



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution

Biyani Institute of Science & Management

- Name of the Head of the institution **Dr. Sanjay Biyani**
- Designation **Director**
- Does the institution function from its own campus? **Yes**
- Phone no./Alternate phone no. **01412338592**
- Mobile no **9351127400**
- Registered e-mail **director@biyanicolleges.org**
- Alternate e-mail **biyani_bgcc@hotmail.com**
- Address **R-4, Sector-3, Vidhyadhar Nagar**
- City/Town **Jaipur**
- State/UT **Rajasthan**
- Pin Code **302039**

2.Institutional status

- Affiliated /Constituent **Affiliated**
- Type of Institution **Women**
- Location **Urban**

- Financial Status **Self-financing**
- Name of the Affiliating University **Rajasthan Technical University, Kota**
- Name of the IQAC Coordinator **Dr. Neha Pandey**
- Phone No. **01412338592**
- Alternate phone No. **9314927400**
- Mobile **9828508990**
- IQAC e-mail address **director@biyanicolleges.org**
- Alternate Email address **principalbgc@biyanicolleges.org**

3. Website address (Web link of the AQAR (Previous Academic Year))

<http://www.bisma.in>

4. Whether Academic Calendar prepared during the year?

Yes

- if yes, whether it is uploaded in the Institutional website Web link:

<http://www.bisma.in/academic-calender>

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.16	2019	17/07/2019	17/07/2022

6. Date of Establishment of IQAC

04/02/2013

7. Provide the list of funds by Central / State Government

UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	Nil	Nil	Nil	Nil

8. Whether composition of IQAC as per latest NAAC guidelines

Yes

- Upload latest notification of formation of IQAC

[View File](#)

9.No. of IQAC meetings held during the year 4

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**
- If No, please upload the minutes of the meeting(s) and Action Taken Report **No File Uploaded**

10.Whether IQAC received funding from any of the funding agency to support its activities during the year? No

- If yes, mention the amount

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

- 1) Upgraded the IT infrastructure to cope up with the current need of Online Teaching.
- 2) Organized Expert Lectures to ensure more participation of faculty members.
- 3) Maximized the use of E-Learning resources and software by faculty members.
- 4)Efforts were made to improve the number of Linkages and MOUs with academic organizations and industries.
- 5) Organized community-related awareness programs addressing social issues.

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

Plan of Action	Achievements/Outcomes
Upgraded the IT infrastructure to cope up with the current need of Online Teaching.	Gurukpo Plus app has developed to provide online study to students on various subjects.
Organized Expert Lectures to ensure more participation of faculty members.	Total 27 expert lectures were conducted in the year and all the faculty members actively participated in them
Maximized the use of E-Learning resources and software by faculty members.	New studios were developed and all the faculty members have given training on how to use Google classrooms and Google forms for effective E-Learning
Efforts were made to improve the number of Linkages and MOUs with academic organizations and industries.	Total 10 new MOUs with academic institutes and industries were established
Organized community-related awareness programs addressing social issues.	community-related awareness programs were organized by each department

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

- Name of the statutory body

Name	Date of meeting(s)
Board of Management	10/11/2021

14. Whether institutional data submitted to AISHE

Part A

Data of the Institution

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• Designation	Director
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• if yes, whether it is uploaded in the Institutional website Web link:	http://www.bisma.in/academic-calender				
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6.Date of Establishment of IQAC			04/02/2013		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Nil	Nil	Nil	Nil	Nil	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			View File		
9.No. of IQAC meetings held during the year			4		
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?			Yes		

<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded	
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<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
Board of Management	10/11/2021
14. Whether institutional data submitted to AISHE	
Year	Date of Submission
2020	11/03/2020
15. Multidisciplinary / interdisciplinary	
16. Academic bank of credits (ABC):	

17.Skill development:	
18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)	
19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):	
20.Distance education/online education:	
Extended Profile	
1.Programme	
1.1 Number of courses offered by the institution across all programs during the year	3
File Description	Documents
Data Template	View File
2.Student	
2.1 Number of students during the year	78
File Description	Documents
Institutional Data in Prescribed Format	View File
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	0
File Description	Documents
Data Template	View File

2.3	67
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	View File
3.Academic	
3.1	31
Number of full time teachers during the year	
File Description	Documents
Data Template	No File Uploaded
3.2	31
Number of sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	12
Total number of Classrooms and Seminar halls	
4.2	3018990
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	142
Total number of computers on campus for academic purposes	
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	
The college regards effective delivery of curriculum as the most	

vital curricular aspect. The college follows the curriculum prescribed by the University through its Boards of Studies. Our faculty members have worked on the Board of Studies and their sub-committees, substantially contributing to the curriculum development. The college ensures effective curriculum delivery through systematic and strategic transparent mechanism: Academic-calendar: • Departmental meetings are conducted by Heads of the various Departments for distribution of workload, allotment of subjects, planning of departmental meetings and reviewing of completed syllabus. Time- Table Committee: • Various important links like Syllabus, Examination, etc. of University are also provided to the students. Teaching Plan and Course File:- • The faculty engages extra periods and practical as and when necessary and maintains their records. Teaching Aids: • Study materials, notes and question banks are provided in the class through hard copies and mails. • Educational field visits, industrial visits, and tours are organized regularly every year. • Group projects are assigned to teach them team spirit, sharing and develop presentation and research skills, Brain storming sessions, event analysis, situation analysis, Meet academic experts.

Joint liability groups, Participative e- learning, industrial visits field visits. Laboratories: • There is optimum utilization of well-equipped laboratories for curriculum delivery of practical. • The students maintain the practical records and the results are certified by the faculty along with HOD.

Departmental Library: • The college has a digital library database for all the students and faculty members. A good number of Think Tanks, E-books, Video lectures, Books, Journals are available.

Teacher support: • The college encourages the faculty to participate in Orientation and Refresher courses to update their knowledge of the subject. General knowledge test, Consultative projects, Screening of subject related videos.

• New recruits are given orientation regarding the latest teaching methodologies. Feedback:

• The college collects the feedback from the faculty, students, alumni, employers and parents.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

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

The academic calendar is prepared by the concerned official in accordance with the Principal at the beginning of each semester in line with the University's calendar consisting of various curricular, extra and co-curricular activities. The calendar is uploaded on the college website, displayed on notice boards. It is updated and revised with respect to any changes suggested by the University. All the classes and examinations are planned as per the calendar, thus ensuring complete adherence.

Compliance of Continuous Internal Evaluation (CIE) with Academic Calendar-

- Classes and Lab time-table - Time table Coordinator of each department prepares the time table as per the guidelines of Rajasthan Technical University for the number of hours for each subject and the academic calendar prior to the start of the year. Time-table is uploaded on the college website and displayed on notice boards of every department.
- Course files and Lecture Plan- After the allocation of subjects to faculty, course file of each subject is prepared with a detailed teaching plan. It also contains the assignments to be uploaded on every scheduled date of the academic calendar. This course file is duly approved by the Head of the Department and Principal.
- Internal Examinations- The dates of Mid-term Exams are mentioned in the academic calendar. Detailed Examination schedule is announced in advance, by Principal & respective HODs. To maintain further compliance, exam sheets are checked within three days after the commencement of each examination. In case of labs and projects, internal viva and practical exams are conducted by respective departments before/after the Mid-term examinations.

- Question Paper Setting- The question paper of mid-term exams are prepared in two sets by concerned faculties and is approved by the Head of the Department. The Principal selects question paper sets prepared by all concerned faculties.
- Exam sheets evaluation- The answer sheets are cross checked in each department to ensure transparent and unbiased evaluation.
- Assignments and Quiz - In addition to the tests, assignments and quizzes are also

the part of Continuous Internal Evaluation. Assignments are provided to students by the faculty and solutions are submitted by students on the given dates. Every teacher conducts regular class tests consisting of MCQs on the related topic for practice. 7. University Exams- The tentative dates for university exams are indicated in the academic calendar. The final university exam schedule is also displayed on students' notice boards. 8. Student feedback - During the academic session students submit their feedback for each subject through online feedback forms maintaining complete anonymity.

File Description	Documents
Upload relevant supporting document	View File
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. 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

C. Any 2 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

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

3

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

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)

13

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

153

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

The college has been working for the development of the students. The various programs are arranged related to Gender Equality, Sustainability, Human Values and Ethics. The college teachers engage the students in various activities through Expert lectures, Social activities. Green Auditing, Effective working of Committees, Clean and green campus, Transparent mechanism for

timely redressal of students grievances anti sexual harassment, anti ragging and others. The students must understand the human values & follow professional ethics in their relevant fields. Various departments organize the lectures and activities on Human Values, especially on Gender Equality, Women Empowerment and Skill and Personality Development for the students of the college. Institution also organizes many environmental and health care activities like Swatch Bharat Abhiyan, Unnat Bharat Abhiyan, World Population Day, Health Camps and Exhibition and a mega Voluntary Blood Donation Camp to address the issues related to environmental sustainability and human values.

To ensure Gender Sensitization the college has Women Grievance Cell and Grievance Redressal Cell to provide counseling to students, promote gender equity among students and also deal with related issues of safety and security of students, staff and faculty. The college campus is secured with CCTV and high level security at the campus' main entrance. The hostel for students is in the same building on the third floor with an adequate number of female wardens and maids. No one can enter the hostel premises without the chief warden's prior permission.

The students are also engaged in value added programmes to make them aware of responsibilities and the professional ethics. We are proud enough to state that we have not noticed till this date any major issues of Ragging and complaints from students about their harassments. Thus the college has a special arrangement to work after the issues relevant to Gender Equality, Environment and social issues.

The department-wise study tour and field visits make students aware about the various nearby areas. They learn practical aspects from their study tours and field visits.

Accordingly the students are made aware of the contemporary issues. The college works with the objective of generating Social awareness among the students.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

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	No File Uploaded
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
Institutional Data in Prescribed Format	View File

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

78

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution

A. All of the above

from the following stakeholders Students Teachers Employers Alumni	
File Description	Documents
URL for stakeholder feedback report	Nil
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File
1.4.2 - Feedback process of the Institution may be classified as follows	B. Feedback collected, analyzed and action has been taken
File Description	Documents
Upload any additional information	View File
URL for feedback report	Nil
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 students admitted during the year	
21	
File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File
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	
3	

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

2.2 - Catering to Student Diversity

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

Identification of Advanced and Slow learners:

To assess the learning levels of the newly admitted students, the college organizes the following two programmes at the commencement of the session.

1) OORJA:- The college conducts a student orientation programme "OORJA" by which they get acquainted with the college surroundings, teachers and peer groups. During the event, activities are conducted like subject-related quizzes, mentoring and connecting with faculty members, familiarization to Department / Programme, Literary Activity which includes reading an article assigned by mentor, writing its summary, and debating and Extra-Curricular activities: Students select the activity based on their interest and participate. The activities include both cultural and sports domain. On the basis of the result of the above mentioned activities slow learners and advanced learners are identified in the beginning of the session.

2) MOS Certification:-The College conducts an International Level Certification Course in MOS (Microsoft Office Specialist) which helps the students to help out as prospective candidates with basic computer skills. To become a Microsoft Specialist, the students need to clear an online examination for any one of the Microsoft Office Applications, based on the result of this course students can be identified as slow learner or advanced learner.

From second year onwards slow and advanced learners are can be identified by

- Preceding examination overall result
- Class test result
- Class observation by subject teacher

The academic performance of the students also helps in identifying

the slow and advanced learners.

After recognizing slow and advanced learners, the following schemes are adopted for the improvement of the slow learners and enhancing the performance of advanced learners.

Activities for slow learners:

- Special Coaching class for slow learners.
- Providing handwritten notes for easy understanding.
- Giving counseling for slow learners.
- Group study methodology.
- Giving additional learning materials like question bank, old university question papers for solution etc.

Activities for advanced learners:

1. They are motivated to participate in technical events and online courses like NPTEL, Industrial visit and value added courses which are held both within and outside the institution
2. The value added courses are conducted through which advanced learners take opportunity to enhance their technical skills.
3. Providing effective training in English communication skills.
4. Involving them to do online certification programmes.
5. Taking up competitive exam training programmes.
6. Providing placement activities.

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

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

Number of Students	Number of Teachers
78	30

File Description	Documents
Any additional information	View File

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

Biyani Institute of Science and Management provide an effective platform for students to develop latest skills, knowledge, attitude, values to shape their behavior in the correct manner. All departments conduct innovative programs which stimulate the creative ability of students and provide them a platform to nurture their problem-solving skills and ensure participative learning. The institute organizes annual fest RAJJAY in which students showcase their learning in the form of innovative projects. Also, students are motivated to participate in inter college as well as national level competitions. The institute focuses on the student-centric methods of enhancing lifelong learning skills of students. Faculty members make efforts in making the learning activity more interactive by adopting the below-mentioned student-centric methods.

1. Experiential Learning:

Each department conducts add-on programs to support students in their experiential learning. The institution imparts the following experiential learning practices to enhance creativity and cognitive levels of the students -

1. Faculty members provide downloaded subject related videos to students.
2. Talks of experts from renowned academic and corporate

industries such as Barclays, EDU World International and GTT Foundation.

3. The students are given demonstration of the following virtual learning platforms

1. Demonstration of ZOOM is given for student-teacher communication.
2. Google Classroom as a classroom management application.
3. MOOC NPTEL as an E-Learning platform.

1. Laboratory Sessions are conducted with content beyond syllabus experiments.
2. Summer Internship -Students get hands-on training while working in the company.
3. Project development on latest technologies by students where they showcase their working model in the technical fest.
4. Industrial Visits to engage them in experiential learning while visiting the organization.
5. Certification Courses (Value Added Courses) by the market experts such as Microsoft/ Google/ NSE etc. to develop their expertise.

2. Participative Learning:

For participative E-Learning students are encouraged to participate in activities like group discussions, seminars and webinars where they can use their specialized technical or management skills. The following activities are organized in college to promote the participative learning among students:

1. Annual Tech Fest - It is organized every year for students, where selected projects are displayed at the larger platform.
2. International Conference- This is organized every year for students and faculty members. In this, students from different colleges participate, present posters and papers and learn from each other.
3. Annual cultural program - This is organized for the students of the college to give a vent to their creativity.
4. Regular Quizzes- Quizzes are organized for student participation at intra or inter college level.
5. Seminar Presentation - Students develop technical skills while presenting papers in seminars.

3. Problem-solving methods:

Departments encourage students to acquire and develop problem-solving skills. For this, college organizes expert lectures on recent topics, motivate students to join MOOC courses, participate in inter-college and intra-college technical fests and other competitions such as:

1. In-house summer training with project development
2. Online tests and quizzes
3. Regular Assignments based on problems
4. Mini Project development
5. Case studies Discussion
6. Class presentations and debates

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

In Biyani Institute of Science and Management, the classrooms and labs are ICT enabled with projectors and the facility of LAN. The campus is enabled with high speed Wi-Fi connection. The faculty members use the below given ICT enabled tools to enhance the quality of teaching-learning.

ICT Tools:-

1. Projectors- 6 projectors are available in different classrooms/labs
2. Desktop and Laptops- Arranged at Computer Lab and staff cabins all over the campus.
3. Printers- They are installed at Labs, HOD Cabins and all prominent places.

4. Photocopier machines - Multifunctional printers are available at all prominent places in the institute. There are two photocopier machines in the campus for fulfilling the printing and Xerox needs of staff members and students.

5. Scanners- Multifunctional scanners are available at all prominent places.

6. Seminar Rooms- There are 3 seminar halls in the college, all equipped with digital facilities like Computers, Projectors, web cameras, speakers, Wi-Fi and LAN.

7. Virtual learning platform- 4 smart boards are installed in the campus.

8. Auditorium- It is digitally equipped with mikes, projector, cameras and computer system.

9. Online Classes are conducted through Zoom, Google Meet and Google Classroom.

Use of ICT by Faculty-

1. Google classroom is used to manage and post course related information, learning material, quizzes, assignments, etc.

2. The PPTs are enabled with animations and simulations to improve the effectiveness of the teaching- learning process.

3. The online learning environments are designed to train students in open problem-solving activity. 4. Lecture Capturing System is used to make video lectures and upload on our own knowledge portal (Gurukpo.com) for students to use as extra learning resources.

7. Lab manuals are mailed to students well in advance the experiment is performed.

8. Online quizzes and polls are regularly conducted to record the feedback of the students.

10. Online tool - Google Classroom is used where faculty can monitor students uploading the individual tasks such as solving a problem (hand-written / hand-drawn) assigned during lecture.

11. The Google Meet is used among faculty to collaborate on certain topics, for example "Problems faced during online teaching-

learning” where the problems faced during online teaching were posed by some faculty and solutions were suggested by others.

12. To teach mathematical subjects in online mode, teachers use online tools like- whiteboard in Microsoft teams, Jamboard in Google meet, etc.

13. Industry Connect- Seminar and Conference room are digitally equipped where guest lectures, expert talks and seminars are regularly organized for students.

14. Online quiz- Faculties prepare online quiz for students after the completion of each unit with the help of GOOGLE FORMS.

15. Online competitions- Technical events and management events such as Postermaking, Ad-mad show, Project presentations, Business quizzes, Debates, paper presentations etc. are being organized with the help of ICT Tools.

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

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

16

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

2.4 - Teacher Profile and Quality

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

30

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

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

13

File Description	Documents
Any additional information	No File Uploaded
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)	View File

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

7

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

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.

College is affiliated to Rajasthan University, and hence, follows its rules and guidelines regarding the assessment and evaluation process of performance of students. The same is communicated to the students. The internal assessment is carried out in a systematic manner for theory courses, laboratory courses, seminars, summer internship and project. Academic calendar is prepared at the beginning of each year and is made available on the college website and notice-boards of the departments. Thus, students know about the dates of class tests (CT), submission of assignments well in advance and hence, can plan accordingly. The dates and schedule of internal assessment of laboratory courses, seminars, summer internship and project are displayed through the notices to the students well in advance. For theory internal assessment the question papers are prepared at the department level with reference to old question paper/question bank/books referred by faculty members.

The efficient and smooth conduct of examinations and timely declaration of the results can be ensured only with the cooperation of all the stakeholders including teaching, non-teaching and administrative staff of the college. They are expected to be aware of the various procedures and time schedules which they should adhere to. Invigilators are requested to acquaint with the following procedures:

? Two sets of question papers are prepared by individual faculty/faculty members teaching the same subject.

? Quality of question papers are checked and the final question paper from the set of two is approved by the concerned authority.

? Assignments are given on weekly basis by faculty teaching the

subject.

?Answer sheets are evaluated and the checked answer sheets are shown to the students for any discrepancy.

? Result analysis of Internal Exams is done by the class teachers and HOD.

? A comparative evaluation of a student's performance is carried out and put before the Principal for any comments or suggestions.

?Two internal exams are conducted in each session. For assessment of seminars, summer internship and project, faculty coordinator prepares a schedule of power-point presentation of students in slots in consultation with the HoD and is communicated to students. Students present their work or report to the coordinator via power-point presentations and evaluate on the basis of various parameters set by the respective coordinator. For assessment of laboratory courses an internal practical viva-voce is conducted by respective faculty members at the end of course as per university guidelines.

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

There is complete transparency in the internal assessment. The criterion adopted is as directed by the university.

1. At the beginning of the session, faculty members inform the students about all the components in the assessment process during the semester.
2. The internal assessment test schedules are prepared as per the university and communicated to the students well in advance.
3. To ensure proper conduct of formative tests, two invigilators are assigned to each hall.
4. Evaluation of answer sheets is done by the course handling

faculty members within three days from the date of examination.

5. The corrected answer scripts at random are verified by HOD to ensure the standard evaluation process.
6. The corrected answer papers of the students are distributed to them for the verification by the students and any grievance is redressed immediately. The marks obtained by the students in internal assessment tests are displayed on the department notice board.
7. The marks obtained by the students in internal assessment tests are uploaded periodically on the college web portal along with their attendance.
8. Day to day performance of the students is assessed for every experiment which includes regularity, performance, viva and the promptness in submitting the record.
9. For lab courses, the marks/grade scored by the student for each experiment is indicated in the observation/record. The independent learning, practical approach to the real-time applications is tested by viva voce for laboratory courses.
10. The end examination for the laboratory and projects shall be conducted with internal and external examiner appointed from the other colleges as decided by the University.
11. The Institute appoints a Senior Supervisor for smooth conduction of examinations. If students are facing any problems, they are solved by the institution's Chief Examination Officer appointed by the college. The grievances during the conduction of online/theory examinations are considered and discussed in consultation with the Principal.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

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

Mechanism of Communication of POs and COs:

1) Hard Copy of syllabi and Learning Outcomes are available in the departments for ready reference to the teachers and students

2) Graduate attributes are described to the first year students at the commencement of the programme. 3) Teachers spend time to introduce the subject to the Students.

4) Learning Outcomes of the Programs and Courses are observed and measured periodically.

5) Soft Copy of Curriculum and Learning Outcomes of Programmes and Courses are uploaded on the Institution website (<https://www.bisma.in/NAAC/AQAR/2020-21/2.6.1.-Student-Performance-and-Learning-Outcomes.pdf>) for reference.

6) The importance of the learning outcomes is communicated to the teachers in every IQAC meeting and Staff Meeting.

7) The students are also communicated about the Programme outcomes, Programme Specific Outcomes and Course outcomes through Tutorial Meetings.

8) Identify the most relevant concepts that arise in everyday life, and devise a strategy in order to arrive at the solutions in the respective subjects and are made to understand the connection between key concepts and applications.

10) Use of software tools and coding necessary to perform mathematical operations, statistical analysis and simulations in solving complex problems.

11) Use of basic laboratory equipment, correctly and effectively in order to conduct measurements, and analyze and interpret the results, including a quantitative understanding of uncertainties.

12) Locate existing scientific research relevant to a given topic, and evaluate its accuracy. 13) Communicate the results of scientific work effectively, making use of clear and well organized writing and presentation skills, and employ equations and visualization tools as needed.

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

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

Our Institute is affiliated to Rajasthan Technical University, Jaipur. We offer MBA, MCA and Ph.D. courses under the Faculty of Management and Information Technology. For these programs and courses, the institute followed the curriculum designed by the affiliating university. The Programme Outcomes and Course Outcomes are evaluated by the institution and the same are communicated to the students in the formal way of the discussion in the classroom and departmental notice board. After measuring attainment of POs and COs, it has been observed that the strength of the students as well as passing percentage of the students is increasing progressively.

The ratio of students' placement is also increasing every year. We take utmost care of measuring the level of attainment of POs and COs and followed formal as well as informal mechanism for the measurement of attainment of the outcomes. Even we take feedback from all the stakeholders in this respect and try to take necessary steps accordingly. Subsequently, the College took care of the attainment to measure the POs and COs and implemented the mechanism as follows:-

- Based on the above given PO's and CO's students achieve good grades in University exams.
- Regular PTMs are conducted which have shown the satisfied parents feedbacks.
- Regular question answer sessions are conducted for students for achieving good result.
- The institute follows the Academic Calendar of the affiliating university.
- All the subject teachers maintain Course Files in every academic year.
- All the subject teachers prepare Year-Wise evaluation Reports.
- Internal examination committee analyzes evaluation reports

of results.

- Institute considers Feedback from the Stakeholders for the attainment of POs and COs.
- Placement committee takes the review of the Students' Progression to Higher Studies and their Placement.

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

68

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

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

<http://www.bisma.in>

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)

2475100

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

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)**3.1.2.1 - Number of teachers recognized as research guides**

3

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year**3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year**

0

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

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The institute has created an ecosystem for Research and Innovation by recruiting & developing desirable human resource, taking initiative for creation & dissemination of knowledge and establishing state of the art infrastructure. A few of the initiatives taken towards innovation are as follows:

1. The college has its own radio channel which is aired in the near vicinity 90.8 FM, Radio Selfie.
2. The college is equally sensitive towards environment which is shown through its youtube channel and knowledge portal -"Gurukpo". Through this channel, the college is focusing on E-notes, resulting in reduced use of paper.
3. On Digital front, college has its own Youtube channel, which has over 4.5 lakh subscribers & apart from it college has its own website, where the faculties and students are encouraged to write innovative blogs.
4. The Gurukpo revolution which resulted in e-Books inspired community to subscribe to online digital learning, contributing to lesser use of paper.
5. To provide students with all the time notes and video lectures, the college has also launched an application "GURUKPO PLUS".
6. The college has spiritual campus where classes for yoga and meditation are given in the Yoga Centre.
7. The spirituality is enshrined in the campus as the campus has Lord Saraswati & Lord Hanuman temple in the premises. Morning prayers are also offered by the students.
8. The effects of the above mentioned activities have been visible in the near surroundings. It has been seen that the neighboring communities also perform prayers.
9. The herbal campus of the college adds to the beauty of the premises. There is a large variety of floral plants like Rose, Sunflower, Hibiscus and Marigold which has been grown in the premises. They all have QR codes pasted on them. When we scan any QR code which provides us with all the information about the plant. It has even inspired the neighboring communities to grow plants.
10. Apart from the computer labs, the college have recently developed six sound proof video studios with uninterrupted power supply, Wi-Fi and LAN facility for online classes. They also provide a peaceful environment to the faculty members for preparing and recording their lectures.
11. Also, there is free access of college library to outsider, which fulfills the objective of education for all.

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

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

4

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

6

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	No File Uploaded

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

6

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

19

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The institute believes in the regular promotion of engagement of faculty, students and staff with the neighborhood community for their holistic development and sustained community development. Every Year, programmes are organized under which students and staff participate voluntarily in community based activities with the neighborhood.

This year awareness programs, workshops, rallies and road shows with themes like cleanliness, green environment & tree plantation and preservation, gender sensitization, traffic rule awareness, demonetization and digital payment and empowerment of girls and women were organized. A few of them are listed below:

1. Continuous voluntary activities by students to maintain cleanliness in and around the campus create awareness about the role of clean environment in human health and contribute to the National Swachh Bharat Abhiyan.
2. HINDI DIWAS was celebrated in order to sensitize students about their national language.

3. Demonstration of COVID-19 appropriate behavior by Mask Distribution and sanitizer distribution activities in the nearby areas.
4. A mega Blood Donation camp was organized in the campus.
5. Tree plantation and preservation drive in campus and neighborhood.
6. Awareness of Legal Rights through a workshop on "Implication of IPR in legal contracts".
7. Awareness of Oral Health (Aim to Terminate Tobacco and Cancer).
8. Health Checkup Camps

Impact & Sensitization:

Exposure to extension and outreach activities sensitize the students towards social issues and also to legal and social remedies for matters like domestic violence, dowry, child abuse, beggars, female child, victims of violence, old and infirm, refugees and displaced persons etc. The activities conducted lead to imbibing the values of social responsibility such as:

1. To understand and share the needs of underprivileged children.
2. To help people in need and distress.
3. To promote cleanliness in all span of life and common places, rural areas.
4. To acquire social values and a deep interest in environmental related issues.

Learning outcomes of the activity:

1. Enlarge knowledge of societal issues and problems and to search for solutions by getting involved with their lives.
2. Build up relations and tie up with organizations/NGO to carry forward humanitarian work in future.
3. Develop a passion and brotherhood towards community, affected people/animals and destitute.
4. Develop skill and aptitude for problem solving.
5. The skills developed include social skills, communication skills, management skills, leadership skills, analytic skills, perceptual skills etc.

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

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

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

3

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

3.4.3 - 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

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

7

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in

collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

60

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

77

File Description	Documents
e-copies of related Document	View File
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

27

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

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.

BISMA's eco-friendly campus creates good learning environment. The infrastructure facilities are adequate according to the requirement of students. The vision of institute is to empower women by providing quality education which helps in the development of their future through multidisciplinary to interdisciplinary research and development. Biyani Institute of Science and Management provides a positive value system to students that shapes the attitude, outlook and conduct through our Personality Enhancement Programme and Skill Enhancement programme. The campus has well equipped playground, gymnasium, hostel and mess. Institute has facilities like centralized photocopier machine within the campus. Additional cafeteria and auditorium are available in campus. An audio-visual room 'Manthan' is dedicated to meetings for students as well as for faculty members. Institute has well equipped Internet facility and Audio-Video recording systems.

The infrastructure facilities and learning resources are categorized as

1. Learning Resources include resources and infrastructure required for library, laboratories, computer centre, faculty rooms, girls common room, smart class room, class room teaching, events, meetings and conferences, seminar halls with audio visual facility.

1. Classrooms

Classrooms are one of the main platforms where effective learning

takes place. We have taken all the possible care while designing our classrooms so that our students learn effectively from our teachers and get a facility of participative learning. The classrooms are well ventilated, spacious and equipped with overhead LCD projectors. The campus has ICT enabled classrooms with white boards. BISMA has well-furnished classrooms. The furniture used in classrooms is of un-compromised quality to enable students for comfortable and continuous learning.

1. Laboratories The way one can't learn to ride a bike by reading its manual, a professional is not completely ready without proper application of knowledge. Practical experiments and workshops are just as important as theoretical study; therefore, we make sure that we provide our students with the best infrastructure and state-of-the-art laboratories that are well-stocked and equipped with the latest technology, to offer the most apt environment for learning. We have ICT enabled laboratories. Spacious seating arrangements with the qualitative furniture are provided to students. Cleanliness, light and ventilation facilities are maintained in the classroom and laboratories.
2. Computing equipments The college infrastructure contains a well-furnished computerized administrative office along with ICT enable cabin of the principal. Well ventilated conference hall, auditorium and Seminar Hall with ICT facilities are present in institute. The college has all supportive equipment's such as scanners, printers, speakers, Desktop, LCD projector etc. Completely Wi-Fi Campus with more than 06 access points, 150 Mbps of bandwidth for internet with dedicated leased line, over 400 workstations supported by core 2 duo/ 2GB/ 250 GB/19-inch LCD desktop Servers, 10Km fiber backbone for providing seamless connectivity. 24hrs Power Backup, 90 KVA of online uninterrupted power supply (UPS) is available in campus. The institute has Biyani TV, Radio Selfie 90.8 FM and Gurukpoto nurture the students. The institution publishes Biyani Times newspaper every month. The web portal GuruKpo.com has about 3500 video lectures for students which have been prepared by subject experts. Question bank and study material is also available on this website which has benefited thousands of students so far. YouTube has awarded a silver button to GuruKpo for its services in the education field. It provides information to students studying in schools especially class X to XII, students studying in higher classes or taking higher education in universities

are also benefited. This web portal provides a vast range of information indeed require as management, IT, education, computer, and science. We have also been organising faculty and student development programmes and workshops for students and staff through Google meet, Zoom and WEBEX.

(B) Support facilities include IQAC Cell having computers, LAN facility, Canteens, Auditorium, Manthan hall, Synergy Hall, Library having reference books, encyclopaedia and newspapers with reading rooms for students and staff. Library is a heart of any institute. The library is very spacious and well-furnished to create a pleasant environment for the students. It plays vital role in enhancing the user's knowledge. Library is segmented in Reference Section, Journal Section, Reading Hall, Digital library, etc. The library has collection of Textbooks, Reference, General and Rare-books, Journals, e-journal and CDs etc.

(C) Utilities include telephone facility, separate wash rooms for students and staff members, fire extinguisher, suggestion box/complaint boxes, inverter/UPS facility, first aid facility, safe drinking water, restrooms, solar system, rain water harvesting system and power generators. CCTVs are installed in campus at each point.

File Description	Documents
Upload any additional information	View File
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 gives utmost importance to the overall development of the students and organizes sports, games, and cultural activities on campus regularly. To support this, the institution has the following facilities which are kept open beyond the working hours for students and staff.

Auditorium for cultural activities

The well-furnished and air-conditioned auditorium with a seating

capacity of 500 persons is equipped with modern projection, hi-tech audio-visual system with 24 hrs., power backup facilities and access to the internet for organizing seminars, workshops, conferences, guest lectures and other cultural events. The vaulted ceiling and spacious interiors are designed to provide a perfect view of the main stage from all seating locations.

The auditorium act as a meeting ground for students and faculty to interact with corporate personalities through regular conferences and other events. These spaces bring the students face-to-face with global thought leaders, corporate heads, and academic gurus. Students are very much encouraged to participate in the cultural events held in the college like technical fests, freshers, annual sports day, annual day, farewell etc., to exhibit cultural talents.

Sports

Institute has a facility of one separate space "LAKSHAY" reserved for indoor games like Table-Tennis, Chess, Carom, etc. One Sports Officer is appointed in the institute to promote the sports activities with academics, so that the students can make their career in sports and cultivate their sports interest. Biyani Institute of Science and Management has also opened the sports club for promoting and organizing sport activities and adopted a nearby garden to be developed and maintained. College students go there for morning walk, yoga and meditation. Sports uniform is provided to the students by college as per the players requirements during intercollegiate and other sports events. Our students have participated in games on state level and national level with great enthusiasm. They also secured medals and certificate in sports.

Gymnasium

In the present scenario, student's fitness is must therefore college has its own gym and all equipment's of exercise. Lots of recreational activities like excursion, meditation, exercising are frequently framed to enhance the emotional, psychological and intellectual development of the hostellers.

The college has a well-equipped gymnasium within the college campus with modern equipment such as Treadmill, Abdominal Exerciser, Upright Bike, Elliptical Recumbent, Spinning Bike, Big Steeper and Exercise Machine to inculcate fitness awareness among the students and to motivate them to exercise regularly for good

mental and physical health.

Yoga Centre

"Yoga means union -YOUR union with the present moment; only then you are really alive." For physical, mental and spiritual practices or disciplines in institution a huge open space is utilized as the place for morning assembly and yoga and meditation sessions. International Yoga Day celebrated every year with all the college students and faculty members in the same open space.

Radio Selfie 90.8

Radio stations represent it's kind of awesome in a trendy, underground, youthful way. It makes our undergraduates and post graduates happy daily with its programming. Radio Selfie is a venture of Biyani group of colleges. The college has a separate radio studio to run the channel at the frequency of 90.8. The overall objective is to help the students to develop their communication, personality and positive thinking and discuss current affairs and issues. All the programs on the channel are hosted by the students and faculty members of the college.

Biyani TV Studio

Biyani T. V. provides a platform to the youth to develop his/her personality and positive thinking and discuss current affairs issues where they can meet celebrities and enjoy music. For this, the institute has a TV studio with all modern instruments and tools which is utilized by faculty members and students. This also helps the students and faculty members to overcome their fear of facing cameras.

Video Station

Wi-Fi enabled video stations are recently developed to facilitate teachers to directly stream web pages and videos. Faculty regularly consults and shares material from e-books, web pages, You-tube videos and from other relevant resources. Virtual labs and search engines like Google Search, Google Scholar and PubMed are used to encourage collaborative learning. Recording studio is present in campus for producing effective video/audio lectures. Software like OBS studio is used for audio-video-lecture. During COVID-19 pandemic, teaching-learning has been supported by virtual platforms such as, Google-classrooms, Zoom and Google meet are used for interaction, sharing study materials, and assessing

assignments.

File Description	Documents
Upload any additional information	View File
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.

5

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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)

3018990

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

The vision of Institute's library is "preserving the past, opening the future" and the mission of the library is to facilitate creation of new knowledge through acquisition, organization and dissemination of knowledge resources and providing for value added services. BISMA's Library is the hub for information services in the university and serves as a major learning and resource center. It is a creative and innovative partner in supporting the teaching, learning, scholarship and research activities of the university. With the fast-growing collection, both in digital and print forms using the state-of-the-art facilities, the library is contributing to our mission of becoming a world class university. Library is the hub for information services in the university and serves as a major learning and resource center. The pleasant ambience and the well-furnished & well-lighted location creates an atmosphere of serenity and there by inspire the learning and research.

The library is fully air-conditioned. The reading room is well furnished with computer systems having internet connection and provides conducive environment for study. Exclusive reference section is available in the library. A visitor's book is maintained for students and staff. The collection includes more than 12439 books, 26 journals, 24 magazines, 13 newspapers, 1196 CD/ Video, 3644 reference books. New arrivals of books and journals are displayed on separate stands and racks. The books are being bar coded and the users are given unique barcode ID. The collection of books includes documents covering a wide range of subjects. The reading area can accommodate 80 users at any point of time. Security of resources is ensured through a system of checking at the exit point for all resources borrowed by the users. Visitors are also required to sign noting the time of entry and exit. CCTV cameras are installed in the library for strict surveillance.

DELNET: Our college is a member of DELNET (Developing Library Network) which is a major Resource Sharing Library Network. It networks more than 7100 libraries in India and 22 libraries in overseas countries. DELNET provides access to more than three crore catalogue records of books, journals, articles etc. through Discovery Portal and also more than one crore and fifty lakh full text -e-books, e-journals & e-articles through knowledge Gainer

Portal. DELNET also provides "Inter Library Loan facility" for 'Books', and Document Delivery Services for Journal articles to the Members-Libraries within and outside India.

ILMS Details: The Institute installed Integrated Library Management System (ILMS) namely "RexLib" in the year 2012. The ILMS is updated to the latest version RexLib 7.5 and is partially automated. The college also has access to DELNET for students & faculty members to search books by title/ author name etc.

Name of ILMS S/W

RexLib

Nature of Automation

Partially Automated

Version

7.5

Year of Automation

2012

Functions of RexLib

Sr. No.

AutoLib description

1

Student & Staff Membership Entries

2

Books Entries

3

Books Issue & Returns

4

News Paper Entries

5

Dues Collection

6

Students I-Card Print

7

Students Barcode Print

8

Books Barcode Print

9

Books Spine Labels Print

10

Books Card Print

11

Stock Checking

12

View the Reports

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

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	A. Any 4 or more of the above								
<table border="1"> <thead> <tr> <th data-bbox="86 360 529 421">File Description</th> <th data-bbox="544 360 1436 421">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="86 427 529 524">Upload any additional information</td> <td data-bbox="544 427 1436 524" style="text-align: center;">View File</td> </tr> <tr> <td data-bbox="86 530 529 696">Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)</td> <td data-bbox="544 530 1436 696" style="text-align: center;">View File</td> </tr> </tbody> </table>	File Description	Documents	Upload any additional information	View File	Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File			
File Description	Documents								
Upload any additional information	View File								
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File								
4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)									
4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)									
106486									
<table border="1"> <thead> <tr> <th data-bbox="86 1028 529 1088">File Description</th> <th data-bbox="544 1028 1436 1088">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="86 1095 529 1155">Any additional information</td> <td data-bbox="544 1095 1436 1155" style="text-align: center;">No File Uploaded</td> </tr> <tr> <td data-bbox="86 1162 529 1223">Audited statements of accounts</td> <td data-bbox="544 1162 1436 1223" style="text-align: center;">View File</td> </tr> <tr> <td data-bbox="86 1229 529 1395">Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)</td> <td data-bbox="544 1229 1436 1395" style="text-align: center;">View File</td> </tr> </tbody> </table>	File Description	Documents	Any additional information	No File Uploaded	Audited statements of accounts	View File	Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File	
File Description	Documents								
Any additional information	No File Uploaded								
Audited statements of accounts	View File								
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File								
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)									
4.2.4.1 - Number of teachers and students using library per day over last one year									
30									
<table border="1"> <thead> <tr> <th data-bbox="86 1675 529 1736">File Description</th> <th data-bbox="544 1675 1436 1736">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="86 1742 529 1803">Any additional information</td> <td data-bbox="544 1742 1436 1803" style="text-align: center;">No File Uploaded</td> </tr> <tr> <td data-bbox="86 1809 529 1899">Details of library usage by teachers and students</td> <td data-bbox="544 1809 1436 1899" style="text-align: center;">View File</td> </tr> </tbody> </table>	File Description	Documents	Any additional information	No File Uploaded	Details of library usage by teachers and students	View File			
File Description	Documents								
Any additional information	No File Uploaded								
Details of library usage by teachers and students	View File								
4.3 - IT Infrastructure									
4.3.1 - Institution frequently updates its IT facilities including Wi-Fi									

Internet and Wi-Fi

Institute has upgraded the 38 Mbps Leased Line Internet connectivity to 150 Mbps Leased Line. The Internet Service Provider (ISP) RelianceJIO provides connectivity with high fault tolerance. Internet connectivity is available in class rooms. Video conferencing facility is available at E-learning resource lab. Most of the labs are equipped with projectors for online demonstration to students.

Cyber Security Initiatives

Cyber secure initiative has been taken by institute for these following:

Maintenance of server logs, round the clock CCTV monitoring of the server room, website - secure hosting, use of secured protocols (HTTPS), secure database for exam purposes - question paper database is encrypted, individual login credentials for staff and students, licensed software and policy to promote free and open-sourcesoftware.

IT Policy of the College

The IT Policy of the college covers relevant ethical aspects of internet use on the campus and instructs all stakeholders on how the network facilities of the college may be used in accordance with the existing laws and regulations of the nation. Users of network facilities on the campus are required to agree not to use the same for illegal or unethical activities. They are also required to refrain from any activities resulting in compromising the data security and integrity of the cyber infrastructure of the institution. The policy is regularly revised and the latest version is available on the college website. Any monetary or other damage arising from not following the rules stipulated in the policy will be deemed as the liability of the user responsible for the same.

Round the Clock CCTV Monitoring of the Server Room

Our Server room is secured with 24 X 7 CCTV surveillance. Physical access to the server room is also limited and the facility is kept under lock and key. Only authorized personnel are granted entry into the server room. All other measures (including fire and

electrical protection systems) are provided to protect servers installed within the server room.

Use of Official Email Address for all communications

The college has provided official email addresses for all staff (of the format id@biyanicolleges.org). All official communications are handled exclusively through the official email ids. The enterprise email solution subscribed by the college is provided by Google and comes with unlimited cloud storage for staff and students.

Exam Cell

The IT infrastructure of the exam cell is secured to prevent loss of sensitive information including student grades, question papers, question banks, student attendance database etc. The cell is fully automated and is provided with additional security layers (including database encryption) to prevent data breach.

Licensed Software and Policy to Promote Free and Open- Source Software

In case proprietary software such as operating systems and office suites are required, the college has purchased adequate numbers of licenses for the same. However, it is the policy of the college to promote the use of open-source software in all possible scenarios.

Updates of facilities and Utilization

At the beginning of the academic year need - assessment for replacement / up gradation / addition of the existing infrastructure is carried out based on the suggestions from BOS members, heads of the departments, lab technicians and system administrator after reviewing course requirements, computer - student ratio, budget constraints, working condition of the existing equipment and also student's grievances. Optimal deployment of infrastructure is ensured through conducting workshops / awareness programs / training programs for faculty on the use of new technology. Effective utilization of infrastructure is ensured through appointment of adequate and well qualified lab technicians / system administrator. Renewal of AMC is done at the beginning of the academic year for the deployed Software

applications, UPS and Generators. The institute has always been reviewing the current needs and accordingly the internet bandwidth is upgraded from time to time.

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

4.3.2 - Number of Computers

142

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	View File

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	View File

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)

3018990

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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.

Maintenance and utilization of the Infrastructure Facilities

The maintenance and upkeep of the infrastructure facilities are carried out with the support of the heads of the particular infrastructure department. The college ensures optimal allocation and utilization of the available financial resources for maintenance and upkeep of different facilities by holding regular meetings of various committees constituted for this purpose and using the grants received by the college as per the requirements in the interest of students.

Civil Maintenance

There are four divisions, water and sewage, building, carpentry and Gardening. Each division is headed by a supervisor and is employed by respective skill workers.

Laboratory Equipment

The equipment, machineries, record of maintenance account in the laboratoris are maintained by the lab In-charge(s) with the advice of HOD. The calibration, repairing and maintenance of sophisticated lab equipment are done by the technicians of related owner enterprises.

Library

The library is headed by librarian and she is the premises superior for library. She is supported by the assistant librarian, supporting staff (Senior and junior clerks) for journal and reference sections. In addition to the above staff, junior safety assistants, and attenders will help the students for searching and lending of the books in the library. The requirement and list of

books is taken from the concerned departments and HODs are involved in the process. The finalized list of required books is duly approved and signed by the principal. Suggestion box is installed inside the reading room to take user's feedback. Their continuous feedback helps a lot in introducing new ideas regarding library enrichment. To ensure return of books, 'no dues' from the library is mandatory for students before appearing in exams. Other issues such as weeding out of old titles, schedule of issue/return of books etc. are chalked out / resolved by the library committee.

Maintenance of Sports Facilities

The sports and fitness equipment's are maintained by the College. A physical director is appointed for the utilization and maintenance of the institute's sports facilities.

Computers, Software's and UPS

The computers are maintained in the Institution by "Information System Support Group (ISSG)". This division provides the integrated IT services like smooth running of automation, up-gradation and maintenance of automation package, college website, biometric services, troubleshooting of hardware, networking equipment's including internet connectivity, procurement of hardware, software. Centralized computer laboratory established to enrich the students. Each Department has computers as per their requirements. Campus is enabled with internet and WI-FI, and open access journals facilities are available for all the students and staff.

Classrooms

The college has various committees for maintenance and upkeep of infrastructure. At the departmental level, HODs submit their requirements to the principal regarding classroom furniture and other needs. Administrative officers take responsibility for students' academic requirements. Classrooms are equipped with the required teaching audio visual aids to supplement the teaching-learning process. Seminars, workshops, lecture sessions are also conducted in these rooms. Class representatives, elected by the students, are given the responsibility to keep the classrooms clean. Checking of fans, teaching aids etc. in the classroom are done regularly.

Vehicles / Transport

Buses are plying covering all the routes for the use of students. The Emergency vehicle is available in the college 24 X 7 hours for students and faculty at the time of emergency.

Electrical Maintenance

The electrical maintenance is supported by the electricians.

Health Centre

The health center of the college is governed by the nursing staff. The health center has beds and has enough space to cater the needs of the patients and it is utilized by students, and staff.

Canteen

Hygienic food is made available at affordable rates. The canteen is open on all working days.

Additional maintaining Procedures

Department wise annual stock verification is done by the concerned Head of the Department. Regular maintenance of Computer Laboratory equipment is done by Laboratory Assistant along with Laboratory attendant and they are headed by the faculty in-charge. Regular cleaning of water tanks, proper garbage disposal, pest control, landscaping and maintenance of lawns are done by institutes concerned Employees. College campus maintenance is monitored through regular inspection. Upkeep of all facilities and cleanliness of the environment hostel is maintained through the Hostel monitoring committee. Outsourcing is done for maintenance and repairing of IT infrastructure such as computers, internet facilities including Wi-Fi and broadband. Updating of software is done by lab assistants. Outsourcing is done for the maintenance of wooden furniture, electrification, and plumbing. Regular maintenance of the water cooler and water purifier is done. The maintenance of the reading room and stock verification of library books are done regularly by library staff.

File Description	Documents
Upload any additional information	View File
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

0

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	No File Uploaded

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

14

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

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	A. All of the above
File Description	Documents
Link to Institutional website	<p style="text-align: center;">Nil</p>
Any additional information	<p style="text-align: center;">No File Uploaded</p>
Details of capability building and skills enhancement initiatives (Data Template)	<p style="text-align: center;">View File</p>
5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
58	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
58	
File Description	Documents
Any additional information	<p style="text-align: center;">View File</p>
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<p style="text-align: center;">View File</p>
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	A. All of the above

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

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

53

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

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

0

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	View File

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

1

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

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.

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
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)	View File

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)

Student Council is a student body of the college consisting of student representatives from all the branches. The student council is mainly involved in conducting and organizing intra and inter-

college activities.

Institute has an active student council to explore their academic and administrative skills. The students' council for the session 2020-21 was framed in the month of September 2020 under the supervision of college administration. The main aim of this student council is to work for the successful augmentation and completion of various cultural and sports activities under the supervision and guidance of the college committee and HODs of concerned departments. In session 2020-21, following cultural and sports activities were conducted with active participation of students.

1) BICON 2020 (3 days India Japan Bilateral International Conference)

2) Rajjay Inter College Youth Festival

3) Convocation and Alumni Meet

4) Annual Function

6)Jalsa The Dandiya Night

7) Women Santa Run

All these activities throughout the year help the students to improve on their communication skills, presentation skills, and organizational skills and help boosting the self-confidence of the students and help them explore their latent talents. The Student council has active participation in all the activities and programmes during the session, and for the successful completion of such activities many committees were framed with the participation of faculty members and student council members. All these committees were administered by the committee head from student council under the supervision of principal and HODs of the departments. The aims of student council are as follows:

- To enhance communication between students, administration, staff and parents and all concerned stakeholders.
- To promote friendship and respect among fellow students and teachers.
- To promote co-curricular and extracurricular activities by providing the platform.
- Representing the views of the students to college administration.

- To support the administration and staff in the development of the institute.
- To represent the views of the students on matters of general concern to them.
- To promote the core values as defined in the Mission Statement of the college.
- To promote an environment conducive to educational and personal development.
- To coordinate activities of students' societies of various departments.
- To actively participate in the conduction and organization of various functions.
- To coordinate the functioning of various clubs and committees.

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

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

16

File Description	Documents
Report of the event	View File
Upload any additional information	No File Uploaded
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)	View File

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

No

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

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

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The college follows its vision and mission to work for the betterment of the students. The governance of the college matches vision and the mission of the college.

Our vision and the mission are as follows:

VISION

TO BE A GLOBAL INSTITUTE COMMITTED TO ITS PASSION FOR INNOVATION AND KNOWLEDGE SHARING, THROUGH MULTIDISCIPLINARY RESEARCH AND DEVELOPMENT.

MISSION

TO EMPOWER WOMEN BY IMPARTING QUALITY EDUCATION, EMPHASIZING ON HUMAN AND CULTURAL VALUES AND DEVELOPING CREATIVE, PROFESSIONAL LEADERS WITH POSITIVE ATTITUDE.

Goals and Objectives

? To achieve academic excellence.

? To compete at national and international level in all areas of life.

? To develop leadership qualities.

? To develop all round personalities of the students.

? To provide orientation to students towards research.

? To promote the faculty towards quality research and examination.

Core Values

1. Pursuit of Excellence through Education
2. Social Responsibility and Civic Awareness
3. Honest and Moral Uprightness
4. Empowerment through Education
5. Faith in its Own Capabilities
6. Respect for Life and Creation
7. Academic Excellence
8. Continuous Improvement in Education
9. Institutional Awareness and Practicability
10. Value and Outcome Based Education
11. Inspiring Campus Environment

The governance of the institution is reflective:

The empowered team of the college involves Principal, Convener of different Committees, Teaching-staff, IQAC committee, Non-teaching and Supporting Staff, Student's Union, Student Representative (C.R.), Stakeholders, Alumni and Local Management Committee called Biyani Shikshan Samiti (BSS). The Principal monitors the mechanism regarding administration and academic process. It also ensures proper functioning of the policies, rules and action-plans of the college. There are many committees to support the vision and

mission of the college. For example, these are Examination cell, Career Counseling Cell, Library and Sports Committee, Cultural and Literacy Committee, Internal Examination Committee, Anti-Ragging Committee, College-Magazine Committee, Disciplinary Committee, Grievance Redressal Committee, etc. All the committees take their responsibilities for the plans and activities, and successfully tackle these responsibilities in every academic session. For enhancement of academic performance meetings with HoD's and faculty members of various departments are done.

To be in tune with its Vision and Mission, the institute regularly promotes research activities. A young and dynamic team of IT developers developed and launched an application "GURUKPO PLUS APP" for providing students with E-notes, and video lectures.

Also, the teaching-progress is checked monthly by the teaching register. Principal continuously monitors each room individually by CCTV installed for teaching-class, classroom activities, and movement of students in the veranda and outside of the campus. The perspective plans are implemented by the Principal with a finance committee. It deals with the finance received for the various grants and amount received from other sources from overall development and maintenance of college. The financial requirements are proposed by various committees and the Principal and the BSS committee approves it.

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

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

The college annually organizes an international conference BICON. This year also the college organized the 15th India Japan Bilateral Virtual Conference from December 17-19, 2020.

Objective: Aim of the BICON-2020 virtual conference was to gather leading academicians, Industrialists, Scientists and Research Scholars to share their knowledge and New Ideas as well as to

discuss current developments in their respective field during COVID-19 pandemic and "The New Normal" strategies. In addition, the conference also offered opportunities for academicians and Industry expert to interact with local and International participants. The conference was organized & sponsored by Biyani Institute of Science and Management, Jaipur, Rajasthan. The event was well coordinated by the conference coordinators from all the four departments and department heads. The day-wise themes for the conference were as follows:

1. Dec. 17, 2020; Thursday (Day-1)

Theme: A Holistic Perspective of Industry-Academia Collaboration in the New Normal.

Sub-themes:

1. New normal, new opportunities in Science, Nursing & Pharmacy
2. The New Normal: Considerations for Restarting Research
3. Industrial R&D and Academia Innovation in COVID-19 Pandemic
4. Traditional Indian Medicine: Combating COVID-19
5. Healthcare delivery system to fight against COVID-19
6. The 'new-normal' life in virtual world: Issues, Challenges & Way forward
7. Strategies for Implementation of Online Education for Science, Nursing & Pharmacy in perspective of Global Emergencies -The New Normal

1. Dec. 18, 2020; Friday (Day-2)

Theme: Challenges and Re-foundation for entrepreneurs post COVID-19

- 1. Challenges for digitalizing education
 2. New era of business for post COVID-19
 3. Exploring self-employment options and industry oriented skills
 4. Security and Privacy issues in Big data management

1. Dec. 19, 2020; Saturday (Day-3)

Theme: Re-Discovering career passion, Training and Job opportunities in Social Sciences, Law and Education

- - 1. Role of skill courses to achieve career opportunities
 - 2. Career options in administrative field
 - 3. Teaching as a career choice for social science students
 - 4. Law career options: Job, Opportunities and Courses
 - 5. Status of Legal Education in India in a global context
 - 6. Education for employable skill development.
 - 7. Public private partnerships: opportunities
- BICON -2020 International Conference was a forum to bring together business people, researchers, scientists and industry professionals to discuss innovative ideas and diverse topics.

A total of over 3000 national and inter-national participants, paper presenters, keynote and students have benefited in many ways from this conference. Scientific papers were presented by authors from countries like: Japan, West Indies, America, and Antigua, Oman etc. There were 35 Invited, Keynote and Tutorial Speakers from different countries to address audience and share knowledge and rich experience of Post pandemic situation in their companies and countries.

In this way the college shows effective leadership through decentralization and participative management.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

STRATEGY DEVELOPMENT & DEPLOYMENT-

Over the last 15 years the Biyani Institute of Science and Management manifest enormous growth. The institute has both perspective & strategic planning. Following plans are forecast to demonstrate analysis, assessment and estimates. Keeping in mind

the short term & long term plans, institute acquire bottom up approach given by the management.

Plan for 2020-21

- Planned to introduce job oriented courses
- Offering certificate and diploma courses through subject excellence.
- Introduce skill development and value oriented courses

Implementation

- Extension activities were carried out through Unnat Bharat Abhiyan and other activities
- Certificate courses were introduced for students to be more skilled.
- Staff Development Programmes were conducted to enhance the skill and knowledge of the teaching and non-teaching staff
- More students from the socially deprived society were admitted with nominal fee, merit scholarship

Strategic Plan 2017-22:

1. Establish academic, technical and professional programs to meet the changing needs of students.
2. Streamline academic & vocational pathways and ensure quality and relevance of educational programs.
3. Enhance college culture and improve the college identity. Develop and promote a 'Community of Care' and develop and promote an environment that supports healthy work/life balance.
4. Offering certificate and diploma courses through subject excellence.
5. Ensure adequate funding to finance next plans.
6. To prepare an institutional comprehensive training development plan for faculty & staff.
7. To establish student activity center for co-curricular and extracurricular activities.
8. To sponsor students for industrial training and internship for real time experience.
9. Enhance courses with experimental learning(project work,

fieldwork, internship)

10. To benefactor students with various scholarships provided by government. Freeships are also sponsored by institute on basis of percentage & need of the student "Need Based Scholarships".
11. Collaborate with NGO's to provide scholarship on basis of student need.

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

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.

The working of the college is strictly done with the rules and regulations of state government, AICTE and affiliating university.

Biyani Institute of Science and Management (BISMA) has been established in 2007. It has a Governing body to monitor and achieve the vision and mission of the institution. It has an effective organizational structure which monitors and improves the institution. With the hands-on experience of the management, the Institutional Management is designed in a scientific way with transparency to get the optimum results out of it. A hierarchical set up is established from top management to down the level clearly demarking the Duties, Responsibilities, Accountability and Authorities at every stage.

Administrative Set Up:

The Director and the Principal form the nucleus of the administration with the former being the final authority in all financial matters. The Principal shares the work and vets all financial projects before the latter and he endorses the same. The Principal is vested with the day-to-day running of the college. He has his team of Departmental Heads, the IQAC Coordinator and the clerk to assist her in the discharge of this work.

The Functions of Various Bodies:

The Finance Sub-Committee, the Buildings Sub-Committee and the Hostel Sub-Committee take important decisions regarding finance, building construction, renovation and maintenance and issues related to the college hostel.

Service Rules, Procedures, Recruitment and Promotion Policies:

Service rules and procedures are guided by the Rajasthan Technical University, the Constitution of the college and the rules of the State Government as amended from time to time in this regard.

The recruitment rules for the teaching staff are as per the eligibility criteria prescribed by the AICTE; that for the non-teaching staff is as per requirement.

The promotional policies for teachers are according to the Performance Based Appraisal System (PBAS) Report prepared at the end of the year as per AICTE.

Grievance Redressal Mechanisms:

There are several Grievance Redressal Mechanisms including the Anti-Sexual Harassment Cell with its Internal Complaints Committee; the Anti-Ragging Cell; a Grievance Redressal Cell with complaints boxes prominently placed and the full implementation of the Right to Information.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	Nil
Upload any additional information	View File

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 inter faces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

1. Reimbursement of claim for attending conference/FDP/Workshop.
2. Grant of Maternity Leaves to female staff for six months.
3. Group Insurance scheme for staff members.
4. Study leaves for Ph.D., higher education and training Programmes.
5. Provision of Medical and Casual Leaves.
6. 15 days summer and winter vacation for staff.
7. Special leaves for marriage
8. Study leaves for Faculty Development Programmes regularly for professional up-gradation of the faculty.
9. Flexible working hours for faculty.
10. Centralized reprography facility (Xerox) for Teaching & Non-Teaching staff.
11. Centralized canteen facility for Teaching and Non-Teaching staff.
12. Sports and Cultural Meet for teaching and Non-Teaching staff of management.
13. Faculty members are promoted for self-development programs and higher education.
14. The Institute provides college uniform to non-teaching staff (Security Personal and peons).
15. Hostel accommodation facility for female staff as per staff requirement.
16. Employee gets fees concession for their ward.
17. As Institution has a multicultural environment in the campus, the management ensures the celebration of all the festivals together.
18. Internet and free Wi-Fi facilities are also available in campus for staff.

19. Teaching and Non-Teaching Staff Club organizes tour and sports activities for the staff.
20. HODs and Faculty members are provided with Individual cabin and computer system to facilitate good and peaceful working environment.
21. Faculty Abroad Program to enable faculty to visit foreign universities for study/ research
22. Faculty development programs(FDP) for faculty members on regular basis
23. Automation of attendance using biometric system.
24. All the faculty members who upgrade their research work through quality publications during the academic year are honored by management and institute through research incentive scheme every year.
25. Motivation through counseling is also available for staff members to create a healthy working environment. This not only increases the work life balance of the employee, it also helps us in increasing the productivity and allows our staff to work effectively with complete satisfaction.

In a nutshell, the Institution strives hard to keep our staff happy and healthy.

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

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

3

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

6.3.3 - Number of professional development /administrative training 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

25

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	View File
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

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

18

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	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

Biyani Institute of Science and Management strictly follows the AICTE Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, together with all amendments made therein from time to time, for its teaching and non-teaching staff.

The performance of each employee is assessed annually after completion of one year of service. The objective is not only to evaluate the performance as per established norms, but also to identify potential aspects for improvement that can eventually lead to further progress and growth of the employee.

The salient features of the Performance Based Appraisal System (PABS) are as follows:

Teaching Staff

a) The performance of each faculty member is assessed according to the Annual Self-Assessment for the Performance Based Appraisal System (PBAS) as per AICTE.

b) Promotions are based on the PBAS. There are many parameters on which the staff is given appraisal as;

1) Lectures, seminars, tutorials, practical, contact classes undertaken as percentage of lectures allocated.

2) Research Publications and articles of faculty members in the

journals or conferences.

3) Use of participatory and innovating teaching-learning methodologies, updating of subject content, course improvement, etc.

4) Participation and Paper (s) presented in Conferences/Seminars/Workshops/Symposia, etc.

5) Invited for conferences/ seminars/ workshops/ symposia to deliver lectures/ Chair sessions.

6) Academic Contribution through participation in quality enhancement efforts

c) The institute undertakes a wide range of activities besides academics, for which faculty members are assigned additional duties and responsibilities, which are mostly voluntary. The Institute accords appropriate weightage for these contributions in their overall assessment.

d) The faculty members are informed well in advance of their due promotion.

e) The PBAS form filled by the Faculty Member is checked and verified by the Heads of the Departments, followed by the Dean, IQAC and the Director.

f) Faculty members whose promotions are due are recommended based on their API score and are required to appear before the screening-cum-selection committee.

Performance Appraisal Non-Teaching Staff

All non-teaching staff is also assessed through annual confidential reports and annual performance appraisal. The various parameters for staff members are assessed under different categories i.e. Character and Habits, Departmental Abilities, Capacity to do hard work, Discipline, Reliability, Relations/Cooperation with superiors, subordinates, colleagues, students and public, Power of Drafting (where applicable), efficient organization of documents (in case of Ministerial Staff) and technical abilities (in case of workshop staff).

The overall assessment is based on the cumulative grade by the Reporting Officer/HoD, which is then forwarded to the Director by

the forwarding officer. On satisfactory performance, all employees are granted promotions and financial up-gradation.

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

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 Institution has established a mechanism for conducting internal and external audits on the financial transactions every year to ensure financial compliance. Internal audit is conducted by the internal financial committee of the institution. The committee thoroughly verifies the income and expenditure details and the compliance report of internal audit are submitted to the management of the institution through Principal. External audit is conducted once in every year by an external agency.

The mechanisms used to monitor effective and efficient use of financial resources are as below:

1) Before the commencement of every financial year, management decides the college budget after consulting with the Principal and department heads.

2) College budget includes recurring expenses such as salary, electricity, internet charges, maintenance cost, stationery, other consumable charges etc., and non - recurring expenses like lab equipment purchases, furniture and other development expenses.

3) The expenses will be monitored by the accounts department as per the budget allocated by the management.

4) The depreciation costs of various things purchased in the preceding years are also worked out. Process of the internal audit:

All vouchers are audited by an internal financial committee on a

half yearly basis. The expenses incurred under different heads are thoroughly checked by verifying the bills and vouchers. If any discrepancy is found, the same is brought to the notice of the Principal.

Process of the external audit:

The accounts of the college are audited by chartered accountants regularly as per the government rules. The auditor ensures that all payments are duly authorized. After the audit, the report is sent to the management for review. Any queries in the process of audit would be attended immediately along with the supporting documents within the prescribed time limits. The institution did not come across any major audit objection during the preceding years.

All these mechanisms exhibit the transparency being maintained in financial matters and adherence to financial discipline to avoid defalcation of funds or properties of the institution at all levels. The audited statement is duly signed by the authorities of the management and chartered accountant.

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

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)

2.78

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

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

Biyani Institute of Science and Management is a self-financed institution, where the funds are generated through the fees paid by the students. Deficit is managed by taking advance from the parent trust. The institute has a well-defined mechanism to monitor effective and efficient utilization of available financial resources for the development of the academic processes and infrastructure development. Steps taken for fund mobilization are given below:

a) Institutional budget is prepared by the Principal every year taking into consideration recurring and non-recurring expenditures.

b) Accordingly, all the administrative and academic heads are requested to submit the budget required for the subsequent financial year. Along with this all coordinators of different cells viz., R&D Cell, Exam Cell, T&P Cell etc. are instructed to submit their budget to Principal.

c) All the major financial decisions are taken by the Institute's Governing Body.

All the major financial transactions are analyzed and verified by the governing body under different heads like

Research & Development

? Training & Placement

? Software & Internet charges

? Library Books / Journals

? Repair & maintenance

? Printing & stationery

? Equipment & Consumables

? Furniture & Fixtures

A few of the highlights of funds mobilization are as follows:

1. Institute adheres to utilization of budget approved for academic expenses and administrative expenses by management.
2. After final approval of budget the purchasing process is initiated by purchase committee which includes all head of departments and accounts officer, accordingly the quotations called and after the negotiations purchase orders are placed.
3. The payment is released after delivery of the respective goods it is done as per the terms and conditions mentioned in Purchase Order.
4. All transactions have transparency through bills and vouchers. The bill payments are passed after testing & verification of items. Only authorized persons operate the transaction through the bank.
5. Respective faculty member ensures that whether suitable equipment/machinery with correct specification is purchased.
6. Financial audit is conducted by chartered accountant every financial year to verify the compliance.

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

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

Sr. No.

Contributions of IQAC

1.

Implementation of 25 new certificate courses

1.

Successfully organized the faculty development programme and student orientation program.

1.

Organized over fifty webinars/workshops and guest lectures.

1.

Upgraded the IT facilities and infrastructure by augmenting new video stations and mobile application for promoting online teaching and learning.

1.

Successfully conducted 15th international conference (BICON-2020)

1.

Over ten new linkages and MOUs with academic institutes and industries were done.

1.

Organized department-wise community related awareness activities.

1.

Students and faculty members were motivated to get registered in online learning platforms like SWAYAM and NPTEL.

IQAC has contributed significantly for institutionalizing the quality assurance strategies and processes, the following two practices are the results of IQAC initiatives

1. IT Facilities Up-gradation

Keeping in view the present pandemic situation, up-gradation in the present IT facilities and infrastructure was done by

augmenting new video stations and mobile application for promoting online teaching and learning among students and teachers.

2. Collaborative Learning

Students and faculty members were motivated to get registered on online learning platforms like SWAYAM and NPTEL. Over 100 students and faculty members registered on these portals for professional certification and enhance their knowledge about the current industry tools and techniques.

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

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

The IQAC continuously reviews and takes steps to improve the quality of the teaching-learning process. The Academic Calendar is prepared in advance, displayed and circulated in the Institute and strictly followed for activities throughout the session. Admission to various programmes, summer, winter and mid-term vacations, examination schedule and declaration of results are notified in the Academic Calendar. All newly admitted students have to compulsorily attend the Orientation Programme, in which they are made aware of the philosophy, the uniqueness of the Education system, the teaching-learning process, the system of continuous evaluation, compulsory core courses, various co-curricular activities, discipline and culture of the Institute. All students are also given a guided tour of the campus showing them all the facilities in the campus. All students are provided with the Student Diary that provides all details relevant for students. Students are apprised of the Time-Table, Programme structure, syllabi of the courses before the session commences.

Important announcements are made through e-mail and departmental notice boards as no morning assembly is conducted these days due to pandemic. The attendance and conduct of classes are monitored

by the HODs and faculty members.

The Principal and the Discipline Committee members make random visits to ensure smooth functioning of classes. Class Committees are regularly conducted with students to take feedback and appropriate steps are taken to enhance the teaching-learning process. Students are also free to approach the Director of the Institute for feedback and suggestions. Feedback is properly analyzed and shared with the Director, Dean, HODs and individual faculty members.

The teaching-learning processes are reviewed, and improvements are implemented, based on the IQAC recommendations. The major initiatives taken over the past years include the following:

- Introduction of Daily Home Assignments
- Automation of Admission Processes - Provision for online fee payment
- Automation of Examination Processes
- Curriculum Development Workshops
- Introduction of subject related inter-disciplinary certificate courses
- MoUs with prestigious Institutes, Universities, Govt. agencies
- International student and faculty exchange programmes

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

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC);

B. Any 3 of the above

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)

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	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

BISMA shows gender sensitivity through various initiatives and actions for creating a safe, secure and healthy atmosphere in the campus. Sensitization of the students is done through special lectures and functions. Specific initiatives with respect to key areas are as follows:

Safety and Security-

- Hi-Tech Surveillance system:

E- Surveillance with high resolution cameras through day and night, facility of distributed recording in the control room has been set up in the campus; entry of unwanted elements is monitored through these cameras. This system ensures that all Female staff, students can move freely in the campus and feel assured that they are secure at all times in the campus.

Hostels: 1) Two fully secured hostels for students exist in the campus. Behavior of students is monitored through a set of well-defined rules under the guidance of wardens. 2) All students and staff members have to compulsorily carry their ID cards at all

times on the campus, thus ensuring non entry of any outsiders.

Security personnel:

1) The College has strong security personnel deployed all around the campus to create secure environment.

Medical Facilities:

The College has 24-hrs on-campus medical facilities in collaboration with nearby hospitals.

Counseling: BISMA has a system of mentoring in each department for inculcating social, moral and ethical values .Women cells are established to create gender awareness through different programs. All senior officials are available for girls for addressing their grievances any time without any prior appointment.

Separate Rest Room:

In each block of the College separate washrooms are available for females and males. 24 hrs nonstop water supply is available with proper ventilation in the washroom.

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

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

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

? Liquid waste management

? Bio-medical waste management

? E-waste management

? Waste recycling system

? Hazardous chemicals and radioactive waste management

1) Biyani Institute of Science and Management has designed methods for the management of waste generated in the campus using the basic waste management strategy of 3R's: Reduce, Reuse and Recycle i.e., Reduce the amount of waste generated, Reuse everything to its maximum after proper segregation and cleaning and keeping things which can be Recycled aside and handed over to appropriate agencies.

2) The waste generated in the campus includes liquid waste and solid waste- both biodegradable and non-biodegradable nature & chemical waste. No classified hazardous waste is generated on the campus. The environmental policy of the institute is to achieve zero discharge and complete utilization of waste with well-designed strategies to make campus clean, hygienic and healthy.

The waste generated is classified into the following types:

1. Solid waste Management

Solid waste includes both biodegradable and non-biodegradable components. The non-biodegradable solid waste generated in the campus include paper, plastics, metal cans etc. Biodegradable waste includes food waste, vegetable peels, leaves etc.

'Use and throw' items like plastic cups, plates etc. used in the college canteen are replaced by reusable items like steel glasses and plates. Glass, paper and metal waste is sold for recyclers.

Food waste and biodegradable waste are collected in separate bins

and then transferred to scientifically constructed pits within the campus for composting. This compost is used as manure for the campus plants.

2. Liquid waste Management

Liquid waste that is generated in the institute falls into three following categories.

- 1) As the college is located in an urban area having a proper sewerage system, waste water generated from the sanitary facilities is disposed off into the sewers.
- 2) Waste water generated from the laboratories is very small in quantity; hence they are handled along with sewage.
- 3) For rain water harvesting the college has a separate drainage system and tanks. RO waste water is diluted with canteen wastewater and used for gardening, watering trees etc.

3. E-waste Management

E-waste or electronic waste is created when an electronic product is discarded after the end of its useful life. E-waste mainly includes obsolete electronic devices, such as computer systems, servers, monitors, compact discs (CDs), printers, scanners, copiers, calculators, fax machines, battery cells etc. E-waste is disposed off through vendors.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	No File Uploaded

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

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	View File

7.1.5 - Green campus initiatives include

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

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

A. Any 4 or All of the above

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

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

B. Any 3 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	No File Uploaded
Any other relevant information	View File

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

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
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).

The Biyani Institute of Science and Management has conducted several programs for providing an inclusive environment. It has taken various initiatives for promoting tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic, and other diversities.

BISMA is undertaking various initiatives in the form of celebration of days of eminent personalities National Festivals and other such activities to provide for an inclusive environment by bringing students and teachers with diverse background on a single platform for creating an inclusive environment.

These functions help in developing tolerance, harmony towards culture, region, linguistics and also communal social economics and other diversities. Convocation ceremony is conducted every year, where the convocation address is delivered to inspire and motivate the students for future journeys.

Two important national festivals, Republic Day and Independence Day are celebrated every year in college. All teaching, Non-Teaching staff and students participate for the cause of the nation. The inspirational speeches and patriotic cultural programs are conducted.

Day Celebrated

Date

Gandhi Jayanti

1 Day(2nd October)

Ambedkar Jayanti

1 Day(14th April)

Teachers day

1 Day(5th September)

Yoga day

1 Day(21st June)

Independence day

1 Day(15th August)

Republic day

1 Day(26th January)

Women's day

1 Day(8th March)

World Environment Day

1 Day(5th June)

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

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

1)The institution sensitizes the students and the employees to the constitutional obligations about values, rights, duties and responsibilities and constantly works upon to nurture them as better citizens of the country through various curricular and extra-curricular activities.

2)The institute hoists the flag during national festivals and invites eminent persons to inspire students and staff by informing the qualities of freedom fighters and to emphasize the duties and responsibilities of citizens.

3) The college establishes policies that reflect core values. Code of conduct is prepared for students and staff and everyone should obey the conduct rules. The institution encourages participation of students in Sports and Games and at National level to strengthen nationwide bonds and relations.

4) The institution takes pride in rising up successful leaders among the students by conducting the Student Council election every year. The elected representatives are given leadership training and delegate the responsibilities of organizing college programmes with the support of other student volunteers.

5) Guest lectures and workshops are arranged by eminent personalities to deliver lectures on ethics, values, duties, and responsibilities and on saving the environment. Ethical Values, rights, duties, and responsibilities of citizens are some of the topics that are enlisted in Elocution, debates, and class presentation.

6) Staff members participate in the national celebrations and take oaths for the cause of the nation. The institution takes many initiatives like conducting awareness campaigns, organizing orientation programmes, training programmes, seminars and workshops to sensitize the future leaders to inherit human values coping with the constitutional obligations.

7) Conduct Morning assembly each day.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Nil
Any other relevant information	Nil

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

A. All of the above

4. Annual awareness

programmes on Code of Conduct are organized

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

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

Institution celebrates/ organizes national and international commemorative days, events and festivals. National festivals play an important role in planting seed of Nationalism and Patriotism among the students.

Our institution celebrates these events with great enthusiasm to commemorate the ideology of nationalism and to pay tribute to our great National Leaders. The Faculty, Staff and Students of the institution all come together under one umbrella to celebrate these occasions and spread the message of Unity, Peace, Love and Happiness throughout.

Republic day- The institution celebrates Republic day on 26th January every year, commemorating the adoption of Indian constitution and spreading the message that India is the largest democratic country in the world. This is a day to remind the students about the constitution of the country and the need to abide by it at all times. The celebration includes the hoisting of national flag and spreading a warm message of nationalism in a speech by the Principal.

International Women's Day is celebrated annually on March 8 to commemorate the cultural, political, and socioeconomic achievements of women.

International Yoga day is celebrated on 21st June every year. The yoga Instructor organizes the yoga camp and a speech is conducted to make everyone aware on how Yoga embodies unity of mind and body; thought and action; restraint and fulfillment.

Independence Day is celebrated every year on 15th of August, parades and flag hoisting is organized and is celebrated to mark freedom of India from British rule. The institution encourages students to remember our national leaders and their sacrifices.

Teachers Day - The College celebrates Teachers Day every year to express gratitude and appreciation towards the teachers. It is very enjoyable day for teachers and students. This special day is dedicated to Dr. S. Radhakrishnan, a great academic philosopher and president of India. On this occasion, Principal Prof. Sanjay Biyani encourages teachers to be proud of their noble profession and reminds them of their role and importance in the life of students.

Gandhi Jayanti is celebrated every year on 2nd October to understand the ideology of our great leader Mahatma Gandhi wherein pledge is taken by students and staff. In today's times we inspire students of our institution to follow the Gandhian ideologies of truth and non-violence and inspire them to contribute towards the peace and prosperity of the Nation. Children's Day is celebrated with full enthusiasm in college campus every year on 14th November. The day signifies the importance of increasing awareness about child's rights and education. Various cultural programmes are organized by teachers and students.

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. Best Practices

1. Use of Innovative, Receptive and Adaptive mechanisms for Teaching-Learning.
2. Emphasis on Yoga-Meditation and Positive Mental Health

Best Practice 1

Title:-Use of Innovative, Receptive and Adaptive mechanisms for Teaching-Learning

Objective:-

The COVID-19 has resulted in educational institutes shut all across the world. Globally, over 1.2 billion children are out of the classroom. As a result, education has changed dramatically, with the distinctive rise of e-learning, whereby teaching is undertaken remotely and on digital platforms. To combat this inevitable crisis Biyani Institute of Science and Management started implementing the use of innovative, receptive and adaptive mechanisms for teaching and learning with the following objectives:-

Objective 1:- Strengthening teaching and learning process with distance learning when the institutes are closed.

Objective 2:-Provide learners with a global learning platform where they can find structured study material in the form of videos and think-tanks.

- Context:

Amidst COVID-19 threat, the Indian government announced a nationwide lockdown on 22nd March 2020, to tackle and control the spread of the virus in the country. Lockdown was a much required and an important step at the time, but it has challenged the normal living, work, economy, and most importantly the education of students due to closure of all the colleges and. Even after the lockdown, there is uncertainty over the future scenario of studies as there was no specific cure and vaccine for COVID-19. To prevent the shortfall in syllabus completion, the Biyani Institute of Science and Management made up the decision of starting online classes with regulations of Indian Government and AICTE. Since,

pre-Covid-19 the college had only a single video studio for recording video lectures, not all the faculty members can take classes simultaneously. So the management decided to set up multiple video stations in order to fulfill the requirement of conducting simultaneous classes.

Now, since these online classes were only for the enrolled students of BISMA, in order to provide study material to all the learners globally a proper platform was required the institute launched the GuruKPO App which is accessible by every student who wants to study online.

- Practice:

1. Strengthening teaching and learning process with distance learning when the institutes are closed:-

Post-COVID-19, to provide students with distance learning the college started practicing the idea of providing students with distance learning through online classes. To implement the idea the institute had to update the existing infrastructure. So the management decided to create multiple video stations in the campus, so that teachers can utilize them to take online classes in the individual stations.

1. Provide learners with a global learning platform where they can find structured study material in the form of videos and think-tanks:-

In order to provide quality study material to global learners after the pandemic, the institute launched an android application "GuruKPO Plus App". It is freely available on play store. Anyone who is interested in distance learning can find a huge database of subject-related videos and study material on the App.

- Evidence of Success:

Objective 1:- By conducting online classes regularly and uninterruptedly using the video stations the college is capable of maintaining a healthy relationship with students. During the pandemic, where parents were scared of sending their children out, teachers and students both had no fear of getting in direct contact with anyone.

Objective 2:- The App was launched on 22 August, 2020. Approximately 4700 members are registered on the App till date.

They are benefited by the contents available on the App.

- Problems encountered and resources required:

In some of the cases, the students refrain from attending online classes. But once the classes started regularly and without any interruption like network issues and power supply the number of students increased day by day. The GuruKPO App is proven to be immensely successful however it needs a huge amount of financial resources which sometimes becomes a constraint in updating and revising the courses of study.

Best Practice 2

Title:-Emphasis on Yoga-Meditation and Positive Mental Health.

Objective:-

Uncertainty about Corona virus disease 2019 (COVID-19) and resulting lockdown caused widespread panic, stress, and anxiety. Yoga is a best known practice that reduces stress and anxiety and may enhance immunity.

Yoga-meditation is the latest technique to ensure a healthy mind. The practice of yoga discards waste thought leads to harmony between mind, intellect and desires. The experience of this peaceful state brings a natural power of concentration. In order to improve the mental health of our students so that they can overcome the stress of pandemic we started regular sessions on Yoga and Meditation.

- Context:

Yoga requires students to have a strong commitment towards achieving their goals and giving maximum effort. Students who take up yoga and meditation as their daily routine can have a better quality of life than those who refrain themselves from incorporating them. It relieves stress among students that can allow them to overcome obstacles in their academic lives in a better way. As meditation technique requires strong attention, it aids students in enhancing the ability to concentrate in hyperactive situations such as:

- Meeting deadlines;
- Preparing for tests;

- Competing for getting good grades;
- Daily assignments.

The "feel-good" chemical (endorphin) released by an individual's body during yoga, can help them gain clarity of mind and feel fresh to tackle academic challenges. Furthermore, this will help students maintain their spirits as well as motivate others. This will enable them to make friends, interact with new people and be the person that people want to hang around with.

Yoga and meditation are often considered as a good source of relaxation as they aid in lowering blood pressure as well as hormone regulation. Additionally, by doing yoga on a daily basis, students can obtain a better immune system thus a healthier body. They can also give students a sharper clarity that is required to think with a different perspective and make rational decisions. This further enables students to keep their emotions in control and analyze the outcome of their reaction with every aspect of their lives.

- Practice:
- Evidence of Success:
- Problems encountered and resources required:

The top challenges that the college faced in implementing the Yoga and Meditation for students and faculty members are as follows:

1. Finding a good teacher to start up with the given resources.
2. Attracting students for the Yoga classes and webinars specially when they are in the lazy mode
3. Looking at schedule and plan a time each day that will be uninterrupted (or least interrupted) and free from meal times.

File Description	Documents
Best practices in the Institutional website	Nil
Any other relevant information	Nil

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

"As the college operates in the society, and it uses the resources of society, it is the responsibility of the institute to pay back towards the mankind".

The above stated lines are the views of PROF. (DR.) Sanjay Biyani, Principal of the college.

The college life is not limited to academics, placements, classes, sports and friends. College is an institution that grooms one's overall personality.

Sympathy & Empathy towards nature, environment is also one of the qualities which should be there in the students. To instill the same, Biyani Institute of Science and Management conduct various programmes like Swachhata hi Seva, Blood Donation, Mask Distribution, Sanitizer Distribution etc.

Swachhata hi Seva - Biyani Institute of Science and Management is deeply concerned with cleanliness. The cleanliness is ensured not only inside the campus but outside the campus as well.

Cleanliness drive is organized by the college where the students are provided awareness regarding the benefits of clean environment.

Blood Donation - Every year, a Blood Donation camp is organized by the institution where all the volunteers are invited to donate blood for a noble cause. The college is of the view that no patient should die due to non availability of blood. Contributing on its part, a mega event for the same is held every year.

Mask Distribution, Sanitizer Distribution - As a society, last two years were very crucial for all of us, due to the outbreak of Covid-19. Lakhs of people lost their lives in midst of it. To prevent the spread, government issued various directives like social distancing, use of mask and sanitizer etc.

To spread awareness regarding the same, BISMA initiated mask and sanitizer distribution drive where masks were distributed by the students in the vicinity of the college.

As a special thrust, societal development is also instilled on a large scale into the students through the Unnat Bharat Abhiyan which undertakes various services to inculcate social values.

Throughout the year, it undertakes a plethora of events ranging from cleanliness drives, tree plantation drives, Blood donation drives, waste management drives, gender equity, field visits and many more.

The institute has been following a reduced paper drive since some last years. All communications are only done using Google Classroom. The students also contribute to this initiative, and all our event registrations are paper free and done only through Google Forms. As discussed earlier, institute has its own app "Gurukpo" where e-content is delivered and there is no need to scribble down the notes on paper.

We also strictly prohibit use of thermocol for any creative activities and most of the creative work is done by recycling of old material. The overwhelming concern towards environment is also depicted by the fact that every time a guest arrives, she is welcomed by a plant, which shows the sensitivity of college towards environment.

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

7.3.2 - Plan of action for the next academic year

The institution is determined to bring quality and proficiency in the working of its each department so as to accomplish excellence in education and empower women through development of skills sets, personality and instilling right values in them. Our Internal Quality Assurance Cell (IQAC) is involved in the long term planning and designing the framework of the institutional plan in accordance with the quality indicators set by NAAC. The vision of IQAC cell is to enswathe all teaching- learning parameters so as to achieve holistic development of our students. Following are the parameters in which IQAC has planned to focus for the next five years: Teaching- Learning: Academic Collaborations with international universities and enter into MOUs for students exchange programs. Extensive use of available smart classes and increase in the usage of IT technology, audio-visual aids etc. so as to enhance the teaching-learning experience. Promote usage of Library E-resource (DELNET) among the teachers and students,

extensively. We plan to strengthen our e-learning resource, Gurukpo.com by developing and updating the course material in various subjects and create videos related to personality development, soft skills and laboratory experiments through Biyani TV. Human Resource Training and Development: Promote participation of teaching faculty in FDPs, refresher courses, workshop and seminars as well as conduct such activities in the campus in collaboration with our International partners and recognized government agencies for quality delivery of research orientation. Develop technical and soft skill sets of our non-teaching staff according to their job requirements and ensure their safety and security within the campus. Research and Development: Strengthen our International academic alliances with universities and take up collaborative research projects. Encourage our educators to write quality research papers and major/minor projects by generating inter-disciplinary research oriented ecosystem. Promote usage of SPSS software in research analysis and interpretation activities and publication of research papers in indexed journals of repute. Industry- Academia Engagement: Strengthen our ties with Industry experts for motivating our students and help them be abreast with provide practical knowledge Strengthen Campus placement and training facility by making more industry linkages Promote student and teachers to work on real projects for industries. We will enter into fresh MOUs with incubation centers and integrate the activities of our Entrepreneurship and start-up Cell so that more business outcomes may be achieved like our past ventures, Biyani Bio Solutions Pvt. Ltd. and Bio Seeds Corporation. Community Extension Activities: Our unique initiative of community participation and awareness generation through Community Radio, Radio Selfie 90.8FM will be the pivotal medium for health awareness, cleanliness hygiene, women oriented topic, gender sensitization etc. for which we plan to invite celebrities, leaders and community influencers. We also focus on our research orientation towards rural health and sanitation so as to cover various regional and social differentials. Internationalization Plan: Promote more students to apply for international scholarships and take admission in colleges abroad for higher education. Enter into MoUs with International Universities/ Institutions for academic and cultural exchange programs. Strengthen our collaborations with our Japan partners, universities