

**The Annual Quality Assurance Report (AQAR) of the IQAC
(For the period 2013-2014)**

Part – A

1. Details of the Institution

1.1 Name of the Institution

Institute of Technology & Science

1.2 Address Line 1

Mohan Nagar

Address Line 2

Ghaziabad

City/Town

Ghaziabad

State

U P

Pin Code

201 007

Institution e-mail address

itsmn@its.edu.in

Contact Nos.

0120- 2811000, 2811111

Name of the Head of the Institution:

Prof Shekhar Ghose

Tel. No. with STD Code:

0120 - 2811118

Mobile:

09971599760

Name of the IQAC Co-ordinator:

Dr V N Bajpai

Mobile:

09868767887

IQAC e-mail address:

iqac@its.edu.in

1.3 NAAC Track ID

UPCOGN19190

1.4 Website address:

www.its.edu.in, www.pg.its.edu.in

Web-link of the AQAR:

www.pg.its.edu.in/NAAC_IQAC.html

1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	A	3.11	2011	2016
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.6 Date of Establishment of IQAC : DD/MM/YYYY

10/11/ 2011

1.7 AQAR for the year

2013-14

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

- i. AQAR 2011-12 submitted to NAAC on 25/04/2014
- ii. AQAR 2012-13 submitted to NAAC on 04/06/2014
- iii. AQAR _____ (DD/MM/YYYY)

1.9 Institutional Status

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

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

Type of Institution Co-education Yes Men Women

 Urban Yes Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

 Grant-in-aid + Self Financing Totally Self financing Yes

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management Yes

Others (Specify)

1.11 Name of the Affiliating University (*for the Colleges*)

Gautam Buddha Technical University
(UPTU, Lucknow) for MBA & MCA

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence UGC-CPE

DST Star Scheme UGC-CE

UGC-Special Assistance Programme DST-FIST

UGC-Innovative PG programmes Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers	4
2.2 No. of Administrative/Technical staff	<input type="text" value="1"/>
2.3 No. of students	<input type="text" value="3"/>
2.4 No. of Management representatives	<input type="text" value="1"/>
2.5 No. of Alumni	<input type="text" value="3"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="1"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="1"/>
2.8 No. of other External Experts	<input type="text" value="1"/>
2.9 Total No. of members	<input type="text" value="15"/>
2.10 No. of IQAC meetings held	<input type="text" value="2"/>
2.11 No. of meetings with various stakeholders:	Students <input type="text" value="2"/> Faculty <input type="text" value="2"/>
	Non-Teaching Staff <input type="text" value="2"/> Alumni <input type="text" value="1"/> Others <input type="text" value="2"/>
2.12 Has IQAC received any funding from UGC during the year?	Yes <input type="checkbox"/> No <input type="checkbox" value="No"/>
If yes, mention the amount	<input type="text" value="-"/>
2.13 Seminars and Conferences (only quality related)	

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

Total Nos. International National State Institution Level

(ii) Themes

1. Responsive HR
2. The Future of Marketing: Opportunities & Challenges
3. Managing Finance During Crisis
4. Next Generation Computing Technologies & Application (NGCTA-2013)
5. Smarter Approaches in Computing Technologies & Applications (SACTA)

2.14 Significant Activities and contributions made by IQAC

1. Faculty development programme in each functional areas on contemporary issues.
2. Ensuring the quality of academics by obtaining feedback from students for each subject, twice in a year and taking appropriate actions for improvement.
3. Orientation programme for the students at the beginning of each of the programme.
4. Organizing personality development programmes for the students to increase employability quotient.
5. Encouraging participation of students in various in-house functional club activities and extracurricular activities.
6. IQAC has been working for the betterment of academic culture and rigour.
7. Improved quality of seminars/ conferences.
8. Students' involvement in social and community services.
9. Summer Internship Training process standardisation.

2.15 Plan of Action by IQAC/Outcome

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

Plan of action	Achievements
<ul style="list-style-type: none"> • Organising one national seminar in each functional area like Marketing, Finance, Human Resource, Information Technology. • Focus on Faculty Development Programmes • Conducting MDPs for Senior Level Executives • Strengthening Industry interaction through Guest lectures, CEO talks, Seminar / conferences, industry visits etc. • Enlarging activities and support from the alumni association • Initiative towards Alumni Mentorship Programme. • Promoting research culture among faculty members through writing research papers. • International exposure to the students through foreign visit, lectures of International speakers etc. • Strengthening collaborations with International Institutions, specifically through student exchange programme. 	<ul style="list-style-type: none"> • National level seminar organised : 05 • Faculty Development Programme conducted: 06 • Faculty participation in FDPs outside the Institute : 14 • MDPs conducted by the Institute : 04 • Research Contribution of the faculty <ul style="list-style-type: none"> ○ Research papers in International Journals : 21 ○ Research papers in National Journals : 04 ○ Research papers in International conference proceedings : 05 ○ Research papers in National conference proceedings : 09 • Industry/ Academia Interaction : 122 <ul style="list-style-type: none"> ○ Guest Lecture Organised : 115 ○ Guest Lecture by Foreign Faculty/ experts : 07 • Guest lectures by Alumni members • Launch of Alumni Mentorship Programme on 17th August, 2013.

<ul style="list-style-type: none"> • Extending community services 	<ul style="list-style-type: none"> • Alumni meet on 07 December, 2013 • “Paramarsh” Career counselling by senior alumni members. • 51 Community service activities undertaken
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* Attach the Academic Calendar of the year as Annexure.

Annexure: 01

2.16 Whether the AQAR was placed in statutory body Yes No

Management Yes Syndicate - Any other body -

Provide the details of the action taken

Some of the recommendations for quality enhancement of the Institutions given by the peer team for NAAC accreditation have been implemented during the year 2011-12 & 2012-13 and some were under implementation stage. Following efforts have been made in the year 2013-14 to ensure implementation of such recommendations:

- Every faculty member is provided with a daily newspaper and business/ IT magazines of his/her choice.
- Cash incentive for the faculty to encourage writing text books, case studies, research papers.
- Throughout the year as an ongoing continuous process Alumni members are invited to take part in various activities of the institute.
- Annual alumni meet was organised on 07th December, 2013 in which more than 550 alumni members were present.
- Interaction of alumni members with students during orientation programme.
- Guest lectures by alumni members.
- Paramarsh – Career counselling sessions by senior alumni members
- Usage of Ebsco & Capitaline in writing reports.
- Involvement of senior students in Orientation programme

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	01		01	
PG	02		02	
UG				
PG Diploma	01		01	
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	04	00	04	00

Interdisciplinary				
Innovative				

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

The academics of MBA & MCA programmes are governed by the affiliating University. Course structure and syllabus is decided by the University. In MBA programme students are offered specialisation in dual mode. Elective options are available for the students to choose from.

In PGDM programme Two types of specialization options are available to the students of (2013-15) batch, in second year of the course. Students have a liberty to choose any one option out of these two. One has to opt for total twelve (12) electives in second year.

1. Major specialization: under this option, a student has to opt for total eight (8) elective papers from any one of the specialization areas (Marketing/ Finance/ HR/ IB/ IT) during second year (IVth, Vth, & VIth Trimesters). Remaining four (4) electives can be opted from any other electives. He/ she can opt for prescribed number of papers in any of the trimester from the list of elective papers offered in each trimester, within the format.

2. Dual Specialization: Under the dual specialization option, a student has to select any two specialization areas out of the specialization areas available ((Marketing/ Finance/ HR/ IB/ IT) and he/ she has to opt for six (6) elective papers from the basket of each of these two specialization areas.

Elective/ Specialization Areas Offered

- Marketing Management
- Financial Management
- Human Resource Management
- International Business
- Information Technology

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	02 (MBA, MCA)
Trimester	01 (PGDM)
Annual	00

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

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

**Please provide an analysis of the feedback in the Annexure*

Annexure: 02

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

The curriculum for MBA & MCA programmes is decided by the affiliating University for each year/ semester. In PGDM programme, every year course curriculum is reviewed to make it better in-terms of meeting industry expectations. Experts from the Industry and academia are invited to review the course content and suggest modifications, as may be required.

During academic year 2013-14, reviews have been done in the month of May, 2014 in the following functional areas:

- Marketing , Finance, Human Resource, International Business, Information Technology, General Management

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

Nil

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	64	49	6	9	0

2.2 No. of permanent faculty with Ph.D. 18

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year	Asst. Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V
	-	-	-	--	-	-	-	-	-	-

2.4 No. of Guest and Visiting faculty and Temporary faculty - 09 -

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	04	10	
Presented papers	04	02	
Resource Persons	01	04	

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

- Alumni mentorship programme
- Case study based teaching
- Merit and Performance Improvement Award to the students in every semester/ trimester
- Partial coverage of the course by Industry experts
- Regular Guest lectures, Seminars on current issues, and Workshops under industry interaction initiative
- Industrial tour, live projects for the students
- Smart classes
- PDP/ Value added programmes for students
- Specialisation area related applicable skill training
- Free subscription of magazine and newspaper for the faculty
- Faculty research club for peer to peer interaction
- Special classes for staff
- Special classes related to SIP.
- Introduction of Specialisation in third term in PGDM.
- Online test of students
- Online confidential feedback

2.7 Total No. of actual teaching days during this academic year 180

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

MBA & MCA are University affiliated programmes. Hence Institute follows the guidelines laid by the University for Internal and End term examinations.

Apart from the university laid guidelines the students of these programmes are given time to time assignments, presentations and surprise class tests.

In PGDM programme, I.T.S follows a system of continuous assessment. Throughout the term, the student is tested on his/ her ability to understand concepts, learn techniques and apply them to solving the problems of real world.

Evaluation is based on internal assessment and end term examination. End term examination is of 60 marks. Internal assessment comprises of 40 marks. Various components of internal evaluation are assignments, case analysis, Quiz test, presentations etc. A ten (10) point grading scale is used.

For each component of evaluation, the faculty member communicates the performance of the student through marks only.

At the end of the course, the faculty member aggregates on all the components of evaluation using the weights he/ she has prescribed in the lesson plan.

The trimester Grade Point Average (GPA) is to be calculated by computing the sum of the grade point in respective subjects multiplied by their respective credits, and dividing it by the total credits for all the subjects in the trimester.

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

0	3	2
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2.10 Average percentage of attendance of students

75%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
MCA (2011-14)	100	18	82	-	-	100
MBA (2012-14)	175	1	53	37	9	100
PGDM (2012-14)	164	5	26	43	26	100

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

<p>IQAC plays a key role in improving the Teaching – learning processes through the following measures:</p> <ol style="list-style-type: none"> 1. Ensuring the participation of students in activities organised by other institutions. 2. Student feedback is collected in each subject for evaluation about the level of teaching and understanding. 3. Internal/External marks are analysed and measures are taken to improve the performance of the students by providing special guidance. 4. Student grievances are redressed by holding meeting with class representatives as well as concerned students. 5. It ensures conduction of curricular and co curricular activities to take place with the help of various committees and functional clubs.

2.13 Initiatives undertaken towards faculty development: Faculty members are forwarded for Refresher and Orientation Courses:

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	-
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	09
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	-
Others	Faculty Development Programmes and MDPs organised by the Institute : 10
	Faculty Participation in FDPs organised by other Institutions :14
	Staff Development programmes Organised by the Institute : 14

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	35	-	1	-
Technical Staff	30	-	-	-

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

1. Encouraging students to carry out Summer Internship and Dissertation projects under the guidance of faculty mentor and Industry mentor.
2. Special classes for students for handling research related issues/ analysis.
3. Publication of e-magazines in the area of Marketing, Finance, HR & IT.
4. Motivating teachers for Research Work, Publishing Articles in the reputed International & National Journals.
5. Encouraging faculty members to participate in seminar & conferences.
6. Encouraging peer to peer discussion and learning through a faculty forum “Friday Club/ research Club”
7. Research Incentive scheme for faculty.
8. Free subscription of magazine and daily newspaper for the faculty.
9. Leave for research work.
10. Each seminar runs parallel tracks on presentation of research papers on the seminar theme by the faculty/ students/ research scholars/ industry professionals from various institutes and professional bodies.
11. Online database like Ebsco, Capitaline

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	01	01	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.3 Details regarding minor projects

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

3.4 Details on research publications

	International	National	Others
Peer Review Journals	21	4	-
Non-Peer Review Journals	-	-	-
e-Journals			
Conference proceedings	5	9	
News Letter			Institute publishes quarterly newsletter and monthly e-newsletter.

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

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

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from (not applicable)

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	0	5	-	-	-
Sponsoring agencies		Self			

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year 01

3.15 Total budget for research for current year in lakhs:

From Funding agency From Management of University/College
 Total

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
08	-	-		-	-	08 (Star Performer Award, Institute level)

3.18 No. of faculty from the Institution who are Ph. D. Guides
 and students registered under them

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
 National level International level

3.22 No. of students participated in NCC events:

University level	<input type="text" value="-"/>	State level	<input type="text" value="-"/>
National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

3.23 No. of Awards won in NSS:

University level	<input type="text" value="-"/>	State level	<input type="text" value="-"/>
National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

3.24 No. of Awards won in NCC:

University level	<input type="text" value="-"/>	State level	<input type="text" value="-"/>
National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="-"/>	College forum	<input type="text" value="-"/>		
NCC	<input type="text" value="-"/>	NSS	<input type="text" value="-"/>	Any other	<input type="text" value="-"/>

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

Institute is socially responsible and offers community services through social initiatives “Parivartan”- the Slum Education Programme and “Uthan”- the Social club for poor meritorious students on a regular basis. Students of MBA have adopted poor students of neighbouring schools for conducting sessions on education and hygiene at campus on Sundays. The programme was launched on 26th January 2013. Students of I.T.S voluntarily join for this noble cause of educating children in slum areas. Summary of such social programmes conducted in the year 2013-14 is as follows:

Educating students of the socially underprivileged class (Parivartan)

- 51 activities/classes conducted in the Slums of Ghaziabad.

Facilitating Meritorious Students from financially deserving class (Utthan Lab)

- 13 Activities/classes conducted in the ITS, Ghaziabad campus.

Other CSR Activities:

- Dental & Medical Check-up Camp
- Donation of Blankets & Old Clothes
- Cancer Awareness Programme
- Tobacco and Drug Addiction Awareness Campaign
- Massive Plantation Drive
- Blood Donation

Criterion – IV**4. Infrastructure and Learning Resources**

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area (in acres)	5.51	00	Internal	5.51
Class rooms	22	02	Internal	24
Laboratories	-	-	Internal	-
Seminar Halls	02	01 auditorium under construction	Internal	03
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	Sports Goods Eq.		-	-
Value of the equipment purchased during the year (Rs. in Lakhs)	15828103		Internal	-
Others	3 Board rooms 2 Common Rooms. 3 Syndicate rooms			

4.2 Computerization of administration and library

Computerisation of Administration:

Students of MBA & MCA Programmes are admitted through UPSEE. Computerized records of related aspects of students are developed and maintained for different uses.

In MBA & MCA programmes, the details related to attendance, internal assessment and examination form of students are uploaded on university website through Institute login. Examinations are conducted as per the university pattern and guidelines. Results of each semester are announced by the University on its website. The marksheet of students are being made available to the Institute by the University for issue to the students. Degree is being conferred at University Convocation function.

In PGDM programme the fully computerized Academic Programme Office takes care of all the examination related issues including the display of trimester wise results and preparation of mark-sheet and certificate under the supervision of Registrar and Examination Controller. Diploma to such students is being conferred during Convocation ceremony organized by the Institute every year.

Computerisation of Library:

- Air-conditioned Library
- Access to online Journals
- Subscription of online databases like Capitaline, Ebesco.
- Library Automation
- Separate reference section
- Separate reading section with seating capacity of 200 students.
- Computerized title / book search facility
- Computerized access, issue and return facility
- Separate computerized research section
- Hard bound copies of old newspapers and periodicals
- Publication of e-newsletter

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	35158	-	197	78800	35355	-
Reference Books	5432	-	45	22500	5477	-
e-Books	-	-	-	-	-	-
Journals	157	247472	-	-	157	247472
e-Journals	2445	-	-	-	1250	-
Digital Database	03	626410	-	-	03	626410
CD & Video	2454	-	-	-	2454	-
Others (Old Bound Journals)	1552	-	40	-	1592	-

4.4 Technology up- gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	489	07	(8+4) MBPS	07	-	-	-	9 Library 4 CRC
Added	(-15)	0	10 MBPS	0	-	-	-	-
Total	474	07	(10+8+4) MBPS	07	-	-	-	

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

The Institute offers round the clock high speed Internet connectivity throughout the campus through its scalable high end optical fibre and highly secured Wi-Fi network including Boys and Girls hostels, cafeteria, library, auditoriums, seminar halls, and class rooms. Students from all the courses are provided latest laptop/ computers to help and aid them during their academic stint and the availability of high speed Internet make an exceptional blend of a tool for research and educational conveyance.

The students are also imparted training for the effective and efficient use of these resources for their academic fulfilment.

The Institute also impart training on Office productivity and skill enhancement to the staff members with the involvement of the faculty members and help them sharpen their skill to the mark of perfection. Staff personnel are trained on new technology, as may required.

To make the Teaching Learning process more effective some classrooms are empowered with the technologically advanced "Smart Boards". These boards again act as a vital tool in making the class room delivery more effective and the faculty members also enjoy using this tool as it offers a great flexibility in terms of managing multiple boards on a single boards using their laptop computers, and proving the hand-outs immediately after the end of the lecture to the students.

4.6 Amount spent on maintenance in lakhs :

i) ICT	Rs.2129899.00
ii) Campus Infrastructure and facilities	Rs.4697576.00
iii) Equipments	Rs.74838.00
iv) Others	Rs.4374101.00
Total :	Rs.11276414.00

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Ensuring proper display and sending information through mails to the students about student support services.
- Monitoring the activities of various cells like career guidance and counselling cell, grievance cell as well as functional club.
- Individual attention to the students by faculty mentorship programme.
- Discussion about the student Support services during formal meeting with students.
- Feedback of students on academics and facilities.

5.2 Efforts made by the institution for tracking the progression

The progression is tracked by the feedback of students and stakeholders about the Institute, processes etc

1. Student feedback

The student assessment of teachers is in place for all the subjects in all the programmes (MBA, MCA & PGDM). It is done through filling up of online faculty/ subject feedback form by the students on eleven parameters of assessment.

The composite feedback on each subject is shared with the concerned faculty by the respective Directors. In case of lower feedback; concerned faculty is being counselled individually by the Director and the action points to improve the feedback further is discussed and detailed down.

2. Feedback from stakeholder

- Feedback from the visitors of the Institute during Guest Lectures, seminars, FDPs and other events is taken in the form of writing of their comments in Visitors' Diary.
- Feedback and suggestions about the alumni participation related event is collected informally and through mail.
- Parents of the students are invited in some of the Institute activity like Convocation, Merit and Performance Improvement Award etc. Institute collects the feedback and suggestions of parents of the students.
- Feedback is collected from the Industry mentors where students of PGDM and MBA programme undergo Summer Internship.

3 (a) Total Number of students	UG	PG	Ph. D.	Others
	-	410	09	-

(b) No. of students outside the state

(c) No. of international students

Men	No	%	Women	No	%
	316	77		94	23

Last Year (2012-13)						This Year (2013-14)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
323	06	01	108	00	438	302	10	01	97	0	410

Demand ratio 1: 1.5 Dropout 7 %

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

On demand of the students, coaching classes for competitive examinations like banks, Public sector units are conducted by the faculty members.

External experts for making the students ready for preliminary rounds of various companies visiting Institute for placements of the students are hired. Such classes help students in improving their mathematical ability, reasoning ability, and English comprehension skills.

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET	<input type="text" value="-"/>	SET/SLET	<input type="text" value="-"/>	GATE	<input type="text" value="-"/>	CAT	<input type="text" value="-"/>
IAS/IPS etc	<input type="text" value="-"/>	State PSC	<input type="text" value="-"/>	UPSC	<input type="text" value="-"/>	Others	<input type="text" value="-"/>

5.6 Details of student counselling and career guidance

- The students of today are on the fast track to compete with one another to excel in every field. On the flipside they are subjected to a lot of stress and pressure. Most often these pent up emotions lead to depression or mishandled outbursts. To ease out these bottled up emotions Institute offers counselling and personal & professional guidance to the students through its faculty mentors. As mentors, faculty guide mentees in their personal and academic matters, and maintain a record of their academic and personal profile and progress through monitoring.
- Faculty members conduct some preparatory sessions and workshops for the students before appearing in the final interview process of the company.

No. of students benefitted 275

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
54	410	120	206

5.8 Details of gender sensitization programmes

One programmes on Gender Sensitization conducted by the Institute. All the female faculty and staff members participated in the programme.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	108	2910000
Financial support from government	44	1284616
Financial support from other sources	Nil	Nil
Number of students who received International/ National recognitions	Nil	Nil

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level Nil National level Nil International level Nil

5.12 No. of social initiatives undertaken by the students

51 activities under 2 initiatives

5.13 Major grievances of students (if any) redressed:

No

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision: Creating a Thinking Professional Order

Mission: Making Incessant Efforts to Create Learning Processes

Objectives:

- Generating new learning techniques
- Improving teaching processes
- Expanding the information technology capacity
- Strengthening the industry interactive network
- Facilitating professional practitioners in searching their potential
- Inculcate team spirit among the learners

6.2 Does the Institution has a management Information System

Yes.

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

6.3.1 Curriculum Development

The curriculum for MBA & MCA programmes is decided by the affiliating University for each year/ semester.

In PGDM programme, every year course curriculum is reviewed to make it better in-terms of meeting industry expectations. Experts from the Industry and academia are invited to review the course content and suggest modifications, if required.

6.3.2 Teaching and Learning

To make the inputs relevant and practical to the industry case based method of teaching is adopted. We also develop cases for teaching based on Indian experiences, which are used by the teachers in the classrooms. In the classrooms, the internal faculty inputs are supplemented with inputs from faculty of top most business schools of the country and industry executives through guest lectures/special lectures. Participation of students in seminar, softskills and skill based training are other means of learning.

6.3.3 Examination and Evaluation

MBA & MCA are University affiliated programmes. Hence Institute follows the guidelines laid by the University for Internal and End term examinations.

Apart from the university laid guidelines the students of these programmes are given time to time assignments, presentations and surprise class tests.

In PGDM programme, I.T.S follows a system of continuous assessment. Throughout the term, the student is tested on his/ her ability to understand concepts, learn techniques and apply them to solving the problems of real world.

Evaluation is based on internal assessment and end term examination. End term examination is of 60 marks. Internal assessment comprises of 40 marks.

A ten (10) point grading scale is used.

For each component of evaluation, the faculty member communicates the performance of the student through marks only.

At the end of the course, the faculty member aggregates on all the components of evaluation using the weights he/ she has prescribed in the lesson plan.

The trimester Grade Point Average (GPA) is to be calculated by computing the sum of the grade point in respective subjects multiplied by their respective credits, and dividing it by the total credits for all the subjects in the trimester.

6.3.4 Research and Development

We have definite plans to encourage faculty to do research, write articles in journals and magazines, submit papers in workshop and conferences etc. Towards this end, we already have various schemes for faculty- financial incentives, awards, provision of study leaves etc. These would be strengthened further so that faculty has enough time at its disposal to conduct research and publish the outcomes. Some of the key facilities are as follows:

- Leave for academic research
- Online databases like Ebsco & Capitaline
- Separate research section with dedicated Computers in library
- Award for best research papers during seminars.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library Services:

Institute has a well stocked library facility with the following salient features for its students and faculty members.

- Air-conditioned Library
- Access to online Journals
- Subscription of online databases like Capitaline, Ebesco, Delnet.
- Library Automation
- Separate reference section
- Separate reading section with seating capacity of 200 students.
- Computerized title / book search facility
- Computerized access, issue and return facility
- Separate computerized research section
- Hard bound copies of old newspapers and periodicals

Use of ICT:

- Use of Skype for lectures from the industry experts
- Live telecast of Union Budget for the students and post budget discussion with the experts
- Smart classrooms
- Wi-fi campus
- Web casting of seminars/ conferences
- Group Id creation

Infrastructure Facilities

- 1 Auditorium with seating capacity 250, 2 Seminar Halls with seating capacity 150
- Girls' common room, Boys' common room
- 2 Board rooms with seating capacity 25
- 3 Syndicate rooms for small group activities
- Centralised RO for supply of clean drinking water
- ATM facility of PNB and ICICI.
- Spacious sports complex for indoor games like badminton, table Tennis, Carom, Chess etc.
- Tie up with stadium outside for outdoor games
- Well stocked canteen
- Outlet of Café- coffee day
- In-campus Clinic with qualified Doctor and support staff
- In-house kitchen & boarding facility for hostel students.

6.3.6 Human Resource Management

Institute has following in place to ensure the interest of human resource associated with it:

Faculty performance appraisal and promotion policy

- Pay scale prescribed by AICTE/ UGC .

Allowances: DA, HRA, PF, Books and Periodical allowance.

- Leaves: The Institute provides the following types of leaves for the faculty and staff members.

Earned leave, Casual leave, Sick leave, Duty leave, Maternity leave, Compensatory

leave, Study leave, Summer and winter vacation

- Others Benefits: Gratuity, Medical Insurance, Leave encashment, Advance money/ soft loan facility

6.3.7 Faculty and Staff recruitment

- 2 faculty members have been promoted in this year & 01 recruitment at Professor level.
- 01 Non teaching staff at various positions have been recruited in this year.

6.3.8 Industry Interaction / Collaboration

A number of steps have already been taken in this direction. For example, special lectures/guest lectures by the practioners in the industry are already on. These would be strengthened further in the future with time bound action plan.

- Guest Lectures by Industry Experts Organised : 122
- Company/ Industry Visit for the students :09
- Real time exposure to Retail Sector : 01

6.3.9 Admission of Students

Students of MBA & MCA Programmes are admitted through UPSEE. Computerized records of related aspects of students are developed and maintained for different uses.

Students in PGDM programme are admitted on the basis of composite scores / percentile of any National level management admission test like MAT, CAT, CMAT, ATMA etc. followed by performance in Group Discussion and Personal Interview.

6.4 Welfare schemes for

Teaching	Soft loan facility, Medical Insurance Free medical & dental check up at I.T.S hospitals. Short leave/ flexi timing
Non teaching	Soft loan facility, Medical Insurance Free medical & dental check up at I.T.S hospitals.
Students	Medical & dental check up at I.T.S hospitals at subsidised rates.

6.5 Total corpus fund generated

Amount Collected through fees:	Rs. 249464185.00
Corpus fund generates through MDPs & Training:	Rs. 70000.00
Income from conduction of examination:	Rs. 2042914.00

6.6 Whether annual financial audit has been done Yes No

Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic			Yes	
Administrative	Yes	ISO	Yes	

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

For UG Programmes Yes No

For PG Programmes Yes No

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

MBA & MCA are University affiliated programmes. Hence Institute follows the guidelines laid by the University for Internal and End term examinations.

Apart from the university laid guidelines the students of these programmes are given time to time assignments, presentations and surprise class tests.

In PGDM programme, I.T.S follows a system of continuous assessment. Throughout the term, the student is tested on his/ her ability to understand concepts, learn techniques and apply them to solving the problems of real world.

Evaluation is based on internal assessment and end term examination. End term examination is of 60 marks. Internal assessment comprises of 40 marks. Assignments, case analysis, online quiz are generally the part of Internal components.

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

NA

6.11 Activities and support from the Alumni Association

- Alumni mentorship programme
- Alumni meet of PGDM, MBA & MCA on 07th December, 2013
- Alumni interaction with the students during Orientation programme
- Guest Lectures by Alumni members
- Participation of Alumni members as Judge at various institutional events
- Mock Interviews of students by Alumni members
- Career counselling by senior Alumni members (Paramarsh)
- New letter is sent to Alumni members to keep them updated about the Institute activities
- Daily morning mailer containing links to important news.

6.12 Activities and support from the Parent – Teacher Association

Institute invites parents of the students on various Institute functions like Mata Ki Chowki, Convocation programme and student Merit Scholarship Award ceremony organised every year. Faculty members do develop connect and talk to parents of the students regarding attendance issue, academic progress of their ward, as required. Feedback/ suggestions are collected from such interaction.

6.13 Development programmes for support staff

SN	Date	Contents	Expert
1	24/08/13	Use of Has, have, had, do, does, did etc., One minute speech by each participant, Written test of the topics covered	Prof. G.K. Dwivedi
2	13/09/13	Basics of Tenses – Present, Past & Future, Present Indefinite Tense, Present Continuous Tense, Present Perfect Tense, Present Perfect Continuous Tense	Prof. G.K. Dwivedi
3	28/09/13	Test 2 - covering first & second lessons, Past Indefinite Tense, Past Continuous Tense, Past Perfect Tense, Past Perfect Continuous Tense, Handy chart of Tenses was distributed	Prof. G.K. Dwivedi
4	07/12/13	Test 3 – covering all previous lessons, Declaration of Result of Previous Test, Imperative Sentences	Prof. G.K. Dwivedi
5	04/01/14	Letter Writing – Formats and Content	Prof. G.K. Dwivedi
6	16/01/14	Notice, Memo Writing : Common Errors	Prof. G.K. Dwivedi
7	23/01/14	Email Writing : Errors and guidelines	Prof. G.K. Dwivedi
8	03/05/14	Exercise of ‘It’ and a competition on topic	Prof. G.K. Dwivedi
9	17/05/14	Exercise of ‘There’ and a competition on topic	Prof. G.K. Dwivedi
10	22/05/14	Exercise of ‘Will/shall’ and a competition on the topic	Prof. G.K. Dwivedi
11	02/06/14	Sentence completion, Story reading.	Prof. Rashi Agarwal
12	07/06/14	Exercise through a story on Mahatma Gandhi, Sentence completion	Prof. Rashi Agarwal
13	17/06/14	Ppt. Quiz on Homonyms etc.	Prof. Rashi Agarwal
14	27/06/14	Exercise of ‘Has/Have/Had’ and a competition on it.	Prof. G.K. Dwivedi

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

Initiatives taken to make the campus eco-friendly are as follows:

- Use of plastic is discouraged inside the campus.
- Save electricity campaign
- Massive plantation drive inside and outside the campus
- Eco friendly infrastructure to make use of natural light
- Solar panel
- Rain water harvesting

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- Star Performer Award for faculty and staff
- Research incentive scheme for faculty
- Free subscription of business/ IT magazine and news paper for the faculty
- Faculty research club for peer to peer interaction
- Merit and Performance Improvement Award to the students in every semester/ trimester
- Partial coverage of the course by Industry experts
- Regular Guest lectures, Seminars on current issues, Workshops under industry interaction initiative
- Orientation programme before beginning of the programme

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

Some of the plans set at the beginning of the year have been implemented during the year 2013-14 and some are under implementation stage.

- One national seminar/ conference in each of the functional area like marketing, Finance, Human resource and IT have been organised. Research output in the form of seminar proceedings have been published.
- Alumni mentorship programme was launched on 17th August, 2013 with the objective to ensure proper professional guidance to the students.
- A grand alumni meet was organised on 07th December, 2013 in which more than 550 alumni members were present.
- During the year 122 guest lectures/ industry interaction were organised. 4 MDPs have been conducted for medium / senior level executives.
- Special classes were conducted for the weaker students.
- Training on soft skill under initiative 'Mission Placement' to enhance employability. Classes on aptitude were conducted.
- Throughout the year as an ongoing continuous process Alumni members are invited to take part in various activities of the institute.

7.3 Give two Best Practices of the institution.

- Star Performer Award for faculty and staff
- Research incentive scheme for faculty
- Free subscription of magazine and news paper for the faculty
- Faculty research club for peer to peer interaction
- Merit and Performance Improvement Award to the students in every semester/ trimester

7.4 Contribution to environmental awareness / protection

- Use of plastic is discouraged inside the campus.
- Save electricity campaign
- Massive plantation drive inside and outside the campus

7.5 Whether environmental audit was conducted? Yes No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

Salient Features of I.T.S Mohan Nagar, Ghaziabad:

- 18 years of excellence
- An ISO certified Institute
- NBA accredited PGDM & MCA programmes
- MBA equivalence by AIU for PGDM programme
- Ranked among Best B – Schools
- Conducive learning environment
- Proximity to National Capital
- Qualified and experienced faculty
- International study tour for Global learning and exposure
- Industry oriented curriculum for PGDM programme
- Industry interface through regular guest lectures by industry practitioners
- Collaboration with International Institutions
- Strong Alumni Network
- Resident doctor at campus attends medical / dental problems
- In- campus hostel & mess
- Power back up
- RO & water treatment facility
- Wi-fi connectivity
- Separate Gym facility for boys and girls.

8. Plans of institution for next year

Institute has planned the following activities for the year 2014-15.

- National level seminar in each of the functional area like Marketing, Finance, Human Resource, and Information Technology including one International level conference.
- Strengthening Student – Alumni mentorship programme
- Alumni meet
- Focus on Institute – Industry interaction through Guest lectures, MDPs, CEO Talks etc.
- Faculty Development programmes
- To cater to the needs of slow learners through remedial classes
- Improving the employability of the students by imparting value added modules.
- To promote student research.
- To conduct an academic audit in the next academic year inviting experts from other Institution of excellence.
- To promote collaborative research through MoU with academic bodies / industries
- Construction of conference hall with seating capacity of 500 to accommodate more persons during Institute level event.
- Replacement of LCD projectors
- Upgrading of washrooms

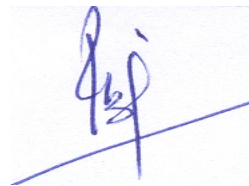


(V K Saxena)

Registrar

Institute of Technology & Science,

Mohan Nagar, Ghaziabad



Dr V N Bajpai

Co-ordinator IQAC