The Annual Quality Assurance Report (AQAR) of the IQAC
(For the period 2015-2016)

Part – A

1. Details of the Institution

1.1 Name of the Institution

> **Institute of Technology & Science**

1.2 Address Line 1

> Mohan Nagar

Address Line 2

> Ghaziabad

City/Town

> Ghaziabad

State

> U P

Pin Code

> 201 007

Institution e-mail address

> itsmn@its.edu.in

Contact Nos.

> 0120- 2811000, 2811111

Name of the Head of the Institution:

> Dr Sapna Rakesh

Tel. No. with STD Code:

> 0120 - 2811118

Mobile:

> 09213991830

Name of the IQAC Co-ordinator:

> Dr V N Bajpai

Mobile:

> 08447744061

IQAC e-mail address:

> iqac@its.edu.in

1.3 **NAAC Track ID**   UPCOGN19190

1.4 Website address:

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

Web-link of the AQAR:

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

1.5 Accreditation Details

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

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

10/11/ 2011

1.7 AQAR for the year

2015-16

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

  i. AQAR *2011-12 submitted to NAAC on 25/04/2014*
 ii. AQAR *2012-13 submitted to NAAC on 04/06/2014*
iii. AQAR *2013-14 submitted to NAAC on 26/09/2014*
 iv. AQAR *2014-15 submitted to NAAC on 03/11/2015*

1.9 Institutional Status

University   State ☐ Central ☐ Deemed ☐ Private ☐

Affiliated College   Yes [Yes]   No ☐

Constituent College   Yes ☐   No ☐

Autonomous college of UGC   Yes ☐   No ☐

Regulatory Agency approved Institution   Yes [Yes] No ☐

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

Type of Institution   Co-education   Yes   Men ☐   Women ☐

Urban   Yes   Rural ☐   Tribal ☐

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

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

1.10 Type of Faculty/Programme

Arts ☐   Science ☐   Commerce ☐   Law ☐   PEI (Phys Edu) ☐

TEI (Edu) ☐   Engineering ☐   Health Science ☐   Management   Yes

Others   (Specify)   Masters of Computer Application (MCA)

1.11 Name of the Affiliating University *(for the Colleges)*   Dr A P J Abdul Kalam University, Lucknow (UPTU) for MBA & MCA

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

Autonomy by State/Central Govt. / University   -

University with Potential for Excellence   -   UGC-CPE   -

DST Star Scheme   -   UGC-CE   -

UGC-Special Assistance Programme   -   DST-FIST   -

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

UGC-COP Programmes   -

2. IQAC Composition and Activities

2.1 No. of Teachers   4

2.2 No. of Administrative/Technical staff

1

2.3 No. of students

3

2.4 No. of Management representatives

1

2.5 No. of Alumni

3

2. 6 No. of any other stakeholder and

   community representatives

1

2.7 No. of Employers/ Industrialists

1

2.8 No. of other External Experts

1

2.9 Total No. of members

15

2.10 No. of IQAC meetings held

1

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

   Non-Teaching Staff   2   Alumni   1   Others   1

2.12 Has IQAC received any funding from UGC during the year?   Yes [ ]   No N0

   If yes, mention the amount   -

2.13 Seminars and Conferences (only quality related)

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

   Total Nos. 5   International 1   National 4   State 0   Institution Level 0

   (ii) Themes

> 1. National HR Seminar on "Unleashing Human Capital in the Era of Disruptive Innovation".
> 2. National Marketing Leadership Conclave on "Reorienting Marketing: Roadmap for Sustainable Growth".
> 3. Finance Seminar on 'Volatility Spillover of Each Sector Across Financial Markets'.
> 4. National Conference on "Next Generation Technology for e- Business, e-Education & e-Society.
> 5. International Conference on Developments in Management, Technology & Business - ICDMTB-2016

2.14 Significant Activities and contributions made by IQAC

1. Implemented roadmap, action plan and monitoring mechanism for all the programmes for the year 2015-16.
2. Delivery based Faculty Development Programmes.
3. Orientation programme for the students at the beginning of each of the programme.
4. Rigorous personality development programmes for students to increase employability quotient.
5. Promoting inter institute competitive events to widen learning opportunities.
6. CEO meet & International conference were organised first time at Institute.
7. Students' involvement in social and community services under Uthan & Utkarsh lab.
8. Organised inter institute Summer Internship Project Competition for management students.
9. Strengthened and leveraged Alumni association with Institute by involving alumni in various institutional activities throughout the year.
10. Online suggestion/ complaint system in place.

2.15 Plan of Action by IQAC/Outcome

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

Plan of action	Achievements
• Implementation of action plan and monitoring mechanism in the year 2015-16.	• Implemented action plan and monitoring mechanism in the year 2015-16.
• Organising one national seminar in each functional area like Marketing, Finance, Human Resource, Information Technology.	• National level seminar organised : 04
• Organising a CEO meet.	• First CEO meet was organised on with the top level executives from best of the companies.
• Organising one international conference.	• International conference was organised on 1st & 2nd April, 2016. Professors from IIM K, IIIM L, IIT Bombay, Delhi University, MDI, Jamna Lal Bajaj, Mumbai, IMI, Fore, IMT addressed the conference. 175 abstracts have been published with Bloomsbury publication.
• Focus on learning outcome on the part of students through delivery based Faculty Development Programmes	• Faculty Development Programme conducted: 08
• Focus on conducting MDPs for different level executives and FDPs.	• Faculty participation in FDPs outside the Institute : 02
• Strengthening learning outcome based on Industry interaction through Guest lectures, CEO talks, Seminar / conferences, industry visits etc.	• MDPs conducted by the Institute : 04
• Enlarging activities and support from the alumni association	• Research Contribution of the faculty
• Promoting research culture among faculty members through writing research papers.	o Research papers in International Journals : 07 o Research papers in International conference proceedings : 06
• International exposure to the students	• Industry/ Academia Interaction : 119

through foreign visit, lectures of International speakers and interaction with foreign students etc. • Extending community services	○ Guest Lecture Organised : 113 ○ Guest Lecture by Foreign Faculty/ experts : 06 • Alumni Reunion on 16th April, 2016 • Alumni meet on 05th December, 2015 • Book published / souvenir : 03 • Faculty participation in other academic activities outside : 12 • "Paramarsh" Career counselling by senior alumni members. • 60 +Community service activities undertaken throughout the year.

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

2.16 Whether the AQAR was placed in statutory body   Yes | Yes | No | |

Management | Yes | Syndicate | - | Any other body | - |

Provide the details of the action taken

Some of the recommendations for quality enhancement of the Institutions given by the peer team for NAAC accreditation have been implemented during the year 2011-12, 2012-13, 2013-14, 2014-16 and some were under implementation stage. Following efforts have been made in the year 2015-16 to ensure implementation of such recommendations:

- Focus on learning based pedagogy and monitoring on the basis of learning outcomes.
- Outstanding association certificate, cash incentive of upto Rs.30000/- and leave for 5 days for family trip to the faculty & staff who have completed 10 years and 5 years of their employment with ITS.
- Organised International conference to promote research among academicians.
- Organised CEO meet to provide budding managers & technocrats an opportunity for listening to and interacting with the top most leaders of the industry.

Part – B

Criterion – I
1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	01		01	
PG	02	01	03	
UG				
PG Diploma	01		01	
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	04	01	05	00

Interdisciplinary				
Innovative				

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

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

In PGDM programme the following Two types of specialization options are available to the students of (2015-17) 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/ Operations) 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/ Operations) 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
- Operations Management

    (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	03 (MBA, MCA, MCA-LE)
Trimester	01 (PGDM)
Annual	00

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

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

Please provide an analysis of the feedback in the Annexure   **Annexure: 02**

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

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

During academic year 2015-16, reviews have been done in the month of May- June, 2016 in the following functional areas:

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

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

Nil

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
72	60	5	7	0

2.2 No. of permanent faculty with Ph.D. 23

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
-	-	-	--	-	-	-	-	-	-

2.4 No. of Guest and Visiting faculty and Temporary faculty   -   13   -

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	19	13	4
Presented papers	6	3	0
Resource Persons	10	14	3

2.6 Innovative processes adopted by the institution in Teaching and Learning:
- Organised CEO Meet to provide wider opportunity to the students to complement learning through quality industry input.
- Organised International conference to promote research among learners.
- Delivery based, learner centric pedagogy
- Foreign tour with focus on academic & industry exposure
- Partial coverage of the course by Industry experts
- Regular Guest lectures, Seminars on contemporary issues, and Workshops under industry interaction initiative
- Industrial tour, live projects for the students
- PDP/ Value added programmes for students
- Classes on advance Excel, Tally, SPSS and financial modelling
- Special classes on JAVA, dot Net etc.
- Events like Marketing conclave, Retail show, Samagra, Sanrachana

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

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

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

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

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

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

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

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

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

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

0	3	0

2.10 Average percentage of attendance of students

75%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
MCA (2013-16)	152	29	61	-	-	89.47
MBA (2014-16)	139	4	77	18	-	95 (clear pass)
PGDM (2014-16)	71	4	23	60	13	100

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

IQAC plays a key role in improving the Teaching – learning processes through the following measures:
1. Encouraging student participation in activities organised by other institutions.
2. Student feedback is collected in each subject for evaluation about the level of teaching and understanding.
3. Learner centric pedagogy with focus on student involvement & participation.
4. Internal/External marks are analysed and measures are taken to improve the performance of the students by providing special guidance and arrangements of extra classes, if required.
5. Monitoring through Academic daily Report and Weekly reports.
6. Conduction of curricular and co curricular activities to take place with the help of various active committees and functional clubs.
7. Providing larger platforms to the students for competition.

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

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	-
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	-
Others	Faculty Development Programmes and MDPs organised by the Institute : 12
	Faculty Participation in FDPs and other events organised by other Institutions :12
	Staff Development programmes Organised by the Institute : 4

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	38	-		-
Technical Staff	30	-	-	-

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

1. Encouraging students to carry out Summer Internship and Dissertation projects under the guidance of faculty mentor and Industry mentor.
2. Motivating teachers for Research Work, Publishing Articles in the reputed International & National Journals.
3. Encouraging faculty members and students to participate in seminar & conferences.
4. Research Incentive scheme for faculty.
5. Free subscription of magazine and daily newspaper for the faculty.
6. Leave for research work.
7. Organising International conference and publication of abstract.
8. Online database like Ebsco, Capitaline
9. Interaction with foreign experts through videoconferencing.

3.2   Details regarding major projects

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

3.3   Details regarding minor projects

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

3.4   Details on research publications

	International	National	Others
Peer Review Journals	07		-
Non-Peer Review Journals	-	-	-
e-Journals			
Conference proceedings	06		
News Letter			Institute publishes quarterly newsletter

3.5 Details on Impact factor of publications:

Range [   ]   Average [   ]   h-index [   ]   Nos. in SCOPUS [   ]

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

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

3.7 No. of books published   i) With ISBN No. | 03 | Chapters in Edited Books | 00 |

ii) Without ISBN No. | - |

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

UGC-SAP | - | CAS | - | DST-FIST | - |

DPE | - | DBT Scheme/funds | - |

3.9 For colleges   Autonomy | - | CPE | - | DBT Star Scheme | - |

INSPIRE | | CE | - | Any Other (specify) | - |

3.10 Revenue generated through consultancy | - |

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	1	4	-	-	-
Sponsoring agencies		Self			

3.12 No. of faculty served as experts, chairpersons or resource persons | 25 |

3.13 No. of collaborations   International | 8 | National | 5 | Any other | - |

3.14 No. of linkages created during this year   00

3.15 Total budget for research for current year in lakhs:

From Funding agency | Nil | From Management of University/College | 25 lakhs

Total | 25 lakhs

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
-	-	-		-	-	

3.18 No. of faculty from the Institution who are Ph. D. Guides | 03

   and students registered under them | 05

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

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

JRF | - | SRF | - | Project Fellows | - | Any other | -

3.21 No. of students Participated in NSS events:

University level | - | State level | -

National level | - | International level | -

3.22 No. of students participated in NCC events: | Nil

University level | - | State level | -

National level [-]   International level [-]

3.23 No. of Awards won in NSS:

University level [-]   State level [-]

National level [-]   International level [-]

3.24 No. of Awards won in NCC:

University level [-]   State level [-]

National level [-]   International level [-]

3.25 No. of Extension activities organized

University forum [-]   College forum [-]

NCC [-]   NSS [-]   Any other [-]

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

Institute is socially responsible and offers community services through social initiatives "Parivartan"- the Slum Education Programme and "Uthan"- the Social club for poor meritorious students on a regular basis. Students of MBA have adopted poor students of neighbouring schools for conducting sessions on education and hygiene at campus on Sundays. The programme was launched on 26th January 2013. Students of I.T.S voluntarily join for this noble cause of educating children in slum areas. Summary of such social programmes conducted in the year 2015-16 is as follows:

Educating students of the socially underprivileged class (Parivartan)
- **60+** 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

Criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area (in acres)	5.51	00	Internal	5.51
Class rooms	24	00	Internal	24
Laboratories	07 Computer Labs	100 systems replaced with latest configuration	Internal	-
Seminar Halls	02 02 Auditorium		Internal	04
No. of important equipments purchased ($\geq$ 1-0 lakh) during the current year.	-.		-	-
Value of the equipment purchased during the year (Rs. in Lakhs)	19000179.00		Internal	-
Others	3 Board rooms 2 Common Rooms. 3 Syndicate rooms			

4.2 Computerization of administration and library

Computerisation of Administration:

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

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

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

4.3 Library services:

	Existing		Newly added		Total	
	No.(till 31.03.16)	Value	No. (Till 10.10.16)	Value	No.	Value
Text Books	42026		40		42066	
Reference Books	2162		5		2167	
e-Books	0		-			
Journals	90		-		90	
e-Journals	1102		-		1102	
Digital Database	2	345318	-		2	366089
CD & Video	3265		66		3331	
Others (Old Bound Journals)	1552		40		1592	

4.4 Technology up- gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	471	07	(10+8+4) MBPS	07	-	-	-	10 Library 4 CRC
Added	0	0	48 MBPS	0	-	-	-	-
Total	471	07	(50+10+10) MBPS	07	-	-	-	

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

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

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

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

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

4.6 Amount spent on maintenance in lakhs :

   i) ICT

| Rs.1693889.00 |

   ii) Campus Infrastructure and facilities

| Rs.6306678.00 |

  iii) Equipments

| Rs.158485.00 |

  iv) Others

| Rs.5194948.00 |

Total :

| Rs.13354000.00 |

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

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

5.2 Efforts made by the institution for tracking the progression

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

1. **Student feedback**

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

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

2. **Feedback from stakeholder**

   - Feedback from the visitors of the Institute during Guest Lectures, seminars, FDPs and other events is taken in the form of writing of their comments in Visitors' Diary.

   - Feedback and suggestions about the alumni participation related event is collected informally and through mail.

   - Parents of the students are invited in some of the Institute activity like Convocation, Merit and Performance Improvement Award etc. Institute collects the feedback and suggestions of parents of the students.

   - Feedback is collected from the Industry mentors where students of PGDM and MBA programme undergo Summer Internship.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
-	446	09	-

(b) No. of students outside the state

105

(c) No. of international students

| 00 |

	No	%
Men	287	64

	No	%
Women	159	36

Last Year (2014-15)						This Year (2015-16)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
234	14	0	73	0	322	315	29	1	101	0	446

Demand ratio 1: 1.5   Dropout 5 %

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

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

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

No. of students beneficiaries | - |

5.5 No. of students qualified in these examinations

NET | - | SET/SLET | - | GATE | - | CAT | - |

IAS/IPS etc | - | State PSC | - | UPSC | - | Others | - |

5.6 Details of student counselling and career guidance

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

No. of students benefitted   150

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
271	231	153	174

5.8 Details of gender sensitization programmes

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

5.9 Students Activities

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

      State/ University level | 9 | National level | nil | International level | nil |

      No. of students participated in cultural events

      State/ University level | 37 | National level | - | International level | - |

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

Sports : State/ University level | 3 | National level | - | International level | - |

Cultural: State/ University level | 5 | National level | - | International level | - |

5.10 Scholarships and Financial Support

	Number of students	Amount(Rs)
Financial support from institution	280	14087750
Financial support from government	90	5695950
Financial support from other sources	Nil	Nil
Number of students who received International/ National recognitions	Nil	Nil

5.11   Student organised / initiatives

Fairs   : State/ University level | 6 | National level | Nil | International level | Nil |

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

5.12   No. of social initiatives undertaken by the students

60 activities under 2 initiatives

5.13 Major grievances of students (if any) redressed: No

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision: Creating a Thinking Professional Order

Mission: Making Incessant Efforts to Create Learning Processes

Objectives:

- Generating new learning techniques

- Improving teaching processes

- Expanding the information technology capacity

- Strengthening the industry interactive network

- Facilitating professional practitioners in searching their potential

- Inculcate team spirit among the learners

6.2 Does the Institution has a management Information System

Yes.

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

6.3.1 Curriculum Development

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

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

6.3.2 Teaching and Learning

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

6.3.3   Examination and Evaluation

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

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

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

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

A ten (10) point grading scale is used.

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

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

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

6.3.4   Research and Development

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

- Leave for academic research
- Online databases like Ebsco & Capitaline
- Separate research section with dedicated Computers in library
- Cash incentive scheme for research contribution
- Regular publication of National Journal "Synergy"
- Encouraging students for writing research papers and presentation at various platforms.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library Services:
Institute has a well stocked library facility with the following salient features for its students and faculty members.
- Air-conditioned Library
- Access to online Journals
- Subscription of online databases like Capitaline, Ebesco, Delnet.
- Library Automation
- Separate reference section
- Separate reading section with seating capacity of 200 students.
- Computerized title / book search facility
- Computerized access, issue and return facility
- Separate computerized research section
- Hard bound copies of old newspapers and periodicals

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

Infrastructure Facilities
- 2 Auditorium with seating capacity 250 and 600 each, 2 Seminar Halls with seating capacity 150
- Girls' common room, Boys' common room
- 2 Board rooms with seating capacity 25
- 3 Syndicate rooms for small group activities
- Centralised RO for supply of clean drinking water
- ATM facility of PNB, Syndicate Bank and ICICI Bank.
- Spacious sports complex for indoor games like badminton, table Tanis, Carom, Chess etc.
- Well equipped Gymnasium with separate timings for boys and girls
- Tie up with stadium outside for outdoor games
- Well stocked canteen
- Outlet of Café- coffee day
- In-campus Clinic with qualified Doctor and support staff
- In-house kitchen & boarding facility for hostel students.

6.3.6 Human Resource Management

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

Faculty performance appraisal and promotion policy
- Pay scale prescribed by AICTE/ UGC .

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

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

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

    leave, Study leave, Summer and winter vacation

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

6.3.7 Faculty and Staff recruitment

> Faculty members and staff members have been promoted and recruitment was done as per the requirement.

6.3.8 Industry Interaction / Collaboration

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

- Guest Lectures by Industry Experts Organised : 119
- Regular Company/ Industry Visit for the students
- Expert talk panel discussion during seminar/ conferences

6.3.9 Admission of Students

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

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

6.4 Welfare schemes for

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

6.5 Total corpus fund generated

Amount Collected through fees:	Rs. 235805168.00
Corpus fund generates through MDPs & Training:	Rs. 40000.00
Income from conduction of examination:	Rs. 1190267.00

6.6 Whether annual financial audit has been done   Yes   No

Yes

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

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

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

For UG Programmes   Yes | - | No | - |

For PG Programmes   Yes | Yes | No | |

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

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

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

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

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

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

NA

6.11 Activities and support from the Alumni Association

- Alumni meet of PGDM, MBA & MCA on 05th December, 2015
- Alumni interaction with the students during Orientation programme
- Guest Lectures by Alumni members
- Participation of Alumni members as Judge at various institutional events
- Mock Interviews of students by Alumni members
- Career counselling by senior Alumni members (Paramarsh)
- New letter is sent to Alumni members to keep them updated about the Institute activities
- Daily morning mailer containing links to important news.
- Alumni Reunion

6.12 Activities and support from the Parent – Teacher Association

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

6.13 Development programmes for support staff

Staff development programmes are undertaken as required every year which includes improving communication and writing skills, computing skills and behavioural skills etc.

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

> Initiatives taken to make the campus eco-friendly are as follows:
>
> - Use of plastic is discouraged inside the campus.
> - Save electricity campaign
> - Massive plantation drive inside and outside the campus
> - Eco friendly infrastructure to make use of natural light
> - Solar panel

Criterion – VII

7. Innovations and Best Practices

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

- 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

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

Some of the plans set at the beginning of the year have been implemented during the year 2015-16 and some are under implementation stage.

- One national seminar/ conference in each of the functional area like marketing, Finance, Human resource and IT have been organised. Research output in the form of seminar proceedings have been published.
- Alumni reunion was organised.
- A grand alumni meet was organised on 05th December, 2015 in which more than 800 alumni members were present.
- CEO meet was organised with representatives from best of the companies.
- Summer Internship Project Competition was organised on 26th September, 2015.
- During the year 119 guest lectures/ industry interaction were organised. 4 MDPs have been conducted for medium / senior level executives.
- Training programme for Airforce staff was conducted.
- Special classes were conducted for the weaker students.
- Training on soft skill to enhance employability. Classes on aptitude were conducted.
- Throughout the year as an ongoing continuous process Alumni members are invited to take part in various activities of the institute.

7.3 Give two Best Practices of the institution.

- Faculty & staff family get together
- Free subscription of magazine and news paper for the faculty
- Merit and Performance Improvement Award to the students in every semester/ trimester

7.4 Contribution to environmental awareness / protection

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

7.5 Whether environmental audit was conducted?   Yes [ ]   No [√]

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

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

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

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

Institute has planned the following activities for the year 2016-17.

- Organising a CEO meet with best of experts on the board.
- Organising a Marketing Award Function to felicitate companies who are doing good in the field of marketing.
- Proposal for holding one day Business Summit.
- Strengthening relationship with alumni through course wise alumni meets.
- Focus on Institute – Industry interaction through Guest lectures, MDPs, CEO Talks etc.
- To promote Delivery based Faculty Development programmes
- Improving the employability of the students by imparting value added modules and training on Ms Excel, SPSS, Digital marketing, Java, dot net etc.
- Implementation of 5 S concept in institute.

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

Registrar   Co-ordinator IQAC

Institute of Technology & Science,

Mohan Nagar, Ghaziabad

30.11.16