The Annual Quality Assurance Report (AQAR) of the IQAC
(For the period 2012-2013)

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:

> Dr A K Puri

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	1st Cycle	A	3.11	2011	2016
2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

1.6 Date of Establishment of IQAC :   DD/MM/YYYY | 10/11/ 2011 |

1.7 AQAR for the year | 2012-13 |

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

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

1.9 Institutional Status

   University   State [ ] Central [ ] Deemed [ ] Private [ ]

   Affiliated College   Yes [Yes]   No [ ]

   Constituent College   Yes [ ]   No [ ]

   Autonomous college of UGC   Yes [ ]   No [ ]

   Regulatory Agency approved Institution   Yes [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)   .   Masters of Computer Application (MCA)

1.11 Name of the Affiliating University *(for the Colleges)*   Mahamaya Technical University, Gautam Buddha Nagar (UPTU, Lucknow)

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   1

2.3 No. of students   3

2.4 No. of Management representatives   1

2.5 No. of Alumni   3

2.6 No. of any other stakeholder and

    community representatives   1

2.7 No. of Employers/ Industrialists   1

2.8 No. of other External Experts   1

2.9 Total No. of members   15

2.10 No. of IQAC meetings held   2

2.11 No. of meetings with various stakeholders: Students   2   Faculty   2

      Non-Teaching Staff   2   Alumni   1   Others   1

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

     If yes, mention the amount   -

2.13 Seminars and Conferences (only quality related)

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

     Total Nos.   5   International   0   National   5   State   0   Institution Level   0

  (ii) Themes

1. Emerging trends in HR
2. Marketing Innovations & Challenges in turbulent times
3. Emerging challenges in Finance
4. Communication technology & its impact on Next Generation Computing
5. Emerging Advancements in Information Technology

2.14 Significant Activities and contributions made by IQAC

1. Faculty development programme in each functional areas..
2. Ensuring the quality of academics by obtaining feedback from students.
3. Organizing personality development programmes for the students to make them employable.
4. Encouraging participation of students in various in-house functional club activities and extracurricular activities.
5. IQAC has been working for the enhancement of academic atmosphere.
6. Improved quality of seminars/ conferences.
7. Students' involvement in social and community services
8. Encouraging Entrepreneurship

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

• 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 Eecutives
 	
 • Strengthening Industry interaction through Guest lectures, CEO talks, Seminar / conferences, industry visits etc.
 	
 • Enlarging activities and support from the alumni association
 	
 • 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.
 	
 • Extending community services
	• National level seminar organised : 05
	
	 • Faculty Development Programme conducted: 09
	
	 • Faculty participation in FDPs outside the Institute : 16
	
	 • MDPs conducted by the Institute : 08
	
	 • Research Contribution of the faculty
	     o Research papers in International Journals : 24
	     o Research papers in National Journals : 05
	     o Research papers in International conference proceedings : 09
	     o Research papers in National conference proceedings : 08
	
	 • Industry Interaction : 103
	     o Guest Lecture Organised : 97
	     o Guest Lecture by Foreign Faculty/ experts : 06
	
	 • Alumni reunion on 07th July, 2012
	
	 • Alumni meet on 01st December, 2012
	
	 • Executive Committee meeting
	
	 • 51 community service activities undertaken

Attach the Academic Calendar of the year as Annexure.   **Annexure: 01**

2.16 Whether the AQAR was placed in statutory body   Yes | 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 and some were under implementation stage. Following efforts have been made in the year 2012-13 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 01st December, 2012 in which more than 600 alumni members were present.
- Batch wise Alumni Reunion was organised on 07th July, 2012.
- Executive committee meeting of alumni was organised.

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 (2011-13) 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
Trimester	01
Annual	00

1.3 Feedback from stakeholders*   Alumni [Yes] Parents [ ] 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, if required.

Reviews are being done 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
56	42	8	6	0

2.2 No. of permanent faculty with Ph.D.

14

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
42	2	8	8	6	2	0	0	56	12

2.4 No. of Guest and Visiting faculty and Temporary faculty

-	14	-

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	08	04	
Presented papers	09	08	
Resource Persons	01	05	

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

- Free subscription of magazine and newspaper for the faculty
- Faculty research club for peer to peer interaction
- Smart classes
- 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, Workshops under industry interaction initiative
- Industrial tour, live projects for the students
- PDP/ Value added programmes for students
- Specialisation area related applicable skill training

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

2.8   Examination/ Evaluation Reforms initiated by he 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 40 marks. Internal assessment comprises of 60 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	5

2.10 Average percentage of attendance of students

76%

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	120	12	88	-	-	100
MBA	115	7	70	23	-	100
PGDM	207	2	54	40	4	100

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

> IQAC plays a key role in improving the Teaching – learning processes through the following measures:
> 1. Student feedback is collected in each subject for evaluation about the level of teaching and understanding.
> 2. Internal/External marks are analysed and measures are taken to improve the performance of the students by providing special guidance.
> 3. Student grievances are redressed by holding meeting with class representatives as well as concerned students.
> 4. 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:

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	-
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	05
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	-
Others	Faculty Development Programmes organised by the Institute : 09
	Faculty Participation in FDPs organised by other Institutions :16 (18 faculty members benefited)
	Staff Development programmes Organised by the Institute : 06

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	36	-	5	-
Technical Staff	30	-	2	-

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. Motivating teachers for Research Work, Publishing Articles in the reputed International & National Journals.
3. Encouraging faculty members to participate in seminar & conferences.
4. Encouraging peer to peer discussion and learning through a faculty forum "Friday Club/ research Club"
5. Research Incentive scheme for faculty.
6. Free subscription of magazine and daily newspaper for the faculty.
7. Leave for research work.
8. Each seminar runs parallel tracks on presentation of research papers on the seminar theme

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	01	01	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	24	05	-
Non-Peer Review Journals	-	-	-
e-Journals			
Conference proceedings	9	8	
News Letter			Institute publishes quarterly newsletter and monthly e-newsletter.

3.5 Details on Impact factor of publications: **Annexure : 3**

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				

3.7 No. of books published   i) With ISBN No. | 06 | 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 | Rs.21685.00 |

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 | 02 |

3.13 No. of collaborations   International | 8 | National | 10 | Any other | - |

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From Funding agency [Nil]   From Management of University/College [25 lakhs]

Total [25 lakhs]

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 [03]

     and students registered under them [03]

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

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: | Nil |

University level | - | State level | - |

National level | - | International level | - |

3.23 No. of Awards won in NSS:

University level | - | State level | - |

National level | - | International level | - |

3.24 No. of Awards won in NCC:

University level | - | State level | - |

National level | - | International level | - |

3.25 No. of Extension activities organized

University forum | - | College forum | - |

NCC | - | NSS | - | Any other | - |

*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 2012-13 is as follows:

Educating students of the socially underprivileged class (Parivartan)
- **43** activities/classes conducted in the Slums of Ghaziabad.

Facilitating Meritorious Students from financially deserving class (Utthan Lab)
- **08** 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

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	20	00	Internal	20
Laboratories	-	-	Internal	-
Seminar Halls	02	01	Internal	02
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	-	01	-	-
Value of the equipment purchased during the year (Rs. in Lakhs)	-	15523925.00	Internal	-
Others	-			

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, 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

4.3   Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	34094	-	1064	306901	35158	-
Reference Books	5350	-	82	36900	5432	-
e-Books	-	-	-	-	-	-
Journals	157	247472	-	-	157	247472
e-Journals	2445		-	-	2445	-
Digital Database	03	626410	-	-	03	626410
CD & Video	2386	-	-	-	2454	-
Others (Old Bound Journals)	1552	-	-	-	1552	-

4.4 Technology up- gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	476	07	(8+4) MBPS	07	-	-	-	
Added	13	00	00	09	-	-	-	9 Library 4 CRC
Total	489	07	(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. A Staff Development Programme was conducted on 17th and 18th June, 2013 on "Office Productivity Tools" which included training on MS Excel, MS Power Point, and Video Editing and Cutting software's.
>
> 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.1359598.00

ii) Campus Infrastructure and facilities

Rs.4279964.00

iii) Equipments

Rs.94917.00

iv) Others

Rs.4984552.00

Total :

Rs.10719031.00

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.

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 counseled 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
-	438	14	-

(b) No. of students outside the state   116

(c) No. of international students   00

Men

No	%
316	72

Women

No	%
122	28

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
335	16	01	107	00	459	323	06	01	108	00	438

Demand ratio 1: 1.5   Dropout 6 %

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   150

5.5 No. of students qualified in these examinations

NET [-]   SET/SLET [-]   GATE [-]   CAT [-]

IAS/IPS etc [-]   State PSC [-]   UPSC [-]   Others [-]

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   350

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
60	443	105	208

5.8 Details of gender sensitization programmes

02 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   42   National level   nil   International level   nil

No. of students participated in cultural events

State/ University level   61   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	181	5428250
Financial support from government	11	1009800
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   01   National level   Nil   International level   Nil

01   Nil   Nil

Exhibition: State/ University level   National level   International level

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 40 marks. Internal assessment comprises of 60 marks. The weightage for any such component shall not exceed 25% of the total internal assessment 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.

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 Tanis, Carom, Chess etc.
- Tie up with stadium outside for outdoor games
- Well stocked canteen run by Bikaner
- 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

- 10 faculty members at various positions have been recruited in this year.
- 07 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 : 103
- Company/ Industry Visit for the students   :11
- 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, 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.
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. 157135450.00
Corpus fund generates through MDPs & Training:	Rs. 21685.00
Income from conduction of examination:	Rs.644365.00

6.6 Whether annual financial audit has been done   Yes   [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 [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 40 marks. Internal assessment comprises of 60 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 Reunion on 07th July, 2012
- Alumni meet of PGDM, MBA & MCA on 01st December, 2012
- Executive committee meeting
- 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

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

S. No.	Date	Topic	Programme Coordinator
1	15th – 16th May 2013	"Behavioral Issues at Workplace".	Dr. Puneet Mohan and Prof. Shikha Arora
2	30th May, 2013	Video cutting & Editing	Mr. K. P. Singh
3	05th – 06th June, 2013	Effective Communication and Inter-personal Skills	Prof. Rashi Agarwal and Prof. Gopal Krishna Dwivedi
4	17th - 18th June, 2013	"Office Productivity Tools"	Prof. Gaurav Midha Prof. Smita Kansal Prof. Abhay Ray
5	11th - 14th Jan 2013	"IBM RAD 7.0	
6	17th - 19th Jan 2013	IBM DB2	

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

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

- A grand alumni meet was organised on 01st December, 2012 in which more than 600 alumni members were present.

- Batch wise Alumni Reunion was organised on 07th July, 2012.

- Executive committee meeting of alumni was organised.

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:

- 17 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

8. **Plans of institution for next year**

Institute has planned the following activities for the year 2013-14.

- One national level seminar in each of the functional area like Marketing, Finance, Human Resource, and Information Technology.
- 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 conduct an academic audit in the next academic year inviting experts from other Institution of excellence.
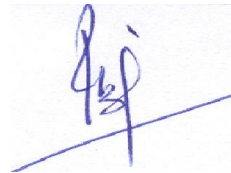- To promote collaborative research through MoU with academic bodies / industries

(V K Saxena)   **Dr V N Bajpai**

Registrar   Co-ordinator IQAC

Institute of Technology & Science,

Mohan Nagar, Ghaziabad