



BSSS INSTITUTE OF ADVANCED STUDIES
MANDATORY DISCLOSURE

As per the Annexure-10 of the AICTE Approval Process Handbook (2023-24)

I. NAME AND ADDRESS OF THE INSTITUTION

BSSS Institute of Advanced Studies
Asha Niketan Campus
E-6, Arera Colony,
Bhopal 462016
Madhya Pradesh
Tel: 0755 – 2921781
Email: info@bssias.ac.in

II. NAME AND ADDRESS OF THE SOCIETY/ TRUST

Archdiocese of Bhopal (Registration #6)
Archbishops House,
33, Admedabad Palace Road,
Housing Board Colony,
Koh-e-Fiza
Bhopal 462001
Madhya Pradesh

III. NAME AND ADDRESS OF THE DIRECTOR

Dr. Fr. John P.J.
Executive Director
BSSS Campus Habibganj,
Bhopal 462024
Madhya Pradesh
Email: director@bssias.ac.in

IV. NAME OF THE AFFILIATING UNIVERSITY

Barkatullah University, Bhopal

V. GOVERNANCE

- Members of the Board and their brief background.
Members of the Board of Governors – available at the Institutes' Website
- Members of Academic Advisory Body
Available at the website/ Annexure 2
- Frequency of the Board Meetings and Academic Advisory Body.
Ordinarily B.O.G. meets once in three months; and Academic Council once in a year.
- Organizational chart and processes.

Executive Director is the Head of the institution. All academic and administrative activities of the Institute are looked after by the Registrar and faculty members as task heads (Chairperson). The Officer, Librarian, System Administrator are assigned with general and other administrative works.

- Nature and Extent of involvement of faculty and students in academic affairs/improvements.
Faculty Council comprising of the Executive Director, Registrar, HOD and all the faculty members performs the day-to-day academic activities for the Institution.
Students Affairs Council (SAC) is managed by the students under the guidance of the faculty members. The SAC works as an interface between the students and the institute and the Institute, it organizes various extra-curricular activities for the overall development of students as professionals.
- Mechanism/Norms and Procedure for democratic/good Governance
Academic works are assigned to faculty members and designated as chairpersons to discharge academic duties. Officers are made in charges of various cells to discharge various administrative works.
- Student Feedback on Institutional Governance/ Faculty performance
A student feedback mechanism is available in the institution. Once in a semester, the students provide the feedback of staff in the prescribed format.
- Grievance Redressal Mechanism for faculty, Staff and students
IT enabled system for Redressal of grievance of faculty, staff and students. The management of the Institution follows an open system of administration and grievances from staff and students are given the utmost attention. The suggestions and complaints are carefully looked into and remedial measures undertaken. Responses are also publicized through notice boards. In case of indiscipline, the Disciplinary Committee enquires into the matter by calling witnesses and recommendations are made about the action to be taken by the management. Mentors look into the welfare of the students and advises the management for necessary action.
 - Establishment of Anti Ragging Committee
Established vide order no. BSSSIAS/ACA/RAGIG/21/12 dated: November 24, 2021
 - Establishment of Online Grievance Redressal Mechanism
<https://bsssiaserp.com/CollegeSetup/CasteRelatedComplaints>
 - Establishment of Grievance Redressal Committee in the Institution
Established vide order no. BSSSIAS/ACA/RAGIG/21/14 dated: November 24, 2021
 - Establishment of Internal Complaint Committee (ICC)
Established vide order no. BSSSIAS/ACA/OO/22/26 dated: August 06, 2022.
 - Establishment of Committee for SC/ST grievance redressal
Established vide order no. BSSSIAS/ACA/OO/22/27 dated: August 06, 2022.
 - Internal Quality Assurance Cell
Established vide order no. BSSSIAS/ACA/OO22/16 dated: February 28, 2022

VI. PROGRAMMES

- Name of the Programmes approved by the AICTE.
MBA (Full Time)
MBA (Finance)
MBA (Marketing)
- Name of the programme accredited by NBA

NBA Accreditation Status		
1.	Name/ List of Programmes/ Courses Accredited	Not Applicable*
2.	Applied for Accreditation	Not Applicable*
	A. Applied but Visit not happened	
	B. Visit happened but result awaited	

***New Institute**

- Name and duration of programme(s). if any, not approved by AICTE and being run in the same campus: NIL

NBA Accreditation Status		
1.	Name/ List of Programmes/ Courses Accredited	Not Applicable*
2.	Applied for Accreditation	Not Applicable*
	A. Applied but Visit not happened	
	B. Visit happened but result awaited	

***New Institute**

- Details of Various Programmes**

MBA (Full Time)

- A. Number of seats: 180
- B. Duration: 02 years
- C. Admission done through Directorate of Technical Education (DTE), Government of Madhya Pradesh
- D. Fee- As per AFRC, Government of Madhya Pradesh directives.
- E. Placement Facilities- Campus placement assistance is provided to students.
- F. Campus placement in the last three years with minimum salary, maximum salary and average salary – as on 31/1/2023
2022-23: Maximum Salary – Rs. 9:00 LPA and Average Salary Rs. 5.25 LPA

MBA (Finance)

- A. Number of seats: 60
- B. Duration: 02 years
- C. Admission done through Directorate of Technical Education (DTE), Government of Madhya Pradesh
- D. Fee- As per AFRC, Government of Madhya Pradesh directives.
- E. Placement Facilities- Campus placement assistance is provided to students.
- F. Campus placement in the last three years with minimum salary, maximum salary and average salary – as on 31/1/2023
2022-23: Maximum Salary – Rs. 9:00 LPA and Average Salary Rs. 5.25 LPA

MBA (Marketing)

- A. Number of seats: 60
- B. Duration: 02 years
- C. Admission done through Directorate of Technical Education (DTE), Government of Madhya Pradesh
- D. Fee- As per AFRC, Government of Madhya Pradesh directives.
- E. Placement Facilities- Campus placement assistance is provided to students.
- F. Campus placement in the last three years with minimum salary, maximum salary and average salary – as on 31/1/2023
2022-23: Maximum Salary – Rs. 9:00 LPA and Average Salary Rs. 5.25 LPA

- Name and duration of programme(s) having Twinning and collaboration with Foreign University(s) and being run in the same campus along with status of their AICTE approval. If there is Foreign Collaboration, give the following details- NIL
- For each Programme Collaborated provide the following – Not Applicable

VII. FACULTY

- Permanent faculty: 26
- Visiting faculty 03
- Adjunct faculty 1:7

VIII. PROFILE

Executive Director- Available at Website (<https://www.bsssias.ac.in/director>)

Faculty – Available at Website (<https://www.bsssias.ac.in/faculty>)

Research Guidance (Number of Students) – Not Applicable (New Institute)

IX. FEE

- Details of fee, as approved by State Fee Committee, for the Institution.
As per AFRC, Government of Madhya Pradesh directives
- Time schedule for payment of Fee for the entire Programme,
Four Semesters, Fee payable Semester wise
- No. of Fee waivers granted with amount and name of students: 02 (2022-23)
- Amount of Fee Waived : Rs.17,727/- (per semester)
Name: Mr. Anoop Mishra, Mr. Sujeet Pandit.
- Number of scholarships offered by the institute with the name of students, duration and amount: NIL
- Criteria for fee waivers/scholarships.: As per AFRC Criteria
- Estimated cost of Boarding and Lodging in hostels: Not Applicable
- Any other fee please specify: No

X. ADMISSION

- Number of seats sanctioned with the year of approval.
 - 2021-22: 300:MBA Dual - 180, MBA (Marketing)-60, MBA(Finance)-60
 - 2022-23: 300:MBA Dual - 180, MBA(Marketing)-60,MBA(Finance) -60
- Number of students admitted under various categories each year in the last 3 years.
 - 2021-22 – 115 Students
 - 2022-23 – 124 Students
- Number of applications received during last two years for admission under Management Quota and number admitted – NIL

XI. ADMISSION PROCEDURE

- Mention the admission test being followed, name and address of the Test Agency/ State Admission Authorities and its URL (Website)
Admission done through Directorate of Technical Education (DTE), Government of Madhya Pradesh (<https://dte.mponline.gov.in>)
- Number of seats allotted to different Test Qualifies candidate separately (AIEEE/CET (State conducted test/University tests/CMAT/GPAT)/Association conducted test etc.): Not Applicable
- Calendar for admission against Management/ Vacant Seats
As per DTE Guidelines (<https://dte.mponline.gov.in>)

XII. CRITERIA AND WEIGHTAGES FOR ADMISSION

As per DTE Guidelines (<https://dte.mponline.gov.in>)

XIII. LIST OF APPLICANTS

- List of candidates whose applications have been received along with percentile/ /percentage score for each of the qualifying examination in separate categories for Management quota seats (Merit Wise). Admission done through Directorate of Technical Education (DTE), Government of Madhya Pradesh.

XIV. RESULTS OF ADMISSION UNDER MANAGEMENT SEATS/VACANT SEATS

Admission done through Directorate of Technical Education (DTE), Government of Madhya Pradesh and available at DTE Website.

XV. INFORMATION OF INFRASTRUCTURE AND OTHER RESOURCES AVAILABLE

- Number of Class Rooms and size of each
10 (66 Sqm per class room)
- Number of Tutorial rooms and size of each
3 (33 Sqm per room)
- Number of Laboratories and size of each
Not Applicable
- Number of Drawing Halls with capacity of each
Not Applicable
- Number of Computer Center's with capacity of each
1 (150 Sqm) with 60 PCs
- Central Examination Facility, Number of rooms and capacity of each
1 with 150
- Online Examination Facility
60 Nodes with 2 lines of 100 Mbps each
- Barrier Free Built Environment for disabled and elderly persons
Yes
- Occupancy Certificate
Annexure-2
- Fire and Safety Certificate
Annexure-3
- Hostel Facilities – On Demand (Private)

LIBRARY

- Number of Library books/Titles/Journals available (Programme-wise)
Books-4165, Titles-1475, Journals-21, Magazines-13
- List of National/ International Journals subscribed
National – 9
International - 04
- E-Library facilities
E-Book: 179
DELNET & NDLI
- National Digital Library (NDL) subscription details
User ID: info@bssias.ac.in (<https://ndli.iitkgp.ac.in>)

LABORATORY AND WORKSHOP

- List of Major Equipment/Facilities in each Laboratory/Workshop – Not Applicable
- List of Experimental Setup in each Laboratory/Workshop – Not Applicable

COMPUTING FACILITIES

- Internet Bandwidth
2 lines with 100 Mbps
- Number and configuration of system
100 systems (20 systems with Intel i5 processor and 80 systems with Intel i3 processor)
- Total number of systems connected by LAN
All systems
- Total number of systems connected by WAN
Campus WiFi
- Major software packages available
Windows 10 with Office 2019, Tally Prime Gold
- Special purpose facilities available (conduct of online Meetings/Webinars/Workshops, etc.)
Google Meet, Zoom
- Facilities for conduct of classes/courses in online mode (Theory & Practical)
Yes
- Innovation Cell
Yes
- Social Media Cell
Yes
- Compliance of the National Academic Depository (NAD), applicable to PGCM/PGDM Institutions and University Departments
Not Applicable

LIST OF FACILITIES AVAILABLE

- Games and Sports Facilities – Yes
- Extra-Curricular Activities – Yes
- Soft Skill Development Facilities – Yes

TEACHING LEARNING PROCESS

- Curricula and syllabus for each of the Programmes as approved by the University
Yes
- Academic Calendar of the University
Yes
- Academic Time Table with the name of the Faculty members handling the Course
Available in Institute's MIS portal
- Teaching Load of each Faculty
On an average four classes per day.
- Internal Continuous Evaluation System and place
20% Internal and 80% External
- Student's assessment of Faculty, System in place
Yes

FOR EACH POST GRADUATE COURSES GIVE THE FOLLOWING

Title of the Course – MBA (FULL TIME)

Curricula and Syllabi – As per Barkatullah University, Bhopal

Laboratory facilities exclusive to the Post Graduate Course – Not Applicable

Title of the Course – MBA (FINANCE)

Curricula and Syllabi – As per Barkatullah University, Bhopal

Laboratory facilities exclusive to the Post Graduate Course – Not Applicable

Title of the Course – MBA (MARKETING)

Curricula and Syllabi – As per Barkatullah University, Bhopal

Laboratory facilities exclusive to the Post Graduate Course – Not Applicable

SPECIAL PURPOSE

- Software, all design tools in case
Not Applicable
- Academic Calendar and framework
Academic Calendar of Barkatullah University, Bhopal

1. ENROLMENT AND PLACEMENT DETAILS OF STUDENTS IN THE LAST 3 YEARS (Upto 31/01/23)

University Enrolment for MBA (Full Time) – 34 Students – Placement –10 students

University Enrolment for MBA (Finance) – 51 Students– Placement -16 students

University Enrolment for MBA (Marketing) – 23 Students– Placement -11 students

2. LIST OF RESEARCH PROJECTS/ CONSULTANCY WORKS

- Number of Projects carried out, funding agency, Grant received – Under Process
- Publications (if any) out of research in last three years out of master's projects – 02
- Industry Linkage – More than 60
- MoUs with Industries (minimum 3(10)) – 6MoUs

3. LOA AND SUBSEQUENT EOA TILL THE CURRENT ACADEMIC YEAR

LOA (Annexure-4), EoAAvailable at the site

4. ACCOUNTED AUDITED STATEMENT FOR THE LAST THREE YEARS

On Demand

5. BEST PRACTICES ADOPTED, IF ANY

S.No.	Initiatives	Process Involved	Remarks
1.	Live Projects	Students are assigned live projects based on topics of the course.	Live Projects is a compulsory component in each course's indirect evaluation.
2.	Focused Group Study	Students are divided into groups and are assigned specific topics related to curricular learning. These groups, study the topics in detail through library books, internet, and library journals. Thereafter, the topics are discussed by individual groups in the class & discussion is done. Further, the teacher guides them about the topic.	The group's discussion is carefully planned to create an encouraging environment so that participants feel free to talk openly & give honest opinions. Here the group members not only express their own opinions but also respond to queries of other students with updated facts & figures.
3	Interactive Classrooms to Facilitate on the Spot Learning-	The lecture classes are turned into an active learning centre with a lively forum for thought-provoking discussion, personalized learning and group activities.	The students are given a battery of questions to be answered on the spot which facilitates better learning and understanding of the topic being taught. It can be Quizzes, Seminars/ presentations and group discussions.
4.	Simulation Classes and Labs	With experiential education being the keystone of simulation, the students develop a strong and comprehensive understanding of how to most effectively use simulation within their education programs.	Designing and problem solving through simulation exercises.
5.	Web-Based Learning	Students are provided with knowledge and proficiency in the usage of simulation softwares like SPSS. These softwares are available online and students use it for various analytical purposes. Special training is offered to the students on a regular basis.	Basics of Excel, Advanced Excel and Digital Marketing.

6.	Soft Skill Classes	Understanding the need of one's personality that enables an individual to act more genuinely & effectively in a team environment, students are encouraged to deliver presentations in the class which help them to develop the ability to gather information, make decisions & interact with others.	Soft Skills Development has been incorporated in the syllabus as a core course. Soft skill classes empower students with confidence, boldness, expressiveness and ensure their overall personality development.
7.	CSR Activities	As a CSR initiative, the institute has adopted an Anganwadi within the vicinity of the Institute and students conducts regular activities for the development of the Downtrodden children	The students develop an understanding of the problems and issues faced by people belonging to the deprived community in terms of health, education, employment & social changes.
8.	Add-On Courses	<ul style="list-style-type: none"> • Post Graduate Programme in Managerial Capacity Building Development Programme (MCDP) • NSDC Certification Programmes in HR Executive • NSDC Certification Programmes in Accounting & Finance Executive • NSDC Certification Programmes in Associate Analytics • NISM (Financial Planning) 	The institute conducts various add-on courses for more knowledge, experience and profile up-gradation. The courses are speared in various business domains.
9.	Mentorship	The mentor-mentee relationship helps the mentor to guide and counsel the students in academics, professionally and also on a personal level.	The mentor-mentee system ensures that the students are personally & professionally guided.
10.	Communication Building and Transparency	The students – teacher communication and other important academic attributes of the students are maintained & communicated to the students via the web portal –, in addition to direct interaction.	Direct & online communication keeps the students & faculty in close association and also ensures that information is passed on the students without any barriers