of the College

The governance mechanism of the college is completely transparent, participative and the collective decision of associated stake holders. The governing body comprises of members representing Trustees, Bureaucrats, Social Workers, Eminent Academicians, Industrialists etc. so that, appropriate policy decision can be taken in order to maintain effective governance of the college.

File Description	Document
Upload any additional information	View Document

6.1.2 The effective leadership is visible in various institutional practices such as decentralization and participative management

Response:

The effective leadership is clearly visible in the following institutional practices such as decentralization and participative management for the holistic development of the college.

1. Practice of Decentralization

The following decentralization model is being implemented in our college:

(a) Academic Coordinator

The role and responsibilities of academic coordinator is as follows.

- Preparing Time Table
- Monitoring Session Delivery Plan of the faculty members
- Preparation of academic and activity calendar in accordance to University Schedule

- Conducting examinations (University Internals, Very Similar Tests)

(b) Admission Coordinator

- Involves in counselling of students approaching for admission.
- Guiding students with rules and regulations issued by the Government from time to time.
- Involved in admission process on the date of admission into BBA / B.Com.
- Co-ordinates with the Government for clarifications if any regarding the issues faced by the students during admission.

(c) IQAC Coordinator

- To carry out the gap analysis in curricular and co-curricular activities.
- To organize various inhouse and outreach events during the academic year.
- To prepare documentation & maintain records of various activities for quality improvement.
- To collect feedback from the students and also take part in counselling of the students.

(d) Club Mentors

- Encourage students to be a part of club activities.
- Guide students to participate in activities like notice board preparation in the field of commerce, economics, literature, painting, writing poems, short stories, crafting etc

(e) Class Proctor

- To monitor the attendance of the students
- To establish harmony with the students and resolve the issues if any with the help of Academic Coordinator.
- To track the performance of the student in class and exam

(f) Administrative staff

- The ministerial staff are empowered to conduct form fill-up, issue certificates, issue recommendation letters to the students for higher studies with due approval of the principal etc.

There are two sections in the office such as *Accounts section* and *Establishment section*.

Accounts Section: Preparation and Maintenance of books of accounts, preparation of budget, payroll for staff members, Legal compliance and financial control, financial audit etc. are managed by the accounts staff and reported to the principal.

Establishment Section: The staff in this section maintains personal files, service books, Leave records, vacation/detention records of teaching staff, and ministerial staff, Staff requirement/selection/appointment etc.

2. Effective leadership through participative management in the college

(a) Collective decision of the stakeholders is implemented

- The governing body of D.A.V. School of Business Management is conducted at regular interval in order to review the activities, formulate policies and finalize the budget after thorough deliberations.
- The Internal Quality Assurance Cell of our college represents eminent industrialist and academicians which is a part of participative management for the overall development of the college.

(b) Consulting Process

- Resource persons of eminence are invited for discussions to finalize the process of documentation for innovative concepts/ practices, research publications, guidance for implementing real time project work.

File Description	Document
Upload any additional information	View Document

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

(1) Strategic Plan

The College prepared a **Dynamic Strategic Plan** aiming at clearly formulated goals through joint consultative exercises as enumerated below:

(a) Formulated goals of our College

(i) Striving for Overall excellence through Quality Assurance Mechanism

- The Institute aims to achieve academic excellence by curriculum enrichment and fostering experiential learning through ICT. It has a robust system for Quality Assurance Mechanisms such as Comprehensive Session Delivery Plan (CSDP), Revision Classes, Bridge Classes and Very Similar Test (VST). The legacy of academic excellence in both BBA and B.Com Programme is clearly reflected in the final Utkal University result. Students also demonstrated their employability skills by making into various companies of repute.

(ii) Empowering students through value addition modules

- The students are empowered through holistic education as per the expectations of the corporate sectors. Beyond the academic curriculum, the students are also oriented with various value addition classes which includes Data Interpretation, Logical Reasoning, Quantitative Aptitude etc. for preparing the students to face the dynamic requirement of the market.

(iii) Continuous Skill Orientation through Club Activities

- Various activities and events are organised in the area of Finance, Literature, IT and Quiz under the able mentorship of faculty members through various clubs such as Finance club, Literary club, IT club and Quiz club.

The Strategic plan is deployed through systematized Plan of Actions, implementation of Plans, resource prioritization and utilization and involvement of stakeholders at various levels with clear quality parameters and indices. Since teaching learning is the fulcrum point around which other dimensions revolve, the following practicable objectives were construed:

- Facilitate innovative teaching, learning and assessment methods,
- Organize activities round the year,
- Involve alumni as resource persons for workshops and invited talks,
- Enhance the use of ICT for teaching,
- Upgrade infrastructure wherever possible
- Ensure quality intake of faculty.

(2) The Perspective Plan

The Perspective Plan has been implemented to a large extent as delineated below.

- Innovative teaching-learning methods such as case study approach, field-work based projects.
- Seminars, symposium, workshops, expert talks, panel discussions have been successfully hosted by the College, which attracted many industry experts and International Speakers.
- Smart boards have been installed in lecture halls along with LCD projectors.
- Online testing is introduced for assessment of the students.
- Holistic development of the students is facilitated through exhorting them to organize and participate in inter-collegiate literary and sports competition.
- Alumnae of the College have been actively involved in conducting different competitions for students for making them corporate ready.
- ICT usage has been enhanced in teaching, learning and evaluation vis-a-vis examination administration through mailing of Program/Course Outcomes and comprehensive study material, additional information to students and motivating them to make use of N list resources, facilitating the online payment of fees.
- MoU has been signed with two government colleges to facilitate faculty exchange programme.
- MoU has also been signed with two companies to undertake real time project work for the students.
- Quality intake of faculty has been ensured through the recruitment of faculty with research experience.

File Description	Document
Upload any additional information	View Document

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

Response:**(1) Administrative Set-up**

The D.A.V. School of Business Management is managed by DAV College Trust & Management Society, New Delhi as per the following practices.

DAV College Managing Committee, New Delhi

- The DAV College Managing Committee is the executive body who is to take all policy decision both in administrative and finance towards the effective governance of the institution.

(a) Governing Body

- The Governing Body of D.A.V. School of Business Management monitors the overall functioning of the institutions and take all appropriate policy decisions of the institution.

(b) President

- Gives advice to the Principal on different policies of DAV College Managing Committee in respect to administrative and other matters.
- Chairs the Selection Committee for appointment of staff or nominate a person in his/her place to serve as the Chairman.
- Chairs the Disciplinary Committee for disciplinary action against staff. (other than Head of the College).
- Signatory authority for the final proceedings of the meetings, Annual Audited Accounts, Balance Sheet etc.
- Head of the Local Managing Committee and preside over its meeting.
- Empowered to grant Casual Leave to the Head of the College.

(c) Principal

- Principal is the main drawing authority for all financial decisions.
- Actively participate in policy making decisions for the institute.
- Ensures smooth academic, financial and administrative management operations of the institution.
- Responsible to attend meeting of Higher Education Department, Government of Odisha and Utkal University.
- Ensures students, staff members and stakeholders' satisfaction.
- Entrusted to look after the overall discipline and follow best practices for the holistic development of the students.
- Fosters students' as well as staff members development.

(2) Appointment Procedures

- The employees shall be classified into group, A, B, C and D on the basis of norms adopted by the Government of Orissa in this regard from time to time.
- All appointments to any category of posts (teaching and non-teaching staff) shall be made by the

Governing Body either by direct recruitment or by promotion as may be decided by any general or special decision, through a Selection Committee constituted by the Governing Body and in accordance with and upon such conditions as the Governing Body may decide from time to time.

- Appointment to group 'D' posts such as peon, computer lab attendant and library attendant shall be made by the Principal.

(3) Service Rules Procedures

The Service Rule 2012-13 is all about regulating the service of the appointed person to any post as listed below.

- Definition of various terminology
- Appointment & HR practices
- Probation
- Private coaching and consulting
- Grand of leave
- Code of conduct
- Disciplinary procedures
- Amendment of rules

The above service rule is self-explanatory for effective governance of the institution.

File Description	Document
Upload any additional information	View Document
Link to Organogram of the Institution webpage	View Document

6.2.3 Implementation of e-governance in areas of operation

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

Response: A. All of the above

File Description	Document
Screen shots of user interfaces	View Document
Institutional data in prescribed format(Data template)	View Document
Any additional information	View Document

6.3 Faculty Empowerment Strategies

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

Response:

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

1. The Employee Benefit Expenses

The employee benefit expenses are paid in Principle as per the guidelines of the government to the extent of available financial resources and feasibility of the institutions. The institute follows the payment of salary as per the recommendation of 7th scale of pay such as; Basic pay, Admissible D.A. and following welfare benefits: -

(a) Provident Fund

The management share is 12% percent matching the share of employee's provident fund which is remitted every month to the DAV College Managing Committee towards the central pool and follows the guidelines as and when communicated by the Trust.

(b) Gratuity

The Management pays 9% gratuity of the Basic Pay w.e.f. 2019 where the employee will get gratuity money as per the guidelines of DAV College Managing Committee at the time of superannuation.

(c) Housing Rent Allowance

The Institute also pays House Rent Allowance @16% on the basic pay to all the employees which is the substantial amount to compensate the cost of accommodation.

(d) Earned Leave

The management has adopted the practice of payment of eleven-month salary at the time of superannuation which is also a substantial amount for the employees.

(e) Family Pension

The employee is entitled for family pensions after superannuation as per the guidelines of employee provident fund scheme.

(f) Educational allowance

The employees are entitled for educational allowance for a maximum of two children as per the guidelines and 7th pay recommendation.

(g) Inservice Education Training Allowance

The management also sponsors in-service training programme to enhance the capacity building of both

faculty and supportive staff members.

(h) EDLI Scheme

EDLI scheme (Employee Deposit Link Insurance) is mandatory for all the staff members which would be a great help for the family members in case of casualty during service tenure.

(i) ESIC Facility

ESIC facility is provided to those employees having Gross Salary less than or equal to Rs. 21,000/- per month.

(j) Uniform

Two pairs of uniform are provided to the Group D staff in every financial year.

2. Other Benefits:

(a) For hassle free service in video documentation, storage, online teaching, teachers are issued hard disk storage capacity of 1TB for data back-up, Laptop to work from home for video documentation, ear-chords to ensure un-interrupt teaching at digital platform.

(b) **Leave** - Employees' avail Earned Leave, Casual Leave, Paternity leave, Maternity leave, Extraordinary Leave as per the guidelines of service rule of D.A.V. School of Business Management and can avail leave benefits (encashment of leave) at the time of retirement.

File Description	Document
Upload any additional information	View Document

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

Response: 31.39

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

2020-21	2019-20	2018-19	2017-18	2016-17
04	03	03	03	03

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document

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

Response: 2

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

2020-21	2019-20	2018-19	2017-18	2016-17
03	02	02	02	01

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document

6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).

Response: 30.55

6.3.4.1 Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
8	7	0	1	0

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document

6.3.5 Institutions Performance Appraisal System for teaching and non-teaching staff

Response:

The performance appraisal system has been implemented for both teaching and non-teaching staff keeping in view the scope for improvement. The performance appraisal system is an annual review and insight into the participation in academic/administrative tasks and assessment in every year.

A structured “**Annual Confidential Report**” is handed over to the teaching staff for appraisal. The teachers fill the details of the assignments given during the year, result analysis of the subjects taught, students mentored for external seminars/competitions, accomplishments if any, research work/projects undertaken, publication of articles or compilation of books, innovations in teaching pedagogy, leave records etc.

The criterion for appraisal system is as follows

- Academic Proficiency
- Examination & Evaluation
- Organizing Co-Curricular Activities
- Performance in Administrative Tasks
- Professional Growth
- Personality Traits

(a) The scale of rating for the six criteria are from average to outstanding. The average is rated as one mark, good is rated as two marks, very good rated as three marks and finally outstanding is given four marks. Hence, the scale of rating is same for all the criteria. The total score for the criterion is 100.

(b) Faculty members after completion of writing the prescribed template is required to submit to the first review officer who is the Academic Coordinator for her considered view.

(c) The Principal is the competent authority to give his observations against each criterion based on the details filled in by the faculty member.

(d) The Annual Confidential Report (ACR) takes care of students’ growth and skill development, academic results. The list of dimensions mentioned in the ACR indicates the degree in level of performance for each dimension and on the quality.

(e) The Annual Confidential Report is further submitted to the President of the Institute for final remarks and suggestions if any.

(f) Performance appraisal system of non- teaching staff is designed on qualitative aspects evaluated by the Principal as the reporting officer with observations and then submitted to the President for final observations and remark. The key performance areas for non-teaching staff are based on the assignment given. For Group C the areas can be determined from the communication skills, documentation works, leadership and managing power, analytical skills for performing a task.

(g) For Group-D the areas can be determined from the dependability, ability for the disposal of the task,

health and other qualitative aspects.

(h) The teaching and non-teaching staff are communicated regarding the performance review after evaluation of ACR

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

The college believes in transparency and proper disclosure as per the guidelines of statutory authority and DAV College Managing Committee, New Delhi. The college has been adopting robust financial management mechanism as enumerated below:

1. Internal Audit

(a) Objective

The objective is to develop a robust mechanism of financial management in phased manner and to maintain the transparency in the financial transactions of the college.

(b) Procedure

The management of the college has engaged a reputed Chartered Accountant Firm. Sanjay Patnaik & Associates, Cuttack is the internal auditor for verification and examination of books of accounts periodically. In the first phase, the audit clerk verify the payment and receipts vouchers of financial transactions quarterly in every financial year. After compilation and preparation of summary report, the managing partner of the firm cross-verify the financial documents and submit internal report to the competent authority.

The suggestions of the internal auditor are taken into consideration for better accounting practices and financial management.

2. External Audit

(a) Objective

The objective is to comply the statutory guidelines of DAV College Managing Committee, New Delhi in order to maintain true and fair financial statements in every financial year.

(b) Procedure

The books of accounts and necessary financial transactions are also audited by a statutory auditor who is appointed by the DAV College Managing Committee, New Delhi in every financial year. The appointment of statutory auditor is the complete discretion of the Head Office situated in New Delhi. It is pertinent to mention the following names of the statutory auditors of last five years:

Sl. No	Financial Year	Name of the Audit Firms	Comments by the Auditor
1.	2020-21	SPTM & Associates Chartered Accountants Plot No. 28/5, First Floor, Siripur, Behind City Women's College, Bhubaneswar-751003	True & Fair
2.	2019-20	SPTM & Associates Chartered Accountants Plot No. 28/5, First Floor, Siripur, Behind City Women's College, Bhubaneswar-751003	True & Fair
3.	2018-19	SPTM & Associates Chartered Accountants Plot No. 28/5, First Floor, Siripur, Behind City Women's College, Bhubaneswar-751003	True & Fair
4.	2017-18	M/s. D. P. Mishra & Co. Chartered Accountants Rajendra Nagar, Madhupatna Cuttack – 753012	True & Fair
5.	2016-17	M/s. D. P. Mishra & Co. Chartered Accountants	True & Fair

Rajendra Nagar, Madhupatna

Cuttack – 753012

The above firms have done the statutory audits as per the Standard Operating Procedures such as –

1. Verification of receipt and payment vouchers
2. Cash book in Tally-9
3. Procurement mechanism of different items and relevant accounting books.

After verification and cross examinations of all relevant records, the auditor submits their detailed annual statement such as – Income and Expenditure Account, Receipt and Payment Account, Balance Sheet and Trial Balances along with relevant schedule forming part of the accounts.

(c) Findings

There has been no violation of accounting principle and guidelines adopted by the college in the last five financial years which has been reflected from the detailed audit statements along with true and fair financial statements.

(d) Compliance

Audited financial statements of our institution from 2016-17 to 2020-21 is fully compliant with specified rules and regulations.

File Description	Document
Upload any additional information	View Document

6.4.2 Funds / Grants received from non-government bodies, individuals, philanthropers during the last five years (not covered in Criterion III)

Response: 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format(Data template)	View Document

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

Response:

D.A.V. School of Business Management, Unit-VIII, Bhubaneswar is one of the self-financing undergraduate institutions that run under the aegis of DAV College Managing Committee, New Delhi. The institution has a well-defined prospective plan to mobilize the financial resources and create requisite physical infrastructures as well as to meet employee benefit expenses.

1. Sources of Resource Mobilization

The primary source of resource mobilization for the college are course fee, admission fees, development fees, sale of forms and the amount received for academic project and consultancy work. The college also collects capital receipts under the head - development expenses.

2. Utilization of Financial Resources

The course fees and admission fees are revenue in nature which is usually spent towards the revenue expenditure as enumerated below:

- The employee benefit expenses are Salary, Provident Fund, Gratuity, EDLI, HRA, Leave Encashment etc.
- Recurring expenses such as property tax, electricity & water charges, advertisement and publicity charges, audit fees, concurrent audit fee, internet expenses, postage & telegrams, seminar expenses, travelling expenses, printing and stationery etc.
- Construction of building, purchase of furniture and fixtures, computer equipment's and library books etc.
- Repair and maintenance of building, furniture & fixtures, machineries and computers equipment's etc.

3. Mechanism of allocation and expenditure of financial resources

(a) Pre-Budget Discussion

The institute organizes pre-budget discussion under the chairmanship of the Principal with office staff keeping the requirement and prospective plan of the Management. After pre-budget discussion, the accounts section prepares an Estimated budget taking into account expected students' strength of the coming academic year, probable staff strength, requirement of physical infrastructure. The estimated budget is prepared as per the guidelines of DAV College Managing Committee, New Delhi.

(b) Estimated Budget & Approval

The estimated budget of the forthcoming financial year is discussed in the Governing Body Meeting. The Hon'ble members of the Governing Body give suggestion taking the feasibility of the institution and the budget is finally approved in the forum with mutual consent of all the members. After approval in the Governing Body Meeting, the estimated budget is submitted to the head office i.e. DAV CMC, New Delhi for necessary approval in their executive body.

(c) Guidelines of Budget Utilization

- Institute adheres to Utilization of budget approved for employee benefit expenses and administrative expenses.
- The purchase process is initiated by the specific committee which includes the staff members of the college by following the proper procedures such as; called for quotation, comparison, and issue of purchase order in the lowest quotation.
- The payment is released after delivery of the respective goods as per the terms and conditions mentioned in Purchase order through cheque.
- All transaction has transparency through bills and vouchers. The bill payments are passed after testing & verification of items. Only authorized person operates the transaction through bank.
- Two Financial audits such as; concurrent and statutory audit are conducted by the Chartered Accountant in every financial year to verify the compliance.

File Description	Document
Upload any additional information	View Document

6.5 Internal Quality Assurance System**6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes****Response:**

The Internal Quality Assurance Cell (IQAC) of the college works towards improving and maintaining the quality of education, identifying and suggesting new ways of using teaching aids, and developing suitable infrastructure.

The objective of IQAC is to develop a system for conscious, consistent and catalytic action for improvement of the academics and administrative performance of the institution. Secondly, it also promotes measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Two Best Practices of IQAC are as follows -**1. Extensive use of ICT in our College**

(a) Due to outbreak of Covid-19, the use of ICT tools has become an integral part in teaching-learning process. IQAC always encouraged teachers to utilize these tools in the smart classroom teaching and laboratories. The members of IQAC have encouraged the students to participate as much as they can in the digital platform and adapt to the paradigm shift of learning due to the onslaught of pandemic. Students has

been encouraged to use Google Apps, E-mails, WhatsApp, attending webinars as a part of their regular curriculum.

(b) Periodically teachers and non-teaching staff has been trained to use ICT. The educational use of social media has also been utilized to establish communication with the students and peers. In teaching and learning, the feedback system is implemented to take the review of reliability and uses of ICT facilities.

2. Extensive Knowledge Sharing Session

Internal Quality Assurance Cell of D.A.V. School of Business Management has taken pragmatic steps by conducting various knowledge sharing sessions for the empowerment of young professional students.

(a) Outreach Programmes

- Many philanthropic outreach programmes such as Blood Donation Camp, Visit to Old-age Home, Orphanage, Plantation Programme, participating various state/national level competitions, so that the confidence and capacity building of the students also increases in multifold.

(b) Alumni Talk

- IQAC of our college organized series of Alumni Talk such as *Alumni Talk Series 1.0 and Alumni Talk Series 2.0* in order to connect the present students with the Alumnus for better corporate exposure and exploring opportunities for Summer Internship Programme.

(c) Expert Talk

- IQAC of our college organized Expert Talk on students' psychological well-being on the topic "The power of Sub-Conscious Mind as a Faculty Exchange Programme dated 28.09.2021.

(d) Financial Literacy Programme

- The commerce and management students under the guidance of the Faculty Members take the responsibility as citizens to share the basic financial knowledge through various market surveys particularly - Financial Inclusion and Financial Literacy Programme. The team adopted the village Usuma, Baranga, Dist-Cuttack in Summer 2017 and tried to popularize the online transaction especially via BHIM App and Financial Literacy Programme particularly in the Slums of Bhubaneswar and at Mania, Tangi, Cuttack.

(e) Faculty Exchange Programme

- IQAC of our college organized a session on **Balancing Goals** for making the students understand to balance the goal set at personal, professional and spiritual level under the faculty exchange programme.

File Description	Document
Upload any additional information	View Document

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities (For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives)

Response:

The IQAC of our college has initiated two following important reforms in order to improve the existing quality assurance mechanism to achieve both academic excellence and professional competence as per the market forces.

Reform-1: Implementation of Effective Teaching-Learning Process through Dynamic Effective Quality Assurance Mechanism

Dynamic Effective Quality Assurance Mechanism

The college has implemented dynamic Effective Quality Assurance Mechanism which is being changed as per the requirement and feedback of the students. The college has also implemented Comprehensive Session Delivery Plan in order to maintain legacy of academic excellence.

This micro-planning of delivery mechanism act as an important instrument to maintain the quality assurance mechanism of the college. The faculty members use the Smart Board for teaching and also present the contents of their teaching through Power-point presentations. The IQAC of the College effectively monitors the optimum utilization of Information and Communication Technology for better presentation of the modules during the academic transactions by the faculty members.

Incremental improvements made for the preceding five years with regard to quality

It is a fact that the college has achieved phenomenal incremental improvement in academic result in the B.Com programme.

- The pass percentage has increased from **93%** of admission batch **2014-17** to **100%** in the admission batch **2018-21**.
- The first division percentage has increased from **46%** of admission batch **2014-17** to **100%** in the admission batch **2018-21**
- The pass percentage of first-class Honours with distinction of the students has been increased from **40%** of the admission batch 2014-17 to **90%** for the admission batch **2018-21**.
- The number of positions in Top Ten among 300 affiliated colleges under Utkal university has increased from **20%** of the admission batch 2014-17 to **70%** for the admission batch **2018-21**.

Reform-2: Professional Competence Building Programme (PCB)

The college has implemented Professional Competence Building Programme during the outbreak of Covid-19 for prospective and quality engagement of professional students.

- **Rationale of the PCB Programme:**

The Faculty Council of our college under IQAC has converted the Challenges into Opportunities for Learning and Development. When our lives were locked within our houses, due to frequent Lockdowns and Shutdowns, the team came up with a unique Training Programme - **Professional Competence Building Programme** for empowering the Student's Community in order to contribute towards Nation Building. The Learning Objectives of the PCB Programme are (i) Prospective and Quality Engagement (ii) Enhancing Soft Skills and (iii) Instilling Managerial Skills

Incremental improvements made for the preceding five years with regard to quality

This is specifically designed both for the college students and institution across Odisha. This programme resulted in incremental improvement in the following areas:

1. The number of Paid SIP (Summer Internship Programs) was **NIL** in the admission batch 2014-17 which has increased to encouraging number.
2. The number of Campus offered by the companies has been increased from **NIL** for the admission batch 2014-17 to encouraging number.
3. The number of students working in the paid project (financial literacy programme) is **15** which was **NIL** for the admission batch 2014-17.

File Description	Document
Upload any additional information	View Document

6.5.3 Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
2. **Collaborative quality initiatives with other institution(s)**
3. **Participation in NIRF**
4. **any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

Response: C. 2 of the above

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document

Criterion 7 - 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 last five years.

Response:

Gender equity is one of the emerging challenges in society. The institute conducts regular gender equity promotion programs and expert talks in order to create awareness about the contribution of women in the knowledge-based society.

The institute observes the highest ethical standards in all its activities in campus culture. Equal opportunities are provided to all individuals irrespective of gender, race, caste, colour, creed, language and religion etc.

The following measures are initiated by the institution towards the **gender equity promotional programs:**

(a) Continuous awareness of gender equity programs through various events:

The President, the Principal and other office bearers always mention that there will be no discrimination among the students on the basis of gender. Each and every student whether male or female should get equal opportunities for sharing their thought and participating in the events organized in the college such as e-orientation, seminars, workshops and panel discussions etc.

(b) Participation of Girls in HAVAN:

“The culture of Dayanand Anglo Vedic”: Girls are encouraged to sit in Havan along with the boys and read out the Vedic mantras on the Foundation Day of the College for sanctity and to imbibe discipline for harmony and mental well-being.

(c) Motivational Lectures in Zero Period by the Concerned Proctors:

The concerned proctors ventilate the students in the zero period that there will be no discrimination among the students on the basis of gender through various case studies and motivational talks.

(d) Unique campus culture for women empowerment:

The participative work culture, healthy traditions and ethos led to the enrolment of 42% female students in both BBA and B. Com programmes and 40 % female staff members who are working diligently for the progress of the institution.

(e) Proper Counselling Sessions:

The institute always gives top priority to the counselling of both male and female students for any issues raised in academics as well as any other personal problems. The academic coordinator and the members of the internal complaint committee conduct the counselling sessions with top priority.

(f) Special drive on Gender Sensitization programme:

The college has successfully organized the following programmes towards gender sensitization which are enumerated below:

- **GST: Women Empowerment through Skill Building** was organized on 01 July- 05 July 2018 by the Institute of Chartered Accountants of India, New Delhi, Bhubaneswar Chapter with definite objectives for the empowerment of girls' students.
- **A Workshop on *Gender-based violence on women and girls*** was organized on 3rd December 2018 in collaboration with Bhubaneswar Smart City Ltd.
- Workshop on *Exploring Ideas by Bhubaneswar Smart City Limited: "Safe City, Safe Campus"* was organized on 31.08.2017

DSBM gives enough opportunity as well as the responsibility to the deserving people irrespective of any gender biasedness. Complete equality is maintained.

File Description	Document
Annual gender sensitization action plan	View Document

7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

1. Solar energy
2. Biogas plant
3. Wheeling to the Grid
4. Sensor-based energy conservation
5. Use of LED bulbs/ power efficient equipment

Response: B. 3 of the above

File Description	Document
Any other relevant information	View Document

7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- Solid waste management
- Liquid waste management
- Biomedical waste management
- E-waste management
- Waste recycling system
- Hazardous chemicals and radioactive waste management

Response:

Solid Waste Management:

The college has a dedicated place on its campus where the solid wastes materials are disposed of. The Bhubaneswar Municipal Corporation (B.M.C.) has made it mandatory to segregate solid and liquid waste. The dry and wet waste dustbins are kept inside and outside the offices, corridors and hostel. The dry and wet waste collected in these dustbins are shifted to collecting trolleys and taken by the B.M.C. to their compost making department. It is to be noticed that the flagship program of the state government comprises the concept of solid waste management. The college strictly follows the solid waste management mechanism of Bhubaneswar Municipal Corporation (B.M.C.), Bhubaneswar.

Liquid Waste Management:

There are two types of Liquid wastes generated within the campus, liquid waste from the Kitchen/Bathrooms and Sewage from the toilets. Separate chambers and pipelines have been constructed to collect Kitchen/Bathrooms liquid waste and Sewage waste. This liquid waste generated from office buildings is disposed into this Sewage. The wastewater is carried out through the pipeline. This system is made by the Public Welfare Department of the state government.

Biomedical Waste Management:

There is no biomedical waste in our college.

E-waste Management:

E-waste is managed according to the norms of the Odisha State Pollution Control Board. The college has always maintained the status quo of an eco-friendly campus and takes all the necessary steps to protect the environment in and around the campus. With the high production of electronic gadgets, there are even higher chances of environmental threats caused due to the accumulation of e-waste which is dumped around carelessly without being reused or recycled later. This can cause serious hazards to the environment as well as the health of the human habitat and other living organisms. Therefore, the waste management team in the institution monitored by the Care-taker regularly disposes of the e-waste materials such as – Desktop motherboard, SMPS, RAM, Hard-disk, UPS, LAN switch, CD-ROMS, monitors etc. to the Bhubaneswar Municipal Corporation to serve as socially responsible citizens in protecting the environment and conserving it further.

Waste recycling system:

The rainwater in the roof of the college is accumulated in a dedicated water chamber near the lawn. The gardener utilises this accumulated water for the flora and fauna on the campus.

Disposal of Paper waste: The wastes like newspapers, cardboard, old paper covers, and old answer sheets are sold to respective vendors for recycling. This is handed over to these vendors for safe disposal and reuse in order to preserve the environment.

Hazardous chemicals and radioactive waste management:

There are no hazardous chemicals and radioactive waste emanating from the institute.

File Description	Document
Geotagged photographs of the facilities	View Document
Any other relevant information	View Document

7.1.4 Water conservation facilities available in the Institution:

1. Rain water harvesting
2. Borewell /Open well recharge
3. Construction of tanks and bunds
4. Waste water recycling
5. Maintenance of water bodies and distribution system in the campus

Response: A. Any 4 or all of the above

File Description	Document
Any other relevant information	View Document

7.1.5 Green campus initiatives include:

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. Landscaping with trees and plants

Response: A. Any 4 or All of the above

File Description	Document
Any other relevant documents	View Document

7.1.6 Quality audits on environment and energy are regularly undertaken by the Institution and any awards received for such green campus initiatives:

1. Green audit
2. Energy audit
3. Environment audit
4. Clean and green campus recognitions / awards
5. Beyond the campus environmental promotion activities

Response: B. 3 of the above

File Description	Document
Reports on environment and energy audits submitted by the auditing agency	View Document
Any other relevant information	View Document

7.1.7 The Institution has disabled-friendly, barrier free environment

1. Built environment with ramps/lifts for easy access to classrooms.
2. Divyangjan friendly washrooms
3. Signage including tactile path, lights, display boards and signposts
4. Assistive technology and facilities for Divyangjan accessible website, screen-reading software, mechanized equipment
5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

Response: B. 3 of the above

File Description	Document
Any other relevant information	View Document

7.1.8 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 500 words).

Response:

D.A.V. School of Business Management under the aegis of DAV College Managing Committee, New Delhi meticulously abides by the philosophy of Dayanand Anglo Vedic Society to provide holistic education to the pupils by maintaining tolerance and harmony towards cultural, regional, linguistic, communal, socioeconomic and other diversities. In the process, students are nurtured to be morally upright, intellectually well-informed, socially concerned, emotionally balanced, physically well-developed and culturally accomplished. The students are encouraged to participate in social welfare activities and get associated with philanthropic activities for society. The campus culture teaches the students of both genders to respect each other.

Initiatives of the college towards inclusive environment:

1. HAVAN – An Integral Part of Campus Culture:

DSBM has a unique culture to organize and involve students in Havan wherein Vedic Chants are recited on such auspicious occasions, the students get an opportunity to understand the rich value of Indian Vedic culture.

2. Expert Talk – A Step towards Self-realization:

- **Integration of Vedic Culture:** At regular intervals, classes on Vedic Culture are taken so as to make the students aware about the significance of Vedic Culture and the relevance of Vedic Mantras and Concepts in the modern world.
- **Expert Talk on Success Sutras from the Bhagwad Gita:** On 24.09.2019, Shri Deepesh Singh Baghel graced the event as an Expert and delivered a spiritual talk defining some theories from the Bhagwad Gita as well as interacted with the students.
- **Expert Talk on ‘Meditation: Recreating Persona (Better Style, Better Life):** On 13.02.2018, an Expert talk was delivered explaining the importance of meditation so as to possess a better personality.
- **Expert Talk on students’ psychological well-being** on the topic “The power of Sub-Conscious Mind was organized as a Faculty Exchange Programme.
- **Expert Talk on Balancing Goals** was also organized for the students for making them understand to balance the goal set at a personal, professional and spiritual level.

Respecting, valuing and abiding by Articles 14-18, the college has a unique campus culture where people from diverse religious beliefs, linguistic backgrounds, socio-economic standards, castes and genders study and interact without an iota of discrimination. Each physical infrastructure is equally accessible to all and each intellectual infrastructure instil the ethos of equality in the students during various sessions.

During national festivals and other college events, eminent personalities are invited to emphasize tolerance and harmony towards cultural, regional, linguistic, communal socio-economic and other diversities.

Established at a prime location in Bhubaneswar Smart City, it is an educational home to people from various religious beliefs such as Hinduism, Muslims, Christianity, Jainism, Buddhism etc.

Caste Diversity

Caste	General	OBC	SC	ST
Diversity				
Employees	18	03	02	-
Students	106	03	06	03

There is a very good and supportive campus culture for all the students and employees for their professional development.

File Description	Document
Any other relevant information.	View Document
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View Document

7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).

Response:

India is a vast country with many languages, subcultures, religions and ethnic diversities governed and guided by the Constitution irrespective of caste, religion, race and sex. The college has adopted a healthy ecosystem wherein the members of the Faculty Council instil the constitutional values in mind of the students.

- **Republic Day** celebration is observed by the Principal, Coordinator, Faculty Members and students. Teachers express their views on the importance of the Constitution as well as the teachings of Dr B. R. Ambedkar.
- **Independence Day** is observed by the Principal, Coordinator, Faculty Members as students in which views are expressed on the Indian freedom struggle as well as the inspiring stories of the mighty freedom fighters.
- **Vigilance Day** is observed by the Members of the Faculty Council and the students pledged to follow probity and rule of law by neither taking nor offering bribes being honest and transparent for the greater interest of the society.

As responsible citizens, the staff and students of DSBM carry out their social duties by actively participating in activities such as:

- **Blood Donation** – On 13 November 2021, in association with Ama Odisha Team DSBM donated 41 units of blood.
- **Visit Old Age Home** – On 13 November 2021, the staff and students visited BMC Ashraya Old Age Home and sponsored lunch as well as donated winter garments apart from spending quality time with the deprived senior citizens.
- **Visit Orphanage** – On 13 November 2021, the staff and students visited the Pratibha Ashram orphanage and sponsored lunch as well as conducted various activities in which the children participated. The team also donated study materials to the children.
- **Tree Plantation** – On regular occasions, trees are planted at the college in order to contribute towards making the environment a better place to live in as a support to the Go Green Drive of BMC. It is also worth mentioning that the college has a culture of requesting the delegates to plant trees to mark their gracious visit to the college. Simultaneously, the college also maintains lawns on its campus.

As responsible members of a professional institution dealing with commerce and management studies, the students under the guidance of the Faculty Members take the responsibility of observing the level of understanding of the citizens as well as sharing the basic financial knowledge through various market surveys and financial literacy programmes.

- **Demonetization: An Educational Market Survey**
- **Impact of GST on Small Businesses**
- **Financial Inclusion and Financial Literacy** – The team adopted the village Usuma, Baranga, Cuttack in Summer 2017 and tried to popularize the online transaction especially via BHIM App.
- **Financial Literacy Programme in the Slums of Bhubaneswar**

- Financial Literacy Programme at Mania, Tangi, Cuttack

File Description	Document
Any other relevant information	View Document

7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.

- 1. The Code of Conduct is displayed on the website**
- 2. There is a committee to monitor adherence to the Code of Conduct**
- 3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff**
- 4. Annual awareness programmes on Code of Conduct are organized**

Response: A. All of the above

File Description	Document
Any other relevant information	View Document

7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).

Response:

Our college celebrates National and International days enthusiastically every year. All staff members and students gather in the college to celebrate these days. Throughout the session, different days are celebrated by students under the guidance of the faculty council. The activity calendar is brimming with important events which show the enthusiasm of this institution in celebrating many national as well as international days.

National and International commemorative days, events and festivals of our college

Republic Day

Republic day is celebrated on the college campus on 26th January. It is a day to remember when India's constitution came into force on 26th January 1950 completing the country's transition towards becoming an independent republic. The celebration starts with the hoisting of the National flag by the Principal of the college. National Anthem is recited by both students and staff members.

Independence Day Celebration

Independence Day is celebrated with great enthusiasm on 15th August in the college. The principal of our college inaugurates this program with flag hoisting which is followed by the national anthem, speeches by staff members and students of the college. Independence Day is a day of joy, a day to love and respect our

country and make it a better place for Indians to live and experience freedom, peace and unity in diversity.

International Yoga Day

International Yoga Day is celebrated on 21st June every year. Dr. Prativa Shree, Bharatiya Yoga Sansthan, Odisha of Sri Sri University invited to the yoga camp. She also gave a motivational talk to the young students to make everyone aware of how Yoga embodies unity of mind and body; thought and action; restraint and fulfilment.

Observation of Teachers' Day

Teachers' Day is celebrated on 5th September every year by the students. Institute has a unique culture of appreciating the efforts of teachers by the Management of the College. Teachers' day gifts are also distributed to all the faculties.

National Management Day:

21st February is celebrated in DSBM as Management Day which coincides with the Foundation Day of AIMA. Management Game is organised for the students to facilitate them with experiential learning.

National Statistic Day

National Statistics Day is celebrated on June 29 by DSBM on the birth anniversary of late Professor Prasanta Chandra Mahalanobis.

The view of the students and faculties regarding Article-370

On 5 August 2019, the Union Government revoked the special status granted to Jammu and Kashmir under Article 370 through a Presidential Order and made the entire Constitution of India applicable to the state. Our college organised a knowledge sharing session by collecting the views of the faculties and the students regarding the historic decision of the Government of India which was submitted to the good office of the Hon'ble Prime Minister.

File Description	Document
Annual report of the celebrations and commemorative events for the last five years	View Document

7.2 Best Practices

7.2.1 Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Response:

1. Title of the Best Practice: Comprehensive Session Delivery Plan

2. Objectives and intended outcome of Best Practice:

- **To maintain the academic benchmark of the College**

It has been decided to implement a Comprehensive Session Delivery Plan for both BBA and B.Com programmes in order to maintain academic excellence.

- **To make the college centre of excellence in Commerce and Management Education**

The objective of the introduction and implementation of the above best practices is to make the D.A.V. School of Business Management a Center of Excellence in the U.G. level of Odisha.

- **To facilitate Academic Audit & Review**

It facilitates the review of the delivery mechanism of faculty members and helps for the academic audit in order to ensure the holistic development of the institution.

3. Contextual features (Concept Note)

A Comprehensive Session Delivery Plan is the complete faculty guide for academic transactions in odd and even semesters of the curriculum. It includes - what the students are supposed to learn (objective), how the goal can be reached (the method & procedure) and measuring the efficacy of the goal (test, worksheet, assignment etc.). The Comprehensive Session Delivery Plan encompasses the contextual features like Mode of Delivery, No. of Problem / Dimension, No. of Case Studies / Stories, Subject Quizzes, Group Activities, Assignments, Study Materials, Evaluation. The above best practices have many-fold competitive advantages of the Quality Assurance Mechanism. There is a need of maintaining the requisite standards in all electives by the faculty members for holistic development. It also facilitates the review of the delivery mechanism of faculty members by the competent authority and also helps for the academic audit.

4. The Practice

The uniqueness **of the practice in the context of Indian higher education**

The Comprehensive Session Delivery Plan (CSDP) is one of the best practices which has been followed by the institution since its inception. The detailed practice of the above-mentioned best practice is enumerated below:

(i) Specification of modules by the faculty members with a calendar

The faculty members are required to mention the specification of the modules on the basis of the allotted electives in the academic year. Under this practice, the faculty members are required to specify the mode of delivery whether it is a PowerPoint Presentation, Lecture Method and any other relevant information etc.

(ii) Specification of the Illustration and Numerical problems by the faculty members:

The faculty members assigned with numerical electives such as financial accounting, corporate accounting etc. are required to specify the number of problems to be worked out in each unit.

(iii) No of Case Studies / Stories:

The faculty members assigned with theory-oriented electives such as Principles & Practices of Management & Business Organizations are required to mention the name of the case studies to be taught in their respective classes in order to make the learning experience emphatic.

(iv) No. of Quizzes:

The faculty members are required to mention the details of the subject quizzes to be conducted in the respective electives.

(iv) No. of Group Activities:

There is a provision in CSDP to mention the name and number of group activities to be conducted in their respective elective by the faculty members for effective team building and a two-way learning process.

(v) Customized Study Materials: At the end of completion of the respective units, the faculty members are required to prepare and send customized study materials for the reference of the students.

(vi) Assignment & Evaluation: The assignments given to the students by the faculty members are also evaluated in order to check the learning level of the students.

Challenges/ Constraints on implementation of the above CSDP Mechanism

Sometimes due to unavoidable circumstances such as strikes, natural disasters, pandemics etc., the schedule of examination is changed by the university and government which is a constraint for effective implementation of above CSDP. Sometimes the commencement of the session is also delayed due to extraneous factors such as delay of the publication of results of Class-XII, delay in notification of admission process by SAMS, Odisha and also other minor constraints for implementing the above best practice.

Evidence of Success

The evidence of the success is clearly demonstrated after a comparative study of the academic performance of the last 5 academic years.

Evidence of the success of the above best practice such as pass percentage, first division percentage, percentage of distinction, university ranks, university gold medal etc. is clearly demonstrated and achieved by the college. The result highlights of the B.Com programme of the last five academic years reflect the success of the unique practice followed by the institution.

- The pass percentage has increased from **93%** of admission batch **2014-17** to **100%** in the admission batch **2018-21**.
- The first division percentage has increased from **46%** of admission batch **2014-17** to **100%** in the admission batch **2018-21**
- The pass percentage of first-class Honours with the distinction of the students has been increased from **40%** of the admission batch 2014-17 to **90%** for the admission batch **2018-21**.
- The number of positions in the Top Ten among 300 affiliated colleges under Utkal university has

increased from **20%** of the admission batch 2014-17 to **70%** for the admission batch **2018-21**.

6. Problems encountered and resources required

Problem encountered-1

An inconvenience at the time of medical leave of faculty member

When the faculty members take leave, it becomes difficult on the part of the college to follow the microplanning made by the faculty members before the commencement of odd and even semester examinations.

Mitigation strategy

The competent authority identifies guest faculty or engages the internal faculty members for the arrangement of the classes, so that, the above inconvenience created on account of leave is also mitigated to a large extent.

Problem encountered-2

Delay of examination and admission process by the Government.

After course completion, it is found that the university examinations are delayed due to some unavoidable circumstances such as natural disasters, strikes, pandemic etc. which also affects the implementation of best practices.

Mitigation Strategies

The college has adopted appropriate mitigation strategies by organizing value addition classes, special training programmes and customized PCB programmes.

BEST PRACTICE 2

1. Title of the Practice: DSBM Genesis (Unique Brand Building Programme)

2. Objectives of the Practice:

- To develop the organizational and event management skills of the students and to inculcate the practice of participative learning.
- To make the professional students learn various concepts and applications of management principles such as planning, organizing, coordinating, directing, controlling etc.
- To create awareness and popularize commerce and management education throughout the state of Odisha.

3. The Context (Concept Note):

DSBM Genesis is a unique brand programme that was conceptualized, introduced and implemented by the college for the holistic development of the students. The college has been organizing DSBM Genesis every

academic year which is an ideal platform where the commerce students demonstrate their knowledge and skills in their subject across the state. Under the flagship of DSBM Genesis four events are conducted:

B-Quiz: Two students of each participating school are selected through a screening process to participate in the final round of the B-Quiz.

Paper Presentation: Two students from each participating school showcase their talent and presentation skills in their domain area.

Ad-Mad Show: The participants demonstrate their creativity and innovativeness through a demo advertisement.

Moot Court: The participating students are asked to present their opinions in favour as well as against the topic which is selected through a draw of lot.

4. The Practice (SOP):

- **Planning of the broad guidelines and flyers of four events with brainstorming sessions among the students and faculty members:** Brainstorming is one of the best features of the institution since inception. The institution believes in the feedback system and acts to its best with the feedback received from the participating schools. With the support of the IT Team posters of various events are prepared. The rules and regulations of the events are also finalized in joint consultation with the individual event coordinators.
- **Sending the proposal to all commerce senior secondary schools and junior colleges across the state:** A database of participating schools is prepared. After the preparation of the groundwork, the proposals of participation in various events are sent to different schools.
- **Grooming for the event management teams for conducting the screening round of quiz:** The uniqueness of DSBM Genesis is that, it is a mega event for the students, for the students and by the students. In the screening round of B- Quiz the students make a team of four students and are entrusted with the task to conduct the quiz by playing the role of Quiz Master, wherein they set questions, make PowerPoint presentation and conduct the screening round in the participating school venue under the able guidance of the faculty members.
- **Coordination with the venue schools for finalization of the screening round date:** The faculty mentors coordinate with the participating schools for finalizing the date and venue of the screening round. The students of the college conduct and coordinate the entire event starting from hosting, anchoring, preparing a demo video and looking after the logistics.
- **Preparation of the scheduling of final events by the event coordinators:** The event coordinators of each event are assigned to fix a date for the grand finale and for each event, two judges are invited to select the winner, 1st runner up and 2nd runner up.
- **Organizing the final events and prize distribution among the achievers:** The final event is organized in D.A.V. School of Business Management and graced by reputed personas to witness the programme and felicitate the winners. Winners of each event are felicitated with certificates, trophies and medals.

- **Publicity of the brand-building programme in the newspaper:** In order to greet and encourage the winners the college publishes the news of Genesis Grand Finale in various newspapers such as The Pioneer, The Samaja, The Sambad, The Prameya etc.

5. Evidence of Success (Quantified Information):

1. In the process of time, the number of schools participating in DSBM Genesis has increased from 12 in the year 2011-12 to 24 in the year 2019-20.
2. The students from different places across Odisha join in the programme such as Berhampur, Sambalpur, Rourkela, Jharsuguda, Angul, Keonjhar, Dhenkanal, Barbil, Talcher, Kansbahal etc. and from other states such as Jharkhand, West Bengal etc.
3. The cut-off marks of the B.Com programme has gradually increased from 59% in 2014 to 67.16 %.
4. The placement offer of the college is gradually increasing because of augmenting the professional skills of the students by conducting a brand-building programme. Companies such as Godrej and Boyce Ltd., D.E Shaw India Pvt. Ltd., Motilal Oswal Financial Services, Kotak Life Insurance etc have selected meritorious students by conducting placement drives in the college.

6. Problems Encountered and Resources required:

There are often limitations faced in generating the required resources to conduct the programmes. The current pandemic has created a bottleneck wherein the college is unable to conduct the program in offline mode. The program is more vibrant when conducted on offline mode. The internet connectivity on the part of each student is a major problem. There is always a scope for improvement in the number of schools participating in the event. The institute is unable to give opportunities to many quiz teams due to time and limited resources. The grooming of the students is also hampered because of academic commitment to the students. The window of opportunity to conduct the event in the schools are also limited because the academic schedules vary from school to school.

File Description	Document
Any other relevant information	View Document
Best practices in the Institutional web site	View Document

7.3 Institutional Distinctiveness

7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

D.A.V. School of Business Management (DSBM) effectively demonstrates the performance since inception in order to empower the knowledge-based society which is enumerated below with valid justifications.

1. Name of the Distinctive achievement – Legacy of Academic Excellence and Paid Summer Internship Programme and Project Work**(a) Thrust & Priority: To maintain the legacy of academic excellence**

The College has created a unique brand among higher educational institutions under the privilege of Utkal University, Bhubaneswar, Odisha by maintaining the academic legacy since its inception. It is a matter of pride and honour for all stakeholders that the students of the BBA and B.Com programme have successfully demonstrated their academic performance in the university examination.

Result highlights of B.Com Programme of last 5 Academic Years**Admission Batch 2018-21**

Total Number of Students Appeared	78 nos.	
Total Number of Students Passed	78 nos.	
No. of students of the College in University Top Ten List	07 nos.	
University Gold Medallist belongs to the College	Sushree Srabani	

Admission Batch 2017-20

Total Number of Students Appeared	78 nos.	
Total Number of Students Passed	78 nos.	
No. of students of the College in University Top Ten List	09 nos.	
University Gold Medallist belongs to the College	Ipsa Baliyarsingh	

Admission Batch 2016-19

Total Number of Students Appeared	63 nos.	
Total Number of Students Passed	63 nos.	
No. of students of the College in University Top Ten List	04 nos.	
University Gold Medallist belongs to the College	Subhashree Maharana	

Admission Batch 2015-18

Total Number of Students Appeared	46 nos.	
Total Number of Students Passed	46 nos.	
No. of students of the College in University Top Ten List	07 nos.	
University Gold Medallist belongs to the College	Sidharth Shankar Panda	

Admission Batch 2014-17

Total Number of Students Appeared	46 nos.	
Total Number of Students Passed	43 nos.	
Back Paper cleared	03 nos.	
No. of students of the College in University Top Ten List	02 nos.	

Result highlights of BBA Programme of last 5 Academic Years**Admission Batch 2018-21**

Total Number of Students Appeared	58 nos.	
Total Number of Students Passed	57 nos.	
No. of students of the College in University Top Ten List	07 nos.	
University Topper in BBA Programme	Shivangi Pattanayak	

Admission Batch 2017-20

Total Number of Students Appeared	57 nos.	
Total Number of Students Passed	56 nos.	
Back Paper cleared	01 no.	

Admission Batch 2016-19

Total Number of Students Appeared	58 nos.	
Total Number of Students Passed	56 nos.	
Back Paper cleared	01 no.	
No. of students of the College in University Top Ten List	08 nos.	
University Topper in BBA Programme	Sweta Mohanty	

Admission Batch 2015-18

Total Number of Students Appeared	59 nos.	
Total Number of Students Passed	56 nos.	
Back Paper cleared	02 no.	
No. of students of the College in University Top Ten List	07 nos.	
University Topper in BBA Programme	Debarpita Mohanty	

Admission Batch 2014-17

Total Number of Students Appeared	60 nos.	
Total Number of Students Passed	57 nos.	
Back Paper cleared	03 nos.	
No. of students of the College in University Top Ten List	09 nos.	
University Topper in BBA Programme	Komal Prasad	

From the above result highlights and analysis, it is clearly observed that the college is able to maintain the legacy of academic excellence in both the programmes which is a matter of glory and dignity for the institution as the students have achieved extra-ordinary academic results among all affiliated colleges under Utkal University.

(b) Thrust & Priority: Realtime Project Experience for the Students of our College**(i) Paid Summer Internship Programme**

The institute has made sincere efforts for integrating need-based skill-oriented programmes in order to

enhance the employability skill of each and every student of D.A.V. School of Business Management as per the matching concept of vision, mission and value statement.

Integrated Soft Skill Programme and Professional Competence Building Programme are the two initiatives of the college with the composition of impactful sessions towards students empowerment.

The college has the practice of providing guidance and coaching to the students for building a strong foundation to take competitive examinations with various value addition classes which include Data Interpretation, Logical Reasoning, Quantitative Aptitude etc.

From the above pragmatic initiatives by the college, the employability skill of the students has enhanced which is clearly reflected in the achievement of students as they get selected for Paid Summer Internship Programme in the companies like DE Shaw India Ltd., Motilal Oswal Financial Services and campus placement into Godrej & Boyce, DE Shaw India Pvt. Ltd., Federal Bank, Kotak Mahindra and admission into the reputed post-graduation colleges by performing remarkably in the concerned selection procedures. It is glory for the success story of institution that many alumni have created their own space in enterprising skills, and also various start-ups in the country such as Hitesh Agrawalla with Madhukunj Agarbatti [Incense Sticks], Alisha Choudhury with Fabric Art [Fabric Designing], Rebika Rani Sahu with RB Amelies Bakery [Bakery Products], Summya Sadab with Estantul Turkish Ice Cream and etc.

(ii) Financial Literacy Programme (Earn and Learn)

Under the Financial Literacy Programme / Project, the college has already conducted different market survey projects such as Demonetization: An Educational Market Survey, Financial Inclusion and Financial Literacy: A Pilot Project of RBI, Bhubaneswar (Odisha) wherein the students' have got opportunities of gathering real-time experience to gain a better perspective and understanding the market and applications of theories into practice.

The financial literacy programme is sponsored by Amber Clothing Pvt. Ltd. and RSB Transmission India Ltd., where 16 students have got the opportunities to earn at the time of learning. The associated students in the above two projects got the opportunity to have real-time experience in a financial literacy programme in three slums in Bhubaneswar and at Mania village of Tangi, Cuttack where they are able to earn money through this project work. From the above achievement, the institute portrayed a distinctive performance towards the holistic development of the institution.

File Description	Document
Appropriate web in the Institutional website	View Document
Any other relevant information	View Document

5. CONCLUSION

Additional Information :

Abiding by the value system of teamwork, transparency, transformation and trustworthiness the teaching and non-teaching staff together synergize for making the institute acclaimed for its distinctiveness among the undergraduate colleges in Odisha.

Concluding Remarks :

The college shoulders a moral responsibility to influence an individual's development. The institute believes in taking small steps for a big leap to create new avenues for the students. The logo of the institute portrays the keenness towards committed to excellence and thus, students have maintained the scholastic distinction for years together.

NAAC

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
2.1.2	<p>Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)</p> <p>2.1.2.1. Number of actual students admitted from the reserved categories year wise during last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>13</td> <td>14</td> <td>13</td> <td>15</td> <td>10</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>14</td> <td>17</td> <td>13</td> <td>15</td> <td>6</td> </tr> </tbody> </table> <p>Remark : The value is updated.</p>	2020-21	2019-20	2018-19	2017-18	2016-17	13	14	13	15	10	2020-21	2019-20	2018-19	2017-18	2016-17	14	17	13	15	6
2020-21	2019-20	2018-19	2017-18	2016-17																	
13	14	13	15	10																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
14	17	13	15	6																	
2.4.3	<p>Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)</p> <p>2.4.3.1. Total experience of full-time teachers</p> <p>Answer before DVV Verification : 80.75 Answer after DVV Verification: 81.75</p> <p>Remark : The value is updated.</p>																				
5.3.3	<p>Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)</p> <p>5.3.3.1. Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>19</td> <td>22</td> <td>34</td> <td>34</td> <td>11</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>10</td> <td>06</td> <td>14</td> <td>16</td> <td>05</td> </tr> </tbody> </table>	2020-21	2019-20	2018-19	2017-18	2016-17	19	22	34	34	11	2020-21	2019-20	2018-19	2017-18	2016-17	10	06	14	16	05
2020-21	2019-20	2018-19	2017-18	2016-17																	
19	22	34	34	11																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
10	06	14	16	05																	

6.3.4	<p>Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).</p> <p>6.3.4.1. Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="306 472 1046 607"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>11</td> <td>12</td> <td>4</td> <td>3</td> <td>2</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="306 685 1046 819"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>8</td> <td>7</td> <td>0</td> <td>1</td> <td>0</td> </tr> </tbody> </table>	2020-21	2019-20	2018-19	2017-18	2016-17	11	12	4	3	2	2020-21	2019-20	2018-19	2017-18	2016-17	8	7	0	1	0
2020-21	2019-20	2018-19	2017-18	2016-17																	
11	12	4	3	2																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
8	7	0	1	0																	

2.Extended Profile Deviations

ID	Extended Questions
1.3	<p>Number of Computers Answer before DVV Verification : 97 Answer after DVV Verification : 105</p>
1.4	<p>Total number of computers in the campus for academic purpose Answer before DVV Verification : 91 Answer after DVV Verification : 96</p>