INSTITUTE OF TECHNOLOGY & SCIENCE
MOHAN NAGAR, GHAZIABAD
SELF -STUDY REPORT (SSR)
National Assessment and Accreditation Council (NAAC)

(For Renewal)

(Date of Submission: 21st January, 2016)

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PREFACE

I.T.S, as an institution devoted to imparting higher education in many fields has always committed itself to deliver superior quality and excellence in the field of education. We are deeply conscious of our role in modern society of nurturing the future generation of India who will be largely responsible for taking India to the next level of economic development.

Institute of Technology & Science, Mohan Nagar is a leading Management & IT institute in National Capital Region. Established in the year 1995, the institute has gained considerable recognition as a centre of excellence in the areas of Management & IT for education, training and research. The institute conducts regular Post Graduate programmes like PGDM, MBA, and MCA. The Group relies on skills, dedication and corporate partners, who share their passion in building an institution known for excellence and integrity.

At I.T.S we strive for "Creating a Thinking Professional Order" through various activities we undertake across our Post Graduate programmes. To add value and to further enrich the programmes, a slew of value added courses, personality development and career counseling sessions, social awareness courses and foreign language classes are interwoven intricately into the three year module. We have also made some bold departure from conventional structure of knowledge and have attempted to push the boundaries with regard to pedagogic and student support practices.

Our constant endeavor has been to provide value education with the over-riding aim of delivering competent, smart and socially conscious young men and women into the growing economy of ours and who will contribute substantially and effectively into taking this country to greater heights in the coming years. We put sincere efforts for Institution building which is evident as I.T.S was accredited by NAAC as a "A" Grade Institute in the year 2011. As an Institution, we understand that excellence is a journey not an end and we are very hopeful that the accreditation and assessment process of NAAC would enable us again to further strengthen an effective and sustainable quality assurance system in the Institute.

The highly participative, collective reflections and intense deliberations that went into the preparation of this report provided us with a coherent perspective to view the Vision and Mission of our Institute and to prepare ourselves ready for larger purpose of our existence.

Dr. Sapna Rakesh
Director (Management)
21st January, 2016

LIST OF STEERING COMMITTEE MEMBERS

1. Dr Sapna Rakesh – Director (Management)
2. Dr Sunil Pandey – Director (IT)
3. V K Saxena, Registrar
4. Dr V N Bajpai, Professor & Co-ordinator, IQAC
5. Dr D K Pandey
6. Rakesh Roshan
7. Bhawna Bharadwaj
8. Amit Kumar

LIST OF ABBREVIATION

AB	Academic Block
AC	Academic Council
ADR	Academic Daily Report
APO	Academic Program Office
AQC	Academic Quality Cell
CC	Career Counseling
CEO	Chief Executive Officer
CR	Class Representative
E-Cell	Examination Cell
EDC	Entrepreneurial Development Cell
ERP	Enterprise Resource Planning
ETS	Extra Time Slot
GCR	Girls Common Room
IT	Information Technology
ITS	Institute of Technology and Science
LAN	Local Area Network
LCD	Liquid Crystal Display
MBA	Master of Business Administration
MCA	Master of Computer Application
PGDM	Post Graduate Diploma in Management
PDP	Personality Development Program
WOM	Word of Mouth
ICT	Information & Communication and Technology
TLEP	Teaching Learning Evaluation Plan

GLOSSARY

Class Representative- Each section has Class representative appointed (one boy & girl) who acts as a mediator for students and faculty members.

Coordinator- Each course comprises of coordinators separately who maintain and look after the course curriculum of their respective courses.

Guest Speakers- Guest Speakers are those who are invited to give one or more lectures or expert talks during programme and seminars.

WYSIWYG - An annual fest encompassing the color, vivacity and enthusiasm of youth. It's an inter college competition of various events like War of Bands, Creative Writing, Group Dance, LAN Gaming, Digital painting, Photography, Group Mime Fashion show etc. It is a fiesta where creativity, passion and imagination take wings.

Semester - A semester is of 16 weeks. There is a Monsoon Semester (August-December) and a Winter Semester (February-May).

Trimester – A trimester is of 12 weeks. PGDM programme is spread over 6 trimesters.

Visiting faculty - Visiting faculty are invited on the basis of their eminence and expertise, from local, national or international academic circles. They are invited to be part of the faculty for various time periods ranging from a few days to more than a semester.

EXECUTIVE SUMMARY

I.T.S - The Education Group under Durga Charitable Society, established its first campus at Mohan Nagar, Ghaziabad in 1995. Since then, the Group is committed to its vision of "Creating a Thinking Professional Order". The Institute started with Post Graduate Diploma in Management (PGDM) as its flagship program and thereafter added MCA (Master of Computer Applications), and MBA (Master of Business Administration) courses to its portfolio. I.T.S is one of the few B – Schools in the region to be awarded ISO 9001:2008 certification and has NBA accredited PGDM & MCA programmes. PGDM is also granted equivalence to MBA by Association of Indian Universities (AIU).

The Group's mission statement delineates the Institution's distinctive characteristics and echoes with its vision for the future. The Group believes in partnering with the community and relies on the innate capabilities of its faculty, supporting staff, students, alumni and the patronage of the corporate world, in building the Institution's academic excellence and integrity. The emphasis at the Institute is on the need to create sustainable and effective linkages between access to and success to higher education.

Strengths

The Group has climbed up the ladder of growth in a very short span of time. The first programme (Post Graduate Diploma in Management) was launched in the year 1996. Subsequently various undergraduate, postgraduate and research programmes have been introduced by the group in four different campuses under the affiliation of various universities. The group has strength of 700 full time faculty members and around 8000 students enrolled in different courses.

The first batch in PGDM programme was inducted in the year 1996 with a mandate of providing Management and IT education of the highest quality and to become a centre of excellence in value based education, training, research and consultancy. As a commitment towards its vision, mission and objectives, the Institute has made a constant endeavour to further improve its teaching methodology so as to equip students with knowledge that keeps them abreast with the growing needs of the corporate world and helps them to meet their expectations.

The Institute believes in the holistic development of its students with their active participation which instills in them professionalism, the ability to work hard, take decisions and develop diagnostic thinking. The students are also exposed to all aspects of the economy and to its various facets like environment, social values, social responsibility and human value system. The programmes (PGDM, MBA & MCA) at the Institute attempts to foster an interdisciplinary environment between disciplines and between academia and the world of practice. These programmes encourage the students to reflect, rethink and be sensitive to social and political realities.

The Institute has a distinct perspective on the teaching - learning process. It focuses on the development of ethos that integrates the quest for knowledge with the experiential and the practical via the medium of discussions, interactions, dialogue and intensive field engagement. Courses are designed to foster critical thinking and develop a climate of conceptual self – questioning so as to inculcate a spirit of rational enquiry among its students. In addition to the university prescribed course curriculum, the Institute offers value added courses to all the students in collaboration with an external experts of repute. The best of academic resources including the latest technologies are used in the classroom and students are provided with the relevant skills that match globally accepted standards of excellence. The Institute is cognizant of

the challenges that students from diverse backgrounds face and thus it attempts to address their struggles in a sustained way.

Adopting an assessment system and evaluation model that encourages alternative teaching – learning processes has been instrumental in bringing about application based study. The assessment system being thorough in approach makes student ready for corporate working environment. International travel is just one of the many experiences available to students under the study abroad tour program.

Structured and systematic processes exist for introducing changes in the existing pedagogical methods. The development of curricula by respective faculty members is done by taking extensive references from different disciplines across the country and abroad. The Institute also has formal mechanisms to obtain feedback from students for course delivery and support system.

The Institute has worked towards providing a congenial atmosphere for teaching – learning. The campus is centrally located and is easily accessible by public transport. The Institute considers the provision of a comfortable workspace as a necessity and towards this end provides a climate – controlled environment to the working staff and student community. The Institute has provided individual workstations and desktops/ laptops to all faculty members. Classrooms are well equipped with the latest technologies and there is extensive Wi – Fi connectivity on campus, supplemented by ten large computer labs that also host several courses.

The print and online resources in the Institute library have been built around requisitions given by the faculty in order to cater to the specific nature of the courses designed. The library is also well equipped in general referencing resources and fiction reading. The online resources of the library have been enriched through membership of various online databases.

The Institute has made concerted efforts to focus on the well being and mentoring of its students. This has been pursued as one of the core elements of its institutional philosophy. Tutorials and mentoring process are an integral part of students' experience in the Institute. Specialized personality development sessions and career counseling sessions are being offered to provide career related guidance and support to students. The dedicated Placement Cell of the Institute specifically takes care of the placement needs of the students of different courses. Scholarships, Fee Waivers (full and partial) are the two modes through which students are financially supported. Sensitization workshops / sessions are organized to prevent ragging and create a gender- sensitive campus. The Institute has a vibrant extracurricular environment driven by student and faculty initiatives.

Weaknesses

While the Institute strives to deliver on its vision of equality and social justice combined with excellence, there are significant limitations particularly in catering to the needs of physically challenged students. Although the courses are delivered at the Institute through the best global theories and practices but still the Institute has so far not been able to attract international students.

Despite the fact that library resources of the Institute are sufficient enough to support the research requirements of the student community but still the students at Post Graduate level are not inclined much towards pursuing research in their area of interest.

Currently, the Institute offers only three Post Graduate courses in the campus but more diversity can be brought in by increasing the number of other professional courses. Also, the space in the campus is a limitation in order to provide various other value added services with respect to academics and otherwise to students.

Opportunities

PGDM, MBA & MCA being professional courses offer unprecedented opportunities for the students and Institution at large. The options available to the students after completing their PG course helps them in placing themselves suitably either in the corporate world or in undertaking entrepreneurial venture. The Institute as per its vision statement inculcates a thorough professional order by offering a right blend of curricular and extracurricular activities and creating a learning and healthy environment for the students.

The up swinging economy is also looking for professionally skilled people, which further gives an impetus to the demand for the courses with the right delivery mix. As an Institution, the demand for professionals in various upcoming sectors including retail, supply chain and IT integration offers ample opportunities for developing courses in the above said super specialized areas. At present teaching has become one of the sought after professions hence, there is a potential to attract people with relevant industry experience for taking up specialized courses.

The Institute has an Entrepreneurial Cell which develops entrepreneurial skills of the students through various certified training sessions. In future, the prospect of introducing short term courses can also be ventured into as these workshops have helped students in developing their skills to a great extent.

Challenges

Creation of a learning atmosphere which addresses the needs of both advanced learners as well as students with varied background and intelligence level has never been so easy. Several students require support to make the transition from the language they grew up with to English, which is the medium of instruction at the Institute.

With large number of Institutions of the affiliating university and autonomous programmes located in the close vicinity, attracting best quality of students with strong academic background is of prime concern.

The vision of balancing knowledge dissemination with knowledge creation is at a stage that requires serious self reflexive scrutiny by the Institute. Translating commitment of interdisciplinary delivery into pedagogic pursuits and the day to day practices of the Institute is an onerous task, which rests on evolving structures that proactively enable interdisciplinary approach and make it work in the envisaged manner. The processes that have been initiated in this regard have to mature and structures have to be evolved and strengthen on continuous basis.

PROFILE OF THE COLLEGE

1. Profile of the Affiliated / Constituent College

1. Name and Address of the College:

Name :	Institute of Technology and Science
Address :	Mohan Nagar, Ghaziabad
City : Ghaziabad	Pin : 201007 State : Uttar Pradesh
Website :	www.its.edu.in

2. For Communication:

Designation	Name	Telephone	Mobile	Fax	Email
Director (Management)	Dr Sapna Rakesh	0120-2811000 Ext. 109	08447744074	0120-2811113	dir.mgmt.mn@its.edu.in
Director (IT)	Dr Sunil Kumar Pandey	0120-2811111 Ext. 108	08447744063	0120-2811113	dir.it.mn@its.edu.in
Registrar	V K Saxena	0120-2811111 Ext. 119	08447744054	0120-2811113	reg.pg.mn@its.edu.in

3. Status of the Institution:
   Affiliated College   √
   Constituent College
   Any other (specify)

4. Type of Institution:
   a. By Gender
      i. For Men
      ii. For Women
      iii. Co-education   √

   b. By Shift
      i. Regular   √
      ii. Day
      iii. Evening

5. It is a recognized minority institution?

   Yes

No $\quad\boxed{\surd}$

If yes specify the minority status (Religious/linguistic/ any other) and provide documentary evidence.

6.   Sources of funding:
     Government
     Grant-in-aid
     Self-financing Any
     other

$\surd$

7.   a. Date of establishment of the college: 14/03/1995.
     b. University to which the college is affiliated /or which governs the college (If it is a constituent college)

Dr A P J Abdul Kalam Technical University, Lucknow

(Formerly Uttar Pradesh Technical University)

c. Details of UGC recognition:

Under Section	Date, Month & Year	Remarks(If any)
i. 2 (f)	May 2003	
ii. 12 (B)	----	

(Enclose the Certificate of recognition u/s 2 (f) and 12 (B) of the UGC Act)

d. Details of recognition/approval by statutory/regulatory bodies other than UGC (AICTE, NCTE, MCI, DCI, PCI, RCI etc.)-   **AICTE**

Under Section/ Clause	Recognition/Approval details Institution/Department Programme	Day, Month and Year	Validity	Remarks
i.	PGDM	24.10.1996 (First Approval) 07.04.2015 (Current)	2015-16	Renewed every year
ii.	MBA	11.05.2004 (First Approval) 07.04.2015 (Current)	2015-16	Renewed every year
iii.	MCA	--.10.1997 (First Approval) 07.04.2015 (Current)	2015-16	Renewed every year

iv.	MCA – LE	04.06.2014 (First Approval) 07.04.2015 (Current)	2015-16	Renewed every year

8.   Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?

Yes ☐   No ☑√☑

If yes, has the College applied for availing the autonomous status?

Yes ☐   No ☐

9.   Is the college recognized?

a.   by UGC as a College with Potential for Excellence (CPE)?

Yes ☐   No ☑√☑

If yes, date of recognition: ……………………

b.   for its performance by any other governmental agency?

Yes ☐   No ☑√☑

If yes, Name of the agency …………………… and

Date of recognition: ……………………

10. Location of the campus and area in sq.mts:

Location *	Urban
Campus area in sq. mts.	22298.18 sq.mts. (5.51 acres)
Built up area in sq. mts.	10764.00 sq. mts

(* Urban, Semi-urban, Rural, Tribal, Hilly Area, Any others specify)

11. Facilities available on the campus (Tick the available facility and provide numbers or other details at appropriate places) or in case the Institute has an agreement with other agencies in using any of the listed facilities provide information on the facilities covered under the agreement.
   - Auditorium/seminar complex with infrastructural facilities ☑√☑
   - Sports facilities
       * Play ground   ☑√☑
       * Swimming pool
       * Gymnasium   ☑√☑

- Hostel   - **Yes**

  * Boys' hostel

    i.   Number of hostels - **0 1**
    ii.   Number of inmates - **2 7 3**
    iii.   Facilities (mention available facilities) – **Common Room, Visitors' room, Wifi, Televisions with Tata Sky, Solar Water Heater, Induction Stove, Two AC Guest Rooms, Sports Equipments, water cooler.**

  * Girls' hostel

    i.   Number of hostels - 0 **1**
    ii.   Number of inmates - **166**
    iii.   Facilities (mention available facilities) - **Common Room, Visitors' room, Wifi, Televisions with Tata Sky, Solar Water Heater, Induction Stove, Two AC Guest Rooms, Sports Equipments, water cooler.**

  * Working women's hostel – **Not Applicable**

    i.   Number of inmates

    ii.   Facilities (mention available facilities)

- Residential facilities for teaching and non-teaching staff (give numbers available cadre wise) - **Yes**
- Cafeteria — **2**

- Health centre – **1**
First aid, Inpatient, Outpatient, Emergency care facility, Ambulance……. **Yes**
Health centre staff –

Qualified doctor   Full time ☐ Part-time   √

Qualified Nurse   Full time ☐ Part-time   √

- Facilities like banking, post office, book shops – **Photocopier & stationary Shop, Three ATMs**

- Transport facilities to cater to the needs of students and staff – **Arranged as per requirement**

- Animal house   **- Not Applicable**

- Biological waste disposal   **- Not Applicable**

- Generator or other facility for management/regulation of electricity and voltage –
                                        -Yes

- Solid waste management facility   **- Yes**

- Waste water management   **- Yes**

- Water harvesting   **- Yes**

12.   Details of programmes offered by the college (Give data for current academic year)

SN	Programme Level	Name of the Programme/ Course	Duration	Entry Qualification	Medium of instruction	Sanctioned / approved Student strength	No. of students admitted
1	Under-Graduate	-	-	-	-	-	-
2	Post-Graduate	PGDM MBA MCA MCA- LE	2 Yrs 2 Yrs 3 Yrs 2 Yrs	Graduation Graduation Graduation Graduation (MCA/ B.Sc-IT/ CS)	English	180 240 60 120	142 192 00 112
3	Integrated Programme PG	-	-	-	-	-	-
4	Ph.D.	Research Centre	-	Post Graduate	English	-	09
5	M.Phil.	-	-	-	-	-	-
6	Ph.D	-	-	-	-	--	-

7	Certificate courses	-	-	-	-	-	-
8	UG Diploma	-	-	-	-	-	-
9	PG Diploma	-	-	-	-	-	-
10	Any Other (specify and provide details)	-	-	-	-	-	-

13.   Does the college offer self-financed Programmes?

Yes [√]   No [ ]

If yes, how many?   04

14.   New programmes introduced in the college during the last five years if any?

| Yes | √ | No | - | Number | **01** |

15. List the departments: (respond if applicable only and do not list facilities like Library, Physical Education as departments, unless they are also offering academic degree awarding programmes. Similarly, do not list the departments offering common compulsory subjects for all the programmes like English, regional languages etc.)

Faculty	**Departments (eg. Physics, Botany, History etc.)**	**UG**	**PG**	**Research**
Science	-	-	-	-
Arts	-	-	-	-
Commerce	-	-	-	-
Any Other (Specify)	**1) Management** **2) Information Technology**	-	√	-

16.   Number of Programmes offered under (Programme means a degree course like BA, BSc, MA, and M. Com…)

   a.   annual system   0

b. | 3 |

se
mester
system

c. | 1 |

tri
mester
system

17.   Number of Programmes with

a.   Choice Based Credit System

b.   Inter/Multidisciplinary Approach

c.   Any other (specify and provide details)

18.   Does the college offer UG and/or PG programmes in Teacher Education?

| Yes | | No | √

If yes,

a.   Year of Introduction of the programme(s)…………………

and number of batches that completed the programme

b.   NCTE recognition details (if applicable)
      Notification No.: …………………………
      Date:…………………………
      Validity:……………………….

c. Is the institution opting for assessment and accreditation of Teacher Education Programme separately?

Yes | | No | |

19. Does the college offer UG or PG programme in Physical Education?

Yes [ ]   No [√]

If yes,
a.   Year of Introduction of the programme(s)………………
and number of batches that completed the programme
b.   NCTE recognition details (if applicable)   [ ]
       Notification No.: ………………
       Date: …………………………
       Validity:……………………………

c.   Is the institution opting for assessment and accreditation of Physical Education Programme separately?
       Yes [ ]   No [ ]

20. Number of teaching and non-teaching positions in the Institution

Positions	Teaching faculty						Non Teaching staff		Technical staff	
	Professor		Associate Professor		Assistant Professor					
	*M	*F	*M	*F	*M	*F	*M	*F	*M	*F
Sanctioned by the UGC / University / State overnment *Recruited*										
Yet to recruit										
Sanctioned by the Management/ society or other authorized bodies *Recruited*	04	02	07	00	34	23	00	00	37	17
Yet to recruit										

*M-Male *F-Female
.

21. Qualifications of the teaching staff:

Highest qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent teachers							
D.Sc./D.Litt.	-	-	-	-	-	-	-
Ph.D.	04	02	05	00	08	04	23
M.Phil.					07	01	08
PG	04	02	07	00	34	23	70
Temporary teachers							
Ph.D.							
M.Phil.							
PG							
Part-time teachers							
Ph.D.							
M.Phil.							
PG (Visiting)	09						09

22. Number of Visiting Faculty /Guest Faculty engaged with the College.
   :**09**

23. Furnish the number of the students admitted to the college during the last four academic years.

Categories	Year 1 2015-16		Year 2 2014-15		Year 3 2013-14		Year 4 2012-13	
	Male	Femal	Male	Female	Male	Female	Male	Female
SC	17	12	4	10	8	2	4	2
ST	0	0	0	0	1	0	1	0
OBC	73	28	49	24	80	17	89	19
General	203	112	154	80	224	78	222	101
Others	0	0	0	0	0	0	0	0

24. Details on students enrollment in the college during the current academic year:

Type of students	UG	PG	M. Phil.	Ph.D.	Total
Students from the same state where the college is located		337			
Students from other states of		108			
NRI students					
Foreign students					
Total		445			

25. Dropout rate in UG and PG (average of the last two batches)

UG [-]   PG [6.5 %]

26. Unit Cost of Education
   (Unit cost = total annual recurring expenditure (actual) divided by total number of students enrolled)

   (a) Including the salary component

PGDM	MBA	MCA
Rs. 2.55 Lac	Rs. 1.27 Lac	Rs. 1.27 Lac

   (b) Excluding the salary component

PGDM	MBA	MCA
Rs. 1.43 Lac	Rs. 0.71 Lac	Rs. 0.71 Lac

27. Does the college offer any programme/s in distance education mode (DEP)?

Yes [ ]   No [√]

If yes,
a) Is it a registered centre for offering distance education programmes of another University?

Yes [ ]   No √ [ ]

b) Name of the University which has granted such registration.

[-]

c) Number of programmes offered- [   ]

d) Programmes carry the recognition of the Distance Education
Council.

Yes [   ]   No [   ]

28. Provide Teacher-student ratio for each of the programme/course
offered   **1:15**

29. Is the college applying for

Accreditation :   Cycle 1 [   ]

Re-Assessment: [√]

*(Cycle 1refers to first accreditation and Cycle 2, Cycle 3 and
Cycle 4 refers to re- accreditation)*

30. Date of accreditation* (applicable for Cycle 2, Cycle 3, Cycle 4 and
re-assessment only)

Cycle 1: **27.03.2011** (dd/mm/yyyy)
Accreditation Outcome/Result **CGPA- 3.11 Grade - A**

Cycle 2: ....(dd/mm/yyyy) Accreditation Outcome/Result...........
Cycle3:............(dd/mm/yyyy) Accreditation Outcome/Result...........
**Kindly enclose copy of accreditation certificate(s) and peer team
report(s) as an annexure.**

31. Number of working days during the last academic year.

180

32. Number of teaching days during the last academic year
*(Teaching days means days on which lectures were engaged
excluding the examination days)*

155

33. Date of establishment of Internal Quality Assurance
Cell (IQAC) IQAC   **25.11.2011** (dd/mm/yyyy)

34. Details regarding submission of Annual Quality Assurance Reports (AQAR) to NAAC.

   AQAR (i)   **for (2011-12) submitted on 25.04.2014**
   AQAR (ii)   **for (2012-13) submitted on 04.06.2014**
   AQAR (iii)   **for (2013-14) submitted on 26.09.2014**
   AQAR (iv)   **for (2014-15) submitted on 03.11.2015**

35.Any other relevant data (not covered above) the college would like to include. (Donot include explanatory/descriptive information)

Awards & Recognitions
- ISO 9001:2008 Certified Institute
- NAAC Accredited 'A' Grade Institute
- NBA Accreditation for PGDM & MCA Programme
- PGDM is granted equivalent to MBA degree by Association of Indian University (AIU).
- Education Excellence Award for the year 2015 by ASSOCHAM & Education Post.

CRITERION I

CURRICULAR ASPECTS

Curriculum Planning and Implementation

1.1.1 State the vision, mission and objectives of the institution, and describe how these are communicated to the students, teachers, staff and other stakeholders.

Vision
Creating Thinking Professional Order

Mission
To make incessant endeavour to create learning process in response to continuously changing managerial paradigms.

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
- ✓ Inculcating team spirit among the learners

Quality Policy of the Institute

I.T.S is focused to become fountainhead among academic institutions in India. The Institute is committed to impart professional education of excellent quality for all-round development of the students seeking career in Management as well as in IT and to develop capabilities through EDP's and MDP's. Each faculty & staff members shall be well trained & motivated so that he/ she can understand the desired function & shall be empowered to carry them out effectively. Involvement of Students, Parents, Industry & Society at large is encouraged for continual improvement in every sphere of Institute's activities.

Vision, mission and objectives are communicated to the students, teachers, staff and other stakeholders as discussed below-

Students through:

- Website of the institute
- Notice Boards of the respective courses
- Information Brochures
- Prominent display at various places like library, auditorium, seminar hall, reception, computer labs etc.

Teachers through:

- Prominent display at various places like library, auditorium, seminar hall, reception, computer labs etc.
- Display at their seating places

Staff through:

- Prominent display at various places like library, auditorium, seminar hall, reception, computer labs etc.
- Display at their seating places

Stakeholders include industry people, parents & other related people. The Vision & Mission statement is communicated to these people through:

- Website of the institute
- Prominent display at Reception Area for visitors
- Information Brochures
- Placement Brochures

1.1.2 How does the institution develop and deploy action plans for effective implementation of the curriculum? Give details of the process and substantiate through specific example(s).

In order to deliver the course curriculum in an effective manner the Institute has designed an action plan and has adopted specific measures for ensuring that the same is implemented for bringing in the desired results.

Through Course Committee: The Course Committee, comprising of Programme Chairperson/ Co-ordinators and functional area is chairpersons are responsible for conducting the respective programme in a planned manner with the help of Academic Programme Office (APO). Accordingly, there is a system of:

1. **Preparing an Academic Calendar** for each programme before the commencement of each academic session.

2. **Designing of a Teaching Learning Evaluation Plan (TLEP) /Process/ Course Module** by the respective faculty member taking up the subject. The module contains all the details with respect to lecture plan, recommended readings, and case studies, objective of the course, evaluation criteria and assignment details.

3. **Academic Daily Reports** wherein the faculty member provides the details of lectures taken on any particular day and weekly reports to oversee the course progress.

4. **Student Feedback** for monitoring the effectiveness of course delivery in the class. The feedback of students is taken by two different ways one is online, objective feedback and the second is subjective feedback.

5. **Meetings with class representative** at regular intervals. These meetings are very helpful as they help students to put across their points of concerns and it also helps the management in taking up remedial measures.

Infrastructural and Technological support: The Institute is well equipped with the latest infrastructural facilities, duly supported by a professionally qualified staff. Classrooms with high end teaching aids like smart boards and LCD projectors, Audio systems, ten computer labs, a well stocked and networked library, auditorium, seminar halls, common rooms, syndicate room for small group discussion, wi–fi enabled campus, sports complex etc., create an ambience conducive to academic activities and overall development of students.

1.1.3 What type of support (procedural and practical) do the teachers receive (from the University and/or institution) for effectively translating the curriculum and improving teaching practices?

The Institute and University provide necessary support to its faculty members for further improvising teaching practices.

- The curriculum for MBA & MCA programmes is decided by the affiliating University for each year/ semester.
- In PGDM programme, every year course curriculum is reviewed to make it better in-terms of meeting industry expectations. Experts from the Industry and academia are invited to review the course content and suggest modifications, as may be required.
- During academic year 2014-15, reviews have been done in the month of May- June, 2015 in the following functional areas: Marketing , Finance, Human Resource, International Business, Information Technology, General Management
- The University provides detailed syllabus of each subject and the minimum number of sessions required in a particular unit is also mentioned.

- The University issue clear instructions for all its academic and non academic endeavours and all related communications are fully taken care of by the authorized staff members.
- The Institute promotes the faculty members to participate in various conferences, seminars and Faculty Development Programmes .
- Various faculty development programmes and conferences are organized in the Institute as well for the faculty members.
- Focus on FDPs based on Pedagogic models to improve delivery and enhance learning in the class.
- The faculty members are also encouraged to get their work published in the good international and national journals. The scheme for the award of faculty publications is in place to encourage the efforts in this direction.
- Faculty members are provided with the facility of subscribing newspapers and Magazines of choice to the amount of Rs. 2000 per year for upgrading their knowledge.
- Faculty members are provided with Laptop with LAN facility.

1.1.4 Specify the initiatives taken up or contribution made by the institution for effective curriculum delivery and transaction on the Curriculum provided by the affiliating University or other statutory agency.

The Institution has taken a professional approach in every possible way for effective delivery of the curriculum as discussed below-

A. Academic Rigor: Institute lay emphasis on building academic culture inside and outside the class room by taking various measures.
- Teaching pedagogy suitable to the professional requirements
- Promoting class room discussion and involvement of students
- Use of Case studies and news articles
- Lectures supported with research articles, audio- visual presentations

a) Preparation of TLEP/ Course Modules - Before the commencement of the session, the faculty members prepare a TLEP/ course module for their respective subject. The module contains the detailed lecture plan that shall be followed by the faculty for delivering their course in prescribed number of hours. The faculty is required to specify the details like – pedagogy used, assignments, Topic to be covered, Article/ case/ research paper, other activities etc in the TLEP itself.

b) Projects and Assignments- The assignments include- solving the case studies within the class, preparation of presentations, surprise test etc. The performance of students in these projects and assignments is one of the important criteria for their internal marks.

B. Personality Development Sessions (PDP) – A well thought Personality Development Programme spread across the trimesters/ semesters is in practice. Dedicated pool of faculty members along with the outside experts contributes for the latest content to develop the course. The focus of these classes is to improve transferable skills of the students, including – body language, communication skills, English conversation, presentation skills, attitude and many more which directly or indirectly enhance the employability.

C. Value Added Courses- In order to make students industry ready, University curriculum is well supported by various value added course in the filed management & IT. As per the requirement external experts and agencies are engaged for the purpose. In recent past students have been trained for Tally, Data analytics through SPSS and Excel, Digital media, IT Security etc.

D. Industry Interaction: The academic program is designed to meet the requirements of the corporate world. Students undertake various research works as part of their class room exercises and work with industry to gain real time exposure. The student – industry interaction is topmost priority to make students industry ready professionals to take up the challenges ahead. Institute undertakes the following activities to strengthen the Institute-industry interaction.

1. **Guest Lectures:** In order to complement class room learning with practical input, institute organizes guest lecturers of industry professionals. The details are as follows-
   2015-16 (till 30.11.15)   - 60
   2014-15   - 106
   2013-14   - 122
   2012-13   - 103
   2011-12   - 78

2. Live projects: In each of the course of the Institute, the students are given the opportunity to undertake Live projects in the Industry either during Summer training or during academic curriculum, thereby giving better opportunity to learn the basics of what has been taught in the classes and helping them to be ready for the Industry just after completing the course. The list of Industries where the opportunities were given to the students is given below: Syscom, Sopra, IBM,

Inmorphis, Microsoft Imagine Cup, ACM-IIT Kanpur, Big Bazar, Future Group, KPMG, Vishal Mega Mart etc.

3. Industrial visits: The students are regularly taken for industry visits in each semester/ trimester. Some of the companies visited in recent past include **Yakult, Mother Dairy, Bisleri, Parle G, PepsiCo etc.** During these visits students get a firsthand experience of corporate working and are able to relate their theoretical learning with the practical work environment.

4. Internship project: Summer internship is an integrated part of PGDM and MBA programmes. After the completion of first year of programme, all the students are placed with the reputed companies for 6 -8 weeks to learn the corporate functioning. Students prepare a report on the problem assigned to them and submit it for evaluation. In MCA, students prepare a report as a part of internship in six trimester. In order to enhance learning, internship placements are being done by the institute keeping in mind the geographic spread and industry spread.

5. Organising Seminar/ conferences in the areas of relevance: Seminars/ conferences are organised in the field of Marketing, Finance, Human Resource and IT every year with the purpose bring in industry input and understanding the contemporary practices. The details of seminars/ conferences organised in last five years are as follows:

2015-16 (till 30.11.15)	- 03
2014-15	- 04
2013-14	- 05
2012-13	-05
2011-12	- 05

E. International Exposure: Realizing the importance of international exposure to the students, Institute has tie ups with some of the world class institutions for undertaking various exchange programmes. Inviting foreign faculty as a part guest lecture is a regular feature of the Institute.

1. **Foreign Collaboration**
   - University of LYON, France,
   - Management Development Institute of Singapore
   - Girne American University, U.K.
   - Asian University, Thailand
   - STI, Myanmar
   - University of La Rioja (UNIR), Spain
   - Birmingham City University, U.K.

2. **Student Exchange programme:** Under exchange programme I.T.S Ghaziabad hosted students of the colleges affiliated to University of Lyons, Lyons, France for more than 10 weeks to attend several ITS courses with credit transfer.

Similarly Vaibhav Singh, a student of PGDM 2012-2014 Batch in INSTITUTE OF TECHNOLOGY AND SCIENCE, Ghaziabad attended summer school at Esdes Business School (University of Lyons, France), in France, for a period of 4 weeks (10 June to 12 July) who is also the academic collaborator of I.T.S Ghaziabad. He opted for marketing as his SIP stream, which covered topics like - HOFSTEDE MODEL, BRANDING, MASLOW'S THEORY and various aspects of advertising.

3. **Foreign Tour and global exposure:** To provide global exposure and understanding, institute has a well defined scheme for the students. Under the scheme students visit our partner institutions and take part in academic activities there. Industry visits always remain the part of such exposure. In the last few years students have visited Malaysia, China, Dubai, Srilanka, Thailand Singapore. Details follow-

4. Guest lectures by foreign faculty/ experts: Partial list.
- Mr. David Kuefler, Principal, Creative Director, Junxion Company,US
- Mr Richard Stallman, American software freedom activist and computer programmer
- Mr Sartaj Sahni, Computer Scientist, USA
- Sanjay Kumar Madria, Professor, Department of Computer Science, Missouri University of Science and Technology
- Mr David Whittenberg, CEO, Innovation work group.
- Mr George Paul, Director – Marketing & Strategy Ericsson India Pvt Ltd.
- Dr Lena Horna, Professor, University of Manitoba
- Mr Raymond Jordan, Director- miHubb, Entrepreneur from Australia.

F. IT Infrastructure and support:
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 All the students of PGDM are provided with laptop of latest configuration. Students of MBA and MCA avail the intensive and dedicated computer lab facility for their

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

- Ten state of art computer labs in Institute comprising 495 computing machines.
- 24×7 70 Mbps (1:1) Broadband Internet Connectivity separated into two links (*i*) 50 Mbps (1:1) on fiber and (*ii*) 20 Mbps (1:1) on backup link.
- Thread Management Gateway (TMG) is implemented as proxy and firewall which is configured to provide failover capability with two separated Internet links terminated on it.
- Wi-Fi enabled Campus (including Boy's hostel, Girl's hostel & cafeteria).
- Microsoft Developers Network licensed software with Academic alliance for latest product update.
- Fully Secured campus with Symantec end point protection 12.0 Anti Virus solution.
- Classrooms equipped with Intelligent Interactive Board of latest technology.
- Hardware, Software & Network Maintenance support.
- Extra Time Slots (ETS) for students in labs (From 5:00 PM to 8:00 PM daily).
- Audio/Visual aids in Seminar Hall and Auditorium showing motivational documentaries to students on weekends.
- Technical Help Desk for student's laptop.

1.1.5 How does the institution network and interact with beneficiaries such as industry, research bodies and the university in effective operationalization of the curriculum?

The networking of the Institute with the beneficiaries like - Industry, Research Bodies and the University is done in the following manner:-

Institution and Industry Interaction- The interaction with the Industry Personnel is done at regular intervals to provide students with a practical learning environment where they can relate their theoretical learning with the prevailing corporate work environment and processes. This is done through following ways:

- Partial course coverage industry experts in the form of guest lecture in PGDM & MBA.
- Summer Internship of Students (MBA & PGDM) with organizations of repute
- Regular industrial visits

- Building a corporate student mentorship program that helps in building the formidable network: Practical training, corporate and industrial visits are an integral part of the academic program at I.T.S. The percentage of curriculum time is spread in such a way as to blend theoretical learning to practical appreciation of the subjects taught in different programs. Institute has mentor mentee program in place to provide the appropriate guidance related to the career enhancement and gaining knowledge and exposure to the industry. Students are motivated and encouraged to pursue practical projects under corporate guide/mentee.
- Domain specific Seminars/ conferences in the filed of Marketing, HR, Finance and IT
- Course review with industry experts in PGDM
- CEO Talks and CEO Meet
- Extensive involvement of Alumni working with corporate as a part of student learning

Institution and Research Bodies Interaction- The Institute has a research committee comprising of a chairperson and a team of faculty members. The role of the committee is -

- To check the substance of the paper which goes out for publication, check its feasibility and ask for rectification if any.
- To keep the faculty members motivated for writing good research papers
- To circulate and inform the faculty members about conferences and seminars conducted in different places so that they get the information timely and prepare accordingly for it.
- To help the researchers in getting the information from other sources.
- To organize various FDP's (Faculties Development Programmes) for making enhancement in the teaching aids.

Institution and University Interaction-
The curriculum for MBA & MCA programmes is decided by the affiliating University (Dr APJ Abdul Kalam Technical Univerisity, Lucknow , formerly UPTU) for each year/ semester.
In PGDM programme, every year course curriculum is reviewed to make it better in-terms of meeting industry expectations. Experts from the Industry and academia are invited to review the course content and suggest modifications, as may be required.
During academic year 2014-15, reviews have been done in the month of May-June, 2015 in the following functional areas:

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

Apart from this Institute remains in direct contact with the University for effective implementation of the course curriculum. It is done through following ways-
- By attending all university meetings regarding this in the university itself.
- By strictly adhering to the rules and regulations as laid down by the University.
- By following the deadlines set by the University for effective functioning of the curriculum.

1.1.6 What are the contributions of the institution and/or its staff members to the development of the curriculum by the University?(number of staff members/departments represented on the Board of Studies, student feedback, teacher feedback, stakeholder feedback provided, specific suggestions etc.

The Institute has no role in the development of the course curriculum of the university. However, the faculty members of the Institute are involved in the Evaluation work of university examinations, conducting viva voce etc.

The curriculum for MBA & MCA programmes is decided by the affiliating University (Dr APJ Abdul Kalam Technical Univerisity, Lucknow , formerly UPTU) for each year/ semester.
In PGDM programme, every year course curriculum is reviewed to make it better in-terms of meeting industry expectations. In the first stage area wise faculty meetings are held discuss and deliberate the updation as required in each subject. Experts from the Industry and academia are invited to further review the course content and suggest modifications, as may be required.

During academic year 2014-15, reviews have been done in the month of May-June, 2015 in the following functional areas:
- Marketing , Finance, Human Resource, International Business, Information Technology, General Management
Within the Institute there are adequate provisions of taking feedbacks from the visitors, students for further improving the existing systems as well as to monitor the progression .

1. **Student feedback**
   The student assessment of teachers is in place for all the subjects. It is done through filling up of online faculty/ subject feedback form by the students on eleven parameters of assessment.

The composite feedback on each subject is shared with the concerned faculty by the respective Directors.

In case of lower feedback; concerned faculty is being counseled individually by the Director and the action points to improve the feedback further is discussed and detailed down.

2. Feedback from stakeholder

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

3. The Institute is also ISO 9001:2008 certified. Periodic ISO audits are carried out for making the activities and process consistent with the mission.

1.1.7 Does the institution develop curriculum for any of the courses offered (other than those under the purview of the affiliating university) by it? If 'yes', give details on the process ('Needs Assessment', design, development and planning) and the courses for which the curriculum has been developed.

Yes, the Institute offers an autonomous programme PGDM (Post Graduate Diploma in Management) for which the course curriculum is to be developed.

Salient Features of PGDM Programme:

- 2 year, full time programme
- Approved by AICTE
- NBA Accredited
- Equivalent to MBA, granted by AIU
- Trimester Pattern

Need Assessment:
Need for particular subject/ topic to be included in the course delivery primarily comes from the industry. During the course review which happen every year in the month of May-June or other wise extensive deliberation

take place with the industry experts, outside academic experts and the faculty of the Institute to assess the gap area between the Industry expectations in terms of employability attributes and the present skill set that the students may develop by the delivery of existing course contents. The assessment includes multiple facet of personality including Domain Knowledge, Skills and Transferable skills.

Design Process of PGDM Course Curriculum:

In PGDM programme, every year course curriculum is reviewed to make it better in-terms of meeting industry expectations. Experts from the Industry and academia are invited to review the course content and suggest modifications, as may be required. The focus is also on delivering contemporary knowledge and providing opportunities for hands on practice to the students so as to enhance their employability and to make them industry ready potential professional. Faculty member of individual subject take the notes of discussions and incorporates it as delivery content. The updated course structure and contents are then sent to the same industry experts for validation. After industry validation, the revised document is kept for approval of the Director.

Development Planning and Implementation:

After the approval of the Director, the Course curriculum document becomes the part of Students' Rule Book for the upcoming batch/ session.

Experts are invited to deliver additional contents for personal as well as professional growth of students as required.

1.1.8 How does institution analyze/ensure that the stated objectives of curriculum are achieved in the course of implementation?

The Institute has adopted various ways and means through which it ensures that the stated objectives of curriculum are achieved in the course implementation. Primarily, the faculty members are required to design a comprehensive course module which contains all the details like lecture plan, university syllabus, assignments, case studies etc. Also, the faculty members are required to fill in the details of the lectures taken by them along with the topic covered and class attendance on daily basis. Based on this report an academic daily report (ADR) is generated which is circulated amongst the concerned i.e. the Directors, Course Chairpersons/ Co-ordinators. This report helps them in keeping track of the extent of course coverage in the class and its concurrence with the TLEP.

Apart from this mechanical process of monitoring at the part of faculty, Institute ensures the matching of objectives of the course/ subject and learning outcome at the part of students through monitoring and observing the positive changes as we go through in the ways which includes:

Increased Punctuality, Motivation and Participation Level:
Institute has well placed monitoring mechanism to measure the Punctuality, Motivation and Participation Level for each subject in terms of High, Medium, Low. The same is being discussed in every area wise Programme evaluation & Monitoring Meeting, fortnightly. Appropriate measures are being taken in case of any gap/ deviation from the targets.

Improved Domain Knowledge & Skills:
- Monitoring through continuous internal evaluation
- Performance in written test/ end term examinations (including University Examinations)
- Performance in simulated environment/ Summer Training/ Live Projects
- Quality of solutions proposed by the students for the given problem.
- Quality of Assignments/ content

Improved Transferable Skills:
- Effective written & Verbal Communication
- Presentation Skills
- Team work & interpersonal skills
- Positive attitude
- Confidence
- Adaptability

Creativity through Functional club activities:
Various Clubs and Societies have been created like- Literary Club, Library Club, Entrepreneurship Development Cell, Sports Club, Marketing club, Finance Club, HR club, IT Club, IB club, and Uthan & Utkarsh clubs for Social Service etc. Every Club is run by student coordinators with the help of the faculty coordinators associated with them. Every student is asked to join one or the other club membership as per their interest and liking so that they get a suitable platform to organize the activities for themselves and develop their creativity.

1.2 Academic Flexibility

1.2.1 Specifying the goals and objectives give details of the certificate/diploma/ skill development courses etc., offered by the institution.

Institute does not provide any additional certificate to the students by itself against various training programme it conducts for them, rather it ties up with external agencies/ institutions as required for the purpose who provide certificates depending on the nature and duration of the programme.

Value Added Training Programmes: Keeping in mind the industry requirements in terms of employable attributes among students, Institute offers training to the students either by self or in collaboration with external experts/ agencies. In recent past students have been trained in the following areas: Tally, SPSS, Advanced Excel, IT Security and cyber laws, stock market operations, foreign language etc.

Personality Development Programmes- Faculty members and the experts from the corporate take up these sessions in order to focus on the areas which help the students to develop their overall personality and presentation skills, body language, communication skills, transferable skills etc. The course curriculum is supported by a well developed PDP programmes spread across semesters/ trimesters.

Entrepreneurship Development Programmes- Institute has a well functional and vibrant Entrepreneurship cell. E-cell promotes students to live up their passion and develop excellence in it. It helps students to acquire necessary awareness, knowledge and skills, so that they can translate their vague ideas into a vibrant business proposal. This Club has invited people from the corporate and training organizations to impart training to the students so as to harness their potential and entrepreneurial skills. Regular workshop are being organised by the Institute in association with **NIESBUD** an autonomous body of MSME (Government of India). At the end of the session, a participation certificate was issued to all the participants. The efforts are being made to take a step further in this direction towards opening up of incubation centre.

Career Development Programme- A Career Counseling Cell has been created for the students to facilitate them in their placements. Inputs are given to the students on topics like- how to prepare yourself for different entrance exams, how to prepare for G.D, tips for cracking the interview, presentation skills, opportunities available for further studies after Post Graduation, job placement opportunities in the market, how to harness their skills etc.

1.2.2 Does the institution offer programmes that facilitate twinning /dual degree? If 'yes', give details.

No, the programme as offered by institute affiliated by University does not provide for twinning/ dual degree. However PGDM programme offers two types of specialization options i.e. Major or Dual.

1.2.3 Give details on the various institutional provisions with reference to academic flexibility and how it has been helpful to students in terms of skills development, academic mobility, progression to higher studies and improved potential for employability. Issues may cover the following and beyond:

• **Range of Core / Elective options offered by the University and those opted by the college**

• **Choice Based Credit System and range of subject options**

• **Courses offered in modular form**

• **Credit transfer and accumulation facility**

• **Lateral and vertical mobility within and across programmes and courses**

• **Enrichment courses**

The provision pertaining to academic flexibility and other related matters are provided as per the rules and norms of the affiliating university Dr APJ Abdul Kalam Technical Univerisity, Lucknow for MBA & MCA programme. MBA programme offers a wide range of specialization areas to chose from including Marketing, Finance, Human Resource, International Business. With in specialization area students have options to select subjects of their choice form the basket.

The specific answers pertaining to the above mentioned areas with respect to MBA & MCA (University Affiliated programmes) are as follows:-

- The affiliating university does not offer any such choice based credit system.
- As per the courses offered by the university the faculty members are required to prepare TLEP so as to inform the students about the course curriculum. However, faculty have liberty to use learner centric pedagogy to cover the contents to make it more effective and to ensure learning outcome.

- The affiliating university does not offer any credit transfer and accumulation facility.

- The affiliating university does not offer any such lateral and vertical mobility within and acrossprogrammes and courses.

PGDM being an autonomous programme, provides an opportunity to modify the course structure, subjects and contents as required to make it more industry relevant.

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

The Curriculum and Programme Design
- The Curriculum of the Post Graduate Diploma in Management is an outcome of an elaborate and thorough review with captains of industry and distinguished academicians and is influenced by the experience of the other premier institutes and universities in the country and abroad.
- The Programme curriculum is spread over six Trimesters in a period of 2 years, during which the core and elective courses are offered by the Institute. The course outline is made available to the students, well before start of the course.
- The course offered to the students may be a 3 credit course or 1.5 credit course. The Institute uses the concept of credit to define the weightage of a course in the curriculum. Courses are listed as 3 or 1.5 credits course depending on the enlisted workload for each course. The generally accepted norm is that, a three (3) credit involves about 30 hours of class work and 1.5 credit course involves about 15 hours of class work.
- Course outline, referred to as 'Learning Objective' provided to students covers the following :
    - Objective of the course.
    - Pedagogy to be adopted.
    - Prerequisites if any (in case of elective courses)
    - Sessionwise details of topics, required readings, additional readings and assignments.
    - Scheme of evaluation and weightages.

Orientation Programme : Before the commencement of regular first year classes, all students will undergo a compulsory Orientation Programme. Since the students joining the PGDM Programme are from different

educational streams like, Engineering, Science, Commerce, Arts etc., bridge courses are imparted to bring them to a common knowledge base. The Orientation Programme would also ensure proper understanding of self, fellow students, group dynamics, communication skills and development of leadership qualities through interactive processes. Performance of individual student in the Orientation Programme shall also be evaluated.

In PGDM programme the following Two types of specialization options are available to the students of (2014-16) batch, in third trimester of the course. Students have a liberty to choose any one option out of these two. One has to opt for total twelve (12) electives in second year.

Major specialization: Under this option, a student has to opt for total eight (08) elective papers from any one of the specialization areas (Marketing/ Finance/ HR/ IB/ IT) out of which two compulsory electives from major area should be selected in term III, remaining six (06) electives can be opted in IV and V trimester as 3; 2 and 1electives respectively. The remaining o4 papers i.e. (12 - 8 = 04) can be opted in III, IV, V and VI term as 1, 1,1 and 1 respectively from one respective area of minor specialization only.

Dual Specialization: Under the dual specialization option, a student has to select any two specialization areas out of the specialization areas available ((Marketing/ Finance/ HR/ IB/ IT) and has to opt for six (06 +06) elective papers from the basket of each of these two specialization areas. Out of which two compulsory electives should be selected based on the specialization area of their summer internship and reaming four elective from that area should be opted in term IV, V and VI as 2, 1 and 1 respectively. The six elective from other specialization area should be opted in term III, IV, V and VI as 1, 2, 2, and 1 respectively.

Elective/ Specialization Areas Offered

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

Course Workload & Class Preparation
For each credit, the students will require to devote approximately 100 hours of work, both in and outside the classroom. This includes both individual and group preparation time. Many of the modules/courses require extensive group work.

Instructional Methodology

An optimum mix of lecture, discussions, case studies, role-plays, group discussions, special sessions from professionals from industry and trade, management games, sensitivity training, management films, industrial visits and industry interaction. Further opportunity is provided through participation of students in various seminars.

Reading Material

Reading material may include supply of one text book for each subject in each trimester. Apart from this, based on requirements of a course, students will be supplied with adequate reading material for each course. They should collect it from Academic Office as and when notified.

Programme Design also includes subject based guest lecturers (i.e each subject should have 10 % industry expert discussion on the subject and the updates related to that subject). Institute also provides an opportunity to extract knowledge from Indian as well as International authors through library book bank, Journals, Database softwares like EBSCO & Capitaline. Institute enhances students knowledge through regular industrial visits. A mentor –Mentee program between students and faculties where students interact with faculty on regular basis and discuss problems related to subjects, facilities, summer internship progress & projects etc.

Innovative methods/ processes adopted by the institution to enrich Teaching and Learning:

- Learner centric pedagogy
- Partial coverage of the course by Industry experts
- Regular Guest lectures, Seminars on current issues, and Workshops under industry interaction initiative
- Industrial tour, live projects for the students
- PDP/ Value added programmes for students
- Specialisation area related applicable skill training
- Special classes related to SIP.
- Introduction of Specialisation in third term in PGDM.
- Language lab
- Vibrant functional clubs
- Online test of students
- Online confidential feedback

1.2.4 Does the institution offer self-financed programmes? If 'yes', list them and indicate how they differ from other programmes, with reference to admission, curriculum, fee structure, teacher qualification, salary etc.

The Institute offers three Post Gaduate courses PGDM, MBA and MCA. All the courses are self financed. MBA & MCA are affiliated to Dr A P J Abdul Kalam University (Formerly UPTU), Lucknow. PGDM is an autonomous programme.

	MBA	MCA	PGDM
Admission	Through state level combined entrance exam and counseling	Through state level combined entrance exam counseling	Admissions as per AICTE Guidelines. On the basis of score in MAT/ CAT/ ATMA or any other national level entrance exam for management education followed by Group Discussion and Personal Interview.
Curriculum	Decided by the Affiliating university	Decided by the Affiliating university	Every year course curriculum is reviewed to make it better in-terms of meeting industry expectations. Experts from the Industry and academia are invited to review the course content and suggest modifications, as may be required.
Fee structure	Rs.143780/- per year	Rs.115576/- per year	Rs. 290000/- Per year
Teacher Qualification	As per AICTE norms. 5+ years average experience Faculty with relevant industry experience. Faculty with Ph.D, NET	As per AICTE norms. 5+ years average experience Faculty with M.Tech.	As per AICTE norms. 7+ years average experience Faculty with relevant industry experience. Faculty with Ph.D, NET
Salary	As per norms + other perks & benefits	As per norms + other perks & benefits	As per norms + other perks & benefits

1.2.5 Does the college provide additional skill oriented programmes, relevant to regional and global employment markets? If 'yes' provide details of such programme and the beneficiaries.

The Institution believes in overall growth and development of its students by offering something extra beyond the prescribed university curriculum. Some of the programs being offered are:

Value Added Training Programmes: Keeping in mind the industry requirements in terms of employable attributes among students, Institute offers training to the students either by self or in collaboration with external experts/ agencies. In recent past students have been trained in the following areas: Tally, SPSS, Advanced Excel, IT Security and cyber laws, stock market operations, foreign language etc.

IT skill Training Programs:
To develop communication & technical skill various PDP sessions & Value added module on C/C++, Java, .Net, etc were organized for students. I.T.S has joined the hands with leading industry like SPORA, SYSCOM, etc to give the exposure of industry environment to the students. Training & International certification opportunities from IBM Technologies & prestigious IBM Blue Scholar are provided to the students. I.T.S organized student centric programmes like Samagra-Inter Institutional Contest, Spardha-C Programming contest, Sanrachna-Java Programming Contest, etc. which benefit and motivate student to achieve higher goals.

IBM Certification
I.T.S was **112th** institute all across India which has been tagged as IBM Center of Excellence.

Personality Development Programmes- Faculty members and the experts from the corporate take up these sessions in order to focus on the areas which help the students to develop their overall personality and presentation skills, body language, communication skills, transferable skills etc. The course curriculum is supported by a well developed PDP programmes spread across semesters/ trimesters.

Entrepreneurship Development Programmes- Institute has a well functional and vibrant Entrepreneurship cell. E-cell promotes students to live up their passion and develop excellence in it. It helps students to acquire necessary awareness, knowledge and skills, so that they can translate their vague ideas into a vibrant business proposal. This Club has invited people from the corporate and training organizations to impart training to the students so as to harness their potential and entrepreneurial skills. Regular workshop are being organised by the Institute in association with **NIESBUD**

an autonomous body of MSME (Government of India). At the end of the session, a participation certificate was issued to all the participants. The efforts are being made to take a step further in this direction towards opening up of incubation centre.

Career Development Programme- A Career Counseling Cell has been created for the students to facilitate them in their placements. Inputs are given to the students on topics like- how to prepare yourself for different entrance exams, how to prepare for G.D, tips for cracking the interview, presentation skills, opportunities available for further studies after Post Graduation, job placement opportunities in the market, how to harness their skills etc.

1.2.6 Does the University provide for the flexibility of combining the conventional face-to-face and Distance Mode of Education for students to choose the courses/combination of their choice" If 'yes', how does the institution take advantage of such provision for the benefit of students?

No, the affiliating university does not provide MBA and MCA courses through Distance Mode of Education.
However Institute is having different available options for video conferencing based on their reliability and set of useful features. These tools are different from other online meeting applications, as they have video at their core - they can detect and connect with weMCAm and also deliver a high quality image to multiple all participants.

1. CiscoWebEx - WebEx, manufactured by Cisco Systems, is one of the most widely used online meeting tools all around the world. It is a feature-rich tool that lets users meet over the Internet while sharing screens and speaking through a phone or via VoIP. It is a robust program that works well on Windows, Mac and even on smartphones and tablets, giving participants the flexibility to attend meetings from their preferred device.

2. Skype - This is a tool that is not only well known, it is trusted by millions of people around the world. While its most popular use is in the home, Skype has a business offering that is cheap and reliable. First of all, there is a group video call feature, which will work as long as all of those in the call have the latest Skype for Business version.

The facility is supported by 24x7days on-campus internet facility and can be utilised by any anyone, anytime. All students and faculty members are having own laptops with built-in weMCAm, hence this facility can be used anytime.

1.3 Curriculum Enrichment

1.3.1 Describe the efforts made by the institution to supplement the University's Curriculum to ensure that the academic programs and Institution's goals and objectives are integrated?

The course curriculum is followed as per university guidelines. In order to ensure quality and enforce impactful learning, various pedagogical techniques are used the details are as following:

- Learner centric pedagogy
- Partial coverage of the course by Industry experts
- Regular Guest lectures, Seminars on current issues, and Workshops under industry interaction initiative
- Industrial tour, live projects for the students
- PDP/ Value added programmes for students
- Specialisation area related applicable skill training
- Special classes related to SIP.
- Global Exposure
- Participation of students in various inter and intra institute activities.
- Students research paper competition during conference
- Skill based workshops.

1.3.2 What are the efforts made by the institution to enrich and organize the curriculum to enhance the experiences of the students so as to cope with the needs of the dynamic employment market?

Institute makes continuous efforts to enhance the learning experience of the students and to inculcate employable attributes as desired by the employers so as to make them industry ready or to be ready to get into the field of their choice. Some of them are as below:

1. Identification of Attributes of Management Professionals as expected by Corporate and society

In this direction, after a lot of discussion with faculty, industry experts, students and other stakeholders the following employable attributes of Management professional as expected by corporate and society have been identified -

- Sound domain knowledge, understanding and skills

- Analytical and decision making skills

- Transferable skills

  - Effective written and verbal communication
  - Presentation skills
  - Team work and interpersonal skills
  - Positive attitude
  - Confidence
- Adaptability/ resilience to change

2. **Gaps Identification with ITS Graduates:** The following gaps have been identified.

- Inadequate basic   knowledge and   understanding of foundation courses

- Poor skills in English reading, comprehension, expression and communication in both verbal & written.

- Inadequate presentation skills

- Low in self confidence

3. **Setting up of Programme Objectives:** For each programme specific objectives have been set. (PGDM programme objectives are listed below)

- To deliver the right mix of Knowledge, Skills and Transferable Skills.

- To equip students with various tools and techniques to enhance analytical capability.

- Providing training to enhance, understanding, comprehension and expression of issues of management.

- To integrate knowledge, skills & Competence and relating with real life situations of Corporate and industry practices.

- To have comprehensive understanding of the corporate world and contemporary practices.

- To groom the students to have Transferable skills such as effective written & verbal communication, positive attitude, adaptability and confidence.

- To prepare students to be Corporate ready to be effective management professional.

- To provide opportunity to the students to work in groups, projects and management labs.

4. Targets, Actionable agenda and monitoring mechanism: To achieve specific programme objectives, targets have been set and comprehensive action plan has been developed against each target.

- Better Academic Delivery with focus on-

  - Effective Participation of all the students

  - Learning centric Pedagogy

  - Skill oriented approach

- Better domain knowledge and skills in depth and breadth.

- Enhancement of Learning Outcomes, both Domain knowledge, skills & competence and Transferable skills.

- Preparing students' Employability Skills Scorecard

- Better Placement in reputed Companies / entrepreneurial venture/ higher education.

1.3.3 Enumerate the efforts made by the institution to integrate the cross cutting issues such as Gender, Climate Change, Environmental Education, Human Rights, ICT etc., into the curriculum?

The Institute ensures to integrate issues such as gender, environmental education, Human Rights and ICT into the curriculum by enforcing the following practices:

a. Gender

The proportion of girl students for both Computers and Management streams is preponderant. Central location, safe atmosphere and complete absence of gender bias in academic as well as extra / co-curricular activities are some of the factors which make the environment conducive for of girl students. Institute do undertake programmes on gender sensitization.

a. Environmental Education/Climate Change/Human Rights

Both the teaching and non-teaching staff has been instructed to admit the students, who are disadvantaged in any way. The Institute provides prescribed text books free of cost to the students of economically weaker sections through the Students Aid Fund. The Institute also gives financial

assistance to them. A special scholarship is given to a student with outstanding merit in academics. As an Institution, we have some goals under this head:

Goals:

1. To impart value -based education to the students.

2. To bring educational opportunities within the reach of the under-privileged section of society.

3. To encourage the students to aspire for higher achievements and help them unleash their latent abilities and realize their cherished goals.

4. To ensure participation of the students in co-curricular and extra-curricular activities for their balanced development.

5. To generate academic environment for enabling the students to mould their personalities by imbibing moral values, professional competencies and the spirit of fair competition.

6. To create among students and the teaching and non-teaching staff a sense of pride in belonging to the Institution so that all of them converge their energies for the progress of the Institution.

7. To ensure justice and fair play in all academic and non-academic matters affecting the students and the staff.

8. To stimulate the teachers to continuously enrich their knowledge for the benefit of their students and for the well-being of society.

9. To provide infrastructural facilities for the benefit of the students and for the social development of the local community.

The affiliating University syllabus contains a subject on environmental studies wherein students learn environmental concepts and are being sensitized towards environment related issues and concerns.

Institute is socially responsible and offers community services through social initiatives "Parivartan"- the Slum Education Programme and "Uthan"- the Social club for poor meritorious students on a regular basis. Students have adopted poor students of neighbouring schools for conducting sessions on education and hygiene at campus on weekends. The programme was launched on 26th January 2013. Students of I.T.S voluntarily join for this noble cause of educating children in slum areas. Summary of such social programmes conducted in the year 2014-15 is as follows:

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

Facilitating Meritorious Students from financially deserving class (Utthan Lab)
- 10+ Activities/classes conducted in the ITS, Ghaziabad campus.

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

b. ICT

The Institution has well-equipped classrooms to facilitate the use of modern gadgets. There is a spacious and well–lit Library, well equipped with computers and internet connectivity. The library also subscribes to a number of journals and has a rich stock of CDs. The students are encouraged to use these knowledge resources to enrich their understanding of different subjects. The other ways of ICT use are as follows:

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

1.3.4 What are the various value-addedcourses/enrichment programmes offered to ensure holistic development of students?
§moral and ethical values

§employable and life skills

§better career options

§community orientation

The Institute firmly believes in the holistic development of students and in order to equip them with the corporate trends, various enrichment programs in terms of moral, ethical and community oriented programs are included as a part of Institute activities.

Moral, Ethical Values and Community Orientation Institute has a Social Service Club which organizes social drives time to time which help students to cultivate moral, ethical and community orientation values within themselves.

Employable and Life Skills To enhance employability Institute provide requisite inputs through live projects, guest lectures, PDPs, skill based training sessions, workshops and wider opportunity to work in groups. These value added courses/ sessions help in grooming the skills and impart knowledge and skills beyond the structured course curriculum. Uses of simulation exercises and cases as a part of pedagogy make students ready for real life situations of their personal and professional life.

Better Career Options A specific Career Counseling and Placement Cell has also been established in the Institute to create career awareness amongst students and guide them for better career options. Faculty mentors are always available to guide students.

Community Orientation: Institute is well aware of its responsibility towards society and underprivileged people. The institute has a well planned and detailed CSR activity calendar and various clubs to discharge its responsibilities towards the betterment of the society and the upliftment of the poor, down-trodden and deprived. For example -Utthan Lab is a unique and comprehensive CSR project of ITS, Ghaziabad under which around hundred poor but meritorious students are called to the campus of ITS on all working Saturdays where under the guidance of faculty coordinator, student volunteers impart basic knowledge of English, Science, Maths, Histroy, Computer GK etc. to them.

'Parivartan' is another CSR programme conducted by the management students. This mainly comprises of Slum Education Programme in which student volunteers visit slums on all Sundays and teach around 120 slum children as per their I.Q. and current knowledge. Plantation Drives, Dental Checkup Camp, Distribution of Clothes to Poors, Blood Donation Camp and Awareness Campaigns are some of the other CSR activities conducted at the local level.

1.3.5 Citing a few examples enumerate on the extent of use of the feedback from stakeholders in enriching the curriculum?

The feedback from various stakeholders like parents of students and companies visiting campus for placement is taken in an informal manner. This feedback/ suggestions are further discussed with the upper management people and depending upon the feasibility of the proposition the same is incorporated for further strengthening the course.

1. Feedback from Students: Institute has build up a structured feedback system for students. Students are suppose to give their feedback twice in each trimester. This feedback is taken online where identity of student is not disclosed. Feedback format is having around 20 questions related to faculty and students are suppose to rate the faculty under the asked question. Questions comprise of lecture delivery, clarity in teaching, teaching pedagogy, query handling etc. .After the feedback faculties are rated on 5 points scale which is based on student. feedback. Faculty is also given opportunity to go through the feedback given by students and upgrade themselves in the required areas.

2. **Feedback from Recruiters:** The institute has corporate resource cell, which regularly interacts with Industry, recruiters and partners for taking their feedback, so that proactive steps can be taken foe the development of the students.

3**. Feedback from Alumni:** Institute is having a strong bonding with their alumni's. Feedback from alumni is collected and incorporated as required to enrich curriculum. Mentor- mentee programme for the students is in practice. In this programme different mentors are selected from the alumni base and mentees are allotted to them. Under this programme each mentee is suppose to be in regular touch with the alumni mentor for getting knowledge about industry, current skills required by the industry etc. Each year institute invites their alumni's from different programme to attend alumni meet organized in the month December every year. Alumni's are also invited for guest talk with the students. Institute builds regular communication by sending regular newsletter, monthly letters and periodicals.

4. Feedback from Faulty & Staff: Regular faculty meeting is conducted in the form of departmental reviews meeting. This meeting aims at taking feedback on system, academic performance of students, gaps between objective and results, new techniques and requirement by the industry environment. Quaterly staff meetings are also conducted to take feedback on scheduled classes, result of students, attendance of students, schedule integrity, communication with parents, students queries etc**.**

5. Feedback from other stakeholder

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

1.3.6 How does the institution monitor and evaluate the quality of its enrichment programmes?

To monitor and evaluate the quality of enrichment programmes like Guest Lecture, CEO talks, Industry visits, PDP, workshops and Career Counseling sessions etc., a mechanism has been devised wherein the students fill a performa which indicate the mapping of objectives of the programme with learning outcome. Informal meeting with the students and programme co-ordinator to know the effectiveness of the programme is another way.

Apart from this, the Course Coordinators monitor the attendance of students in these programs and the performance of students in these value added courses is also evaluated for checking the extent of value addition in students.

1.4 Feedback System

1.4.1 What are the contributions of the institution in the design and development of the curriculum prepared by the University?

The Institute does not have any prescribed role in the development and design of the university course curriculum. However, the pedagogical methods adopted for course delivery by the individual faculty, play a significant role in maintaining the academic quality and in enriching the curriculum as per the upcoming corporate trends.
In case of PGDM programme all the faculty members contribute in designing and development of curriculum by proactively incorporating contemporary practices in their respective subjects to make it at par with the best of the institutions in the country.

1.4.2 Is there a formal mechanism to obtain feedback from students and stakeholders on Curriculum? If 'yes', how is it communicated to the University and made use internally for curriculum enrichment and introducing changes/new programmes?

The Institute organizes open feedback from the students of each programme on course structure, session plans, assessments and evaluation. However, for the curriculum, the Institute does not have a significant role, the decisions related to curriculum changes are taken by the affiliating university.

Informal feedback of the faculty members is also taken from students at regular intervals. The areas of concerns which figure out through these feedback sessions i.e. online and informal are communicated to the concerned faculty member for bringing in the desirable changes.

1.4.3 How many new programmes/courses were introduced by the institution during the last four years? What was the rationale for introducing new courses/programmes?)

Any other relevant information regarding curricular aspects which the college would like to include.

During the last four years, the Institute has not introduced one new course/ programme, MCA – Lateral Entry affiliated to university. However, considering the dynamic nature of the corporate environment the Institute covers the entire spectrum of education, learning and training needs through imparting value added courses and training sessions. These sessions helps in grooming the skills and imparts knowledge beyond the university course curriculum. The Institute collaborates with external agencies of repute as required to design comprehensive module for students. The pedagog encourages the use of rich visuals and animations in the course material, an provides scope for a consistent interaction between the teacher and the student.

However in PGDM programme some of the new subjects/ course introduced during the last four years are as follows:

1. Geo-political environment of Business

2. Digital and social media marketing

3. Competency mapping

4. Emotional Intelligence

CRITERION II

TEACHING – LEARNING AND EVALUATION

2.1   Student Enrollment and Profile

2.1.1 How does the college ensure publicity and transparency in the admission process?

The admissions in various programmes are strictly done as per the guideline of the affiliating university and AICTE. Institute has dedicated admission cell consisting different personnel for different programmes. The designated Cell takes care of all the admission activities and thereby maintains uniformity in the process.

The commencement of the admission process for the academic session is widely publicized through:

Advertisement in Regional and National Newspapers: The notification related to admissions is given in the leading newspapers of regional and national circulation. This notification is generally given thrice, during the months of May – August.

Announcements in group websites: The information of admissions is also given through the college website wherein the details pertaining to the courses, curriculum, fees etc. are available.

Admission brochures and leaflets: The details of the campus and courses are elaborately provided in the admission brochure. The brochure gives an insight of the pedagogy, value enhancers, courses, placement activities, eligibility criteria etc, of the campus. The leaflet gives an overview of various activities of the campus.

1. Admission to MBA & MCA programmes:

The rank of the Uttar Pradesh State Entrance Examination (UPSEE), conducted by the Dr A P J Abdul Kalam Technical University, Lucknow would be applicable for taking admission in the Government category seats of MBA and MCA programmes.

However for admission on the Management category seats of MBA/ MCA, the procedure as per the guidelines from Dr A P J Abdul Kalam Technical University, Lucknow is followed.

For Admission under Management Quota/Vacant seat after counseling of UPSEE - 2015 at the first year of MBA/MCA, a candidate must have passed three year degree course from any recognized university, securing 50% mark in aggregate, without any grace marks.

2. Admission to PGDM Programme:

The admission process is as per the AICTE guidelines. Students seeking admission in PGDM programme appear for MAT/ CAT/ ATMA or any other national level entrance exam for management education followed by Group Discussion and Personal Interview conducted by the Institute time to time at various centres across India. Offer to admission letter is sent to the candidates selected for the programme on the basis of composite score gained by individual candidate in all the three stages.

In general steps followed by the students, seeking admission at I.T.S, are:

- First of all, the student is required to fill the enquiry form, available at the reception.
- After filling up the enquiry form, the candidate fulfilling the minimum eligibility criteria undergoes a counseling session wherein he is apprised with the details of the programme and all his queries and concerns about the course, pedagogy etc are addressed during this session.
- The student interested in taking the admission (with valid score card), is advised to appear for the interview cum interaction session. Prior to the interview session the prospective student needs to fill up the application form, available at the reception.
- Thereafter, the candidate has to appear for an interaction session by a subject expert panel. On the basis of his performance the student is either recommended for the admission or is advised to come for a re – interview and in situations where the student appears to be disoriented or rowdy in nature, the application is rejected.
- The recommended student is provided with fee details and the mode of payment, at the reception desk. The student is given a time period of 2-3 weeks for depositing fees and this time period is extendable based on the request of the student.

2.1.2 Explain in detail the criteria adopted and process of admission (Ex. (i) merit (ii) common admission test conducted by state agencies and national agencies (iii) combination of merit and entrance test or merit, entrance test and interview (iv) any other) to various programmes of the Institution.

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2.1.3 Give the minimum and maximum percentage of marks for admission at entry level for each of the programmes offered by the college **and provide a comparison with other colleges of the affiliating university within the city/district.**

The minimum percentage of marks, required for taking admission in MBA MCA and PGDM courses at I.T.S is 50% in graduation. However there is no bar for maximum percentage of marks.

The minimum percentage prescribed by the University for MBA/MCA and AICTE for PGDM programme is 50% and other colleges use their own discretion for admitting students but by and large the minimum percentage criteria in other colleges is also 50%. However institute encourages admission of meritorious students by having a well defined merit based scholarship scheme in place.

2.1.4 Is there a mechanism in the institution to review the admission process and student profiles annually? If 'yes' what is the outcome of such an effort and how has it contributed to the improvement of the process?

The Admission Cell of the Institute reviews the admission process including student profile every year. Based on these reviews, significant steps have been incorporated in order to have students from diverse areas of the country. In order to enhance our reach amongst graduates, a Young Talent Hunt competition is organized annually wherein we cover around 200 institutes/ colleges/ universities of Northern India including Delhi – NCR. We have been organizing this competition since last four years and it has been observed that there has been a considerable enrichment in the profile of students.

As an institute we have improved a lot in terms of student profile particularly with respect to Geographic spread, academic background.

2.1.5 Reflecting on the strategies adopted to increase/improve access for following categories of students, enumerate on how the admission policy of the institution and its student profiles demonstrate/reflect the National commitment to diversity and inclusion

∗ SC/ST

∗ OBC

∗Women

∗Differently abled

∗Economically weaker sections

∗Minority community

∗Any other

The Institute has set of guidelines for improving access to students from varied categories with due awareness of existing inequalities with respect to caste, gender, ability-oriented privileges, class, sexuality and race.

SC / ST: The Institute ensures admitting students to this category with a relaxation on minimum percentage criteria, as per the affiliating university norms.

Women: The proportion of girl students for both MBA, MCA & PGDM courses is moderately balanced. Central location, safe atmosphere complete absence of gender bias in academic as well as extra / co-curricular activities are some of the factors responsible for the large number of girl students.

Economically weaker sections: The Institute upholds the ideal that no student should be denied education due to economic disadvantage. To stand by this ideal the Institute has implemented a partial fee-waiver policy by virtue of which we support students from economically weaker sections.

Outstanding achievers in sports and other extracurricular activities: The Institute has policies for encouraging achievers in sports to be part of the academic programmes. Students excelling in any sport or extracurricular activity are eligible for relaxation in the attendance and are also provided a professional coach.

2.1.6 Provide the following details for various programmes offered by the institution during the last four years and comment on the trends. i.e. reasons for increase / decrease and actions initiated for improvement.

MBA

Year	Students Admitted
2012	175
2013	177
2014	142
2015	192

MCA

Year	Students Admitted
2012	84
2013	70
2014	18+91 (LE)
2015	112 (LE)

PGDM

Year	Students Admitted
2012	179
2013	163
2014	77
2015	142

As per the trend, shown in the table, it has been observed that there has been a marginal change in the number of students admitted in the last four years. Institute undertakes appropriate promotional initiatives to increase number of applicant across courses every year.

2.2   Catering to Student Diversity

2.2.1 How does the institution cater to the needs of differently-abled students and ensure adherence to government policies in this regard?

Institute caters to the needs of differently-abled students and ensure adherence by adopting following policies

• Institute considers the student's socio-economic background before admitting them and students from economically weaker sections are granted fee waivers according to the needs-assessment. Scholarships are awarded at the time of admission in the following categories

> Merit Awards

> Performance improvement Award

• Apart from regular sessions on Career Counseling and Personality Development for all the students focus is also on English language proficiency by arranging informal class sessions for students who are weak in English.

• **Tutorial sessions** are also organized for students who are weak in any subject.

2.2.2 Does the institution assess the students' needs in terms of knowledge and skills before the commencement of the programme? If 'yes', give details on the process.

Yes, the Institution assesses the students' needs in terms of their expectations, knowledge and skills before the commencement of the programme.

Each course starts with the Orientation programme of 7 days to 15 days. Specific sessions are devoted for understanding the Expectations of students from the programme (MBA/MCA/ PGDM) and for profiling of the students. Results are shared among students and regular monitoring with respect to progress is done by the department. Accordingly corrective measures are initiated.

2.2.3 What are the strategies adopted by the institution to bridge the knowledge gap of the enrolled students (Bridge/Remedial/ Add-on/Enrichment Courses, etc.) to enable them to cope with the programme of their choice?

A major chunk joining the institute under various programmes belongs to semi-urban/ rural areas. Because of their background they slightly lack in English speaking & comprehension and on some of the personality attributes.

Institute help students to bridge this gap by undertaking various initiatives as required.

The course is geared towards encouraging students to improve their verbal and written skills. A system of faculty and peer mentoring is in place. Once the students facing problems are identified, the specific faculty mentors take up the task of continual engagement with the student and probable solutions outcome. During programme, under-performing students are identified and dealt accordingly. To bridge the gap special tutorial sessions are organized in parallel for the subjects like English, mathematics or programming. Career counseling cell is also active in addressing students need regarding their career or to cope with the programme. Other efforts in this direction are:

English to students

During academic session and sometimes during summer and winter, extensive classes and training sessions are conducted regularly for enabling students improve their English communication and writing skills. Starting from fundamentals of English grammar, emphasis is laid on building vocabulary, fluency in spoken English and writing business letters in trendy formats. Besides, they are also trained for making effective presentations in English. Institute subscribes to a large number of business news papers for the students and conducts sessions on news reading and analysis regularly.

Communication Lab

Institute has a communication/ language lab which is equipped with software and modern tools to hone communication skills of the students.
Dedicated communication lab caters to the needs of students where they can learn English by their own using various software. Total 30 computers are there in communication lab with 3 software (Sky Pronunciation, Tense Buster, Connect).

Recognizing English as the language of business, Institute makes a lot of efforts to groom the communication skills and personality of the students by specially focusing on diverse needs of the students in related areas.

2.2.4 How does the college sensitize its staff and students on issues such as gender, inclusion, environment etc.?

The Institute sensitizes its staff and students on issues such as gender, inclusion and environment by organizing activities through its various departmental clubs.

To curb the menace of ragging the Institute has formed Discipline Committee and an Anti Ragging Squad. Special lecture sessions are organized on women empowerment and legal rights. To create awareness amongst the students about the environmental issues, mass plantation drives are organized in and outside of

the campus. Apart from this, various cultural and literary activities, poster making, slogan writing and nukkad natak etc. are organized on various social issues. Some other initiative in this direction undertaken in recent past are:

- Save Electricity Campaign to reduce carbon footprints
- Use of Solar Heaters in Hostel
- Slum Education programme
- Blood Donation Camp

2.2.5 How does the institution identify and respond to special educational/learning needs of advanced learners?

There is as such no formal system to identify and respond to learning needs of advanced learners, the faculty informally encourages advanced learners through a variety of means. For instance, faculty members work individually with students to work on more advanced projects for internship and dissertation. In addition, students who have carried out advanced research for their internship / dissertation projects are encouraged to present their work at conferences and seminars.

 Advanced students take advantage of guest lectures, industry visits, seminars and workshops, organized by the Institute. The Institute facilitates the interaction of students with industry people and thereby gives them a platform for relating their theoretical learning with the practical work environment.

Apart from that I.T.S provides the following research facilities to the faculties and advanced learners:

- DELNET facility
- Library books for extended period
- Dedicated research block with computer networking for research.
- E-journal data-base like EBSCO, Capital line
- Library networking and photocopy facility
- Software facility like SPSS
- I.T.S sponsors to the faculties and students to participate at various level of seminar and conferences
- Training programmes on research methodology and Data analysis

2.2.6 How does the Institute collect, analyze and use the data and information on the academic performance (through the programme duration) of the students at risk of drop out (students from the disadvantaged sections of society, physically challenged, slow learners, economically weaker sections etc. who may discontinue their studies if some sort of support is not provided)?

The Institute has a formal mechanism to identify and monitor the students'

academic performance and their regularity in attending classes. Every fortnight students' attendance is assessed and in case of short attendance the same is communicated to parents and on the basis of their response we get to know about drop out cases and the reasons thereof.

The academic performance of the students is evaluated on the basis of their performance in continuous internal exams, assignments, class tests and finally in their university/ end term examinations. In cases where it appears that the student is unable to cope with the syllabus or is finding it difficult to pursue further because of weak academic performance then the concerned faculty member, taking up that subject, gives extra time to the student beyond classroom hours. This helps in minimizing the drop out cases of students due to their academic performance.

2.3   Teaching – Learning Process

2.3.1 How does the college plan and organize the teaching, learning and evaluation schedules?(Academic calendar, teaching plan, evaluation blue print, etc.)

The teaching, learning and evaluation schedules of the college are planned before the commencement of the session so as to effectively monitor the delivery of the course. The ways through which it is attained are:-

Academic Calendar: - The academic session of the university affiliated courses MBA & MCA starts from August and ends in May of the next year. An academic year has two regular semesters which are 16 weeks long.

PGDM programme starts from the month of July and ends in May. PGDM follows trimester pattern and each trimester typically spreads over 12 weeks.

Based on this, semester/ trimester wise academic calendar is prepared before the commencement of each academic session. This calendar serves as an information source and planning document for students, faculty as well as for staff members.

The calendar includes dates of orientation programme, semester commencement and conclusion, internal exams, co-curricular events and more.

Teaching Pedagogy: - The pedagogy adopted for delivering the course content is application based as it gives the student an insight of the corporate working environment. The pedagogy involves: case studies, presentations, industry visits, guest lectures by industry people, class activities like role plays etc.

Infrastructure and Technological Support: - The infrastructural facilities of the campus help in organizing academic activities to the maximum benefit of the students. The spacious air conditioned lecture halls, LCD projectors, auditoriums, seminar halls, computer labs, wifi enabled campus facilitate the effective learning by the students. To make classes more techno savvy and interesting, the Institute has recently introduced the concept of smart-board classes.

Monitoring of course-APO is responsible for creating and managing the data with respect to student and course monitoring. Reports are shared among faculty members for further action and follow up in case of any deviation from the schedule.

The tools adopted for monitoring the course are:-

a) **Teaching Learning Evaluation Plan-** Before the commencement of the course the faculty members are required to design a TLEP for their respective subject. TLEP addresses and integrate the following components:

- Course objectives/ Unit Objective and session learning objectives
- Learning Outcomes
- Session wise pedagogy to be used
- Assignments
- Details of supporting reading material/ reference

The TLEP provides an insight as to how the faculty intends to cover syllabus. It guides them in taking up their course in a uniform and a planned manner.

b) **Academic Daily Report-** This report is prepared on a daily basis. It consists of - No. of lectures taken, Topic covered, Total strength of the class any Remarks (if any). The same is checked at various levels like:-
Director, Chairperson/ Coordinators.

c) **Weekly Progress Report-** To remain vigilant and to ensure uniform coverage of course, APO prepares weekly reports which become the base document for smooth conduction and timely completion of programmes.

1.3.2 **How does IQAC contribute to improve the teaching-learning process?**
IQAC played a major role in strategizing and implementing various measures that have contributed a lot to improve teaching – learning process in recent past. Some of these are listed below-
- Developed roadmap, action plan and monitoring mechanism for all the programmes for the year 2015-16.
- Delivery based Faculty Development Programmes.

- Orientation programme for the students at the beginning of each of the programme.
- Organizing personality development programmes for the students to increase employability quotient.
- IQAC has been working for the betterment of academic culture and rigour through focus on Learning based pedagogy.
- Promoting inter institute competitive events to widen learning opportunities.
- Improved quality of seminars/ conferences and annual fest.
- Students' involvement in social and community services.
- Organised inter institute Summer Internship Project Competition for management students.
- Strengthened and leveraged Alumni association with Institute.
- Token system at reception to better manage the rush of aspirants during the peak season of queries for admission.

1.3.3 How is learning made more student centric? Give details on the support structures & systems available for teachers to develop skills like interactive learning, collaborative learning & independent learning among the students?

In order to make teaching and learning more student centric and a continuous process for students, the faculty members involve students in various activities like role plays, case discussions, situation analysis, problem solving, exercises and group activities etc. Apart from this various other learner centric pedagogical methods include:

Projects and Assignments - In order to develop a continuous reading habit amongst students, a set of minimum two assignments per subject are given to students during the course. The assignments are assessed and the marks/ grades obtained by the students are included in their internal marks and the same has also been provided in the evaluation criteria of course module.

Presentations - These are small group sessions wherein students in small groups develop and give presentations. The participants experience the challenges associated with group responsibility, collective decision making and persuasive communication.

Tutorials and Discussions - The tutorials with small class sizes, take up application oriented issues, solving problems, case studies and discussions on issues concerning various topics.

Industry input and practical learning through Guest Lectures and CEO Talks - Eminent personalities from the corporate world are invited to the campus

to share their valuable experience and impart practical exposure to the students. Every year 100+ guest lectures are being organised to enhance learning.

Industry Visits - The students are regularly taken for industry visits for gaining a first hand experience of corporate working environment. Some of the industries visited in the recent past are: Yakult, Parle – G, Mother Dairy etc.

Focus on group and collaborative learning: In each class focus is on to increase opportunities for group and peer learning. TLEP encourages implementation of collaborative learning among students which ultimately results in:

- ✓ Development of higher-level thinking, oral communication, self-management, and leadership skills.
- ✓ Increase in student retention, self-esteem, and responsibility.
- ✓ Exposure to and an increase in understanding of diverse perspectives.
- ✓ Preparation for real life social and employment situations.

2.3.4 How does the institution nurture critical thinking, creativity & scientific temper among students to transform them into life long learners & innovators?

Institute takes conscious actions to create the desired environment to inculcate the habit to achieve excellence, credibility and decision making, effective communication, and ethical behavior. Institute achieves the desired status through various ongoing academic activities and focused group activities like theater group, Uththan and Parivartan etc. Institutes try to create an environment in which institution can achieve set targets for excellence and sustain the same with autonomy and accountability.

Students run number of Clubs like HR Club, Marketing Club, Finance Club, IB Club, IT Club and CSR Club etc. These clubs organizes activities related to their domains.

Institute is socially responsible and offers community services through social initiatives "Parivartan"- the Slum Education Programme and "Uthan"- the Social club for poor meritorious students on a regular basis. Students have adopted poor students of neighbouring schools for conducting sessions on education and hygiene at campus on weekends.

The Institute encourages students "to learn how to learn" (to be lifelong learners) and helps them develop critical and analytical thinking as well as problem solving skills. The activities through which students get an opportunity to exhibit and express their creativity and inner thoughts are:

- **Functional area wise publication of E- magazine:** It is an online student magazine and also a medium to discover the creative potential of students. The bulletin features various interesting columns, like campus tweet, latest scoop, did u know, culture curry, students' wall etc along with the domain specific information written by students.

- **Vibrant Entrepreneurship cell:** The entrepreneurship cell aims at developing the innovative skills of students and provides them with adequate information for being an entrepreneur. The cell organizes various sessions and training programs to develop and instill entrepreneurial skills in students. These sessions help students in translating their ideas into a business proposal.

2.3.5 What are the technologies and facilities available and used by the faculty for effective teaching?

The campus has following facilities to deliver a better teaching and learning environment for students and faculty:-

Wi-fi enabled campus - The Institute provides round the clock internet access to both the students and faculty.

Hi-Tech classrooms - The class rooms are well equipped with latest state of the art facilities like LCD projector, audio systems, Smart Board, & Wi-fi facility.

Compute Labs- In order to provide students with a practical exposure of the subjects, covered in the course curriculum, there are two computer labs with Pentium PCs and 70 Mbps broadband connectivity.

Auditoriums and Seminar Halls - These are equipped with the latest state of the art audio/video facilities and are used for conducting various seminars, conferences, panel discussions etc.

Digital Library - The department and central library provides access to e-resources to the faculty and students.

2.3.6 How are the students and faculty exposed to advanced level of knowledge and skills (blended learning, expert lectures, seminars, workshops etc.)?

To flourish in a dynamic global economy, the Institute has adopted various pathways:-

Workshops-Keeping workshop as a vehicle by which student learns the "Know how" of performing, various workshops in the area of Management, IT etc have been organized so far. Workshop on Cyber security, android based applications, .net, Tally, Advanced Excel, SPSS, Data Analytics are few of them.

Industry Visits:-These are organized to provide an understanding of the industrial sector and relate theoretical knowledge to real life situations. The students are regularly taken on these visits for a first hand experience. Some of the company visited in the past, include Yakult, Mother Dairy, Bisleri, Parle-G, PepsiCo, Hindustan Coca Cola Beverages Pvt. Ltd., Luminous Power Technologies, Baddi, Himanchal Pradesh, Relaxo Footwear etc.

Seminars & Conferences: Seminars/ conferences are organised in the field of Marketing, Finance, Human Resource and IT every year with the purpose to bring in industry input and understanding the contemporary practices. More than 15 seminars/ conference have been organised in past four years. Every seminar witness galaxy of speakers from industry and academia every year. Faculty members and students have an opportunity to present their research work during conferences which are to be published in the form of compendium.

CEO Talks and Guest lectures:-Eminent personalities from the corporate world are invited to the campus to share their valuable experience and impart practical exposure to the students. Institute organizes 100+ guest lectures every year.

Some eminent speakers over the years include:

- Brig. Rajiv Williams, Corporate Head, Jindal Steels Ltd.
- Mr Pritesh Chothani, Associate Brand Manager, Hindustan Coca Cola Beverages Pvt. Ltd.
- Mr Raghunath Medge, President, Mumbai Dabbawala.
- Mr Ravi Singhari, Director of Tax & Regulatory, KPMG
- Mr Sumit Narang, Director- Marketing, Samsung
- Mr Anop K Sharma, Manager, Deloitte
- Mr Tushar Pandey, President & Country Head, Yes Bank

CEO Meet: The I.T.S CEO Meet - 2015, probably first CEO Meet in any Academic Institute on the focal theme: "Leading Transformation through Crafting Technology Vision for India's Future" was organized by Department of IT on Saturday, 17th October, 2015 at the institute in Chanakya Auditorium. This was an opportunity for all the faculty members to meet & interact with the Top Leadership of leading Organizations including Dr. M.M. Pant (Chairman - Planet EDU), Mr. Anurag Gour (Microsoft), Sri. Sathyanarayanan Venkatraman (CTO, IBM Chennai), Sri. Pankaj Dubey (MD- Polaris), Sri. Deepak Bhatia (Sr. Management Consultant & Former Vice President - HCL Technologies and COO Infosys BPO), Sri. Prakash Kumar SK (IT Adviser - Tech Mahindra, Bangalore), Sri. S. Sridhar (Strategic Adviser to Inventors India Research Foundation &

SMAK, Bangalore and Former Director - Dell Asia Pacific & Japan), Sri. Rajesh Rampal (CIO - Aircel), Dr. Debrata Nayak (CSO, Huwaei telecom), Shri. Huwaei, SMAK, Sri. Pavan Malladi (CIO, Dhiraagu Telecom Maldives), Sri. Joydeep Dutta (Group CTO, CDSL Mumbai) and Sri. Bhagvan Kommadi (Voyzon Technologies, Hyderabad).

2.3.7 Detail (process and the number of students/benefitted) on the academic, personal and psycho-social support and guidance services (professional counseling/mentoring/ academic advise) provided to students?

The Institute believes in the holistic development of its students and accordingly has established various cells which work on these areas. The cells dedicated for this purpose are:

Career counseling sessions - Career counseling sessions ensure that students find satisfying career opportunities of their choices. During these sessions, students are exposed to and are given a thorough understanding of the various career options available. These sessions are organized for a group at large as well as for individual students, based on their need.

Personality Development Classes - PDP sessions work towards enhancing and grooming students' outer and inner self so as to bring about a positive change in their personality and life. This program encompasses sessions of boosting one's confidence, improving communication skills, learning etiquettes and manners and developing an emotional intelligence in an individual.

Mentoring- The unique Mentor-Mentee concept ensures a constant interaction between the faculty and the students. A faculty member is assigned to a group of 5-6 students to counsel them on their academic and personal concerns. These sessions are held at regular intervals and the associated faculty member helps student to excel in their respective area.

Alumni Mentorship/ experience shairing Programme:

Institute leverage the potential of alumni by organizing their regular interactions with the existing students quiet often. As a part of PGDM (2015-17) orientation programme, a half day session on "Campus to Corporate: Alumni Experience Sharing" was organized on Saturday, 18th July, 2015 at Chanakya Auditorium.

The new batch joined ITS PGDM programme with a lot of expectations and dreams in their eyes to be fulfilled in the days to come. They have aspirations to become a true professional by inculcating all those traits and skills which are expected by corporate houses from Management Graduates. With the objective to sensitize the beginners on the issue and to motivate them to be able to use not only the curricular but also co-curricular and extracurricular

opportunities during their two years stay with ITS to hone their skills, an exclusive session on Alumni Experience Sharing was organized. 16 Alumni members, Dhiraj Verma, Nishant Arora, Tulika Verma, Aditya Vatsya, Pradeep Chaprana, Arnab Mustafi, Lalit, Gurpreet Singh, Ashish Bhandari, Sanjeev Shukla, Ritesh Ranjan, Debashish Mohanti, Tushar Dutta, Souvik Acharya, Pankaj Kumar, Rahul Gupta, representing some of the very prominent company like HSBC, Dabur, Ricoh, Bajaj Capital, Aditya Birla . Hindustan Times, Infoedge, Hero, Samsung, RBL Bank, Baxter, Sehat Zone etc. of PGDM Programme, batches ranging from 2004 to 2010 shared their experiences of corporate life and given valuable tips to students to make themselves corporate ready. Passion, positive attitude, communication, confidence, networking, team spirit are few traits, one should have to be a true professional. One should learn from failures and should come up with more courage to achieve the goals.

2.3.8 Provide details of innovative teaching approaches/methods adopted by the faculty during the last four years? What are the efforts made by the institution to encourage the faculty to adopt new and innovative approaches and the impact of such innovative practices on student learning?

There has been significant changes in the past few years where by the more focus was on how to be better in terms of delivery also, not just in contents. Keeping this objective in mind faculty members have gone through series of FDPs that focus on delivery part of pedagogy in the month of June- July, 2015. Since then a lot of effective innovations have been brought into the class rooms, which are evident through the learning level and satisfaction of the students and faculty as well. Some of these methods have already been in practice in past also and some have been added as new ones:

- Learner centric pedagogy
- Focus on students' engagement & involvement through group activities
- Shift to Lecture cum discussion method from lecture method
- Assignment based discussion
- Providing opportunities for peer to peer learning
- Use of videos and news articles for better understanding
- Application based questions and assignments at the end of each session
- Management games, role plays, team building exercises, simulation exercise, case method.

Faculty development & Institute Support: Faculty members are facilitated to attend the national and international conferences and present their papers by the institute, This satisfies the faculty members as well develops their skills and increases the managerial capacity development. Large number of faculty members has initiated steps to upgrade their qualification. The faculty members have taken

up training in the areas of interest to their departments and this increased their research output.

Continuous training opportunities and attention to overall growth of faculty has favorably impacted the impartation of quality knowledge and skills to students thereby increasing their employability.

The following areas are given importance while formulating the Action Plan for faculty development:

- Upgradation of qualifications (Academic leaves are provided)
- Improving competence in teaching-training by learning through FDPs.
- Development of modern learning resources and teaching aids
- New techniques in research
- Improving competence in research and consultancy
- Sponsoring faculty members for attending seminars, conferences and presentation of research papers in national and international level.
- Interaction with peer groups within India and abroad
- Establishing linkages with academic, management (AIMA, GMA, ASSOCHAM etc) and research institutions and industry.
- Industry interactions and close working with industry people during summer training and live projects of the students.

2.3.9 How are library resources used to augment the teaching-learning process?

The ITS Library is the soul of the institution and it acquires, processes, preserves and disseminate information to the community with the motto of empowering knowledge. It has an extensive collection of book, reference materials for satisfying the academic and research needs of the students and faculty.

Reference Collection: While most of the books that are available in the library can be issued by the students or faculty, some of the books are kept exclusively for reference purpose. The reference boos can be photocopied (subject to copyright regulations).

Textbook collection: Textbooks for students are arranged in a separate area.

Light Reading Collection: The Library also has an impressive number of light reading collections that include literature, sports, fiction and self development books for improving the reading habits, especially among the students.

The Collection of ITS Library is as follows. (as on 30.11.15)

Total No. of Books in ITS Library	:	41567
Department of IT	:	14255
Department of Management	:	27312

Total No. of Titles	:	9079
Department of IT	:	2150
Department of Management	:	6929

The ITS library has introduced barcode technology in its lending operations and provide OPAC (Online Public Access Catalogue) for users to search the detailed information of the required resource

Journals (E-Journals, National, International)

The ITS Library subscribe to 89 print periodicals specific to the academic and research needs of the ITS community. Besides, there are over 2500 e-journals available in full text through Ebsco online database subscribed by the library.

National Periodicals   :84 (For Mgmt stream 69+ for IT stream 16)

International Periodicals   :05 (For Mgmt. stream 3 + for IT stream 02)

Availability of Online Database

ITS Library subscribed Ebsco's Business Source Premier online database. It is the industry's most used business research database, providing full text for more than 2300 journals and 1100 peer-reviewed titles. This database provides full text back to 1886, and searchable cited references back to 1998. The Database covered all discipline of Business Management like; Marketing, Management, MIS, POM, Accounting, Finance, HRM/HRD and Economics. This database is updated daily on EBSCO*host* .

ITS Library also subscribes **Capitaline corporate database**, which provides fundamental and market data on more than 23000 Indian listed and unlisted companies, classified under more than 300 industries along with powerful analytic tools.

Availability of Management Films and other storage material and extent of their usage

The entire Library collection including the CD-Rom and the online databases are made available through Institute's network. Users can access the online database and also find out the real time availability of library materials from their own

computer terminals. The Library offers a range of information services set to the highest professional standards.

The videos in the CD/DVD format have been kept in the Library. This facility can be availed form 8.00 AM to 8.00 PM on all working days.

Other support services
Arrangement with GMA for their members to become member and use our library

- Synergy Journal exchange program with other esteemed B-School
- Library online newsletter is sent to member of Industry, other B-School in NCR
- Special provision exists to make the Library facility available to hostellers whenever required.
- Ph.D registered scholars staying in an around make extensive use of our library
- Library online database is accessible from remote by scholars, researchers and Industry personnel
- Library provides printing, scanning and Xeroxing services to the faculty and students
- Faculty and Student can retrieve online information relating to all academic activities from the dedicated terminals situated in the library under digital library program
- Online database is arranged through Local Area Network (LAN) for students and faculty members
- Network resource sharing facilities are provided through DELNET and inter library loan service from the libraries of neighboring institutions

The library of the Institute aims to facilitate academic and research activities of the faculty and students by providing timely information and resource through cost effective means. The college library is organized into various sections, which are managed by professionally qualified staff. Library is fully automated and is using "Alice for Windows" Software and the Barcode system for issuance and returning of the resources.

2.3.10 Does the institution face any challenges in completing the curriculum with in the planned time-frame and calendar? If "yes" elaborate on the challenges encountered and the institutional approaches to overcome these.

Institute and faculty members are very much alert and sensitive to adhere to the academic schedule laid by the university/ department. In case of any deviation from the planned framework/ academic calendar, appropriate measures are taken at department and programme level in the form of scheduling classes till early/

extended hours or on Saturdays/ Sundays. ADR and Weekly progress reports prepared at APO help in undertaking timely actions.

2.3.11 How does the Institute monitor and evaluate the quality of teaching learning?

In recent years it has become an obligation that Institutions of higher education demonstrate the effectiveness of their academic programs in providing high quality education that creates a positive impact upon its stakeholders. As educators, I.T.S owes a moral and a professional responsibility of ensuring an excellent learning experience by its students.

 The quality of teaching and learning is monitored and evaluated through different mechanisms. They are:

Programme Evaluation & Monitoring Committee: The Programme Evaluation & Monitoring committee, comprising of area chairpersons, programme co-ordinators, Director is responsible for monitoring the conduction of the course in an effective manner. The implementation of various processes and academic procedures, course related tasks are ensured by the committee. With the help of various formats and periodic reviews against set targets in each functional areas, and PDP, the committee ensures quality delivery leading to effective learning outcomes by filling the gap between the prevailing and the desired status of quality education.

Apart from this the following mechanism is used for the purpose:

- Online Student Feedback, twice for each subject in each trimester/ semester .
- Monitoring course delivery by comparing TLEP as provided in the beginning of the course with the Academic Daily Report.
- Improved learning outcomes at the part of students and performance in internal and end term examinations.

1.4   Teacher Quality

2.4.1 Provide the following details and elaborate on the strategies adopted by the college in planning and management (recruitment & retention) of its human resource (qualified and competent teachers) to meet the changing requirements of the curriculum.

The recruitment of new faculty members is an important activity at the Institute. The recruitment process includes:

1. Advertising the post in News paper/ Website of the Institute
2. Invitation of application
3. Preliminary assessment of the suitability of the candidates
4. Invitation to applicants for a campus visit and a presentation
5. Assessment by Faculty experts/ experts committee, and recommendation to the Director; and
6. Decision on recruitment by the Director.

Retention Policy:
The Institute has faculty retention policy under which it provides various types of assistance and facilities to the faculty members. Some of them are as under:
PAY SCALES:
The institute follows pay scale prescribed by AICTE/ UGC from time to time. Presently institute is following guidelines of Sixth Pay Commission.
ALLOWANCES:
a. **Dearness Allowance:** As announced by the Govt. and approved by Governing body of the Institute from time to time.
b. **House rent Allowance:** All permanent employees covered by these rules who are not provided housing accommodation by the Institute will be entitled to House Rent Allowance as prescribed by the Institute from time to time. Any increase in the rate of HRS will require approval of the Governing Body/ Society.

   HRS shall be paid together with monthly salary. In case of any employee who has been provided leased, rented and/ or own accommodation with or without furniture no house rent allowance will be payable and the Institute will deduct 10% of his Basic Salary as his contribution towards house rent. All expenses of electricity, water etc. in such accommodation would be payable by the employee.
c. **Provident Fund:** In accordance with the provisions of the Employee's Provident Funds and Miscellaneous Provisions Act. 1952 and the Scheme made there under, every employee of the Institute shall be entitled to the benefit of Provident Fund, as prescribed and applicable from time to time.
d. **Books & Periodical Allowances:** The teaching staff may be required to purchase books and periodicals for improving curriculum and guidance to the students. The Institute will re-imburse the experience incurred by them for purchase of books & periodicals up to Rs. 2000/- in a year.
e. **Monetary Benefits:** The institute provides monetary benefits to the teaching staff such as, advance loan facility, encashment of earned leave, purchase for books, newspaper and journal, cash reward under its research incentive scheme etc.
f. **Summer and Winter Vacation:** The institute provides 20 days of summer holidays and 10 days of winter holidays to its teaching staff. These holidays are paid holidays.

g. **Leaves:** The institute provides 12 casual leaves, 10 sick leaves, 15 study leave, 10 earned leaves and 90 days maternity leaves to its teaching staff.

h. **Faculty Chambers:** The institute provides very congenial stay facility to its faculty members. There are separate faculty chambers equipped with air conditioners and computers.

i. **Separate Budget:** The institute has separate budget for personalized procurement of journals, books and newspaper for the teaching staff.

OTHER BENEFITS:
GRATUITY

The scheme subscribed by I.T.S. through life Insurance Corporation (LIC) has an in built provision of providing insurance cover to the employees covered under the scheme. While the gratuity payable on death under the rendered up to the death, the group gratuity scheme subscribed by I.T.S. provided for an amount based on the total service which the employee could have put on up to his normal retirement age.

Insurances:

All the Employers coming under the purview of Employees Provident Fund and Miscellaneous Act, 1952 have a Statutory liability to subscribed to Employees Deposit Linked Insurance Scheme, 1976 and deposit with the provident Fund Authorities 0.5% and 0.01% of the monthly wages bill towards contribution to insurance and administrative charges respectively every month under EDLI scheme.

The Institute under section 17(2A) has taken exemption from contribution to his scheme and has provided better Insurance benefits through alternative scheme from Life Insurance Corporation (LIC).

Accident Policy

Under this policy, the insured or his legal personal representative (S) as the case may be on sustaining any bodily injury by insured resulting solely and directly from accident caused by external violent and visible means will get the sum or sums from the Insurance Company as per the policy.

MEDICLAIM

The policy covers reimbursement of hospitalization/ Domiciliary Hospitalization expenses for illness/ diseases or injury sustained.

In the event of any claim n/ becoming admissible under this scheme the insurance company will pay to the insured person.

LEAVES:

All the teaching staff shall be eligible for leaves as provided in the leaves Rules of the Institute. The institute provides for the following type of leaves for its faculty members:

        a. Privilege / Earned leave

        b. Casual Leave

        c. Sick Leave

d. Duty Leave
e. Maternity Leave
f. Compensatory Leave
g. Extraordinary Leave
h. Study Leave

Leave encashment:
The employee cans apply for encashment of their leaves as per leave rules of the Institute as modified from time to time.

Staff advance:
Interest free staff advance equivalent to 3 month take home salary, once in a year, to meet emergent needs or to purchases household items can be given to the employees.

Incentives for higher qualifications:
1. At the time of recruitment as Lecturer, four and two advance increments will be admissible to those of the Science/ Humanities faculty who hold Ph.D. and M.Phil Degree respectively, and to those of the technical faculty who hold Ph. D. and ME/ M.Tech degree respectively.
2. One increment will be admissible to those science / Humanities teachers with M.Phil and to those technical faculty with ME / M. Tech. who acquire Ph.D within two years of recruitment.
3. A lecturer with Ph.D. will be eligible for two advance increments when he moves into selection grade as Assistant Professor.
4. A teacher will be eligible for two advance increments as and when he acquires a Ph.D. degree in his service career.

Career advancement:
Minimum length of service for eligibility to move onto the grade of Lecturer (senior scale) would be four years for those with M.Phil/ ME/ M. Tech and six year other as a Lecturer, and for eligibility to move into the grade of Lecturer (selection grade) / Assistant Professor, the minimum, length of service as Lecturer (Senior scale) shall be uniformly five years.

Performance Appraisal Policy:
The Institute has implemented an open, transparent and objective Performance Appraisal system. The Performance Appraisal is done twice a year. First appraisal is done within six months of the academic year and is called as mid-term appraisal and the second one is done at the end of the academic year known as annual appraisal.

Opportunity for Intellectual Development:
The institute is committed towards the faculty development and extends whole heartedly various facilities to the faculty to pursue their developmental aspects, such as:

1. Sending faculties' for conferences, seminars, FDP etc. The institute totally funds the expenses incurred by the faculty members for such activities.
2. The institute also sends the faculties abroad for international exposure as a part of study tour.
3. Facility for purchasing books, journals and other supporting reading materials for the faculty to pursue their research work.
4. Conducting peer to peer training programme for faculty known as Friday Club. This programme is held on every Friday in which faculties' share among themselves the research work done by them or the research papers presented by them or any other academic achievements.
5. The institute has membership of various professional bodies such as, AIMA, ISTD, GMA, FICCI, CII etc. The faculty members participate on behalf of the institutes in various programmes organized by these bodies from time to time.
6. Cash incentive for writing and publishing research work.
7. Sponsoring family tour as an incentive for outstanding association.

Highest qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent teachers							
D.Sc./D.Litt.	-	-	-	-	-	-	-
Ph.D.	04	02	05	00	08	04	23
M.Phil.					07	01	08
PG	04	02	07	00	34	23	70
Temporary teachers							
Ph.D.							
M.Phil.							
PG							
Part-time teachers							
Ph.D.							
M.Phil.							
PG (Visiting)	9						

2.4.2 How does the institution cope with the growing demand/scarcity of qualified senior faculty to teach new programmes/modern areas (emerging areas) of study being introduced (biotechnology, IT, Bioinformatics etc.)? Provide details on the efforts made by the institution in this direction and the outcome during the last three years.

Institute leverage the advantage of being located in NCR. It becomes much easier for us to manage with the demand of faculty for specialized subjects on a visiting assignment.

ITS being the 20 years old institution, enjoys recognition and acceptance among academic fraternity, thus sourcing specialized and senior faculty members for the emerging areas becomes easier from some of the best of academic institutions located in NCR and near by areas.

To deliver industry specific subjects, institute has been contacting to the professions working with the companies located at Noida, Delhi, Gurgaon, Ghaziabad, Greater Noida.

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2.4.3 Providing details on staff development programmes during the last four years elaborate on the strategies adopted by the institution in enhancing the teacher quality.

a) **Nomination to Staff development Programmes**
The staff members in each department are initially selected on the basis of minimum qualification required for the job. Later the institute asses the need for the up-gradation of knowledge and skills of the staff members. After assessing the need, the institute plans and conducts in house training programme. Such training programmes are generally need based and are designed and delivered by both internal and external facilitator.

Staff Development programmes conducted in recent years:

S.No	Academic Year	No. SDPs organized
1	2011-2012	03
2	2012-2013	04
3	2013-2014	03
4	2014-2015	02

Apart from this the staff members are encouraged to pursue higher qualification and the result is that many of the staff members have pursued higher degree courses.

b) **Faculty Training programmes organized by the institution to empower and enable the use of various tools and technology for improved teaching-learning.**
The success of an education institution is dependent on its ability to transform student's life. The key element in this process is the faculty. Understanding faculty's role as a catalyst within a structured academic system is one of the most important pre- requisite for creating a great learning organization.
Regular faculty training/ development programmes are organized for faculty members to impart knowledge about various tools, pedagogy & technology remain updated and to improve teaching - learning. The details are as following:

S.No.	Date	Topic	Speaker	Coordinator
1	10th – 12th January 2012	Effective Teaching	Dr. Atma Nand, Dean, MDI Gurgaon Dr. D. K. Batra, Professor, Fore School of Management, ND Dr. A. K. Puri, DG,ITS Dr. Sapna Rakesh, Director Mgmt.,ITS Dr. Sujata Khandai, Principal	Prof. Swati Singh
2	15th May, 2012	Enterprise Risk Management	Dr. D.N.Pandey, Professor & Executive Director, Centre for Applied Finance at O P Jindal Global University	Prof. Anusha Agarwal
3	15th, 16th & 17th May, 2012	Let us Explore (a journey into self-exploration)	Dr. P.U.B.Rao, ITS, Mohan Nagar	Dr. Mona Sahay
4	21st - 22nd May, 2012	Emotional Intelligence (Batch I)	Dr. P.U.B.Rao, ITS, Mohan Nagar	Dr. Mona Sahay
5	29th May, 2012	International Teaching Practices	Mr. David Wittenberg, CEO, The Innovation Workgroup	Prof. Vinita Srivastava
6	1st June,2012	Case Writing	Dr. Mukesh Pandey, Associate Professor-College of Agribusiness Management, Pantnagar University, Uttarakhand and Dr. A.K.Puri, Director General, ITS, Mohan	Prof. Anusha Agarwal

			Nagar	
7	2nd June 2012	Sales and Distribution Management & Strategic Brand Managements	Dr. U.V Singh, Senior Management consultant, Mr. S.P Kalra, Ex General Manager, Singer sewing Machines and Mr. Amit Doshi, Executive Director-Corporate Affairs Hitachi home Life Solutions, Ahmadabad	Prof. C. K. Sabharwal, Prof. Mukesh Porwal and Prof. Swati Singh
8	4th – 5th June 2012	Emotional Intelligence (Batch II)	Dr. P.U.B.Rao, ITS, Mohan Nagar	Prof. Charu Chaudhry
9	12th – 13th June 2012	Effectiveness in Team	Dr. P.U.B.Rao, ITS, Mohan Nagar	Dr. Mona Sahay
10	14th August 2012	Securitization (Finance)	Dr. A. K. Puri, DG, ITS, Mohan Nagar	Prof. Anusha Agarwal
11	30th April, 2013 to 03rd May, 2013	Data Analysis and Research Report Writing using Excel and SPSS	Dr. Pankaj Kumar, Associate Professor (Economics), ITS, Mohna Nagar	Prof. D.K. Pandey
12	04th May, 2013	Competency Mapping and Assessment Centre	Mr. Y N Kaushal, Director of Enablers' Management Institute.	Dr. P. U. B. Rao Prof. D. K. Pandev Dr. Charu Chaudhry
13	06th – 07th May, 2013	Future of Marketing	(1)Mr. Ajay Duggal, Ex-GM, Berling Chemine, New Delhi (2)Mr Vikash Bagga, Ex Head-Marketing, Tata AIG, New Delhi (3)Mr Sanjeev Shukla and (4)Mr B D Nathani, CEO, G & D	Prof. C. K. Sabharwal & Dr. Mukesh Porwal

			Shoes (Disney), New Delhi	
14	17th May, 2013	Future of Finance	Dr. Alok Pandey, Professor, IMT Business School	Dr. Charu Chaudhry & Prof. D. K. Pandey
15	17th May, 2013	"Interactive Board Training Session Details"	Prof. Smita Kansal & Mr. K. P. Tomar	Prof. D. K. Pandey
16	27th May, 2013	Futuristic Learning in Economics, Market Research & Global Business"	Prof. V.K. Arora, ITS Prof. Dushayant Tyagi, ITS Prof. A . R. Mishra, ITS Prof. Vijesh Jain, ITS Prof. Pankaj Kumar, ITS	Dr. Charu Chaudhry & Prof. D. K. Pandey
17	20th June, 2013	Future of HR	Mr. Rajeev Gupta, Associate Vice President- HR, Kajaria Ceramics Ltd, & Dr. Sunita chug, Director Extra mile, Management consulting	Dr. Charu Chaudhry & Dr. Puneet Mohan
18	28th & 29th April, 2014	"Xcel with MsExcel"	Prof. Kapil Mohan Garg, Assistant Professor, Department of Management, Institute of Technology & Science, Ghaziabad	Prof. Kapil Mohan Garg, Assistant Professor, Department of Management, Institute of Technology & Science, Ghaziab
19	26th May, 2014	"SAP in Sales and Distribution".	Mr Sanjeev Sharma, Consultant, IBM Technologies, Gurgaon	Prof. Lalit Kumar Shamra
20	09th , 10th & 11th June,	"Experiential Pedagogy in	Dr. Anil Anand Pathak, Associate Professor, MDI,	Dr. P. U. B. Rao Dr. Puneet Mohan

	2014	HR & OB"	Gurgaon.	
21	19th , 20th & 21st June, 2014	"Deliverables in Finance"	1. CA- Mr. Mukesh Arora 2. Mr. Kapil Kalra, 3. Dr. Manipadma Datta, HOD and Professor, Department of Business Sustainability, Teri University 4. Mr. Kapil Gupta, VP, YES Bank	Dr. Anusha Agarwal
22	20th June, 2014.	"India 2020: Readiness for Cutting Edge Marketing"	Internal Faculty members (ITS)	Dr. Mukesh Porwal
23	21st June, 2014	"Digital Marketing System"	Mr. Darpan Majumdar Head of Strategy at Systematix Infotech India and operational head Hopskot (M) 91-9711200995	Prof. Abhinav P. Tripathi

Faculty Development Programmes at ITS, Ghaziabad in June- July, 2015
1. **Faculty Facilitation Programme**

The first programme on Faculty Facilitation was conducted on 1st, 2nd & 3rd of June, 2015 with the objective to enhance competence of ITS Groups management faculty to discover and align themselves to contribute to development of students and orienting them on multiple learning styles and learning centric models. Dr N P Singh, Prof. S P Mishra & Prof Rita Sen Gupta, the facilitators of the programme conducted it in the workshop mode with a mix of lecture cum discussion, case methods, games, exercise and using psychometric instruments.

2. **Pedagogic Models and Learning**

The second programme on Pedagogic Models and Learning was conducted on 5th, 6th, 8th and 9th June, 2015 with the objective of understanding on how students learn and to adapt teaching styles centered on learning based pedagogy. The programe enabled faculty to transition from traditional teaching practices to

learning centric teaching practices. The course focused on equipping the participants with skills required for designing and using right mix pedagogical tools in management courses. First the philosophical undercurrents of teaching and learning process were explained, followed by the curriculum design. Then the teaching tools used in management namely Lectures, Audio Visual method, case method, action learning, role plays and simulation were introduced, explained and demonstrated.

3. Management Education Lab and Learning

The third programme on Management Education Lab and Learning was organized on 1st & 2nd July, 2015 with the objective to integrate learning with the real life decision situations. The programme aimed at creating lab situations while teaching management programme. The programme facilitator Dr N P Singh and Prof Rita Sen Gupta discussed about the types of lab and the process of creating labs in classroom settings.

4. Role Plays, Case Study and Management Games

The fourth programme on Role Plays, Case Study and Management Games was conducted on 3rd, 4th & 5th July, 2015. Simulation is any artificial environment exactly similar to the actual situation. There are three basic simulation techniques used for imparting training: management games, case study, and role playing. Properly designed games help to ingrain thinking

habits, analytical, logical and reasoning capabilities, importance of team work, time management, to make decisions lacking complete information, communication and leadership capabilities. Use of management games can encourage novel, innovative mechanisms for coping with stress. Case studies are complex examples which give an insight into the context of a problem as well as illustrating the main point. Dr Harsh Verma from FMS, Delhi University made it simple to unfold a case and helped faculty members to develop skills on how to deal with a case in a class room setting. Role-playing presents the student a valuable opportunity to learn not just the course content, but other perspectives on it. The facilitator Prof Rita Sen Gupta and Prof S P Mishra helped faculty members in understanding the steps involved in role playing include defining objectives, choose context & roles, introducing the exercise, trainee preparation/research, the role-play, concluding discussion, and assessment.

22 faculty members from ITS Ghaziabad and Greater Noida campus took part in all the FDPs. Fun filled, knowledge rich and self exploring journey left faculty members with a new orientation about themselves and the management education.

c) **Participation of faculty members in various conferences/ seminars**
   The details pertaining to faculty participation in various workshops/ seminars and conferences are as following:

2.4.4 What policies/systems are in place to recharge teachers? (eg: providing research grants, study leave, support for research & academic publications

teaching experience in other national institutions and specialized programmes industrial engagements etc.)

In order to enhance development and creativity of faculty members various policies and practices have been initiated by the Institute, like

- Internal promotion
- Salary adjustments-advance pay-rolls
- Reduced teaching loads
- Study-leaves-for pursuing academic career
- Leave during Ph.D
- Faculty-Registration fees and Travel grants for attending national as well as international seminar/ conferences.
- Appreciation for good results of the students
- Mid term Appraisals & Annual Appraisal
- Research-incentives for writing papers/ case/ books (scheme as follows)

A) *Publication of Research Paper*

S.R NO	Name of Journal/Category	Incentive (Amount in Rs.)
1	Paper published in refereed journals	
	a) Top international journals like Journal of Management, Journal of Marketing & Strategic Management, Journal of Finance, Journal of Operations, MIS, HBR Quarterly	Rs. 50,000/-
	b) International journal outside India	
	International (Refereed) with an impact factor of 1.5 and above	Rs. 25,000/-
	International (Refereed) with an impact factor of 1 and above and < 1.5	Rs. 15,000/-
	International (Refereed) with an impact factor of .5 and above and < 1	Rs. 5,000/-
2	Journals published by IIM's, IIT, XLRI, ISB or similar	Rs. 7,500/-
3	Journal published of TISS, Indian Journal of Accounting, Indian Journal of Marketing, Indian Journal of Industrial Relations, or similar	Rs. 5,000/-

4	Articles in popular Business/AIMA newspaper/Magazines and Journals of regional institute other than above 2/3	Rs. 2,000/-

B. *Book/Book Chapter/Case Study*

1	Writing book chapters (Research Oriented) with best known publication House of International Repute published outside India	Rs. 25,000/-
2	Writing book chapters (Research Oriented) with best known publication House of National / International Repute published in India	Rs.10,000/-
3	Publish Text Book with best known publication House of National / International Repute in India	Rs.10,000/-

2.4.5 Give the number of faculty who received awards/ recognition at the state, national and international level for excellence in teaching during last four years. Enunciate how the institutional culture and environment contributed to such performance/ achievement of the faculty?

The institution has a well supported system to respond to the growing demand for meaningful and relevant teaching. The faculty members are also constantly and consciously striving towards this direction, but recognition in this regard is still awaited. However Institute awards faculty and staff members every year under the scheme "Best Performance Award". In this two faculty members from each department for each semester are awarded with certificate.

2.4.6 Has the institution introduced evaluation of teachers by the students and external peers? If yes, how is the evaluation used for improving the quality of the teaching-learning process?

The Institute has a well defined system and a process for taking feedback of teachers from the students. The student evaluation of teaching at I.T.S reflects a set of core convictions about good instructions. This evaluation is valuable and helps in improving and refining teaching.

The student evaluation is carried out in two different ways:-

- **Online Feedback:-** In each semester/ trimester, online feedback on a well defined parameters is taken from the students for each subject/ faculty.

This feed is discussed with the concerned faculty by the Director for further improvement, as required.

- **Subjective Feedback:-**This feedback is taken informally by the programme coordinator/ director from 6-10 students. The general parameters for this feedback include concept clarity, class control, student satisfaction and suggestions.

1.5   Evaluation Process and Reforms

2.5.1 How does the institution ensure that the stakeholders of the institution especially students and faculty are aware of the evaluation processes?

The steps which have been adopted in order to ensure transparency and rigor in the assessments of students are as following:

- The evaluation process has been clearly stated in the TLEP of all the subjects. These course modules provide an outline of the course, pedagogy, lecture plan, recommended readings etc. These modules are forwarded to the students before their course commencement and thus create awareness amongst the students about their assessments.

- Every year, the incoming batch is provided an elaborate description of the assessment criteria, during their orientation programme. This apprises students with the university pattern of evaluation as well as with the internal assessment criteria and the weightings assigned to each criterion.

- The individual faculty members also discuss the TLEP in their first session and during this course the assessment and evaluation criteria are also explained to students.

2.5.2 What are the major evaluation reforms of the university that the institution has adopted and what are the reforms initiated by the institution on its own?

The evaluation criteria followed by the Institute is strictly as per the university prescribed norms. However, for internal evaluation the Institute has designed its assessment criteria which adds on the qualitative norms so as to help students in their academic development.
PGDM being autonomous programme provides enough scope for evaluation reforms at institute level.
In PGDM programme continuous progressive evaluation system is being followed. Each faculty develops a Teaching Learning Evaluation Plan for the evaluation, that consist of description of various components used for the purpose.

From the academic year 2015-16 the following criteria for evaluation has been implemented.

Evaluation Plan:
The students are evaluated out of 100 Marks, as under.
A. Internal Evaluation through Comprehensive Continuous Evaluation System as under.
B. End Term Examination

A. Internal Component		Marks (40)	
1	**Assignments**		**Marks (10)**
	Assignment	1	
	Assignment	2	
	Assignment	3	
2	**Presentation**		**Marks (10)**
	Group Presentation	1	
	Presentation	1	
3	**Project/ Case analysis/ others**		**Marks (10)**
	Group/ Individual	1	
4	**Learning from Industry interface**		**Marks (10)**
	Any two methods depending on nature of the subject		

B. End Term Examination   Marks (60)
·   End term examination of 2.30 hrs.
·   Question paper consisting of three sections.
o Section A: 5 questions of sort answer type question of 4 marks each o Section B: 5 questions of Application based of 6 marks each o Section C: 1 case analysis of 10 marks

2.5.3 How does the institution ensure effective implementation of the evaluation reforms of the university and those initiated by the institution on its own?

The Institute has constituted Examination Cell (Exam Cell) which is headed by the Examination controller with supporting staff. Conducting internal and external examination is the prime responsibility of the Exam Cell. Further, Exam Cell takes care of internal evaluation as well as coordinates with the University regarding external examination matters. Any information either received or required to be sent to the University are being dealt with in the Exam Cell. Evaluation criteria followed by the Institute are as per the university prescribed norms.

The Functions of the Cell:-

1. Conductance of Internal exams well on time.
2. Ensuring that all the assessment criteria are followed by faculty members like assignment, presentations, case studies etc.
3. The marks obtained by students in Class Test, Assignments are displayed by faculty members on the notice board.
4. Sending Internal marks in the desired format to the university on time.
5. Preparation of smooth conduct of Examinations, preparation of examination schedule, invigilation duty chart, seat allotment in the Examination halls etc.
6. Attendance sheet with signature plate subject wise and collecting from the concern hall within half an hour on the exam date.
7. During the Examination time, proper staff mobilization, assigning the duty as per the duty chart already prepared.
8. After completion of examination, sending answer books, filled data sheet, order form, code cover, absentees form, signature plate etc. to the University.

2.5.4 Provide details on the formative and summative assessment approaches adopted to measure student achievement. Cite a few examples which have positively impacted the system.

Student are accessed at regular intervals through different formative and summative assessment approaches and recognized and rewarded for the same. The different approaches adopted are:

Internal Examinations: There are three internal exams conducted during the semester which help the students to understand the respective subject well and also help them preparing for university exams. The assessment sheets are shown to the students which help them to analyze their performance.

Quizzes: To break the monotony of usual classroom teaching random quizzes are conducted with the objective of assessment.

Assignments: Subject assignments give a practical exposure of the subject to the students and hence are an integral part of assessment process.

Creativity during various competitive events: Functional clubs organize regular competitive events where students get an opportunity to showcase their creativity.

Class participation and Behavior: The faculty tries to make the classroom sessions as interactive as possible and assess the student, based on his participation and behavior inside the classroom.

Based on all the above parameters, student's performance is monitored in curricular as well extra-curricular activities and at the end of year merit, all rounder and performance improvement awards are awarded to the prospective students. Merit awards are for the students who have made it to the merit list and improvement award is given to students who have shown considerable improvement in academics in the assessment year.

In recent past some of the students have achieved merit positions at University level-
1. Anjali Negi, student of MBA achieved 4th position in University exams, 2015.
2. Pallavi Sharma, student of MBA achived 11th Position in University exams, 2014.
3. Hunny Garg, student of MCA achieved 14th position in University Exams 2014.

2.5.5 Detail on the significant improvements made in ensuring rigor and transparency in the internal assessment during the last four years and weightages assigned for the overall development of students (weightage for behavioral aspects, independent learning, communication skills etc.)

The steps which have been adopted in order to ensure transparency and rigor in the internal assessments of students are as following:

- The assessment criteria have been clearly stated in the course modules of all the subjects. These course modules provide an outline of the course, pedagogy, lecture plan, recommended readings etc. These modules are forwarded to the students before their course commencement and thus create awareness amongst the students about their assessments.

- Every year, the incoming batch is provided an elaborate description of the assessment criteria, during their orientation programme. This apprises students with the university pattern of evaluation as well as with the internal assessment criteria and the weightages assigned to each criterion.

- The individual faculty members also discuss the TLEP in their first session and during this course the assessment and evaluation criteria are also explained to students.

- The various criteria used in TLEP for each subject comprises of components and weightage to ensure domain knowkedge, Skills and transferable skills (Communication, presentation, confidence, attitude, team work etc.

2.5.6 What are the graduate attributes specified by the college/ affiliating university? How does the college ensure the attainment of these by the students?

Following are some of the graduate attributes specified by the college/affiliating university:

- Sound domain knowledge, understanding and skills

- Analytical and decision making skills

- Transferable skills

  - Effective written and verbal communication

  - Presentation skills

  - Team work and interpersonal skills

  - Positive attitude

  - Confidence

  - Adaptability/ resilience to change

The Institute takes appropriate measures for attainment of all the above mentioned attributes. Some of the measures adopted are:

- Effective students' orientation Programme

- Better Academic Delivery with focus on-

  - Effective Participation of all the students

  - Learning centric Pedagogy

  - Skill oriented approach

- Better domain knowledge and skills in depth and breadth.

- Enhancement of Learning Outcomes, both Domain knowledge, skills & competence and Transferable skills.

- Preparing students' Employability Skills Scorecard

Learner centric pedagogy:

- Learning starts with the Foundation Programme in order to bring all students who have joined the Programme at par in terms of knowledge in Statistics, Mathematics, Economics, Accounting, Principles & Practices of Management and basic operational understanding of Power Point and Excel.

- Keeping learning objectives of the course in mind, detailed Teaching Learning Evaluation Plan is designed so as to ensure adequate academic rigor.

- The learning rigor, besides lecture mode, is brought in to each course through various methods as listed.

- Adoption of different methods depends on the requirement/ nature of the course. Common pedagogy mix includes following metods:

    o Lecture cum discussion

    o Case Studies/ caselets/ Exercise

    o Presentation : Group/ Individual

    o Extempore

    o Surprise Test/ Quiz

    o Project Based learning

    o Industry Expert talk

    o Exposure to team work through Group Assignments

2.5.7 What are the mechanisms for redressal of grievances with reference to evaluation both at the college and University level?

The evaluation system at the college and university level is quite transparent and following provisions are available for addressing any grievances:

At College Level - The Institute conducts internal exams. After every exam, the students are shown their answer sheets by individual faculty members and any discrepancies are sorted at the same time. The list of marks/ grades obtained by

the students is also displayed on the notice board for the students to verify any discrepancies. In case their problem is not addressed at the faculty level, the student can directly approach the examination cell and ask for a re-evaluation.

At University Level - At the University level, once the result is declared, if the student is not satisfied by his marks, he can always apply for re-evaluation. In case the student is confirmed about scoring well in the subject, he can always file an RTI and see his answer sheet.

2.6 Student Performance and Learning Outcomes

2.6.1 Does the college have clearly stated learning outcomes? If 'yes' give details on how the students and staff are made aware of these?

Yes. Each programme has well defined programme objectives and expected learning outcomes. These objectives/ outcomes are linked with each course/ subject objectives and learning outcomes. Every faculty delivering subject/ course develop TLEP with clearly stated course objectives and learning outcomes. This is further broken down to unit objectives and then to the session objectives and learning outcomes.

The Course Chairperson/ coordinator apprises the faculty members about the academic goals that are required to be accomplished by them through delivery. Before the commencement of the semester/ trimester the TLEP of all the subjects of that particular semester/ trimester are forwarded to the students on their group mail ids. Also, during the orientation programme, awareness about the programme objectives and its importance is created amongst the students.

The individual faculty member taking up the subject explains the TLEP with objectives and expected learning outcomes in detail in the first session, before starting the subject.

2.6.2 Enumerate on how the institution monitors and communicates the progress and performance of students through the duration of the course/programme? Provide an analysis of the students results/achievements (Programme/course wise for last four years) and explain the differences if any and patterns of achievement across the programmes/courses offered.

The Institute gives lot of focus on academics and thus monitors and communicates the progress f students through following means:

Attendance - Individual subject attendance is compiled fortnightly and compiled to find out the total % of the attendance in all the subjects from the beginning of

semester till date. Once this percentage is compiled, in case of first year, the mentors conduct a meeting with all the mentees and apprise them about their attendance. Every month letters are sent to the postal address of students-Letter of appreciation (for students with 90% and above attendance), Letter of improvement (75% - 89% attendance) and Short attendance letters (Students having less than 75% attendance). This is done to make the parents aware about performance of their child.

Internal exams – Performance of students in the progressive internal assessment is measured and displayed. Chronic cases are dealt with Personal discussion and counseling. Parents are also made aware time to time about the performance of their ward.

Student performance analysis and achievement is identified by generating a comparative chart of his/her performance in varied semesters. Accordingly performance improvement award is awarded. Parents of the students are invited to attend these award functions.

2.6.3 How are the teaching, learning and assessment strategies of the institution structured to facilitate the achievement of the intended learning outcomes?

The teaching, learning and assessment strategies have been designed to be in line with the University requirements.

In order to ensure effective teaching and learning process, the students are given assignments on all the subjects of their course. Students are divided in groups and asked to give presentations and solve case studies as a group activity, this helps in developing their team work skill and gives them a practical exposure too. All the strategies adopted basically prepare the students before they actually join the industry. The classrooms are equipped with latest technology equipments like projectors and smart boards, as a teaching aid.

The assessment strategy adopted ensures that the students are assessed at regular intervals. All the classrooms activities-presentation, assignments, case studies have a certain weight age during final assessment of internal marks.

2.6.4 What are the measures/initiatives taken up by the institution to enhance the social and economic relevance (student placements, entrepreneurship, innovation and research aptitude developed among students etc.) of the courses offered?

In a short span of time, institute has achieved several milestones in its journey towards excellence and taken several initiatives to ensure the increased employability and final placement prospects for the students.

Student Placement:
Summary of the initiatives/ activities taken for placement are listed below:

Personality Development Program (PDP)
Personality Development Program (PDP) is intended at increasing Employability of the Students. Some of the significant features of the program include:
- Verbal Skills
- Persuading Skills
- Interview skills
- Effective English
- Analytical & Reasoning Skills
- Newspaper session
- Personal Interviews
- Mock Tests, GD& PI

Effective English
- Grammatical applications in correct English
- Comprehension
- Tips on improvement of vocabulary
- Use of dictionary and the thesaurus
- Reading newspaper daily

Verbal Skills
- Contributions on speech i.e. Pronunciation
- Precision and Phrasing (Pace and Pause)
- Intonation &Verbal précises
- Impromptu discussions
- Role-play and situational Skits
- Just a Minute "JAM", AdMad sessions towards practice for spoken English

Analytical & Reasoning Skills
Objective Tests on Puzzles, number/letter series, analogies, odd man out, direction sense, coding/decoding, routes and networks, binary logic, Venn diagrams/cubes, etc.
Topics covered are Equations, Ratio Proportion and Variation, Percentages, Profit and loss, Simple and Compound Interest, Numbers, Progressions, Time and Work, Time and Distance, Data Interpretation, Data sufficiency, etc.

Group Discussions
Preparation on Group Discussions is based on latest issues, group tasks on a variety of versatile topics covering socio-economic and subject related skills. Emphasis is on ingenious and rational thinking, team behavior; inter personal

skills, Group inventiveness. Mock Group Discussions leads to feedback session to the participants. Extra attention and care is given to the students with weak communication skills.

Mock Tests, GD & PI

The mock tests, GDs & PI help in enhancing the skills with practical scenarios. Experts from the industry are invited to conduct such sessions with the students.

Mock Personal Interviews
- Interview sessions focus on thoughts and verbal capabilities.
- Interview appearing skills, protocols and Presentation Skills.
- Interviews are driven with comments, feedbacks and Tips.

Practice sessions

Various types of questions like sentence corrections, fill in the blanks, antonyms, synonyms, jumbled paragraphs, word pair analogies, Verbal - Non-Verbal aspects, Functional Grammar, Vocabulary Enhancement etc., are covered in multiple practice sessions.

Language Lab

Institute has a language lab which is equipped with software and modern tools to hone communication skills of the students.

Special Sessions
- Documentary assessment
- Interpersonal skills
- Time, resource and priority management
- Self-discipline
- Company-specific practice sessions before interview (workshops)

Entrepreneurship Development Cell - The Entrepreneurship Cell provides a platform for the budding entrepreneurs and prepares them on how to take the first step towards their goal. The E-Cell organizes workshops wherein entrepreneurs who have made it large share their experiences with the students and motivate them to start their careers as an entrepreneur.

Various in-house activities like business plan presentation give a direction to the students to think on the lines of how to start their own venture. A two day workshop was organized by the cell on the topic "Entrepreneurship Development" in collaboration with NEISBUD (National Institute for Entrepreneurship and Small Business Development) - a sovereign of Ministry of Micro, Small & Medium Enterprises (Government of India). Before the conclusion of the workshop the participants appeared for an online exam and were award

certificate by the government of India. The workshop was well appreciated by the students.

Fostering Innovation and Research Aptitude @ ITS:

- IBM Centre for Excellence to improve quality of education for both students and faculty.
- Faculty empowerment programmes (WIPRO Misson 10X)
- Student participation in value added contest in institute of repute.
- Advanced workshop for students.
- During MCA IInd year, mini projects with IBM TGMC (The Great Mind Challenge)
- Students paper presentation competition during seminars
- Summer Internship Project Competition.
- Academic Improvement Award for students
- Learner centric Pedagogies with focus on student involvement
- Involvement of students in research cell
- Incentive scheme for faculty to promote research.
- Faculty recognition trough Star Performer Award.

2.6.5 How does the institution collect and analyze data on student performance and learning outcomes and use it for planning and overcoming barriers of learning?

The data for evaluating and analyzing student performance is collected through following ways:

Annual Academic Performance – This is done through class tests, assignment submission and the student's performance in all the internal examinations. The performance of students in these tests exhibits the extent of learning in any particular subject. The university results becomes basis for analysis and further actions.

Attendance Monitoring – The attendance of students is compiled after every fifteen days and is monitored by the year coordinators, mentors and faculty members. The irregularity of the students is checked and the same is also informed to parents through letters and telephone calls.

Feedback – Student feedback pertaining to his/her participation in internal and external events is taken from the club coordinators to ascertain the level of involvement of students in college activities.

Based on the information collected, the students facing problems are identified and a suitable action is initiated by the concerned faculty member, coordinator and mentors. For academic related problems, special tutorial sessions are organized for the weaker students

2.6.6 How does the institution monitor and ensure the achievement of learning outcomes?

The Institute has adopted various ways and means through which it ensures that the stated learning outcomes of programme/ curriculum are achieved in the course implementation. Primarily, the faculty members are required to design a comprehensive course module which contains all the details like lecture plan, university syllabus, assignments, case studies etc. Also, the faculty members are required to fill in the details of the lectures taken by them along with the topic covered and class attendance on daily basis. Based on this report an academic daily report (ADR) is generated which is circulated amongst the concerned i.e. the Directors, Course Chairpersons/ Co-ordinators. This report helps them in keeping track of the extent of course coverage in the class and its concurrence with the TLEP.

Apart from this mechanical process of monitoring at the part of faculty, Institute ensures the matching of objectives of the course/ subject and learning outcome at the part of students through monitoring and observing the positive changes as we go through in the ways which includes:

Increased Punctuality, Motivation and Participation Level:
Institute has well placed monitoring mechanism to measure the Punctuality, Motivation and Participation Level for each subject in terms of High, Medium, Low. The same is being discussed in every area wise Programme evaluation & Monitoring Meeting, fortnightly. Appropriate measures are being taken in case of any gap/ deviation from the targets.

Improved Domain Knowledge & Skills:
- Monitoring through continuous internal evaluation
- Performance in written test/ end term examinations (including University Examinations)
- Performance in simulated environment/ Summer Training/ Live Projects
- Quality of solutions proposed by the students for the given problem.
- Quality of Assignments/ content

Improved Transferable Skills:
- Effective written & Verbal Communication
- Presentation Skills
- Team work & interpersonal skills
- Positive attitude
- Confidence
- Adaptability

Creativity through Functional club activities:
Various Clubs and Societies have been created like- Literary Club, Library Club, Entrepreneurship Development Cell, Sports Club, Marketing club, Finance Club, HR club, IT Club, IB club, and Uthan & Utkarsh clubs for Social Service etc. Every Club is run by student coordinators with the help of the faculty coordinators associated with them. Every student is asked to join one or the other club membership as per their interest and liking so that they get a suitable platform to organize the activities for themselves and develop their creativity.

2.6.7 Does the institution and individual teachers use assessment/ evaluation outcomes as an indicator for evaluating student performance, achievement of learning objectives and planning? If 'yes' provide details on the process and cite a few examples. Any other relevant information regarding Teaching-Learning and Evaluation which the college would like to include.

Yes, the performance of students is evaluated at regular intervals on the basis of certain parameters, by the respective subject faculty. The students are well apprised with these parameters and their performance helps the faculty in evaluating the extent to which the learning objectives have been attained and the required changes, if any, are also incorporated.

In order to achieve programme objectives and learning outcomes, institute has adopted learner centric pedagogy. To monitor progress in terms of learning outcomes through changes Teaching –learning – evaluation process the following format is used.

Sr. No	Name of Faculty	Pedagogy used in the past	Pedagogy being used presently	Changes observed	Progress observation in learning outcomes	
					Self	**Student**

In addition, the faculty members have regular interactive sessions with the students so that they keep themselves updated all the time with what is being taught. During these sessions and based on the above activities, the academically weak students are identified and the required action is initiated as per the requirement.

CRITERION III

RESEARCH, CONSULTANCY AND EXTENSION

3.1 Promotion of Research

3.1.1 Does the institution have recognized research center/s of the affiliating University or any other agency/organization?

Yes, the Institute has a research centre of the affiliating university and also Research committee has been constituted in the Institute for promoting the good research work. Already 9 candidates are registered with the Institute for Ph.D. Some of the faculty members are also supervising Ph.D work of candidates registered with other universities.

3.1.2 Does the Institution have a research committee to monitor and address the issues of research? If so, what is its composition? Mention a few recommendations made by the committee for implementation and their impact.

Yes, the Institute has a Research Committee to monitor and address the issues of research. The composition of the committee consists of Director-IT, Director-Management, Coordinators of IT and Management courses. The following recommendations are made by the committee:-

- Approval of funds for participations in various conferences and seminars by faculty members.

- 10 Academic leaves per year are available for Higher research oriented courses like Ph.D/M.Tech.

- Focusing more on writing good research papers by all the faculty members to enhance the academic credibility of the institution.

- The Research Committee time to time informs the faculty members about the dates and opportunities available for publishing the research papers in good journals and how they can improve the paper quality.

- Incentives schemes are available for good research papers at Institution level.

The impact of the recommendations made by the Research Committee are-

- It has increased the visibility and exposure of the Institute in the academic arena.

- It has enhanced the academic quality and credibility of the Institute.

- It has created a good image of the Institute in the academic field.

- It has increased the number of faculty with Ph.D.

- It has helped the faculty members to polish their literary skills and in providing better exposure to the international conferences and seminars.

3.1.3 What are the measures taken by the institution to facilitate smooth progress and implementation of research schemes/ projects?

§ autonomy to the principal investigator

§ timely availability or release of resources

§ adequate infrastructure and human resources

§ time-off, reduced teaching load, special leave etc. to teachers

§ support in terms of technology and information needs

§ facilitate timely auditing and submission of utilization certificate to the funding
   authorities

§ any other

The following measures are taken by the institution to facilitate smooth progress and implementation of research schemes/ projects:-

Autonomy to the principal investigator - Research Committee headed by Directors assesses all research papers submitted for publication to in house journal as well as journal outside, based on their assessment, feedback is provided to authors/faculty members regarding change and improvement in the paper for publications. Research Committee also checks the credibility/Impact factor of National/International Journal. These published papers are also discussed in peer to peer interaction.

Timely availability or release of resources - The research committee

ensures release of funds/resources to concerned faculty members well before publications of paper /presentation at conferences/Journal.

Time off - Each faculty member is allowed to avail Academic leave on an annual basis to pursue research related activities. In addition faculty members are also given on duty leave to attend and present paper at conferences in India and abroad.

Support in terms of technology and information needs-To provide technology and information support, ITS subscribe to following online database sources:-

- **EBSCO**- In EBSCO, Business Source Premier is the world's definitive scholarly business database, providing the leading collection of bibliographic and full text content.

- **J-Gate (www.j-gate.informindia.co.in)-** is a portal cum bibliographic database accomplishing indexing at more than 23,000 + online journals with links to full text for every article and author email address.

- **IEEE Xplore** - comprises 151 journals, over 900 conference proceedings, more than 3,400 technical standards, many ebooks and 200 educational courses.
- **DELNET-** is a library network for resource sharing among the libraries through the development of a network of libraries.

- **Capitaline Plus -** provides fundamental and market data on more than **20,000** Indian listed and unlisted companies, classified under more than 300 industries, along with powerful analytic tools. Extensive data and analysis on every company profile, directors, more than 10-year financials (P&L, balance sheet, cash flow, consolidated financial data, segment data, forex data, R&D data, ratios, etc), quarterly results, ownership pattern, finished products, raw materials, share price data, directors' report, management discussion, notes to account, business news, corporate events, etc.

These sources allow the faculty members to have access to wide range of journals in all areas of specialization.

Facilitate timely auditing and submission of utilization certificate to the funding Authorities - Research Committee always ensures to provide their timely inputs for all those papers submitted for proof reading and

submission.

Others- Some additional measures taken for promotion of smooth progress of research activities include-

- Faculty members are reimbursed for subscribing to business magazines and newspapers.

- Library is well equipped with many books.

- Faculty members collaborate with students to write and publish papers in national and international journals. Details of one of the recent publications are:

Priya Tyagi and Chandra Mani Sharma "A Tribute to C Programming Language: History and Modern Applications" *IJCA Proceedings on Emerging Paradigms of Information and Communication Technologies and its Impact on Society* EPICTIS 2014(1):11-14, January 2015.

3.1.4 Wha**t are the efforts made by the institution in developing scientific temper and research culture and aptitude among students?**

The Institution has created a Research Committee which is responsible for promoting research activities. Faculty members are guided by the research committee time to time for their research related needs. All the skills which are imbibed by the faculty, regarding writing of papers, presentations in the conferences and seminars are carried forward for the benefit of the students. Students are motivated to write papers and thereby developing their research aptitude. Seminars and Conferences are organized by the institutions in every semester by individual departments (IT and Management).

3.1.5 Give details of the faculty involvement in active research (Guiding student research, leading Research Projects, engaged in individual/collaborative research activity, etc.

At I.T.S, focus is given on all round faculty development and improvement by making them involved in various research activities, like- paper presentations in conferences, seminars, guiding students for research activities, paper publications in national and international journals etc. Below mentioned are some of the involvement and publications by faculty members:-

1. Vijendra Kumar Solanki, Kumar Pal Singh, M.Venkatesan, Sudhanshu **Raghuvanshi "Securing Networks Using Situation-Based Firewall Policy**

Computations" published in Springer DOI: 10.1007/978-81-322-1665-0_105, pp: 1029-1035, ISBN : 978-81-322-1665-0 in March-2014 through International Conference "Advanced Computing, Networking, and Informatics" conducted by NIT Rourkela.

2. Vijender Kumar Solanki, Kumar Pal Singh and M Venkatesan**. " Firewalls Best Practices in an Organization**" in IJCA Proceedings on National Conference on Communication Technologies & its impact on Next Generation Computing 2012 CTNGC 9-11, November 2012. Published byFoundation of Computer Science, New York, USA (http://www.ijcaonline.org/proceedings/ctngc/number3/9063-1025)

3. Rajeev Kumar and Harsh Dev, "**Efficiency Related Parameters in GPS based Vehicle Tracking System working for an Organization**", International Journal of Computer Applications 68(19):31-35. Published by Foundation of Computer Science, New York, USA, April 2013. Volume- 68,Pg. No 0975-8887.

4. Vaibhav Bansal, Rabins Porwal, **"Knowledge Patterns from Knowledge Mining"**, International Journal of Research and Development in Technology & Management Sciences (IJRDTM)-Kailash, vol. 20, Issue 06, Jun 2013, pp. 01-05, ISBN No. 978-1-62840-997-0, published by MRES, Delhi, India.

5. K. L. Sarkar, Rabins Porwal, "**Voice over IP: Improving Call Admission Control with Modified Voice Codec-A new Approach**", International Journal of Trends in Computer Systems Engineering (IJTICSE), vol. 3, issue 2, Feb. 2014, pp. 153-163, ISSN: 2348-1978 (Online), published by Academic Journals Online, India.

6. Jitendra Singh, Rabins Porwal, S. P. Singh, **"Performance Measures of Tele-Protection System Based on Networked Microwave Radio Link"**, International Journal of Computer Network and Information Security (IJCNIS), vol. 6, No. 5, Apr. 2014, pp. 21-28, ISSN: 2074-9090 (Print), ISSN: 2074-9104 (Online), DOI: 10.5815/ijcnis.2014.05.03, published by MECS Publisher, Hong Kong.

7. Vaibhav Bansal, Rabins Porwal, **"Mobile Commerce: Applications & Services**", International Journal of Multidisciplinary Consortium (IJMC), vol. 1, Issue 1, Jun 2014, pp. 01-09, ISSN: 2349-073X, published by MRES, Delhi, India.

8. FDP on "Emerging Trends in Networking Technology, Data Engineering & Information Security at Ambedkar Institute, Geeta Colony new Delhi. Attended by Prof. Rajeev Kumar & Prof. Shail K Dinkar on 18th July to 29th July 2011.

9. Guest Lecture conducted on topic "Detailed knowledge of computer Hardware & Networking" by Prof. A.N.Tripathi at Air Force Station, Hindon Ghaziabad on 22nd July 2011.

10. Workshop on Wipro Mission 10X at ITS Engg. College Greater Noida attended by Prof. A.N.Tripathi on 25th-29th July 2011.

11. Chairing Technical Session in International Conference attended by Dr. Vineet Kansal, Director – IT. On 09th August 2011 at JIIT Noida. It was 4th Internal Conference on Contemporary Computing (IC3-2011)
12. C10 strategy summit -2011 by Dr. Vineet Kansal (Dir-IT) on 11th August 2011 at hotel Surya, Delhi Organized by Silicon India.
13. Dr. Vineet Kansal invited for 3-day Mission10X Academic Leadership Workshop at GL Bajaj Institute of Technology and Management, Gr. Noida from Sept 26th-28th 2011.
14. Dr. Vineet Kansal (Dir.IT) attended & chaired a session in "National Conference AKGEC, Ghaziabad.
15. Dr. Rabins Porwal chaired a technical paper presentation session based on theme "Software Quality, Reliability & Information Security" in 2nd National Conference on Information Technology for Business Transformation (ITBT-2011) organized by AKGEC, Ghaziabad on 5th Nov 2011. & In the afternoon of the same day, Dr. Rabins visited Krishna Institute of Engineering & Technology (KIET), Ghaziabad to judge the event of technical paper presentation for students in inter-institutional event **'ATHENA'** on 5th Nov 2011
16. Prof. Sunil Kumar Pandey chaired Technical session in National Seminar on **"Women Empowerment through information & Communication Technologies".** On 12th Nov 2011, organized at Rajshri Institute of Management & Technologies.
17. Dr. Vineet Kansal chaired Technical Session and delivered theme address on National Confrence on **"Role of IT & Management in Sustainable Development"** at IMR Ghaziabad on 26th November 2011.
18. Prof. Sunil Kumar Pandey & Prof. Ashish Seth 2 days Technology Conclave 2011 organized by Microsoft & Delhi Technology Forum during 17-18th Dec 2011 at Siri Fort Auditorium.
19. Prof. Ashima Khanna attended FDP on **"Functional Programming"** at AKGEC, Ghaziabad on .12th & 13th April 2012.
20. Prof. Simmi, Prof. Alka & Dr. Rabins Porwal attended workshop on **"Recent Advances in Sofware Engineering"** at DTU on 20-21st April 2012.
21. Prof. Ashima Khanna attended a workshop on "Authoring –e- teaching learning contents" on 29.05.2012 at MTU Noida.
22. Dr. Rabins Porwal attended workshop on Algorithms at Thapar University Patiala on 04.06.2012-15.06.2012
23. Prof. Ashish Seth Attended FDP on "Tools and Techniques for Quality Rearch". Conducted at giBS, New Delhi on 04-07th July 2012
24. Prof. Rajeev Kumar & Prof. K.P.Singh attended FDP on "Mobile Adoc Network" on 24-25 Aug.2012 at AKGEC.
25. Dr. Sunil K Pandey invited speaker in "National Seminar on Social Networking Sites & Women Security Concerns" at Agrasen Post Graduate College for Women, Varanasi on 12th February, 2013.

26. Prof. A.N. Tripathi invited as Keynote speaker for "Job opportunity in Govt & Public sector after graduation At JS PG College, Secundrabad, Bulandshahr. On 23rd March 2013.
27. Prof. Sunil K Pandey attended workshop of NBA on Out-come based Education (OBE) for Experts/Evaluators/Master Trainers/Stakeholders at BIT Meerut on 25th July & 12-14 August.2013
28. Prof. S.K. Pandey attended 5th IBM Collaborative Academia Research Exchange (ICARE) – 2013 attedned at IBM Research Lab India.
29. Prof. Abhay Ray attended FDP on "Website Development through PHP" at BVICAM, New Delhi on 8th & 9th November 2013.
30. Prof. S.K. Pandey & Prof. Puja Dhar attended FDP on "High Performance Computing using Oracle 12C' on 16th November 2013.
31. Prof. Chandramani Sharma & Prof. Varun Arora attended FDP on "Neural Networks and its implementation using MATLAB" at BVIMR , Delhi on 17th & 18th January 2014.
32. Dr. Harish Kumar attended seminar on"Advancemnt of Radar Imaging and its Applications" at IIT Roorkee on 21st January 2014.
33. Prof. Sunil K Pandey attended Indian Science Congress held at University of Jammu during 3rd to 7th February 2014.
34. Prof. Rajeev Kumar presented Paper in international conference (IACC-14) at ITM Gurgaon on 21st and 22nd February 2014.
35. Prof. Chandramani Sharma presented paper at BVICAM , research paper entitled Architectural Framework for implementing Visual Surveillance as a Service" on dt. 7th March 2014.
36. Dr. Rabins Porwal Attended workshop on **"RTST-2014"** at NIT, Raurkela Orissa from 12th May to 14th May 2014.

3.1.6 Give details of workshops/ training programmes/ sensitization programmes conducted/organized by the institution with focus on capacity building in terms of research and imbibing research culture among the staff and students.

The Institute has organized various Faculty Development Programme (FDP's) for the faculty members in different fields like- IT, ERP, Mobile Computing, Marketing, Finance, HR etc, in order to help them sharpen their skills and keep themselves abreast with new and innovative techniques of teaching.

Institute has also organized various types of Staff Development Programmes to help the staff members in their day to day functioning and thereby expediting their process of working.

FDPs and MDPs organized by the Institute: **30**

Faculty Participation in FDPs organized by other Institutions: **93**

Staff Development Programmes Organized by the Institute: **24**

3.1.7 Provide details of prioritized research areas and the expertise available with the institution.

IT & Management Field.

3.1.8 Enumerate the efforts of the institution in attracting researchers of eminence to visit the campus and interact with teachers and students?

Institute has made all possible efforts in attracting researchers of eminence to visit the campus for following purposes:-

- Calling them to organize Faculty Development Programmes (FDP's) in their respective area of expertise from IIT,IIMs.

- Organizing guest lectures by calling people from corporate , to interact with the students and enlighten them on various practical aspects.

- Conducted CEO Meet to share their views with the students and Faculties.

- Calling the professional experts and researchers from the institutions like- NIESBUD, MSME etc for organizing various workshops for the students and thereby harness their entrepreneurial skills.

- Calling the researchers and experts as a chief guest and guest of honors' during various events organized by the Institutes.

- Inviting people to present research papers in the conferences organised by the institute in various areas of management & IT.

- Publication of research papers in bi annual Journal of the institute "Synergy".

3.1.9 What percentage of the faculty has utilized SaMBAtical Leave for research activities? How has the provision contributed to improve the quality of research and imbibe research culture on the campus?

Approx 80% faculty utilize SaMBAtical Leave for research activities like attending and publishing/presenting papers in Seminars, conferences, FDPs

etc in al over India as well as abroad. Institute has a well defined policy and scheme for this.

3.1.10 Provide details of the initiatives taken up by the institution in creating awareness/advocating/ transfer of relative findings of research of the institution and elsewhere to students and community (lab to land).

All the learning of faculty members through research activities like writing research papers, conducting statistical analysis and findings along with presentations in national and international conferences are taken by the faculty members into their classes as resources. Such activities add further depth and richness in the course curriculum.

3.2   Resource Mobilization for Research

3.2.1   What percentage of the total budget is earmarked for research? Give details of major heads of expenditure, financial allocation and actual utilization.

The Institute provides lot of opportunities for research in new and existing areas of IT and management under various heads of accounts. The basic resource center includes library, Computer center, budget of FDPs /Seminars/Conferences for attending as well as organizing which is widely used for enhancing the learning process. The variety of heads is as under:
- Journals - National and International
- e- Journal
- Organizing FDP, Seminars and Conferences.
- Workshop, magazines, etc.
- Attending FDP, Seminars and Conferences in India as well as abroad.

The budget earmarked for Research during 2014-15 is 25 Lakhs
The budget earmarked for Research during 2013-14 is 25 Lakhs
The budget earmarked for Research during 2012-13 is 25 Lakhs

3.2.2   Is there a provision in the institution to provide seed money to the faculty for research? If so, specify the amount disbursed and the percentage of the faculty that has availed the facility in the last four years?

The Institute encourages the faculty to do research, write articles in journals and magazines, submit papers in workshop and conferences etc. For this,

there are various schemes for faculty- financial incentives, awards, provision of Academic leaves etc. These would be strengthened further so that faculty has enough time at its disposal to conduct research and publish the outcomes. Some of the key facilities are as follows:

- Leave for academic research
- Online databases like EBSCO and Capitaline
- Separate research section with dedicated Computers in Library
- Award for Best research paper during seminars/Conferences.

3.2.3 What are the financial provisions made available to support student research projects by students?

The students receive financial support in the form of stipend, if any, from the organizations wherein they are pursuing their training or undertaking live projects. The institution involves faculty members with the students for these projects. The students are placed for these projects etc., by the Placement Cell of the Institute. Financial facilities are directly disbursed to the respective student directly by the concerned organization, after the successful completion of the project. Some of the projects with the collaboration of Company are:

- 30 Selected students do the project with SOPRA India Ltd.
- Provision of Full financial support to students by the institution to attend any Seminars/Conferences/fest/Competitions/Workshops etc.

3.2.4   How does the various departments/units/staff of the Institute interact in undertaking inter-disciplinary research? Cite examples of successful endeavors and challenges faced in organizing interdisciplinary research.

Institution offers MCA, MBA and PGDM Programmes in which the faculty undertakes inter-disciplinary research projects and also associates itself with students. Students seek help from faculty of concerned specialization area. The management students are also acquainted with the basics of information technology through various subjects provided in their curriculum and Vice Versa.

3.2.5 How does the institution ensure optimal use of various equipment and research facilities of the institution by its staff and students?

- The Institute has provision of two libraries. One Department and another Central Library.

- Each faculty member is provided separate laptop facility with internet connectivity to refer e-Journals through EBSCO, DELNET (online database) and OPAC (intranet library for finding the availability of books) and other on–line research material.

- The required journals and periodicals are issued and subscribed from the library to the faculty members to facilitate research work.

- The faculty members are also encouraged to subscribe to various research paper (international or national) from time to time as per their requirement

- Association with external library of other colleges/ Institute/ public is also facilitated for accessing additional information.

3.2.6 Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facility? If 'yes' give details.

In past, Institute has received grants from AICTE to conduct Seminars/Conferences and FDPs.

3.2.7 Enumerate the support provided to the faculty in securing research funds from various funding agencies, industry and other organizations. Provide details of ongoing and completed projects and grants received during the last four years.

Nature of the Project	Duration Year From To	Title of the project	Name of the funding agency	Total Grant		Total grant received till date
				Sanctioned	Received	
Minor projects						
Major projects						

Interdisci plinary projects						
Industry Project	From Last Three Years 15.12.15 to 13.01.2016	Student Manageme nt System	SOPRA Prognosis Direct Service Pvt. Ltd	-	- 5000/- per student	-
Students' research projects Summer Internship	May- June	Summer Internship Projects				
Air force Staff Training	Recent on 12 Jan to 27 March, 2015	Web Designing & Database			50592/- For 2014-15	

The Institute has a well established funding scheme in the form of incentives for research work. The faculty members can avail these incentives under various heads like publication in national and international journals participation and presentation of papers in conferences and seminars in India/abroad, faculty development programmes etc.

3.3   Research Facilities

3.3.1 What are the research facilities available to the students and research scholars within the campus?

Research is promoted at all the levels in the Institute.

- The Institute has a well stocked library.

- Each faculty member is provided separate laptop facility with internet connectivity to refer e-Journals through EBSCO, DELNET (online database) and OPAC (intranet library for finding the availability of books) and other on–line research material.

- The required Journals and periodicals are issued and subscribed from the library to the faculty members to facilitate research work.

- The faculty members are also encouraged to subscribe to various research paper (international or national) from time to time as per their requirement

- Association with external library of other colleges/ Institutes/public is also facilitated for accessing additional information.

3.3.2 What are the institutional strategies for planning, upgrading and creating infrastructural facilities to meet the needs of researchers especially in the new and emerging areas of research?

The Institution is already a research centre of Dr. A.P.J Abdul Kalam Technical University, Lucknow in Management and IT field and 9 students are also registered for Ph.D programme.
The upgradation of the existing support system like computer labs, library etc is an ongoing process. Before the commencement of each session the faculty members are required to give in their requirement for additional reference books etc. for the enrichment of the Resource Centres.

3.3.3 Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facilities? If 'yes', what are the instruments / facilities created during the last four years.

Not received any grant.

3.3.4 What are the research facilities made available to the students and research scholars outside the campus/ other research laboratories?

- There is a provision of SIP(Summer Internship Programme) between 2nd and 3rd Semester in MBA Programme and Final Project in 4th Semester.
- There is a provision of Mini Project in 4th Semester and Major Project in 6th Semester of MCA Programme.
- It is mandatory to do the above project in industry/Public or Private Company.
- For this, each student was allotted a faculty mentor, who closely monitored the work at each stage. Finally, the students under the guidance of faculty mentors compiled their research study in the form of a project report. A copy of this project report was sent to the University for Evaluation Purposes and the student was required to appear for a viva voce examination, based on the project report.

- Students are encouraged to write research paper and participate in Conference/Seminars/Workshops to develop research acumen.

3.3.5 Provide details on the library/ information resource centre or any other facilities available specifically for the researchers?

The Institution has a well stocked and modern library at various levels. Number of books, referrals, periodicals and e-journals are available in-house. Working hours of the library also suit the needs and requirements of the faculty as well as the students.

The Institute also provides the facility of computer labs at various levels, with modern to Wi-Fi facilities and latest technology.

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	35355	-	676	251472	36031	-
Reference Books	5477	-	27	14121	5504	-
e-Books	-	-	-	-	-	-
Journals	157	247472	-	-	89	23365
e-Journals	1250	-	-	-	1102	-
Digital Database	03	626410	-	-	02	345318
CD & Video	2454	-	877	-	3331	-
Others(Old Bound Journals)	1592	-	-	-	1592	-

3.3.6 What are the collaborative research facilities developed/created by the research Institutes in the college. For ex. Laboratories, library, instruments, computers, new technology etc.

The institute has tie ups for inter-student exchange program for global exposure and value added knowledge in management with:

- University of LYON, France,
- Management Development Institute of Singapore,

- Chaoyang University of Technology (CYUT), Taiwan
- Girne American University, U.K.
- Asian University, Thailand
- STI, Myanmar
- KUSOM, Nepal
- Teeside University, U.K
- University of Leicester, U.K
- University of La Rioja, Spain

3.4   Research Publications and Awards

3.4.1 Highlight the major research achievements of the staff and students in the terms of
- **Patents obtained and filed (process and product)**
- **Original research contributing to product improvement**
- **Research studies or surveys benefiting the community or improving the services**
- **Research inputs contributing to new initiatives and social development**

The students and faculty undertake research in areas like Management and IT. The studies undertaken by the faculty and students have been published as articles in various national and international journals of repute. Original research in companies has been taken up by number of students under their summer internship programme and their suggestions have contributed to the product development and service improvement. Research studies like on-the-job training and workshops always improve the community and benefit of which they are part of. There is a compulsory of 6 Months Industrial Training for MCA students in any software/IT company.

3.4.2 Does the Institute publish or partner in publication of research journal(s)? If 'yes', indicate the composition of the editorial board, publication policies and whether such publication is listed in any international database?

The Institution publishes Synergy – a bi-annual, an ITS journal of IT and Management (ISSN: 0972-7361, Title code: UPENG02741, Regn No. 80573). Twenty-two (22) issues have been published so far and 23rd issue is in the press. The research articles are sent for double blind review. Their comments are considered by the authors and articles are revised suitably before being published in the journal.

3.4.3 Give details of publications by the faculty and students:
 Publication per faculty
 Number of papers published by faculty and students in peer reviewed journals (national/international)
 Number of publications listed in International Database (for Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)

The Institute promotes lot of learning through research publications in various journals both national and international. Quite a significant number of papers have been published by faculty and students in peer reviewed journal.Every Faculty tried to publish at least one good research paper.The details of Research papers in last 3 years are following:

	International	National	Others
Peer Review Journals	51	14	
Conference Proceeding	14	39	

3.4.4 Provide details (if any of)
 Research awards received by the faculty
 Recognition received by the faculty from reputed professional bodies and agencies nationally and internationally
 Incentives given to faculty for receiving state, national and international recognition for research contributions.

There is a lot of research promotion in the Institute for which awards are given annually. The Institute has a prescribed policy of honoring the members. The faculty members are felicitated and recognized for their research work within the Institute also.

Total: **8** (Star Performer at Institute Level)

3.5 Consultancy

3.5.1 Give details of the systems and strategies for establishing Institute-industry Interface?

A. The Institution has constituted the following committees/cells for having an effective Institute/ Industry interface -

1. Students Placement Cell
2. ITS Alumni Association
3. Entrepreneur Development Cell.

These cells are in continuous touch with the industry sector for various purposes like placement, technical development of students in IT through projects and the alumni placed in various companies or working as entrepreneur. The Institute maintains a relation through the above means and any feedback or suggestion received is incorporated from time to time.

B. **Industry Visits:** The Institution arranges Industry visits for students and faculty members for developing their knowledge and skills and having better Institute-industry interaction. .

C. **Interactive Sessions for** CEO talk and guest Lectures. Institution invites distinguished personalities from industry to have interactive sessions with the students and faculty members. This also enhances the interaction with the Industry.

D. **Workshops /Seminars/Conference:** In every Workshops/ Seminars/ Conference, we always invite 50% of the speaker from Industry. Some projects are also running with the collaboration of Industry like SOPRA projects. Through strong connection with Alumni, students and faculty are connected with Industry.

3.5.2 What is the stated policy of the institution to promote consultancy? How is the available expertise advocated and publicized?

Institution provides consultancy services to the employee of Indian Air Force, Hindon according to their requirement of technologies. Also some of the faculty are involved for giving consultancy to Industry, other college etc.

3.5.3 How does the institution encourage the staff to utilize their expertise and available facilities for consultancy services?

The Institution encourages faculty members to utilize their expertise in the form of personal relations with various Institute and organizations where consultancy need is identified and then the available facility for consultancy services is encouraged by selecting the right plan of action. Students and non academic staff are also made part of this process.

3.5.4 List the broad areas and major consultancy services provided by the institution and the revenue generated during the last four years.

Technical Training for the employee of the Air Force Hindon, Ghaziabad was conducted at the Institute campus. The revenue generated from the training are: Rs. 50592/- (2014-2015)

3.5.5 What is the policy of the institution in sharing the income generated through consultancy (staff involved: Institution) and its use for institutional development?

Yes, the income generated through consultancy is shared to the persons involved on that project. But sharing depends on the project. For Example: In the Air Force Hindon training , the income is shared to faculty depends on the number of class taken.

3.6 Extensional Activities and Institutional Social Responsibility (ISR)

3.6.1 How does the institution provide institution neighborhood community network and student engagement contributing to good citizenship, service orientation and holistic development of students?

The Institute firmly believes in the holistic development of its students and accordingly initiatives have been taken in order to inculcate a spirit of service orientation amongst the student community.

The Utthan - Social Club for Poor Meritorious Students of the Institute comprises of a team of students who have undertaken different kinds of activity for Poor Meritorious Students. These projects have been in the field of visits to orphanages, plantation drive, participation in drive for a social cause etc. Such tasks have not only helped the students in understanding the various problems of the society but also inculcated the qualities of good citizens in them.

The Parivartan - The Slum Education Programme of the Institute is responsible for organizing educational activity for the people living in Slum Area.

The Human Values and Professional Ethics subject also helps to students for Holistic perception for the society.

3.6.2 What is the institutional mechanism to track student's involvement in various social movements/ activities which promote citizenship roles?

The Institute has a well established Utthan - Social Club for Poor Meritorious Students and Parivartan - The Slum Education Programme. The students involved in any social movement/ activities are routed through this club only.

1.6.3 How does the institution solicit stakeholder perception on the overall performance and quality of the institution?

The Institute on regular basis tries to maintain a high level of quality enrichment activities for student development. These activities have been instrumental in the enrichment of students. Some of these activities are:

   a. Mentoring programme.
   b. Guest lectures.
   c. Value added courses.
   d. Club activities.
   e. Feedback
   f. Participation of stakeholders in various activities of the Institute

3.6.4 How does the institution plan and organize its extension and outreach programmes? Providing the budgetary details for last four years, list the major extension and outreach programmes and their impact on the overall development of studies?

In order to upgrade the students with the latest happenings in and around the society, they are taken to industry visits, Industrial projects and are also actively involved in the activities of social service club. Such activities develop a sense of responsibility amongst students and create awareness about societal issues and concerns.

For further strengthening the academic base of students, department tries to organize guest lecture from CEOs of the company. Also In future, Institute try to strength our E-Cell for promoting Entrepreneur Skills among the students.

3.6.5 How does the institution promote the participation of students and faculty in extension activities including participation in NSS, NCC, YRC and other National/ International agencies?

No participation in NSS, NCC etc.

3.6.6 Give details on Social Surveys, reach or extension work (if any) undertaken by the college to ensure social justice and empower students from underprivileged and vulnerable sections of society?

We have two clubs - Social Club for Poor Meritorious Students and Parivartan - The Slum Education Programme , who is responsible for survey the **underprivileged** areas of Ghaziabad and organize various activities.

1. The Utthan - Social Club for Poor Meritorious Students of the Institute comprises of a team of students who have undertaken different kinds of activity for Poor Meritorious Students. These projects have been in the field of visits to orphanages, plantation drive, participation in drive for a social cause etc. Such tasks have not only helped the students in understanding the various problems of the society but also inculcated the qualities of good citizens in them.

2. The Parivartan - The Slum Education Programme of the Institute is responsible for organizing educational activity for the people living in Slum Area.

3.6.7 Reflecting on objectives and expected outcomes of the extension activities organized by the institution, comment on how they complement students' academic learning experience and specify the values and skills inculcated?

Corporate Social Responsibility(CSR) is one area where students need to understand their responsibility towards the society. Students need to learn that taking from the society should not be the whole and sole criteria of a business. It should be accompanied sooner or later with the concept of giving back to the society. The Institute tries to inculcate in students as to how a business and society are complementary to each other. It is for this reason that various social activities are conducted.

3.6.8 How does the Institute ensure the involvement of the community in its reach out activities and contribute to the community development? Detail on the initiatives of the linkages/collaborations.

Any other relevant information regarding Research, Consultancy and extension which the college would like to include?

Yes, the Institute involves itself in various outreach activities and contributes positively for the development of the community. Some of the important contributions are as under:

a. The Institute with the help of its social clubs (UTHAAN and PARIVARTAN) involves passionately for the welfare of underprivileged class.

b. The Institute has collaborated with SOPRA India, SYSCOM Pvt. Ltd. , Air Force Hindon etc. for sharing the ideas and views with the students and faculty.

3.6.9 Give details on the constructive relationships forged (if any) with other institutions of the locality for working on various outreach and extension activities.

Most of the faculty from IT and management are invited by the colleges near to ITS, Ghaziabad as a guest lecture, for conducting workshop etc. Some faculties are involved for conducting MDPs for the employee of Various industry.

3.6.10 Give details of awards received by the institution for extension activities and/ contributions of the community development during the last four years?

The Institute has been actively involved in lot of activities involving community development but any recognition towards this direction is still awaited.

3.7 Collaboration

3.7.1 How does the institution collaborate and interact with research laboratories, industry and industry for research activities. Cite example and benefits accrued of the initiatives- collaborative research, staff exchange, sharing facilities and equipment, research scholarships etc?

The institute has tie ups for inter-student exchange program for global exposure and value added knowledge in management with:

- University of LYON, France,
- Management Development Institute of Singapore,
- Chaoyang University of Technology (CYUT), Taiwan
- Girne American University, U.K.
- Asian University, Thailand
- STI, Myanmar
- KUSOM, Nepal

- Teeside University, U.K
- University of Leicester, U.K
- University of La Rioja, Spain

3.7.2 Provide details on the MoUs/ collaborative arrangements (if any) with institutions of national importance/other universities/industries/Corporate (corporate entities) etc. and how they have contributed to the development of the institution?

1. I.T.S arranges guest lectures/workshops/seminars of faculty fro¨ reputed institutions like IIT, IIM,NITs etc.
2. I.T.S has collaborations with SOPRA for project development training of MCA students.
3. I.T.S has collaborations with TCS for conducting govt competitive examination in campus.

3.7.3 Give details (if any) on the industry-institution-community interactions that have contributed to the establishment/ creation/ up gradation of academic facilities, student and staff support, infrastructure facilities of the institution viz. laboratories/ library/ new technology/ placement services etc.

Based on industry – institution – community interactions, the Institute has added various value enhancers for academic and overall development of the students. These value enhancers include:

1. The guest lectures are organized by the people from the company who is regular recruiter of students from ITS.
2. Sometimes trainings also given to 1st and 2nd year students by the people from industry for better performance in placement drives.
3. Value added course in collaboration with an external agency of repute for providing specialized knowledge to students in relevant field of marketing/ finance/ IT.
4. Career counseling sessions have been introduced to groom students as per industry requirements like facing interview, CV writing, group discussions etc.
5. Personality development sessions are specifically designed to cover facets like communication etiquette, self presentation and grooming etc.

3.7.4 Highlight the names of eminent scientists/ participants who contributed to the events provide details of national and international conferences organized by the college during the last four years?

Institute organizes seminars and conference every year in the areas of relevance. In every seminar industry experts are invited to share their ideas on the theme of the seminar/ technical session. Panel discussions are arranged to enrich learning.

Eminent speakers from industry and academia are invited to provide a deep insight in an emerging area in a particular course. The industry experts bridge the gap between learning of classroom and practical application of the same.

The Institute has a norm of organizing at least one guest lecture for each subject and a minimum of one CEO talk session per semester. Therefore, if a student has six subjects in a particular then there would six guest lectures and one CEO Talk session for the students of that particular semester.

Some of the names are:

1. Prof. M .M. Pant, Founder and Chairman-Planet EDU, Former VC-IGNOU, Delhi.
2. Mr. Pankaj Dubey, MD, Polaris (Gurgaon)
3. Mr. Deepak Bhatia, COO, Infosys BPO, New Delhi
4. Mr. Anurag-Gour, Director-Marketing, Microsoft India, New Delhi.
5. Mr. Sathyanarayn Venkatraman, CTO, IBM(GTS), Chennai
6. Mr. Rajesh Rampal, CIO,Aircel Gurgaon
7. Dr. Debabrata Nayak, CSO, Huawai Telecommunications
8. Mr. Joydeep Dutta, CTO, CDSL Mumbai.
9. Mr. Pavan Malladi, CIO, Dhiraagu Telecom, Maldives
10. Mr. Ashok Jade, CIO, Shalimar Paints
11. Mr. Pradeep Kashyap, MD& CEO, MART Rural
12. Mr David Whittenberg, CEO, Innovation Workgroup
13. Mr Amit Doshi, COO , DNA (Dainik Bhaskar Group), Ahmedabad
14. Mr Nitish Kumar Rai, Chief Marketing Officer, Burger King
15. Mr. Kishore Chakraborty, Sr. VP McCann Ericsson
16. Mr. Vinayak Lal, GM, DS Group
17. Mr. Amit Sahani, Regional Sales Head – Bagrrys
18. Mr. Kalyan Kumar, Director - Infuse Media
19. Mr. Aditya Kayastha, Group. Brand Head – Dabur
20. Mr.Mohan Krishnan, Sr. V P, IMRB
21. Mr. Vivek Malhotra, Sr. VP, Idea Cellular
22. Dr Ravindra Singh, GM, Chambal Fertilizers
23. Mr. Anirban Chaudhuri, Director, Fobulka

3.7.5 How many of the linkages/collaborations have actually resulted in formal MoUs and agreements? List out the activities and beneficiaries and cite examples (if any) of the established linkages that enhanced and /or facilitated –

a). Curriculum development/enrichment

b). Internship/ on the job training.

c). Summer placement

d). Faculty exchange and professional development.

e). Research

f). Consultancy.

g). Extension.

h). Publication

i). Student Placement.

J). Twinning programmes.

k). Introduction of new courses.

l). Student exchange

m). Any other.

Curriculum development/enrichment: The faculty members of the Institute are monitored and are required to exhibit their key involvement in making the subject more interesting and lucid. Thrust is placed in finding and evolving new ways in crystallizing the subject into a simpler form. The course module prepared by the faculty member is forwarded to all the students of the batch.

Internship/ On the job training: Giving students an exposure to work in an environment which is parallel to actual working condition is the call of the day and the Placement Cell of the Institute actively works towards this direction. Earlier, the summer internship programme is a part of university course curriculum. Considering the significance of internship and training programme the Institute has been sending students on the basis the need generated by the companies

Summer Placement: Summer internship programme was a part of university course curriculum. Institute helps the students for sending them to the various reputed companies.

Faculty exchange and Professional Development: Some of the faculty are invited for guest lecture, conducting workshop, speaker in Semina Conferences etc by other Institution.

Research: To motivate faculty for research work to the maximum extent, the Institute has various incentive schemes to bring out the best Researcher out of every learned faculty.

Consultancy: Institute try to grab the consultancy from reputed organization. For example: Employees of Air Force Hindon, Ghaziabad are trained by the faculty of ITS, Ghaziabad in IT field.

Extension: Not applicable.

Publications: From last 3 to 4 Conferences , we are collaborated with International Journals for publishing the good research paper. For example: IJCA(International Journal of Computer Application),IJSER,IJCSI etc.

Student placement: The Institute has an active Placement Cell and Team which is responsible for providing adequate placement opportunities to its students.

Twinning Programmes: Twinning programme is not provided in the Institute.

Introduction of new courses: Lateral Entry MCA Programme.

Student exchange: Currently no such practice is prevalent.

3.7.6 Detail on the systematic efforts of the institution in planning, establishing and implementing the initiatives of the linkages/ collaborations.

Any other relevant information regarding Research, consultancy and extension which the college would like to share.

No, as of now the Institute has not established any such linkages/ collaborations.

CRITERION IV

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 Physical Facilities

4.1.1 What is the policy of the Institution for creation and enhancement of infrastructure that facilitate effective teaching and learning?

I.T.S campus is well equipped with the latest infrastructural facilities that create an ambience conducive to academic activities and overall development of students. The entire Campus including the Hostels is Wi-Fi enabled. The facilities offered include:

Lecture Halls - The lecture halls are well ventilated and quite spacious. Besides being air-conditioned they are also equipped with specialized teaching aids including LCD projection system with multimedia technology & Smart boards to ensure effective teaching and learning.

Library -The library is well organized and adequately stocked with course books, world class journals, imported books, and internet based subscriptions etc which cater to the needs of the students across all the programs.

Salient Features:

- Fully automated and air-conditioned.
- Houses wide collection of text and reference material, journals, magazines, audio video tapes, research reports etc.
- E-bodh, the virtual library-an IT based system containing pool of information for online browsing.
- The Electronic Media Library Division is its unique feature.
- Indian and International Global Databases related to Course Programmes and training material.

Auditorium and Seminar Hall – The Institute has two auditoriums with a seating capacity of 300 and 600. The auditorium and seminar halls are fully air-conditioned and are basically used for conducting intra and inter college events and competitions besides hosting seminars, conferences, guest lecture etc. They have a seating capacity of around 300 and 600 and are equipped with the latest state of art audio/video facilities with proper acoustics.

Medical Facilities - In order to cater to immediate health needs of anyone in the campus, there is a Clinic with adequate doctors. In case of any emergency, there is a hospital in the close vicinity where the required services can be availed.

The activities includes:

- Treatment
- Availability of qualified Doctor & nursing staff in the campus.
- Organizing Dental cheek-up and Blood donation camps.
- In addition, medical help can be arranged from I.T.S Surya Hospital, whenever necessary.
- In emergency, hospitalization facility is available just across the street.

Computer Labs - In order to provide practical exposure to the students of the subjects being covered as a part of curriculum, there are seven computer labs with latest configuration PCs and 70 Mbps broadband connectivity available catering to the requirements of the students as desired.

Laptop - During the conductance of PGDM/MBA/MCA course, students are required to give lot of presentations, demonstrations, have group discussions, prepare reports etc. To facilitate this, the students of PGDM programme on joining the campus are given laptops with the best possible configuration at the beginning of the session which help them in their all academic activities. For other students lab facility is available.

Hostel - Separate hostel facility is available for boys and girls in the campus itself. The hostels have excellent facilities for students like laundry, phone, internet connectivity, gym etc with round the clock availability of all the basic amenities. Each hostel is managed by a dedicated warden who takes cares of the students residing in the hostel. The hostel is fully secured with CCTV and Security guards posted for day and night.

WIFI Campus - The whole campus including hostels are WIFI enabled which provides the advantage of availing the internet facility at any spot on the campus without being forced to sit at one place for using it.

Sports Complex - We have a well equipped sports complex for all indoor games under one roof within the campus. The fitness & well being of our students is of prime importance to us. We have a superb gymnasium with latest fitness equipment, housed in the sports complex. Besides studies, we focus on overall development of the students. The students are encouraged to engage themselves in various sports like badminton, table tennis, cricket, chess etc which refreshes their minds and rejuvenates them. The sports complex is well equipped with all the indoor games under one roof. Also, there is an in house gymnasium with the latest fitness equipments available for the students to use with defined time slots.

Cafeteria - The campus has 2 eating places - BIKANO and COFFEE EXPRESS, a spacious & preferred place for main meals & snacks, which provides hygienic food and place to hang out for the students during breaks.

4.1.2 Detail the facilities available for
a) Curricular and co-curricular activities – classrooms, technology enabled learning spaces, seminar halls, tutorial spaces, laboratories, botanical garden, Animal house, specialized facilities and equipment for teaching, learning and research etc.
b) Extra –curricular activities – sports, outdoor and indoor games, gymnasium, auditorium, NSS, NCC, cultural activities, Public speaking, communication skills development, yoga, health and hygiene etc.

The details are:
Curricular and Co-curricular activities:

- **Classrooms and tutorial spaces:** The classrooms are air-conditioned and are well equipped with latest state of the art facilities like LCD Projector, Smart Board and Wi-Fi facility. There are separate tutorial rooms for tutorial classes.

- **Technology enabled learning spaces:** There is a Business Intelligence/Communication lab in Academic Block IV. The lab is equipped with all the facilities for learning practical aspects of excel, financial modeling, spss etc. The lab has a seating capacity of 60 students.

- **Seminar Halls:** There are two seminar halls with a seating capacity of 150 seats in each hall. The halls are used for holding guest lectures, seminars and workshops. Both the seminar halls are air-conditioned and are equipped with white board, LCD, WIFI facility and proper sound system.

- **Computer Lab: In** order to provide the practical exposure to the students of the subjects being covered as a part of curriculum, there are seven computer labs with Pentium PCs and 70 Mbps broadband connectivity available catering to the requirements of the students as desired. Each lab has a seating capacity of 60 students.

- **Specialized facilities and equipment for teaching, learning and research**: In order to promote teaching, learning and research activities the Institute has rich Library with all modern state of art facilities. There is a separate enclosure for faculty members and researchers two enable them two pursue their research interests. Library consists of Reading section, Reference section and Electronic Media Library Division. There is one GCR (girls common room) and

1 BCR (boys common room) with WIFI facility. These rooms are utilized by students for sitting together, having discussions and preparing group assignments etc. Besides that there is a career counseling room with a full time career counselor for helping the students to choose their careers and educate them about the available options.

(b) Extra-curricular activities:

- **Sports:** The sports complex is well equipped for sports like badminton, table tennis, basket ball, carom, chess etc. There are separate washrooms for boys and girls along with changing rooms. The sports complex is properly lighted and well-ventilated.

- **Outdoor:** We have a big ground in-front of the sports complex where the students can play games like volley ball, football and cricket. It is also used for holding athletic and cultural events.

- **Indoor:** The Institute has adequate facilities for indoor games in sports complex like separate court for badminton, table tennis, carom and chess. There is a gymnasium on the first floor of the sports complex which is equipped with the latest exercise machines for the students with proper music system and full time trainer. The gymnasium is fully air conditioned and proper arrangements of water cooler along with medical facility are available.

- **Auditorium**: The Institute has two auditoriums with a seating capacity of 300 and 600. They are fully air conditioned and well equipped with proper chairs, sound system, LCD projector, wi fi connectivity, a big LCD screen. Events like seminars, conferences and workshops are organized in these halls. Both the auditoriums have washroom facility as well.

- **Cultural Activities:** The Institute focuses on all round development of its students and keeps on holding various inter and intra college cultural events like wisywiz. To facilitate that, the Institue has various clubs like cultural club, sports club, IT club, Marketing club, Finance club, HR club, Dot net club & C club. These clubs organize events at regular intervals and also encourage students to participate in other inter college events happening outside college.

- **Social Activities**: The Institute runs "Parivartan" –the slum education programme & "Utthan" facilitating economically deprived

meritorious students. The Institute also regularly holds:

- Blood donation camp
- Dental treatment camp
- Tree-plantation campaign
- Clothes donation camp in the slum areas of Ghaziabad

- **Public Speaking & Communication Skills**: Regular personality development sessions are healed for students as a part of their curriculum to help them improve upon their communication and public speaking skills and also shape up their personality by grooming them. Institute has a well developed English language lab.

- **Health:** There is a qualified doctor available on the campus to take care of the immediate needs of students and staff.

- **Hygiene:** To provide a clean and hygienic environment, RO water supply system is installed in the whole campus. All the floors of the academic blocks, sports complex and canteen have proper dustbins which are cleaned regularly. Besides that to offer hygienic food and eatables, there are two food outlets - Coffee Express and Bikano Café that offer healthy and hygienic food.

4.1.3 How does the institution plan and ensure that the available infrastructure is in line with its academic growth and is optimally utilized? Give specific examples of the facilities developed/augmented and the amount spent during the last four years (Enclose the Master Plan of the Institution / campus and indicate the existing physical infrastructure and the future planned expansions if any).

The Institute takes appropriate measures so that the available infrastructure is in line with the requirement and this includes expenditure on maintenance of existing infrastructure as well capital invested to meet any new infrastructure requirements.

For preparing the budget, estimates are taken from Maintenance and Computer Department. They provide estimates of repairs for the coming financial year based on actual expenditure incurred on maintenance & up-keeping of building, furniture, equipment, computer & vehicles during the last 3 to 4 years. On the basis of their estimates, budget is prepared for the below mentioned head of expenditures to ensure optimal allocation and utilization of available financial resources.

Expenses/Budget (Amount in Lac)

	2012-13	2013-14	2014-15	2015-16 (Budgeted
ICT	13.59	21.29	22.99	35.00
Campus Infrastructure and Facilities	42.79	46.97	61.25	90.50
Equipments	0.94	0.74	0.81	4.00
Others	47.98	43.81	52.33	78.50

4.1.4   How does the institution ensure that the infrastructure facilities meet the requirements of students with physical disabilities?

For such cases, necessary facilities are made accessible at ground floor.

4.1.5   Give details on the residential facility and various provisions available within them:

Hostel Facility – The Institute offers hostel facility for out station students, located within the campus. There is a separate hostel accommodation for girls and boys with round the clock availability of basic amenities and security arrangements. There are 91 rooms in boy's hostel and each room has a capacity to accommodate three students. The girl's hostel has 83 rooms in all with a capacity to accommodate 2 students in each room. Following facilities are available in both the hostels:

a) One Common room with Television and Tata Sky

b) Geyser facility in washrooms

c) Two air-conditioned guest rooms

d) Refrigerator

e) Visitor room with AC and induction cook-top

Recreational facilities - A well equipped gymnasium with state of state of art facilities is available in the campus. Besides, there are two eating joints- Coffee Express and Bikano for students to relax and enjoy. Also, there is a

sports complex where the students can play various indoor games like chess, carom, badminton, basket ball etc.

Computer facility including access to internet in hostel - There are seven computer labs with 60 computers in each. The labs are fully air-conditioned with LCD available which ensures effective teaching.

Facilities for medical emergencies - There is a full time doctor available on the campus all the time for any immediate requirements. In case of emergency, transportation facility is available to the Narendra Mohan hospital, located at a distance of 1km from the campus.

Library facility in the hostels - As of now, no such facility is available in either of the two hostels. The campus has a library with a plethora of books on all the subjects catering to the needs to the students as well as faculty.

Internet and Wi-Fi facility - The campus has four internet service providers: Aircel Fiber Optics, Sifi, Aircel RF Link which provide a total speed of 70 MBPS catering to the needs of the labs as well as the girls and boys hostel. The entire campus is WIFI enabled with LAN facility in the labs and faculty area.

Recreational facility-common room with audio-visual equipments - Both the hostels have a common room with television and seating space for students to sit and relax.

Available residential facility for the staff and occupancy - There are two visitor rooms, one in each hostel and these rooms are fully air-conditioned and equipped with induction cook tops. In addition, there are two guest rooms in each hostel and even these rooms are fully air-conditioned and have all the basic facilities for any guest or visiting faculty. The hostel accommodation and the available facilities are well taken care of by the wardens of the hostels.

Constant supply of safe drinking water - The Institute has RO water supply at multiple locations where water coolers are placed for use by students and staff. Similar facility is available in both the hostels as well.

Security - The Institute has two gates for entering the campus. The main gate is guarded by two guards along with a supervisor. The rear gate also has two security guards, round the clock.

4.1.6 What are the provisions made available to students and staff in terms of health care on the campus and off the campus?

The health of students and staff is of utmost importance. To facilitate any kind of health issues on campus, a well qualified doctor is always available for any kind of immediate requirement. In case of serious health issues, there is a hospital in close vicinity (within 1km). The Institute provides adequate transportation facility for transfer of the person to the hospital.

4.1.7 Give details of the Common Facilities available on the campus– spaces for special units like IQAC, Grievance Redressal unit, Women's Cell, Counseling and Career Guidance, Placement Unit, Health Centre, Canteen, recreational spaces for staff and students, safe drinking water facility, auditorium, etc.

Following facilities are available on the campus:

IQAC (Internal Quality Assessment Cell): The Institute Quality Assessment Cell comprises of 7 faculty members, 1 Administrative Staff, 1 External experts & 1 other stakeholder and community representative and is presided over by the Director. Their main focus is on ensuring that the academic quality is not compromised at any level. Their main objective is to conduct faculty feedbacks in the form of online and subjective feedbacks based on which corrective actions can be taken. The quality cell also takes care that the objectives specified in the course module are being followed and keeps track of the course progression. The IQAC also look after value added, skill oriented, faculty & staff development programmes, student mentoring programmes, co-curricular activities, community extension programmes & MDPs.

Grievance Redressal unit and Women's Cell: This Cell comprises of Chairman, Vice Chairman and 3 members. Any student can directly approach the cell with his problem and in case of non-resolution can escalate the issue to the Chairman. Only female faculty members are a part of women's cell which looks after any issues related to females specifically on the campus as well in the girls hostel.

Counseling and Career Guidance: The Institute has a regular career counselor available all the time for counseling and giving career guidance to the students. There is a separate career counseling room on the Academic Block-I.

Placement Unit: The Corporate Resource Centre has a dedicated team c members. The team is responsible for providing adequate placement

opportunities to the PGDM/MBA and MCA students. The CRC works as the Interface between the industry & academia.

Health Centre: There is a full time doctor on the campus having a separate clinic for handling any immediate requirements for students as well as staff.

Canteen: The Institute has an open coffee shop, COFFEE EXPRESS, where the students can enjoy hygienic snacks along with friends. The coffee shop is inside the parking space which gives ample space for students to stand around. Also, there is a canteen, BIKANO, with seating space where students can sit and enjoy the food.

Recreational spaces for staff and students: The Institute has two common rooms which are used by students for working on any group assignments or for practicing for any event, internal or external. The common rooms have chairs and tables along with fan. Besides that there is a sports complex where there are lots of indoor games –chess, carom, Table tennis etc. Recently, a gym facility has also been introduced for students and staff members. The gym is equipped with all updated equipments with air-conditioning and a washroom facility as well.

Safe drinking water facility: There are many water coolers kept at different locations in the whole campus which provide purified drinking water. The water coolers are cleaned at regular intervals.

Auditorium: The Institute has two auditoriums with a seating capacity of 300 and 600 respectively. They fully air conditioned and well equipped with proper chairs, sound system, LCD projector, wi fi connectivity, a big LCD screen etc. Both the auditoriums have washroom facility as well.

4.2   Library as a Learning Resource

4.2.1 Does the library has an Advisory Committee? Specify the composition of such a committee. What significant initiatives have been implemented by the committee to render the library, student/user friendly?

Yes, the Library has an Advisory Committee comprising of two units, the Management group and the IT group. Each group is constituted of Chairperson Library, two students and the Librarian. The Team has regular meetings and is responsible for further development of the library including expansion, new addition of books, new addition of services and new addition of e-resources etc.

As per the recommendation of the Committee, the number of books issued to the students at a time has been increased from 2 to 4 for MBA/PGDM and from 3 to 5 for MCA. Also, new magazines like Career 360, Pratiyogit Darpan, Electronics for You and Outlook Money have been added to th library resources since January 2014.

4.2.2 Provide details of the following:

∗ Total area of the library (inSq.Mts.)

∗ Total seating capacity

∗Working hours (on working days, on holidays, before examination days, during examination days, during vacation)

∗Layout of the library (individual reading carrels, lounge area for browsing and relaxed reading, IT zone for accessing e-resources)

- Total area of the Library is 727.35 square meters.

- Total seating capacity is 146.

- The working hours of Library are 8 AM to 8 PM on normal working days, before and during examinations. During holidays and vacations it is 8:30 AM to 5:30 PM.

- Layout of the Library:

    1. The library has 146 individual reading carrels respectively.
    2. The library has 10 computers. Each of these computers is equipped with LAN facility for accessing E- resources.

    3. The ITS campus is Wi-Fi enabled to enhance the accessibility

3.2.3   How does the library ensure purchase and use of current titles, print and e-journals and other reading materials? Specify the amount spent on procuring new books, journals and e-resources during the last four years.

The Library ensures purchase of all types of reading material on the recommendation of the advisory committee, faculty members and the librarian. The amount spent on procuring reading material during the last four years is represented in the following table provided in next page.

2012-13

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

2013-14

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

2014-15

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	35355	-	676	251472	36031	-
Reference Books	5477	-	27	14121	5504	-
e-Books	-	-	-	-	-	-
Journals	157	247472	-	-	89	23365
e-Journals	1250	-	-	-	1102	-
Digital Database	03	626410	-	-	02	345318
CD & Video	2454	-	877	-	3331	-
Others (Old Bound Journals)	1592	-	-	-	1592	-

4.2.4 Provide details on the ICT and other tools deployed to provide maximum access to the library collection?

∗ **OPAC**

∗ **Electronic Resource Management package for e-journals**

∗ **Federated searching tools to search articles in multiple databases**

∗ **Library Website**

∗ **In-house/remote access to e-publications**

∗ **Library automation**

∗ **Total number of computers for public access**

∗ **Total numbers of printers for public access**

∗ **Internet band width/ speed   2mbps □ 10 mbps1 gb (GB)**

∗ **Institutional Repository**

∗ **Content management system for e-learning**

∗ **Participation in Resource sharing networks/consortia (like**

Inflibnet)

The details of the ICT and other tools that are deployed to provide maximum access to the library collection are as following:

- A separate space equipped with computing facilities including hardware and software has been created especially for the library user where they can access OPAC service, Online Databases, CDs/DVDs for their studies and research. The Computers are equipped with Internet connection at 70 Mbps speed.

- Library website is used for this purpose. The relevant URL is http://www.pg.its.edu.in/Home/Online-Resource.aspx.

- Library is using user- friendly online database.

- The Library website can be accessed from the following URL http://www.pg.its.edu.in/Home/About-Library.aspx

In-House access to E- resources is available through I.P. based connections. Remote access to E- Resources is available to all on demand. Use of Capita Line and EBSCO through User- IDs and passwords is done for the purpose.

- I.T.S. Library is fully automated with the standard Library Automation Software Alice for Windows since July 2002.

- One printer has been installed in Library for taking printout required by faculty, student & staff.

- Library has 10 computers for students. Each of these computers is equipped with LAN facility.

- Not applicable.

- Internet bandwidth/ speed is 70 Mbps

- The library has repository system where both faculty & student can upload and access the material.

- The library has content management system for e-learning such as EBSCO & Capitaline.

- The Library has the institutional membership of Delnet since April 2003.

4.2.5 Provide details on the following items:
*Average number of walk-ins

*Average number of books issued/returned

*Ratio of library books to students enrolled

*Average number of books added during last three years

*Average number of login to opac (OPAC)

*Average number of login to e-resources

*Average number of e-resources downloaded/printed

*Number of information literacy trainings organized

*Details of "weeding out" of books and other materials

- Average number of walk-ins in the library ranges from 50 to 60 per day.

- Average number of books issued/ returned is 45 per day.

- Ratio of library books to students enrolled is 27312:556 for Management and 14255:291 for IT during 2015-16.

- Average number of books added during last three years is 1868.

- The average number of logins into OPAC is 150-200 per day, due to use of open access by the library.

- The average number of logins in to e- resources is 90-100 per day.

- The average number of resources downloaded/ printed is about 35-40 per day.

- The information literacy trainings are organized for faculty and students in orientation program at the beginning of each academic session, to impart the knowledge on how to make the best use of the resources of the library.

- Weeding out is followed as per the norms of U.G.C.

4.2.6 Enumerate on the support provided by the Library staff to the students and teachers of the college.

The Library staff provides the support to Faculty and students by organizing library literacy session in the annual orientation program at the beginning of each academic year with an objective to impart the knowledge on how to make the best use of the resources of the library.

The session aims at apprising everyone about the general rules of the library and the usage of the offline as well as online library resources. Moreover, the staff members are always present to help the users in any activity/ searches related to the Library resources.

4.2.7 What are the special facilities offered by the library to the visually/physically challenged persons? Give details.

The Library staff is always available to help out in such special cases so that the users in these cases have easy access to the library resources.

4.2.8 Does the library get the feedback from its users? If yes, how is It analyzed and used for improving the library services. (What strategies are deployed by the Library to collect feedback from users? How is the feedback analyzed and used for further improvement of the library services?)

Yes, the Library collects feedback from the students and the faculty members, with the help of its Advisory Committee. Suggestion Boxes are also kept in the Library to collect the feedback. The collected points are discussed in the meetings of the Advisory Committee to take decisions for further development of the library.

4.3   IT Infrastructure

4.3.1 Give details on the computing facility available (hardware and software) at the institution.

- **Number of computers with Configuration (provide actual number with exact configuration of each available system)**
- **Computer-student ratio**
- **Stand alone facility**
- **LAN facility**
- **Wifi facility**
- **Licensed software**
- **Number of nodes/computers with Internet facility**
- **Anyother**

- Total number of computers in the Institute = 698

The distribution of these computers in respective labs is as follows-

S.NO	Lab Name	System
1	Lab 1	73
2	Lab 2	62
3	Lab 3	62
4	Lab 4	72
5	Lab 5	66
6	Lab 6	33
7	Lab 7	60

8	Lab	30
9	Lab	97
10	Lab	63
11	CRC (Corporate Resource Centre)	04
12	Lib(Department)	04
13	Lib(Central)	10
14	External User	58

- Student – Computer ratio is 1:2

- Stand Alone Facility is available in 20 computers.

- LAN facility is available on all the computers in the Institute.

- The Wi- Fi facility is available in all the classrooms, hostels cafeteria, Labs and open areas as well.

- The list of Licensed Software is as follows-

  ### A. Office Automation / Application Software
  1. Adobe Photoshop 7.0
  2. Adobe Acrobat Pro 9.0
  3. Alice For Windows (Library Software)
  4. Tally 9.0
  5. SPSS Base 16.0
  6. Capitaline
  7. Ebsco
  8. MS-Exchange Server 2007
  9. MS-Exchange Server 2000
  10. Exchange Server CAL OLP NIAE 2000
  11. POP Con 3.0 For MS-Exchange 2000 Server
  12. Microsoft CAL for Windows NT
  13. Microsoft Front Page 2002 AE
  14. MS Macromedia Flash MXAE
  15. Macromedia Flash MX
  16. MS-Office 2007
  17. MS-Office 2003

18. MS-Office XP
19. MS-Office 2013
20. MS-Office release 4.3
21. MS Access 2010
22. MS Project 2010
23. MS Outlook 2010
24. Virtual PC 2007
25. Virtual Server 2005
26. Office Communication
27. DBase III Plus Ver 1.1
28. Word Star release 4.0
29. Lotus 1-2-3 release 4.0

B. Operating System / System Software
1. Windows Server 2008 R2
2. Windows Server 2003 R2
3. Windows 7
4. Windows 8.1
5. Windows XP
6. MS- Windows 2012 server
7. MS-Windows NT 4.0 Server
8. MS- Windows NT 4.0 workstation
9. Red Hat Linux 7.1
10. White Box Linux 4.0
11. SCO Open Server Media Kit Version 5.0.5
12. SCO Open Server & UNIX Ware Dev. Kit
13. SCO UNIX Host
14. SCO UNIX Enterprise System
15. Novell NetWare 5.0
16. Novell NetWare 4.11
17. MS-DOS 6.22

C. Language Processor
1. Visual Studio 2010
2. Softek COBOL-85 for Unix
3. Softek COBOL-85 for MS-DOS
4. Turbo PASCAL 7.0 for DOS
5. Turbo C++ 3.0 for DOS
6. Visual Basic 5.00
7. Visual Basic 6.00
8. Visual Java 6.0++ Professional AE
9. Visual FoxPro 6.0/8.0
10. Visual FoxPro 6.0/8.0
11. MS Visual Basic Pro AE

12. Borland turbo C++
13. Sun Java 1.5
14. TC Suite 4.5 for windows

D. RDBMS and 4-GL
1. MS-SQL Server 2008 R2
2. Oracle 10g
3. Oracle 9i For Windows 2000
4. Oracle 8i 8.1.5 for Windows NT
5. Oracle Developer / 2000 version 2.1
6. Oracle Server 8.0 for windows
7. Sybase SQL Server 11.0
8. Power Builder 5.0
9. Developer 6.0 for Windows (NT/95/98)

E. Anti-Virus Scanners
1. BitDefender Antivirus

F. Language Lab Software
1. Renet Digital Multimedia Language Lab
2. Sky Pronunciation Suite
3. Tense Buster
4. Connected Speech

G. Online Testing Software

- All the 698 computers in the Institute are provided with internet connection. The entire campus has 50 MBPS (1:1) internet connectivity through Aircel and 20 MBPS connectivity through BSNL.

4.3.2 Detail on the computer and internet facility made available to the faculty and students on the campus and off-campus?

The computer labs at Institute have industry oriented environment. It provides the students with hands on experience and learning in state of the art technological environment.

On The Campus:

- The Institute has Computer Labs equipped with latest Hardware configuration, peripherals (including Printers, Scanners etc) and latest version Software's to fulfill the academic needs of courses offered at the Institute. All the computers are connected to a central network with Fiber Optic backbone and are accessible from everywhere within the campus with proper security measures to ensure secure access

and prevent un-authorized access of data. The IT lab allows students, faculty and staff to take printouts, browsing and surfing of the internet, scanning and printing of documents.

- All the Computer Labs are equipped with latest configuration and round the clock internet connectivity.

- The Internet Bandwidth have now been upgraded from 12 Mbps to 70 Mbps (1:1) and is operational from 19th September, 2014.

- Now the earlier restriction of 1 GB Download/ Day has been withdrawn and Unlimited Internet Access and download facility for students is made available from 24th September, 2014.

- The **Wi-Fi enabled campus** provides round the clock internet access to both the students and faculty.

- IT Services also organize training sessions for faculty and students on the use of Internet for developing learning resources.

- To make the Internet Facility more secure, controlled and better managed, the renowned **Unified Threat Management (UTM) Device** has been procured, installed and is in operation from 24th September, 2014.

- I.T.S also has one Hardware lab cum Maintenance room located on the ground floor .The Institute has employed three computer maintenance personnel for routine and preventive maintenance of computers, installation of software and networking. This has helped in ensuring very high level of availability of computing facilities to faculty, staff and students, at all times.

Off The Campus:
- All the faculty members are facilitated by Laptops with required word-processing, analysis and presentation software to facilitate them in preparing their presentations for their class room teaching.

- The Institute aims in creating learning processes in response to the changing managerial paradigms and hence has incorporated the provision of providing **Laptops** to every student.

- Internet services in Hostels (Girls & Boys both) are being provided, after Institute hours, on full available Bandwidth.

4.3.3 What are the institutional plans and strategies for deploying and upgrading the IT infrastructure and associated facilities?

The Computer Centre of the Institute has always been striving for providing best services to facilitate the academic endeavour and computing needs at the Institute. Following upgrades and new addition in the services of IT have been made recently:

Improvements in services:

- The Internet Bandwidth has been upgraded from 12 Mbps to 70 Mbps (1:1) and is operational from 19th September; 2014.

- Internet Services in Hostels (Girls & Boys both) are provided after Institute Hours on full Bandwidth, available.

- Now the earlier restriction of 1 GB Download/ Day has been withdrawn and Unlimited Internet Access and download facility for students has been provided, from 24th September, 2014.

- To make the Internet Facility more Secure, Controlled and better Managed and Monitored, the renowned **Unified Threat Management (UTM) Device** has been procured, installed and is in operation from 24th September, 2014.

- The Bandwidth availability and Internet service (in terms of speed) have significantly improved.

- **Server Upgrade:** Recently, to accommodate new up gradation and enhancing facilities, Institute has upgraded the old servers, and accordingly Software/ applications are being migrated/ shifted to upgraded servers on receipt of New Server.

- **New Server:** Institute is in process of procuring New Brand Servers (order is already placed) to re-organize and re-orient the existing application load. Once Servers are received, very soon the load of existing servers will be reorganized and distributed to ensure optimized usage of available resources.

- The old LCDs in Class Rooms, Auditorium, Seminar Halls, and New Board Room etc have been replaced with new ones having better resolution and services.

- To upgrade the computing environment, Lab-IV, AB-III, Ground Floor has completely shifted on WINDOWS 8 Environment. Likewise, The Institute is working to upgrade in Applications also in various Labs of Computer Center.

Following new additions/ up gradation have been made in Computer Center in order to provide a better learning experience and exposure of latest Software/ Applications for students:

S.No.	Work	Location
1.	Increase in RAM in all Machines of Lab-2, Lab-3 (2nd Floor, AB-I) Lab-6 (Ground Floor, AB IV) & Lab-7(2nd Floor, AB-IV)	Upgradation from 01 GB to 04 GB now
2.	Operating System Upgrade from XP to Windows 7	Lab-2, Lab-3 (2nd Floor, AB-I) Lab-6 (Ground Floor, AB IV) & Lab-7 (2nd Floor, AB-IV)
3.	LCD Installation	Lab-1 (Ground Floor, AB-I) Lab-7 (2nd Floor, AB-IV)
4.	Operating System Upgrade from XP to Windows 8	Lab-4 (Ground Floor, AB III)

The Institute is confident that these up gradations will contribute in improved learning for students and faculty members. The up gradation of hardware and software is being done to provide high speed network connectivity for future technological requirements.

4.3.4 Provide details on the provision made in the annual budget for procurement, upgradation, deployment and maintenance of the computers and their accessories in the institution (Year wise for last four years)

The Institution adopts policies and strategies for adequate technology deployment and maintenance. The ICT facilities and other learning resources are adequately available in the institution for academic and administrative purposes. The staff and students have access to technology and information retrieval on current and relevant issues for an engaging teaching-learning environment.

The provision made in the annual budget for procurement, up gradation, deployment and maintenance of the computers and their accessories in the institution since four years is as follows:

Expenses/Budget (Amount in Lacs)

	2011-12	2012-13	2013-14	2014-15
Procurement & Up gradation of Computers	125.00	160.00	170.00	165.00
Maintenance of Computers	30.00	33.00	35.00	35.00

4.3.5 How does the institution facilitate extensive use of ICT resources including development and use of computer-aided teaching/ learning materials by its staff and students?

The Institution facilitates extensive use of ICT resources including development and use of computer-aided teaching/ learning materials by its staff and students for an engaging teaching-learning environment:

- The Institute has Computer Labs equipped with latest Hardware configuration, peripherals (including Printers, Scanners etc) and latest version Software's to fulfill the academic needs of courses offered at the Institute.

- All the computers are connected to a central network with Fiber Optic backbone and are accessible from everywhere within the campus with proper security measures to ensure secure access and prevent un-authorized access of data.

- The IT lab allows students, faculty and staff to take printouts, browsing and surfing of the internet, scanning and printing of documents.

- The **Wi-Fi enabled campus** that provides round the clock internet access to both the students and Faculty.

- The air conditioned lecture halls are spacious and scientifically designed to ensure that each student has sufficient space and each faculty has the facilities necessary to address the students. In addition, each lecture hall is equipped with specialized teaching aids like **LCD projectors and Smart boards** that enhance the quality of teaching-learning experience.

- The auditorium and seminar hall are equipped with the latest state of the art audio/video facilities and used for conducting and hosting intra and inter college events like seminars, conferences, panel discussions, talk shows and cultural activities.

- The Institute Library provides access to e-resources to faculty and students.

- Training programs are regularly conducted in IT department on the software applications, installation of software, upgrading hardware .Faculty are allowed to download and rehearse lecture presentation for classes. Special screenings of lecture classes are facilitated by information technology lab utilizing the LCD projector, smart board.

- Teachers most often use ICTs for 'routine tasks' (record keeping, lesson plan development, information presentation, basic information searches on the Internet).

- All the faculty members and students are facilitated by Laptops with required Word-processing, Analysis and Presentation software to facilitate them in preparation of their presentation for their class room teaching.

4.3.6 Elaborate giving suitable examples on how the learning activities and technologies deployed (access to on-line teaching - learning resources, independent learning, ICT enabled classrooms/learning spaces etc.) by the institution place the student at the centre of teaching-learning process and render the role of a facilitator for the teacher.

The Institution adopts policies and strategies for adequate technology deployment and maintenance. The ICT facilities and other learning resources are adequately available in the institution for academic

and administrative purposes. The staff and students have access to technology and information retrieval on current and relevant issues. The institution deploys and employs ICTs for a range of activities to facilitate an engaging teaching-learning environment:

- To promote this, the Institute makes available to its faculty and students comfortable work spaces, equips classrooms with internet connectivity, audio-visual facilities and air-conditioned environment.

- The Institute aims in creating learning processes in response to the changing managerial paradigms and hence has incorporated the provision of providing **Laptops** to every student.

- The **Wi-Fi enabled campus** provides round the clock internet access to both the students and Faculty.

- The air conditioned lecture halls at I.T.S are spacious and scientifically designed to ensure that each student has sufficient space and each faculty has the facilities necessary to address the students. In addition, each lecture hall is equipped with specialized teaching aids like **LCD projectors and Smart boards** that enhance the quality of teaching-learning experience.

- The auditorium and seminar hall are equipped with the latest state of the art audio/video facilities and used for conducting and hosting intra and inter college events like seminars, conferences, panel discussions, talk shows and cultural activities.

- The Institute Library provides access to e-resources to faculty and students.

- The Institute has modern computer laboratories with structured optical fiber network for easy access of information as well as centralized photocopying and scanning facilities.

ICT facilities are used as visual aids to empower teachers to transform the traditional blackboard, chalk and talk methods into interactive sessions. This enables the simplification of complex concepts and helps them to be imprinted on students' memories. Faculty is provided with a laptop with internet access to enable rich media usage / external internet-based learning resources in the classroom and they are encouraged to prepare power point presentations on their subjects for proper understanding of the course. IT Services also organizes training sessions for faculty and students on the use of Internet for developing learning resources. Computer Labs, LCD and OHP

projectors are available to the faculty for computer-aided teaching. The computer faculty is always available for any need based assistance in the use of ICT.

4.3.7 Does the Institution avail of the National Knowledge Network connectivity directly or through the affiliating university? If so, what are the services availed of?

The Institution does not avail of the National Knowledge Network connectivity directly or through the affiliating university.

4.4 Maintenance of Campus Facilities

4.4.1 How does the institution ensure optimal allocation and utilization of the available financial resources for maintenance and upkeep of the following facilities (substantiate your statements by providing details of budget allocated during last four years)?

a.	Building
b.	Furniture
c.	Equipment
d.	Computers
e.	Vehicles
f.	Any other

The Institution has sufficient resources allocated for regular upkeep of the infrastructure. There are effective mechanisms for the upkeep of the infrastructure facilities and promote the optimum use of the same. For preparing the budget, estimates are required from Maintenance and Computer Department. Thereafter Maintenance and Computer Department provides estimates of repairs for the coming financial year based on actual expenditure incurred on maintenance and up keeping of building, furniture, equipment, computer and vehicles' during the last 3 to 4 years.

	2012-13	2013-14	2014-15	2015-16 (budgeted)

ICT	13.59	21.29	22.99	35.00
Campus Infrastructure and Facilities	42.79	46.97	61.25	90.50
Equipments	0.94	0.74	0.81	4.00
Others	49.84	43.74	52.82	78.50

On the basis of their estimates, budget is prepared for the below mentioned head of expenditures to ensure optimal allocation and utilization of available financial resources.

4.4.2 What are the institutional mechanisms for maintenance and upkeep of the infrastructure, facilities and equipments of the college?

The Institution has an effective mechanism for upkeep of the infrastructure, facilities and equipments of the college and the Institute aims to promote the optimum use of the same. There are two maintenance cell run by sufficient staff under the supervision of administrator:

IT Maintenance Cell:
- All the problems and complaints related to computer/desktops/laptops and projector are taken care by this cell.
- The Faculty, Staff and Students can register their IT related complaints under this cell.
- The maintenance cell takes the action on the complaints registered within stipulated time period.

Infrastructural Maintenance Cell:
- All Infrastructural related issues are been taken care by this cell.
- There is a complaint register kept with the administrator.
- The Faculty, Staff and Students can register their complaints pertaining   to AC's/watercoolers/tubelights/fan/washrooms/windowglasses/ doors/whiteboards/notion boards/electric switches etc. under this cell.
- The cell takes the action on the complaints registered within stipulated time period. (Annexure attached)

4.4.3 How and with what frequency does the Institute take up calibration and other precision measures for the equipment/ instruments?

The Institute has effective mechanism for calibration and other precision measures for the equipment/ instruments.

Infrastructural Maintenance Cell:

The Institute has separate maintenance cell run under the supervision of administrator. A supervisor has been designated with the responsibility to resolve the problems related to the malfunctioning of equipments/instrument. Apart from handling the complaints on call, a schedule is followed at regular intervals for checking the working of all equipments. The followed schedule is:

S.NO	EQUIPMENTS	FREQUENCY
1.	WATER COOLERS	WEEKLY
2.	FAN	DAILY
3.	TUBELIGHTS	DAILY
4.	WHITE BOARDS	DAILY
5.	NOTICE BOARDS	DAILY
6.	SWITCES	DAILY
7.	AIRCONDITIONER	YEARLY

IT Maintenance Cell:

The Institute also has one Hardware lab cum Maintenance room located on the ground floor of UG 1. The Institute has computer maintenance personnel for routine and preventive maintenance of computers, installation of software and networking. This has helped in ensuring very high level of availability of computing facilities to faculty, staff & students, at all times.

The details are as follows:

S.NO	EQUIPMENTS	FREQUENCY

1.	COMPUTERS/DESKTOPS	DAILY 10 SYSTEMS
2.	LAPTOPS	WITHIN 24 HOURS

The Institute takes utmost care in maintaining the campus but once the problem is encountered it takes at least three days in resolving the same and is being done in holidays when student community is not around so that the smooth functioning of the courses is not hindered.

4.4.4 What are the major steps taken for location, upkeep and maintenance of sensitive equipment (voltage fluctuations, constant supply of water etc.)? Any other relevant information regarding Infrastructure and Learning Resources which the college would like to include

The Institution takes cautious measures in maintenance of sensitive equipments (voltage fluctuations, constant supply of water etc).

- The Institute runs PGDM//MBA/MCA in two buildings AB-III and AB-IV.

- Both the buildings have three floors, two water coolers have been installed with RO system for supplying safe and pure drinking water, 24 x 7, to the students. The water coolers are suitably placed so as to cater to the needs of students from all the floors.

- To meet the requirements of students some of the water coolers have also been placed in common places like passage, near lawns, canteen and sports complex.

- The Institute has a separate room for generator and the sitting area for the electrician is also located nearby. The generator is connected to the lecture halls, faculty area, computer labs and all other locations. In case of power failure the electrician has been instructed to start the generator immediately without any delay.

- The WI-FI enabled campus that provides internet connectivity 24x7.

The Institute is well equipped with the latest infrastructural facilities, duly supported by a professionally qualified staff. Classrooms with high end teaching aids, computer labs, a well stocked and networked library, auditorium and seminar halls, wi – fi enabled campus, sports complex etc, create an ambience conducive to academic activities and overall development of students.

CRITERION V

STUDENT SUPPORT AND PROGRESSION

5.1   Student Mentoring and Support

5.1.1. Does the institution publish its updated prospectus/handbook annually? If 'yes', what is the information provided to students through these documents and how does the institution ensure its commitment and accountability?

Yes, the Institute publishes its Admission Brochure and Leaflet every academic year. These documents provide an overview about the Institute and incorporate information about each course, infrastructural facilities, pedagogy, fee structure, scholarships etc. The Admission Brochure is also available on the Institute website for online access and prospective applicants. The major contents of the Brochure consist of the following information:

- Infrastructural Facilities
- Programme details and course structure
- Teaching and Learning
- Value Enhancers
- Scholarships and Awards
- I.T.S' Publications
- International Relations
- Admission Procedure
- Placement highlights
- Faculty Resources

The Institute is committed towards providing authentic and up-to-date information about various facilities provided by the Institution. The information provided in Admission Brochure and various other media is checked by concerned departmental head to ensure legitimacy of the same. The Institute holds complete accountability of the information given in the Admission Brochure and in case any dispute arises related to the content of the information provided in the brochure; the dispute shall be settled as per Ghaziabad jurisdiction.

5.1.2. Specify the type, number and amount of institutional scholarships / freeships given to the students during the last four years and whether the financial aid was available and disbursed on time?

The Institute has admission scholarships and academic performance for students, awarded to them at the time of admission and during two years of study (PGDM, MBA, and MCA-Lateral entry) and three years of study (MCA- 3

years programme). The admission scholarship is awarded to I year students on the basis of their performance in graduation, while academic performance awards are given to II and III year students based on their performance in end semester examination.

In addition to this, partial and full fee waives are also provided to students on need basis. The scholarship schemes at institution are revised at regular intervals to keep them updated. The details of scholarships given to the students are given below:

Admission scholarships

Awarded at the time of admission and is applicable for I year students of PGDM, MBA and MCA, based on their performance in graduation.

ACADMIC PERFORMANCE AWARDS

1. Merit Awards

For II and III year students based on their performance in I and II year end semester examinations respectively. It is awarded to top three meritorious students of each batch at the end of each year. First topper gets a scholarship of 15,000/- , Second topper gets a scholarship of 10,000/- and third topper gets a scholarship of 5,000/-.

2. Performance Improvement Award

It is awarded to top 10 students who show maximum improvement in terms of increase in percentage from the previous semester exams to the next semester exams of I and II year respectively.

5.1.3 What percentage of students receives financial assistance from state government, central government and other national agencies?

A number of students receive financial assistance from state government welfare scheme; namely 'Samaj Kalyan Scholarship'. The scholarship is provided for SC/ST/OBC category students along with general category students falling below poverty line. Under this scheme, the tuition fee of students is reimbursed along with provision of yearly scholarships to boys and girls.

Each year, students falling under the eligibility of this scheme are notified through the Institute. The detail of students who got "Samaj Kalyan Scholarship" is as follows:

S. No.	Year	% of Students received Scholarship
1	2014-15	18%
2	2013-14	7.06%
3	2012-13	1.76%

5.1.4 What are the specific support services/facilities available for
- **Students from SC/ST, OBC and economically weaker sections**
- **Students with physical disabilities**
- **Overseas students**
- **Students to participate in various competitions/National and International**
- **Medical assistance to students: health centre, health insurance etc.**
- **Organizing coaching classes for competitive exams**

- **Skill development (spoken English, computer literacy, etc.,)**
- **Support for "slow learners"**

- **Exposures of students to other institution of higher learning/ corporate/business house etc.**
- **Publication of student magazines**

The available support services and facilities available for various sections are:

- **Students from SC/ST, OBC and economically weaker sections:** The Institute does provide various support services to SC/ST, OBC and economically weaker sections of the society. The relaxation in academic percentage of such candidates is observed by university norms. The Institute also recognizes need to spread the benefits of higher education to weaker section of the society. For this, the Institute provides financial relaxation in academic fees of wards of its peons and working staff.

- **Students with physical disabilities:** Support services are being set up for students with physical disabilities.

- **Overseas students:** At present, the Institute does not have any support services/ facilities for overseas students.

- **Students to participate in various competitions/National and International:** The Institute believes in the holistic development of its students. They are constantly encouraged and motivated to take part in various national as well as international competitions. The sports

club of the campus ensures that information regarding different events is regularly updated for the use of students. The students are provided with the facility of Out Door forms which they are required to fill if they wish to avail consideration in their attendance. The faculty coordinators of various clubs and societies periodically inform students about different national/international students.

c. Medical assistance to students; health centre, health insurance etc.:

The institute has its own medical officer/ doctor to take care of the student's immediate health needs. The clinic runs various health programmes at regular intervals.

The activities include:
- Treatment
- Regular Medical check-ups of students and staff members.
- Organizing Pathology camps, Vaccination camps, Dental checkup and Blood donation camps.
- In addition, medical help can be arranged from I.T.S Surya Hospital, whenever necessary.
- In emergency, hospitalization facility is available just across the street.

Health Insurance Plan @ ITS-The Education Group

The institute has also taken Group Health Insurance Policies for medi-claim and accidental benefits from (Cholamandalam MS General Insurance Company Ltd) for all the Faculty Members, Staff Members and Students of I.T.S-The Education Group.

Faculty: Type of Policy – "Group Personal Mediclaim and accident" insured for 1 lakh medical reimbursement and 1 lakh accidental medical reimbursement.

Staff: Type of Policy – Group Personal Mediclaim and accident insured for Rs.50,000 medical reimbursement and 1 lakh accidental medical reimbursement.

Students: Type of Policy – Group Personal Accident insured for 1 lakh each student & 25000/- accidental medical reimbursement (only hospitalization benefit).

Treatment @ ITS Hospitals for Faculty, Staff members and students:

All Faculty, staff Members and students of I.T.S-The Education Group are given discount on Hospital treatment charges at I.T.S Surya Hospital, Murad Nagar and Greater Noida.

Particulars	Discount
For all employees of I.T.S Group of Institution	There will be 50% discount on IPD charges except diagnostic & Medicine charges.
For all patients dependent by employees of I.T.S Group of Institution	There will be 25% discount on IPD charges except diagnostic & Medicine charges.

- **Organizing coaching classes for competitive exams:** The Institute does not organize coaching classes for competitive exams.

- **Skill development (spoken English, computer literacy, etc.,):** In the present times, the students are required to be well-versed with English language as well as computer literacy. One should keep himself updated with the latest improvements in technology. The University covers various subjects like Computer Fundamentals, through which students can learn basics of computers. To increase computer literacy amongst students, the Institute provides free laptops to students so that they can learn to use them efficiently.

  English language proficiency has unarguably become one of the most essential requirements for university study. Whatever the field of study in humanities/social sciences, knowledge of English is crucial for accessing the vast body of knowledge to pursue academic study, since most of the materials one needs are available only in English. Given the above premise, the Institute focuses on developing the students' proficiency in this language through channels like personality developments workshops, events organized by literary club such as Play on importance of English etc. The medium of instruction at Institute is English to well-verse them with this language so that they can blend themselves well in corporate world.

- **Support for "slow learners":** Every child has different level of understanding of different subjects. Keeping this in mind, the faculty tries to cater to every student's specific needs and requirements by providing extra time for "slow learners". Tutorial classes are organized for practical subjects at regular intervals to give special attention on those students who are falling behind the rest of the class. In such classes, students' doubts are also cleared on one-to-one basis.

- **Exposures of students to other institution of higher learning/ corporate/business house etc.:** The Institute organizes regular guest lecture from eminent personalities of corporate world in

order to provide them practical exposure. Various CEOs and other higher management personnel come to the Institute and share their work experience with students.

Students are also encouraged to participate in various inter-college events which give them experience of various Institutes of higher learning. The clubs and societies coordinators display information regarding various cultural and academic events hosted by other Institutes.

- **Publication of students magazines:** The Institute publishes online magazine for students namely Vibrance, where students write and share their experience about their college life. In management e magazines are published in each functional areas like – Marketing, finance, HR & IT.

5.1.5 Describe the efforts made by the institution to facilitate entrepreneurial skills, among the students and the impact of the efforts.

The Institute has constituted an "Entrepreneurship Cell" to foster entrepreneurial skills amongst the undergraduate students. The E-cell aims to provide a platform where student can learn innovative business styles and helps them to generate their own creative ideas.

Multitudes of activities have been organized under the aegis of E-cell such as workshops, business plan development, presentations, which are intended to spawn proficiencies in students related to successful business innovations.

Q. 5.1.6 Enumerate the policies and strategies of the institution which promote participation of students in extracurricular and co-curricular activities such as sports, games, Quiz competitions, debate and discussions, cultural activities etc.
∗additional academic support, flexibility in examinations

∗special dietary requirements, sports uniform and materials

∗any other

The Institute believes in overall development of students by encouraging them to participate in various extracurricular activities ranging from sports

to academics. Students are goaded to participate in multitude of intra campus and inter campus extracurricular activities. The various clubs and societies at Institute ensure participation of students in various extracurricular and co curricular activities such as sports, quiz competitions, debate and discussions and cultural activities. In order to encourage our students, the Institute tries to provide full support to them at each level to the extent of possibility.

- **Additional academic support, flexibility in examinations –** Students participating in various extracurricular activities at zonal, state or national level are provided with full academic support from the institution. Internal examination, if missed out due to participation or preparation in any prominent event, can be reorganized for such students. However for university examinations, it is compulsory for students to appear in them. While computing attendance of such students, their reason of absence is also taken into consideration.

- **Special dietary requirements, sports uniform and materials –** Students playing games at state and national level are provided with sports uniforms and kits in order to encourage them.

- **Any other -** None

5.1.7 Enumerating on the support and guidance provided to the students in preparing for the competitive exams, give details on the number of students appeared and qualified in various competitive exams such as UGC-CSIR- NET, UGC-NET, SLET, ATE / CAT / GRE / TOFEL / GMAT / Central /State services, Defense, Civil Services, etc.

The Institute does not maintain any such information.

5.1.8 What type of counseling services are made available to the students (academic, personal, career, psycho-social etc?)

The Institute aspires to mould its students into informed and sensitive professionals who will engage with their social responsibilities and will respond to the needs of the marginalized sections of our society. With this mandate, the processes and curriculum engendered through various courses and programmes attempt to structure students' experiences in a way that would lead them to their chosen careers with the right sensibilities and skills in place.

The institute assigns faculty advisors to a group of students, who guide the students in various perspectives (academic, personal, career, psycho-social). Faculty advisors meet the students on weekly or fortnightly basis and help them to solve their problems.

5.1.9 Does the institution have a structured mechanism for career guidance and placement of its students? If 'yes', detail on the services provided to help students identify job opportunities and prepare themselves for interview and the percentage of students selected during campus interviews by different employers (list the employers and the programmes).

Yes, the Institute has a structured mechanism for career guidance and placements of its students. The institute has a separate Placement Cell. The Placement Cell at the Institute provides career guidance and placement assistance to students across MBA,MCA and PGDM. The Placement Cell also consists faculty members from both MBA and MCA department in order to provide equal assistance and guidance in fields of Management and IT. The Placement Cell coordinators search the job opportunities available in various reputed companies and organize interviews of our students in them. On - campus drives are organized to provide opportunities to appear for jobs inside campus only. Students are also notified of job openings available for them in various companies so that they can appear for walk-in interviews.

The Placement Cell organizes various value added modules, workshops, personality development sessions and Mock interviews where students can learn special skills pertaining to resume writing, interview skills, mock - interview etc.

5.1.10 - Does the institution have a student grievance redressal cell? If yes, list (if any) the grievances reported and redressed during the last four years.

Yes, the institute has a student grievance redressal cell with the members including top officials. The institution has appointed ombudsmen to look after such cases as reported. The Administrator appointed by the institution addresses students' grievances in these areas and responds to them within a fixed time frame. Grievances related to teaching-learning and other academic issues (assessments, course delivery, time table, teacher-student relationships, and peer relationships particularly inside the classroom) are addressed by a joint committee of students and faculty members.

The director of the institution meets a group of the students on regular basis to discuss various issues. Apart from it a faculty member is assigned to a group of students who meet these students on weekly or fortnightly basis where students can share their personal or educational problems.

5.1.11 What are the institutional provisions for resolving issues pertaining to sexual harassment?

In I.T.S, the cases related to sexual harassment come within the purview of the Committee created for the purpose. The committee has been entrusted with responsibility to deal with complaints received on such issue. The Committee has prepared guidelines for prevention of sexual harassment of women at place of work as per directives of Central/State Govt.

So far the committee has not received any case regarding the sexual harassment in the campus.

Q -5.1.12 Is there an anti-ragging committee? How many instances (if any) have been reported during the last four years and what action has been taken on these?

Yes, an Anti-Ragging Committee has been constituted by the Institute to deal effectively with ragging issues in the campus. The constitution of this committee involves various departmental heads to ensure effectual resolution of the issues.

The committee is chaired by Director Management along with members including, Director - IT, Director- UG campus, Vice Principal – UG campus, Boys' Hostel incharge, Coordinator- MCA, Coordinator MBA, Coordinator PGDM, Administrative Officer, Girl's Hostel warden, Boys hostel warden and Registrar.

There have been no instances reported during the last four years.

5.1.13 Enumerate the welfare schemes made available to students by the Institute?

The Institute shows utmost care towards welfare of its students in every possible way. The major areas in which the students receive welfare are regular dental camps and medical checkups. At the time of orientation of students, all students are examined by a qualified medical practitioner to ensure good state of their health. The Institute provides medical assistance,

available during normal working hours, to its students in case of any untoward event, with the help of a qualified doctor.

One other example of welfare awareness of Institute is annual dental camps organized at regular intervals in the campus. The Institute along with the help of with its sister concerns I.T.S – Murad Nagar and I.T.S – Greater Noida, holds dental check up camps for its students and encourages them towards oral hygiene.

5.1.14 Does the institution have a registered Alumni Association? If 'yes', what are its activities and major contributions for institutional, academic and infrastructure development?

No, the Institute does not have registered Alumni Association.

The Institute organizes an alumni meet namely, Sansmaran – Annual Alumni Meet, on annual basis where students from former batches are invited with their families. Such programme provides a chance to alumnae to interact with their faculty members and to know about developments, Institute has made in the past years. The Institute is benefitted by this association as it creates vast pool of opportunities for students to get to know about prospects available to them in their field in terms of higher education as well as job openings.

The alumni association has also arranged various guests sessions for the students taken by alumnae from various corporate houses. MBA, MCA and PGDM alumni have come to the Institute from time to time to guide our students on career related issues and road map to higher education.

In orientation program, the alumni are invited to guide our students on various issues.

5.2 Student Progression

5.2.1 Providing the percentage of students progressing to higher education or employment (for the last four batches), highlight the trend observed:

Student progression	%
PG to M.Phil.	
PG to Ph.D.	
Employed • Campus selection • Other than campus recruitment	

2014-15

Student progression	%
PG to M.Phil.	Not Avaialable
PG to Ph.D.	Not Available
Employed • Campus selection	43.42%
• Other than campus recruitment	44.16%

2013-14

Student progression	%
PG to M.Phil.	Not Avaialable
PG to Ph.D.	Not Available
Employed • Campus selection	29.26%
• Other than campus	50.24%

2012-13

Student progression	%
PG to M.Phil.	Not Avaialable
PG to Ph.D.	Not Available
Employed • Campus selection	23.70%
• Other than campus recruitment	46.95%

2011-12

Student progression	%
PG to M.Phil.	Not Avaialable
PG to Ph.D.	Not Available
Employed • Campus selection • Other than campus recruitment	77.39% (total)

The Institute provides placement assistance to its final year MCA, and MBA and PGDM students through "Placement Cell". The Placement Cell attempts to seek placement forms from students who are interested in getting placement from Institute.

5.2.2. Provide details of the programme wise pass percentage and completion rate for the last four years (cohort wise/batch wise as stipulated by the university)? Furnish programme-wise details in comparison with that of the previous performance of the same institution and that of the Colleges of the affiliating university within the city/district.

The University declares semester wise results for MCA and MBA. The institute declares trimester wise result for PGDM program which is approved by AICTE, Ministry of HRD, and Government of India. The detailed result of last four batches of MBA , MCA and PGDM:

MCA

Batch	ENROLLED in VI Sem	NO. OF STUDENTS PASSED (VI SEM)	PASS %
2012-15	84	84	**100%**
2011-14	100	100	100%
2010-13	120	120	100%
2009-12	120	120	100%

MBA

Batch	ENROLLED in IV Sem	NO. OF STUDENTS PASSED (IV SEM)	PASS %
2013-15	175	165	94%
2012-14	175	175	100%
2011-13	115	115	100%
2010-12	114	114	100%

PGDM

Batch	ENROLLED in VI Trimester	NO. OF STUDENTS PASSED (VI Trimester)	PASS %
2013-15	144	144	100%
2012-14	164	164	100%

2011-13	207	207	100%
2010-12	175	175	100%

Note: In the above mentioned result analysis report, the students who have passed with back paper have not been taken into consideration.

The Institute performs inter-Institute result analysis after each semester's result for its both programmes i.e., MBA and MCA. The parameters like total students, total students appeared, passed students, students having back paper, promoted students, are taken into account while performing inter-Institute result analysis.

5.2.3 How does the Institute facilitate student progression to higher level of education and/or towards employment?

The Institute has a Career Counseling Cell and a Placement Cell which facilitates student progression towards higher education and placements respectively.

In order to facilitate students towards employment, Placement Cell of Institute organizes both on-campus and off-campus drives for MBA, PGDM and MCA students. To increase chances of their selection, the students are given special classes for personality development where they learn about grooming, resume making skills, interview skills etc.

5.2.4 Enumerate the special support provided to students who are at risk of failure and drop out?

The Institute believes that every child has different understanding levels and all of them should be treated differently. With this notion, extra tutorial classes for practical subjects like Mathematics are run for weak students. Faculties, while designing course module for their respective subject, mention separate action plan for weak students so as to give them special attention. Students are encouraged to ask questions during their classes and also after their classes in extra time, whenever required. Every faculty provides respective subjects' notes to students in addition to class notes to provide maximum assistance to them.

The Course Chairpersons/ Coordinators (MBA, PGDM and MCA), ensure regular communications with the students. For students who are at risk of drop out, Chairpersons and Coordinators try to resolve their doubts in case of course queries and provide assistance in case of some family matter. Each student has been assigned one mentor who guides them in case of any problem.

5.3 Student Participation and Activities

5.3.1 List the range of sports, games, cultural and other extracurricular activities available to students. Provide details of participation and program calendar.

The Institute has variety of sports, cultural and extracurricular activities in which the students participate. Various clubs and societies are active in Institute such as Literary Club, Social Service Club, Library Club, Entrepreneurship Cell, C Club, Java Club, DBMS Club, Dot Net Club, Marketing Club, Finance club, IB Club, HR Club etc.

Every year, the Institute organizes its annual festival **WYSIWYG** and SAMAGRA which witnesses participation from various colleges and Institutes across Delhi-NCR.

5.3.2 Furnish the details of major student achievements in co-curricular, extracurricular and cultural activities at different levels: University / State / Zonal / National / International, etc. for the previous four years.

Students are encouraged and have participated in several co-curricular activities at the University level as well as in State Level.

5.3.3 How does the college seek and use data and feedback from its graduates and employers, to improve the performance and quality of the institutional provisions?

The Institute maintains a regular inflow of information from the alumni of the Institute and the employers who visit the campus for placement of students. The alumni are invited to the campus for guest talk wherein they share their corporate experience with the current students and such sessions turn out to very interactive and interesting as the current students are able to relate themselves with the alumni.

On the basis of the feedback of the employers of our students and alumni, various value enhancers like Value Added Courses, CEO talk sessions etc. have added on which have facilitated in making students ready for available job opportunities.

5.3.4 How does the college involve and encourage students to publish material like catalogues, wall magazines, college magazine and other material? List the publications/ materials brought out by the students during the previous four academic sessions?

College has always given due emphasis on publication part. In this respect an online magazine called **"VIBRANCE"** was initiated by Department of IT in the year 2007. Similarly in online magazines initiated by management department are The online magazine is the brain child of the students. The magazine gets updated every month with interested news and articles of IT department, happenings etc. The responsibility for updating this monthly online publication lies on students.

E magazines are published by the students functional clubs in the area of marketing, finance etc.

Apart from this, college also promotes publishing papers both in National and International platform.

5.3.5 Does the college have a student council or any similar body? Give details on its selection, constitution, activities and funding?

No, the college does not have any student council or any similar body but college runs various functional clubs completely owned and managed by students.

5.3.6 Give details of various academic and administrative bodies that have students' representatives on them?

The Institute runs a number of Activity-Clubs as a part of student learning. Each club is student driven and organizes a minimum of two activities per semester. Students play an active role in keeping these clubs vibrant and on the basis of the suggestions made by the student representatives, the changes are incorporated in order to bring out the best from these activities.

5.3.7 How does the institution network and collaborate with the Alumni and former faculty of the institution. Any other relevant information regarding student support and progression with the college?

Yes, the Institute has a large Alumni base. A Cell has been created which is responsible for regularly maintaining and updating the database. Since 2010 an alumni meet is organized every year, in the month of December. This meet encompasses sharing of information, nostalgic memories of their alma mater amongst the alumni and their family members. The meet culminates with evening supper and cultural activities for all.

The alumni are contacted through various means like telephonic calls, e-mails, Facebook and they are invited along with their families and peer group to join the eve. Apart from this, guest talks and CEO talk sessions are also organized wherein the alumni are invited to share their valuable experience with the current students.

The alumni are also invited time to time to interact with our current students to guide them.

During orientation program, a special session on experience session by the alumni is organized in every program with the newly joined students.

CRITERION VI

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 Institutional Vision and Leadership

6.1.1 State the vision and mission of the Institution and enumerate on how the mission statement defines the institution's distinctive characteristics in terms of addressing the needs of the society, the students it seeks to serve, institution's traditions and value orientations, vision for the future, etc.?

The vision and mission of the Institution is outlined as below:

Vision: "Creating Thinking Professional Order."

Mission: "To make incessant endeavor to create learning processes in response to changing managerial paradigms."

The Institution, has taken a mandate to help create a thinking professional order in the society to avoid chaotic situations that often arise due to unsystematic approach to our various activities and deeds in practical life. Both thinking and professional order go together. Thinking is an activity. It is the quality of thinking that matters in the overall growth and development of the society. A society where people think in right direction, thoughts generated would be positive and constructive. People in such a society would live in peace and harmony. There would be overall development and progress in the society leading to increase in the welfare of its people.

The quality, extent and level of thinking differentiate developed societies from developing ones. Our efforts as an Educational Institution are to create right type of thinking in the minds of potential managers so that they can act in a rational manner, approach a problem systematically and analytically and come out with feasible solutions. Our endeavor thus is to ensure that all faculty members of I.T.S belong to this order who in turn inculcate corresponding, values and ethics into every student of I.T.S and thus professional order is created in the society which grows and multiplies.

To achieve our vision of creating thinking professional order, we have set our mission for ourselves as making incessant efforts to create learning processes for our students/executives in response to changing managerial paradigms. As a guiding post for fulfilling the mission, we have concretized the following objectives:

Generating new learning technologies: New learning technologies include teaching through audio-visual facilities.

Strengthening the industry interactive network: Organizing guest lectures, workshops and informal interaction with industry experts, live projects, industry visits and summer internship programme. This helps in bringing real life experiences into classrooms while at the same time acquainting the industry with our Schools and programmes, so that they may become potential recruiters.

- Internships and short-term live projects: Internship and live projects are characteristic attributes of the PGDM course, offered at I.T.S. This gives students hands-on experience, and in the process helps them to apply the theoretical concepts to the practical work environment.

- Placements: The Institute has a Corporate Resource Centre. The key responsibility of this Centre is to act as an interface between the students and potential recruiters, and thereby assist in the process of campus placements.

Inculcate team spirit among the learners: Team spirit amongst the learners is reflected in the successful hosting of cultural and academic events by students. Group studies and group assignments are designed to encourage the team spirit.

Relating learning with values: At I.T.S, learning is related with values such as culture, integrity, leadership, and service to mankind.

Facilitating professional practitioners in searching their potential: I.T.S looks forward to providing professionals from both industry and academia a platform for further growth and development.

6.1.2 What is the role of top management, Principal and Faculty in design and implementation of its quality policy and plans?

QUALITY POLICY

The top management, Director and Faculty play a very important role in designing and implementation of its quality policy and plans. The quality policy framed by the Institute states that - The Institute of Technology and Science, Ghaziabad is focused to become fountainhead among academic institutions in India. The Institute is committed to impart professional

education of excellence quality for all-round development of the students seeking career in Management as well as in Information Technology. To do so, Top Management, Director and faculty play a vital role in the implementation of its quality policy and plans. Each faculty and staff member is well-trained and motivated so that he/she can understand the desired functions and is empowered to carry them out effectively. Involvement of students, parents, industry and society at large is encouraged for continual improvement in every sphere of Institute's activities.

The quality objective laid by the Institute is as follows

φ   Generating new learning technologies
φ   Strengthening the industry interactive network
φ   Inculcate team spirit among the learners
φ   Relating learning with values
φ   Facilitating professional practitioners in searching their potential
φ   Inculcate win-win attitude among managers
φ   Improving teaching processes
φ   Expanding the information technology capacity

The quality plan formulated by the Institute is to improve the overall system and process. The Institute has adopted Quality System as laid down under ISO 9001:2008 standard which includes quarterly audits by the external agencies followed by Surveillance Audit each year. The Audit covers the entire systems of the Institute. The Institute maintains a Quality Manual and Quality Procedural Manual which is regularly revised as per the changes made. Further to develop the pedagogy, the Institute conducts FDPs and MDPs and workshops. It regularly conducts Seminars inviting corporate as well as academic laureates.

Regarding the administrative quality, the Institute has made dress code compulsory for the students. Faculty, staff and the students wear Identity Cards within the campus. Further the Institute maintains health and hygiene standards.

6.1.3 What is the involvement of the leadership in ensuring :

- **the policy statements and action plans for fulfillment of the stated mission**
- **formulation of action plans for all operations and incorporation of the same into the institutional strategic plan**
- **Interaction with stakeholders**
- **Proper support for policy and planning   through need**

analysis, research inputs and consultations with the stakeholders
- **Reinforcing the culture of excellence**
- **Champion organizational change**

The leadership involves in ensuring the following particulars as per the given details:

The policy statements and action plans for fulfillment of the stated mission

The leadership team is actively involved in formulating, monitoring, exercising control and acting on the feedback to ensure implementation of the policy statements and action plans for fulfillment of the stated mission.

Formulation of action plans for all operations and incorporation of the same into the institutional strategic plan:

The formulation and incorporation of the action plans with strategic plans is done through the meetings of Academic Council and the top management. Agenda points are discussed and decision making is done in a proactive manner. Action plans are drawn in the meetings and are recorded.

The management keeps a control on the Institutional processes through reports and feedback.

Interaction with stakeholders: The leadership team on a regular basis takes feedback from all stake holders regarding the formulated policies. Based on feedback, changes are incorporated wherever desired and are taken into consideration wherever the need is felt.

Proper support for policy and planning through need analysis, research inputs and consultations with the stakeholders: Periodic assessments are conducted by top management to ensure smooth implementation of the formulated policy and also care is taken in ensuring that all stake holders involved are aware of their role in implementation of the same.

Reinforcing the culture of excellence: A culture of excellence is reinforced in a variety of ways:

The Institute has a scheme of providing research incentive to faculty for carrying out research. The Institute also provides dedicated funding for

seminars, workshops and conferences by an individual faculty or students. The Institute has instituted the practice of regularly inviting eminent academics and practitioners as guest, visiting and adjunct faculty for lectures and workshops. Regular meetings between Director and Faculty are held for discussions on matters related to teaching and research.

Champion Organizational Change: The Institution strongly believes that how organizations manage change has become a significant factor in their success or failure and their competitive advantage or disadvantage. In this regard, top management encourages new initiatives for creating excellence. There is no bar on launching new initiatives as long as the quality is enhanced.

6.1.4 What are the procedures adopted by the institution to monitor and evaluate policies and plans of the institution for effective implementation and improvement from time to time?

The procedures adopted by the Institution to monitor and evaluate policies and plans of the Institution for effective implementation and improvement from time to time is that of regular monitoring, control and feedback taken on the processes and systems.

Frequent staff meetings at Institute level and at Management level to ensure proper monitoring. Review of minutes of the old meeting gives an opportunity to review policies and plans. For effective implementation of policies and plans, the Institute emphasizes the reviews by various committees composed of faculty and students. The Institute is ISO 9001-2008 certified and follows Quality Management System. Standardized practices are followed and review is carried out in ISO audits. Monthly reports are submitted to the top management. The report gives a comprehensive feedback to the top management and policies and plans are reviewed automatically.

6.1.5 Give details of the academic leadership provided to the faculty by the top management?

The top management of the Institute provides academic leadership to its faculty members by designating them as Team Leads for various committees/departments such as:

- ➢ Admissions
- ➢ Placements

- Personality Development Programme
- Academic Clubs
- Discipline

Besides the above, faculty members are also designated as Course Coordinator and Area Chairperson who in turn are responsible for the smooth functioning of the course and development of students in their respective areas. They are authorized to implement activities with regards to the efficient functioning of the course. The respective team leads are empowered to design and manage the activities within the department. This helps nurture the leadership skills of the faculty.

6.1.6 How does the college groom leadership at various levels?

The Institute has a constant endeavor to involve faculty members in setting up the norms and rules of the College and encourage them to create innovative courses. For this, the faculty members are involved in the administration of various academic programmes. Apart from this, faculty members are also a part of academic clubs and various committees and task groups. They hold key positions in several academic and non academic areas.

This applies to the administrative staff as well.

6.1.7 How does the college delegate authority and provide operational autonomy to the departments / units of the institution and work towards decentralized governance system?

The Institute strongly believes in delegating authority and at the same time providing operational autonomy to the teams. The Institute has a decentralized structure in place. The Director of the Institute is assisted by the respective area teams and course coordinators. The area chairperson looks into the effective delivery of the course in their respective area. The prevailing system ensures a decentralized governance system in its true sense.

6.1.8 Does the college promote a culture of participative management? If 'yes', indicate the levels of participative management.

Yes, the Institute promotes a culture of participative management. Director of the Institute is assisted by the respective area teams in day-to-day matters. Each area team is headed by the Area Chairperson and Course Coordinators who are empowered to design and manage academic matters including issues related to assessment, evaluation, results.

The Institute's structure also promotes the involvement of the academic staff in the form of different committees such as admissions, placements and personality development programme.

6.2 Strategy Development and Deployment

6.2.1 Does the Institution have a formally stated quality policy? How is it developed, driven, deployed and reviewed?

Yes, the Institution has a formally stated quality policy.

The perspective institutional plan is developed by the Director in consultation with the Management, and Faculty. The Academic Calendar for the academic activities for the entire year is also prepared that includes all the activities.

Faculty members of the respective areas meet for discussing seminars and conferences in their respective area and activities of student academic clubs in their area.

6.2.2 Does the Institute have a perspective plan for development? If so, give the aspects considered for inclusion in the plan.

Yes, the Institution has a perspective plan for development. The below mentioned are the aspects considered for inclusion in the plan

Vision and Mission - As an Academic Institution, I.T.S takes upon a mandate to help create a thinking professional order in the society to avoid chaotic situations that often arise due to unsystematic approach to our various activities and deeds in practical life. It is the quality of thinking that matters in the overall growth and development of the society. A society where people think in right direction, thoughts generated would be positive and constructive. People in such a society would live in peace and harmony. There would be overall development and progress in the society leading to increase in the welfare of its people.

The quality, extent and level of thinking differentiate developed societies from developing ones. Our efforts as an educational Institute are to create right type of thinking in the minds of potential managers so that they can act in a rational manner, approach a problem systematically and analytically and come out with feasible solutions. Our endeavor thus is to ensure that all faculty members of I.TS belong to this Order who in turn inculcate

corresponding, values and ethics into every student of I.T.S and thus Professional Order is created in the society which grows and multiplies.

Teaching and learning - The perspective on teaching-learning at I.T.S is distinct. It focuses on the processes and an ethos that integrates the quest for knowledge with experiential learning via the medium of discussions, interactions, dialogue and intensive field engagement. A constant concern and effort has been to establish bridges between courses across semesters and disciplines. Different media such as smart boards and projectors are used to facilitate classroom learning experiences. Mentoring and tutorials are integral to teaching-learning at I.T.S and are understood as powerful locales for peer learning and exchanges in a close, engaged, and an ongoing process.

Research and development - The Institute has enabling provisions for the promotion of research with funding available for faculty members. I.T.S strongly believes that its future will depend not only on its teaching programmes, but also on the research and publications of its faculty in peer reviewed journals. The Mid-Term Review of the Institute emphasizes the significance of research in the appraisal system. It is an initiative to strengthen its research culture and as an institution.

Community engagement - At the core of the Institute's functioning is a constant endeavor to serve mankind. In this regard I.T.S takes pride in participating in community engagement programs. The students and faculty of the Social Service Club at I.T.S make an honest attempt to serve the society by undertaking two projects in the name of 'Parivartan' (education of slum children) and 'Uthaan' lab for imparting IT knowledge to school children.

Human resource planning and development - The staff structure and staffing patterns of the Institute is performance oriented and driven by results rather than by hierarchies and layers of reporting lines. Most of the personnel employed by the Institute are expected to be trained in multitasking so as to be able to move both vertically and horizontally. The Institute attempts to provide opportunities for its staff to improve their career prospects through regular and well organized training and personal development programmes. With a view to maintaining, continuity and regular functioning of the college, adequate staff both teaching and non teaching is recruited. The staff recruitment process is quite stringent looking into the quality aspect.
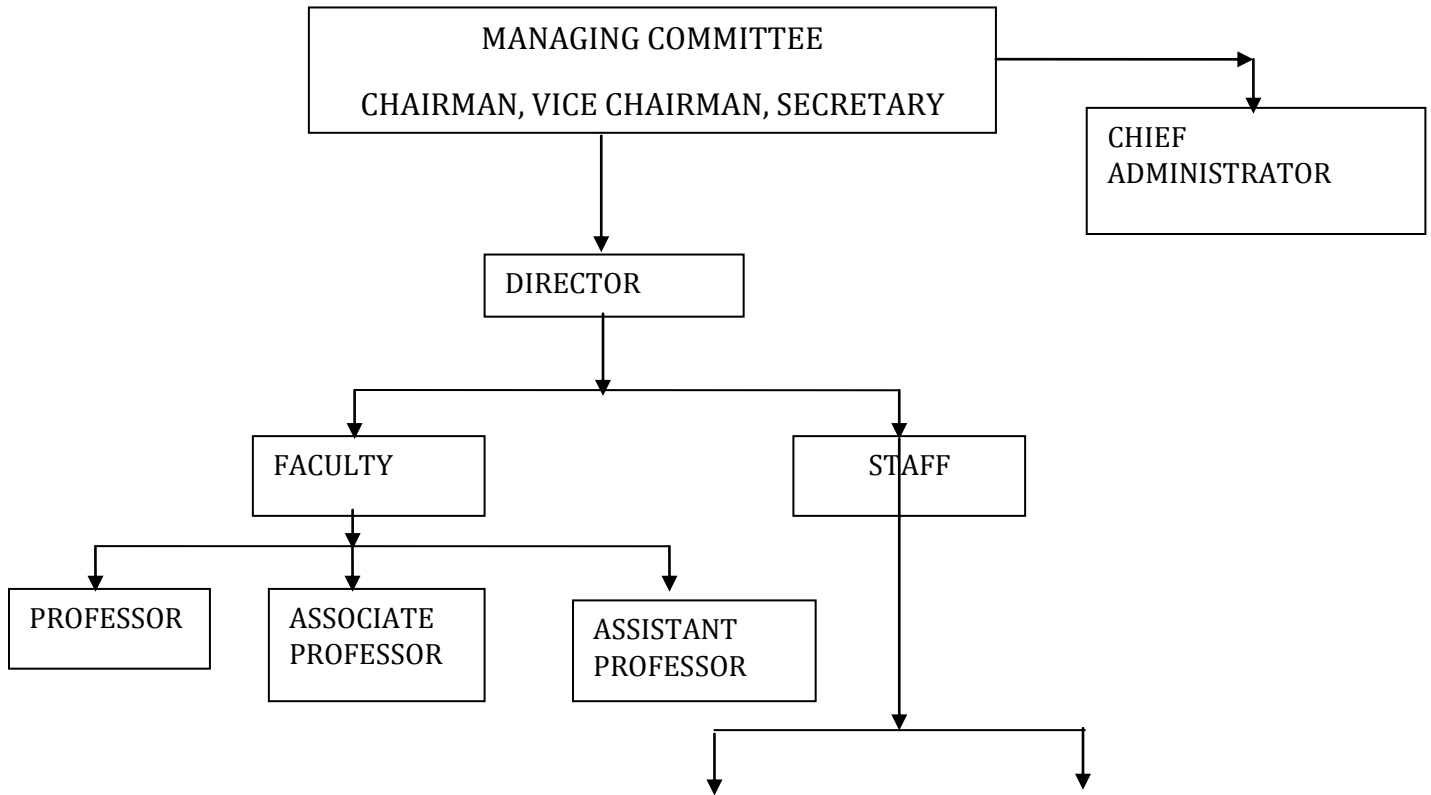
Industry interaction – The Institute strives to create forward linkages, with organizations and institutions, where our students get absorbed. Given the diversity of our program as well as students' interests, our students, are

placed in corporate sector or engage in self-employment and entrepreneurial activities. Interaction with Industry is promoted in the following ways:

- **Guest lectures, workshops, and informal interaction with industry experts:** This helps in bringing real life experiences into classrooms while at the same time acquainting the industry with our schools and programs so that they may become potential recruiters. Experts from the industry have also been involved in consultative processes.

- **Internships and short-term live projects:** Internship and live projects are characteristics of the PGDM program offered at I.T.S. This gives our students hands-on experience, and enables them to apply the concepts learnt in the classroom to the workplace.

- **Placements:** The Corporate Resource Centre of the Institute looks into the placement of students. The key responsibility of the Centre is to act as an interface between the students and potential recruiters, and smoothen the process of campus placements.

6.2.3 Describe the internal organizational structure and decision making processes.

The internal organization structure of the Institute is as under:

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          ┌─────────────────────────────────────────┐
          │        MANAGING COMMITTEE               │───────────┐
          │                                         │           │
          │  CHAIRMAN, VICE CHAIRMAN, SECRETARY     │           ▼
          └─────────────────────────────────────────┘    ┌──────────────────┐
                            │                             │  CHIEF           │
                            ▼                             │  ADMINISTRATOR   │
                    ┌──────────────┐                      └──────────────────┘
                    │  DIRECTOR    │
                    └──────────────┘
                       │        │
              ┌────────┘        └────────┐
              ▼                          ▼
        ┌──────────┐              ┌──────────┐
        │ FACULTY  │              │  STAFF   │
        └──────────┘              └──────────┘
          │    │    │                  │
    ┌─────┘    │    └─────┐         ┌──┴──┐
    ▼          ▼          ▼         ▼     ▼
┌──────────┐┌──────────┐┌──────────┐
│PROFESSOR ││ASSOCIATE ││ASSISTANT │
│          ││PROFESSOR ││PROFESSOR │
└──────────┘└──────────┘└──────────┘
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The Academic structure c ADMINISTRATIVE es MBA ACADEMIC PROGRAM
OFFICER OFFICE
respectively. These three courses function under the leadership of Director –
Mgmt. and Director - IT. Each course is effectively monitored and
coordinated by Course Coordinators.

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 a Controller of Finance. The IT Services is
headed by Director - IT. The Registrar is the administrative head of the
Institute. The Head of the Library is the Librarian.

**6.2.4 Give a broad description of the quality improvement strategies of
the institution for each of the following**
• **Teaching & Learning**

• **Research & Development**

• **Community engagement**

• **Human resource management**

• **Industry interaction**

The quality improvement strategies implemented by the Institution under
the above mentioned areas are as following:

Teaching and learning - The perspective on teaching-learning at I.T.S is
distinct. The Institute focuses on the processes and an ethos that integrates
the quest for knowledge with experiential learning via the medium of
discussions, interactions, dialogue and intensive field engagement. A
constant concern and effort is directed towards establishing a bridge

between courses across semesters/ trimesters and disciplines. Different media such as smart boards and LCD projectors are used to facilitate classroom learning experiences. Mentoring and tutorials are integral to teaching-learning process at I.T.S, and are understood as powerful locales for peer learning and exchanges in a close, engaged, and ongoing process.

Research and development - The Institute has enabling provisions for the promotion of research with financial funding for the faculty members. Faculty members are constantly encouraged towards developing their research aptitude and thereby contribute through research publications in peer reviewed journals. The annual and mid – term appraisal reviews the contribution of faculty members in research and emphasizes upon the significance of research in the institutional development.

Community engagement - At the core of the Institute's functioning is a constant endeavor to serve mankind. In this regard I.T.S takes pride in participating in community engagement programs. The students and faculty of the Social Service Club at I.T.S make an honest attempt to serve the society by undertaking two projects in the name of 'Parivartan' (education of slum children) and 'Uthaan' lab for imparting IT knowledge to school children.

Human resource planning and development - The staff structure and staffing patterns of the Institute is performance oriented and driven by results rather than by hierarchies and layers of reporting lines. Most of the personnel employed by the Institute are expected to be trained in multitasking so as to be able to move both vertically and horizontally. The Institute attempts to provide opportunities for its staff to improve their career prospects through regular and well organized training and personal development programmes. With a view to maintaining, continuity and regular functioning of the college, adequate staff both teaching and non teaching is recruited. The staff recruitment process is quite stringent looking into the quality aspect.

Industry interaction – The Institute strives to create forward linkages, with organizations and institutions, where our students get absorbed. Given the diversity of our program as well as students' interests, our students, are placed in corporate sector or engage in self-employment and entrepreneurial activities. Interaction with Industry is promoted in the following ways:

- **Guest lectures, workshops, and informal interaction with industry experts:** This helps in bringing real life experiences into classrooms while at the same time acquainting the industry with our schools and programs so that they may become potential recruiters.

Experts from the industry have also been involved in consultative processes.

- **Internships and short-term live projects:** Internship and live projects are characteristics of the PGDM program offered at I.T.S. This gives our students hands-on experience, and enables them to apply the concepts learnt in the classroom to the workplace.

- **Placements:** The Corporate Resource Centre of the Institute looks into the placement of students. The key responsibility of the Centre is to act as an interface between the students and potential recruiters, and smoothen the process of campus placements.

6.2.5 How does the Head of the institution ensure that adequate information (from feedback and personal contacts etc.) is available for the top management and the stakeholders, to review the activities of the institution?

The head of the Institute has monthly review meetings with top management with all details regarding the academic and non academic function of the Institution is discussed. Suggestions are solicited from all and the same is implemented taking into consideration the actual scenario.

6.2.6 How does the management encourage and support involvement of the staff in improving the effectiveness and efficiency of the institutional processes?

The Management of the Institute is ever encouraging and supports involvement of the staff in improving the effectiveness and efficiency of the institutional processes. It is in this regard that regular staff feedback and corrective measures are taken. For non academic staff, English, Accounting and classes in MS Excel are organized for better efficiency of institutional processes.

6.2.8 Does the affiliating university make a provision for according the status of autonomy to an affiliated institution? If 'yes', what are the efforts made by the institution in obtaining autonomy?

The affiliating University does not have a provision for according the status of autonomy to an affiliated institution. The MBA and MCA courses function

as per the norms of the affiliating University i.e Dr APJ Abdul Kalam Technical University, Lucknow.

The PGDM programme is an autonomous course being run as per the AICTE guidelines.

6.2.9 How does the Institution ensure that grievances / complaints are promptly attended to and resolved effectively? Is there a mechanism to analyze the nature of grievances for promoting better stakeholder relationship?

The I.T.S family is closely knit and growing and thus most of the interactions within the family happen not only through formal channels but also in more informal ways like semester-end retreats and meetings. Student (CR) meetings with Area Chairpersons and Course Coordinators are held frequently to address the grievances of students if any. There is a warm and healthy relationship between all stakeholders, including students.

Formal ways of recording and redressing grievances / complaints have been set-up.

6.2.10 During the last four years, had there been any instances of court cases filed by and against the Institute? Provide details on the issues and decisions of the courts on these?

No, during the last four years there has been no instance of court cases being filed by and against the Institute.

6.2.11 Does the Institution have a mechanism for analyzing student feedback on institutional performance? If 'yes', what was the outcome and response of the institution to such an effort?

Yes, the Institution has a mechanism for analyzing student feedback on institutional performance. The Institute has developed a mechanism for documenting student feedback primarily under the following two heads

- **Academic:** Academic feedback is taken from students by the Course Coordinators. Online feedbacks are taken from students twice in a

semester. The feedback is then analyzed by the IQAC and Director and finally shared with the faculty teaching the course.

- **Infrastructural Feedback:** Feedback pertaining to infrastructure is also taken from students. A complaint register is maintained with the Deputy registrar wherein complaints related to classroom infrastructure such as non working of ACs, LCD projectors are maintained. Immediate follow up on the issues or complaints are done so as to ensure smooth functioning of classes.

Apart from these formal mechanisms, open house meetings are conducted with students during the semester/ trimester to collect their feedback. Students' feedback has been a very important component in the mechanism for instituting changes in course and programme structures.

6.3   Faculty Empowerment Strategies

6.3.1 What efforts have been made to enhance the professional development of teaching and non-teaching staff?

Several initiatives have been taken and provisions made for the professional development of the teaching staff. These include:

- Leave for short term training program: All faculty members are granted leave and allowed to attend any other short-term training programmes.

- Partial travel grants for attending conference / seminars are provided to faculty members: to attend / participate in national and international conferences / seminars / workshops.

- Nominating and financially supporting faculty members to participate in workshop training programmes / other national and international forums in areas which are important to the institutional mission of the Institute.

Similarly, the non-teaching staff have also benefitted from the Institute's policy of encouraging and helping its staff's professional development. The staff of the Institute is provided training in basic and advanced computing skills and English communication skills as well.

6.3.2 What are the strategies adopted by the institution for faculty empowerment through training, retraining and motivating the

employees for the roles and responsibility they perform?

The Institute performs various training programmes namely Faculty Development Programmes (FDP) to empower the faculty with the updated information and knowledge. The following measures are also taken to update the faculty members for better efficiency:

- Promoting use of modern technology in the form of internet connectivity, online library access, online database access, annual free subscription for newspapers, magazines etc.

- Imparting well developed guest sessions to update the faculty with the latest developments.

6.3.3 Provide details on the performance appraisal system of the staff to evaluate and ensure that information on multiple activities is appropriately captured and considered for better appraisal.

The Institute provides the opportunity to the faculty for appraisals in the form of Self Appraisal Form on annual basis. Faculty members meet the Director, wherein the performance of the entire year is discussed and evaluated. Periodical reviews such as student feedback are also considered for better appraisal.

6.3.4 What is the outcome of the review of the performance appraisal reports by the management and the major decisions taken? How are they communicated to the appropriate stakeholders?

The Management plays a vital role in the performance appraisal. On the basis of the Self Appraisal Form and the feedback of the students, the performance appraisal is done annually. The outcome of the feedback is also communicated to all the stakeholders for necessary information and further action. This information is communicated to the faculty and staff through increment and promotional orders.

6.3.5 What are the welfare schemes available for teaching and non teaching staff? What percentage of staff have availed the benefit of such schemes in the last four years?

The management has put in place a number of welfare measures for faculty and staff. These include:

a) **Provident fund** is made available to staff and faculty as per Employees Provident Fund and Miscellaneous Provisions Act (1952).

	2011-12	2012-13	2013-14	2014-15
	(Amount in Lacs)			
Provident Fund Contribution	9.99	9.98	9.43	15.07
% of Staff that has availed this Facility	63%	57%	53%	59

b) **Employee state Insurance scheme** (ESIC Act 1948**)** is adopted by the institution for the welfare of the staff.

	2011-12	2012-13	2013-14	2014-15
	(Amount in Lacs)			
ESI Contribution	2.78	3.16	3.08	3.09
% of Staff that has availed this Facility	100%	100%	100%	100%

c) **Group Mediclaim Coverage & Insurance against death and injury from accidents–** Faculties and staffs are insured under Group Mediclaim scheme and Group Personal Accident scheme taken from Cholamandalam MS General Insurance Company Limited and the policy is renewed in the month of march every year.

	2011-12	2012-13	2013-14	2014-15
	(Amount in Lacs)			
Mediclaim & Personal Insurance of Employees	1.52	1.91	1.7	1.73

d) The management runs a **Scheme for marriage of staff or his/her son/daughter/ sister's** marriage . As per Scheme, a lum sum amount is given to the employee, having gross salary upto Rs. 15,000/- and having served more than 3 year in the Institute, on the basis of his length of service and relation's marriage.
However such amount is restricted to Rs. 25,000/- per relation.

	2011-12	2012-13	2013-14	2014-15
	(Amount in Lacs)			
Amount Given under Scheme	0.01	0.03	0.23	0.62

e)   The management also runs a **Children education scheme** for the staff. As per Scheme, tuition fee is reimbursed by the Institute @ Rs. 750/-per month per child upto two children to the employee having service of more than one year at the Institute and his gross salary is upto Rs. 12,000/- per month. In case gross salary is more than Rs. 12,000/- but not exceeding Rs. 15,000/-, then reimbursement of tuition fee is made for one child @ Rs. 750/- per month per child. This Scheme was introduced from January, 2012.

	2011-12	2012-13	2013-14	2014-15
	(Amount in Lacs)			
Children Education Expenses	0.13	1.39	1.82	2.02

6.3.6 What are the measures taken by the Institution for attracting and retaining eminent faculty?

The Institute believes in providing various opportunities to the faculty for hiring and retention. Timely incentives and promotions are provided through transparent channels. Participations in seminars and conferences are also encouraged. The Institute follows Sixth Pay Commission and also provides financial incentives to the faculty for the published research paper to promote a culture of learning and development .Moreover, the Institute also awards the faculty members under Star Performer Category on the basis of their contribution towards the college. Faculty is also encouraged for Ph. D and higher education.

6.4   Financial Management and Resource Mobilization

6.4.1 What is the institutional mechanism to monitor effective and efficient use of available financial resources?

The Institution monitors the effective and efficient use of financial resources through the system of internal audit. It has appointed a Chartered Accountant, who on regular basis conducts the internal audit of all the transactions. Annual Budget is prepared for the purpose of implementing infrastructural development and teaching learning processes. Regular monitoring is done in order to know the deviations and to take corrective amendments. All income and expenditures of the college are effectively monitored by the Finance Committee in co-ordination with the heads of department and Director.

6.4.2 What are the institutional mechanisms for internal and external audit? When was the last audit done and what are the major audit objections? Provide the details on compliance.

The Institute has its own internal audit system and has appointed a Chartered Accountant, who on regular basis conducts the internal audit of all the transactions. External audit is conducted by statutory auditors M/s.D.C. Garg and Company, Ghaziabad and they conduct the audit twice a year. Auditors conduct the official scrutiny of accounts by going through routine college fee collections, bank payments and receipts, cash payments and receipts, undertake verification of bills and payment vouchers. Auditors submit their report to the Finance Committee of the Institute. All the recommendation, suggested by the Auditors in their report, is taken care by the Finance Committee. The last audit was done in April 2015. There have been no audit objections till date.

6.4.3 What are the major sources of institutional receipts/funding and how is the deficit managed? Provide audited income and expenditure statement of academic and administrative activities of the previous four years and the reserve fund/corpus available with Institutions, if any.

The major source of the institutional receipts is from fee from students. The expenses mainly consist of the following:

- Salary of Faculty and Staff

- Purchase of Library Books, Subscriptions and Reading Course Materials

- Seminars and Workshops

- Honorarium for the guest speakers

- Academic club and Cultural events of students

- Purchase of Computers for Labs and Laptops for Students

- Maintenance of Building, Furniture and Campus

- Expansion of Buildings

- Purchase of Office and Other Equipments

The Institute has not faced any deficit till date for meeting the above expenses. However if in future, there is any deficit of funds, then the same can be met through transferring the funds from the Parent Society.

6.4.4 Give details on the efforts made by the institution in securing additional funding and the utilization of the same (if any).

The Institution is a self- financed organization in which the major financial resource is the student's fees coming from courses offered by the Institute. The Institution makes all efforts to secure additional funding such as:

- Collects fee from outsiders to attend Seminars and Workshops organized at the Institute and receives sponsorship for the events. However the funds so received are mainly utilized for meeting the expenses on Seminars and Workshops so organised.
- Receives fees from other Institutes for conducting Management Development Programme by its faculty member at other Institute. However, the funds so received are shared between the concerned faculty member and Institute in the ratio of 2:1.

6.5   Internal Quality Assurance System (IQAC)

6.5.1 Internal Quality AssuranceCell (IQAC)
   a. **Has the institution established an Internal Quality Assurance Cell (IQAC)? .6 If 'yes', what is the institutional policy with regard to quality assurance and how has it contributed in institutionalizing the quality assurance processes?**
   b. **How many decisions of the IQAC have been approved by the management / authorities for implementation and how many of them were actually implemented?**
   c. **Does the IQAC have external members on its committee? If so, mention any significant contribution made by them.**
   d. **How do students and alumni contribute to the effective functioning of the IQAC?**
   e. **How does the IQAC communicate and engage staff from different constituents of the institution?**

   a) Yes, the institution has a well established Internal Quality Assurance Cell (IQAC). The objective of the Cell is to ensure quality teaching through effective monitoring. IQAC strictly adheres to quality norms to assist the students on a regular basis by taking feedback. The

following ways are adopted for monitoring and delivery of the courses:

- Student Feedback

- Checking the extent of the course coverage at regular intervals by comparing course module with Academic Daily Report (A report wherein the concerned faculty fills in the details of a particular class after taking the session.)

- By checking the involvement of students in class activities like role plays, case studies etc for a providing a practical learning through a hypothetically created learning environment.

b) The following decisions have been approved and implemented:

- Teaching Learning Evaluation Plan and Course files: Each faculty is required to prepare a teaching learning evaluation plan for their subject wherein the details pertaining to their course like learning objective, learning outcome, university syllabus, lecture plan, suggested reading, assessment criteria etc. are clearly stated. The documents related to each particular course like attendance sheets, previous year question papers, assignments, award lists of internals etc. are maintained in a course file

- Student Feedback: The feedback from students is taken in through online method.

  The corrective actions are taken, if required.

c) IQAC has two external members on its committee.

d) Faculty is responsible for the effective implementation of IQAC. The contribution of the student is taken in the form of feedback which helps IQAC to improvise, if needed.

e) IQAC communicates effectively through e-mails and regular meetings. The meeting constitutes analysis of the faculty feedback taken from the students to take corrective measures, for increasing the existing standards of teaching and training.

6.5.2 Does the institution have an integrated framework for Quality assurance of the academic and administrative activities? If 'yes', give details on its operationalization.

No, the Institution does not have an integrated framework for quality assurance of the academic and administrative activities. Both the activities are not combined under a common platform.

6.5.3 Does the institution provide training to its staff for effective implementation of the Quality assurance procedures? If 'yes', give details enumerating its impact.

Yes, the staff members are adequately trained with the quality assurance rules and norms. During these sessions, the concerns of the staff members are adequately addressed as effective implementation of the rules and procedures.

6.5.4 Does the institution undertake Academic Audit or other external review of the academic provisions? If 'yes', how are the outcomes used to improve the institutional activities?

Yes, the Institution executes regular Academic Audits at regular intervals through Area Chairpersons' and Course Coordinators. The outcome of the audit is made available to each faculty member and thereby maintaining the quality norms.

6.5.5 How are the internal quality assurance mechanisms aligned with the requirements of the relevant external quality assurance agencies/regulatory authorities?

ISO audits are conducted to ensure conformity and uniformity leaving no scope of errors. The Institute adheres to ISO norms and requirements strictly.

6.5.6 What institutional mechanisms are in place to continuously review the teaching learning process? Give details of its structure, methodologies of operations and outcome?

Institutional mechanisms are followed to review the teaching learning process. The Chairpersons of the respective areas allot subjects to the faculty as per their specializations. The Teaching Learning Evaluation Plan is prepared before the commencement of the program, which are verified by the Area Chairpersons and IQAC (Institutional Quality Assurance Cell). Continuous evaluations in the form of tests and assignments are made to review the teaching process systematically. The following measures are taken in this regard:

- Regular monitoring of the students through internal assessment. Poor performance is contemplated with repetition of the work with expected outcomes.

- Feedback is taken from the students to assess teaching pedagogy of the faculty.

- Academic Daily Report (ADR) is also prepared to monitor the attendance of the students.

- The Teaching Learning Evaluation Plan is prepared by faculty to monitor the timely course completion.

6.5.7 How does the institution communicate its quality assurance policies, mechanisms and outcomes to the various internal and external stakeholders?
Any other relevant information regarding Governance, Leadership and Management which the college would like to include.

The Institute has always sincerely communicated its quality assurance policies and outcomes to internal and external stakeholders at regular intervals. Institutional Quality Assurance Cell acts as a medium to communicate all the relevant facts for maintaining the existing level of quality norms in the Institute. All the updated information is made available to the all the concerned members through emails, newsletter, website, social networking sites, college brochures & leaflets.

CRITERION VII

INNOVATIONS AND BEST PRACTICES

7.1   Environment Consciousness

7.1.1 Does the Institute conduct a Green Audit of its campus and facilities?

The Institute follows eco friendly policies to protect the environment in the best possible way. Buildings are well constructed with appropriate provision of sunlight and natural air for ventilation. The lawns and the greenery around are also maintained to provide a healthy environment to the students. Institute ensures minimal wastage of electricity. Dustbins are kept at various places in the campus to encourage cleanliness. The college also organizes tree plantation at various occasions. Many posters and messages are also pasted in the campus to encourage and motivate the students for environmental friendly measures.
Some of the initiatives taken to make the campus eco-friendly are as follows:

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

7.1.2 What are the initiatives taken by the college to make the campus eco-friendly?

* **Energy conservation**

* **Use of renewable energy**

* **Water harvesting**

* **Check dam construction**

* **Efforts for Carbon neutrality**

* **Plantation**

* **Hazardous waste management**

∗ **e-waste management**

Energy Conservation: The college believes in energy conservation to save electricity. Each and every classroom contains pasted stickers with message "Switch off when not in use". Special training has been given to the assistants and peons to switch off the lights, fans and air conditioners immediately after the class.

Use of Renewable Energy: Alternate energy recourses in the form solar geysers are installed in hostel.

Water Harvesting: Water harvesting is actively practised in the girls hostel.

Check Dam Construction: Not applicable.

Efforts for Carbon Neutrality: Not Applicable.

Plantation: The campus has various green lawns to provide healthy environment to all the students, faculty and staff. The Institute also promotes plantation drives by the students to spread awareness about the importance of flora. Students are encouraged to prepare creative posters with a message-"Save Trees".

Hazardous Waste Management: Maintenance Cell takes care of waste material such as computers, laptops etc (if any).

E-waste Management: E waste is stored with Maintenance Cell and is processed according to the norms.

7.2   Innovations

7.2.1 Give details of innovations introduced during the last four years which have created a positive impact on the functioning of the college.

The Institute has effectively introduced various innovative techniques to create a positive impact on the functioning of the college. The following innovations have been made during the last four years:

- Pedagogy/ delivery based Faculty Development Programmes

- 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

7.3 Best Practices

7.3.1 Elaborate on any two best practices in the given format at page no. 98, which have contributed to the achievement of the Institutional Objectives and/or contributed to the Quality improvement of the core activities of the college.

Two Best Practices

I Title of the Practice

Alumni Engagement @ I.T.S Mohan Nagar, Ghaziabad

We have a strong alumni base, as Eighteen batches of PGDM, ten batches of MBA and Sixteen batches of MCA have already passed out from this campus. The following mission and strategic priorities are set to move further.

Goal:
- To engage, connect and celebrate alumni of I.T.S Ghaziabad.
- To encourage alumni to participate actively in the I.T.S community, to attend events, to volunteer, to create new ways for alumni to stay connected to Institute, and to contribute to the pride of the I.T.S family.

Strategic Priorities:
- Strengthen communication between alumni and the Institute
  Develop and support alumni volunteer leadership through I.T.S Alumni Mentorship Program
- Enhance alumni connections with faculty, and students
- Encourage participation in Alumni related programs

- Updating the database

The context :

Strong alumni base is an asset for any institution. ITS is fortunate to have a large, well connected and active alumni base of PGDM, MBA & MCA. Association of alumni in various institute activities brings fruitful results in students grooming and learning. Students are in regular touch with their alumni mentors and are guided by them in respect of summer internship , choice of specialization, choice of industry for final placement based on specialization, updates about industry, skills required for clearing interviews etc.

The Practice:

Key activities for Alumni Engagement
1.   I.T.S Alumni Mentorship Program
The I.T.S Alumni Mentorship Program offers every student a unique opportunity to develop relationships with alumni and allows him or her to explore the information and advice related to academic and professional development. It builds a synergy between present students and the alumni and leads to developing a strong network of ITSians. The Alumni Mentorship Program is a unique opportunity for the students to form meaningful relationships with alumni. As a participant in the program, mentors can assist students with information and tips on topics such as:

Academic Guidance (course selection, study skills, sharing corporate expectations)
Career Advice (job shadowing, résumé critiques, interviewing tips, general career guidance, conducting mock interviews)
Personal Development (networking, hobbies, recreation, cultural sensitivity)

Program goals:
- Bring together students and mentors (alumni) based on common career interests and experiences.
- Frequent and continuous dialogue between the student and the mentor on a wide range of topics.
- Helping the students to identify research and opportunities of practical exposure by associating with the Alumni.
- Helping the students to network with the I.T.S Alumni community all over the country/ globe.
- Guiding students to participate in Research activities, Entrepreneurial ventures, Real-time industry projects.

2.   Alumni executive committee: Senior alumni are the members of alumni executive committee. The meeting of the alumni executive committee takes place twice in a year to discuss the various issues of relevance.

3.   Guest lectures by the senior alumni members: Senior alumni members are invited to deliver lectures and to interact with the students on various issues related to their course curriculum and expectations of the corporate. In every subject at least one lecture by the alumni who has the relevant experience and expertise is conducted.

4.   Alumni Interaction during Orientation Programme: During the orientation programme an interaction with the small group of alumni (8-10) and the students who join the programme is organized to set the industry expectation and to orient them for corporate culture.

5.   Batch wise Alumni Reunion: The pass-outs of the particular batch with their family members are invited under the alumni reunion programme to share experiences and cherish past memories.

6.   Alumni Meet: I.T.S holds a grand Alumni meet every year on the first Saturday of December. Every year thousands of alumni participate in the meet with their families. Selected alumni members are being felicitated for their achievements in corporate. They enjoy various cultural and fun events organized for them.

Evidence of Success:

Various initiatives undertaken by the institute to develop strong Alumni bonding brought success in the following ways:

- Better summer placement & final placement
- Increased opportunities for Live projects
- Career guidance
- Knowledge about contemporary practices through alumni guest lectures and experience sharing sessions
- Mock interviews for students
- Brand building of the institute

Problem Encountered and Resources Required

Developing a strong bonding with the alumni requires dedicated efforts and reason to bring them back to the institute for occasions. Over the years Institute has been fortunate enough to have dedicated course wise alumni coordinators who remain in touch with the alumni working at various places across country. However alumni contact updation is a challenge specially when they switch from one company to another. Institute is planning to open city chapters to leverage its potential and to develop a better alumni connect.

II Title of the Practice

Focus on learning centric pedagogy to strengthen Learning Outcomes
(Example of PGDM Programme)

Goal

A student should have following attributes at end of the programme:

1. Domain knowledge, skills and competence both in depth & breath.

2. Ability to apply knowledge in solving real life business problems

3. Logical thinking, analytical skills and awareness of contemporary issues

3. Transferable skills:

- Effective communication both written and verbal

- Presentation skills

- Team work and interpersonal skills

- Positive attitude

- Confidence

- Adaptability/ resilience to change

The context

Learning happens when engagement and involvement of faculty and students goes up. The new pedagogic tools and methods create opportunities for enhanced participation and students to student mode of discussion and strengthen learning outcome at the part of students.

The Practice

Action Points:

At Programme Delivery Level:

- Academic interface of the Institute

- Learning centric pedagogy as defined in each TLEP and focus on trimester wise .

- The course structure including content, units and pedagogy is accordingly designed with a high degree of correlation and implemented through trimesters.

- Strengthening Industry Institute interface

At PDP level:

Objectives of PDP Cell:

1. Transferable skills:

   - Effective communication both written and verbal

   - Presentation skills

   - Team work and interpersonal skills

   - Positive attitude

   - Confidence

   - Adaptability/ resilience to change

2. Develop the students to become corporate ready.

Learning Outcome- PDP cell:

- Personal grooming (Dressing sense, body language, attitude, reducing influence of local language, etc.)

- Satisfactory skills in English reading, comprehension, expression and communication in both verbal & written.

- Presentation skills

- Logical thinking, analytical skills and awareness of contemporary issues

- Team work and interpersonal skills

- Positive attitude and adaptability/ resilience to change

PDP Progressive Schedule:

Trimester	Theme
Orientation	Student Profiling
T1	Reading, writing & oral communication
T2	Reading, writing & oral communication & Presentation skills

T3	Team work & Interpersonal skills
T4	Team work focusing on Positive Attitude Confidence
T5	Grooming & Finishing school
T5 & T6	Specific company based grooming and finishing school (to be done by CRC, PDP and Academic team)

Evidence of Success

With the implementation of learner centric pedagogy the attendance, punctuality, motivation and participation level has improved significantly. Communication presentation skills and confidence has improved. Ability to work in team and peer learning has gone up.

Problem Encountered and Resources Required

There is a lot of scope to improve upon this area. Faculty members are putting hard efforts to understand and use various methods like management game, group activities, role plays to enhance learning opportunities.

राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

Certificate of Accreditation

The Executive Committee of the

National Assessment and Accreditation Council

on the recommendation of the duly appointed

Peer Team is pleased to declare the

Institute of Technology and Science

Mohan Nagar, Ghaziabad, affiliated to Mahamaya Technical University, Uttar Pradesh as

Accredited

with CGPA of 3.11 on four point scale

at A grade

Valid up to March 26, 2016

Date : March 27, 2011

Director

EC/55/A & A/087

Peer Team Report

on

Institutional Accreditation

of

Institute of Technology & Science

Mohan Nagar

Ghaziabad

(Dates of Visit: 18-19 February 2011)

National Assessment and Accreditation Council

Bangalore-560 072, India

PEER TEAM REPORT ON

Institutional Accreditation of

Institute of Technology & Science

Mohan Nagar, Ghaziabad

Section I : GENERAL	
1.1 Name & Address of the Institution:	Institute of Technology & Science, G. T. Road, Mohan Nagar, Ghaziabad U. P. 201007
1.2 Year of Establishment:	June 1995
1.3 Current Academic Activities at the Institution : • Faculties / Schools : • Departments / Centers: • Programs / Courses offered: • Permanent Faculty: • Permanent Supporting Staff: • No. of Students (2010-11):	02 (Management and Information Technology) Department - 02 04 PG Program 67 (44 Mgmt + 23 I.T) 30 – Technical and - 23 non-teaching 925 (Male 708+Female 217)
1.4 Three Major Features in the Institutional Context:	• Domain specific self-financing based co-educational post graduate courses offered catering to the needs of urban area. • Offereing PG courses in Management and Computer Applications affiliated to Mahamaya Technical Univeristy, UP along with two anutonomus PGDM Programmes of its own, all approved by AICTE. • Adequate infrastructure facilities with effective learning enviroment.
1.5 Dates of Visit of the Peer Team: (A detailed visit schedule attached)	18-19 February, 2011
1.6. Composition of the Peer Team Which Undertook the On-Site Visit: Chairperson:	Prof. Prajapati B. A. Vice Chancellor Veer Narmad South Gujarat University Surat 395 007, Gujarat.
Member Coordinator:	Dr. S. D. Bhide (Former Principal, Cummins College of Engineering for Women), #136 Erandawane, Shriniwas Villa – C Flat No. 602, Near C. D. S. S. Pune 411 004, Maharashtra.
Member:	Prof. Atal Chaudhuri Professor Dept. of Computer Science and Engineering Jadavpur University Kolkata 700 032, West Bengal
NAAC Coordinator:	Dr. M. S. Shyamsundar Deputy Advisor, NAAC Bangalore 560 072

Bprajapati
19/2

Section II: CRITERION WISE ANALYSIS

2.1 Curricular Aspects:	
2.1.1 Curricular Design & Development :	• Programmes offered, aim at creating a knowledge workers fostering global competence • Autonomous PGDM Programmes are framed with trimester system. • Faculty members have sufficient autonomy in designing curriculum for PGDM Courses.
2.1.2 Academic Flexibility:	• Wide range of electives are offered in different courses. • Students have option of getting IBM certification in campus without any extra cost • French language programme is offered as a value of addition.
2.1.3 Feedback on Curriculum:	• Feedback mechanism is in place. • Internal feedback also collected from other stakeholders including industry and alumni.
2.1.4 Curriculum Update:	• The practice of revising curriculum is in place. • The curriculum updated, keeping in mind the AICTE/National/ International Modules.
2.1.5 Best Practices:	• Introduction of trimester in PGDM. • Students to undertake IBM certification courses in campus without any extra cost.
2.2 Teaching-Learning & Evaluation:	
2.2.1 Admission Process and Student Profile:	• Clear and transparent admission process. • Admissions to various programmes are based on qualifying examination/ entrance test / GDPI. • Social equity is ensured as per Govt. and University norms. • Merit based admission in the Management quota seats also.
2.2.2 Catering to Diverse Needs:	• Mentoring support is provided to the students • Bridge courses are offered to impart communication skills. • Prizes are offered based on improvement in ranks at semester/trimester examinations as compared to previous examination ranks.
2.2.3 Teaching-Learning Process:	• Efforts are made for participative and interactive method in teaching learning process. • Guest lectures by experts from industry/Academic institutions are regularly arranged. • Efforts are made to get live projects for the Students.

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2.2.4 Teacher Quality:	• Out of 67 qualified permanent teachers, 13 are Ph.D qualified, 6 have NET/SLET qualifications. • Teacher students ratio as prescribed by AICTE is maintained however, cadre-wise ration is below the norms. • UGC/GOVT./AICTE norms are followed during recruitment of faculty • Some textbooks are authored by faculty members.
2.2.5 Evaluation Process and Reforms:	• Evaluation process consists of continuous internal assessment and end semester examinations. • There is a practice of showing assessed answer books to the students and giving feedback for improving the performance as a policy well disclosed in the students' hand book. • Internal assessment consists of different components of quizzes, assignments, individual and group projects, field visits and term examination. • Publication of results is as per schedule.
2.2.6 Best Practices in Teaching-Learning Process :	• Teachers are encouraged to participate in seminars/conference/workshops through financial assistance. • Counseling and mentoring students.
2.3 Research, Consultancy & Extension:	
2.3.1 Promotion of Research:	• Research culture needs strengthening. • Three teachers are recognized Ph. D guides.
2.3.2 Research and Publication Output:	• Faculties have published papers in International journals (10), National journals (22), International conferences (16), and National conferences (34) and other online journals. • Only few teachers are engaged in research activities.
2.3.3 Consultancy:	• Expertise needs to be built up to undertake consultancy services.
2.3.4 Extension Activities:	• Fee based Training programmes are conducted for organizations like-Air force, Police Department, etc. Institute has an MOU with India Vision Foundation promoted by Dr. Kiran Bedi to sponsor school education of Under privileged children's.
2.3.5 Collaboration:	• Collaboration with two foreign Universities for students exchange programmes IBM center of excellence is in place.
2.3.6 Best Practices in Research, Consultancy & Extension:	• Imparting computer knowledge to different government organization with a token fees.

2.4 Infrastructure and Learning Resources:	
2.4.1 Physical Facilities for Learning:	• Physical facilities like classrooms, seminar halls, auditorium and laboratories are well equipped. • Hostel, medical facilities and sports facilities are shared with other UG Institute in the same campus. • No facilities available for physically challenged students. • Optimum utilization of available infrastructure.
2.4.2 Maintenance of Infrastructure:	• Maintenance department exists for overall maintenance of campus. • Overall monitoring of maintenance activities need improvement. • Sufficient power back up exists.
2.4.3 Library as Learning Resources:	• Spacious library with 36233 books (8636 titles), good numbers journals and magazines with a good number of national and international journals. • Fully computerized library systems with open access • Good number of back volumes of magazines journals and dailies like - The Economic Times.
2.4.4 ICT as Learning Resources:	• Sufficient number of computers leading to the students computer ratio of less than 2:1 • Good number of licensed software. • Entire campus is wi-fi enabled with 8 MBPS interned connectivity. • All classrooms are equipped with multimedia facility.
2.4.5 Other Facilities:	• Health center, gymnasium and canteen are available. • Hostel facilities available for boys and girls. • Indoor sports complex needs strengthening.
2.4.6 Best Practices in the Development of Infrastructure and Learning Resources:	• Well-maintained library. • Clean Campus.
2.5 Student Support and Progression:	
2.5.1 Student Progression:	• Performance of students in university examination is commendable. • Drop-out ratio of the student is low.
2.5.2 Students Support:	• Various cells are in position to address different activities/issues like-anti ragging, carrier guidance, cultural activities, sports activities, harassment to women, etc. • Scholarships are offered to needy and meritorious students.

2.5.3 Student Activities:	• Students are encouraged to participate in sports, cultural and other extra curricular activities. • Some students have won prizes at National level Business plan project competition and other competitions. • Women cell is active and organize various activities for empowering girls students • There is no formal alumni association.
2.5.4 Best Practices in Student Support and Progression:	• Involvement of students in various students centric committees. • Scholarship scheme for rank improvement.
2.6 Governance and Leadership:	
2.6.1 Institutional Vision and Leadership:	• Committed management. • Institution has well defined vision and mission statements. • Governing body and management is lead by senior leading academicians.
2.6.2 Organizational Arrangements:	• Governing body and other committees meet regularly. • MIS for administrative system is yet to be established for effective management.
2.6.3 Strategy Development and Deployment:	• Plans and policies are laid down by the Management committee. • Long-term future plan is yet to be defined.
2.6.4 Human Resource Management:	• Recruitment of staff is carried out as per AICTE/University norms and procedures. • PF, Gratuity, medical insurance, maternity leave, etc. are in place. • Appraisal of teacher through self-appraisal report and feedback from students.
2.6.5 Financial Management and Resource Mobilization:	• Operating budget is adequate to take care of day-to-day expanses. • Accounts are regularly audited by the Statutory Auditors
2.6.6 Best Practices:	• Inclusion of leading academician in the governing/advisory bodies. • Decentralization of academic and administrative activities. • Leading Industrialist & Academic leaders of National repute are invited for PGDM Convocation.

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2.7 Innovative Practices:	
2.7.1 Internal Quality Assurance Systems:	• IQAC is yet to be established. • Value added courses on soft skills are introduced. • ICT enabled teaching learning needs strengthenin
2.7.2 Inclusive Practices:	• Scholarships to needy students are instituted. • Special training facility for slow learners may be introduced. • Institution is committed to social justice.
2.7.3 Stakeholder Relationship:	• Harmonious relation amongst all the stakeholders • Formal alumni association be established.

Section III: OVERALL ANALYSIS

3.1 Institutional Strengths:	• ISO 9001:2008 certified Institute with g infrastructure, systems and processes. • Qualified sufficient permanent faculty. • Committed management with kno academicians in the advisory board. • Congenial atmosphere for learning hav harmonious relationship among all stakeholders • Institute with a good brand image as reflecteg good placement records.
3.2 Institutional Weakness:	• Weak research culture. • Formal Alumni association not yet formed. • Sports facilities inadequate. • Project based consultancy services with sou industry-institute partnership cell not exist. • IQAC is yet to be set up for continu assessment, monitoring and upgradation quality of education.
3.3 Institutional Opportunities:	• Offering more flexibility with multidisciplina choice- based and need based courses in t existing framework. • Building sound industry-institute linkages w research, consultancy and collaborative proje like case development etc. • Scope for developing academic and research ups and collaborations for faculty exchang students exchange with other renown institutions and Universities in India and abroad • Scope for adoption of activities for social cause community development and social enrichment. • Taking full locational advantage of urban set of the Institute. • Strengthening the e-learning process.

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3.4 Institutional Challenges:	- Uni-faculty character deprives the college from multi-disciplinary approach in teaching, learning, research and empowering youths in capacity building. - Building research culture and consultancy services. - Attracting good students and retaining good and efficient teachers in a competitive environment in particular for a self-financing institute. - To keep updated, innovative and equipping need based modernization in a highly competitive management and computer education scenario. - Sustaining reputation and strengthening core competence in a constantly changing global environment in the domain in which the institute operates.

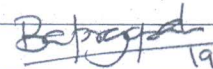## Section IV: RECOMMENDATIONS FOR QUALITY ENHANCEMENT OF THE INSTITUTION

- Encouraging the faculty and providing seed money and other facilities for developing study materials in particular, real life case studies of industry, text-books etc.
- Teacher should be more research minded.
- Strengthening virtual learning resources and integration of ICT in teaching learning process.
- Formation of IQAC and constant drive for maintaining and enhancing quality.
- Industry Institute linkage cell be strengthened.
- Sports, canteen and health care facilities to be strengthened.
- Formal registered Alumni Association to be formed.
- Availing financial assistance for modernization of resources, quality improvement programs for teachers, from AICTE and other funding agencies.
- Institute should prepare vision document for the next ten years with executable action plan.
- Organizing more seminars, conferences, workshops for the benefit of students, inviting experts form the renowned institutes, industries and other organization as part of brand building initiative.
- To build up mechanism to attract and retain talented faculty.

I agree with the Observations of the Peer Team as mentioned in this report.

Signature of the Head of the Institution

Dr. B.P. PETHIYA
DIRECTOR GENERAL
Seal of the Institution I.T.S. Management & I.T. Institute
Mohan Nagar, Ghaziabad

Signatures of the Peer Team Members:

Name and Designation		Signature with date
Prof. Prajapati B. A	Chairman	19/02/2011
Dr. S. D. Bhide	Member	19.2.11
Prof. Atal Chaudhuri	Member	19.02.11
Dr. M. S. Shyamsundar	NAAC Co-ordinator	

Place: Ghaziabad   Date: 19.02.2011