



## YEARLY STATUS REPORT - 2022-2023

### Part A

#### Data of the Institution

<b>1.Name of the Institution</b>		<b>D. A. V. SCHOOL OF BUSINESS MANAGEMENT</b>
• Name of the Head of the institution		<b>Dr. DWARIKANATH MISHRA</b>
• Designation		<b>Principal</b>
• Does the institution function from its own campus?		<b>Yes</b>
• Phone no./Alternate phone no.		<b>06742970704</b>
• Mobile No:		<b>9438559877</b>
• Registered e-mail		<b>dsbmbbsr@gmail.com</b>
• Alternate e-mail		<b>dsbmprincipall@gmail.com</b>
• Address		<b>D.A.V. School of Business Management, Unit- VIII, Nayapalli, Bhubaneswar</b>
• City/Town		<b>BHUBANESWAR</b>
• State/UT		<b>ORISSA</b>
• Pin Code		<b>751012</b>
<b>2.Institutional status</b>		
• Affiliated / Constitution Colleges		<b>Affiliated College</b>
• Type of Institution		<b>Co-education</b>
• Location		<b>Urban</b>

• Financial Status	<b>Self-financing</b>				
• Name of the Affiliating University	<b>Utkal University</b>				
• Name of the IQAC Coordinator	<b>Dr. PALLABI MUND</b>				
• Phone No.	<b>06742560539</b>				
• Alternate phone No.					
• Mobile	<b>8984965395</b>				
• IQAC e-mail address	<b>dsbmpallabi1@gmail.com</b>				
• Alternate e-mail address					
<b>3.Website address (Web link of the AQAR (Previous Academic Year)</b>					
<b>4.Whether Academic Calendar prepared during the year?</b>					
<b>Yes</b>					
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://www.dsbm8.org/upload/menu_1682994689.pdf">https://www.dsbm8.org/upload/menu_1682994689.pdf</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 1</b>	<b>B++</b>	<b>2.99</b>	<b>2022</b>	<b>27/12/2022</b>	<b>27/12/2027</b>
<b>6.Date of Establishment of IQAC</b>			<b>01/10/2021</b>		
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	
<b>8.Whether composition of IQAC as per latest NAAC guidelines</b>			<b>Yes</b>		
• Upload latest notification of formation of IQAC	<a href="#">View File</a>				

<b>9.No. of IQAC meetings held during the year</b>	<b>1</b>	
<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>	
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded	
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>	
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>		
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
(a) Consistency in Academic and Co-curricular Excellence through constant monitoring, and follow ups of all the events and activities as per the Academic Calendar and Activity Calendar.		
(b) Initiatives taken for coming up with DSBM Journal and fostering a research based environment		
(c) More Intensive Mentor-'Mentee programme		
(d) Extensive Use of ICT in teaching Learning Process		
(e) Prioritizing student exchange and teacher exchange programmes through series of IQAC Workshops of PCB Modules in different colleges and universities, Student Empowerment Programmes (SEP), DSBM management conclave and national seminar.		
<b>12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year</b>		

Plan of Action	Achievements/Outcomes
Maintaining quality education benchmark	Consistency in Academic Excellence
Relevant and Quality Academic Programme/ Research Oriented Activities	(a) Approval of PG Diploma in Management - 2years Full Time Programme (AICTE Approved) and (b) Initiatives taken for DSBM Journal
Optimization and Integration of ICT in Teaching Learning Process	(a) Extensive Use of ICT in teaching Learning Process, (b) Internet Bandwidth increased from 100 to 300 MPS and (c) Events, Activities, Meetings conducted in a Blended Mode
Ensuring Timely and Progressive Performance in Academics and Administration	Feedback analysis of various stakeholders, and action taken wherever required
Priority to Knowledge Sharing Sessions, faculty and student exchange, networking with other Institutions for Students' empowerment	(a) ManTrust Autism Therapy Centre - Debate Competition (b) Conducting the DSBM Management Conclave (c) Conducting FDP on Case Based Teaching and (d) National Seminar

**13. Whether the AQAR was placed before statutory body?**

No

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

**14. Whether institutional data submitted to AISHE**

Year	Date of Submission
2021- 2022	18/01/2023

**15. Multidisciplinary / interdisciplinary**

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 standalone 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 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.

#### **16.Academic bank of credits (ABC):**

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.

#### **17.Skill development:**

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.

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

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 language in the field of art and literature by conducting various webinars where the students are getting opportunity to showcase their creative writings.

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

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).

**20.Distance education/online education:**

This institution has 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 econtent material prepared by faculty members to all students through online mode to meet the future challenges.

**Extended Profile****1.Programme**

1.1

55

Number of courses offered by the institution across all programs during the year		
<b>File Description</b>	<b>Documents</b>	
Data Template	<a href="#">View File</a>	
<b>2.Student</b>		
2.1		<b>481</b>
Number of students during the year		
<b>File Description</b>	<b>Documents</b>	
Data Template	<a href="#">View File</a>	
2.2		<b>35</b>
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year		
<b>File Description</b>	<b>Documents</b>	
Data Template	<a href="#">View File</a>	
2.3		<b>388</b>
Number of outgoing/ final year students during the year		
<b>File Description</b>	<b>Documents</b>	
Data Template	<a href="#">View File</a>	
<b>3.Academic</b>		
3.1		<b>11</b>
Number of full time teachers during the year		
<b>File Description</b>	<b>Documents</b>	
Data Template	<a href="#">View File</a>	
3.2		<b>11</b>
Number of Sanctioned posts during the year		

File Description	Documents
Data Template	<a href="#">View File</a>

<b>4.Institution</b>	
4.1 Total number of Classrooms and Seminar halls	7
4.2 Total expenditure excluding salary during the year (INR in lakhs)	1,23,01,522
4.3 Total number of computers on campus for academic purposes	96

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

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

DSBM follows the prescribed and approved curriculum of its affiliating University. At the beginning of 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. In faculty Council Meeting, the subjects are allotted to faculties pertaining to their area of specialization. The Academic Coordinator then prepares the timetable as per the workload for the current academic session for both odd and even semesters. A comprehensive Session Delivery Plan (SDP) is prepared by every teacher which is explained by the Principal, Academic Coordinator and the Class Proctor to the students through an "Orientation Program". Besides that, the students are also familiarized about the campus culture, code of conduct, bridge classes, certificate programs, internal and external seminars, events organized and details of the value-added programs and extra-curricular activities to be conducted in the college. Course Progress is identified through continuous monitoring of the CSDP as mentioned by the Faculties in their Diaries. Regular Assessments and Evaluations by the Subject Teachers makes the teaching learning process more robust.



File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

**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 by the IQAC 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 in the classroom sessions so that students are informed in advance. All the classes and examinations are planned as per the calendar, thus ensuring complete adherence. There is a scope for need-based amendment in those calendars due to some unavoidable circumstances such as change in the exam schedule by the university/Government, natural calamities, etc. Compliance of Continuous Internal Evaluation with Academic Calendar is done through Internal Examinations, Question Paper Setting, Exam sheets evaluation, Assignments and Subject Quiz, University Exams, and Performance Evaluation Tracking Report (PTER). PTER is a unique practice of DSBM wherein the respective Proctors maintain individual records of each students' performance - in Academics, curricular and co-curricular activities, so that the performance of the students along with involvement of the students in various co-curricular activities can be easily maintained.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	Nil

**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 year.**

**A. All of the above**

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

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	No File Uploaded
Any additional information	<a href="#">View File</a>

## 1.2 - Academic Flexibility

**1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**

**1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**

2

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

**1.2.2 - Number of Add on /Certificate programs offered during the year**

**1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)**

2

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

**1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year**

364

**1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year**

364

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

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

DSBM 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. The courses which cover these aspects are Environmental Science-AECC-I, Psychology for Management-301, Business Ethics and Corporate Governance-302, Environmental Studies and Indian Society and Culture-505.

**Moral, Human Values, Professional ethics:** During past academic years, the college has made sincere efforts towards developing moral value-based education and professional ethics to the students. **Human Values:** Students will be able to 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. **Gender Sensitization.** The college has Grievance Redressal Cell to provide counselling to students, promote gender equity among students and also deal with related issues of safety and security of students. **T**Besides it also conducts expert talks addressing 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. University prescribed this course for creating awareness and developing importance of environment among students

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	<a href="#">View File</a>

### 1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

2

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	<a href="#">View File</a>

### 1.3.3 - Number of students undertaking project work/field work/ internships

136

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

## 1.4 - Feedback System

1.4.1 - Institution obtains feedback on the

A. All of the above

**syllabus and its transaction at the institution from the following stakeholders**  
**Students**  
**Teachers** **Employers** **Alumni**

File Description	Documents
URL for stakeholder feedback report	<a href="#">View File</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	No File Uploaded

**1.4.2 - Feedback process of the Institution may be classified as follows**

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

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	<a href="https://www.dsbm8.org/upload/menu_1703734500.pdf">https://www.dsbm8.org/upload/menu_1703734500.pdf</a>

## **TEACHING-LEARNING AND EVALUATION**

### **2.1 - Student Enrollment and Profile**

#### **2.1.1 - Enrolment Number Number of students admitted during the year**

##### **2.1.1.1 - Number of sanctioned seats during the year**

**140**

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

**2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)**

**2.1.2.1 - Number of actual students admitted from the reserved categories during the year**

10

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

**2.2 - Catering to Student Diversity**

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

In order to satisfy the needs of the students from diversified backgrounds, DSBM takes distinct efforts to reach out their special learning needs. 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 as follows:

**A) Special Programmes Adopted for Slow Learners:**

- Additional reading material, books and e-resources in simple form is made available to increase their understanding of the subject.
- Bilingual explanations and discussions are undertaken in 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 (VSTs) are conducted outside the curriculum to assess the learning ability of students.
- Peer learning is encouraged through group discussions and presentations

**B) Special Programmes Adopted for Advanced Learners:**

- The faculty members through a combination of academic and co-curricular activities encourage the advanced learners to optimize their potential and participate in inter college competitions
- With the library's available e-resources, those students are suggested advanced readings in relevant topics to enable them to pursue research in future.
- They are encouraged to provide support to the weaker students

by engaging in group discussions and presentations

- They are encouraged to upgrade their knowledge and skills through add-on and certificate courses.

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

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

Number of Students	Number of Teachers
1	11

File Description	Documents
Any additional information	No File Uploaded

### 2.3 - Teaching- Learning Process

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

DSBMpractises a teaching methodology which focuses on imparting education through a student centric approachas a part of experiential, participative learning and problem-solving methodology.

A) Students gain experiential Learning throughSummer Internship Projects (SIPs), Market Surveys, Field Visits for Educational research Projects Industrial visits, etc.

B)Participative Learning as Student Centric Method is incorporated throughTeam work in various events, workshops and competitions such as Tree plantation, Management Games, Blood Donation camp, Swachh Bharat, Health awareness camp, Expert talks, External Seminars, Union Budget Analysis and Discussions, etc. Several debates and discussionson contemporary issues are encouraged so that students can reflect and analyse 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.

C) DSBM Students develop their problem-solving skills through case

study discussions in classrooms by faculties. 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. By conducting several subject quizzes, and unsolved worksheets, students are encouraged to showcase their problem-solving skills.

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

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

DSBM aims to keep in pace with the advanced technological changes in the teaching and learning process and makes sure that each faculty adapts to the new ICT tools for an enhanced teaching and learning experience. 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. Faculties are skilled enough in handling the modern digitalized tools installed in the classrooms and laboratory and are encouraged to use PowerPoint presentations and smart boards while taking a class. 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. All the computers 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. 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. 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.



File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

### 2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )

#### 2.3.3.1 - Number of mentors

11

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	No File Uploaded
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	No File Uploaded

### 2.4 - Teacher Profile and Quality

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

11

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

#### 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

##### 2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

4

File Description	Documents
Any additional information	<a href="#">View File</a>
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	<a href="#">View File</a>

### 2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

#### 2.4.3.1 - Total experience of full-time teachers

96

File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

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 through a multi layered internal assessmne tmechanism sucha as:

Unit Test and Subject Quizzes:After the completion of each module the subject teachers revise the unit and conduct Unit test or Quizzesas a part of CIE. Question paper of the test is prepared by the faculty members. The results are sent through emails or shared during the classes.

Very Smilar Test (VST)/Pre- University Examination:Before the semester examination, and after the revision schedule of all the units covered, DSBMconducts the VST or pre university examination (previous year questions of the university) for better preparation and performance of the students during Semester exams.

**Viva-voce:** A viva voce giving the student an opportunity to defend in front of a panel of academic experts is conducted to ensure that the student can show an ability to communicate effectively and answer questions during Projects and Dissertation Viva in front of the External Examiner.

**Class presentation:** Power point presentation are done by students and scores shared as per their performance. This helps a student to overcome shyness, stage fear and gain self-confidence. This method is very useful for the holistic development of students

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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

DSBM follows a transparent, time-bound and efficient method which is being followed for internal examination related grievances through the following measures:

- A proper schedule of Internal Exam is prepared and informed to the students.
- A proper seating plan is followed for internal assessment, VSTs, which is displayed outside the exam hall as well as 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. The respective Faculty provides clarification to students which enables them to fare better in future.
- The assessments mark foil is submitted by the concerned faculty to the Academic Coordinator which is then sent to the university.
- During Semester exams, if any grievances related to university question paper occurs, then it is addressed to the centre superintendent and the same is reported to the university immediately through Controller of Examinations (University representative).

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

## 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.

The importance of the learning outcomes is communicated to the teachers in every IQAC meeting and Staff Council meeting. The Programmes Outcomes (POs) for each Programme are decided based on Faculty Council meetings. Distinctive POs for BBA and B. Com Programmes are framed. For instance, the POs for B. Com Programme are Values for life and character building, Disciplinary knowledge, Communication Skills, Critical Thinking and Problem solving, Analytical Reasoning, Research Related Skills, Teamwork, Moral and Ethical Awareness, Professional Skills and Employability Skills. The POs FOR B. B. A Programme are Critical Thinking and Analytical Skills, Communication Skills, Digital Literacy, Entrepreneurship & Innovation, Teamwork, Business Information and Knowledge, Moral and Ethical Awareness, Experiential Learning, Leadership Qualities and Research-related skills.

Respective faculty then frames the Course Outcomes of each subject he/she teaches. The same is then informed and explained to all the students before the commencement of subject classes so that they have an understanding of the outcomes they would derive out of studying those subjects in their curriculum. Hard Copy and soft copy of syllabi along with POs and Course Outcomes (COs) are available in the college website and also displayed in the classrooms for reference by the teachers and students

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

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

The attainment of Programme outcomes (POs) and course outcomes (COs) are evaluated based on the following ways:

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

**Internal and External Assessment:** Internal assignments are given to the students which are mostly aligned with POs 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.

**Institutional Examination and Tests:** throughout the year at institutional level through unit test, surprise test, quizzes is conducted to analyse students' attainment level of POs.

**Feedback analysis:** DSBM collects feedback from students, Alumni, Employers and Parents to measure the attainment level of students in terms of programme, course and syllabus outcomes and to understand the impact of teaching learning process.

**Internships:** Students are encouraged to do SIPs, projects, fieldwork to develop necessary skills and experiential learning in their chosen discipline.

**Placements:** The employability of students upon successful completion of their degree programme is an important measure of attainment of POs.

**Higher Studies:** Progression of students to higher studies in educational institutions for post-graduation also acts as a measure of accomplishment of POs.

The attainment of COs of each course is mapped to POs.

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

### 2.6.3 - Pass percentage of Students during the year

**2.6.3.1 - Total number of final year students who passed the university examination during the year****251**

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

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

[https://www.dsbm8.org/upload/menu\\_1703734500.pdf](https://www.dsbm8.org/upload/menu_1703734500.pdf)

**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 year (INR in Lakhs)****3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)****NIL**

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

**3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year**

**3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year****NIL**

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

**3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year****3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year****36**

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

**3.2 - Research Publications and Awards****3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year****3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year****1**

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

**3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year****3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year**

3

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

**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 year

DSBM organizes many outreach programmes with various higher secondary schools and UG Colleges such as B-Quiz, Paper Presentation, AD-Mad Show, Moot Court under the flagship of DSBM Genesis and DSBM Management Conclave. 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 such as organizing Swachh Bharat Abhiyan, Tree Plantation, Market Surveys, Environment sustainability and Gender Sensitization issues related workshops and competitions, It has also implemented certain Educational Research Projects, Financial Literacy Awareness Programmes, Awareness Regarding Digital Payment in various slums and village areas in Bhubaneswar and Cuttack's 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.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year**



### 3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

**NIL**

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded

### 3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year

#### 3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

**09**

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

### 3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

#### 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., during the year

**498**

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 3.4 - Collaboration

#### 3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

18

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

#### 3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

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

4

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## 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.

- The whole campus has CCTV and high-level security for monitoring.
- There are six spacious air-conditioned and ICT enabled classrooms. Each has well-furnished desktop computer, DLP projector and audio system, with internet connectivity along with recording facility and lecture capturing system.
- A fully air-conditioned computer laboratory consisting of 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.
- A well-stocked library computerized and equipped with Koha ILMs having a seating capacity of 25 users. It also has a printer and bar code reader LASER gun.
- The institution is also having well-furnished Seminar & Activity Hall (with high-end systems, smart screens, audio-video facilities along with internet and air-conditioning), The institution is also having Principal Chamber, Academic Coordinator's Room, IQAC Coordinator's Room, multiple staff rooms, the Administrative Office, Training & Placement Cell, Conference Room, dedicated Examination Hall, Well-being and Counselling Room, Girls Common Room, cafeteria, store room, etc.
- On every floor, there are separate lavatories for students (both boys and girls). There are also special provisions for the physically disabled and has separate lavatory, ramps, wheelchair, and lift facilities for their convenience.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

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

The institution conducts Annual Sports to augment the physical agility of the students. A playground is there for sports and physical activities. As per the Activity calendar, every year, we

celebrate observation days like International Yoga day, expert talks, competitions, Seminars, Webinars, panel discussions, etc. Cultural activities like dance, song, literary, poster, face painting, Rangoli, debate competitions, art, theatrical performances, etc. are organized from time to time. The institute has various clubs meant for enhancing the creativity of the students such as VETTRIVA (literary club), Technovity (IT club), ARTHAVANI (Finance club), inQUIZitive (Quiz Club) and Avinyojit (Entrepreneurship Club). These clubs contribute to the overall intellectual, creative 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 and humanities students across Odisha. Similarly, Management Conclave for graduation students was also organized last year. The students of our institute take a lead to plan and conduct the events viz. Business Quiz, Paper Presentation, Ad-Mad Show & Moot Court.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

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

7

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

7

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

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

Lakhs)

**4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)**

16,89,699

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

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

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 MOOC Courses with SWAYAM, NDLI Club, 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	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	Nil
<b>4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources</b>	<b>A. Any 4 or more of the above</b>
File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>
<b>4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)</b>	
<b>4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)</b>	
94,104	
File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>
<b>4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)</b>	
<b>4.2.4.1 - Number of teachers and students using library per day over last one year</b>	
1361	

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	No File Uploaded

### 4.3 - IT Infrastructure

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

The institute has 105 Desktops (including 80 desktops in the Computer Lab) supported by a 100mpbs LAN connection and 04 highly configured laptops with Nvidia Graphics Card available for use by students and staff. The desktops are running on windows 7 and windows 10 pro operating systems while the laptops. Currently, it procures HP, Lenovo and Wipro i5 Processor workstations. Office 2010 pro installed and a few are running on office 365 and office 2016 pro. 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 enabled with the Latest Technology HDMI Multimedia projector, high configured Laptop & Sound Amplifier, Audio sound system, Mixture Machine, Internet LAN connection. The office is well connected with the internet and a Biometric system to monitor the attendance of the staff. 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. 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	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

#### 4.3.2 - Number of Computers

105

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Student – computer ratio	<a href="#">View File</a>

**4.3.3 - Bandwidth of internet connection in the Institution**      A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 4.4 - Maintenance of Campus Infrastructure

**4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)**

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

28,05,944

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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

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. 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, CCTV, 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.

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

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

##### 5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

1

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

#### 5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

##### 5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

<b>NIL</b>	
File Description	Documents
Upload any additional information	<b>No File Uploaded</b>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<b>No File Uploaded</b>
<b>5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills</b>	<b>A. All of the above</b>
File Description	Documents
Link to institutional website	<b>Nil</b>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>
<b>5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
<b>364</b>	
<b>5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
<b>364</b>	
File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

<p><b>5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees</b></p>	<p><b>A. All of the above</b></p>
--	-----------------------------------

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

13

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	<a href="#">View File</a>

### 5.2.2 - Number of students progressing to higher education during the year

#### 5.2.2.1 - Number of outgoing student progression to higher education

28

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

**5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)**

**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) during the year**

**NIL**

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded

**5.3 - Student Participation and Activities**

**5.3.1 - 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) during the year**

**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) during the year.**

**7**

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

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 )

DSBM provides equal opportunities to all the students for their overall development in not just academia but also in administrative, co-curricular and extracurricular activities such as:

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 such as:

Students' representation and engagement in various administrative activities: The IQAC of DSBM has two Student representatives who are completely involved in the NAAC process, its meetings, initiatives and decision making. We do also have a student elected as Class Representative based on his/her capabilities and ability to handle responsibilities. The CR then takes the responsibility of timely circulation of information among other students of the class by acting as a bridge between the faculty member and the classmate. There are student representatives in various committees of the institution too.

Students' representation and engagement in various co-curricular activities: DSBM has various clubs like IT Club, Quiz Club, Finance Club, Literary Club and Entrepreneurship Club completely managed by students and student coordinators with minimal supervision from the faculty members.

Students' representation and engagement in various extracurricular activities: DSBM students take lead in conducting almost all the sports and cultural events such as Annual Sports, DSBM Genesis, Award Ceremony, Bhavyata, observation days

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)**

**5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution**

**participated during the year**

6

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template))	<a href="#">View File</a>

**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

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.

The Alumni of D.A.V. School of Business Management are working in tune with the guidelines of DAV United at micro level such as

a) Financial Support of the Alumni: 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: 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. 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. 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.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**5.4.2 - Alumni contribution during the year (INR in Lakhs)**

D. 1 Lakhs - 3Lakhs

File Description	Documents
Upload any additional information	<a href="#">View File</a>

## 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

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

- 1. Reflection of mission statement through academic excellence:** Under the privilege of Utkal University, the institute has maintained academic legacy since inception 2007-08. 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.
- 2. 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 such as Seminars, Workshops, Expert Talks, Management Games, Panel Discussions and various outreach programs for increasing the efficiency and enhancing the employability skill of the students.
- 3. 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	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

1. Practice of Decentralization: To have an uninterrupted, well-coordinated and smooth functioning of the institution, the Principal delegates his authority to various individuals such as Academic Coordinator, Admission Coordinator, IQAC Coordinator, Placement Coordinator, Alumni Coordinator, SIP Coordinator, Club Mentors, Class Proctors and Administration staff who accomplish the tasks assigned to them with respect to the responsibilities bestowed upon them. The principal is informed and updated about the tasks accomplished time to time in the Staff Meetings held throughout the year. Recommendations and approvals, if any, is also obtained from the Principal.

2. Participative management in the college:

a) Collective decision of the stakeholders: The governing body meeting is conducted at regular intervals to review the activities, formulate policies and finalize the budget after thorough deliberations. The yearly meetings of IQAC with industrialists, Alumni, trustee member, students and academicians is also a reflection of participative management.

b) Consultation from eminent personas who are invited for discussions to finalize the process of documentation for innovative concepts/ practices, research publications, guidance for implementing real time project work also showcases participative management style of leadership.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment



## 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

DSBM's Strategic Plan translates shared vision into team success while aiming at clearly formulated goals through joint consultative exercises as enumerated below:

- Achieving Academic excellence through Quality Assurance Mechanism through Quality Assurance Mechanisms such as Comprehensive Session Delivery Plan (CSDP), Revision Classes, Bridge Classes and Very Similar Test (VST)
- Empowering students through value addition modules that includes Professional Competency Building (PCB), Soft Skills Development Training Programme (SSDTP), Data Interpretation, Logical Reasoning, Quantitative Aptitude etc. for preparing the students to face the dynamic requirement of the market.
- Continuous Skill Orientation through Club Activities and events in the area of Finance, Literature, IT, Quiz and Entrepreneurship under the able mentorship of faculty members.
- Striving for overall excellence by maintaining the legacy of academic excellence since inception in both BBA and B.Com Programme which is clearly reflected in the final university result of Utkal University. DSBM students also showcased their employability skills by getting placed in various reputed companies like DE Shaw India Pvt. Ltd., Godrej, Kotak Mahindra, Motilal Oswal Financial Services, etc.

The Perspective Plan has been implemented to a large extent through

- Innovative teaching-learning methods,
- ICT enabled teaching learning process
- Seminars, symposium, workshops, expert talks, panel discussions
- Encouraging students to participate in inter-collegiate literary and sports competition.
- MoUs signed with two government colleges to facilitate faculty exchange programme, as well as two companies to undertake real time project work for the students.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

### 1. Administrative Set-up:

- The DAV CMC is the executive body who takes all policy related decisions both in administrative and finance towards the effective governance of the institution.
- The Governing Body of DSBM monitors the overall functioning of the institutions and takes appropriate policy decisions of the institution.
- The President gives advice to the Principal on different policies of DAV College Managing Committee in respect to administrative and other matters, Chairs the various committees and is the Signatory authority for the final proceedings of the meetings
- The Principal is the main drawing authority for all financial decisions who actively participates in policy making decisions, and ensures smooth academic, financial and administrative management operations of the institution. He is entrusted to look after the overall discipline and follow best practices for the holistic development of the students.

2. Appointment Procedures: 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.

3. 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

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	<a href="https://www.dsbm8.org/page.php?page=our-profile">https://www.dsbm8.org/page.php?page=our-profile</a>
Upload any additional information	<a href="#">View File</a>

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

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

The institution has effective welfare measures for teaching and non-teaching staff such as Provident Fund (12% percent of management share), Gratuity (9% of the Basic Pay w.e.f. 2019), Housing Rent Allowance (16% on the basic pay), Earned Leave (payment of eleven-month salary at the time of superannuation), Family Pension (after superannuation as per the guidelines of employee provident fund scheme), Educational allowance (for a maximum of two children as per the guidelines and 7th pay recommendation).

The management also sponsors in-service training programme to enhance the capacity building of both faculty and supportive staff members. 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. ESIC facility is provided to those employees having Gross Salary less than or equal to Rs. 21,000/- per month. Two pairs of uniform are provided to the Group D staff in every financial year.

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. Employees' avail Earned Leave, Casual Leave, Paternity leave, Maternity leave, Extra-ordinary 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	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

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

**NIL**

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

### **6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year**

#### **6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year**

7

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

**6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**

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

10

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

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

The performance appraisal system is an annual review and insight into the participation in academic/administrative tasks and assessment in every year.

**Teaching Staff:**A structured "Annual Confidential Report" is handed over to the teaching staff for appraisal who then fill the details of the assignments given during the year. The criterion for appraisal system is Academic Proficiency, Examination & Evaluation, Organizing Co-Curricular Activities, Performance in Administrative Tasks, Professional Growth and Personality Traits. After completion, the faculties submit the report to the Academic Coordinator for first review. The Principal is the competent authority to give his observations against each criterion based on the details filled in by the faculty member. The Annual Confidential Report is further submitted to the President of the Institute for final remarks and suggestions if any.

**Non-teaching Staff:**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. For Group-D the areas can be determined from the dependability, ability for the disposal of the task, health and other qualitative aspects.

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

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The college has been adopting robust financial management mechanism as enumerated below:

1. **Internal Audit:**The management of the college has engaged a reputed Chartered Accountant Firm Sanjay Patnaik & Associates, Cuttack as the internal auditor for verification and examination of books of accounts periodically. In the first phase, the audit clerk

verifies 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:** 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. The statutory auditor of 2022-23 is SCM Associates, Keshari Talkies Complex (1st Floor), 98, Kharvel Nagar, Unit-3, Bhubaneswar-751001. After verification and cross examinations of all relevant records, the auditor submits their detailed annual statement such as - Income & Expenditure Account, Receipt & Payment Account, Balance Sheet & Trial Balances along with relevant schedule forming part of the accounts

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

#### **6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)**

##### **6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)**

**25,500**

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

## 6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

DSBM 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 employee benefit expenses, Recurring expenses, Construction of building, purchase of furniture and fixtures, computer equipment's and library books, repair and maintenance of building, furniture & fixtures, machineries and computers equipment's etc.

3. Mechanism of allocation and expenditure of financial resources: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.

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

## 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

DSBM's IQAC's objective 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. The Two Best Practices of IQAC are:

1. **Extensive use of ICT:** IQAC always encourages teachers to utilize these tools in the smart classrooms and laboratories. 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:** IQAC of DSBM conducts extensive Knowledge Sharing Sessions in collaboration with various Institutions providing opportunities for students and faculty exchange. IQAC organizes outreach and extension activities and events like Alumni Talk, Expert Talks on various contemporary issues. Students are also encouraged to participate in various Educational Research Projects wherein they have an exposure to have real time experience of field work and sensitize themselves with socio-economic and environmental issues, etc.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

DSBM's IQAC has initiated two following important reforms 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 and Effective Quality Assurance Mechanism:** DSBM 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. The IQAC effectively monitors the optimum utilization of Information and Communication Technology (ICT) for better presentation of the modules during the academic transactions by the faculty members. This has resulted in maintaining the legacy of academic excellence since its

inception.

**Reform-2: Professional Competence Building (PCB) Programme:** During Covid, the IQAC has converted challenges into opportunities by coming up with a unique Training Programme - Professional Competence Building (PCB) - for empowering the Student's Community in order to contribute towards Nation Building. PCB's incremental improvement is exponential growth in number of students participation in all the events and activities, especially paid SIPs, Number of placements and participation in educational research projects and field surveys and visits.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## **INSTITUTIONAL VALUES AND BEST PRACTICES**

### **7.1 - Institutional Values and Social Responsibilities**

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

The institute conducts regular gender equity promotion programs and expert talks in order to create awareness about contribution of women in the knowledge-based society. Equal opportunities are provided to all individuals irrespective of gender, race, caste, color, creed, language and religion etc. The following measures are undertaken to promote gender equity:

- a) Students have equal opportunities for sharing their thought and participating in the events organized in the college such as e-orientation, seminars, workshops and panel discussion etc.
- b) 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 which is a "The culture of Dayanand Anglo Vedic":
- c) Proper counselling and mentoring sessions by the Proctors and Mentors to encourage gender equity.
- d) Various events like expert talks, seminars and competitions are observed to promote awareness about gender sensitization.
- e) The participative work culture, healthy traditions and ethos led to the enrolment of 42% female students in both BBA and B. Com programme and 40 % female staff members who are working diligently for the progress of the institution

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

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

**B. Any 3 of the above**

File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	<a href="#">View File</a>

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

**Solid Waste Management:** The Bhubaneswar Municipal Corporation (B.M.C.) has made it mandatory to segregate solid and liquid waste. The dry and wet waste collected in dustbins kept inside and outside the offices, corridors and hostel are shifted to collecting trolleys and taken by the B.M.C. to their compost making department.

**Liquid Waste Management:** Separate chambers and pipelines have been constructed to collect Kitchen/Bathrooms liquid waste and Sewage waste which is disposed into the Sewage. The waste water is carried out through the pipeline.

There is no Biomedical Waste Management in our college.

**E-waste Management:** E-waste is managed according to the norms of the Odisha State Pollution Control Board. The waste management team in the institution disposes the e-waste materials - Desktop motherboard, RAM, Hard-disk, UPS, LAN switch, CD-ROMS, monitors etc. to the BMC.

**Waste recycling system:** The rain-water 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 in the campus.

**Disposal of Paper waste:** The wastes like newspapers, cardboards, 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.

There are no Hazardous chemicals and radioactive waste management from the institute.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	<a href="#">View File</a>

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

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	<a href="#">View File</a>

**7.1.5 - Green campus initiatives include**

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

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

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Any other relevant documents	<a href="#">View File</a>

**7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution**

**7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit**

A. Any 4 or all of the above

**3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	<a href="#">View File</a>

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (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**

**B. Any 3 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

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

**DSBM has a unique culture in taking initiatives towards inclusive environment by organizing and involving students in Havan wherein**

Vedic Chants are recited and students get an opportunity to understand the rich value of Indian Vedic culture. At regular intervals, classes, expert talks, discussions 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. Respecting, valuing and abiding the Articles 14-18, the college has a unique campus culture where people from diverse religious beliefs, linguistic background, socio-economic standards, castes and genders study and interact without an iota of discrimination. 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. DSBM acts as a educational home to students from various religious belief such as Hinduism, Muslims, Christianity, Jainism, Buddhism etc. Earnestly believing in equality, it has opted for Zero Tolerance against any feelings related to Casteism. Thus, students from various castes study, dine and participate together representing unity amidst diversity.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	<a href="#">View File</a>

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

The college has adopted a healthy ecosystem wherein the members of the Faculty Council instill the constitutional values in mind of the students. Students take initiatives towards constitutional obligation by celebrating and observing various Observation days like a) Republic Day celebration is observed by the Principal, Coordinator, Faculty Members and students. Teachers express their views on the importance of Constitution as well as the teachings of Dr. B. R. Ambedkar. b) 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. c) 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 bribe 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 camp, Visits to orphanage and old age homes, Tree plantation and Swachh Bharat Abhiyan.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized**

A. All of the above

File Description	Documents
Code of ethics policy document	No File Uploaded
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	<a href="#">View File</a>

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

DSBM celebrates various National and International commemorative days, events and festivals enthusiastically every year. The celebration of Republic Day and Independence Day starts with hoisting of National flag by Principal of the college. National Anthem is recited by both students and staff members followed by stage performances and elocution by students. These days are celebrated to respect our country and make it better place for Indians to live and experience the freedom, peace and unity in the diversity. International Yoga Day is celebrated every year by



invited Yoga Experts motivational talk to the young students to make everyone aware on how Yoga embodies unity of mind and body; thought and action; restraint and fulfilment. Students practice yoga with the expert and develop their physical wellbeing.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

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

(1) 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 to measure the efficacy of the goal through (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 Quality Assurance Mechanism. There is a need of maintaining requisite standard in all electives by the faculty members for the holistic development. It also facilitates the review of the delivery mechanism of faculty members by the competent authority and also help for the academic audit.

(2) DSBM Genesis, a unique brand programme provides an ideal platform wherein students from various schools in Odisha participate in events like: B-Quiz, Paper Presentation, Ad-Mad Show, and Moot Court. It acts a student exchange programme wherein DSBM students visit different schools to conduct quizzes and select the qualifiers who represent their schools on the main event.

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
Any other relevant information	No File Uploaded

### 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

DSBM effectively demonstrates the performance since inception in order to empower the knowledge-based society which is enumerated below with valid justifications.

- To maintain the legacy of academic excellence: The College has created a unique brand among HEIs under the privilege of Utkal University, Bhubaneswar, Odisha by maintaining the academic legacy since inception. It is a matter of pride and honour for all stakeholders that in 2022-23, Archita Mohapatra (B. Com AB-2020-23) secured the University Topper and Gol Medalist Position. Nine other DSBM B. Com Students occupied the Top 10 list of Rank Holders. In BBA Programme, 10 students (AB2020-23) occupied the Top 10 list of Rank Holders.
- Realtime Project Experience for the Students of our College: 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 such as Soft Skills Training Programme and Professional Competence Building with the composition of impactful sessions to make the students future ready. DSBM also provides guidance and coaching to take competitive examinations with various value addition classes which. Due to these unique initiatives and consistency in maintaining the same, 13 students have got placed in 2022-23.

DSBM also conducts different market surveys and educational research projects which provides insightful experiential learning experiences to the students in terms of wholistic educational growth and development. Such projects give an opportunity to students to earn at the time of learning.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	No File Uploaded

### 7.3.2 - Plan of action for the next academic year

The plan of action as decided is enumerated as below:

- **Reviewing the Assessment of NAAC Cycle 1 and addressing the Scope for Improvement:** After receiving the grade and scores of DSBM's NAAC Cycle 1 Accreditation, a review meeting with Faculty council was scheduled and discussions on gap analysis was made. The Academic Coordinator and IQAC Coordinator both submitted a combined report to the Principal on Gap analysis and Scope for improvements for quality accuracy and enhancement.
- **Quality Assurance Mechanisms:** Implementing robust internal quality assurance mechanisms for continuous monitoring and evaluation. Regularly assessing and benchmark the institution's performance against set standards and metrics.
- **Faculty Training and Development:** Conducting faculty training programs to upgrade skills and encourage research activities.
- **Student Support and Engagement:** Fostering student engagement through extracurricular activities, club activities, and events promoting holistic development of the students.
- **Infrastructure and Facilities Improvement:** Identifying areas needing infrastructural upgrades or maintenance and allocation of resources accordingly.
- **Stakeholder Engagement and Feedback:** Engaging with various stakeholders, including students, faculty, alumni, and industry partners, to gather feedback on institutional processes and improvements needed. Incorporate constructive feedback into the action plan for continual enhancement.
- **Documentation and Data Collection for preparation of the NAAC AQAR Year 1 Report:** Maintaining accurate documentation of all initiatives, improvements, and outcomes throughout the academic year. Collecting and organizing data required for the NAAC AQAR Year 1 report systematically.