



# **SELF STUDY REPORT**

**FOR**

**2<sup>nd</sup> CYCLE OF ACCREDITATION**

## **INSTITUTE OF INNOVATION IN TECHNOLOGY AND MANAGEMENT**

D27 AND 28, INSTITUTIONAL AREA, JANAK PURI

110058

[www.iitmjp.ac.in](http://www.iitmjp.ac.in)

Submitted To

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

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# 1. EXECUTIVE SUMMARY

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## 1.1 INTRODUCTION

The Institute of Innovation in Technology and Management (IITM) is a highly regarded college affiliated with GGSIPU that provides undergraduate programs with a focus on developing students' knowledge, creativity, cognitive potential, and value-added education. Established in 2009, the college has earned recognition under Section 2(f) of the UGC Act, 1956, and has several centers and societies dedicated to enhancing students' awareness and honing their latent potential.

At IITM, value-added education is an integral part of the curriculum. The college offers a wide range of courses and has state-of-the-art facilities to support student's academic and extracurricular pursuits. The faculty at IITM is highly qualified and experienced, and they work to provide students with a comprehensive education that prepares them to excel in their careers.

In addition to academic excellence, IITM is committed to providing value-added education that enables students to become responsible and socially conscious citizens. The institute is bestowed with many accolades including an "A+" grade from SFRC, an "A" grade from GNCTD, and is NAAC accredited . This recognition highlights the college's commitment to academic excellence, and the faculty's efforts to provide students with a comprehensive education that prepares them to excel in their chosen fields.

Located in the heart of Janakpuri, the college occupies approximately 1926.17 sq m of land and boasts state-of-the-art infrastructure, including modern computer labs and academic facilities. IITM is dedicated to providing an inclusive and diverse learning environment that nurtures students' potential and fosters their growth as responsible citizens who can contribute to society.

### **Vision**

The Institute aims to be the Centre of Excellence promoting value-based quality education in the emerging areas of professional studies in Information Technology and Management

### **Mission**

The Institute endeavors to contribute towards meeting the growing demand for competent and trained Information Technology professionals, Software Engineers and World Class Managers determined to achieve excellence.

## 1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

### **Institutional Strength**

- The institute aims to develop as a Centre of Excellence for imparting technical as well as managerial education and creating competent professionals with a high degree of professional ethic and acumen.

- The Institute believes in promoting Value Based Quality Education to the students and imparting skills-based training to meet the industry demands.
- Systematic and periodic academic performance evaluation mechanisms are carried out for measuring quality as per the standards during the entire session.
- Usage of effective teaching materials, bridge courses, remedial classes, pre-placement classes by the dedicated, experienced, and dynamic faculty members for the effective nurturing of the students.
- Emphasis on the holistic development of students through interactive and dynamic lectures as well as by conducting various Seminars/Conferences, Guest Lectures, workshops on Time Management, Positive Thinking, Goal Setting etc.
- The well-built centralized air-conditioned infrastructure of IT and Research labs, fully computerized library with latest editions of books and journals and well-equipped classrooms with digitalized teaching aids such as LCDs, and Smart Boards.
- Personality enhancement programmes are conducted through various soft skills training, group discussions and confidence-building personal interview sessions for the students.
- Promoting different Student Clubs i.e. Marketing, Entrepreneurship, Finance, Environment Clubs etc to present their creative and innovative ideas through various cultural and co-curricular activities to encourage team building spirit and leadership qualities among the students.
- Healthy student teacher ratio (STR) – 1:20 with a mentorship model of regular interactions between the mentor and the mentees.
- Conducting blood donation camp and different social services to inculcate the social responsibility in the students towards the society.
- InternWare- The Internship cell of the institute provides the internship opportunity for the students in the various corporate sectors.
- Location advantage - with metro connectivity has also been a positive aspect for the institute to attract best opportunities for the students.
- Best Placements of the students with the most reputed companies create excellent career growth opportunities for the students.

### **Institutional Weakness**

- The institute faces lack of autonomy to start new programmes or make changes in the syllabus.
- For holistic growth and development of students, the Institute encourages the role of extra-curricular activities. However, owing to very limited financial resources, the institute is unable to conduct outdoor sports activities due to the unavailability of open space.
- Another infrastructural limitation of the institution is the limited parking space of the campus.
- Problems faced during timely completion of university curriculum due to the late admissions during the pandemic.

### **Institutional Opportunity**

- The campus is located in the Institutional area of Janakpuri (South West Delhi) which enables easy accessibility for better placement and summer internship opportunities.
- Being in the central vicinity of the city as well great metro-connectivity to different industrial locations, the Institute provides active interaction with the Corporate Sector for conducting Guest lectures, Industry visits and placement of students.
- Conducting knowledge sharing sessions of eminent national as well as international corporate experts

through online audio-video conferencing platforms such as Zoom, Microsoft teams etc.

- Enhancing the student's entrepreneurial approach under the aegis of Entrepreneurship Development Club of the college.
- Proximity to various Government and Non-government organisations helps in conducting various student development programmes.

### **Institutional Challenge**

- With its vision for excellence in management and technical education, the institution is unable to undertake wide-ranging research owing to limited funding from government agencies.
- The institution faces several challenges in obtaining funds from ICSSR and AICTE for organizing various seminars and conferences
- The Institute has also not received the financial assistance under Section 12 (B) of the UGC Act, 1956 which is an essential requirement for research and development.
- There is a compelling need to formulate the critical pedagogy in conjunction with the contemporary industry standards.
- Additionally, the curriculum needs to be regularly revised to have a global outlook for stirring creativity and innovation amongst the students.
- The post pandemic scenario has also necessitated contingency plans for a seamless blended learning experience.
- The Institute adheres to everyday environment practices for environmental preservation, however due to lack of funds is unable to implement many programs with eco-consciousness.

## **1.3 CRITERIA WISE SUMMARY**

### **Curricular Aspects**

The Institute is running undergraduate programs in Management (BBA), Computer Applications (BCA) and Commerce (BCom). Institute ensures the effective delivery and quality of work through Effective Curriculum Planning, Continuous Monitoring & Continuous Internal Assessment.

Under the guidance of Director and HOD Academic Coordinator prepares the academic calendar of the college prior to the commencement of every academic year and outlines major events/activities on the basis of GGSIPU academic calendar. Firstly, faculties are asked to fill the subject preferences semester-wise and finally academic coordinator allocate the subjects to the faculties on the basis of their preferences, qualification, subject competency, academic interest and past results. The lesson plan is made keeping in view the hours allocated by the university. Every faculty members ensures the mapping of Course Outcomes (COs) with Programme Outcomes (POs) in the lesson plan for the effective implementation of the curriculum. Depending on the number of hours stipulated for each subject, class time-table and faculty time-table is being prepared for each semester by Academic Coordinator. At the end of the week/month the programme Directors (PDs) and the Subject Faculty meeting is conducted to see the academic progress and verified through Faculty ATR. Furthermore the records are verified by the Head of the Department & Director. To further add value to this course curriculum, the institute has offered a number of value added courses to enhance the industry-ready professional skills of the students in the period under review. Also, the institute has even otherwise been focusing on enhancing the life skills and community skills of the students by way of inviting experts in the area to interact with the students. The Curriculum has been enriched by way of practical projects and internship

projects that the students have been undertaking as a part of their course requirements. The institute regularly takes feedback from all stakeholders in regard to the efficacy of the course curricula delivered, ambience and academic development of institution and forwards these suggestions to the university and higher authorities.

### **Teaching-learning and Evaluation**

The Institute performs a catalytic role of intellectual, social, emotional and artistic development of the students. A learner-centric and innovative pedagogical approach facilitates a holistic development of students. Learner empowerment through experiential learning, participative learning and problem-solving methodologies, using extensive application of ICT tools is given prominent consideration. Use of ICT tools enriches the teaching-learning process.

To achieve pertinent and successful student learning experiences, interactive instructional techniques and multi-mode learning engagements are considered prominent for student's overall development. This encourages student's thinking, reasoning and logical ability. Through GDs, debates, projects, presentations, viva-voce, internships and application of ICT resources- both online and offline, student's proficiency and competency can be measured.

Students are enrolled in BBA,BCA &B.COM(H) through a transparent procedure that complies with norms prescribed by GGSIPU. The sanctioned intake of the institute shift-wise (Shift-I and Shift-II) for these three programmes is 180 for BBA, 120 for BCA, and 60 for B.COM(H).

Students from diverse backgrounds including reserved category as well as from different locales are also admitted as per defined University/GOI reservation policy. Admission opportunity for differently-abled students is also considered.

The institute also maintains the required count of full-time teachers against sanctioned posts. The faculty fulfils pre-requisite qualification and teaching experience.

A mechanism of internal/ external assessment is transparent. The actual performance of students is revealed in the formative evaluation or continuous internal assessment adopted during the programme. The Institute follows the academic calendar set forth by the University.

The effectiveness of a professional education programme is monitored and evaluated to the extent a student execute the knowledge, and identifies related competencies. A roadmap for skill development and knowledge enhancement is focused upon within the canvas of Program outcomes, Program Specific outcomes and Course outcomes mandated by GGSIP University.

The extent of student's awareness about course outcomes and their actual performance reflecting these is a real indicator of programme outcome. The attainment of POs and COs are evaluated from the success signs of students- Gold medalist, exemplary performers, university rankholders, etc.

### **Research, Innovations and Extension**

The Institute effectively delivered the responsibility of inculcating research & innovation culture among the primary stakeholders i.e., Faculty and Students. The Institute had also extended its helping hand to the societal

stakeholders and neighbourhood communities.

The Institute received research grant from non-government organization like ITID and Citizen National Days Celebration Committee. Faculty members successfully completed the research project and were appraised by the organizations for their quality work and contribution. The appraisal received was in the form of grants and appreciation letters.

The Institute had developed a Research & Innovation ecosystem. The system comprised of well-defined policies for Research Grant and Seed funding. These policies acted as guiding instruments for effective functioning of the Institute's Research & Innovation committee's: Faculty Research Club, Students Research Club and Entrepreneurship Development Club "Srijan". The committees organized periodic events promoting research and innovation culture. The events are initiated through Idea ignition sessions of "Chai pe Charcha, Publication discussion for research support & to enhance the Innovation creativity ED "Srijan" Club organized multiple activities Business Plan Competition, Hackathon, Survey Plans (Demonetization) etc along with annual conferences and seminars, for infrastructural facilities like Research & Innovation Lab, Literary support of journal subscriptions, and publication opportunities in Institute's publication bearing ISSN (Journal of Business Studies, UGC Care listed and Journal of Information Technology) and ISBN. Outcome of Research & Innovation ecosystem was exhibited through good quality published research paper and books and initiation of entrepreneurial ventures by students: Heed Herba Inc, D&K collections, TrukersHub and many more. Through ED Fair organizes annually the budding entrepreneurs showcased their ideas.

The Institute was recognized by the collaborative organizations like Saadhak Foundation, National thalassaemia Society, Rotary Club etc organized events like plantation drives, Blood, Cloth & E waste Donation Drives and for CSR effort of organizing training program of R Studio.

The Institute worked in collaboration/ Signed MOU's with under different functional fronts like for Internships: Times of India, Omnesta, Social Work: Saadhak Foundation, Deepalaya, CSR: Postage & Telegram Department

### **Infrastructure and Learning Resources**

The college has state of the art infrastructural and physical facilities like adequate classrooms enriching the teaching-learning experience in the classrooms, all 21 classrooms are LCD Projector, computer connected with 80mbps internet speed, podium with proper ventilation and luminosity.

The Institute has state of the art, fully air-conditioned five computer labs having a total of 240 computers with i5/i3 Processor, 8/4 GB RAM, 1 TB/500 GB HDD having round the clock internet facility of 80mbps. The Institute has all the licensed software prescribed by the University and is renewed every year. The student-computer ratio is 1:1.

Knowledge Resource Centre (KRC) has a rich collection of around 34943 books on both Indian and foreign authors, on all the domains of Management, Computer Science and Commerce. KRC has subscriptions of about of 15 National and International Journals in hardcopy and 400 online Journals. The college has been a member of the DELNET, it provides access to thousands of e-resources. It also provides open access to the bookshelves, using OPAC (Online Public Access Catalogue). Library and reading hall have a capacity of around 100 users.

All the books have been classified with the Dewey Decimal Classification System. Circulation of books is done by using Soul software. OPAC and Web OPAC facility is made available to the users. A book bank facility is offered to all students free of cost.

To conduct group activities, training and workshops for teams of students the institute has an air-conditioned seminar room with state-of-the-art infrastructure well equipped with LCD, Computer system and AV aids.

An air-conditioned auditorium with a seating capacity of 250 equipped with LED screen, projector, and sound control system is available for conducting stage events and competitions.

The Institute focuses on the overall development of the students through participation in co-curricular activities and extra-curricular activities. To achieve this purpose, the Institute has clubs and societies.

The students have been provided with Boys and Girls Common Rooms.

It has infrastructural facilities adequate for indoor sports, faculty rooms, medical room and restrooms.

### **Student Support and Progression**

Institute of Innovation in Technology and Management has always made efforts to provide necessary support and assistance to the students. In this direction, the institution has explicitly framed scholarship assistance policy which is offered to the students who are facing financial difficulties. In addition, the institution aims to acquire meaningful experiences for learning at the campus and to facilitate the holistic development and progression of the students. The focus of the institution is to elevate the students in terms of skill, knowledge and expertise. The institution, thus, conducts skill enhancement series like metamorphosis, renaissance, summer trainings, educational trips, workshops, guest lectures, trainings, conduct of IT and accounting quizzes, article competitions, live projects and webinars, etc.

In order to facilitate the smooth working of the organization, the institute has established various committees such as Grievance Redressal committee, Prevention of Sexual harassment Committee, Anti-ragging, Internal Complaints Committee, equal opportunity committee, etc. Both the faculty coordinators and student representatives assume their responsibilities round the year. The rules and regulations pertaining to each committee have been explicitly stated by the institution.

Institution also focuses on the progression of students to higher studies and/or providing them gainful employment. Various companies such as Deloitte, Infosys, RBS, Capgemini, BT India, Amazon etc. are considered by the Placement cell of the institute. The institute also makes persistent efforts to provide guidance for competitive examinations and career counseling. This is done so that the students are benefitted for their higher studies and career progression.

The institution also promotes active participation of the students in cultural and sports activities at institution's

level as well as at national and state level. Encouraging students' participation in activities facilitates developing various skills and competencies and fosters their holistic development. Further, Institute has registered Alumni Association (registered under The Societies Registration Act of 1860) which came into existence on 27th Jan 2014. It is a platform where Alumni share their experiences, career progression paths, new ideas and share corporate links and experiences. This, thus, provides the existing students a roadmap for their career progression and future growth.

### **Governance, Leadership and Management**

The institute has an effective governing body and academic council which function as per the vision and mission of the institute to impart value-based quality education in the field of Information Technology and Management. The broad objectives and implementation guidelines are provided to the Programme Review and Administrative Committee consisting of the Director, Head of the department, Programme Coordinators, and Mentors, which further formulates effective implementation strategies.

The policies and procedures of the institutes are in accordance with the affiliating university and are reviewed regularly by IQAC and the academic council. The appointment for all regular teaching posts is done as per the UGC norms. The institute deploys e-governance in the areas of administration, finance and accounts, Student admission and support, and examination. The latest tools and techniques like Tally ERP 9.0 accounting software, Soul library management system, bio-metric-based attendance management system, the institute's website, and CCTVs in the college premise and outside are used for effective implementation of e-governance.

The institute has effective welfare plans for its teaching and non-teaching staff. Apart from giving different kinds of leaves, faculties are encouraged to attend FDPs and conferences by providing them special leaves and incentives. Flextime is given to the faculties so they can accommodate their family obligations. To recognize the efforts made by any faculty, Appreciation letters and the Best faculty award are given every year.

Every Year a picnic is organized by the institute for the teaching and non-teaching staff. The performance appraisal for teaching and non-teaching staff is conducted every year. The institute conducts faculty development programmes and administrative training for their teaching and non-teaching staff on regular basis to upgrade their knowledge. Also, financial incentives are given to those faculty members who participate in FDP organized by other institutes. The institute conducts internal and external audits annually and mobilises its funds for the organic growth of the institute. The IQAC has a proper mechanism to review the teaching-learning process and to assess the achievement of learning outcomes. The institute is ISO, UGC-2F certified and NAAC accredited conducts an academic audit to ensure quality in the teaching-learning process.

### **Institutional Values and Best Practices**

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. 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 also has various committees that aid in the gender equity promotion like gender policy, Internal Complaints Committee, Prevention of Sexual harassment, Anti-ragging, discipline etc across the students, faculties and staff.

The Institute also 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 honor the accomplishments and contributions of the country's famous leaders.

The institute focuses on sustainability and takes measures to use energy efficient electrical appliances, rain water harvesting, efficient waste management techniques. The institute has also secured energy audit, green audit and environmental audit certifications.

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.

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 boasts on its initiatives towards making the graduate level courses terminal courses which helps the students to secure good corporate positions. It leverages the potential of value-added courses to upskill the students with the latest industrial trends and bridge the gap between industry requirements and academic knowledge. The institute also has an active placement and internship cell which works round the clock to provided internship opportunities to students and also offer pre placement trainings so that they can secure good packages in the corporate world.

## 2. PROFILE

### 2.1 BASIC INFORMATION

Name and Address of the College	
Name	INSTITUTE OF INNOVATION IN TECHNOLOGY AND MANAGEMENT
Address	D27 and 28, Institutional Area, Janak Puri
City	New Delhi
State	Delhi
Pin	110058
Website	<a href="http://www.iitmjp.ac.in">www.iitmjp.ac.in</a>

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Director	Monika Kulshrestha	011-28520890	9560440393	011-28520894	director@iitmjp.ac.in
IQAC / CIQA coordinator	Nitya Khurana	091-9718391155	9871336740	-	nityakhurana86@gmail.com

Status of the Institution	
Institution Status	Private and Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular Day Evening

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	

State	University name	Document
Delhi	Guru Gobind Singh Indraprastha University	<a href="#">View Document</a>

Details of UGC recognition		
Under Section	Date	View Document
2f of UGC	04-06-2019	<a href="#">View Document</a>
12B of UGC		

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	Recognition/App roval details Inst itution/Departme nt programme	Day,Month and year(dd-mm- yyyy)	Validity in months	Remarks
No contents				

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	D27 and 28, Institutional Area, Janak Puri	Urban	1926.17	4610.385

## 2.2 ACADEMIC INFORMATION

<b>Details of Programmes Offered by the College (Give Data for Current Academic year)</b>						
<b>Programme Level</b>	<b>Name of Programme/Course</b>	<b>Duration in Months</b>	<b>Entry Qualification</b>	<b>Medium of Instruction</b>	<b>Sanctioned Strength</b>	<b>No.of Students Admitted</b>
UG	BBA,Management	36	Plus Two	English	360	353
UG	BCom,Management	36	Plus Two	English	240	239
UG	BCA,Information Technology	36	Plus Two	English	120	111

**Position Details of Faculty & Staff in the College**

<b>Teaching Faculty</b>												
	<b>Professor</b>				<b>Associate Professor</b>				<b>Assistant Professor</b>			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	12				24				72			
Recruited	1	8	0	9	5	19	0	24	10	53	0	63
Yet to Recruit	3				0				9			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

<b>Non-Teaching Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				31
Recruited	17	14	0	31
Yet to Recruit				0

<b>Technical Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				12
Recruited	10	2	0	12
Yet to Recruit				0

### **Qualification Details of the Teaching Staff**

<b>Permanent Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	1	8	0	1	10	0	0	0	0	20
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	4	9	0	10	53	0	76
UG	0	0	0	0	0	0	0	0	0	0

<b>Temporary Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties					
Number of Visiting/Guest Faculty engaged with the college?	Male		Female		Total
	1	11	0	12	

**Provide the Following Details of Students Enrolled in the College During the Current Academic Year**

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	445	56	0	0	501
	Female	179	23	0	0	202
	Others	0	0	0	0	0

<b>Provide the Following Details of Students admitted to the College During the last four Academic Years</b>					
<b>Category</b>		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>
SC	Male	7	4	6	5
	Female	1	1	0	2
	Others	0	0	0	0
ST	Male	1	0	2	0
	Female	0	0	0	1
	Others	0	0	0	0
OBC	Male	46	25	17	23
	Female	9	5	1	8
	Others	0	0	0	0
General	Male	424	466	492	450
	Female	183	182	165	213
	Others	0	0	0	0
Others	Male	23	12	5	12
	Female	9	10	2	4
	Others	0	0	0	0
<b>Total</b>		<b>703</b>	<b>705</b>	<b>690</b>	<b>718</b>

### **Institutional preparedness for NEP**

1. Multidisciplinary/interdisciplinary:	<ul style="list-style-type: none"> <li>• The Institute aims to impart a more inclusive, holistic and multidisciplinary education to its students in accordance with the NEP 2020.</li> <li>• It strives to foster learning and allow students to explore various courses/curricula across different areas of study.</li> <li>• A well identified set of skills and values are required for the overall development of individuals at diverse stages of learning to meet the emerging challenges and needs of the contemporary times.</li> <li>• All the courses are taught with a multidisciplinary approach and are designed to cater to the nuances of the same. The following papers are inclined towards sensitizing and generating awareness about society, community, human values,</li> </ul>
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	<p>environment and sustainability. • BBA 217 Environmental Studies course endeavors to acquaint the students with the intersection of ecology with polity and industry. • BCA 110 Environmental Studies course also seeks to familiarize the students with the multidisciplinary nature of environmental studies. • BCOM 110 Environmental Science and Sustainability course to look at the multidisciplinary nature of environmental studies and sustainability. • BCA 207 Human Values and Ethics course helps in understanding human values and harmony at all the levels of individual and society. • The lesson plans are redesigned to incorporate the contemporary elements of cross functional learning. • The Institute encourages students to enrol for the MOOC course from SWAYAM/NPTEL portal. The students are required to choose one MOOC course of 3 credits in the case of BCOM and BBA and minimum 2 credits for BCA as per their preference.</p>
2. Academic bank of credits (ABC):	<p>As proposed in NEP 2020, the Institute necessitates the student to compulsorily register at the ABC Portal. • The institution seeks to ensure the seamless functioning of the Credit Bank System so that the students may enter or exit as per their choice as per the guidelines of the NEP 2020. • The institution has made it imperative for each student to deposit credits after the completion of any course by creating a digital locker. In case a student drops out of college and later rejoins, the institution shall ensure that the academic credits remain intact in the student's digital locker. • The students are mandatorily required to update their credits status on the portal via a Google Form, which is correspondingly shared with the parent institution.</p>
3. Skill development:	<p>The Institute organizes various guest lectures, Industrial visits for the students, to instil a spirit of learning, inquiry and innovation. • The institute has established a Placement cell which actively partakes in strengthening technical and soft skills of the students. • The Institute organizes the Summer School and Winter School for the internationalization of knowledge and fostering experiential learning amongst its students. These includes special lectures on industry-relevant tools and software such as Power BI, Advanced Excel, PHP, and Machine Learning etc. • The students of the Institute spearheaded many up-skilling workshops and</p>

	programmes as part of different Clubs and Committees.
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	Although the medium of imparting knowledge to the students is English, the Institute encourages the students to learn the national language Hindi. This is done by creating awareness about the importance of Hindi during Hindi Diwas, ethnic day among other events. Such events create a space for an eclectic dialogue and inclusivity. • The curriculum of various programs offered by the institute is designed by the university to inculcate the cultural values of our tradition. • The students imbibe value orientation through subjects like Corporate Governance, Ethics and Social Responsibility of Business, Human Rights and Value Education etc.
5. Focus on Outcome based education (OBE):	The institute is seamlessly aligned with the model of outcome- based education and therefore envisions that the graduating students should possess cognitive and critical abilities • In addition to the domain-specific skills, learning outcomes at all levels ensure social responsiveness and ethics, as well as entrepreneurial skills so that students contribute proactively to the development of the nation. • The institute emphasises on creating lesson plans to implement outcome-based education with comprehensively stated Programme Outcomes, Programme Specific Outcomes, and Programme Learning Outcomes etc. • All courses in the curriculum have been designed with due in accordance to the spirit of NEP.
6. Distance education/online education:	The post-pandemic teaching has blended onsite teaching with the use online tools for stimulating innovative learning. • The institution adheres to the guidelines of GGSIPU and focuses on the use of technological tools for teaching and learning activities. • Teachers are encouraged to deploy modern technological tools for teaching. • Smart classrooms have been set up to facilitate the method for practical learning and for better visual retention and understanding by the students.

**Institutional Initiatives for Electoral Literacy**

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<p>1. Whether Electoral Literacy Club (ELC) has been set up in the College?</p>	<p>A full-fledged Electoral Literacy Club has been established by the institute. It operates in accordance with the goals set forth by the Election Commission of India.</p>
<p>2. Whether students' co-ordinator and co-ordinating faculty members are appointed by the College and whether the ELCs are functional? Whether the ELCs are representative in character?</p>	<p>Motivated student coordinators have been selected to represent the ELC. Students have been made aware of the need of participating in elections in an informed and ethical manner by qualified and motivated academic members. The student representatives endorse the Election Commission's project of electoral literacy in colleges, and communities. The Nodal Officer, Executive Committee, and Convener are collectively responsible for the smooth execution of the activities and campaigns scheduled by the club. Two faculty members, Ms. Sejal Billa and Mr. Kishan Nigam are the staff representatives of the Club</p>
<p>3. What innovative programmes and initiatives undertaken by the ELCs? These may include voluntary contribution by the students in electoral processes-participation in voter registration of students and communities where they come from, assisting district election administration in conduct of poll, voter awareness campaigns, promotion of ethical voting, enhancing participation of the under privileged sections of society especially transgender, commercial sex workers, disabled persons, senior citizens, etc.</p>	<p>The Wall of Democracy: The college has allotted a display board that is divided into associative segments exhibiting illustrations and artifacts pertaining to electoral literacy information. This facilitates interesting, creative, and engaging participation from all the students. Speech Elocution Competition: An inter-college contest was organized by the college in January 2023. The students discussed a variety of multifaceted themes that refer to different initiatives to improve the quality of voting participation</p>
<p>4. Any socially relevant projects/initiatives taken by College in electoral related issues especially research projects, surveys, awareness drives, creating content, publications highlighting their contribution to advancing democratic values and participation in electoral processes, etc.</p>	<p>Awareness Drive: The institute has chosen student-driven themes and activities to generate well-established disciplines. The institute has successfully conducted social awareness drives which guides the students towards becoming prepared and informed citizens. The college has also planned a series of guest lectures concerning the stipulations of students regarding the project. Survey: The club has conducted an array of surveys concerning the compilation of pre-requisites in order to impart student directed instructions coupled with result oriented activities. All the students are made members of the ELC and concrete data has been collected regarding their voting eligibility. Guest Lecture :The institute has also tied up with the regional ELC officer in order to conduct workshops and seminars to sensitize students about voting ethics and policies.</p>

<p>5. Extent of students above 18 years who are yet to be enrolled as voters in the electoral roll and efforts by ELCs as well as efforts by the College to institutionalize mechanisms to register eligible students as voters.</p>	<p>The efforts of the college to institutionalize mechanisms to register students involve the following: Creating student data regarding their ability to vote and assisting them in obtaining their voter ID. Voluntary contribution by the students in electoral processes Participation in voter registration of students and communities where they come from assisting district election administration in conduct of poll Voter awareness campaigns Promotion of ethical voting</p>
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## Extended Profile

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### 1 Students

#### 1.1

Number of students year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
2068	2062	2051	2045	1861
File Description		Document		
Institutional data in the prescribed format		<a href="#">View Document</a>		

### 2 Teachers

#### 2.1

Number of teaching staff / full time teachers during the last five years (Without repeat count):

Response: 192

File Description	Document
Institutional data in the prescribed format	<a href="#">View Document</a>

#### 2.2

Number of teaching staff / full time teachers year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
96	82	81	85	78

### 3 Institution

#### 3.1

Expenditure excluding salary component year wise during the last five years (INR in lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
854.31	672.14	803.43	736.22	628.36

## 4. Quality Indicator Framework(QIF)

### Criterion 1 - Curricular Aspects

#### 1.1 Curricular Planning and Implementation

**1.1.1 The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment**

**Response:**

**EFFECTIVE CURRICULUM PLANNING (Academic Calendar):** Under the guidance of the Director and the HOD Academic Coordinator prepares the academic calendar of the college prior to the commencement of every semester of the academic year and outlines major events/activities to be covered on the basis of GGSIPU academic calendar.

**Subject Allocation Process:** Firstly, faculties are asked to fill the subject preferences semester-wise and finally academic coordinator allocate the subjects to the faculties on the basis of their preferences, qualification, subject competency, academic interest and past results.

**Subject File:** The lesson plan is made keeping in view the credits hours allocated by the university. Every faculty members ensures the mapping of Course Outcomes (COs) with Programme Outcomes (POs) in the lesson plan for the effective implementation of the curriculum. Lecture wise subject faculty mentions the pedagogy (Lectures, PPTs etc), presentation topics, assignments, previous year question paper and marks of students. The file is verified by the IQAC.

**Time Table:** Depending on the number of hours stipulated for each subject, class time-table and faculty time-table is prepared as per norms by the Academic Coordinator. The teaching work load is assigned to all the faculty members. For the effective transmission and delivery of curriculum, overview lectures are given by the Subject Experts. Bridge Courses are designed for difficult papers like mathematics, physics, programming papers etc, which helps the students to enhance their academic skills. The students are advised to enroll themselves in online courses NPTEL/SWYAM/MOOC based on which they are allotted some credits after successful completion of course.

**CONTINUOUS MONITORING:** During the semester all the faculty members are required to fill "Syllabus Completion Status" report on regular basis. For effective analysis at macro level.

**Mentor-Mentee** Concept is implemented during every academic year where the mentor maintains a record of class attendance/performance, medical application and results.

**Academic Tracking:** At the end of the week/month the programme Directors (PDs) and the Subject Faculty Meeting is conducted to see the academic progress which is verified through the Faculty ATR. Furthermore the records are verified by the Head of the Department & Director.

**CONTINUOUS INTERNAL EVALUATION:** All the students are evaluated on the basis of internal exams, Assignments, presentation, attendance. Bifurcation of internal assessment is as follows: Internal

exams (10) + attendance (5) + assignments (5) + presentation (5). Result analysis of the end term exams is conducted in order to check the performance of students in comparison to the other affiliated institutes. 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 the stipulated time period.

**Result Analysis:** The result of students is compared with some of the institutes of GGSIPU to judge the effectiveness of teaching-learning process which is reflected in End Term result and good placement record.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

## 1.2 Academic Flexibility

### 1.2.1 Number of Add on /Certificate/Value added programs offered during the last five years

**Response:** 12

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

### 1.2.2 Percentage of students enrolled in Certificate/ Add-on/Value added programs as against the total number of students during the last five years

**Response:** 32.78

#### 1.2.2.1 Number of students enrolled in subject related Certificate/ Add-on/Value added programs year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
1677	725	351	111	443

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

### 1.3 Curriculum Enrichment

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

##### Response:

Our Institution integrates Cross-cutting issues of the society like Moral Values, Human Values, Professional Ethics, Ethical Values Gender Equality, Environmental Awareness, which are an inseparable part of our curriculum. IITM imparts quality education to shape global leaders and has firm belief in Professional Ethics, human values gender equity which is indispensable to ensure sustainable development of a country. Institute has initiated promising measures to sensitize and promote gender equity amongst the stakeholders through curricular and co-curricular activities. To promote gender equity among the students, Institute supports flexible seating arrangements in the class rooms, equal representation of both genders in the leadership positions of class and college level committees, curricular and co-curricular activities. The Institute makes concerted efforts to create a congenial environment free from gender discrimination through mutual respect. Apart from the above, the Institute organizes various awareness programs and activities on cross-cutting issues with the support of external organizations and experts. The institute has a Grievance Redressal Cell to provide counseling to students, promote gender equity among students and also deal with related issues of safety and security of female students, staff and faculty. The college campus is secured with CCTV and high level security. Different social activities, Donation activity and health awareness camps conducted play vital role in promoting inclusive environment towards regional and socioeconomic diversities among students making a positive difference and shaping them into wholesome professionals.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

#### 1.3.2 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)

Response: 54.69

##### 1.3.2.1 Number of students undertaking project work/field work / internships

Response: 1131

<b>File Description</b>	<b>Document</b>
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

## 1.4 Feedback System

**1.4.1 Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website (Yes or No)**

**Response:** Yes

<b>File Description</b>	<b>Document</b>
Upload supporting document	<a href="#">View Document</a>

## Criterion 2 - Teaching-learning and Evaluation

### 2.1 Student Enrollment and Profile

#### 2.1.1 Enrolment percentage

**Response:** 98.03

##### 2.1.1.1 Number of students admitted year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
703	705	690	718	713

##### 2.1.1.2 Number of sanctioned seats year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
720	720	720	720	720

#### File Description

#### Document

Upload supporting document

[View Document](#)

Institutional data in the prescribed format

[View Document](#)

#### 2.1.2 Percentage of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (Exclusive of supernumerary seats)

**Response:** 29.38

##### 2.1.2.1 Number of actual students admitted from the reserved categories year - wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
96	57	33	55	66

##### 2.1.2.2 Number of seats earmarked for reserved category as per GOI/ State Govt rule year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
209	209	209	209	209

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

## 2.2 Student Teacher Ratio

### 2.2.1 Student – Full time Teacher Ratio (Data for the latest completed academic year)

**Response:** 21.54

## 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 using ICT tools

**Response:**

At IITM, we believe that experiential learning best simulates the actual world. Therefore, isolating any subject appears to run counter to the core tenet of education. The institution offers a multitude of programs to help students learn the latest techniques, knowledge, attitudes, and values to help them encourage creativity and provide them a chance to hone their problem-solving skills. The faculties promote students' aptitude for lifelong learning through student-centered techniques.

**Experiential learning** involves immersing students in an experience before reflecting on it. The purpose of instruction is to directly immerse students in situations and issues from the real world.

In lieu of the above, the college organizes multiple ventures like

**Educational trips-** Student develops interpersonal and analytical skills away from the classroom environment.

**Industrial visits** - Students gain greater opportunities for on-the-job learning and trend exposure.  
**Internships** – demonstrating work experience is essential for success as a young graduate.

**Live Projects-** Live projects help students rationalize a subject they studied.

**Team Building Activities** - Working as a team opens up new ideas and perspectives.

**Participative Learning** encourages students to have more control over their own learning by participating in the planning and execution of the initiatives. And so, the college provides its students with various opportunities, summarized below, to become more autonomous and independent.

**Alumni Talk-** Alumni can help current students gain knowledge and skills.

**Class Presentation** - Presenting can boost students' confidence and make lectures more engaging.

**Club orientations** - Provide opportunities for students to participate in activities and socialize. **Conferences** –Researchers stimulate the expansion of knowledge with a deeper understanding. **Corporate talk** - Industry experts inspire learners to adopt new ways of thinking.

**Group Discussion** – helps students to keep their focus and develop communication skills.

**Guest Lecture** - Students provide alternative perspectives, opinions, and experiences to reinforce the instructor's teachings.

**Metamorphosis** – Activity-based sessions emphasized life skills.

**Seminars /Workshops-Seminars** bring together experts to exchange knowledge and ideas.

**Problem-Solving Activities** are inculcated in the teaching methodology with the notion that any efforts engineered towards solving a problem independently can favourably provide support while settling real-life scenarios at later stages. Case studies, Research projects, Summer Training, and business plan Competitions are regularly conducted for the students so that they learn to handle difficulties with grit and inventiveness.

ICT has become a vital tool for novice teachers and students in the classroom. And implementing technological developments to aid student learning is part of teaching methodologies. The institution and the faculties made several attempts, especially in light of the pandemic, to fully utilize both new and current educational platforms so that learning was available to all students. Online courses, webinars, conferences, and workshops have all been conducted using ICT applications like Zoom, Google Meets, and Microsoft Teams. Some of these are broadcasted live on YouTube [<https://www.youtube.com/@iitmjanakpuri8375>] for increased viewership and participant accessibility. Additionally, these platforms are utilized for projects, testing, and assignments.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

## 2.4 Teacher Profile and Quality

### 2.4.1 Percentage of full-time teachers against sanctioned posts during the last five years

**Response:** 79.47

#### 2.4.1.1 Number of Sanctioned posts / required positions for teaching staff/ full time teachers year wise during the last five years:

2021-22	2020-21	2019-20	2018-19	2017-18
108	108	108	108	99

#### File Description

#### Document

Upload supporting document

[View Document](#)

### 2.4.2 Percentage of full time teachers with NET/SET/SLET/ Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

**Response:** 62.32

#### 2.4.2.1 Number of full time teachers with NET/SET/SLET/Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
64	53	56	46	44

#### File Description

#### Document

Upload supporting document

[View Document](#)

Institutional data in the prescribed format

[View Document](#)

## 2.5 Evaluation Process and Reforms

### 2.5.1 Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient

**Response:**

The academic progress of students is monitored through Continuous Internal Evaluation System (CIE) as prescribed by GGSIPU (Ordinance-11). The Institute follows the University academic calendar to perform academic activities and internal exams.

The evaluation of students is based on two major components:

- Internal examination
- End-term examination.

### 1. Internal examination:

Internal examination is conducted by the Exam Cell of the Institute every semester. Internal assessment marks of every subject for every programme is provided to the University for each semester and also shared with the students. The internal assessment is based on internal exams, class assignments and presentations, projects, lab/practical/viva performance and class participation. The internal assessment procedure is well-known to the students during their orientation session. Parent-Teacher meeting is conducted every semester to discuss the overall student's progress including internal assessment performance.

#### 1. Theory subjects:

- **Internal Examination:** One internal exam is conducted as per University CIE pattern. Exam Cell prepares datesheet with the approval of HOD and Director and also circulated to students.
- **Assignments:** Unit-wise assignments are given to students for every subject and are evaluated and discussed by the respective faculty.
- **Presentations:** Presentation topics are assigned to every student for every subject and hence, feedback is provided for their presentation delivery.

During Covid-19 epidemic, class activities including assignment submission and conduct of exam was held online using MS-Teams. Internal examination answer sheets were uploaded by students and hence, evaluated by respective faculty.

#### 1. Practical subjects:

- Lab practicals/viva voce are conducted as planned by the subject coordinator.

#### 1. Non-University Examination Subject (NUES):

- NUES evaluation is performed on the basis of class activities such as presentations, group discussions, projects on emerging areas and many more.

#### 1. End-term examination conduct and assessment:

- The schedule of semester-end examinations is notified by the Controller of Examinations of GGSIPU.
- For theory as well as practical examinations and project dissertations, examiners are approved by the Controller of Examinations.

The distribution of weightage for various components of evaluation for Under-graduate programs:

Courses	Semester-end examination	Continuous Evaluation by teachers	Internal
Theory	75%	25%	
Practical	60%	40%	
Dissertation	50%	50%	

**Grievance Redressal Mechanism:**

- **Conduct of Internal Examinations:** At the invigilator level, the majority of exams-related complaints are resolved. If an issue remains unresolved, the student or faculty in question can bring it to the attention of the Examination Cell and Grievance Redressal Committee.
- **Conduct of External Examinations:** During the course of the external examination, one University Representative is designated by the University. The controller of examination and Centre Superintendent handles the examination-related complaints.
- **Internal Exam Evaluation:** Internal assessment marks are displayed on the student's notice board. In case of any discrepancy, the faculty and programme head take the necessary corrections. HOD, Director and Grievance committee head has the final say to resolve the matter.
- **End-term (External) Result:** Student's discrepancy relating to end-term result, revaluation of answer sheets, etc. are addressed by the Controller of Examinations through the Director of the Institute.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

**2.6 Student Performance and Learning Outcomes****2.6.1 Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the institution are stated and displayed on website and attainment of POs and COs are evaluated****Response:**

The Institute strives to maintain high standards of academic excellence with the aim to cultivate skills, competencies and abilities among the students of various programmes. A roadmap for skill development and knowledge enhancement is focused upon within the canvas of Program outcomes, Program Specific outcomes and Course outcomes mandated by Guru Gobind Singh Indraprastha University. The syllabus prescribed by GGSIPU is followed by affiliated institutions. Maximum of the courses focuses on entrepreneurship and employability skills and market-oriented professional education. Prior to the commencement of the academic session, each programme reviews the program outcomes and subject faculty assimilates course outcomes in their teaching processes by incorporating it in the subject lesson plans and hence, are also communicated to the students using student notice board, library corner, college website (<https://iitmjp.ac.in/iitm-janakpuri-syllabus-ggsipu-courses-bca-bba-bcom/>).

The students passing out from the Institute are desired to possess certain traits- including the ability to think critically and technically, socially responsible, and to value diversity and spirituality. With the mapping of course outcomes onto program outcomes and program specific outcomes, which are derived from the expected graduate qualities, the expected attributes and the program-specific outcomes are interrelated. The course outcomes and objectives are followed by the course materials in each program's curriculum. The student can refer course syllabi through the university website (<http://www.ipu.ac.in/syll.php>). Each program's course structure and syllabus offer a direction-cum-evaluation plan with specific assigned weights.

Attainment of Program outcomes, Program Specific outcomes and course outcomes is based on two assessment ways: Formative and Summative. The Summative assessments are conducted at the end of every subject unit. These are cumulative and ensure that all the proposed course outcomes are assessed through these components. The Formative assessments are conducted on a continuous basis while the course is being delivered. The purpose of this assessment is to provide students with ongoing feedback on their performance in order to help them do better on the summative test. This involves class participation, case-study discussions and presentations.

Course Assessment: In accordance with the course objectives and learning outcomes, and pedagogy, it includes continuous internal assessment having a weightage of 25%. Various continuous assessment methods are defined and used. The end-term assessment of achieving the program-specific outcomes is undertaken through the question papers designed to measure knowledge development, skill attainment, critical and analytical thinking, etc. A variety of assessment tools such as class tests and presentations, assignments, quizzes, GDs, viva -voce, industrial visits, etc. are used to assess the course outcomes on a continuous basis. The assessment outcomes are communicated to the students for improvement and remedial action is undertaken by the subject teachers. This involves scheduling of remedial classes and trainings.

Program-specific Assessment: It is assessed through a feedback survey conducted w.r.t. Alumni, Parents, and Recruiters. These inputs are incorporated into the curricula design for attainment of improved outcomes. The transparent indicators for the attainment of program outcomes are:

- Placement opportunities
- Progression towards higher education,
- Qualifying in various competitive and entrance examinations,
- Gold medalist, exemplary performers and university rankholders

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

## 2.6.2 Pass percentage of Students during last five years

**Response: 99.08**

**2.6.2.1 Number of final year students who passed the university examination year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
659	679	656	644	492

**2.6.2.2 Number of final year students who appeared for the university examination year-wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
666	681	664	652	496

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

## 2.7 Student Satisfaction Survey

**2.7.1 Online student satisfaction survey regarding teaching learning process**

**Response: 3.68**

File Description	Document
Upload database of all students on roll	<a href="#">View Document</a>

## Criterion 3 - 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 last five years (INR in Lakhs)**

**Response:** 1.16

**3.1.1.1 Total Grants from Government and non-governmental agencies for research projects , endowments, Chairs in the institution during the last five years (INR in Lakhs)**

2021-22	2020-21	2019-20	2018-19	2017-18
0.25	0.85	0	0	0.06

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

### 3.2 Innovation Ecosystem

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

**Response:**

Innovation ecosystem ensures systematic planning and effective implementation of research & Innovation Idea. The institute through its pragmatic approach mapped out a sustainable ecosystem ensuring integration of research & innovation culture among the prime stakeholders: Faculty and students. The Institute has developed a fourfold program to develop the Research & Innovation ecosystem. Fourfold program includes initiatives resulting in: Idea Generation for Research & Innovation, Infrastructural Support, Intellectual Support and Publication Opportunity

Ecosystem support is carved out and planned in consultation with the dedicated committees formed: Research Club (Faculty & Students) and ED (Entrepreneurship Development) Club. Both the Club works year around and suggest ways to improvise the ecosystem

To ignite the research ideas, Institute facilitates the researchers formally as well as informally through conducting sessions on discussing recent research trends during classrooms lectures, aiding them with active and enthusiastic team of Research Club. Distinguished team of faculty members and students organize session of “Chai pe Charcha” where faculty members discuss the recent trends of research as well as their recently published work. The discussion leads to identification of quality research topics. To enhance the Innovation creativity of students ED “Srijan” Club organizes multiple activities Business Plan

Competition, Hackathon, Survey Plans (Demonetization) etc

Post ignition of the idea, researcher desires Infrastructural and Intellectual support to convert the proposed idea of research into published and approved research work and functional Innovative Idea. The institute has extended admirable infrastructural and intellectual support by

- State of Art Research / Incubation Lab with 14 dedicated HP i5AIO's with configuration HP Core i5, 10 Gen, 1.60 GHz, 8 GB RAM and 1 TB HDD and 1 canon Printer along with the required number of Switch ports
- For real time availability and checking of information internet connectivity with the speed of 5 MBPS is made available in the Research Lab and classrooms
- Updated software like R, Python, Java assist the analytical requirement of the researcher
- Ethical research ensures guaranteed publication of the research work, the Institute has installed Plagiarism Checking software "X" installed in the research Lab
- Separate kiosk has been made within the Institute's building for reprographic facilities
- The institute has a provision of special paid leaves of 5 days for faculty who are interested in attending FDP's for their academic and research and skill enhancement. The number of leave can be extended by 1 more day if the FDP is hosted by A+ grade institute
- The Institute has well designed Research Grant Policy and Innovation Policy updated annually to support the research spirit of the faculty members and budding Entrepreneurs.

Intellectual Support

- Research Committee (Faculty) & Research Club (Students) "FACTech"
- Journal Subscription: Delnet Subscription
- Dedicated research committee which organized workshops / FDP, seminars on the relevant topics of Case writing, Use of R for Time Series data analysis, Structural Equation Modeling

Research work Publication Opportunity

- IITM Journal of Business Studies(JBS) UGC Listed since 2019. in print & E version with ISSN Number (Print):2393-9451, (Online):2394-5028
- IITM journal of Information Technology

Publication of Conference Proceedings bearing ISBN

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

**3.2.2 Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years**

**Response: 58**

**3.2.2.1 Total number of workshops/seminars/conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
14	11	6	10	17

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

### 3.3 Research Publications and Awards

**3.3.1 Number of research papers published per teacher in the Journals notified on UGC care list during the last five years**

**Response: 0.34**

**3.3.1.1 Number of research papers in the Journals notified on UGC CARE list year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
10	19	21	6	9

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

**3.3.2 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years**

**Response: 0.23**

**3.3.2.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
0	5	7	12	21

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

### 3.4 Extension Activities

**3.4.1 Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.**

#### Response:

Higher Education Institutions are bestowed with the responsibility of mentoring a generation skilled enough to maintain a comfortable standard of living and to inculcate the feeling of becoming a socially responsible citizen. In the recent times with the degrading moral and social values, it is important to educate and sensitize the students the necessity of being wealthy morally than economically.

The institute followed a Two Level Approach to sensitize the students.

On Campus Activities

Off Campus Activities

The sensitization approach is executed through the clubs and committees of the institute comprising of the faculty and students. Sensitization program's are focussed towards Nature, Environment and Pollution, Health, Community helpers, Peers, NGO's, Neighborhood socially backward areas. On all these fronts the students can act as a social activist by spreading the awareness further.

**The off campus activities are organized in collaboration with NGO's like DCCW, Deepalaya and Shrestha Bharat Foundation or self organized the events at socially backward areas like Bindapur, Sitapuri, Hari Nagar, Sagarpur,**

#### In collaboration with the NGO's

- Delhi Council for Child Welfare: Story Telling sessions, painting competition for the physically challenged kids, Diyas Decoration for diwali fair organized within the college campus
- Shrestha Bharat Foundation: Charity Drive of donating winter clothes was conducted for 50 children staying with the NGO.
- Deepalaya: Donation of Geysers

- Kerala Flood relief

### For Socially Backward Areas, Natural Calamity affected areas

- 5 Charity Drives for the slums of Bindapur village, ,
- 300-500 food packets were distributed during COVID with the aid of Hari Nagar Police Station among the residents of socially backward area of Harinagar.
- Kranti, the Drama Society conducted various awareness campaigns on the societal issues of sanitization, child labor, Domestic violence, at various socially backwards areas like Hari Nagar and Bindapur, VaaK.
- The ED Cell “Srijan” of the institute sensitized the residents of Hari Nagar (socially backward area) during demonetization, explaining the utility and using digital payments platforms like Paytm and BHIM
- Trained the residents of Bindapur to make Diwali Decorations sold at the Diwali Fair organized within the campus

### For the On Campus activities

- *GreenBiz- A Design from E-Waste competition, from reusing the E waste*
- Dayitva, Eco Club cleanliness drives (Swach Baharat Abhiyan) for cleaning class rooms and common rooms.
- 5 Plantation Drives for landscaping Institute's campus.
- Poster making competitions on the relevant topics of Green India, Clean India, fighting pollution, celebrating green diwali
- 5 Blood Donation camps were organized in association with the NTWS (National Thalassemia Welfare Society).
- Distribution of sanitization kits to the kids of construction workers working in the college premises.
- Addressing the Lifestyle issues, the institute invited eminent health practitioners to spread awareness about life style diseases like Obesity, Harmful effect of junk foods, Tobacco usage, Cancer, drugs etc.
- For the Mental well being of the students and staff, the institute in association with Brahman Kumaris celebrated International Yoga Day, 10 Workshops on Yoga & Meditation, Positive thinking & Self Management, **Digital Detoxification**
- Celebration of Nutrition week annually.
- Conference on the theme of Sustainable Development
- Book Exhibition on Sustainable Development

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

### 3.4.2 Awards and recognitions received for extension activities from government / government recognised bodies

**Response:**

*The Institute strongly believes in the philosophy of Bhagwad Gita's that extending help to the society /charity which should be directed to a worthy person, without expecting anything in return, not even a minimalistic gesture of 'Thank you' and not with the intention of publicity. The institute expresses hearty gratitude towards the organizations which voluntarily recognized the work of the Institute for helping them in organizing various activities supporting social cause.*

*The Institute has exhibited its benevolent ideology through organizing many sensitization sessions towards health care and maintaining a sustainable lifestyle. The faculty & students have actively arranged charity items like geyser, clothes, stationary and food items during demanding times of COVID and floods as well doing the work on regular basis.*

*The institute has been recognized for its humble contribution in the activities by organizations of National repute like National Thalesemmia Society, Department of Postage & Telegram, Delhi Council of Child Welfare, NGO registered with the name of Shrestha bharat, Deepalaya, Rotary Club, Saadhak, MASH foundation*

*The work done by the Institute is recognized by the collaborative partners, The Institute is recognized by National Thalesemmia Society for active participation in organizing Blood Donation Camps within campus. Department of Postage and Telegram has recognized Institute's effort in maintaining the landscape of its vacant plot adjacent to college building. Maintenance of the plot enhanced beautification of neighborhood area and safeguarded from misuse of land. The Institute addressing the importance of various societal issues of gender equality, eve teasing, child molestation, voting awareness etc worked hands in hand with various organizations*

*Seeing the rise of malpractices of tobacco consumption and smoking in neighborhood, the Institute has joined hands with Hari Nagar police station in organizing various awareness programs and the work is recognized by the agency.*

*Under the CSR initiative of knowledge dissemination, faculty members have conducted sessions on awareness of software R in various educational institutes around India. The Institute in their honoring gesture had issued letter of appreciation acknowledging the effort of the faculty and Institute.*

*The Institute is also motivating its students to work independently and work as a responsible stakeholder resulting which the students also earned recognition for the social work done by them*

*The institute is proud of the students who prioritize working for a NGO's than corporate for their Internships. The students were recognized by the NGO's for their contribution in organizing their events, assisting in executing digital marketing campaigns, implementing HR practices and acting as a volunteer for organizing their events. Few of the organizations The students are not only getting recognized but are also working in the capacity of recognizing others through their own NGO's like "DAWGSS", NGO initiated by our students provides internships and award certification to the Interns.*

*Faculty of the Institute is awarded with patent for benefitting the society with developing a sustainable measure of Calorie Counting Bowl.*

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

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

**Response: 28**

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

2021-22	2020-21	2019-20	2018-19	2017-18
11	3	4	7	3

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

### 3.5 Collaboration

**3.5.1 Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.**

**Response: 28**

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

## Criterion 4 - Infrastructure and Learning Resources

### 4.1 Physical Facilities

#### 4.1.1 Availability of adequate infrastructure and physical facilities viz., classrooms, laboratories, ICT facilities, cultural activities, gymnasium, yoga centre etc. in the institution

##### Response:

The college has state of the art infrastructural facilities like adequate classrooms, laboratories, computing equipments, faculty rooms, auditorium, seminar hall, research lab, and Knowledge Resource Centre (KRC). The following paragraphs give brief description about each one of them.

- **Class Rooms:**

The college has 21 AC classrooms well equipped with LCD Projector, computer connected with 80mbps internet speed, podium with proper ventilation and luminosity.

- **Laboratories:**

The Institute has a state of the art, fully air-conditioned five computer labs having a total of 240 computers with i5/i3 Processor, 8/4 GB RAM, 1 TB/500 GB HDD having round the clock internet facility of 80mbps. The Institute has all the licensed software prescribed by the University and is renewed every year.

- **Knowledge Resource Centre:**

KRC of the college is the library. It is spacious and centrally air-conditioned with 34943 books (Institute 25428 + Book Bank 9515) and 1400 CD/DVD. KRC has sections like; book stacking, reference, circulation, and Digital library. The reading hall has a capacity to accommodate around 100 users. Circulation of books is done by using SOUL software. DELNET, OPAC and Web OPAC facility is made available to the users

- **Research Lab:**

There are fourteen HP Core i5 All in One computers with 8 GB RAM, 1 TB HDD and internet connectivity of 80mbps.

- **Seminar Hall:**

There is a fully air conditioned, fully equipped with acoustically designed Plug and Play facility to give enriching learning experience for stake holders during guest lectures, seminars and student cultural activities etc

- **Boys and Girls Common room:**

There exists a separate Boys and girls common room.

- **Auditorium:**

A state of the Art Auditorium, made with cutting edge technology fulfills the academic appetite of the students during conferences; Symposiums etc (common with sister concern) with a seating capacity of 250 people.

- **Faculty Room:**

There are three AC faculty rooms; each one of them has separate cabins with Desktop computers, 80mbps internet connectivity and cupboards. All the computers in the faculty rooms are connected with a printer. Hot case oven is made available in each faculty room.

- **Sports:**

The college has facility for Indoor games like carom, chess and Table Tennis at the basement of the institute. The institution has an agreement with the sports complex at Hari Nagar/ Dwarka for outdoor games which includes basketball, badminton, cricket, volley ball and tug of war.

- **Cultural Activities:**

*Fiesta* is the Annual Cultural festival of the college. It is a two day cultural extravaganza displaying the zeal, enthusiasm and the youthful vigor of the students with participants coming from Institutes all across Delhi.

- **Other Facilities:**

There exist Medical room, separate cabins for handling Psychological problems, Placement, Career Counseling and Reprographic Centre. There exists separate rooms for extracurricular and co curricular activities.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

#### 4.1.2 Percentage of expenditure, excluding salary for infrastructure augmentation during last five years (INR in Lakhs)

**Response:** 26.46

##### 4.1.2.1 Expenditure for infrastructure augmentation, excluding salary during the last five years (INR in lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
118.90	262.71	344.63	86.43	164.88

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

## 4.2 Library as a Learning Resource

### 4.2.1 Library is automated using Integrated Library Management System (ILMS), subscription to e-resources, amount spent on purchase of books, journals and per day usage of library

#### Response:

S.No.	ILMS Software	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
1.	Name	Libsys	SOUL	SOUL	SOUL	SOUL
2.	Nature(fully or partially)	Partially	Fully	Fully	Fully	Fully
3.	Version	4.0	2.0	2.0	2.0	2.0
4.	Year	2017	2018	2019	2020	2021

KRC (Knowledge Resource Centre) is a repository of invaluable academic resource for the students & faculty of Management and Information Technology. Our library supports the educational programs of the Institute by providing physical and intellectual access to the educational database and information. With air-conditioned reading room, it is a modern facility, well stocked with latest editions of books by eminent authors to fulfill all the requirements of the faculty as well as students. In addition, the library has a good collection of CDs and cassettes containing useful information on all the fields of study conducted at the institute.

With its unique collection of 15 National and International Journals in hardcopy and 400 online Journals, the library serves as a resource center for the students and faculty and helps them explore in their area of interest. The library has also subscribed membership for a large number of magazines, E-Journals & DELNET for research purposes. In addition to Issue return services, the library also provides Book Bank facility to all the students. It also provides open access to the bookshelves, using OPAC (Online Public Access Catalogue). The students and faculty can avail the library services to enrich their knowledge in both academic as well as research areas.

The library is a knowledge resource centre of college and provides adequate services to its user. Library has collection of 34943 books (Institute 25428 + Book Bank 9515) and 1400 CD/DVD. Library fulfills the need of teachers, students and other staff members of the college community. The library has sections like; book stacking, reference, circulation, and Digital library. Library and reading hall have a capacity of around 100 users. All the books have been classified with the Dewey Decimal Classification System. Circulation of books is done by using Soul software. OPAC and Web OPAC facility is made available to the users.

The library is has the membership of DELNET. The library offers various services to its users like circulation service, online public access catalogue, reprography, internet browsing, library orientations, inter-library loan facility, book bank facility, newspaper clipping and selective dissemination of information etc.

The library is the prime learning resource of the college and is fully automated through integrated library Management System Known as Soul Software. The Library Management Software consists of Modules such as Barcode Facility, Book Accession, Membership, Circulation, OPAC, Catalogues, and Administration. Book reservation facility, the status of a book such as withdrawn / write-off /damaged/lost and paid is easily located.

In KRC, 18 computers with 80 Mbps leased line, Wi-Fi and Power backup facilities are available.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

## 4.3 IT Infrastructure

### 4.3.1 Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection

#### Response:

IT infrastructure is spread over all the laboratories, class rooms, faculty rooms, library, as well as administrative sections of the college. The up-gradation is in form of hardware / software up-gradation, addition of terminals, addition of bandwidth etc.

There are total 376 desktop computers connected to the internet. Presently these machines have high end configuration as i5/i3 Processor, 8/4 GB RAM, 1 TB/500 GB HDD. New facilities have come up in last 5 years. Backup in form of UPS is available for all computers.

SOUL2.0, is the software used in library which is multiplatform, multilingual, client server based software. It provides highly versatile and user-friendly Online Public Access Catalog (OPAC) for simple and advanced search which is available to all the departments connected on LAN with the library.

The College has an active website for more than a decade. There exists Social Network and Knowledge Committee (SNKC) comprising of Faculty members and students, whose responsibility is to continuously monitor, update the website and to promote social network platform of the Institute.

The college has upgraded its IT facilities including Wi-Fi frequently as per the needs and requirements in the last five years. The WiFi facility is enabled in the college by installing controllers and Access points. The college has upgraded the internet connection bandwidth from 20 Mbps to 80 Mbps including Wi-Fi campus. The college has updated its IT facilities with increasing the number of computers, printers, LCD projectors, dynamic website, and software. The teaching and learning process is enhanced through 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. Online payment facility for the payment of tuition/Exam fees is available for the students. The Internet bandwidth is upgraded time to time as per requirement.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

#### 4.3.2 Student – Computer ratio (Data for the latest completed academic year)

**Response:** 9.07

##### 4.3.2.1 Number of computers available for students usage during the latest completed academic year:

Response: 228

File Description	Document
Upload supporting document	<a href="#">View Document</a>

#### 4.4 Maintenance of Campus Infrastructure

##### 4.4.1 Percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years (INR in Lakhs)

**Response:** 8.08

##### 4.4.1.1 Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year wise during the last five years (INR in lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
97.98	66.11	78.53	31.91	24.00

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

## Criterion 5 - Student Support and Progression

### 5.1 Student Support

#### 5.1.1 Percentage of students benefited by scholarships and freeships provided by the Government and Non-Government agencies during last five years

**Response:** 1.71

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government and Non-Government agencies year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
70	52	13	16	21

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

#### 5.1.2 Capacity building and skills enhancement initiatives taken by the institution include the following

1. Soft skills
2. Language and communication skills
3. Life skills (Yoga, physical fitness, health and hygiene)
4. ICT/computing skills

**Response:** A. All of the above

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

#### 5.1.3 Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years

**Response:** 31.8

5.1.3.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
910	157	780	600	761

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

#### 5.1.4 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

1. Implementation of guidelines of statutory/regulatory bodies
2. Organisation wide awareness and undertakings on policies with zero tolerance
3. Mechanisms for submission of online/offline students' grievances
4. Timely redressal of the grievances through appropriate committees

**Response:** A. All of the above

File Description	Document
Upload supporting document	<a href="#">View Document</a>

## 5.2 Student Progression

#### 5.2.1 Percentage of placement of outgoing students and students progressing to higher education during the last five years

**Response:** 70.77

##### 5.2.1.1 Number of outgoing students placed and / or progressed to higher education year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
449	388	503	608	267

##### 5.2.1.2 Number of outgoing students year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
659	679	656	644	492

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

**5.2.2 Percentage of students qualifying in state/national/ international level examinations during the last five years (eg: JAM/CLAT/GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)**

**Response:** 71.16

**5.2.2.1 Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ Judicial Services/Public Prosecution services/All India Bar Exams/State government examinations) year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
174	161	59	48	7

**5.2.2.2 Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
244	229	81	62	15

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

### 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 last five years**

**Response:** 0

**5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at**

*national/international level (award for a team event should be counted as one) year wise during the last five years*

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

### 5.3.2 Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)

**Response:** 20.2

#### 5.3.2.1 Number of sports and cultural programs in which students of the Institution participated year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
19	0	22	34	26

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

## 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

**Response:**

Institute of Innovation In Technology and Management Alumni Association is registered under The Societies Registration Act of 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 organizes alumni meets on regular basis. Alumni Association 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 a linking pin between the alumni and students which ensures social-cultural interaction for exploring more and more opportunities where in they can learn and grow.
- Alumni associations offer career support for recent grads and longtime alumni. Career services can help professionals choose a career path, transition into a new field, and explore career opportunities.
- 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 preplacement classes are also conducted in order to ensure the employability of the students.
- Alumni share their experiences, career progression paths, new ideas and share corporate links and experiences. This provides the existing students a roadmap for their career progression and future growth.
- It encourages, fosters and promotes close relations among the alumni themselves
- It promotes a sustained sense of belonging to the Alma Mater among the Alumni by being in regular contact with them.
- It provides a forum for the Alumni to exchange ideas on academic, cultural and social issues of the day by organizing and coordinating reunion activities for the Alumni.
- It Provides and disseminates information regarding their Alma Mater, its graduates, faculties and students.
- It also helps in distinguishing the students who have brought laurels to the institute.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

## Criterion 6 - Governance, Leadership and Management

### 6.1 Institutional Vision and Leadership

**6.1.1 The governance and leadership is in accordance with vision and mission of the institution and it is visible in various institutional practices such as decentralization and participation in the institutional governance**

**Response:**

The governance of the institution is aligned with the vision of creating a center 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 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 ensures decentralized and participative management by involving faculty members, staff and students in administrative roles.

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 HODs with the consultation of IQAC. The programme administrative and review committee 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.

In each academic session, for decentralization and participative management, various other clubs and committees are formed by IQAC comprising of faculty members, non-teaching staff, alumni and students.

These clubs and committees are involved in admission, academics, placements, Examination, Co-curricular and Extra-curricular, Grievance Handling, Welfare activities for the students.

The institute empowers each committee to plan and implement activities to be carried in an academic session. After completion of the activity the committee submits a detailed report to the director.

Adequate academic and financial support is provided to each department to ensure the smooth functioning of the institution.

The IQAC monitors all the activities and conducts periodic meetings with all the committee members throughout the year to discuss their plans and implementation strategies.

**Case study:** Internware, the internship cell of IITM, is an initiative of students, aims at connecting companies and startups to the enthusiast students so that they get the relevant experience in their desired

field.

The cell also organizes various workshops, Talk shows, innovative quizzes, HR Conclaves and competitions.

InternHunt, a flagship event of Internware cell, is an annual internship fair that helps hundreds of college students meet recruiters and give a start to their careers.

Leadership talk is a series, conducted by Internware members in which the members approach and conduct interviews of HR personnel of various companies and collect valuable inputs from them.

Every year the cell members, elect their president, vice president and heads of the main departments of Internware – Management, Business Development, Technical, Corporate Relations and Content Media who are independently involved in planning and execution of all activities of the cell.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

## 6.2 Strategy Development and Deployment

### 6.2.1 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, deployment of institutional Strategic/ perspective/development plan etc

#### Response:

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 governing body meeting is held in the beginning of each academic session in which objectives are set keeping in mind the mission and vision. – monitor on regular basis, works as per the UGC norms and affiliating university GGSIPU.

The director 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.

The Examination Cell conducts internal and external examination for the students as per the examinations

policy. Placement Cell is responsible for organizing campus placement, guest lectures and industrial visits for the students. It also provides inputs for the pre-placement activities so that the students can be prepared well in advance for the placements. Internware, the internship cell of IITM, organizes its annual flagship programme “Internhunt” to provide summer internships for the students. It also identifies the placement trends and provides valuable inputs for the pre-placement classes. The cultural and sports committees organize various events in the college and prepare the students for state and national level competition. The literary society organizes the literary fest and debate competition and Finance club, Marketing club, Eco Club and ED cell conduct various programmes for the development of the students. Research and Development: The Research committee organizes faculty development programme and workshops to motivate teachers to write articles/organize seminars and conferences/ prepare Research Projects.

The other institutional bodies include library committee, anti-ragging cell, grievance committee and woman safety cell which are playing crucial role in

Administrative setup – The administrative setup consists of the Director, Registrar, Head of Accounts, Managers –Accounts, HR Manager, Training and Placement Officer and Office/Acad Assistants.

Appointment – Appointment of faculty is done in two ways

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

For Temporary posts – In each semester, depending upon the requirement and as per the university norms, these posts are filled as per the policy of the institute strictly as per UGC norms.

Service rules – The institute provides the policy manuals related to service rules, roles and responsibilities, kind of leaves, promotion policy, recruitment policy, 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	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

## 6.2.2 Implementation of e-governance in areas of operation

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

**Response:** A. All of the above

File Description	Document
Upload supporting document	<a href="#">View Document</a>

## 6.3 Faculty Empowerment Strategies

### 6.3.1 The institution has effective welfare measures and Performance Appraisal System for teaching and non-teaching staff

#### Response:

The employees are considered an important part of IITM fraternity and treated as an asset. Various welfare measures are adopted for teaching and non teaching staff.

#### Leaves

- Staff can avail 10 casual leaves, 12 earned leaves and 14 days of summer vacations, 4 on duty leaves in an academic year.
- Female teaching and non-teaching staff can avail paid maternity leave for 3 months.

#### Career Advancement Support

- 5 Special leaves are provided for attending workshop/FDP or presenting research papers in Seminar or Conferences.
- Research incentives are given to the faculty for publishing research papers and for attending faculty development programmes/ Workshops/ Seminar/ Conferences.
- Faculty Development Programmes are conducted on Research Methodology to help faculty in their research work.
- Faculty is allowed to use ICT facility of college for their research work.
- Saturdays off for pursuing higher education (Ph D course work).

#### Support to Faculty Members

- Flexible working hours to accommodate the family requirement.
- Provision of short leave to attend child's PTM.
- Faculty cum staff picnic is sponsored by the Institute every year.
- Other sessions on Stress Management, Financial Planning, Pension Schemes and Yoga are are conducted regularly.

#### Support to 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.
- Subsidised food in canteen

## Covid related welfare measures

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

**Performance Appraisal**

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

Teaching Staff- The institute believes in 180 degree performance appraisal system wherein each faculty is appraised on the basis of self appraisal, students' feedback, HODs' feedback and director's feedback. Each faculty is required to submit a Self-Assessment Report to HOD at the end of each academic year. The reports from all faculty members are evaluated by the steering committee comprises of director, Registrar and heads of department which gives feedback about each faculty under him. The reporting officers, directors and chairman give their comment on the report.

Apart from educational qualification and experience, the teaching staff is appraised on the following three criteria - Academics Learning and Evaluation activities (including Subjects taught, students' result, participation in other academic and administrative activities), Professional Development and extension activities (Research paper published/Presented during the year and FDP/workshop/Refresher course attended) and Professional Attributes.

Apart from formal appraisal system, 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.

The students' suggestions are also gathered regarding improvement of the services of non-teaching staff.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

**6.3.2 Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years**

**Response:** 7.11

**6.3.2.1 Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
8	7	4	7	4

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

### 6.3.3 Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), professional development /administrative training programs during the last five years

**Response:** 56.55

#### 6.3.3.1 Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP), professional development /administrative training programs during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
60	58	68	63	66

#### 6.3.3.2 Number of non-teaching staff year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
27	27	27	27	27

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

## 6.4 Financial Management and Resource Mobilization

### 6.4.1 Institution has strategies for mobilization and optimal utilization of resources and funds from various sources (government/ nongovernment organizations) and it conducts financial audits regularly (internal and external)

**Response:**

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, Software for research labs. Student Development Activities- Industrial trip, Student recognition in the form of trophies, cash or prizes, Organizing cultural, management and tech Fest, Sports day, Purchase of cultural instruments and sports equipment. Infrastructure Development Activities - purchase of Books and software, Hardware upgradation, Campus extension, Purchase of furniture, purchase of AC, Projectors for class room and labs. The institute has an accounts section in its administrative setup which maintains records of all financial statements and expenditure made per year. The Grant received from Government organizations like DRDO, ISSSR and Department of Environment, Delhi Govt is utilized in organizing IT and Management conferences and in developing green campus respectively. 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.

**Internal Audit:** The internal audit is conducted once in every semester by an audit team comprising of one internal and one external auditor and report is prepared and submitted.

**External Audit:** External audit is carried out twice a year by an external auditor Chander Prakash Associates & Co.

If any objection is raised in the report submitted by the external auditor, the issue is investigated by the institute.

In the audit all income and expenditure statements are checked. The team also audits stock, library books, computers and office stationery etc.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

## 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. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities**

**Response:**

**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.

Lesson Plans, Course outcomes, ATR, presentation schedule, PET,

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

**6.5.2 Quality assurance initiatives of the institution include:**

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
- 2.Collaborative quality initiatives with other institution(s)/ membership of international networks**
- 3.Participation in NIRF**
- 4.any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA, ISO Certification etc**

**Response:** B. Any 3 of the above

<b>File Description</b>	<b>Document</b>
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

## Criterion 7 - 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 and Institutional initiatives to celebrate / organize national and international commemorative days, events and festivals during the last five years

##### Response:

##### Gender Equity Promotion

Institute of Innovation in Technology and Management has always believed in establishing equity between both the genders. The institute provides equal opportunities to its male and female students, staff, and faculty. Education plays a pivotal role in abating gender disparities and acts as a catalyst for developing the country's growth. In order to provide education to all, the institute imparts unbiased, impartial, and unprejudiced education to both male and female students. With an objective to make women aware of 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 International Women's Day each year. Various guest lectures, workshops, and alumni talks are organized on topics like diversity in the workplace, women entrepreneurship, breaking the glass ceiling, etc. to not only create awareness, but also promote gender equality.

The institute also makes an effort to provide self-defense training to the female students, every year, by the representatives of the Police department. The institute has an active Internal Complaints Committee to prevent all sorts of harassment and grievances that are faced by women in the institute which includes female students, faculties, and staff.

##### Celebration of National, International Days and Festivals

The Institute also 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 honor the accomplishments and contributions of the country's famous leaders.

The institute's main goal is to educate students about the significance of certain national days, international days, and festivals. The institute places due consideration and honor towards the important national days such as Republic Day, Independence Day, and Gandhi Jayanti which are observed with the hoisting of the National flag, emphasizing the significance of the day in our lives as citizens of India. Other major National Days, like Constitution Day, Voters Day, Unity Day, and Hindi Divas are celebrated with enumerate activities to make students aware of the prominence, prestige, and significance associated with these days.

International Days such as International Literacy Day, World Food Day, Earth Day, International Labour

Day, Environment Day, International Yoga Day, International Women's Day, and many others are commemorated with various activities to sensitize students and make them understand the relevance of celebrating these days. Extension and outreach activities are also conducted on international days to create public awareness about the world's serious concerns and the ways to fight them.

<b>File Description</b>	<b>Document</b>
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

**7.1.2 The Institution has facilities and initiatives for**

- 1. Alternate sources of energy and energy conservation measures**
- 2. Management of the various types of degradable and nondegradable waste**
- 3. Water conservation**
- 4. Green campus initiatives**
- 5. Disabled-friendly, barrier free environment**

**Response:** A. 4 or All of the above

<b>File Description</b>	<b>Document</b>
Upload supporting document	<a href="#">View Document</a>

**7.1.3 Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following**

- 1. Green audit / Environment audit**
- 2. Energy audit**
- 3. Clean and green campus initiatives**
- 4. Beyond the campus environmental promotion activities**

**Response:** A. All of the above

<b>File Description</b>	<b>Document</b>
Upload supporting document	<a href="#">View Document</a>

**7.1.4 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic diversity and Sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens (Within 500 words)**

**Response:**

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, SadhbhawnaDiwas, and other important days are commemorated in this spirit.

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	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

## 7.2 Best Practices

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

**Response:**

### **Best Practice 1**

## 1. Title of Practice

A Gateway to Industry Exposure through Internships

## 2. Objectives of Practice

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

## 3. Context

Employers rely decisively on resumes that demonstrate relevant work history, whether it is from volunteer work, or interning at a company. An internship is an official program offered by organizations to help train and provide work experience to students. By partaking in an internship, students can gain real-life exposure, grow their knowledge, and determine if they are in the right career field.

Furthermore, internships provide first-hand experience in the real working world but also enable an understanding of the career trajectory for students' desired job titles. An internship is an experiential learning opportunity that offers an invaluable chance for students to network and build crucial professional connections before they graduate.

## 4. Practice

The institute has an active Internship cell, Internware, which works industriously towards providing internships to students in the area of their interest. IITM spearheads a space where the whole student fraternity benefits from interactive virtual fairs and industry-relevant workshops.

With this vision in mind, InternWare, an excellent educational and career-focused cell aims that reaches beyond the contours of the microcosm of the college and provides students with a comprehensive platform to achieve their desires of working with corporate giants.

InternHunt, the Internship Fair, a flagship event of Interware, is organized each year to help students grab the opportunity of having Industry exposure, an Internship where they can learn and grow.

## 5. Evidence of success

InternHunt in its five installations provided diverse opportunities to thousands of students who had registered for the event.

In its first installation, the InternHunt 1.0, there were more than 800 registrations. The fair saw 500+ students clinching internships with TOI, Sharekhan, AIM India, OYO, and Career Launchers amongst others. Every year the InternHunt fairs have subsequently grown in their magnitude and reach. In its 3.0 installation, during the COVID 19 pandemic, a Virtual Internship Fair was organized and witnessed rousing participation from a diverse set of students. The fair had many recruiters including Sharekhan, INGLU, UNEAKO, ADCOM, etc. Participants had more than 10 profiles to choose their desired internship. The latest installation, InternHunt 5.0, offered an eclectic variety of internships from marketing, business development, event management, finance, content writing, website development, graphic designing and many more profiles. The fair catered to the strengths of a vast range of individuals, a great

learning experience full of opportunities.

## **6. Problems Encountered and resources required**

The InterHunt events are conducted with great fervor and enthusiasm. However, owing to the nationwide lockdown during the COVID-19 Pandemic, InternHunt 3.0 was conducted online. Since Interware provides a platform for students from all backgrounds within and outside the college, some students find themselves struggling to compete in such cut-throat competition.

## **7. Notes**

Internware, in addition to organising Internship fairs for the students but also organizes other events like Group Discussions, Leadership talks, HR Conclave, Industrial visits, etc. providing industry exposure to students.

## **Best Practice 2**

### **1. Title of Practice**

Leveraging the potential of Value-added courses

### **2. Objectives of Practice**

- To upskill the students with the latest industrial trend.
- To bridge the gap between Industry needs and academic knowledge.

### **3. Context**

There is a compelling need to align education with innovation, industry integration, and in internationalization to achieve long-term goals. In a hyper-globalized world, the level of competition necessitates going beyond the contours of the curriculum and leveraging the potential of Value-added courses.

Value-added courses facilitate the development of skills in an individual's chosen field of study. Value-added courses aim to provide additional learner-centric and graded skill-oriented technical training. Furthermore, they help built requisite skills to increase the employability quotient and equip the students with essential skills to succeed in life. At the core of delivering value-added courses lies a multidisciplinary and application-oriented focus that helps in generating industry-ready individuals.

### **4. Practice**

Institute of Innovation in Technology and Management offers a wide variety of Value-Added Courses which are conducted in the after-class hours or during summer/winter break. These courses are been conducted by experts or in-house faculty members and help students stand apart from the rest in the job market by adding further value to their resumes. During the semester intervals, the institute provides these value-added courses like Advanced Excel, Retirement Planning and Virtual Trading, Statistical Analysis

using R, C-Programming, Soft Skills, Information Security and Cloud Security, Hybrid Application Development, Advance Java, Data Analytics, Digital Marketing and IOT using Python.

## 5. Evidence of Success

The institute hosts skill enhancement courses to assist students in the development of essential skills. More than 2000 students benefitted from these value-added courses. The Institute also organized Skill enhancement series named “Metamorphosis” which facilitated virtual learning sessions that encompassed a wide variety of skills from lexicon building to technical skills to managerial know-how. These courses are taught to help students differentiate themselves in the job market by adding value to their resumes. Collaborative endeavors in conjunction with industry to design value-based curriculum with the focus on bringing the results of cutting-edge research, innovative practicing skills, and knowledge in contemporary pedagogy and academic delivery progression.

## 6. Problems Encountered and Resources Required

With the limited duration of time between semesters, the duration of value-added courses had to be very short. Therefore, courses were designed by dividing them into basic and advanced learning. There are also issues with getting resource people and distinguished faculties onboard for short-term courses.

## 7. Notes

To make the undergraduate courses terminal courses, Value-added courses are offered to students to make them industry ready after they complete their graduation. Additionally, the Institute encourages students to enroll on MOOC courses from SWAYAM/NPTEL portal. This provides the students with the flexibility of opting from a diverse array of subjects - consequently facilitating cross-functional learning. Integration of value-added courses facilitates students with the option of choosing a minor domain in addition to their major area of study, and also allows credit transfer from one programme to another.

File Description	Document
Best practices as hosted on the Institutional website	<a href="#">View Document</a>

### 7.3 Institutional Distinctiveness

#### 7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

##### Response:

Centre for Pre-Placement Training & Career Counselling

The Institute of Innovation in Technology and Management endeavours to achieve its prospective plans by providing value and outcome-based education for the holistic development of the students by stirring an

environment for industry-ready and socially responsible professionals. To achieve this, the IITM Placement Cell, Centre for Pre-Placement Training & Career Counseling works extensively towards generating a set of placement-ready students and facilitates students to obtain their desired job roles in the most reputed organizations. The aim of the placement cell has been to build connections between students and the corporate sector. The cell works tirelessly for career guidance and placement services.

The Placement cell is comprised of the Placement Officer, Program Directors, Faculty experts and Student Placement coordinators. The Placement cell analyses the placement trends and the selection criteria used by various companies that visited the institute in the last 4-5 years. Moreover, it regularly discusses new developments as well as works on existing tasks to be undertaken. The Program Directors of the respective years make strategies to be implemented in different semesters to make the students ready for placements. In the first and second years, a presentation is given by all the students on the contemporary issues of all subjects to improve their communication skills. 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. The students are counselled and prepared by simulated interview drills that include Mock GD, Personal Interviews, etc. Special lecture series on industry-relevant tools and skills are regularly conducted by distinguished resources. Furthermore, engagement sessions are conducted for career counselling and guidance for domestic and overseas opportunities. Students are acquainted with Higher education opportunities, short-term professional courses and diplomas. Sessions are conducted on building a resume, Cover letter and Statement of Purpose for jobs and study-abroad programs. The students are familiarized with ATS-friendly ways of creating their CVs, the screening process and how to effectively present their skills and achievements. There are also sessions designed for creating, improving and networking through LinkedIn.

Students are constantly encouraged to explore many avenues, and an entrepreneurial mindset is instilled in them so that they not only become job seekers but creators of opportunities in the economy. To bring students to the same level-playing field, remedial sessions are conducted to get them at par with the existing competitive standards of contemporary times. The institute works with the larger vision of contributing to the nation's development and students are prepared as responsible citizens. They benefit concretely through rigorous campus recruitment drives. Even during the pandemic, virtual training sessions and virtual placement drives were efficiently conducted.

Every year several companies like Deloitte, Infosys, ICICI, GenPact, IBM etc visit the college for campus placements. They organize relevant talks and seminars by achievers in different fields including guidance for resume writing, communication skills, and tips for competitive exams. MOUs with different organizations like the Center for Global Studies and Comparative Federalism Research Group expose students to wider fieldwork and research skills enhancement. Many of our students have progressed to acquiring higher educational degrees in India and abroad while many have got good placements in reputed organizations.

The training sessions for specific companies are constantly revised and modified in conjunction with the assessment pattern of the prospective recruiter. For instance, the pre-placement training for Deloitte is done with more emphasis on the quantitative aptitude section. In the final year, the pre-placement classes are incorporated into the timetable of the students wherein students are prepared as per the Job Descriptions of various companies.

The students are comprehensively prepared for the pre-placement Aptitude Test preparation series with regular and special lectures on Quantitative aptitude, Verbal Ability and Logical Reasoning. There are also

special sessions covering the previous year's questions and comparable assessment tests of various placement companies (including the Big 4).

In addition to the opportunities in the corporate space domestically, students are given meticulous training for IELTS and familiarised with the international space for both higher education and job opportunities. Sessions are also conducted for Bank PO and other competitive examinations.

Furthermore, the soft skills are honed with sessions on Group discussion; tips and tricks for Personal Interviews; Mock HR and Technical Interviews, etc. These confidence booster capsule sessions are planned in conjunction with contemporary industry standards.

**Outcomes**

The Placement cell has been able to place myriads of students since its inception.

The Placement cell with its aim to provide ample opportunities for placement of all Students has achieved cent percent placements. The Highest Package in the batch of 2019-22 bagged by our student was 8 LPA. The average packages have stepped from 2.6 LPA to 4.6 LPA in the current recruitment drive. Every year our students are placed in Deloitte, British Telecom, Amazon, Tech Mahindra, TCS etc. The number of placements has progressively increased with our students obtaining competitive job roles and packages.

File Description	Document
Appropriate web in the Institutional website	<a href="#">View Document</a>

## 5. CONCLUSION

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### **Additional Information :**

The Institute of Innovation in Technology & Management has made a niche for itself in a short period of fourteen years it a sought after college among the students who seek admission in GGSIP university Delhi. All the stake holders of the institute is striving hard to meet our core values of imparting value based education and striving to make our degree course as terminal degree. Our placements are one of the highest among the GGSIP university colleges and our management Journal is UGC care listed.

### **Concluding Remarks :**

The Institute of Innovation in Technology and Management (IITM) was established in 2009 and within a short period of six years the institute was one the first among the colleges in Delhi to go for accreditation by NAAC in 2016 at the time when accreditation was not even mandatory. Among the GGSIP University our management journal “ IITM Journal of Business Studies” (JBS) is the only journal which is UGC care listed.

The Institute takes pride in having developed the faculty support and infrastructure imperative to effectively implement ‘Outcome Based Education’. We are passionate about grooming the nation’s youth to grow into good human beings and excellent professionals destined to become torch bearers of their respective domains.

The Institute has made a mark in terms of its academic, sports, cultural, research and extension activities during these last five years. Even during the hard times of Covid 19 the teaching learning was not adversely affected because of the dedicated faculty members and the support of management and students the progress was not hampered. The IQAC as well as the entire team of faculty and staff have done their best to prepare the SSR adhering to the guidelines provided by NAAC.

## 6.ANNEXURE

### 1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
3.1.1	<p><b>Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)</b></p> <p><b>3.1.1.1. Total Grants from Government and non-governmental agencies for research projects , endowments, Chairs in the institution during the last five years (INR in Lakhs)</b> Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>25000</td> <td>85000</td> <td>0</td> <td>0</td> <td>6500</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>0.25</td> <td>0.85</td> <td>0</td> <td>0</td> <td>0.06</td> </tr> </tbody> </table> <p>Remark : DVV has made the changes as per clarification.</p>	2021-22	2020-21	2019-20	2018-19	2017-18	25000	85000	0	0	6500	2021-22	2020-21	2019-20	2018-19	2017-18	0.25	0.85	0	0	0.06
2021-22	2020-21	2019-20	2018-19	2017-18																	
25000	85000	0	0	6500																	
2021-22	2020-21	2019-20	2018-19	2017-18																	
0.25	0.85	0	0	0.06																	
4.3.2	<p><b>Student – Computer ratio (Data for the latest completed academic year)</b></p> <p><b>4.3.2.1. Number of computers available for students usage during the latest completed academic year:</b> Answer before DVV Verification : 258 Answer after DVV Verification: 228</p> <p>Remark : DVV has made the changes as per shared report bill.</p>																				
4.4.1	<p><b>Percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years (INR in Lakhs)</b></p> <p><b>4.4.1.1. Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year wise during the last five years (INR in lakhs)</b> Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>291.26</td> <td>143.64</td> <td>335.42</td> <td>329.72</td> <td>270.65</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>97.98</td> <td>66.11</td> <td>78.53</td> <td>31.91</td> <td>24.00</td> </tr> </tbody> </table>	2021-22	2020-21	2019-20	2018-19	2017-18	291.26	143.64	335.42	329.72	270.65	2021-22	2020-21	2019-20	2018-19	2017-18	97.98	66.11	78.53	31.91	24.00
2021-22	2020-21	2019-20	2018-19	2017-18																	
291.26	143.64	335.42	329.72	270.65																	
2021-22	2020-21	2019-20	2018-19	2017-18																	
97.98	66.11	78.53	31.91	24.00																	

Remark : DVV has made the changes as per considered only Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary.

**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 last five years**

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

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
59	45	47	63	38

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

Remark : DVV has made the changes as per clarification.

**6.3.3 Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), professional development /administrative training programs during the last five years**

**6.3.3.1. Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP), professional development /administrative training programs during the last five years**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
60	58	68	63	66

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
60	58	68	63	66

**6.3.3.2. Number of non-teaching staff year wise during the last five years**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
9	19	12	4	16

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18

27	27	27	27	27
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Remark : DVV has made the changes as per clarification.

## 2.Extended Profile Deviations

ID	Extended Questions
1.1	<p><b>Number of teaching staff / full time teachers during the last five years (Without repeat count):</b>            Answer before DVV Verification : 96            Answer after DVV Verification : 192</p>