



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution		INSTITUTE OF INNOVATION IN TECHNOLOGY AND MANAGEMENT
Name of the head of the Institution		Dr. Vani Vasakarla
Designation		Director
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		01128520890
Mobile no.		8800971514
Registered Email		director@iitmjp.ac.in
Alternate Email		vani.vasakarla@iitmjp.ac.in
Address		D 27 & 28, Institutional Area, Janakpuri
City/Town		New Delhi
State/UT		Delhi
Pincode		110058

2. Institutional Status	
Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Urban
Financial Status	private
Name of the IQAC co-ordinator/Director	Dr Vani Vasakarla
Phone no/Alternate Phone no.	01128520890
Mobile no.	8800971514
Registered Email	director@iitmjp.ac.in
Alternate Email	vani.vasakarla@iitmjp.ac.in

3. Website Address	
Web-link of the AQAR: (Previous Academic Year)	http://iitmjp.ac.in/index.php/aqar-iitm-2018-19
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	http://iitmjp.ac.in/index.php/academic-calendar

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B	2.70	2016	19-Jan-2016	18-Jan-2021

6. Date of Establishment of IQAC	24-Nov-2014
---	--------------------

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
IQAC Meetings	15-Oct-2018	13

	1	
IQAC Meetings	13-Feb-2019 1	12
IQAC Meetings	20-May-2019 1	13
IQAC Meetings	21-Aug-2019 1	12
No Files Uploaded !!!		

8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
No Data Entered/Not Applicable!!!				
No Files Uploaded !!!				

9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

4

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

No

Upload the minutes of meeting and action taken report

No Files Uploaded !!!

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

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

Excel file attach

[View File](#)

13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achievements/Outcomes
Plan of action	Excel file attach

[View File](#)

14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body

Meeting Date

IITM statutory body

21-Aug-2019

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

Yes

Date of Visit

19-Jan-2016

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2019

Date of Submission

22-Feb-2019

17. Does the Institution have Management Information System ?

Yes

If yes, give a brief description and a list of modules currently operational (maximum 500 words)

The institution is steadily moving from the traditional to automated Management Information Systems (MIS). The following systems are fully functional in the Institute from last few years. • Biometric Attendance System for Staff • Library is fully automated • Institutional email system • Result and Student Performance Analysis • Online System for Daily Reports • MOOC and Google Classroom • CCTV and Security Systems • Publications in e-version. Apart from all these the students are encouraged to develop apps, websites and software as per the requirements. A special software development cell is highly active working on various projects. The social media profile of the institute is also actively managed by the team of students. The latest news, updates and information is provided to various stakeholders through Facebook, LinkedIn, and other social media platforms.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

IITM is committed to provide the distinctive learning environment and skills, for understanding of self and others, to learn to solve personal and social problems and continually improving the overall performance of the 'Nurturing Excellence'. The vision and mission of the Institute is stated below: VISION: "The Institute aims to be a Centre of Excellence promoting value-based Quality Education in the emerging areas of professional studies in Information Technology & Management." MISSION: "The Institute endeavours to contribute towards meeting the growing demands for competent and trained Information Technology professionals, Software Engineers and World Class Managers determined to achieve excellence."

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
No Data Entered/Not Applicable !!!					

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
No file uploaded.		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BCA	PHP Software Testing	01/08/2018
BCom	Finance	01/08/2018

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	0	0

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
No Data Entered/Not Applicable !!!		
No file uploaded.		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BCA	Summer Internship	240
BBA	Summer Internship	360
BCom	Summer Internship	120

No file uploaded.

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained

The feedback is collected at various levels viz. Students, Parents, Teachers and Alumni. Then the feedback is analysed at upper management and the action taken once the feedback is received. Feedback of stakeholders is sought regularly about infrastructure and learning resources for ensuring their satisfaction. Accordingly, continuous review of infrastructure and learning resources is carried out by respective committees and the recommendations are integrated for upgrading, maintaining and utilizing physical, academic and support facilities. Feedback is also taken from faculties, stakeholders and experts regarding industry trends and feedback to identify new demands of industry. Structured feedback is taken from students, alumni, employers and experts from academia, industry and research through course/programme review feedback. A team of faculties takes feedback of internal and external subject experts including feedback of all course faculties of campuses to define/review the course objectives, contents, learning outcomes and assessment tools and put up the recommendations. Feedback is taken from eminent experts to integrate their feedback while defining curriculum/ programme. Feedback from students is also taken through CR meetings, and corrective measures are taken accordingly to improve the teaching/learning processes. Students Feedback: The feedback is collected at various level during the academic session. The academic feedback taken every week from the class representatives. Feedback is taken on weekly basis regarding the general facilities including mess, canteen, general hygiene and cleanliness. The actions to problems of urgent/immediate nature are addressed by the authority immediately. The other problems which require management decisions are put up before the Chairman and also addressed accordingly. The comments are accumulated at various levels in the course of the academic session the feedback taken every week from the student representatives of individual class. Feedback is taken on weekly/fortnightly basis regarding the overall facilities such as computer lab, mess, canteen, well known hygiene and cleanliness. The actions to issues of urgent /on the spot nature are addressed by using the authority straight away. The alternative issues which require management approval are addressed to the Honourable Chairman. Faculty Feedback: The academic behaviour feedback from the students are analysed and the essential corrective measures recommended to faculty members. The remarks are likewise shared with department for any corrective measures Syllabus Coverage: One hundred syllabus coverage feedback is likewise gathered from the Individual Subject Teacher. Parents Feedback: The parents' meet performed by using university each month of the semester aside from different problems permits mother and father to give tips concerning the curriculum of their wards that is duly cited with the aid of the applicable individuals within the college. Alumni Feedback: The alumni of the college whove moved on to industry or for higher studies additionally give a feedback on how their years in the institution have helped them perform of their places

of work/study. The alumni additionally supply constructive tips on helping the students gain extra recognition and improving themselves.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BBA	Management	360	0	359
BCA	Information Technology	240	0	239
BCom	Commerce	120	0	117
No file uploaded.				

2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	2160	0	81	0	0

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
108	108	27	21	0	6
No file uploaded.					
No file uploaded.					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Students are supported through remedial coaching classes and mentoring. Final year students are provided with mentoring from passed out students/Alumni to help them analyse job profiles and career options after completion of their graduation. Visiting and Guest lecturers also mentor students regarding overall development and further educational courses after graduation. Alumni committee is established to bridge the gap between current batch students and pass out for employability skills enhancement required in industry. Students are encouraged to participate in various Seminars, Workshops Symposiums. Subject wise special remedial classes are provided for slow learners. The mentors extend various support to students, such as • Grievance Redressal Cell has been set up for listening and execution of complaints of students. • Placement cell has been set up to provide placement services related information to students. • Cocurricular and cultural events are organised. • Periodical Seminars and workshops are conducted for students. • A workshop on Teaching Skills Development was organised to prepare students for Practice Teaching. Appreciation Ceremony is organised to appreciate meritorious regular students (100 attendance). The students who are little slow in their grasping as compared to their counterparts are identified on the basis of their class participation, pass percentage, classroom performance, and regularity in submission of assignments, punctuality and personal interactions. The institute through its teachers handles it sensitively, and pays required attention to learners with various paces. The institution adopts following strategies for facilitating and motivating the identified slow and better learners. For Slow Learners: • Every department organizes a series of programmes like remedial classes, mock test, debates,

group discussions, proficiency and personality development workshops. • The Mentors are appointed to meet the needs of the slow learners. They provide them personal, Guidelines of IQAC and submission of AQAR for Affiliated/Constituent Colleges Page 12 academic and social counselling. • The mentors help the students, particularly slow learners to develop their personality and move ahead. Class Coordinator is appointed for every class to take special care, to monitor, guide, and help the slow learners improve. On the other side, the institute also identifies, the advance learners, and work on them as per the requirements. Advanced learners are facilitated with stateoftheart facilities in terms of wellequipped library provided with latest edition of books, online journals, computer labs, internet and other amenities. Cocurricular or extra cocurricular activities encourage participative learning approach. Advance learners are also encouraged to take up internships and industrybased projects. Students also participate in research activities of the teachers and learn beyond the prescribed course curriculum. The various activities like management technical fest, quiz, debates, seminars, exhibitions, colloquium etc., are conducted for advanced learners to motivate them and help them excel in all the fields. As a result of well groomed advanced learners, the institute has bagged Gold Medals so far.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2160	81	1:27

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
23	23	0	23	5

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Dr Vani Vasakarla	Director	Outstanding Researcher Award by People Specialist award 2019
No file uploaded.			

2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BBA	017	87 days	31/12/2018	30/03/2019
BCA	020	87 days	31/12/2018	30/03/2019
BCom	888	87 days	30/12/2018	30/03/2019
No file uploaded.				

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

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. Continuous Assessment having weight age from 2550 in internal marks, depending upon course objectives, learning outcomes and pedagogy. Various components for continuous assessment are defined and used. End semester Internal Examination - written examination is held every semester end. The weight age of end semester internal examination varies from 5075. Students subject knowledge is assessed through direct and indirect methods of Assessment methodology/tools like comprehensive examination, case studies are decided keeping in mind the parameters/learning outcomes to be measured and the desired emphasis during the delivery of a programme as prescribed in the course curriculum. The students who are little slow in their grasping as compared to their counterparts are identified on the basis of their class participation, pass percentage, classroom performance, and regularity in submission of assignments, punctuality and personal interactions. The institute through its teachers handles it sensitively, and pays required attention to learners with various paces. Revision lectures to help the students to have insight to the previously covered topics and connecting with the new topics. Parents are also kept in the loop, the institute provide academic counselling through parent teacher meeting (PTM) periodically, to enhance the communication between parents teachers students

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The institute adheres to the Academic Calendar prepared according to the calendar provided by GGSIP University. Every year we prepare the academic calendar for the institute and also a department wise activity schedule for smooth functioning. This ensures that the curriculum is enriched through related activities like guest lecture, extension series and industry interaction. For the academic session academic calendar was prepared and followed for conduct of examination and other activities. The academic calendar is displayed on the institute website and also shares with the head of the departments so as to ensure proper execution. Being an institute affiliated to GGSIP University, we follow the academic schedule provided by the university. The Institute prepares their own academic calendar for various programmes which follow the timelines/guidelines and academic schedule of the affiliating University. Generally, the GGSIP University gives guidelines on the following in their

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<http://iitmjp.ac.in/index.php/student-performance-learning-outcomes>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
017	BBA	Management	213	200	93.89
020	BCA	Information Technology	173	169	97.89
888	BCom	Commerce	120	113	94.16

No file uploaded.

2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<http://iitmjp.ac.in/index.php/iitm-janakpuri-delhi-contact-details>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
No Data Entered/Not Applicable !!!				
No file uploaded.				

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
No Data Entered/Not Applicable !!!		

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Calorie Measuring Bowl	Ms Preeti Sharma	The Patent Office Journal	05/07/2019	General
No file uploaded.				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	3	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
Management	1
Information Technology	2

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	IT/Mgmt	3	3.58
International	IT/Mgmt	20	5.68
No file uploaded.			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
IT/Mgmt	7
No file uploaded.	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						
No file uploaded.						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
No file uploaded.						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	0	20	0	0
Presented papers	8	14	0	0
Resource persons	2	6	0	0
No file uploaded.				

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
No Data Entered/Not Applicable !!!			
No file uploaded.			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
No Data Entered/Not Applicable !!!			
No file uploaded.			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government

Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
No Data Entered/Not Applicable !!!				
No file uploaded.				

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
No Data Entered/Not Applicable !!!			
No file uploaded.			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Internship	Summer Internship	Cybernaut	01/06/2019	31/07/2019	252
No file uploaded.					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
No Data Entered/Not Applicable !!!			
No file uploaded.			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
9.83	9.83

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Others	Existing
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing

Seminar halls with ICT facilities	Existing
No file uploaded.	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
SOUL	Fully	2.0	2018
LIBSYS	Fully	7	2009

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	28053	8952107	1887	1264138	29940	10216245
Reference Books	343	109417	47	2500	390	111917
Journals	15	87815	0	87815	15	175630
e-Journals	382	13570	0	13570	382	27140
CD & Video	1400	0	0	0	1400	0
No file uploaded.						

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Dr Sarmistha Sarma	Global Business Practice	ELIADEMY	20/09/2018
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	285	5	285	5	1	48	57	50	0
Added	0	0	0	0	0	0	0	0	0
Total	285	5	285	5	1	48	57	50	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

50 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
DELNET	http://delnet.in/
DELNET EBooks reference	http://www.e-booksdirectory.com/
DELNET EJournal (Management)	http://164.100.247.30/basisbwdocs/manag.htm
DELNET EJournal (Computer Science)	http://164.100.247.30/basisbwdocs/computer-science.html

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
5.2	5.2	4.63	4.63

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

Institute makes budgetary provision under different heads for maintaining and utilizing the campus infrastructure facilities. Institute development committee assigned enough funds for maintenance and repairing. The allocated funds are utilized under the observation of various monitoring committees such as Purchase committee, Repair and maintenance committee, Sports Committee, Library committee, Lab Maintenance Committee, Students Feedback committee etc. of the college. To maintain and upkeep the infrastructure Institute facilities and equipment, following activities are undertaken by college:

- There is Stock Maintenance Committee in every department, who maintains the stock register by physically verifying the items round the year.
- Department wise annual stock verification is done by 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 Lab Maintenance Committee Convenor.
- Overall development of campus is done by Campus Discipline Committee of the college.
- Regular cleaning of water tanks, proper garbage disposal, pest control, landscaping and maintenance of lawns is done by Institute Fourth Class Employees.
- College campus maintenance is monitored through regular inspection.
- Upkeep all facilities and cleanliness of environment through monitoring committee.
- Outsourcing is done for maintenance and repairing of IT infrastructure such as computers, internet facilities including WiFi 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 by outsourcing agent.
- The maintenance of the reading room and stock verification of library books is done regularly by library staff.

<http://iitmjp.ac.in/index.php/procedures-policies>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees

Financial Support from institution	0	0	0
Financial Support from Other Sources			
a) National	Merit Cum Means and EWS Through GGSIPU	16	582960
b) International	0	0	0
No file uploaded.			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
No Data Entered/Not Applicable !!!			
No file uploaded.			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	Career Counselling	0	715	0	527
No file uploaded.					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	0

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
11	460	450	8	79	77
No file uploaded.					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
No Data Entered/Not Applicable !!!					
No file uploaded.					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
No Data Entered/Not Applicable !!!	
No file uploaded.	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
No Data Entered/Not Applicable !!!		
No file uploaded.		

5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						
No file uploaded.						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

We at IITM are firm believer that Overall growth of students is possible only when we give student a platform to express themselves in their areas of interest other than academic front. We have various societies which are managed by Student’s coordinator and overall coordination is done by Cultural Committee of the College. Various Societies are namely: • Vyudit – The Literary Society • Eccentric – The Dance Society • Ektara – Music Society • Kranti – Dramatic Society To improve the performance of students in competitive examinations, various practice sessions and mock tests are being organized regularly. The institute performs following to provide coaching for competitive examinations: • Competitive books and magazines are made available in the library for ready reference of the students. • 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. • To improve the performance of students in competitive examinations, various practice sessions and mock tests are being organized regularly.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

We have various Alumni enrolled in IITM Alumni Association from BBA, BCA and B.Com courses. We conduct yearly Alumni get together, which witnesses a huge participation of Alumni’s. Generally, Alumni Meet is organised once a year. Our current batch of students and faculty come together to organises a huge welcome and interaction session for Alumni’s. As a part of welcome ceremony various societies of IITM present their programmes in the form of dance, drama, discussion and portray how new students have taken up the responsibility to become the face of IITM. After the welcome ceremony, college management and director interact with Alumni. Then some of the Alumni share their success

stories and discuss about the measures required to take IITM to greater heights. All faculty members participate in the gathering to appreciate the progress and success of their students in the 21st century world and feel proud of the various positions achieved by their students in reputed organisations. Finally, a sumptuous lunch is organized for

5.4.2 – No. of enrolled Alumni:

1200

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

Alumni meet was successfully organized. More than 40 Alumni participated in the meet and college students presented a cultural programme for the Alumni. Alumni were also invited to share their experiences and give feedback to the institute for quality improvement. • 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

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

VISION: "The Institute aims to be a Centre of Excellence promoting valuebased Quality Education in the emerging areas of professional studies in Information Technology Management." MISSION: "The Institute endeavours to contribute towards meeting the growing demands for competent and trained Information Technology professionals, Software Engineers and World Class Managers determined to achieve excellence. • IITM has decentralised style of working. • IITM has open door policy, where anyone can talk to Director or Management by taking permission. • For participative management, the Director, HODs, Faculty and student representatives form the core part of the IQAC team. • We have flexibility at departmental level also as class coordinator or faculty members can suggest and implement curriculum enrichment and enhancement. Faculty members prepare their subject notes and Lecture plan, which are upgraded every semester. Subject notes prepared by faculty are available at the college website for reference. • Every department prepares a roadmap for the upcoming semester in terms of infrastructural and academic growth. Departmental budget is prepared by taking suggestions from Head of Department, Class Coordinator and faculty representative.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
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. IITM is affiliated to GGSIP University, New Delhi and follows the curriculum and syllabus prescribed by the University for all its courses. Affiliated Institutions are not allowed to design their own curriculum. Rather, after every 5 to 6 years, University revise their syllabus and Senior faculty members from our college have been a part of the curriculum development committee formulated by university and have contributed to curriculum development. For each course different college become Central authority, which gathers revised syllabus and suggestion for the subjects.

Teaching and Learning

At IITM we follow a holistic approach for growth and development of students, our teaching and learning methodology includes brainstorming, presentations, quizzes, inquiry learning, hands on activities, case studies etc. • 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) • We provide adequate infrastructural facilities for teaching learning. • We have well qualified and experienced faculty members. • We provide Computer Laboratories with latest configuration hardware and original licenced software. • We have concept of mentoring to provide special care for students who are considered as slow learners. Each faculty mentor has a group of 60 students whose overall growth and development are continuously monitored to faculty and their problems are discussed. • We at IITM believes that Education is a neverending process, hence we motivate our faculty members to join Orientation Programme, Refreshers Courses, Workshops and FDPs to upgrade their skills and constantly be in the process of learning so that

they can percolate the benefits of their updated knowledge and skills to students. • We motivate our faculty members to pursue higher studies. • We aspire to be abreast with the latest innovations and technological developments, so we encourage our faculty members to use innovative teaching methodologies. • IITM is WiFi enabled campus and provides facility for students to use internet as a resource in their studies. • At IITM we have centralized IT savvy Library where student can utilise online resources for their knowledge building. • IITM Library has huge library with various journals, magazines, newspapers etc. all available for students. • We take special care for students with special needs by providing remedial classes, and give them permission to record classroom lectures.

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:
 - o Internal Written Test (15 marks)
 - o Class Participation (10 marks) which is evaluated through Class Tests Class Activities Subject Assignments

As per University rules, there is one Midterm examination to be conducted in a semester by the institution and at the end of semester End Term Examination is conducted by University, which is a centralized process managed by University. We at IITM follows a disciplined strategy for evaluating our students, which includes

- Continuous evaluation is done through class tests, assignments, viva and presentations.
- For comprehensive evaluation, students are evaluated on all parameters of personality.
- ICT is used for evaluation of results

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:
 - o Attend and present papers in the various seminars and conferences.
 - o Attend Faculty Development Programmes.
 - o 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 considered 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 23939451) • IITM Journal of Information Technology (ISSN 23955457) • All the departments of the institute have access to well-equipped computer laboratories with adequate infrastructural facilities to carry out the research projects. • For promoting research IITM library provide latest resources to the faculty members. • The Institute Central library facilitates research-oriented books, journals e-journals for research reference. • Almost all faculty members are provided with personal computer which helps them carry out their research work. • The institute has WiFi enabled internet facilities for the fast access to online resources. • The faculty members are encouraged to publish their research contributions in various National International Journals and Conferences. • The Institute encourages the research scholars by providing on-duty leave to focus on their research. • The institute motivates the faculty members to attend research-oriented seminars/ workshops/ conferences, etc., by providing special duty leave. • The Institute encourages faculty members to pursue Ph.D. programmes in reputed universities.

Library, ICT and Physical Infrastructure / Instrumentation

The library materials via Web OPAC library has also subscribed for online databases that can be browsed from 8:30 AM to 5.30 PM. • Each terminal is having internet facility. • IITM is having reprographic facility within the institute's campus. • For security of materials, we are having fire extinguishers. • Library is having computers for library staff, students faculty. • Library is having computer terminals for searching content online. Besides this regular email has been sent to faculty to upgrade them with the latest information of library. • Library also maintains the CD's received along with the books. The

users can get them issued.

Human Resource Management

We strictly believe in the motto of team building and collective decision making • The Institute organizes various orientation and enrichment programmes for both teaching and nonteaching staff members for upgrading their skills in the latest technology. • Salary, payscale and increments are given to staff members which leads to employee satisfaction. • Institute grants Casual, Earned, On Duty and Special Leave to its faculty members and staff. It also provides Maternity Leave to its female members. • IITM provide Special Leave for pursuing higher studies, attending enrichment courses/ seminars/ conferences/ workshops and exam duties. • The faculty and staff members are entitled to avail summer vacations as per guidelines. • IITM has Biometric facility which are used for human resource management. For Faculty Staff:

- o 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.
- o Faculty also interacts with students and it is their prime objective to generate the moral and ethical sense in students. In context of selfrealization, Art of living programs are organized by the institute.

For Students:

- o It is a regular practice at the institute to conduct workshops by expert resource persons on interview competence development among students.
- o The institute organizes communications skills workshops, group discussions, power point presentations, resume writing competitions.
- o The placement and training program conduct mock interviews, group discussions and aptitude tests.

For final year students before placements career counselling workshops, workshops on time management, goal management and stress management are organized.

- o Guest lectures, seminars on business communication, general awareness and aptitude and etiquette classes are conducted regularly to enhance employability of students.
- o Also, to make students responsible, they are

allotted different responsibilities in organizing various events and activities such as cultural programs, competitions, seminars, workshops.

Industry Interaction / Collaboration

Efforts are made to build and maintain excellent rapport with the Top Management of various Organizations and Industries and forge collaborative Industry, Academia alliances. This provides a unique and rare opportunity provided to students to learn the theoretical concepts practically. Institute is in process of initiating Memoranda of Understanding with major companies, where the component of learning that focuses on the application of theory in an authentic industrial context. Some of the major companies which visited the campus in the last academic session are: • Visit organized for BBA and B. Com students to Safexpress Logistic Park. • Industrial visit for BBA to Yakult Danone India (P) Ltd. • 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.

Admission of Students

IITM is an affiliate College of GGSIP University. The admission is done through Entrance Examination conducted by University and based on their online admission procedure, students are admitted to Colleges based on their preferences and ranks. College is allowed to admit 10 students under Management seats, which is done on the basis of percentage in 12th examination and rank in CET Exam.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
No Data Entered/Not Applicable !!!	

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial	Name of the professional body for which membership	Amount of support
------	-----------------	---	--	-------------------

		support provided	fee is provided	
No Data Entered/Not Applicable !!!				
No file uploaded.				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	Trend Technique in Management Technology	Nil	20/12/2018	22/12/2018	17	0
2018	Data Analytics through R	Nil	03/12/2018	08/12/2018	17	0
No file uploaded.						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Orientation Programme	11	15/07/2019	15/07/2019	1
Short Term Course	1	18/07/2018	15/10/2018	6
No file uploaded.				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
81	81	18	18

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
The following Welfare measures have been made available for benefit of the teaching and nonteaching staff by the institution. • Sweets / Gift packets are distributed to faculty and staff members on the occasion of Diwali. • Faculty and staff members	The following Welfare measures have been made available for benefit of the teaching and nonteaching staff by the institution. • Sweets / Gift packets are distributed to faculty and staff members on the occasion of Diwali. • Faculty and staff members	The following Welfare measures have been made available for benefit of the students by the institution. • Subsidized, neat and clean canteen • Subsidized photocopy and printing facility • Filtered water • Clean washrooms • Provision of

are offered gifts on their marriage. • Medical facilities in emergent situation and dropping of faculty to their residence at odd hours. • Academic Leave per year and the institute sponsors the research publications and registrations to academic conferences. • Institute organises workshops, FDPs, seminars and conferences. • Best faculty award has been initiated comprising prize. • On festive occasions, lunches are organised.

are offered gifts on their marriage. • Medical facilities in emergent situation and dropping of faculty to their residence at odd hours. • Academic Leave per year and the institute sponsors the research publications and registrations to academic conferences. • Institute organises workshops, FDPs, seminars and conferences. • Best faculty award has been initiated comprising prize. • On festive occasions, lunches are organised.

Lift • Scholarships for economically weak and meritorious students • Book Bank Scheme • Mentorship to students • Gold medals and cash prizes are awarded to merit holders in sports and academics. • Industrial trips are organised and several workshops, training sessions are conducted for their overall improvement.

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

No Data Entered/Not Applicable !!!

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
No Data Entered/Not Applicable !!!		
No file uploaded.		

6.4.3 – Total corpus fund generated

No Data Entered/Not Applicable !!!

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	GGSIPU	Yes	DIRECTOR
Administrative	Yes	GGSIPU	Yes	DIRECTOR

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

The institute maintains interactions with the parents through telephones, emails 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. • In the Current Session Parent Teacher Meeting was held. • Parents are cordially invited for Orientation Programme of their wards on their first Day of College. • We conduct regular meetings and telephonic contact with the parents on monthly basis after attendance. Feedback from parents is given due consideration. • Parents are always invited for Appreciation Ceremony of Meritorious Students on Annual Day.

6.5.3 – Development programmes for support staff (at least three)

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 • Workshop on Work Life Balance • Workshop on Stress Management • Workshop on Memory Enhancement Techniques

6.5.4 – Post Accreditation initiative(s) (mention at least three)

Regular health checkup camps in college to ensure the wellbeing of the employees • 'Holistic' approach towards all the stake holders • More open interactive and progress oriented organisational culture

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	Yes
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!					
No file uploaded.					

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
No Data Entered/Not Applicable !!!				

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

The institute makes every effort to integrate cross cutting issues as Gender, Climate Change, Environmental Education, Human Rights, ICT etc., into the curriculum. The Institute provides various means to educate or aware the students on Climate Change and Environmental Education. Institute has dedicated environmental society which is basically an ECO club of students that organizes many events and aims at promoting and increasing environmental consciousness, awareness and responsibility amongst the Institute youth and the populace.

Every year a plantation drive is done in the campus having a special budget/sponsorship for the event. Dustbins are installed at various positions and cleanliness is maintained. Conscious efforts are made to switch off lights and fans when not in use, to save energy. Cleanliness drive is organized to create awareness and motivation among students to keep the environment clean. The following contribution made by the Institute: • Energy Conservation • Use of Renewable Energy • Water Harvesting • Plantation • Hazardous Waste Management • eWaste management

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Provision for lift	Yes	0
Ramp/Rails	Yes	0
Scribes for examination	Yes	2

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
No Data Entered/Not Applicable !!!							
No file uploaded.							

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
No Data Entered/Not Applicable !!!		

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!			
No file uploaded.			

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

<p>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. • The campus has green landscaping of plants and trees • Celebration of plantation day • Swachh Bharat Abhiyan - Poster Making Competition. • Cleanliness Drive • Plantation Drive • No Plastic Campus • Green landscaping with trees and plants • Students participate in campaigns like "Adopt a tree" • Plantation Drive • Awareness about deforestation • Conserve native species of plants and trees</p>
--

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

<p>Title of the Practice: Keeping faculty abreast with contemporary areas of the discipline so as to impart quality education. Goal Aims and Objectives: The Institute organizes Faculty Development Programs (FDP's), seminars,workshops etc. for enhancing and upgrading knowledge of faculty members. Such practices have deep impact on quality enhancement and overall development of faculty as well as students. It positively impacts the academic functioning of the Institute and facilitates the role of teacher as educators and mentors. The Institution conducts the FDP's/seminars/workshops/Guest Lectures with the following objectives: • To upgrade their knowledge and skills • To improve their effectiveness as teachers and mentors • To promote research work in their field of specialize • To inculcate values and ethics • To bring innovation and creativity in teachinglearning process • To develop sensitization towards environment and other social issues Various programs to enhance knowledge of faculty are conducted on timely basis in IITM. These includes FDP's/seminars/workshops, interactive sessions and motivational lectures from</p>
--

eminent persons on topics related to research, management, interpersonal communication, values and ethics etc. These talks acquaint the teachers with best practices across the world, helps in developing right research attitude, building professional ethics and becoming an effective teacher. BEST PRACTICE

II Title of the Practice: Pedagogy addressing outcomebased education and heterogeneity of intellectual evolution (NO ONE IS LEFT BEHIND) Objectives of the Practice: The objectives/intended outcomes of this best practice are: • To facilitate effective teaching learning process in all the courses. • To accomplish holistic growth of students and enhance their learning experiences and outcomes. To ensure effective teaching learning, students are actively involved in the teaching learning process through student centred innovative pedagogies such as inquiry approach, constructive strategies, project learning, brainstorming sessions, ICT based learning and presentations. Monthly attendance of the students is intimated to the students and their parents. On the basis of low attendance, students are detained from appearing in examination (at the end of the semester). Each department submits an annual report on the activities comprising academic activities, research and extension activities. Innovations in teaching/learning, publications, staff and student achievements, extra and co curricular activities are also highlighted in the report. Annual reports of various departments are consolidated at the Director's office, which further goes to the Governing Body. To ensure quality sustenance and enhancement, the Institute periodically conducts the performance audit of the departments (by Internal Quality Assurance Cell) which includes review of Teaching - learning methodologies, result analysis, research output, Faculty Development Programs.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

IITM is a selffinancing, quality conscious and trend setting Institute with focus on providing equal opportunities for development of human potentials for every segment of society including the differentiated one. The IITM is a venture of its own kind where academics and professionals have joined hands to aid and direct the agenda of education. The Institute, situated in the heart of Janakpuri and has best of Infrastructure and academic facilities with highly qualified and experienced staff and state of the art computer labs. The Institute has been established through the dedicated and selfless endeavours of educationists and social workers who are deeply concerned with the standards of education and are determined to upgrade the quality, content and direction of education. IITM has an Intellectual capital comprising of faculty members dedicated to facilitate acquisition of conceptual understanding, skills and requisite behavioral qualities to groom students into tomorrow's Global Professionals. In terms of placement, IITM boasts of not only a steady stream of campus recruiters but we have also assurances for future tieups and recruitment opportunities for our students. Every year, students of IITM bag Gold Medals, receive merit certificates and achieve excellent results in exams held by Guru Gobind Singh Indraprastha University (GGSIPU). Also, IITM holds the reputation of being one of the best colleges under the GGSIPU. The vision and mission statement highlighting its distinctness are place prominently on the institute website.

Provide the weblink of the institution

<http://iitmjp.ac.in/>

8.Future Plans of Actions for Next Academic Year

Continuing with the tradition of striving for excellence, the Academic Calendar would be prepared, as per the Academic Calendar of the Affiliating University with additional activity. This year, we plan to make the Academic Calendar more 'actionoriented', especially as per the needs of various Departments. More extension lectures, industrial interaction and industrial visits will be scheduled, so as to bridge the gap between classroom teaching and industrial requirements. Also, keeping in mind the high level of stress among youth, new activities would be planned for the mental wellbeing of the youth. More activities of Social Outreach would be organised like donation camps, blood donations, plantation drives, environment awareness events etc. Apart from increasing the activities in these regular areas, we plan to do the following additional things in the next academic session.

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 ExtraCurricular, Cocurricular 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.
4. PrePlacement Activities:
 - We are planning to conduct a large number of preplacement activities for the final year students of various courses, so as to help them optimally utilise the benefits of placement opportunities. This is being initiated on basis of feedback received from various stakeholders.
5. Alumni Registration:
 - In this academic session, we also plan to expedite the process of registration for the alumni. Currently more alumni are regularly in touch with the institution, contributing towards making the institute a centre for excellence. Through registration, we would be able to unleash the huge potential of the alumni placements at respectable positions in different organisations globally.
6. Course Management:
 - To implement the curriculum in a more effective manner, it is planned to follow new formats for lesson plan and evaluation. These have already been circulated to faculty members. Also, progression of each student will be tracked to cater to individual differences.