YEARLY STATUS REPORT - 2020-2021

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 its own campus?	**Yes**
• Phone no./Alternate phone no.	**01128520890**
• Mobile No:	**8800971514**
• State/UT	**Delhi**
• Pin Code	**110058**
2.Institutional status	
• Type of Institution	**Co-education**
• Location	**Urban**
• Financial Status	**Self-financing**
• Name of the Affiliating University	**Guru Gobind Singh Indraprastha University**
• Name of the IQAC Coordinator	**Dr. Renu Sharma**
• Phone No.	**01128520831**

• Alternate phone No.	01128520890
• IQAC e-mail address	iqac@iitmjp.ac.in
• Alternate e-mail address	director@iitmjp.ac.in
3.Website address (Web link of the AQAR (Previous Academic Year)	https://iitmjp.ac.in/wp-content/uploads/2022/07/AQAR-2019-20.pdf
4.Whether Academic Calendar prepared during the year?	Yes
• if yes, whether it is uploaded in the Institutional website Web link:	https://iitmjp.ac.in/wp-content/uploads/2022/07/Academic-Calendar-2020-21.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.70	2016	19/01/2016	18/01/2021

6.Date of Establishment of IQAC	24/11/2014

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

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

8.Whether composition of IQAC as per latest NAAC guidelines	Yes
• Upload latest notification of formation of IQAC	View File
9.No. of IQAC meetings held during the year	4
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes
• If No, please upload the minutes of the meeting(s) and Action Taken Report	View File
10.Whether IQAC received funding from any of the funding agency to support its	No

activities during the year?

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

1. Faculty were encouraged to maintain their research and teaching abilities by attending numerous webinars and FDPs, and both departments' conferences, Management and IT, were held online.

2. Extracurricular activities for students in virtual mode were prioritised in order to ensure students' happiness, resilience, and positive mental health.

3. Placement activities (such as group discussions, mock interviews, and video resume creation) were thoroughly carried out in order to place the maximum number of students possible.

4. Efforts were undertaken to upgrade the infrastructure, such as restrooms, reception areas, and the installation of optical fibre in classrooms.

5. Many students who were having financial difficulties as a result of the COVID-19 were permitted to pay in installments.

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

Plan of Action	Achievements/Outcomes
Infrastructure: The infrastructure in classrooms, reception and washroom is to be improved.	For the reception area, two new LED televisions were acquired to display notices and circulars. LED lights have been installed in the classroom. The refurbishment of the washrooms also began. Optical fibres were installed in each classroom to permit online classes.
Placement activities (such as group discussions, mock interviews, and video resume creation) should be reviewed to ensure that the maximum number of students are placed.	11 companies(Deloitte, SAP Labs, RBS, Jaro, Wipro,Wipro Tech,TCS,SquareYards,Planet Spark,Infosys, British Telecom) were visited both online/offline mode and 270 students got placement.
To take the initiative in providing extracurricular activities for students in virtual mode to assure students' positivity, resilience, and positive mental health in order to assist them get through the rest of these shutdowns.	Clubs such as Dayitva and Vyudit were able to organise events such as talent hunts (singing, drama, fine arts), competitions on digital poster making, article writing, poem recitation,

	and yoga day sessions, allowing students to choose a positive path of personal growth through online extracurricular activities.
The institute aims in providing faculty members with enough opportunities to pursue research and also to participate in fdps/seminars / conferences / workshops. Participation in such program would enable faculty members to update their research and pedagogical skills. To maximize the participation of faculty members, the institute also revised the grant amount so as to provide proper aid. They were also encouraged to conduct IT and Management Conference in online mode.	IT department organized a national conference titled "Innovative Research in Computer Science and Information Technology: Advance Computing Trends & Cyber Security" on 12th June 2021.On March 20, 2021, the Management Department organised a conference with ICT Academy titled
During COVID-19, many measures for effective welfare were implemented for faculty members and students.	To help students experiencing financial difficulties as a result of the COVID-19 outbreak, the institute considered fee concessions by enabling them to pay in installments.The institute also assisted professors and staff employees by paying their salaries on schedule and even assisting a few of them in advance who were in urgent financial need due to covid-19.

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

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	23/08/2021

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2022	21/02/2022

15.Multidisciplinary / interdisciplinary

16.Academic bank of credits (ABC):

17.Skill development:

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

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

20.Distance education/online education:

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	3

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	2078

File Description	Documents
Data Template	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	198

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	659

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	87

File Description	Documents
Data Template	View File

3.2 Number of Sanctioned posts during the year	108

File Description	Documents
Data Template	View File

4.Institution

4.1 Total number of Classrooms and Seminar halls	22
4.2 Total expenditure excluding salary during the year (INR in lakhs)	615
4.3 Total number of computers on campus for academic purposes	295

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The Institute is affiliated to Guru Gobind Singh Indraprastha University, Delhi and adhere to follow the curriculum prescribed by the University. But Institute ensures academic flexibility in delivering the course work through systematic planning. It ensures the effective delivery and quality of work through following means:

IITM has a well-planned process for curriculum delivery and documentation which calibrates with the commitment to provide best quality education for the students. The curriculum for different programmes in the Institute is set by the Academic council of BOS of the University that we follow. The curriculum is intimated by the University to the College through regular circulars and the University website. To ensure proper curriculum delivery the faculty follow academic calendar, time table and prepares lesson plan, presentation schedule, case study, lab manual etc for the respective courses and various performa for monitoring academic activity. The Departments/Academic Coordinators also hold to assess the covered curriculum and discuss the difficulties to the students and teachers may be facing in the classes. Each class has 2 to 4 class representatives and it is his or her duty to report

to the Mentor/PD in case of problems and difficulties being faced in the teaching-learning process.

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

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

Academic Calendar: Being an affiliated institute, the institute academic calendar is aligned with the GGSIP University calendar. Each department plans its activities and communicates to the academic coordinators so that are further aligned to the Institute academic calendar.

Time-table: Academic Coordinator prepares the time table as per the guidelines of the university.

Subject Allocation and Lesson Plan: After the allocation of subjects to faculty, course file of each subject is prepared consisting of detailed lesson plan.

Internal Exam: One Internal exam is scheduled in every semester. To maintain further compliance, exam sheets are checked within seven days after the commencement of each examination.

Presentations, Class Tests and Class participation, Assignments – In addition to the tests, assignments and presentation are also the part of Continuous Internal Evaluation. Assignments are provided to students and solutions are submitted by students within time period.

Student feedback – At the end of academic session students also submit their feedback for each subject through online/offline feedback forms maintaining complete anonymity.

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

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	**C. Any 2 of the above**

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

1.2 - Academic Flexibility

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

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

2

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

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

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

4

File Description	Documents
Any additional information	**View File**
Brochure or any other document relating to Add on /Certificate programs	**View File**
List of Add on /Certificate programs (Data Template)	**View File**

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

404

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

404

File Description	Documents
Any additional information	**View File**
Details of the students enrolled in Subjects related to certificate/Add-on programs	**View File**

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender,

Human Values, Environment and Sustainability into the Curriculum

Being an affiliated college, the college meticulously follows the curriculum prescribed by the university. The university integrates cross-cutting issues relevant to Environment and Sustainability, Human Values and Professional Ethics into the curriculum. Following are the few courses which integrate crosscutting issues in the curriculum: Business Environment, Business Ethics and Corporate Social Responsibility and Environmental Science.

The institute has Grievance Redressal Committee, Women's Cell, Anti Ragging Committee / Internal Complaint Committee, Student welfare and counseling, Mentorship. The institute has three-tier System for counseling to tackle students' issues where psychologist is also available on call if required.

Furthermore, the Institute integrates the cross cutting issues such as gender, climate-change, environmental-education & sustainability, human rights and Professional Ethics in accordance to the curriculum in such a way that the students become aware of their surroundings and the sense of social responsibility, sense of belonging and civic sense is developed in them for their moral and ethical growth.

File Description	Documents
Any additional information	**View File**
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	**View File**

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

3

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

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

684

File Description	Documents
Any additional information	**View**

	File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	**View File**

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	**A. All of the above**

File Description	Documents
URL for stakeholder feedback report	**View File**
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	**View File**
Any additional information(Upload)	**View File**

1.4.2 - Feedback process of the Institution may be classified as follows	**B. Feedback collected, analyzed and action has been taken**

File Description	Documents
Upload any additional information	**No File Uploaded**
URL for feedback report	**Nil**

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

720

File Description	Documents
Any additional information	**View File**
Institutional data in prescribed format	**View File**

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

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

84

File Description	Documents
Any additional information	**No File Uploaded**

Number of seats filled against seats reserved (Data Template)	**View File**

2.2 - Catering to Student Diversity

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

The Institute takes a very first step of assessing the learning levels of newly enrolled students immediately after admission on the basis of their CET ranks, marks or grades scored in 10th and 12th class and thus, grades are assigned to them. Furthermore, on the basis of semester results, these grades are revised. The different learning methodologies used are case study/ case-let, MCQ based assessment, expert-based subject lectures.

A. Strategy for Slow learners:

- Scheduling separate/ extra classes, bridge classes and Remedial classes for slow learners
- Glossary of every subject is shared with the students so as to familiarize with basic concepts.
- Visualization-based understanding of certain topics, open-source videos
- Keeping a track on student's progress after each assessment.
- Peer-tutoring by high-ability students. This type of experiential-learning approach encourages slow learners to gain from advanced learners.
- Mentoring and counseling sessions by Mentors, PDs or HODs.

B. Strategy for Advanced learners/ High-Achievers :

- Students are motivated to attend conferences and seminars.
- Investiture ceremony is organized to encourage such students.
- Students are encouraged to write research articles for symposiums and seminars.
- Encouraging high-achievers to volunteer or organize different events and competitions.
- Academic recognition such as Scholarships
- Extended library use
- Engagement in peer-teaching

File Description	Documents
Link for additional Information	Nil
Upload any additional information	**View File**

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

Number of Students	Number of Teachers
2114	108

File Description	Documents
Any additional information	**View File**

2.3 - Teaching- Learning Process

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

Experiential learning

- Industrial visit is organized to reputed companies to expose the students to practical functionalities.
- Group discussion and Case-based learning sessions are organized to boost student's participation and intellectual capabilities.
- Corporate talk and Alumni interaction talk is conducted wherein alumni speaker share their corporate experience and give a glimpse of industry expectations.
- Summer internship training via Internware Cell is also initiated for the students.
- Live projects are provided to develop employment abilities in students to provide industrial experience and insights.

Participative learning

- Faculty members design course content that encourages students to participate and perform e.g. Group assignments, presentations, and news analysis.
- The student coordinators in various clubs and committees are involved in planning and implementation of the activities of the club or committees e.g. Interware, Fiesta.

Problem-solving methodologies

- In each semester, subject assignments, laboratory experiments, and project topics are assigned to different student to enhance their critical thinking and problem-solving ability
- Case study pedagogy is used in different subjects, where the students are given different cases in groups to discuss and solve.
- Quizzes are held regularly for the students to assess their overall learning.

File Description	Documents
Upload any additional information	**View File**
Link for additional information	Nil

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

The Institute is developed with a complete ICT infrastructure. Faculty uses ICT for effective teaching with Learning Management System (LMS), E-Learning resources, etc.

- ICT-empowered education procedures and cutting-edge innovation are being trailed by the faculty in classrooms.

- All the classrooms are ICT enabled and the faculty uses this facility for showing videos, TED talks and uses multimedia teaching aid to enhance the quality of lectures.
- The electronic resource memberships like DELNET is available for accessing E-journals.
- Online tests were conducted using Zoom, Google meet, etc.
- IITM Repository is available for the access of required Institute data.
- Sufficient number of books, Journals, e-journals and e-books are available in the library. The research journals are available at DELNET.
- Every department conducts seminars, workshops, and guest lectures on the emerging areas in their core subjects.

General Facilities

- Wi-Fi enabled campus
- Classrooms are fully furnished with LCD
- Coded security is provided to Wi-Fi users.

ICT based Teaching Methodologies:

1. Statistical tools
2. Webinars
3. NPTEL Video Lectures.
4. Slide share
5. MS Teams
6. Google Class room
7. Live demonstration
8. Innovative Charts
9. MS Teams
10. Online storyboard
11. Zoom It
12. Cisco web x

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

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

2.3.3.1 - Number of mentors

36

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

2.4 - Teacher Profile and Quality

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

108

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	**View File**
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	**View File**

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

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

26

File Description	Documents
Any additional information	**No File Uploaded**
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	**View File**

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

2.4.3.1 - Total experience of full-time teachers

475

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

2.5 - Evaluation Process and Reforms

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

The academic progress of students is monitored through continuous evaluation. Examination. The continuous assessment of learners through different methods. Examination is the most significant aspect of academic progress. Evaluation criteria are designed by the subject faculty in the beginning of each semester. The Continuous Internal Evaluation System (CIE) prescribed by the University is followed by the Institute which monitors the overall progression of the students with reference to educational standards. Internal examination is conducted by the Exam Cell of

the Institute every semester. The evaluation of Internal examination is shared with the students and therefore, the results are evaluated in terms of student progression record. The Internal assessment marks of each student for every programme is provided to the University for every semester. Hence, students are evaluated on the basis of Internal examination, class tests, class assignments, projects, lab performance, class participation and class presentations.

File Description	Documents
Any additional information	**View File**
Link for additional information	**https://iitmjp.ac.in/iitm-janakpuri-syllabus-ggsipu-courses-bca-bba-bcom/**

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

The Institute has a transparent, time-bound and efficient mechanism for grievance redressal relating to internal and external examination.

- Before the commencement of the exam, the grievances include non-signing of RC and non-receipt, or loss/error in admit card of examinations. In such cases, grievances are communicated to the University Examination Section and are resolved at the earliest.
- To ensure transparency, the students are informed about the components of criteria for internal assessment which includes the conduct of internal examination, presentations, assignments, and a minimum of 75% attendance.
- The examination datesheetis circulated well in advance via. Student's Google groups, whatsappgroup, college website.

- The institute has an exam cell that is in charge of running the exams efficiently and on schedule. Students' issues are resolved by the Examination cell.

- Within a week after the exam date, the subject faculty examines the uploaded answer sheets for the online internal examination. The graded internal examination sheets are returned back to the students for self-evaluation, and the scoresare turned in by the pre-planneddeadline.

- If there exist marks-related grievances, the concerned facultyor the exam coordinator handles them. In case ofany unresolved complaints, students can speak with the respective HOD and PD.

File Description	Documents
Any additional information	**View File**
Link for additional information	**https://iitmjp.ac.in/grievance-redressal/**

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The Institute uses the following roadmap to make the students and faculty members mindful of the learning results:

1. The Institute is aligned to a defined vision and mission which clearly defines these outcomes. This is portrayed through Institute website, Notice boards, newsletters and other social media portals- facebook, instagram, etc.

2. The Institute is committed to the defined course curriculum as prescribed by Guru Gobind Singh Indraprastha University for all the programmes. Course outcomes are clearly stated in the syllabi and lesson plan of the course. The syllabi, therefore, is well-known to all the stakeholders through University syllabus which is available on University website and Institute website.

3. The faculty executes the assigned course via. Preparation of lesson plan, the initial step. This practice of preparation of lesson plans as per the university defined syllabus is carried out by each subject faculty of the programme in the beginning of every semester. This clearly states that the learning outcomes are well-defined and timely achieved.

4. Orientation session, Mentor-mentee interactive sessions, Director's address, HOD's address to the students, etc., are the pathways to inform students about the learning outcomes of their respective course. Hence, students are shown a tour of the department and the college to familiarize them with the various facilities and infrastructure.

5. Requisite meetings from time to time – departmental meetings by HODs and PDs, Director's meetings with PDs and HODs are conducted to disseminate the expected learning outcomes to the faculty members.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	**https://iitmjp.ac.in/iitm-janakpuri-syllabus-ggsipu-courses-bca-bba-bcom/**
Upload COs for all courses (exemplars from Glossary)	**View File**

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

The programme outcomes and course outcomes are defined, evaluated and attained with the help of following structured parameters:

- Gold medalist, exemplary results and university positions of students are the transparent indicators of the academic achievements of the programmes offered by the Institute.

- **The Institute has a good placement record. A well-placed alumni indicates the programmes, pre-placement classes, requisite training are initiated as per industry requirements.**
- **Alumni pursuing higher education from national or international premier institutes is a biggest and life-long asset to the Institute indicating high academic standards of the Institute.**
- **Internal examinations, student's projects, internal assignments, quiz, class presentations, discussion of caselets or case-studies, etc. indicates the mapping of knowledge and skills developed by a student.**
- **Knowledge gained by the student is also quantified by means of academic grades. Academic grades are assigned to the students on the basis of the continuous evaluation in every semester.**
- **Continuous evaluation in the way of feedback forms also streamlines the teaching-learning process. Feedback form also portrays the understanding of the subject from a student point of view.**
- **Any gap is bridged by repeating or devoting more time to topics or concepts that are not grasped by the students. Remedial classes and bridge courses are taken as an initiative.**
- **Students are encouraged to undertake MOOC courses, e-summer internships. These internships in industries help them recognize the practical applications of the concepts learned in their class.**

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	**https://iitmjp.ac.in/iitm-janakpuri-syllabus-ggsipu-courses-bca-bba-bcom/**

2.6.3 - Pass percentage of Students during the year

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

656

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

2.7 - Student Satisfaction Survey

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

https://iitmjp.ac.in/wp-content/uploads/2022/07/2.7-Student-Satisfaction-Survey-2020-21.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

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

Nil

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

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

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

NIL

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

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

18

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

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC

website during the year

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

19

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

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

5

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

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

The institute has an accounts section in its administrative setup which maintains records of all financial statements and expenditure made per year.

All transactions, receipts as well as payments are made digitally and particularly through cheques however few payments related to monthly expenditure are made through cash.

The institute has a robust Internal control system for accounting transactions. All the purchase orders for the requisite material or equipment are sent by the concerned department to the director. The director forwards the purchase orders to the chairman for final approval. After each event, the bills of all expenditures are approved by the director and submitted to the account office along with the sanction form signed by the chairman. The accounts office processes the required payment.The institute uses Tally ERP 9.0 software for maintaining records.

The account section is responsible for conducting internal and external financial audits regularly. In the audit all income and

expenditure statements are checked. The team also audits stock, library books, computers and office stationery etc.

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

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

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

3

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

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

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

4

File Description	Documents
Reports of the event organized	**View File**
Any additional information	**No File Uploaded**
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	**View File**

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

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

642

File Description	Documents
Report of the event	**View File**

Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	**View File**

3.4 - Collaboration

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

19

File Description	Documents
e-copies of linkage related Document	**View File**
Details of linkages with institutions/industries for internship (Data Template)	**View File**
Any additional information	No File Uploaded

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

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

9

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching-learning. viz., classrooms, laboratories, computing equipment etc.

The following paragraphs discuss about the infrastructure facilities in brief:

  • **Knowledge Resource Centre:**

KRC is centrally air-conditioned with a capacity of 100 users. SOUL software is used for the circulation of books. DELNET, OPAC, and Web OPAC facility is made available to the users.

  • **Laboratories:**

The Institute has four computer labs having 180 i5/i3/ computers with 50mbps internet connectivity. The Institute has all the licensed software as per the syllabi. It has1:6 computer student ratio.

- Class Rooms:

The Institute has 21 AC classrooms, equipped with LCD Projector, computer with 50mbps internet, a podium, proper ventilation and luminosity.

- Research Lab:

Research Lab is equipped with five i5 computers with 50mbps internet connectivity.

- Seminar Hall:

There is one centrally AC, ICT enabled seminar hall with PA system and an acoustically designed Plug and Play facility used for guest lectures, seminars, meetings and student cultural activities.

- Faculty Room:

There are three AC faculty rooms; each one of them has separate cabins with Desktop computers, connected with printer 50mbps internet connectivity, and cupboards

File Description	Documents
Upload any additional information	**View File**
Paste link for additional information	**https://iitmjp.ac.in/infrastructure/**

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

The Institute has state-of-the-art infrastructural facilities adequate for indoor and outdoor sports, auditorium and seminar hall.

- Sports:

The Institute has facility for Indoor games like carom, chess, and Table Tennis at the Institute's basement. The Institution has agreement with HariNagar and Dwarka Sports complex for outdoor games.

- Cultural Activities:

The multipurpose seminar hall is available for practice sessions of cultural activities.

- Auditorium:

A state of Art Auditorium made with innovative technology fulfills the students' academic appetite during conferences; Symposiums etc.

- **Boys and Girls Common room:**

Two rooms are made available for Boys and girl's common rooms respectively where students can discuss, read the magazines, and play indoor games during their lunch break.

- **Medical room:**

A medical room is available for first aid treatment. First aid box is also kept in medical room.

- **Canteen:**

The Institute has a well-established Multi-cuisine cafeteria and Nescafe Outlet. Canteen Committee takes care about menu, hygiene, quality and price of the cafeteria on regular basis. Special menu is planned on special occasion to celebrate the occasion in unique way.

- **Other Facilities:**

There exist separate cabins for handling Psychological problems, Placement, and Career Counseling Room.

File Description	Documents
Upload any additional information	**View File**
Paste link for additional information	**https://iitmjp.ac.in/infrastructure/**

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

22

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

22

File Description	Documents
Upload any additional information	**View File**
Paste link for additional information	**https://iitmjp.ac.in/wp-content/uploads/2022/07/4.1.3.1-Time-Table-and-Academic-Calendar.pdf**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	**View File**

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

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

300

File Description	Documents

Upload any additional information	**View File**
Upload audited utilization statements	**View File**
Upload Details of budget allocation, excluding salary during the year (Data Template)	**View File**

4.2 - Library as a Learning Resource

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

S.No. ILMS Software 2020-21 1 Name of ILMS Software SOUL 2 Nature of Automation (fully or partially) Fully 3 Version 2.0 4 Year of Automation 2009

Knowledge Resource Center (KRC) is the prime learning resource and a repository of invaluable academic resources for the students & faculty of Management and Information Technology. It has a collection 31400 books and 1400 CD/DVD CD/DVD. KRC has a capacity of accommodating around 100 users. KRC is fully automated through Integrated Library Management System (ILMS), SOUL. OPAC and Web OPAC facility is made available to the users.

With its unique collection of 10 National and International Journals, the library serves as a resource center for the students and faculty and helps them explore in their area of interest. KRC has also subscribed membership for a large number of magazines; E-Journals & DELNET for research purposes.It offers various services to its users like circulation service, online public access catalog, internet browsing, library orientations, inter-library loan facility, book bank facility, a newspaper clipping and selective dissemination of information etc.

In addition to Issue return services, KRC also provides a Book Bank facility to all the students. The students and faculty can avail themselves the library services to enrich their knowledge in academic and research areas.

File Description	Documents
Upload any additional information	**View File**
Paste link for Additional Information	**https://iitmjp.ac.in/about-library/**

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	A. Any 4 or more of the above

File Description	Documents
Upload any additional information	**View File**
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership	**View**

etc (Data Template)	**File**

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

8.91

File Description	Documents
Any additional information	**View File**
Audited statements of accounts	**View File**
Details of annual expenditure for purchase of books/e-books and journals/e-journals during the year (Data Template)	**View File**

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

0

File Description	Documents
Any additional information	**View File**
Details of library usage by teachers and students	**No File Uploaded**

4.3 - IT Infrastructure

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

IT infrastructure up-gradation is in form of hardware/software up-gradation, the addition of terminals, addition of bandwidth, etc.

There are 295 i5/i3 computers connected to the internet. All the classrooms, equipped with LCD Projector, computer with 50mbps internet. In all the faculty rooms, each one of the faculty members has separate cabin with Desktop computer, 50mbps internet connectivity and connected to a printer. Research Lab is equipped with five i5 computers with 50mbps internet connectivity. The research lab has various softwares which are used for research purposes like PlagiarismCheckerX, R, Python, etc. There is one ICT enabled seminar hall with PA system and an acoustically designed Plug and Play facility used for guest lectures, seminars, meetings and student cultural activities.There are sixteen computers for the students/teachers in KRC with 50mbps internet speed and with connected with online UPS.

The Institute has updated its IT facilities by increasing the number of computers, printers, LCD projectors, dynamic websites, and software. The teaching and learning process is enhanced by incorporating ICT tools and e-resources. DELNET, SOUL, NPTEL

online courses, video lectures, online classes are exclusively made available to the learners to enhance learning capabilities.

File Description	Documents
Upload any additional information	**View File**
Paste link for additional information	**https://iitmjp.ac.in/e-resources/**

4.3.2 - Number of Computers

295

File Description	Documents
Upload any additional information	**View File**
Student – computer ratio	**View File**

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

File Description	Documents
Upload any additional Information	**View File**
Details of available bandwidth of internet connection in the Institution	**View File**

4.4 - Maintenance of Campus Infrastructure

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

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

615

File Description	Documents
Upload any additional information	**View File**
Audited statements of accounts.	**View File**
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	**View File**

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

There are various committees like, Amenities Maintenance & Upkeep, Library, and Lab Quality Assurance Committee (LQAC) who looks after the maintenance of the infrastructure. Following paragraphs discuss about the maintenance policies of the Infrastructure

- **Maintenance of Physical Infrastructure:**

The physical Infrastructure is maintained by the Amenities Maintenance & Upkeep committee.

- **Maintenance of Classrooms:**

Classrooms with furniture, teaching aids are monitor by housekeeping staff, supervised and recorded by the respective Mentor in daily attendance register.

- **Maintenance and Utilisation of Library:**

Library committee takes care of the library matters and functions.

- **Maintenance and Utilisation of Seminar Halls and Auditorium:**

Seminar hall is under the purview of the Academic office.

- **Maintenance of Lab Equipment ICT Facilities:**

All major repairs are identified and registered in a lab register available in each lab and are attended on priority basis. The maintenance of computers, networking and Printers are taken care by Lab assistants

- **Maintenance of Campus Cleanliness:**

Amenities Maintenance & Upkeep Committee monitors the cleanliness of the buildings, labs, and student's amenity areas.

- **Maintenance of other amenities:**

The maintenance of lift is undertaken as per its preventive maintenance schedules and guidelines by the equipment supplier.

File Description	Documents
Upload any additional information	**View File**
Paste link for additional information	**https://iitmjp.ac.in/wp-content/uploads/2022/07/4.4.2-Maintenance-Expenditure.pdf**

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

52

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	**View**

	File
Upload any additional information	**View File**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	**View File**

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

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

0

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

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	**A. All of the above**

File Description	Documents
Link to institutional website	**https://iitmjp.ac.in/wp-content/uploads/2022/07/5.1.3-STUDENT-CAPACITY-BUILDING-PROGRAMMES.pdf**
Any additional information	**View File**
Details of capability building and skills enhancement initiatives (Data Template)	**View File**

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

177

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

177

File Description	Documents
Any additional information	**View File**
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	**View File**

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

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

220

File Description	Documents
Self-attested list of students placed	**View File**
Upload any additional information	**View File**

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

5.2.2.1 - Number of outgoing student progression to higher education

28

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

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

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

20

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

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

18

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

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

IITM has always encouraged the students to participate in various activities. This has been achieved in the following manner:

1. In each class, two class representatives (CRs) are selected based on their class participation, sincerity and rapport with the other students of the class. The CRs act as linking pin between the mentor and the students. They bring forward the opinions and issues of their class before the class mentor. They meet programme directors, HOD, and Director and Director General on regular basis and thus help in formulation of future action plans.

2. There are around 8 committees for extra-curricular activities, 13 for co curricular and 10 committees for student care activities. The extra curricular committees include sports, Cultural, Event Management (including Fiesta), Techtonics, etc. Co-Curricular include Debating and Litrary Event , Conference , ED Cell , etc. Student Care includes Grievance Redressal , anti ragging, women safety, Counseling and Psychological Resource Centre. Their list has been attached.

Student coordinators of these societies select students from all the classes and make teams for different events and allot responsibilities for conducting the events. Student coordinators

and other members organize all events and hand over the reports to their faculty coordinators.

File Description	Documents
Paste link for additional information	https://iitmjp.ac.in/wp-content/uploads/2022/07/5.3.2-Student-Coordinator-List.pdf
Upload any additional information	**View File**

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

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

3

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

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Institute of Innovation in Technology and Management Alumni Association is registered under The Societies Registration Act (1860) on 27th Jan 2014. It serves as a forum to bridge the gap of student – alumni interaction and inspires them to ensure their professional goals. It has contributed towards the Institute in the following manner:

- It has facilitated the sharing of professional knowledge and has promoted the exchange of educational experience; professional/ business experience and thus ensure the holistic sharing of knowledge to the students.

- It acts as linking pin between the alumni and students which ensures social-cultural interaction for exploring opportunities where in they can learn and grow.
- The regular interactions have contributed towards bridging the gap in academic curriculum and industry requirements. For this the institute organizes skill development programmes, Soft Skills and ICT skills development programmes, and preplacemnt

classes are also conducted in order to ensure the employability of the students.

- Alumni share their experiences, career progression paths, and experiences. This provides the existing students a roadmap for their career progression and future growth.

File Description	Documents
Paste link for additional information	https://iitmjp.ac.in/wp-content/uploads/2022/07/5.4.1-ALUMNI-ENGAGEMENT.pdf
Upload any additional information	**View File**

5.4.2 - Alumni contribution during the year (INR in Lakhs)	**A. ≥ 5Lakhs**

File Description	Documents
Upload any additional information	**No File Uploaded**

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The governance of the institution is aligned with the vision of creating a centre of excellence to promote value based quality education in the field of Information Technology and Management and its mission to provide students with up-to-date curriculum and pedagogy in the information technology and to promote value based quality education. The broad objectives of the institute are

- To academic excellence and success
- To provide value and outcome based education
- Holistic development of the students
- To make them socially responsible persons.

The governing body of the institute is the apex body that formulates the objectives and gives guidelines to the director for implementation. The directors in consultation with IQAC and Programme administrative committees make implementation strategies to improve quality in teaching, learning, research and other extension activities. All these strategies are guided by the mission and vision of the institute.

The institute has a proper feedback mechanism from all the stakeholders to ensure its governance in tune with the vision and mission of the institute.

The students existing as well as pass outs, the employers of the company visit the institute for campus placements are open to give any suggestions for the improvement in teaching learning pedagogy.

File Description	Documents
Paste link for additional information	**https://iitmjp.ac.in/governing-body/**
Upload any additional information	**View File**

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

The Institute ensures decentralized and participative management by involving faculty members, staff and students in administrative roles.

The governing body of the institution is the highest policy making body of the institute. These policies are implemented at the Director General and Director level who are appointed by the Chairman.

Each programme is governed by the programme review and administrative committee (PRAC) comprising of Head of Departments, Programme Coordinators and Mentors. Head of Department and Programme Coordinators are appointed by the director of the institute whereas the mentors are appointed by HOD. The PRAC is given full autonomy in decision making for smooth conduct of programme under them. The class representatives under each mentor are responsible for sharing all information, providing feedback of students related issues and useful suggestions for improvement.

For decentralization and participative management, various other clubs and committees are formed by IQAC comprising of faculty members, alumni and students. Which are involved in planning and implementation of admission, academics, placements, exam, co-curricular and extra-curricular, grievance, welfare activities for the students.

Various programmes are organized by the students in which the entire planning and execution is done by the students. This improves their leadership skills and team work.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Institute endeavours to achieve its perspective plans by creating industry ready and socially responsible professionals. The pre-placement activity in the institute is deployed as strategic plan. With the objective of making the undergraduate programme, a terminal programme, the institute has decided to increase the number and quality placements for the students every year. A pre-placement cell consisting of placement officer, programme directors, faculty experts and student placement coordinators is responsible for making the students placement

ready. The cell analyses the placement trends and the selection criteria used by various companies visited the institute in last 4-5 years and the programme directors of respective year make strategies to be implemented in different semesters. In the first and second year, presentation is given by all the students on the contemporary issues of all subjects to improve the communication skills of the students. To teach the basic concepts glossary of all subjects is created and explained to the students. Group discussion and mock interview sessions are also organized for the students. In the second year, a placement orientation session is conducted for the students. In Vth semester, the students are prepared as per the selection process of various companies.

File Description	Documents
Strategic Plan and deployment documents on the website	**View File**
Paste link for additional information	**https://iitmjp.ac.in/iitm-janakpuri-pre-placement-program/**
Upload any additional information	**No File Uploaded**

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

The functioning of the institutional bodies is effective and efficient. The governing body is the apex body that formulates new policies and reviews the existing policies with regard to funds allocation, infrastructure development, approval in curriculum etc.

The director general is the highest authority who is responsible for implementation of these policies. The director with the help of programme review and administrative committee (PRAC) comprising of head of departments, programme director, and mentors implement the decisions taken by the governing council. IQAC monitors the policy implementation and gives suggestions on regular basis for quality improvement in it. Apart from it various clubs and committees are also operational as per defined policy, procedures, roles and responsibilities.

Administrative setup – The administrative setup consists of the Director General, Director, Registrar, Head clerk, junior clerk assistants and attendants.

Appointment – Appointment for the post of Assistant professor/Associate Professor/ Professor is done as per the eligibility criteria given by UGC in each academic year.

Service rules – The institute provides the policy manuals related to service rules, roles and responsibilities, kind of leaves, promotion policy, increment, code of conduct, incentives for attending Conference/Seminar/FDP, incentives for writing research paper or book, incentive for qualifying NET or completing PhD.

File Description	Documents

Paste link for additional information	Nil
Link to Organogram of the Institution webpage	**https://iitmjp.ac.in/about-the-institute**
Upload any additional information	**View File**

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	**A. All of the above**

File Description	Documents
ERP (Enterprise Resource Planning)Document	**No File Uploaded**
Screen shots of user interfaces	**View File**
Any additional information	**No File Uploaded**
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	**View File**

6.3 - Faculty Empowerment Strategies

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

Response: The employees are considered an asset in IINTM. Various welfare measures are adopted for teaching and non-teaching staff.

Provision of Leaves

10 Casual Leave, 12 Earned Leave and 14 days summer vacations, 4 on duty in an academic year. Maternity leave for three months and

five Special leaves are provided for attending workshop/FDP or presenting research papers in Seminar or Conferences.

Saturdays off for pursuing higher education.

Flexible working hours to accommodate the family requirement.

Provision of short leave.

Research incentives are given for publishing research papers and for attending FDPs/ Workshops/ Seminar/ Conferences. Faculty Development Programmes are conducted to help faculty in their research work.

Best faculty and Best Researcher award

Picnic for staff is sponsored by the management every year.

Subsidized food in the canteen

Non- Teaching Staff

Organizing training programmes for the non-teaching staff to acquaint them with the latest software.

Duty leaves to staff members to attend various Training Programmes/Refresher/ Workshop/Seminar/Exam subject to the existing rules

The staff was encouraged to do online certification course.

Covid related welfare measures

Salary advance facility was given to those faculty and staff who were in need. Oxygen concentrators were purchased and made available as per the requirement.

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

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

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

4

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

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

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

8

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

Template)

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

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

29

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

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

The institute has a proper system for performance appraisal for its teaching and non-teaching staff in place.

The institute believes in a 180-degree performance appraisal system wherein each faculty is required to prepare a Self-Assessment Report at the end of each academic year. The reporting officers, directors and chairman give their comment on the report submitted by each faculty.

Apart from educational qualification and experience, the teaching staff is appraised on the following three criteria:

Criteria I: Academics Learning and Evaluation activities

Subjects taught in the last academic year with students results, contribution in Co-curricular / Extra-curricular activities, participation in Academic Programs, Administrative Committees & Responsibilities, Number of exam duties etc.

Criteria II: Professional Development and extension activities

Research Projects / Projects undertaken.

Contribution in NAAC / NBA / AICTE / JAC / AAC, etc.

Research paper published/ Presented

Training, Courses, FDP, Workshops attended by the Faculty

Criteria III: Professional Attributes

The feedback from students and director is also collected in each semester that can be used to improve the teachers' performance.

The performance of non-teaching staff is evaluated by the head of that department every year and report is submitted to the director for his evaluation.

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

6.4 - Financial Management and Resource Mobilization

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

The institute has an accounts section in its administrative setup which maintains records of all financial statements and expenditure made per year.

All transactions, receipts as well as payments are made digitally and particularly through cheques however few payments related to monthly expenditure are made through cash.

The institute has a robust Internal control system for accounting transactions. All the purchase orders for the requisite material or equipment are sent by the concerned department to the director. The director forwards the purchase orders to the chairman for final approval. After each event, the bills of all expenditures are approved by the director and submitted to the account office along with the sanction form signed by the chairman. The accounts office processes the required payment.The institute uses Tally ERP 9.0 software for maintaining records.

The account section is responsible for conducting internal and external financial audits regularly. In the audit all income and expenditure statements are checked. The team also audits stock, library books, computers and office stationery etc.

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

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

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

Nil

File Description	Documents
Annual statements of accounts	No File

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

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

The institute mobilizes the funds and uses it effectively for its organic growth. The institute ensures that the funds are utilized efficiently for the welfare and development of the students, faculty members, staff and society. The main source of revenue for the institute is the admission fee collected from the students. The institute utilizes this fund for the various developmental activities for students and faculty, infrastructure development and meeting its expenses. The expenditure on various activities in an academic year is made as per the budget which is approved by the governing body in the beginning of an academic session.

The funds are utilized under following heads

Salaries – Faculty (Regular and visiting), Non teaching staff , Payment for guest speakers

Faculty Development Activities - Conference and Seminars, FDPs, Workshops, Research Incentive, Softwares for research labs.

Student Development Activities- Industrial trip, Student recognition in the form of trophies, cash or prizes, Organising cultural, management and tech Fest, Sports day, Purchase of cultural instruments and sports equipments.

Infrastructure Development Activities - purchase of Books and software, Hardware upgradation, Campus extension, Purchase of furniture, purchase of AC, Projectors for class room and labs.

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

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Establishment of IQAC is an effort towards making quality as an integral part of teaching learning.

Two practices institutionalized as a result of IQAC initiatives.

Personality Development Programme: Personality development classes are conducted for all the students. Various programmes are organized by the students in which the entire planning and

execution is done by the students. The senior students select their team members and assign tasks to them for implementation. This improves their leadership skills and team work.

Case study: The institute organizes 'Fiesta' 2 days annual cultural fest for the students. In this mega fest the entire planning and execution is done by the students. The activities, starting from celebrity selection and invitation, website, certificate and banner designing, sponsorships, marketing, judges selection, event management and security are managed by the students.

Skill Development

The institute believes in holistic development of the students by imparting knowledge with skill up-gradation. In each semester, skill training is provided to the students. For BCA students, skill training related to Python, Robotics, Advance Java and Android is organized by the institute and for BBA and BCom(H) students, skill training related to digital marketing, Advanced Excel, financial modeling and Retirement planning is conducted.

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

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

Lesson plan:In each semester lesson plans are prepared by the faculty of the subject in consultation with IQAC. The lesson plans are made taking into account no. of hours allotted to cover the syllabus, bridge course content, overview lectures of each unit, unit–wise class test and question papers discussion. The methodology (lecture/discussion/video/presentation) to cover each topic and date of delivery of the lecture are also mentioned. The Programme directors check the filled lesson plan in every fortnightly meeting with the subject teachers.

Project Evaluation and Tracking Report:This is filled by all students who undergo a project as a part of their curriculum. In this form the various phases of project with their deadlines are mentioned and the student is required to show the project progress before or on that date which is countersigned by the project guide. The marks associated with each phase are also mentioned in this form.

Learning Outcomes:The learning outcomes of each programme are set by the HOD with the consultation of director and IQAC. The learning outcomes are assessed through internal exam, assignments, quizzes, class tests, university result, types of projects done by the students and number of placements per year.

File Description	Documents

Paste link for additional information	Nil
Upload any additional information	**View File**

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	**View File**
Upload any additional information	**View File**
Upload details of Quality assurance initiatives of the institution (Data Template)	**View File**

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Institute of Innovation in Technology and Management has always believed in the equity of both the genders. It provides equal opportunities for the males and female students, staff and faculty. Education plays a pivotal role in reducing the gender disparities and acts as a catalyst in developing the country's growth. In order to provide education to all, IINTM imparts unbiased, impartial, and unprejudiced education to both male and female students. With an objective to make the women aware about their rights and empower them with a platform to speak their minds, the institute has undertaken various initiatives time and again. The institute celebrates the progress of women on the International Women's Day each year. Various guest lectures, workshops and alumni talks' are organized on topics like diversity at workplace, women entrepreneurship, breaking the glass ceiling etc. to not create awareness but also promote gender equality. The institute also makes an effort to provide self-defense trainings for female students every year by the representatives of the Police department. The institute also has an active Women Safety Cell to prevent all sorts of harassments and grievances.

File Description	Documents

Annual gender sensitization action plan	https://iitmjp.ac.in/wp-content/uploads/2022/07/7.1.1-Annual-Gender-Sensitization-Action-Plan.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://iitmjp.ac.in/wp-content/uploads/2022/07/7.1.1a-Specific-Facilities-Provided-for-Women2020-21.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

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

Institute of Innovation in Technology and Management has a strong focus on implementing the 3R strategy of Reduce, Reuse and Recycle. The institute has taken efforts towards waste Management

Solid Waste Management – The solid waste which collected in the green and blue dustbins placed in the campus. These wastes are then segregated into biodegradable and Non-biodegradable waste. The biodegradable waste is put into a compost pit made in the backyard of the campus along with dry leaves and left for composting. After the compost is prepared it is been used in the plants as manure.

Liquid Waste Management – Waste water from the RO water purifiers installed on each floor of the campus is collected in large bottles and used for cleaning purposes

E-Waste management -Eco club of IITM in collaboration with Rotaract Club of Shaheed Sukhdev College of Business Studies organizes an e-waste management collection drive to dispose off the e-waste in the most appropriate way.

Waste Recycling System – An activity of creating best out of the waste is been conducted each year to promote waste recycling.

File Description	Documents

Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	**https://iitmjp.ac.in/wp-content/uploads/2022/07/7.1.3-Waste-Management.pdf**
Any other relevant information	**View File**

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	**D. Any 1 of the above**

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

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. **Restricted entry of automobiles** 2. **Use of Bicycles/ Battery powered vehicles** 3. **Pedestrian Friendly pathways** 4. **Ban on use of Plastic** 5. **landscaping with trees and plants**	**A. Any 4 or All of the above**

File Description	Documents
Geo tagged photos / videos of the facilities	**View File**
Any other relevant documents	No File Uploaded

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	**D. Any 1 of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing	No File

agency	**Uploaded**
Certification by the auditing agency	**No File Uploaded**
Certificates of the awards received	**No File Uploaded**
Any other relevant information	**View File**

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	**C. Any 2 of the above**

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

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

Institute of Innovation in Technology and Management has made various efforts and attempts to create an inclusive atmosphere that fosters tolerance and harmony among cultural, regional, linguistic, communal, social, and other differences. To accommodate varied student demographics, the institute adheres to the Guru Gobind Singh Indraprastha University's regulations and statutes. The institute follows the University's reservation policy and provides seats to students who are SC, ST, or PWD.

The institute also aspires to promote tolerance and tranquility among students, employees, and other stakeholders by commemorating numerous national and international days, events, and festivals. We believe in the concept of unity in diversity.

The Institute has taken a number of steps to foster tolerance and concord in the wake of cultural, regional, linguistic, community

socioeconomic, and other disparities. The institute organises and encourages its students to engage in activities hosted by other colleges and universities in order to raise awareness of the importance of an inclusive environment. Unity in Diversity, Rashtriya Ekta Diwas, Sadhbhawna Diwas, and other important days are commemorated in this spirit.

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

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

By instilling the values of right and wrong, duties and responsibilities as a citizen of the country, the institute educates students, faculty, and staff about their constitutional commitments. Students are encouraged to participate in various events and competitions both inside and outside the institute to better understand their constitutional responsibility. The institute honours the National Flag, sings the National Anthem, and takes the Integrity Pledge on Independence and Republic Days. The Fundamental Rights, Directive Principles of State Policy, and Fundamental Duties' sections of the Indian Constitution specify the states' fundamental obligations to their residents, as well as the citizens' duties and rights to the state. On special days like Constitution Day, Vigilance Awareness Week, Unity Day, Voters Day, and other national days, various events and competitions are held to inculcate these principles, rights, obligations, and responsibilities. Every year, the institute commemorates Gandhi Jayanti to honour the principles and teachings he taught us about our responsibilities to our community and nation. We also commemorated Dr. B.R. Ambedkar's contribution to the Indian Constitution by celebrating Ambedkar Jayanti.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	**View File**
Any other relevant information	**No File Uploaded**

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students,	D. Any 1 of the above

teachers, administrators and other staff
    4. Annual awareness programmes on
Code of Conduct are organized

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

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

The Institute of Innovation in Technology and Management commemorates National and International Days and Festivals by hosting a variety of academic and non-academic activities to raise awareness and educate students about critical national and international concerns. These days are also commemorated to celebrate victories over social issues or to honour the accomplishments and contributions of the country's famous leaders. The institute's main goal is to educate students about the significance of a certain national or international holiday or festival. Days such as Republic Day, Independence Day, and Gandhi Jayanti are observed. Other major National Days, like as Constitution Day and Sadhbhavana Divas, are celebrated with activities to make students aware of the prominence, prestige, and significance associated with these days.

International Days such as World Youth Skill Day, World Food Day, Earth Day, International Labour Day, International Yoga Day, International Women's Day, and many others are commemorated with activities. Students participate in outreach efforts to raise public awareness about the world's serious concerns.

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

7.2 - Best Practices

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

1.Title of Practice

Industry Exposure through Internships

2.Objectives of the Practice

- To provide industry exposure to students
- To provide experiential learning to students

3.Context

The institute has an active Internship cell, Internware, which works constantly towards providing internships to students in the area of their interest through their flagship event of internship fair, InternHunt.

4.Practice

InternHunt 4.0, the Internship Fair was organised to help students grab the opportunity of having Industry exposure, an Internship where they canlearn and grow. The fair had more than 17 recruiters like Times of India, Sharekhan, Ucliq, Edu4sure, Homeflick Wegrow, Insplore, Education Tree etc. Participants had more than 20 profiles to choose their desired internship.

5.Evidence of Success

InternHunt 4.0 attracted more than 300 students to register for the event. More than 130 students got an internship offers from the companies through the event.

6.Problems Encountered and Resources Required

Covid 19 pandemic posed a hindrance in conducting the InternHunt 4.0 initially, which was overcome by conducting the event in a virtual mode.

7.Notes

Internware, not only organizes the Internship fair for the students but also holds other events like Group Discussion, Leadership Talk, HR Conclave, Industrial visits etc. providing industry exposure to students.

File Description	Documents
Best practices in the Institutional web site	**View File**
Any other relevant information	**View File**

7.3 - Institutional Distinctiveness

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

The Institute endeavours to achieve its perspective plans by providing value and outcome based education for the holistic development of the students, creating industry ready and socially responsible professionals.

To solve the purpose, pre-placement cell consisting of placement officer, programme directors, faculty experts and student

placement coordinators, is responsible for making the students placement ready.

The cell analyses the placement trends and the selection criteria used by various companies visited the institute in last 4-5 years and discusses it in the meeting with programme directors and subject experts.

The programme directors of respective year make strategies to be implemented in different semesters to make the students ready for the placement. In the first and second year, presentation is given by all the students on the contemporary issues of all subjects to improve the communication skills of the students.

In the second year, a placement orientation session is conducted for the students and their placement consent is obtained through a well-designed placement consent form.

In final year, the pre-placement classes are embedded in the time table of the students wherein students are prepared as per the Job Descriptions of various companies along with Group discussion sessions and Aptitude Test sessions.

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

7.3.2 - Plan of action for the next academic year

- **Infrastructure:**A proposal to build a new research lab was submitted. A new computer labis also proposed to be built. Two newUPS to be installed to cater to the increase in the laboratory computers. A proposal to revamp institute's websitesubmitted.
- **Skill Based Training:**To bridge the skill gap of the latest skills required by corporates, extensive skill based training are planned to be conducted . A series of Soft skill training for first year students to be conducted. Also, for final year student series Pre placement trainings should also be conducted.
- **Student Internships and Placements** Interhunt and placement drives are planned to be conducted.
- **Faculty Development:**Faculties should be encouraged to develop their skills by undergoing FDPs. The institute also plans to take initiatives to organise various FDPs.
- **Staff Development:**The institute plans to conduct Staff development programmes to up-skill the staff members. Trainings on academic written communication, G-suite, advanced excel, time management are to be conducted in the upcoming year
- **Holistic Development of Students:**Lesson plans to be improvised to include MOOC courses and video lectures to supplement classroom teaching. Requisition for new books shall be

initiated. Student development would also be supplemented by mentoring sessions.