Yearly Status Report - 2018-2019

Part A	
Data of the Institution	
1. Name of the Institution	**INSTITUTE OF TECHNOLOGY AND SCIENCE**
Name of the head of the Institution	**Prof. Sunil Kumar Pandey**
Designation	**Director**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**911202811000**
Mobile no.	**8447744063**
Registered Email	**dir.ug.mn@its.edu.in**
Alternate Email	**sunilpandey@its.edu.in**
Address	**G.T. Road Mohan Nagar, Ghaziabad**
City/Town	**Ghaziabad**
State/UT	**Uttar pradesh**
Pincode	**201007**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Urban**
Financial Status	**private**
Name of the IQAC co-ordinator/Director	**Prof. Nancy Sharma**
Phone no/Alternate Phone no.	**911202811000**
Mobile no.	**8447744065**
Registered Email	**vprin.ug.mn@its.edu.in**
Alternate Email	**nancysharma@its.edu.in**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://ug.its.edu.in/sites/default/files/AQAR%20REPORT%282017-2018%29.pdf

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	https://ug.its.edu.in/sites/default/files/NAAC%20%282018%20-%202019%29.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**A**	**3.04**	**2015**	**15-Nov-2015**	**14-Nov-2020**

6. Date of Establishment of IQAC	**20-Jul-2012**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
No Data Entered/Not Applicable!!!		
View File		

8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
No Data Entered/Not Applicable!!!				
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9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	View File

10. Number of IQAC meetings held during the year :	**2**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

12. Significant contributions made by IQAC during the current year(maximum five bullets)

No Data Entered/Not Applicable!!!

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
No Data Entered/Not Applicable!!!	
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14. Whether AQAR was placed before statutory body ?	**No**
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	**No**

16. Whether institutional data submitted to AISHE:	**Yes**
Year of Submission	**2019**
Date of Submission	**02-Feb-2019**
17. Does the Institution have Management Information System ?	**Yes**
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	**HR One soft ware is installed which keeps an automated track of leaves, salary and other initiatives offered to the employees of the organization. Zoho software is used for the accounting records and payment of other bills vouchers in the organization. In library also the books are issued and returned to the students with the help of software. The MCQ test software has various features with question bank software where one can store questions of different subjects and topics in an organized way. It helps to create different types of questions quickly. It also has a question shuffling software that allows to create different sets of one single question paper. The software has another feature which is called the analysis feature. The questions in the question bank can be categorized into different sections, what may seem to be difficult at present may not be so in the future. The MCQ test paper maker has software question analysis feature which analyses the answers provided by the student on every question over the course. The presence of the question analysis feature in the MCQ test paper software makes it more efficient and full proof in creating good question papers. The software also helps to develop intuitive skills in students It also helps students to apply their previous knowledge with the creativity and enjoyment along with learning.**

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

1.At the beginning of each academic session, institute prepares its proposed academic calendar according to the notices and circulars received from the affiliating university(CCS University). Students are informed about the academic calendar of the college notifying the probable teaching days, dates of internal examinations, curricular, extension related and co-curricular activities 2. Orientation programme is organized every year for newly admitted students to make them aware of the mechanism for curriculum delivery and implementation . It also includes interaction with the industry experts and some students of the senior batches. 3. Meetings at departmental level are conducted for allotment of classes and syllabus distribution among the teachers. Students are given details of teaching assignment of each teacher at the beginning of a session by the department . Based on the subject distribution teachers prepare their "Learning Outcomes & Lesson Plan" according to the number of lectures allotted in the university syllabus for each topic . 4. Class tests/surprise test and student seminars are held after completion of a section of the syllabus and periodic review of performance of students is undertaken. 5. Regular quizzes with easy test software are also conducted in the class rooms. 6. Tutorial classes are held in some subjects especially numerical within class routine hours. 7.Regular industrial visit, guest lectures , video conferencing sessions are also conducted for the students. 8. Regular feedback system and interaction with students is also done to bring positive changes in the system.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
0	0	Nil	0	0	0

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nill	0	Nill
No file uploaded.		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nill	0	Nill

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	Nil	Nil

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
BSE – Integrated Program in Financial Markets	24/09/2018	124
CETPA - Digital	24/09/2018	171

Marketing Microsoft365		
CETPA – Big Data Analytics with HADOOP Cloud Computing	24/09/2018	223
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BBA	Summer Internship Products	295
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
Feedback on the teaching-learning process is received from students as Students satisfaction survey based on a structured questionnaire framed through an online mode. The received feedback is then analyzed by the Director, Vice Principal Course Chairpersons alongwith the respective faculty members so that positive and constructive changes can be initiated in the system . Faculty provide informal as well as formal feedback to the head of the institution on different academic, administrative and other affairs related to the college. Members of anti ragging committee and Discipline committee also receive feedback from students through regular meetings. Departments faculties receive feedback from parents through regular interaction with parents in which various issues related to overall development of ward is discussed. In addition to this online complaint boxes are also installed all over thecampus.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
No Data Entered/Not Applicable !!!				
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution	Number of students enrolled in the institution	Number of fulltime teachers available in the	Number of fulltime teachers available in the	Number of teachers teaching both UG

	(UG)	(PG)	institution teaching only UG courses	institution teaching only PG courses	and PG courses
2018	1676	Nill	50	Nill	10

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
50	50	2	39	4	1
[View File of ICT Tools and resources]()					
[View File of E-resources and techniques used]()					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Mentoring of students is conducted by the departments of the institution. Mentoring of students is based on the following objectives: • To increase the teacher-student contact hours • To identify and address the problems faced by slow learners and first generation learners • To encourage advanced learners • To decrease the student drop-out rates • To prepare students for the competitive world Every year, institute organize orientation sessions on the class commencement day for students of first semesters and explain the designing and implementation of the mentoring system . In the mentoring process, all necessary information related to the student such as the contact number, email of the student, family income, category, gender etc are initially collected. Faculty maintain interaction with students through individual meetings and also have discussion with parents and try to identify the problems faced by students and related issues. Outcome of the departmental mentoring system in the current year (2018-2019) 1. Significant improvement in the teacher-student relationship has been observed 2. Students have participated in various activities like poster presentations, quiz competitions, debates and other similar contests organized by external agencies 3. Students have shown outstanding performance in sports tournaments.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1676	50	33

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
Nill	6	Nill	6	1

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Dr. Vidya Sekhri	Director	Dr. A.P.J Abdul Kalam Education Excellence Award by Indian Solidarity Council
2019	Prof. Nancy Sharma	Vice Principal	Award of Excellence by News

				Paper Association of India

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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BCA	Bachelor	6 Semester /3rd Year	26/04/2019	29/06/2019
BBA	Bachelor	6 Semester /3rd Year	20/04/2019	01/07/2019

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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Internal Examination are conducted in every semester to continuously monitor the progress of the students. In addition to this class test and online multiple choice quiz with the help of easy test software is also organized for the students to continuously evaluate their knowledge and to plan suitable measures like tutorials and extra classes accordingly. In addition to this regular workshops, guest lectures , interaction with industry experts and video conferencing activities are regularly planned to increase the knowledge and employability skills of the students.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The institution is an affiliated college to CCS University. Examinations are conducted at the end of each semester by the affiliating University. College informs students about the university notices and circulars related to the examinations from time to time through student notice board, departmental notice boards, college website and also verbally by the faculty members of the department. All departments conduct internal examinations of students and students are well informed about these internal examinations well in advance by the department. Internal assessment dates are also provided by the institute in the proposed academic calendar prepared at the beginning of each academic session.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

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https://ug.its.edu.in

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2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
BBA (2016 – 2019) BATCH	BBA	Bachelor of Business Administrati	329	321	97.50

BCA (2016 – 2019) BATCH	BCA	Bachelor of Computer Application	210	200	95.24

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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

https://ug.its.edu.in/sites/default/files/NAAC%20%282018%20-%202019%29.pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
No Data Entered/Not Applicable !!!				

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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
0	0	

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
0	0	0	Nill	0
No file uploaded.				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
0	0	0	0	0	Nill
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
NIL	Nill

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)

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 3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
UG	10

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 3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
0	0	0	Nill	0	0	Nill

No file uploaded.

 3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
0	0	0	Nill	Nill	Nill	0

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 3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
No Data Entered/Not Applicable !!!				

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3.4 – Extension Activities

 3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
0	0	Nill	Nill

No file uploaded.

 3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
0	0	0	Nill

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 3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating	Name of the activity	Number of teachers participated in such	Number of students participated in such

	agency			activites	activites
0	0	0	**Nill**	**Nill**	

No file uploaded.

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
0	0	0	0

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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
0	0	0	**Nill**	**Nill**	0

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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
No Data Entered/Not Applicable !!!			

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
271	**271**

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
No Data Entered/Not Applicable !!!	

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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
Online Public Access Catalogue	**Fully**	**2012**	**2012**

4.2.2 – Library Services

Library Service Type	Existing	Newly Added	Total
No Data Entered/Not Applicable !!!			

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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
0	0	0	Nill

No file uploaded.

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	120	2	1	2	0	0	0	120	0
Added	0	0	0	0	0	0	0	20	0
Total	120	2	1	2	0	0	0	140	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

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140 MBPS/ GBPS

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4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
0	0

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
57	57	108	108

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link) The maintenance activities are recommended by Director from time to time as and when requirement arises and approved by management.

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CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	**Nill**	**Nill**	**Nill**
Financial Support from Other Sources			
a) National	**Nill**	**Nill**	**Nill**
b)International	**Nill**	**Nill**	**Nill**
View File			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
0	**Nill**	**Nill**	0
No file uploaded.			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
No Data Entered/Not Applicable !!!					
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
Nill	**Nill**	**Nill**

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
No Data Entered/Not Applicable !!!					
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to

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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)	
Items	Number of students selected/ qualifying
No Data Entered/Not Applicable !!!	

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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year		
Activity	Level	Number of Participants
No Data Entered/Not Applicable !!!		

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5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						

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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

NIL

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

5.4.2 – No. of enrolled Alumni:

7844

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

YES

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The institution has a mechanism of providing operational autonomy to various functionaries in order to ensure a decentralized governance system. 1.Director is the chairperson of the IQAC. The Director appoints Chairpersons of the different courses along with the coordinators for different years of the courses. All academic and operational policies are taken after due consultation

with the office bearers. 2. Faculty are members are given charge of the various clubs and committees formed in the institute for the all round development of the students. Students are also active members of these clubs . the various clubs functioning in the college are below mentioned: o Dance Music Club - Starlighters o Mass Communication Club – Jan Mat o Technotrix Club - Techowing o Social Service Club - Disha o Theater Club - Seekers o Literary Club - Literio o Sports Club - Strikers o Library Club - Franklin o Fine Arts Club - Artea o Yoga Club – Live Free Yoga o IT Club – E - Minds o Finance Club - Finanza o HR Club - Achievers o Marketing Club – Hawkers o Mathematics Club

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Admission of Students	Students of BBA BCA Programmes are admitted through the admission guidelines of Chaudhary Charan Singh University, Meerut. Computerized records of related aspects of students are developed and maintained for different uses.
Industry Interaction / Collaboration	A number of steps have been taken in this direction. • Guest Lectures by Industry Experts Organised : 32 (BBA) 18 (BCA) 11 DST • Company/ Industry Visit for the students : 27 (Industry) 08 (Media) • Expert talk panel discussion during seminar/ conferences :01
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 UGC. Allowances: DA, HRA, PF, Books and Periodical allowance. • Leaves: The Institute provides the following types of leave for the faculty and staff members. Earned leave, Casual leave, Sick leave, Duty leave, Maternity leave, Compensatory leave, Study leave, summer and winter vacation • Other Benefits: Gratuity, Medical Insurance, Leave encashment, Advance money/ soft loan facility
Library, ICT and Physical Infrastructure / Instrumentation	Library Services: Institute has a well stacked library facility with the following salient features for its students and faculty members. • Access to online Journals • Subscription of online databases like Online Public Access Catalogue (OPAC),NDL ,Capital Line, 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 • Hard bound copies of old newspapers and periodicals Use of ICT: • Use of Video Conferencing for lectures from the industry and academic experts • Smart classrooms • Wi-fi campus • Web casting of seminars/ conferences • Email Group Id creation • Use of LCD projectors in classrooms Infrastructure Facilities • 2 Auditorium with seating capacity 250 and 600 each, 2 Seminar Halls with seating capacity 150 • Well Equipped classrooms for students with Morden teaching aids • Centralized AC's • Girls' common room • 1 Board room with seating capacity of 25 chairs • 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, basket ball etc. • Separate well equipped Gymnasium for boys and girls • Well stocked canteen • Canteen/Cafeteria managed by 'BIKANO' • In-campus Clinic with qualified Doctor and support staff • In-house kitchen boarding facility for hostel students (both boys and girls). • Solar System in hostel • Rain water harvesting facility
	Research and Development	We encourage faculty to conduct research, write articles in journals and magazines, submit papers in workshop and conferences. Towards this end, we have various schemes for faculty through financial incentives, awards, provision of study leave etc. Some of the key facilities are as follows: • Leave for academic research • Online databases like Online Public Access Catalogue (OPAC),NDL ,Capital Line, DELNET • Separate research section with dedicated Computers in library • Award for best research papers during seminars. • Cash incentive scheme for research contribution • Regular publication of National Journal "Synergy" • Encouraging students for writing research papers and presentation at various platforms
	Examination and Evaluation	BBA BCA 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.
Teaching and Learning	To make the inputs relevant and practical to the industry case based method of teaching is adopted. 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 lecturers/special lectures. Participation of students in seminar, soft skills and skill based training are other means of learning.
Curriculum Development	The curriculum for BBA BCA programmes is decided by the affiliating University. The syllabus was last updated on 2011.

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
Planning and Development	Various softwares are installed in accounts, library HR department.
Administration	Notices and circulars are uploaded in the college website and communicated to different departments through e-mail from the office of the Director.
Finance and Accounts	1. Receipt of admission fees is done in online mode also. 2. Salary of faculty members and staff is transferred directly to the bank account.
Student Admission and Support	Admission process is design as per the guidelines issued by the affiliating university. E-mail ids and contact numbers of all members of Anti Ragging Committee, Anti Ragging Squad and Internal Complaints Committee have been uploaded to the college website and students can communicate to the members through e-mail
Examination	Examinations are conducted as per the guidelines issued by the university .

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended	Name of the professional body for	Amount of support

		for which financial support provided	which membership fee is provided	
		No Data Entered/Not Applicable !!!		
		[View File]		

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
No Data Entered/Not Applicable !!!						
[View File]						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
No Data Entered/Not Applicable !!!				
[View File]				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
6	6	1	1

6.3.5 – Welfare schemes for

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

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Institution conducts internal and external financial audits regularly .This entire work is done by qualified and experienced persons in the field.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
No Data Entered/Not Applicable !!!		
[View File]		

6.4.3 – Total corpus fund generated

6.5 – Internal Quality Assurance System

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

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

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

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

6.5.3 – Development programmes for support staff (at least three)

Regular Sessions of Staff development are conducted.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

In the current academic session 08 faculty members have participated in different faculty improvement programmes

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	Yes
c)ISO certification	Yes
d)NBA or any other quality audit	Yes

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!					
View File					

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Women's Day Celebration	08/03/2019	08/03/2019	250	100

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

Use of plastic is discouraged inside the campus. • Save electricity campaign

Use of Solar Panel encouraged • Massive plantation drive inside and outside the campus • Rain water harvesting.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Nill	Nill	Nill

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
No Data Entered/Not Applicable !!!							
View File							

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
No Data Entered/Not Applicable !!!		

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!			
View File			

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Use of plastic is discouraged inside the campus. • Save electricity campaign Use of Solar Panel encouraged • Massive plantation drive inside and outside the campus • Rain water harvesting.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

• Star Performer Award for faculty and staff • Research incentive scheme for faculty • Free subscription of magazine and news paper for the faculty • Merit and Performance Improvement Award to the students in every semester. • Students participation in Clean India Mission • Mentorship programme for on the job Training of BBA/BCA students as part of strong industry academia relationship

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

https://www.ug.its.edu.in/

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Salient Features of I.T.S Mohan Nagar, Ghaziabad: • 24 years of excellence • Affiliated to Chaudhary Charan Singh University, Meerut, U.P • NAAC accredited BBA BCA programmes • An ISO certified Institute • State-of-the-Art Infrastructure • Corporate Resource Centre for Placement Assistance • NPTEL Local Chapter • Language Labs for Professional Effectiveness • Conducive

learning environment • Proximity to National Capital • Qualified and experienced faculty • International study tour for Global learning and exposure • Industry interface through regular guest lectures by industry practitioners • 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.

Provide the weblink of the institution
https://www.ug.its.edu.in/

8.Future Plans of Actions for Next Academic Year

Institute has planned the following activities for the year 2019 - 20. • Developing Performance review and monitoring mechanism as per the roadmap for all the courses. • Strengthening Entrepreneurship Development cell in campus and tie ups with known and established institutions in this area. • Organising a CEO meet with best of experts on the board. • National level seminar and one International level conference. • Strengthening relationship with alumni through batch wise alumni reunions. • Focus on Institute – Industry interaction through Guest lectures, Video Conference, 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, MS365, SPSS etc. • To promote student research. • To promote collaborative research through MoU with academic bodies / industries • Representation of students in various activities organised by Professional bodies Specialised soft skill personality development training for preparing the students employability