



## YEARLY STATUS REPORT - 2020-2021

<b>Part A</b>	
<b>Data of the Institution</b>	
<b>1.Name of the Institution</b>	<b>Institute of Technology &amp; Science</b>
• Name of the Head of the institution	<b>Dr. V. N. Bajpai</b>
• Designation	<b>Director</b>
• Does the institution function from its own campus?	<b>Yes</b>
• Phone no./Alternate phone no.	<b>01202811109</b>
• Mobile no	<b>8178919086</b>
• Registered e-mail	<b>itsmn@its.edu.in</b>
• Alternate e-mail	<b>reg.pg.mn@its.edu.in</b>
• Address	<b>G. T. Road, Mohan Nagar</b>
• City/Town	<b>Ghaziabad</b>
• State/UT	<b>Uttar Pradesh</b>
• Pin Code	<b>201007</b>
<b>2.Institutional status</b>	
• Affiliated /Constituent	<b>Affiliated</b>
• Type of Institution	<b>Co-education</b>
• Location	<b>Urban</b>
• Financial Status	<b>Self-financing</b>

• Name of the Affiliating University	Dr. A.P.J. Abdul Kalam Technical University, Lucknow				
• Name of the IQAC Coordinator	Dr. Nitin Saxena				
• Phone No.	01202811236				
• Alternate phone No.	01202811120				
• Mobile	9212589330				
• IQAC e-mail address	iqac@its.edu.in				
• Alternate Email address	reg.pg.mn@its.edu.in				
<b>3.Website address (Web link of the AQAR (Previous Academic Year)</b>	<a href="http://www.pg.its.edu.in/NAAC_IOAC.html">www.pg.its.edu.in/NAAC_IOAC.html</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://pg.its.edu.in/NAAC_IOAC_Files/NAAC_IOAC.html">https://pg.its.edu.in/NAAC_IOAC_Files/NAAC_IOAC.html</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	A	3.11	2011	27/03/2011	26/03/2016
Cycle 2	A	3.17	2017	22/02/2017	21/02/2022
<b>6.Date of Establishment of IQAC</b>			10/11/2011		
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
NIL	NIL	NIL	NIL	NIL	
<b>8.Whether composition of IQAC as per latest NAAC guidelines</b>			Yes		
• Upload latest notification of formation of IQAC			No File Uploaded		

<b>9.No. of IQAC meetings held during the year</b>	<b>01</b>
<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>	
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>	
<p>Due to Covid -19 all offline activities were restricted but institute has ensured that activities which can be delivered online must be carried. • Initiated rigorous online classes immediately the lockdown started • A 02-days AICTE Sponsored Online National Conference NGCTND-2020, technically supported by Computer Society of India on "Next Generation Computing Technologies and their Role in Nation's Development" during August 21-22, 2020 • An online Digital Conclave on Convergence of Science, Technologies and Humanities: A Road Map to Future Technologies on October 17, 2020 • Online Orientation programs for MBA and MCA were organised. • Regular seminars and corporate talks were organised virtually • Virtual Industrial visit was also organised for the students. • Value added modules were also delivered virtually • To strengthen the Alumni association, regular alumni talk were organised. • Rigorous personality development programmes for students to increase employability quotient. • Focus on value oriented workshops for student learning. • Learning through webinars on the topic of relevance.</p>	
<b>12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year</b>	
Plan of Action	Achievements/Outcomes
<b>Nil</b>	<b>Nil</b>
<b>13.Whether the AQAR was placed before statutory body?</b>	<b>Yes</b>

- Name of the statutory body

Name	Date of meeting(s)
Management	20/12/2020

#### 14. Whether institutional data submitted to AISHE

Year	Date of Submission
2019-20	07/05/2020

### Extended Profile

#### 1. Programme

1.1	02
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

#### 2. Student

2.1	594
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

2.2	68
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

2.3	286
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	<a href="#">View File</a>
<b>3.Academic</b>	
3.1 Number of full time teachers during the year	36
File Description	Documents
Data Template	<a href="#">View File</a>
3.2 Number of sanctioned posts during the year	36
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1 Total number of Classrooms and Seminar halls	15
4.2 Total expenditure excluding salary during the year (INR in lakhs)	342.87
4.3 Total number of computers on campus for academic purposes	297

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

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

The academic activities are planned in advance through academic calendar. This calendar includes all the academic activities of the course. The institutional academic calendar is prepared in sync with University proposed dates. All activities adhere the dates mentioned in the academic calendar. Also an academic daily report is prepared

by each faculty and submitted in academic program office every day after completion of the lecture. This report contains the details of lecture taken like, session number, number of students present, topic delivered etc. In addition to these reports faculty prepare Lesson plan for each subject. This lesson plan contains pedagogy to be adopted, number of assignments, topic with session number and evaluation process.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://pg.its.edu.in/NAAC_IOAC_Files/NAAC_IOAC.html">https://pg.its.edu.in/NAAC_IOAC_Files/NAAC_IOAC.html</a>

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

As the pandemic was started in year 2020, all the academic activities were shifted to online mode. Institute does everything to make the academic delivery in best manner. Due to lockdown during phase 1 all the academic activities as planned were disturbed, as the University (AKTU) exams got delayed due the pending decisions on conduction of exams in online or offline mode. Internal exams were conducted as per the session plan of University (AKTU). All other activities which were under the control of institute were delivered as planned but with few gaps in scheduled dates.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

**1.1.3 - Teachers of the Institution participate in D. Any 1 of the above following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.**  
**Academic council/BoS of Affiliating University**  
**Setting of question papers for UG/PG programs**  
**Design and Development of Curriculum for Add on/ certificate/ Diploma Courses**  
**Assessment /evaluation process of the**

**affiliating University**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	No File Uploaded

**1.2 - Academic Flexibility****1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented****1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**

2

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	No File Uploaded

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

2

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

240

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 1.3 - Curriculum Enrichment

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

As per the University syllabus a course on Human Values & Ethics is delivered to the students. The course outline is defined by the University. The purpose of delivering the course is to make students aware about Human Values and ethical values to be followed during the professional carrier.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View File</a>

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

1

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	<a href="#">View File</a>



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

238

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

**1.4 - Feedback System**

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

E. None of the above

File Description	Documents
URL for stakeholder feedback report	Nil
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	No File Uploaded
Any additional information	<a href="#">View File</a>

**1.4.2 - Feedback process of the Institution may be classified as follows**

E. Feedback not collected

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

**TEACHING-LEARNING AND EVALUATION****2.1 - Student Enrollment and Profile****2.1.1 - Enrolment Number Number of students admitted during the year****2.1.1.1 - Number of students admitted during the year**

278

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

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

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

68

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

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

Students are assessed on the basis of their performance in first sessional exams and based on the results, students are divided in categories of Weak and strong. Different techniques are used to deal with these categories. For weak students boot camp classes are organized to get better results in University exams. Also students have been allotted under mentors and they can discuss their issues with mentors and these mentors track the performance of their mentees time to time.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
1	20

File Description	Documents
Any additional information	No File Uploaded

### 2.3 - Teaching- Learning Process

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

The course is covered using various pedagogies. This include teaching through case studies, Role plays and corporate problem solving situations etc. In second year students go through summer internship in management program and in MCA program students make projects based on current requirements of industry. Also value added courses are also delivered to the students apart from University syllabus.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

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

All classrooms in the institute are equipped with LCD projectors. Institute is also having video conferencing facility for students. During Lockdown institute made all the efforts to provide quality education by using paid online platforms like Zoom, Team software by Microsoft. For evaluating students institute also have a quizzing software which help faculty in creating and evaluating students through pre defined commands.

To enhance and optimize the delivery ICT enabled tools are used by faculty members. Faculty members combine technologies with a traditional approach of teaching in order to engage and to make students corporate ready.

The following tools are used by the Institute

ICT Tools:

1. Projectors- installed in each classrooms-14/labs-5
2. Laptops- for every faculty
3. Desktop - In Computer Lab with internet
4. Printers- in each department, Faculty area and all prominent places.
5. Photocopier machines - In Register office
6. Scanners- all prominent places
7. Auditoriums - Two seminar halls digitally equipped with mike, projector and Sound system.
8. Seminar Rooms- Two seminar halls are equipped with all digital facilities.
9. Board Room with Video conferencing set-up
10. Online Classes through Zoom, Google Meet, Microsoft Team, Google Classroom
11. MOOC Platform (NPTEL, Coursera, SAP, Udemy, Edx etc)
12. Digital Library resources (DEL NET)

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	No File Uploaded

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

#### 2.3.3.1 - Number of mentors

36

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
Mentor/mentee ratio	<a href="#">View File</a>

## 2.4 - Teacher Profile and Quality

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

36

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

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

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

17

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

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

#### 2.4.3.1 - Total experience of full-time teachers

162

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 2.5 - Evaluation Process and Reforms

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

Internal assessment of the students is governed by the guidelines of the University. As per University internal marks will be 50 marks for each subject. These marks are divided in to two parts 1) Teachers assessment and 2) Class assessment. Teacher's assessment (20 marks) includes different parameter for evaluating students like Assignments, Case studies, Quizzes etc. Class assessment includes two sessional exams to be conducted as per the University guidelines for 30 marks. Sessional exams are conducted twice in each semesters and parameters for teacher's assessment are pre defined in lesson plan for each subjects.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

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

Internal exams are conducted twice in each semester. First internal exam is conducted for 30 marks after completion of 1 and half month of the semester from its starting date. Second internal exam is conducted as pre university exam as a mock drill of external university exam. This exam is of 70 marks. Faculty are instructed to complete the evaluation process with in pre defined stipulated time. After evaluation each faculty shares the evaluated answer sheet with the students and discusses the gaps identified in expected answers and answers written in the sheets. Each student is given chance to discuss the grievances with the concerned teacher.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Program outcome are pre defined and communicated to the students immediately they took admission in the course. These outcomes are also explained to the faculty, so that they define the course objective in same line. These outcomes are also displayed in class rooms and cabins of faculty concerned. Course objectives and outcomes are defined by the University in its syllabus. Faculty designed their lesson plan in line to these course outcomes defined by the University. Lesson plan defines the outcome for each unit for achieving the course outcome.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="https://pg.its.edu.in/NAAC_IOAC_Files/NAAC_IOAC.html">https://pg.its.edu.in/NAAC_IOAC_Files/NAAC_IOAC.html</a>
Upload COs for all Programmes (exemplars from Glossary)	No File Uploaded

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

Program outcome and course outcome are mapped after the semester is over. It is through COPO mapping . All course outcome are defined in advance and included while designing the lesson plan, class assessment parameters, sessional exam question paper etc. At the end of the semester the COPO mapping is done and gaps are identified so that they can be improved in upcoming semesters.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	Nil



**2.6.3 - Pass percentage of Students during the year****2.6.3.1 - Total number of final year students who passed the university examination during the year****286**

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

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

[https://pg.its.edu.in/NAAC\\_IOAC\\_Files/NAAC\\_IOAC.html](https://pg.its.edu.in/NAAC_IOAC_Files/NAAC_IOAC.html)

**RESEARCH, INNOVATIONS AND EXTENSION****3.1 - Resource Mobilization for Research****3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)****3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)****0**

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

**3.1.2 - Number of teachers recognized as research guides (latest completed academic year)**



**3.1.2.1 - Number of teachers recognized as research guides**

06

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

**3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year****3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year**

0

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

**3.2 - Innovation Ecosystem**

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

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

- Pedagogy/ delivery based Faculty Development Programmes
- Institute has also developed Incubation cell for motivating new budding business ideas
- Each year institute organise seminars and workshops from different entrepreneurs for the students.
- Seminars and conferences are organised to give students an idea about corporate world.
- Online HR software to regularise HR practices.
- Development of roadmaps for various courses.
- Focus on learning centric pedagogy
- Free subscription of business/ IT magazine and news paper for

the faculty

- Use of eco friendly plants for welcoming the guest instead bouquet.
- Merit and Performance Improvement Award to the students in every semester/ trimester
- Partial coverage of the course by Industry experts
- Orientation programme before beginning of the programme

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

### 3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

#### 3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

3

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.3 - Research Publications and Awards

#### 3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

##### 3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

0

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded

### 3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

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

1

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

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

#### 3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

18

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.4 - Extension Activities

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

Institute has always participated in activities like Swach Bharat Abhiyan in 2019. These activities were organized in association with Nagar Nigam Ghaziabad. In past institute has also organized Cancer

awareness camp due to tobacco. In 2020 and 2021 due to Covid-19 institute was not able to conduct any such activities. Institute also organise Parivartan Activity for underprivileged children Under this activity slum are children are taught with basic education and competition are organised. Also institute carries Utthan activity for teh scholl going children who are not having computer facilty at their schools. In this activity these school students are provided with computer education in the campus. Both the activites were not carried during the year due to covid situation

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

#### **3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year**

0

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

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

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

0

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	No File Uploaded

### 3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

#### 3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

0

File Description	Documents
Report of the event	No File Uploaded
Any additional information	<a href="#">View File</a>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 3.5 - Collaboration

#### 3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

##### 3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

0

File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	<a href="#">View File</a>
Details of Collaborative activities with institutions/industries for research, Faculty	No File Uploaded

#### 3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

1

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

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

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

- Institute is having well equipped classrooms with Air conditioners and Projector Facility. Each classroom is having a seating capacity of 60 students. For supporting teaching process LCD projectors, white board and podiums are kept in the classrooms.

Classroom

Computer Labs

Seminar Hall

Auditorium

MBA

8

1

1

1

MCA

5

3

1

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

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

- For Cultural events institute is having 2 Auditorium with seating capacity 250 and 600 each with green room at the back , 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, Syndicate Bank and ICICI Bank.
- Spacious sports complex for indoor games like badminton, table Tanis, Carom, Chess etc.

- Well equipped Gymnasium with separate timings for boys and girls
- 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.
- Solar System in hostel

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

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

15

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

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

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

72.6



File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

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

- 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

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	Nil

### 4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

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

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

1.35

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

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

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

0

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	<a href="#">View File</a>

## 4.3 - IT Infrastructure

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

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.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

#### 4.3.2 - Number of Computers

297

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	No File Uploaded

#### 4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	No File Uploaded

#### 4.4 - Maintenance of Campus Infrastructure

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

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

91.63

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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

Institute is maintains documents related to infrastructure facilities at two places:

1. Classrooms and Labs - Academic Program Office
2. Seminar Hall and Auditorium - Administrative Office

Academic support facilities like classrooms are allotted in specifically defined manner to each program. Computer labs are allotted as per the time table and availability of the facilities. This process is totally under the control of academic program office. Facilities like Seminar hall are used for guest lecture academic activities (Co curriculum activities) can be used through well defined process. This process includes making the requisition with detail of the program (Event, Date, Time and Audience etc.) duly signed by the competent authority. This process is routed through administrative office of the institute

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

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

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

0

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	No File Uploaded

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

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

147

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

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

**A. All of the above**

File Description	Documents
Link to Institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

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

0

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

0

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded

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

**A. All of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

136

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	<a href="#">View File</a>

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

#### 5.2.2.1 - Number of outgoing student progression to higher education

0

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	<a href="#">View File</a>
Details of student progression to higher education	No File Uploaded

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

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

0

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	<a href="#">View File</a>
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	No File Uploaded

**5.3 - Student Participation and Activities**

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

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

0

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

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

Institute has the process of making class representatives for each sections. These class representatives are responsible for representing their sections, liasioning for each information from



academic program office etc. . These representatives are elected through a voting process in which all students of the same sections participate. Apart from class representatives students also organizes activities under various clubs. There are different functional clubs based on the specialization offered by the University. For these clubs presidents, Vice Presidents, Secretary and members are selected from each batch. These position holders are responsible for the planning and conduction of activities under the club. Institute also organizes Annual Inter Institutional fest WYSIWYG and VYBGYOR. This fest are wholly organized and managed by the students.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

20

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

### 5.4 - Alumni Engagement

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

No there is no registered Alumni association in the institute. But institute organised various activities for the engagement and involvement of the alumni in academic activities. Alumni are invited

to deliver talks related to their work profile and share their experiences, this helps the students to become aware about the challenges and opportunities available in different industries. Institute also organised Annual Alumni Meet and Mata Ki Chawki, in which alumni are invited with their family members. But due to Covid-19 these events were not organised in 2020 & 2021.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

#### 5.4.2 - Alumni contribution during the year (INR in Lakhs) E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

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

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

For Achieving the above objectives institute has state of art infrastructure including Library, Computer Labs, Auditoriums, and Conference Rooms etc. Also Academic process is well defined in line

with the Vision and Mission of the Institute. Academic process is controlled and monitored through academic program office and pre defined hierarchy in the system. Achievement of the academic objectives is monitored through Academic daily report, Fortnightly report and Lesson Plan for each course.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

The organization structure is followed for effective implementation of the strategies and policies. The institute structure with Managing committee comprises of Chairman, Vice Chairman and Secretary supported by Chief Administrator. The Program is headed by Directors Viz. MBA program & MCA Program. Under Directors monitoring and controlling of the academic program is coordinated by Chairpersons of the respective programs with Faculty Coordinators of the programs. The role of chairperson and coordinators is to plan for the academic calendar and effective implementation of the same.

The administrative structure is designed around the following categories:

- Academic Services (AS) which takes care of the establishment functions related to the Academic Staff
- Finance
- General Administration
- Planning
- IT Services

The academic services are headed by the Area Chairpersons who are appointed through a statutory process from among the Professors of the college, while finance is headed by the controller of Finance. The IT services are headed by Director - IT. The registrar is the administrative head of the Institute. The head of the Library is Librarian.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institute is implementing its strategic policies and plans through well defined organisation structure. The policies are including in academic calendar for each program. These academic calendars are prepared and shared in the beginning of the academic year. The activities under academic or co -curricular are allotted with estimated budget passed by competent authority.

Since year 2020-21 was completely effected by the pandemic situation therefore some process were not followed as they required personal meetings, but institute has taken care about all the scheduled academic and co -curricular activities through online mode.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

The organization structure is followed for effective implementation of the strategies and policies. The institute structure with Managing committee comprises of Chairman, Vice Chairman and Secretary supported by Chief Administrator. The Program is headed by Directors Viz. MBA program & MCA Program. Under Directors monitoring and controlling of the academic program is coordinated by Chairpersons of the respective programs with Faculty Coordinators of the programs. The role of chairperson and coordinators is to plan for the academic calendar and effective implementation of the same.

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File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	Nil
Upload any additional information	<a href="#">View File</a>

### 6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user inter faces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<a href="#">View File</a>

## 6.3 - Faculty Empowerment Strategies

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

Institute is having group medical policy for each and every employee including teaching and non teaching staff. This policy covers the employee for treatment related hospitalizations. The service provider for the policy is Chola MS General Insurance Company. The employees are also allowed with Casual leaves, Sick Leaves and Earned Leaves. Teaching staff are also having academic leaves for performing academic related work.

Institute is also having star performer award scheme for teaching and non teaching staff. This award is given to the nominated employees based on their performance during the previous year. (In 2020 and 2021 this award ceremony was not conducted due to covid-19).

Institute is also having employee association award scheme. Under this scheme employees associated with the institute for 5 years and 10 years are awarded on New year celebration day.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

3

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

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

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

6

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

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

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

68

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

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

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

Leaves, Study leave, summer and winter vacation

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

There is a prescribed format and parameters on which performance of the faculty and staff. The appraisal is done based on the performance of the employee during the current completed year.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

## 6.4 - Financial Management and Resource Mobilization

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

Institute is having well defined responsible finance department. This department is headed by finance controller and supported by other responsible staff members. Institute carries both internal and external audits of financial records as per the statutory requirements. Institute has appointed chartered account firm for meeting the purpose of the audit and to deal any objection arrived from the audit process.



File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

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

0

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

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

The Main source for generating funds for the institute is fees from the students. Students are allowed to make the fees in part as per the communicated scheme. These funds are utilized in efficient manner for the development of the students. The funds are allocated to various heads which includes academic and non academic supporting functional areas. Below are some major heads of the expenses:

1. Payment of Salary of the employees viz. Academic and supporting staff
2. Maintenance of existing and introduction of new infrastructural facilities as per the requirements.
3. Expenses on Co-curricular Activities of the students including Industrial Visits, Club Activities, Annual Fest etc.
4. Expenses on Guest Talk including Industry lectures and Alumni Talks
5. Expenses on Seminars, Conclaves and Summits organized by the Institute

A Budget is prepared for each department and funds are allotted to

each activities based on past year expense and estimation. An advance approval is taken from the competent authority before initiating any activity. This request is matched with the pre approved budget of the same head. After the each event request for payment is initiating based on the approval given.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

## 6.5 - Internal Quality Assurance System

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

Following Activities were organised and steps taken during the Year

- Initiated rigorous online classes immediately the lockdown started
- A 02-days AICTE Sponsored Online National Conference NGCTND-2020, technically supported by Computer Society of India on "Next Generation Computing Technologies and their Role in Nation's Development" during August 21-22, 2020
- An online Digital Conclave on Convergence of Science, Technologies and Humanities: A Road Map to Future Technologies on October 17, 2020
- Online Orientation programs for MBA and MCA were organised.
- Regular seminars and corporate talks were organised virtually
- Virtual Industrial visit was also organised for the students.
- Value added modules were also delivered virtually
- To strengthen the Alumni association, regular alumni talk were organised.
- Rigorous personality development programmes for students to increase employability quotient.
- Focus on value oriented workshops for student learning.

Learning through webinars on the topic of relevance

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

As per the institutional norms all faculty are required to prepare the lesson plan for each course keeping final outcome as target. For this well defined lesson plans are prepared which mention the mapping of course and program outcome. For reviewing the course mapping records are maintained in academic daily report and these reports are reviewed on fortnightly basis. Any gaps observed will be communicated to the concerned for corrective actions. The academic daily report is matched with lesson plan on random basis, so that gaps can be removed timely.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

**A. All of the above**

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## **INSTITUTIONAL VALUES AND BEST PRACTICES**

## 7.1 - Institutional Values and Social Responsibilities

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

In institute both the genders are given equal importance. This policy is not only applicable to employees but also applicable to students of all the programs. The institute is having following policies:

1. One Promotion policy for all (Male or Female)
2. Females are allowed to leave institute 30 mins earlier from the scheduled time during winters (This policy is made keeping in mind the safety of the females)
3. Equal numbers of leaves are allowed for both the genders.
4. Females are also allowed with maternity leaves as per the norms.
5. For each section class representatives are selected. For each class there is a policy of one male and one female class representatives
6. Male and Female students are given chance to participate in all the events organized by the institute.
7. Each operational club are having position holders. Position holders comprises of male and female students.
8. For Both Girls and Boys, seperate common rooms are there.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

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

**C. Any 2 of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

Institute is having proper process for collection of waste within the institute. All the corners of the campus are equipped with dustbins as prescribed different for both wet waste and dry waste. Waste from the hostel is collected as per the scheduled process and disposed off with the utmost care. Institute is not having Bio-Medical and E- waste in the campus.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	No File Uploaded

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

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: A. Any 4 or All of the above

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles

**3. Pedestrian-friendly pathways****4. Ban on use of plastic****5. Landscaping**

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded

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

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

**D. Any 1 of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

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

**D. Any 1 of the above**



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

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

Institute is taking admissions from different parts of the country. There is a mix of every culture in the institute, for this reason institute take cares about creating respect for each and every culture by giving equal opportunities to all the students. Also institute celebrates the festivals related to different religion and culture. Human values and professional ethics is taught as a part of University syllabus. This syllabus includes how to deal with other human beings in ethical manner.

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

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

Institute celebrates all the national festivals like Independence Day, Republic Day, Teachers Day, Etc. On these days several activities are organized. All the arrangement is to be made by students from planning to execution of the event. Through various activities and competitions, institute tries to inculcate the feeling of belongingness with national integrity, society and unity in diversity. Students and employees are invited to join the functions with their families, which in turn not only sensitize the students and employees about the importance Nation value, Constitutional values etc.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Nil
Any other relevant information	Nil

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized**

**D. Any 1 of the above**

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

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

**Institute celebrates all the national festivals like Independence Day, Republic Day, Teachers Day, Etc. On these days several activities are organized. All the arrangement is to be made by students from planning to execution of the event. Through various activities and competitions, institute tries to inculcate the feeling of belongingness with national integrity, society and unity in diversity. Students and employees are invited to join the functions with their families, which in turn not only sensitize the students and employees about the importance Nation value, Constitutional values etc**



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

## 7.2 - Best Practices

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

### A. Improving Teaching - learning processes:

- Encouraging student participation in activities organised by other institutions.
- Student feedback is collected in each course twice in semester to measure the level of teaching and understanding at the part of students.
- Learner centric pedagogy with focus on student involvement & participation.
- Internal/External marks are analyzed and measures are taken to improve the

performance of the students by providing special guidance and arrangements of extra classes, as required.

- Monitoring through Academic daily Report and Weekly reports.
- Conduction of curricular and co curricular activities with the help of students' run committees and functional clubs.
- Providing larger platforms to the students for competition through events like SIP Competition, Business Plan competition and Paper presentation in conference.

### B. Strengthening virtual learning resources and integration of ICT in Teaching - learning process:

- Uninterrupted online classes during Covid period
- Use of Video conferencing, online platforms (Zoom/ Google meet) for lectures of the industry experts and hosting the academic events
- Live telecast of Union Budget for the students and post budget discussion with the experts
- Smart classrooms with projectors and Audio facilities

File Description	Documents
Best practices in the Institutional website	Nil
Any other relevant information	Nil

### 7.3 - Institutional Distinctiveness

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

As a flagship institution of I.T.S The Education Group, we are deeply conscious of our role in society. Sincere efforts are being put for specific segment of kids and people those who yet not have even basic health facility and access to quality education. The Group is extending the Healthcare facilities in rural areas through weekly Camps in Villages through Mobile Clinics, Satellite Clinics, Dental Clinic in District Jail of Ghaziabad through its other institute. Education to the kids in Slum Areas, Free Education with all basic facilities including stay, Food, Books, Note Books etc. for Girls of deprived section of society. In addition, for the meritorious students of poor families, dependent of Defense Services, Single Parent and Girl child, Institute has provision of subsidized education in all the courses. As an institute we will continue expand our reach to make sure the availability and access to basic healthcare and education to needy people.

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

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

The academic activities are planned in advance through academic calendar. This calendar includes all the academic activities of the course. The institutional academic calendar is prepared in sync with University proposed dates. All activities adhere the dates mentioned in the academic calendar. Also an academic daily report is prepared by each faculty and submitted in academic program office every day after completion of the lecture. This report contains the details of lecture taken like, session number, number of students present, topic delivered etc. In addition to these reports faculty prepare Lesson plan for each subject. This lesson plan contains pedagogy to be adopted, number of assignments, topic with session number and evaluation process.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://pg.its.edu.in/NAAC_IQAC_Files/NAAC_IQAC.html">https://pg.its.edu.in/NAAC_IQAC_Files/NAAC_IQAC.html</a>

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

As the pandemic was started in year 2020, all the academic activities were shifted to online mode. Institute does everything to make the academic delivery in best manner. Due to lockdown during phase 1 all the academic activities as planned were disturbed, as the University (AKTU) exams got delayed due the pending decisions on conduction of exams in online or offline mode. Internal exams were conducted as per the session plan of University (AKTU). All other activities which were under the control of institute were delivered as planned but with few gaps in scheduled dates.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

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

**D. Any 1 of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	No File Uploaded

## **1.2 - Academic Flexibility**

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

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

**2**

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	No File Uploaded

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

**1.2.2.1 - How many Add on /Certificate programs are added during the year. Data**

**requirement for year: (As per Data Template)**

2

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

240

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

**1.3 - Curriculum Enrichment**

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

As per the University syllabus a course on Human Values & Ethics is delivered to the students. The course outline is defined by the University. The purpose of delivering the course is to make students aware about Human Values and ethical values to be followed during the professional carrier.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View File</a>

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

<b>1</b>	
File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	<a href="#">View File</a>
<b>1.3.3 - Number of students undertaking project work/field work/ internships</b>	
<b>238</b>	
File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>
<b>1.4 - Feedback System</b>	
<b>1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni</b>	<b>E. None of the above</b>

File Description	Documents
URL for stakeholder feedback report	Nil
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	No File Uploaded
Any additional information	<a href="#">View File</a>

**1.4.2 - Feedback process of the Institution may be classified as follows**

**E. Feedback not collected**

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

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

#### 2.1.1 - Enrolment Number Number of students admitted during the year

##### 2.1.1.1 - Number of students admitted during the year

278

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

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

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

68



File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

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

Students are assessed on the basis of their performance in first sessional exams and faced on the results, students are divided in categories of Weak and strong. Different techniques are used to deal with these categories. For weak students boot camp classes are organized to get better results in University exams. Also students have been allotted under mentors and they can discuss their issues with mentors and these mentors track the performance of their mentees time to time.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
1	20

File Description	Documents
Any additional information	No File Uploaded

## 2.3 - Teaching- Learning Process

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

The course is covered using various pedagogies. This include teaching through case studies, Role plays and corporate problem solving situations etc. In second year students go through summer internship in management program and in MCA program students make projects based on current requirements of industry. Also value added courses are also delivered to the students apart from



**University syllabus.**

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

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

All classrooms in the institute are equipped with LCD projectors. Institute is also having video conferencing facility for students. During Lockdown institute made all the efforts to provide quality education by using paid online platforms like Zoom, Team software by Microsoft. For evaluating students institute also have a quizzing software which help faculty in creating and evaluating students through pre defined commands.

To enhance and optimize the delivery ICT enabled tools are used by faculty members. Faculty members combine technologies with a traditional approach of teaching in order to engage and to make students corporate ready.

The following tools are used by the Institute

**ICT Tools:**

1. Projectors- installed in each classrooms-14/labs-5
2. Laptops- for every faculty
3. Desktop - In Computer Lab with internet
4. Printers- in each department, Faculty area and all prominent places.
5. Photocopier machines - In Register office
6. Scanners- all prominent places
7. Auditoriums - Two seminar halls digitally equipped with mike, projector and Sound system.
8. Seminar Rooms- Two seminar halls are equipped with all

digital facilities.

9. Board Room with Video conferencing set-up
10. Online Classes through Zoom, Google Meet, Microsoft Team, Google Classroom
11. MOOC Platform (NPTEL, Coursera, SAP, Udemy, Edx etc)
12. Digital Library resources (DEL NET)

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	No File Uploaded

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

#### 2.3.3.1 - Number of mentors

36

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
Mentor/mentee ratio	<a href="#">View File</a>

### 2.4 - Teacher Profile and Quality

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

36

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

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

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

17

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

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

##### 2.4.3.1 - Total experience of full-time teachers

162

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

#### 2.5 - Evaluation Process and Reforms

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

Internal assessment of the students is governed by the guidelines of the University. As per University internal marks will be 50 marks for each subject. These marks are divided in to two parts 1) Teachers assessment and 2) Class assessment. Teacher's assessment (20 marks) includes different parameter for evaluating students like Assignments, Case studies, Quizzes etc. Class assessment includes two sessional exams to be conducted as per the University guidelines for 30 marks. Sessional exams are conducted twice in each semesters and parameters for teacher's assessment are pre defined in lesson plan for each subjects.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

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

Internal exams are conducted twice in each semester. First internal exam is conducted for 30 marks after completion of 1 and half month of the semester from its starting date. Second internal exam is conducted as pre university exam as a mock drill of external university exam. This exam is of 70 marks. Faculty are instructed to complete the evaluation process with in pre defined stipulated time. After evaluation each faculty shares the evaluated answer sheet with the students and discusses the gaps identified in expected answers and answers written in the sheets. Each student is given chance to discuss the grievances with the concerned teacher.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Program outcome are pre defined and communicated to the students immediately they took admission in the course. These outcomes are

also explained to the faculty, so that they define the course objective in same line. These outcomes are also displayed in class rooms and cabins of faculty concerned. Course objectives and outcomes are defined by the University in its syllabus. Faculty designed their lesson plan in line to these course outcomes defined by the University. Lesson plan defines the outcome for each unit for achieving the course outcome.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="https://pg.its.edu.in/NAAC_IOAC_Files/NAAC_IOAC.html">https://pg.its.edu.in/NAAC_IOAC_Files/NAAC_IOAC.html</a>
Upload COs for all Programmes (exemplars from Glossary)	No File Uploaded

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

Program outcome and course outcome are mapped after the semester is over. It is through COPO mapping . All course outcome are defined in advance and included while designing the lesson plan, class assessment parameters, sessional exam question paper etc. At the end of the semester the COPO mapping is done and gaps are identified so that they can be improved in upcoming semesters.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	Nil

**2.6.3 - Pass percentage of Students during the year**

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

286

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

## 2.7 - Student Satisfaction Survey

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

[https://pg.its.edu.in/NAAC\\_IOAC\\_Files/NAAC\\_IOAC.html](https://pg.its.edu.in/NAAC_IOAC_Files/NAAC_IOAC.html)

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

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

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

0

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

**3.1.2 - Number of teachers recognized as research guides (latest completed academic year)**

**3.1.2.1 - Number of teachers recognized as research guides**

06

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

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

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

0

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

### 3.2 - Innovation Ecosystem

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

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

- Pedagogy/ delivery based Faculty Development Programmes
- Institute has also developed Incubation cell for motivating new budding business ideas
- Each year institute organise seminars and workshops from different entrepreneurs for the students.
- Seminars and conferences are organised to give students an idea about corporate world.
- Online HR software to regularise HR practices.
- Development of roadmaps for various courses.
- Focus on learning centric pedagogy
- Free subscription of business/ IT magazine and news paper for the faculty
- Use of eco friendly plants for welcoming the guest instead bouquet.

- Merit and Performance Improvement Award to the students in every semester/ trimester
- Partial coverage of the course by Industry experts
- Orientation programme before beginning of the programme

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

### 3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

#### 3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

3

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.3 - Research Publications and Awards

#### 3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

##### 3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

0

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded

#### 3.3.2 - Number of research papers per teachers in the Journals notified on UGC website



during the year

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

1

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

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

#### 3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

18

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.4 - Extension Activities

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

Institute has always participated in activities like Swachh Bharat Abhiyan in 2019. These activities were organized in association with Nagar Nigam Ghaziabad. In past institute has also organized Cancer awareness camp due to tobacco. In 2020 and 2021 due to Covid-19 institute was not able to conduct any such activities. Institute also organise Parivartan Activity for underprivileged children Under this activity slum are children are taught with basic education and competition are organised. Also institute carries Utthan activity for teh scholl going children who are not having computer facilty at their schools. In this activity these school students are provided with computer education in the campus. Both the activites were not carried during the year due to covid situation

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

**3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year**

0

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

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

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

0

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	No File Uploaded

**3.4.4 - Number of students participating in extension activities at 3.4.3. above during year**

### 3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

0

File Description	Documents
Report of the event	No File Uploaded
Any additional information	<a href="#">View File</a>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 3.5 - Collaboration

#### 3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

##### 3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

0

File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	<a href="#">View File</a>
Details of Collaborative activities with institutions/industries for research, Faculty	No File Uploaded

#### 3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

1

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

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

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

- Institute is having well equipped classrooms with Air conditioners and Projector Facility. Each classroom is having a seating capacity of 60 students. For supporting teaching process LCD projectors, white board and podiums are kept in the classrooms.

Classroom

Computer Labs

Seminar Hall

Auditorium

MBA

8

1

1

1

MCA

5

3

1

A C C

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

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

- For Cultural events institute is having 2 Auditorium with seating capacity 250 and 600 each with green room at the back , 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, Syndicate Bank and ICICI Bank.
- Spacious sports complex for indoor games like badminton, table Tanis, Carom, Chess etc.
- Well equipped Gymnasium with separate timings for boys and girls
- 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.
- Solar System in hostel

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

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

15

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

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

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

72.6

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

#### 4.2 - Library as a Learning Resource

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

- 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

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	Nil

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

**A. Any 4 or more of the above**

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

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

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

1.35

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

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

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

0

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	<a href="#">View File</a>

#### 4.3 - IT Infrastructure

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

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.



File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

**4.3.2 - Number of Computers**

297

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	No File Uploaded

**4.3.3 - Bandwidth of internet connection in the Institution**

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	No File Uploaded

**4.4 - Maintenance of Campus Infrastructure****4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)**

91.63

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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

Institute is maintains documents related to infrastructure facilities at two places:

1. Classrooms and Labs - Academic Program Office
2. Seminar Hall and Auditorium - Administrative Office

Academic support facilities like classrooms are allotted in specifically defined manner to each program. Computer labs are allotted as per the time table and availability of the facilities. This process is totally under the control of academic program office. Facilities like Seminar hall are used for guest lecture academic activities (Co curriculum activities) can be used through well defined process. This process includes making the requisition with detail of the program (Event, Date, Time and Audience etc.) duly signed by the competent authority. This process is routed through administrative office of the institute

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

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

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

0

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	No File Uploaded

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

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

147

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

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

A. All of the above

File Description	Documents
Link to Institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

<b>5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
0	
<b>5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
0	
File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded
<b>5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees</b>	<b>A. All of the above</b>
File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	No File Uploaded
<b>5.2 - Student Progression</b>	
<b>5.2.1 - Number of placement of outgoing students during the year</b>	
<b>5.2.1.1 - Number of outgoing students placed during the year</b>	

<b>136</b>	
File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	<a href="#">View File</a>
<b>5.2.2 - Number of students progressing to higher education during the year</b>	
<b>5.2.2.1 - Number of outgoing student progression to higher education</b>	
0	
File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	<a href="#">View File</a>
Details of student progression to higher education	No File Uploaded
<b>5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)</b>	
<b>5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year</b>	
0	
File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	<a href="#">View File</a>
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	No File Uploaded
<b>5.3 - Student Participation and Activities</b>	

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

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

0

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

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

Institute has the process of making class representatives for each sections. These class representatives are responsible for representing their sections, liasioning for each information from academic program office etc. . These representatives are elected through a voting process in which all students of the same sections participate. Apart from class representatives students also organizes activities under various clubs. There are different functional clubs based on the specialization offered by the University. For these clubs presidents, Vice Presidents, Secretary and members are selected from each batch. These position holders are responsible for the planning and conduction of activities under the club. Institute also organizes Annual Inter Institutional fest WYSIWYG and VYBGYOR. This fest are wholly organized and managed by the students.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

20

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

### 5.4 - Alumni Engagement

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

No there is no registered Alumni association in the institute. But institute organised various activities for the engagement and involvement of the alumni in academic activities. Alumni are invited to deliver talks related to thier work profile and share their experinces, this helps the students to become aware about the challenges and opportunities available in diffrent industries. Institute also organised Annual Alumni Meet and Mata Ki Chawki, in which alumni are invited with thier family members. But due to Covid-19 these events were not organised in 2020 & 2021.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs



File Description	Documents
Upload any additional information	No File Uploaded

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

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

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

For Achieving the above objectives institute has state of art infrastructure including Library, Computer Labs, Auditoriums, and Conference Rooms etc. Also Academic process is well defined in line with the Vision and Mission of the Institute. Academic process is controlled and monitored through academic program office and pre defined hierarchy in the system. Achievement of the academic objectives is monitored through Academic daily report, Fortnightly report and Lesson Plan for each course.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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



The organization structure is followed for effective implementation of the strategies and policies. The institute structure with Managing committee comprises of Chairman, Vice Chairman and Secretary supported by Chief Administrator. The Program is headed by Directors Viz. MBA program & MCA Program. Under Directors monitoring and controlling of the academic program is coordinated by Chairpersons of the respective programs with Faculty Coordinators of the programs. The role of chairperson and coordinators is to plan for the academic calendar and effective implementation of the same.

The administrative structure is designed around the following categories:

- Academic Services (AS) which takes care of the establishment functions related to the Academic Staff
- Finance
- General Administration
- Planning
- IT Services

The academic services are headed by the Area Chairpersons who are appointed through a statutory process from among the Professors of the college, while finance is headed by the controller of Finance. The IT services are headed by Director - IT. The registrar is the administrative head of the Institute. The head of the Library is Librarian.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institute is implementing its strategic policies and plans through well defined organisation structure. The policies are including in academic calendar for each program. These academic calendars are prepared and shared in the beginning of the academic year. The activities under academic or co-curricular

are allotted with estimated budget passed by competent authority.

Since year 2020-21 was completely effected by the pandemic situation therefore some process were not followed as they required personal meetings, but institute has taken care about all the scheduled academic and co -curricular activities through online mode.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

The organization structure is followed for effective implementation of the strategies and policies. The institute structure with Managing committee comprises of Chairman, Vice Chairman and Secretary supported by Chief Administrator. The Program is headed by Directors Viz. MBA program & MCA Program. Under Directors monitoring and controlling of the academic program is coordinated by Chairpersons of the respective programs with Faculty Coordinators of the programs. The role of chairperson and coordinators is to plan for the academic calendar and effective implementation of the same.

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- Finance
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Finance. The IT services are headed by Director - IT. The registrar is the administrative head of the Institute. The head of the Library is Librarian.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	Nil
Upload any additional information	<a href="#">View File</a>

### 6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user inter faces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

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

Institute is having group medical policy for each and every employee including teaching and non teaching staff. This policy covers the employee for treatment related hospitalizations. The service provider for the policy is Chola MS General Insurance Company. The employees are also allowed with Casual leaves, Sick Leaves and Earned Leaves. Teaching staff are also having academic leaves for performing academic related work.

Institute is also having star performer award scheme for teaching and non teaching staff. This award is given to the nominated employees based on their performance during the previous year. (In 2020 and 2021 this award ceremony was not conducted due to

covid-19).

Institute is also having employee association award scheme. Under this scheme employees associated with the institute for 5 years and 10 years are awarded on New year celebration day.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

3

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

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

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

6

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

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

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

68

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

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

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

Leaves, Study leave, summer and winter vacation

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

There is a prescribed format and parameters on which performance of the faculty and staff. The appraisal is done based on the performance of the employee during the current completed year.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

#### 6.4 - Financial Management and Resource Mobilization

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

Institute is having well defined reponsible finance department. This department is headed by finance controller and supported by other reponsible staff memebbers. Institute carries both internal and external audits of financial records as per the statuary requirements. Institute has appointed chartered account firm for meeting the purpose of the audit and to deal any objection arrived from the audit process.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

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

0

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

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

The Main source for generating funds for the institute is fees from the students. Students are allowed to make the fees in part as per the communicated scheme. These funds are utilized in efficient manner for the development of the students. The funds are allocated to various heads which includes academic and non academic supporting functional areas. Below are some major heads of the expenses:

1. Payment of Salary of the employees viz. Academic and supporting staff
2. Maintenance of existing and introduction of new infrastructural facilities as per the requirements.
3. Expenses on Co-curricular Activities of the students including Industrial Visits, Club Activities, Annual Fest etc.
4. Expenses on Guest Talk including Industry lectures and Alumni Talks
5. Expenses on Seminars, Conclaves and Summits organized by the Institute



A Budget is prepared for each department and funds are allotted to each activities based on past year expense and estimation. An advance approval is taken from the competent authority before initiating any activity. This request is matched with the pre approved budget of the same head. After the each event request for payment is initiating based on the approval given.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

## 6.5 - Internal Quality Assurance System

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

Following Activities were organised and steps taken during the Year

- Initiated rigorous online classes immediately the lockdown started
- A 02-days AICTE Sponsored Online National Conference NGCTND-2020, technically supported by Computer Society of India on "Next Generation Computing Technologies and their Role in Nation's Development" during August 21-22, 2020
- An online Digital Conclave on Convergence of Science, Technologies and Humanities: A Road Map to Future Technologies on October 17, 2020
- Online Orientation programs for MBA and MCA were organised.
- Regular seminars and corporate talks were organised virtually
- Virtual Industrial visit was also organised for the students.
- Value added modules were also delivered virtually
- To strengthen the Alumni association, regular alumni talk were organised.
- Rigorous personality development programmes for students to increase employability quotient.
- Focus on value oriented workshops for student learning.

Learning through webinars on the topic of relevance



File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

As per the institutional norms all faculty are required to prepare the lesson plan for each course keeping final outcome as target. For this well defined lesson plans are prepared which mention the mapping of course and program outcome. For reviewing the course mapping records are maintained in academic daily report and these reports are reviewed on fortnightly basis. Any gaps observed will be communicated to the concerned for corrective actions. The academic daily report is matched with lesson plan on random basis, so that gaps can be removed timely.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

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

In institute both the genders are given equal importance. This policy is not only applicable to employees but also applicable to students of all the programs. The institute is having following policies:

1. One Promotion policy for all (Male or Female)
2. Females are allowed to leave institute 30 mins earlier from the scheduled time during winters (This policy is made keeping in mind the safety of the females)
3. Equal numbers of leaves are allowed for both the genders.
4. Females are also allowed with maternity leaves as per the norms.
5. For each section class representatives are selected. For each class there is a policy of one male and one female class representatives
6. Male and Female students are given chance to participate in all the events organized by the institute.
7. Each operational club are having position holders. Position holders comprises of male and female students.
8. For Both Girls and Boys, seperate common rooms are there.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

<b>7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment</b>	C. Any 2 of the above
--	-----------------------

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

Institute is having proper process for collection of waste within the institute. All the corners of the campus are equipped with dustbins as prescribed different for both wet waste and dry waste. Waste from the hostel is collected as per the scheduled process and disposed off with the utmost care. Institute is not having Bio- Medical and E- waste in the campus.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	No File Uploaded

<b>7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting</b>	B. Any 3 of the above
--	-----------------------

<b>Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus</b>	
<b>File Description</b>	<b>Documents</b>
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<b>No File Uploaded</b>
<b>7.1.5 - Green campus initiatives include</b>	
<b>7.1.5.1 - The institutional initiatives for greening the campus are as follows:</b>  <ol style="list-style-type: none"> <li><b>1. Restricted entry of automobiles</b></li> <li><b>2. Use of bicycles/ Battery-powered vehicles</b></li> <li><b>3. Pedestrian-friendly pathways</b></li> <li><b>4. Ban on use of plastic</b></li> <li><b>5. Landscaping</b></li> </ol>	<b>A. Any 4 or All of the above</b>
<b>File Description</b>	<b>Documents</b>
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	<b>No File Uploaded</b>
Any other relevant documents	<b>No File Uploaded</b>
<b>7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution</b>	
<b>7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities</b>	<b>D. Any 1 of the above</b>

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment**

**5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

D. Any 1 of the above

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

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

Institute is taking admissions from different parts of the country. There is a mix of every culture in the institute, for this reason institute take cares about creating respect for each and every culture by giving equal opportunities to all the students. Also institute celebrates the festivals related to

different religion and culture. Human values and professional ethics is taught as a part of University syllabus. This syllabus includes how to deal with other human beings in ethical manner.

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

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

Institute celebrates all the national festivals like Independence Day, Republic Day, Teachers Day, Etc. On these days several activities are organized. All the arrangement is to be made by students from planning to execution of the event. Through various activities and competitions, institute tries to inculcate the feeling of belongingness with national integrity, society and unity in diversity. Students and employees are invited to join the functions with their families, which in turn not only sensitize the students and employees about the importance Nation value, Constitutional values etc.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Nil
Any other relevant information	Nil

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are**

**D. Any 1 of the above**

organized	
File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded
7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals	
<p>Institute celebrates all the national festivals like Independence Day, Republic Day, Teachers Day, Etc. On these days several activities are organized. All the arrangement is to be made by students from planning to execution of the event. Through various activities and competitions, institute tries to inculcate the feeling of belongingness with national integrity, society and unity in diversity. Students and employees are invited to join the functions with their families, which in turn not only sensitize the students and employees about the importance Nation value, Constitutional values etc</p>	
File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded
<b>7.2 - Best Practices</b>	
7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.	
<p><b>A. Improving Teaching - learning processes:</b></p> <ul style="list-style-type: none"> <li>Encouraging student participation in activities organised by other institutions.</li> </ul>	



- Student feedback is collected in each course twice in semester to measure the level of teaching and understanding at the part of students.
- Learner centric pedagogy with focus on student involvement & participation.
- Internal/External marks are analyzed and measures are taken to improve the

performance of the students by providing special guidance and arrangements of extra classes, as required.

- Monitoring through Academic daily Report and Weekly reports.
- Conduction of curricular and co curricular activities with the help of students' run committees and functional clubs.
- Providing larger platforms to the students for competition through events like SIP Competition, Business Plan competition and Paper presentation in conference.

B. Strengthening virtual learning resources and integration of ICT in Teaching - learning process:

- Uninterrupted online classes during Covid period
- Use of Video conferencing, online platforms (Zoom/ Google meet) for lectures of the industry experts and hosting the academic events
- Live telecast of Union Budget for the students and post budget discussion with the experts
- Smart classrooms with projectors and Audio facilities

File Description	Documents
Best practices in the Institutional website	Nil
Any other relevant information	Nil

### 7.3 - Institutional Distinctiveness

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

As a flagship institution of I.T.S The Education Group, we are deeply concious of our role in society. Sincere efforts are being



put for specific segment of kids and people those who yet not have even basic health facility and access to quality education. The Group is extending the Healthcare facilities in rural areas through weekly Camps in Villages through Mobile Clinics, Satellite Clinics, Dental Clinic in District Jail of Ghaziabad through its other institute. Education to the kids in Slum Areas, Free Education with all basic facilities including stay, Food, Books, Note Books etc. for Girls of deprived section of society. In addition, for the meritorious students of poor families, dependent of Defense Services, Single Parent and Girl child, Institute has provision of subsidized education in all the courses. As an institute we will continue expand our reach to make sure the availability and access to basic healthcare and education to needy people.

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 7.3.2 - Plan of action for the next academic year

#### Plan of Action for the Year 2021-22

- Starting offline classes from 13th September, 2021 for second year of MBA and MCA
- SIP competition to be organized on 24th October , 2021
- Organizing HR Conclave on 23rd October, 2021
- Organizing Alumni Meet on 11th December, 2021
- Organizing Research Conclave on 18th December, 2021
- Organizing I.T.S Utkrisht Marketing Awards on 29th January, 2022
- Organizing Business Summit in two functional areas on 19th February, 2022.
- I.T.S YTH-22 on 26th February, 2022
- Organising Annual Fest WYSIWYG-22 on 4th & 5th March, 2022.
- Organizing Entrepreneurship summit on 2nd April, 2022
- Organizing one international conference on 15th & 16th April, 2022.
- VIBGYOR-2021- An inter-institutional Fest-6th Nov., 2021
- 5-Days FDP on "Data Science & Machine Learning"-15th to 19th Nov., 2021

- FDP 10-14 January, 2022
- National Conference - 9th Feb, 2022

NAAC