

Annual Quality Assurance Report (AQAR)

Submitted by

Institute of Innovation in Technology & Management

D-27 & 28, Institutional Area, Janakpuri, New Delhi – 110058

(NAAC Track ID: DLCOGN21989)



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

I. Details of the Institution

1.1 Name of the Institution

Institute Of Innovation In Technology & Management

1.2 Address Line 1

D-27& D-28, Institutional Area, Janakpuri

Address Line 2

D-27& D-28, Institutional Area, Janakpuri

City/Town

New Delhi

State

Delhi

Pin Code

110058

Institution e-mail address

Director@iitmjp.ac.in

Contact Nos.

011-28520890

Name of the Head of the Institution:

Dr Vani Mazumdar

Tel. No. with STD Code:

011-28520890

Mobile:

9873821182

Name of the IQAC Co-ordinator:

Prof. Deepak Trivedi

Mobile:

9313598350

IQAC e-mail address:

director@iitmjp.ac.in

1.3 NAAC Track ID (For ex. MHC0GN 18879)

DLCOGN21989

1.4 NAAC Executive Committee No. & Date:

EC (SC)/11/A&A/8.1 dated January 19, 2016

1.5 Website address:

www.iitmjp.ac.in

Web-link of the AQAR:

<http://iitmjp.ac.in/index.php/aqariintm-2016-17/>For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>**1.6 Accreditation Details**

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	2.70	19.01.2016	5 Years

1.7 Date of Establishment of IQAC:

24.11.2014

1.8 AQAR for the year (for example 2010-11)

2016-2017

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011))

AQAR 2015-16 submitted to NAAC on dt. 21/12/2016

1.10 Institutional StatusUniversity State Central Deemed Private Affiliated College Yes No Constituent College Yes No Autonomous college of UGC Yes No Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution	Co-education	<input checked="" type="checkbox"/>	Men	<input type="checkbox"/>	Women	<input type="checkbox"/>
	Urban	<input checked="" type="checkbox"/>	Rural	<input type="checkbox"/>	Tribal	<input type="checkbox"/>
Financial Status	Grant-in-aid	<input type="checkbox"/>	UGC 2(f)	<input type="checkbox"/>	UGC 12B	<input type="checkbox"/>
	Grant-in-aid + Self Financing	<input type="checkbox"/>	Totally Self-financing	<input checked="" type="checkbox"/>		

1.11 Type of Faculty/Programme

Arts	<input type="checkbox"/>	Science	<input type="checkbox"/>	Commerce	<input checked="" type="checkbox"/>	Law	<input type="checkbox"/>	PEI (Phys Edu)	<input type="checkbox"/>
TEI (Edu)	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	Health Science	<input type="checkbox"/>	Management	<input checked="" type="checkbox"/>		
Others (Specify)	<input type="text" value="BCA Programme"/>								

1.12 Name of the Affiliating University (for the Colleges)

1.13 Special status conferred by Central / State Government-- UGC/CSIR/DST/DBT/ICMR etc

 Autonomy by State/Central Govt. / University

 University with Potential for Excellence

 UGC-CPE

 DST Star Scheme

 UGC-CE

 UGC-Special Assistance Programme

 DST-FIST

 UGC-Innovative PG programmes

 Any other (Specify)

 UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers	05
2.2 No. of Administrative/Technical staff	01
2.3 No. of students	02
2.4 No. of Management representatives	01
2.5 No. of Alumni	02
2.6 No. of any other stakeholder and Community representatives	01
2.7 No. of Employers/ Industrialists	01
2.8 No. of other External Experts	02
2.9 Total No. of members	14
2.10 No. of IQAC meetings held	04

2.11 No. of meetings with various stakeholders:

No.	04	Faculty	04
Non-Teaching Staff	04	Students	
Alumni	04	Others	

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.	02	International	-	National	-	State	-	Institution Level	02
------------	----	---------------	---	----------	---	-------	---	-------------------	----

(ii) Themes

SN	Name of the Seminar / Conference	Date
1.	National Conference on Integrating Higher Education & Employability: Issues, Challenges & Opportunities	28-01-2017
2.	National Conference on Innovative Research in Computer Science and Information Technology	18-02-2017

2.14 Significant Activities and contributions made by IQAC

IQAC has improved Placement performance of the college. It enhanced the research orientation.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality Enhancement and the outcome achieved by the end of the year *

SN	Plan of Action	Achievement
01	To progress in Academic Performance	Academic support material like additional notes, Assignment etc are provided to students for enhancing their academic performance.
02	To enhance Placements of Students.	Various placement activities for improving personality and employability are undertaken. The activities include Mock Interviews, Group Discussion, Resume Building Session, Quantitative Aptitude, Interviewing Skills, Communication classes
03	To bring improvement in Research Orientation.	Session on Research Methodology for providing Knowledge of Statistical tools like Excel, SPSS, MATLAB are conducted for faculty. This has helped the faculty members in publishing and presenting papers in the various conferences/seminars. Students are also encouraged to opt for developing research projects and correspondingly write and present research papers.
04	To increase exposure to real life corporate problems	Students are taken for Industrial visits to help them understand the practical implications associated to the theoretical aspects.
05	To enhance Quality & sustenance	Various committees are formed to provide holistic growth to the students. The committees are monitored regularly for conducting curricular, co-curricular and extra-curricular activities. Session on latest topics, workshops, value added courses, social responsibility initiatives and eco-friendly activities are conducted all round the year.
06	To develop entrepreneurial orientation in Students.	Sessions, workshops and Business Plan Competition are held to provide an insight to the students regarding existing opportunities to turn entrepreneurs.

* *Attaching the Academic Calendar of the year as Annexure I.*

2.15 Whether the AQAR was placed in statutory body Yes No
 Management Syndicate Any other body

Provide the details of the action taken

The suggestions recommended in the future plans of the NAAC Report 2015 were implemented over this academic year.

1. Value Added Courses have been added / introduced to empower students with more knowledge and skills for the present job market. Courses were conducted on Advanced MS Excel and Tally.
2. In the Library the reading room capacity has increased from 80 students to 110 students. Besides, the book circulation process has been fully computerized. The number of computer system installed has gone up from 05 to 11.
3. Internal Quality Assurance Cell has revised their composition in accordance with UGC/NAAC norms.

Part – B

Criterion – I

I. Curricular Aspects**1.1 Details about Academic Programmes**

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG				
UG	03		03	03
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	03			
Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum: CBCS/Core/**Elective option**. / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	03
Trimester	NA
Annual	NA

1.3 Feedback from stakeholders* Alumni Parents Employers Students
(On all aspects)

Mode of feedback : Online Manual Co-operating schools (for PEI)

*Please provide an analysis of the feedback in the Annexure

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

The syllabus revision is in the process. It's being customised to make Industry friendly.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

No. There has been no new department / centre introduced the year.

Criterion – II**2. Teaching, Learning and Evaluation****2.1 Total No. of permanent faculty**

Total	Asst. Professors	Associate Professors	Professors	Others
90	43	20	7	20

2.2 No. of permanent faculty with Ph.D.

12

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
14	Nil	02	Nil	Nil	Nil	Nil	Nil	16	Nil

2.4 No. of Guest and Visiting faculty and Temporary faculty

-

20

-

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	-	Nil	-
Presented papers	-	Nil	-
Resource Persons	-	-	-

2.6 Innovative processes adopted by the institution in Teaching and Learning:

- You Tube Lectures are included.
- Video and Short Documentary films related to the topic is part of class room teaching.
- Students are also encouraged to take on certification course of MOOC.(like SWAYAM and IIMBX)
- A Student's WhatsApp group of each class is created. Information or articles related to subject or of general importance are circulated in the group.

2.7 Total No. of actual teaching days During this academic year

150 days

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

The internal and external examinations are conducted as per the university directives. The question papers for internal examination are designed on the University pattern. Students get printed/photocopied question papers. The corrected answer sheet is shown to students before finalizing the marks and their queries are handled regarding the quality of answers. The final award list is displayed for the students for reporting discrepancy in marks if any. Thus, double valuation is performed.

2.9 No. of faculty members involved in Curriculum Restructuring /Revision / Syllabus Development as member of Board of

03

Study/Faculty/Curriculum Development workshop**2.10 Average percentage of attendance of students**

77%

2.11 Course/Programme-wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BCOM (H)	98	25	49	16	0	91.84
BCA	137	37	73	23	0	96.35
BBA (G)	226	32	127	61	0	97.35

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

The IQAC team constitute of Chairperson, Director, Faculty members, a member from management, students and alumni play a major role in contributing, monitoring and evaluating the teaching learning process with an objective of providing quality and holistic education. The IQAC conducts meeting regularly every quarter to discuss the progress of teaching and learning process.

- ❖ Faculty members prepare Lecture Plans and provide the students with Question Banks.
- ❖ The professionals and experts from Corporate are invited for interaction with faculty and students during various seminars, conferences, guest lectures, workshops and faculty development programmes. The interactions contribute to the teaching and learning process, thereby, broadening the horizon of learning beyond curriculum.
- ❖ Various mock-interviews and Group Discussions are conducted for the students by the trained faculties. The learning for the same is assessed for the corporate point of view and shared with the students.
- ❖ Feedback is collected from the students about the teacher's effective teaching, assessed and communicated to the concerned faculty member. This helps the faculty member to improve upon their teaching methodology.
- ❖ Once the University End-Term examination result is declared, individual faculty conduct student's result analysis of their own subject and compare with the performance of students of other colleges. The Director, Heads of Department conduct a meeting in which the performance of the individual faculty is discussed and their teaching effectiveness is evaluated.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	-
UGC – Faculty Improvement Programme	-
HRD Programmes	-
Orientation Programmes	Orientation programme for the new faculty members are conducted after their joining the institute.
Faculty exchange Programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	12	Nil	01	Nil
Technical Staff	8	Nil	Nil	Nil

Criterion – III**3. Research, Consultancy and Extension****3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution**

Promoting Research by encouraging workshop participation, Formation of learning circles (Faculty Club) wherein faculty give presentation on burning issues on a regular basis.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	NA	NA	NA	NA
Outlay in Rs. Lakhs	NA	NA	NA	NA

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	NA	NA	NA	NA
Outlay in Rs. Lakhs	NA	NA	NA	NA

3.4 Details on research publications

	International	National	Others
Peer Review Journals	-	3	-
Non-Peer Review Journals	-	-	-
e-Journals	1	-	-
Conference proceedings	2	-	-

**DETAILS OF ARTICLES / RESEARCH / CONFERENCE PROCEEDINGS PAPERS
PUBLISHED**

Author	Title	Name, Vol, Year of the Journal
1. Anand, Sonal	Demonetization: a blessing in disguise for IT industry in India	IJIT, Vol. 3; Jan-Dec 2017
2. Ansari, Lubna	Demonetization: a blessing in disguise for IT industry in India	IJIT, Vol. 3; Jan-Dec 2017
3. Arora, Harsh	Big data mining in cloud environment: challenges and future scope	IJIT, Vol. 3; Jan-Dec 2017
4. Bhambri, Himanshi	Software testing: a brief study	IJIT, Vol. 3; Jan-Dec 2017
5. Gupta, Deepti	Big data mining in cloud environment: challenges and future scope	IJIT, Vol. 3; Jan-Dec 2017
6. Jha, Kalpana	Virtualization	IJIT, Vol. 3; Jan-Dec 2017
7. Jha, Rashmi	Data mining techniques and applications in cloud computing	IJIT, Vol. 3; Jan-Dec 2017
8. Kakar, Surbhi	A comparative study of social network analysis tools	IJIT, Vol. 3; Jan-Dec 2017
9. Kaur, Simranjeet	Comparative analysis of digital payment modes in India	IJIT, Vol. 3; Jan-Dec 2017
10. Malik, Sushma	RFID: a new approach for employee attendance management system	IJIT, Vol. 3; Jan-Dec 2017
11. Nigam, Charul	Agile methodology for software development	IJIT, Vol. 3; Jan-Dec 2017
12. Verma, Ankit	Swarm intelligence based routing protocols in wireless networks	IJIT, Vol. 3; Jan-Dec 2017
13. Jethwani, Kanika	Virtualization	IJIT, Vol. 3; Jan-Dec 2017
14. Arora, Bharti	Family business succession: Role of education in breaking third generation curse	IHEE-Issues, Challenges & Opportunities; 2017
15. Arora, Shilpa	Building research- active curriculum in higher education: Model to improve research productivity	IHEE-Issues, Challenges & Opportunities; 2017
16. Chopra, Neeti	Higher education in India: Key to women empowerment	IHEE-Issues, Challenges & Opportunities; 2017
17. Gaur, Nishant	Way to entrepreneurship: Bridging the employment gap	IHEE-Issues, Challenges & Opportunities; 2017
18. Mathur, Mohita	Gender stereotyping in higher education with special reference to Indian society	IHEE-Issues, Challenges & Opportunities; 2017
19. Murria, Priyanka	Exploring quantity and quality in higher education: Crucial for rejuvenating knowledge economy and employability	IHEE-Issues, Challenges & Opportunities; 2017
20. Shakti Prakash	Estimating the impact of higher education providers & employability measures	IHEE-Issues, Challenges & Opportunities; 2017
21. Sharma, Sarmistha	The shifting focus on education through 'Learning Circles' for increased productivity: A case of Microsoft Corporation	IHEE-Issues, Challenges & Opportunities; 2017
22. Singh, Malini	Role of financial institution in financing higher	IHEE-Issues, Challenges &

	education	Opportunities; 2017
23. Singh, Sukhvinder	Emerging trends and issues in digital education in India	IHEE-Issues, Challenges & Opportunities; 2017
24. Trivedi, Deepak	Rural Women Entrepreneurs for Sustainable Development in India: Opportunities and Challenges in Digital Era	IHEE- IHEE-Issues, Challenges & Opportunities; 2017
25. Trivedi, Deepak	Internet Banking Services and its perceptions with customers with special reference to Gwalior District, M.P.	IHEE-Issues, Challenges & Opportunities; 2017

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects <i>(other than compulsory by the University)</i>	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

3.7 No. of books published

i) With ISBN No.

Title	ISBN No.
Transforming India For Sustainable Development : Issues, Challenges & Opportunities	978-81-7487-989-9

ii) Chapters in Edited Books

Title	ISBN No.
Digital India: A Requisite for Modernization (Ms Anjana Singh / Dr V Pathak)	978-81-7487-989-9
Energy Conservation in India: An Empowered Approach (Ms Neeti Chopra / Dr V Pathak)	978-81-7487-989-9
Role of Skill Development in India's Sustainable Growth (Dr C P Gurjar / Mr Deepak Trivedi)	978-81-7487-989-9
Sustainable Tourism Practices in India: Reality and Road Ahead (Dr Abhiruchi Singh Verma)	978-81-7487-989-9

Contemplating the Role of Financial Sector through “Green Finance” initiatives towards developing “Green Economy”. (Dr Mohita Mathur)	978-81-7487-989-9
Women in Academia in India in the Light of Sustainable Development Goals (Ms Preeti Sharma)	978-81-7487-989-9
A Study on Impact of Globalization on Business Value Chain: Lessons on Sustainable Business Practice (Ms Sneha Sharma)	978-81-7487-989-9
Information and Communication Technology (ICT) & Curriculum Development: Addressing ESD Challenges (Ms Shilpa Narang / Ms Sharmilaa Wilson)	978-81-7487-989-9

 iii) Without ISBN No
3.8 No. of University Departments receiving funds from

UGC-SAP	<input type="text" value="NA"/>	CAS	<input type="text" value="NA"/>	DST-FIST	<input type="text" value="NA"/>
DPE	<input type="text" value="NA"/>			DBT Scheme/funds	<input type="text" value="NA"/>

3.9 For colleges

Autonomy	<input type="text" value="NA"/>	CPE	<input type="text" value="NA"/>	DBT Star Scheme	<input type="text" value="NA"/>
INSPIRE	<input type="text" value="NA"/>	CE	<input type="text" value="NA"/>	Any Other (specify)	<input type="text" value="NA"/>

3.10 Revenue generated through consultancy
3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	-	2	-	-	-
Sponsoring agencies	-	Self	-	-	-

3.12 No. of faculty served as experts, chairpersons or resource persons
3.13 No. of collaborations International National Any other
3.14 No. of linkages created during this year
3.15 Total budget for research for current year in lakhs:

 From funding agency From Management of University/College

 Total * as per requirement.

3.16 No. of patent received this year

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

**3.17 No. of research awards/ recognitions received by faculty and research fellows
Of the institute in the year**

Total	International	National	State	University	Dist	College
-	-	-	-	-	-	-

3.18 No. of faculty from the Institution who are PhD Guides

And students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF

SRF

Project Fellows

Any other

3.21 No. of students Participated in NSS events:

University level

State level

National level

International level

3.22 No. Of students participated in NCC events:

University level

State level

National level

International level

3.23 No. of Awards won in NSS:

University level

State level

National level

International level

3.24 No. of Awards won in NCC:

University level

State level

National level

International level

3.25 No. of Extension activities organized

University forum	-	College forum	-	
NCC	-	NSS	-	Any other* 1

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- Collaboration with C.E.E in ministry of environment and forestry book on PARAMPARA
- Collaboration with Campus France

SN	Name & Address	No. Of Visit / Date of Visit	Type of Activities
01	Deepalaya, Janakpuri, Delhi	01 / 30 th Sept 2016	Colouring Competition, Role Play on Hand Wash and Storytelling through Placards for the Play Group children as well as specially able children. A goodie bag was distributed to the children as gift.

Criterion – IV**4. Infrastructure and Learning Resources****4.1 Details of increase in infrastructure facilities:**

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	1926.170 Sq. Mtr.	-	-	-
Class rooms	19	-	-	-
Laboratories	05	-	-	-
Seminar Halls	01	-	-	-
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	Nil			
Value of the equipment purchased during the year (Rs. in Lakhs)	Nil			
Others (Library-1, Admin.block-7, Common room-2)	10			

4.2 Computerization of administration and library

The Institute has following systems for Administration and Library Management:

- 5 PCs in the Academic office
- 11 PCs in the Library with OPAC – Library Management System

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books						
Reference Books	25083	Rs 7429157/=	Nil	Nil	25083	Rs 7429157/=
e-Books	-	-	Nil	Nil	-	-
Journals	25	Rs 831947/=	Nil	Nil	25	Rs 831947/=
e-Journals	550	*	Nil	Nil	550	*
Digital Database	01	Rs 11500/= PA	Nil	Nil	01	Rs 11500/= PA
CD & Video	1323	#	Nil	Nil	1323	#
Others (specify)	-	-	-	-	-	-

* DELNET Membership # Complementary

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	264	180	4mbps 512 kx20	NIL	NIL	16	43	25
Added	-	-	-	-	-	-	-	-
Total	264	180	4mbps 512 kx20	NIL	NIL	16	43	25

4.5 Computer, Internet access, training to teachers and students and any other programme for technology up-gradation (Networking, e-Governance etc.)

Computer: Eclipse, Oracle, Glass Fish Server

Internet Access:

Institute organizes various training programmes for Faculty, Staff and Students for technological advancements. In addition, they are also encouraged to attend such programmes / certificate Courses organized by other Institutions / University for the Technological up-gradation.

4.6 Amount spent on maintenance in lakhs:

i) ICT

Nil

ii) Campus Infrastructure and facilities

Nil

iii) Equipments

Nil

iv) Others

Nil

Total:

Nil

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC contributes towards enhancing Awareness about Student Support Services through the following ways:

1. Presentation: The students are made aware about various Student Support Services available at the institute through presentation on the day of Orientation.
2. Regular Meetings: Meetings are conducted by the faculty heads of various student committees to plan for the activities to be conducted during the session for students. The planned activities are further monitored by the IQAC coordinator and the Director.
3. The institution has a separate Women Harassment Cell chaired by a senior female faculty and Grievance Redressal Cell headed by a senior faculty to take care of the specific needs of students and employees.
4. The institution has infrastructure which enables easy access to differently-abled students.
5. Alumni Association of the institution holds alumni meet on a regular basis. The alumni help the current students in providing placement assistance.
6. The institution also brings out a bi-annual Newsletter – Pratibimb which showcases the various activities carried out at the institution. The Institution also brings out an annual magazine – Navonamesh.
7. The Entrepreneurial Development Cell at the institute motivates, encourages and provides guidance to budding entrepreneurs through various sessions; wherein entrepreneurs from all fields are invite to share their experiences with the students.

5.2 Efforts made by the institution for tracking the progression

1. The Institute tracks academic progression of students through two internal exams, two class tests, assignments and In-Class Presentation.
2. PTMs are conducted every semester.
3. Application of ATRs (Academic Tracking Report)
4. Application of PET format (Project Evaluation Tracking).

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1687	NA	NA	NA

(b) No. of students outside the state

156

(c) No. of international students

Nil

	Men			Women	
	No	%		No	%
	1181	70		506	30

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
NA	NA	NA	NA	NA	1687	1669	18	0	0	0	1687

Demand ratio - 100%

Dropout %- 5.56

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

The institute performs following to provide coaching for competitive examinations:

- a) Competitive books and magazines are made available in the library for ready reference of the students.
- b) Lectures / Sessions on quantitative aptitude, logical reasoning etc are conducted by the identified set of faculties. The institute also invites organizations like Career Launcher to deliver lectures related to the prevailing pattern of competitive examination. Oracle, HCL Technologies Ltd and DUCAT conducted Technical sessions exclusively for BCA students.
- c) To improve the performance of students in competitive examinations, various practice sessions and mock tests are being organized regularly.

No. of students beneficiaries 196

5.5 No. of students qualified in these examinations

NET Nil SET/SLET Nil GATE Nil CAT Nil

IAS/IPS etc Nil State PSC Nil UPSC Nil Others Nil

5.6 Details of student counselling and career guidance

The students are provided with counselling regarding academic, personal, career and psychological matters by the faculty members and other experts from the industry during various mentoring sessions.

The institution has a Placement Cell which is ably assisted by three faculty advisors. The forum arranges interactive session of students with eminent corporate persons on a regular basis for their career growth. Mock interviews & tests, group discussion sessions, aptitude preparation session are conducted to increase the student preparedness for the final interviews and

No. of students benefitted 480 (BBA-240, BCA-180, BCOM-60)

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
15	390	158	38

5.8 Details of gender sensitization programmes

- Collage making competition was held in the college premise on the topic women safety was held.
- Work shop related to self defence was organized for the first year girls.
- Guest lecture by the senior Professor of Delhi University was organized on women safety and related issue was organized.

5.9 Students Activities**5.9.1 No. of students participated in Sports, Games and other events**

State/ University level National level International level

No. of students participated in cultural events-

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports: State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	02	Rs 20,000/-
Financial support from government	NIL	NIL
Financial support from other sources	08	Rs 2,12,350/-
Number of students who received International/ National recognitions	NIL	NIL

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students**5.13 Major grievances of students (if any) redressed:**

The students had a grievance regarding availability of variety of food items in the canteen. The Canteen Committee is created headed by a faculty to supervise the canteen. This committee has redressed the student's grievance by increasing the variety of food item in the canteen.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

VISION: The Institute aims to be a Centre of Excellence promoting Value Based Quality Education in the emerging areas of advanced Professional studies in Information Technology & Management.

MISSION: The Institute endeavours to contribute towards meeting the growing demands for competent and trained Information Technology professional, Software Engineers and the World Class Managers.

6.2 Does the Institution has a management Information System

The Institution has a Management Information System. The following Online systems are maintained

1. Student Online Portal
2. OPAC : Library Management System

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

The institute adheres to the syllabi formulated by GGSIP University and the faculty of the institution also actively participates in updating the curriculum. To further strengthen and enhance the curriculum value addition courses were conducted / encouraged for all courses.

6.3.2 Teaching and Learning

- Academic Tracking Report format for Faculty, Programme Director and HOD (ATR F, P, and H) are followed to keep track of the course completion. Faculty feedback is taken twice a semester.
- Project Evaluation Tracking form (PET) is used to expedite the conduct of various projects by the students.
- Exclusive YouTube lectures are part of teaching process.
- Videos and Documentary related to the Subject / Topic is part of class room teaching.
- Students are also encouraged to take on certification course of MOOC.(like SWAYAM and IIMBX)

6.3.3 Examination and Evaluation

The examination and evaluation of the students is done using two components:

- ❖ External Evaluation (75) through a Semester End Term Examination and
- ❖ Internal Examination (25) is done by the faculty teaching the courses in the following ways:
 - Internal Written Test (15 marks)
 - Class Participation (10 marks) which is evaluated through
 - Class Tests
 - Class Activities
 - Subject Assignments

6.3.4 Research and Development

Various research strategies have been adopted by the institute to motivate and promote research environment in the institute. These include:

- ❖ Encouragement for the faculty to:
 - Attend and present papers in the various seminars and conferences.
 - Attend Faculty Development Programmes.
 - Write research papers along with the students to inculcate research culture in them.

- ❖ Organizing annual Faculty Development Programmes in the area of management and Information Technology.
- ❖ The Institute has considers research work of the faculty as one of the parameters in Faculty Appraisal, to evaluate the performance of faculty.
- ❖ The Institution publishes two annual National Research Journals
 - IITM Journal of Business Studies (ISSN 2393-9451)
 - IITM Journal of Information Technology (ISSN 2395-5457)

Following are the papers published by the faculty in National and International Journals:

Total Number of Papers Published	: 04
National Journal	: 03
International Journal	: 01
Proceedings of Seminars / Conferences	: 02

6.3.5 Library, ICT and physical infrastructure / instrumentation

❖ **Number of books and periodicals presently available in the Institution's Library are as follows:**

○ Total Number of Volumes	: 25083
○ Total Number of Titles	: 1869
○ Total Number of e-Journals through DELNET	: 550
○ Total Number of Journals and Periodicals	: 25

- ❖ Total Number of Computers : 264
- ❖ Total Number of Computer Labs : 05
- ❖ Internet : 4mbps, 512 kbx20
- ❖ Software : Win 7, Win 8, Office 2007, Oracle 10G

6.3.6 Human Resource Management

a) **For Faculty & Staff:**

- Yoga and meditation programs are organized by the institute. In this context, Bhramakumaris, Atma Jagriti Research and Healing Foundation and other groups visit the institute to give motivational lectures on above issues.
- Faculty also interacts with students and it is their prime objective to generate the moral and ethical sense in students. In context of self-realization, Art of living programs are organized by the institute.

b) **For Students:**

- It is a regular practice at the institute to conduct workshops by expert resource persons on interview competence development among students.
- The institute organizes communications skills workshops, group discussions, power point presentations, resume writing competitions.
- The placement and training program conducts mock interviews, group discussions and aptitude tests. For final year students before placements career counseling workshops, workshops on time management, goal management and stress management are organized.
- Guest lectures, seminars on business communication, general awareness and aptitude and etiquette classes are conducted regularly to enhance employability of students.
- Also to make students responsible, they are allotted different responsibilities in organizing various events and activities such as cultural programs, competitions, seminars, workshops.

6.3.7 Faculty and Staff recruitment

- The institute recruits qualified and competent teachers as per UGC and GGSIP University norms to meet the changing requirements of the curriculum.
- In each academic session manpower planning is done keeping in mind the different subjects of various programmes BBA, BCA and BCom(H), number of faculty available of each subject at that period and cadre ratio specified by the University.
- The faculty requirement for different subjects at different positions is published in all leading newspapers and the website of the institute.
- The eligible candidates are shortlisted and called for demo lecture and panel interview thereby qualified candidates are recruited by the Institute's selection committee.
- The administrative staff is also recruited through the advertisement, screening followed with an interview by the selection committee.

6.3.8 Industry Interaction / Collaboration

- The students are kept abreast with latest technology and expectations of the corporate world, industry – academia is a must. The institute has conducted various workshops, guest lectures, personality development programmes for BBA, BCA and BCOM (H) students to keep them abreast with the industry.
- Industrial visits are organized for the students to provide practical exposure.

6.3.9 Admission of Students

The admission procedure is planned and implemented by the university through Common Entrance Test (CET) followed by an online counselling conducted by the university.

6.4 Welfare schemes for

Teaching & Non-Teaching	The following Welfare measures have been made available for benefit of the teaching and non-teaching staff by the institution. <ul style="list-style-type: none"> • Sweets / Gift packets are distributed to faculty and staff members on the occasion of Diwali. • Faculty and staff members are offered gifts on their marriage. • Medical facilities in emergent situation and dropping of faculty to their residence at odd hours.
Students	The following Welfare measures have been made available for benefit of the students by the institution. <ul style="list-style-type: none"> • Subsidized, neat and clean canteen • Subsidized photocopy and printing facility • Filtered water • Clean washrooms • Provision of Lift • Scholarships for economically weak and meritorious students • Book Bank Scheme • Mentorship to students

6.5 Total corpus fund generated

NA

6.6 Whether annual financial audit has been done

Y

Yes

No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes (AAC)	GGGIPU	Yes	Director
Administrative	Yes (JAC)	Sate Govt; GGSIP University	Yes	Director

6.8 Does the University/ Autonomous College declare results within 30 days?

For UG Programmes Yes -- No N

For PG Programmes NA

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

The University sends the Academic Calendar as per the University Ordinance. It is followed by the Institution.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

- The Institute has autonomy to adopt their self-designed teaching pedagogy to make the teaching learning process effective. Other than the curriculum prescribed by the university, the institute has an autonomy to conduct non-university exams for BBA, BCA and BCOM (H) each. The exams are:
 - **BCA** : Communication Skills (1st Sem), Cyber Ethics (2nd Sem), Software Development Skills (3rd Sem), Personality Development Skills (4th Sem) and Seminar (6th Sem)
 - **BBA**
 - **B.COM (H)**
- The institute designs the syllabi for the above mentioned courses, adopt their own teaching pedagogy and evaluate on their self-designed parameters.
- The courses are conducted to enhance the overall personality of the students.

6.11 Activities and support from the Alumni Association

- The institute conducts an Alumni Meet annually to interact with the alumnus.
- The institute also keeps track of the alumnus by taking their valuable feedback for the overall growth of the Institution.

6.12 Activities and support from the Parent – Teacher Association

- The institute maintains interactions with the parents through telephones, e-mails and in person on a continuous basis.
- Suggestion from the parents are recorded and discussed in the PRAC meeting.
- Parents are also invited as judges for various events so that they feel part of the institute.
- PTM meeting held regularly.

6.13 Development programmes for support staff

- Summer classes are organized for the lab staff (Networking, Hardware support)
- For the academic staff training on Advance excel, Tally, data entry, Financial planning.
- For housekeeping staff awareness program of SWAYAM was organized

6.14 Initiatives taken by the institution to make the campus eco-friendly

- Sensitizing the cleaner's to clean floors from waste water of RO.
- Annual Maintenance of Rain Water Harvesting.
- Manure compost from waste food from canteen.

Criterion – VII**7. Innovations and Best Practices****7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.**

- Quality Education is provided through initiative undertaken by various committees at the institute resulting in increased efficiency of the functioning of the institute.
- Innovations and best practices adopted at the institute have the following positive impact on the performance of the students:
 - Entrepreneurial Development Cell activities have provided the students guidance and motivation to be an entrepreneur.
 - Value added courses have increased their employability.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the Beginning of the year

- As per the plan, the following activities were conducted / organized at the Institute:
 - Guest Lectures
 - National/International Seminars / Conferences
 - Value Added Courses
 - Placement Activities
 - Industrial Visits
 - Eco-club Activities etc.
- As a result of the successful execution of the above mentioned activities, students have shown improvement in Academic and Placement Performance.

7.3 Give two Best Practices of the institution (please see the format in the NAAC Self-study Manuals)

The two best practices followed by the Institute are:

- 1] Academic Tracking System through ATRs format such as ATR-F, ATR-P and ATR-H
- 2] Project Evaluation Tracking (PET) format

(The details attached)

7.4 Contribution to environmental awareness / protection

The following contribution made by the Institute:

- 1] Energy Conservation
- 2] Use of Renewable Energy
- 3] Water Harvesting
- 4] Plantation
- 5] Hazardous Waste Management
- 6] e-Waste management

7.5 Whether environmental audit was conducted?

Yes

No

 N

7.6 Any other relevant information the institution wishes to add.

NA

8. Plans of institution for next Academic Year

1. Enhancing the student's Academic and Placement Performance through:

Increasing 20% of the Academic activities like

- ❖ Corporate Guest Lectures
- ❖ Value Added Courses / Workshops
- ❖ Online Courses
- ❖ Personality Development Sessions

2. Grooming the overall personality and Team spirits of the students through:


- ❖ Increasing the number of students for participation in various Extra-Curricular, Co-curricular Activities, Inter / Intra College competition etc. by 25%.

3. Improving the Teaching / Research Orientation of the Faculty:

- ❖ Motivate the Faculty members to pursue / complete their Doctorates.

Name Prof. Deepak Trivedi

Name Dr. Vani Mazumdar



Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Annexure I**Abbreviations:**

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission
