



## Yearly Status Report - 2019-2020

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		INSTITUTE OF TECHNOLOGY AND SCIENCE
Name of the head of the Institution		Prof. Sunil Kumar Pandey
Designation		Principal
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
<b>2. Institutional Status</b>		

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)	<a href="https://ug.its.edu.in/AQAR/AQAR/pdf/2018-2019/REPORT%20-%20AQAR%20-%20(2018%20-%202019).pdf">https://ug.its.edu.in/AQAR/AQAR/pdf/2018-2019/REPORT%20-%20AQAR%20-%20(2018%20-%202019).pdf</a>
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### 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/AQAR/AQAR.html>

### 5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	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
<b>No Data Entered/Not Applicable!!!</b>		
<a href="#">View File</a>		

**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
<b>No Data Entered/Not Applicable!!!</b>				
<a href="#">View File</a>				

**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 :**

3

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)**

IQAC has taken initiative in the development and establishment of quality benchmark for various academic administrative activities of the institution. Some of the achievements are as follows: • Effective implementation of Skill Development Programs (SDPs) from industry experts to develop technical skill sets and to imbibe core competency among students. • Effective organization of Alumni lectures series for BBA BCA students on specific topics like higher studies, research, latest trends technologies. • Effective implementation of performance enhancement classes • Enhancement of Industry Institute interactions through Industry Visits/ MOUs/Consultancy • Introduction of PREPlacement Readiness Enhancement Program for training the final year students of BBA BCA to increase their placement as per the latest requirement of the industry. • Inculcate innovative and latest work culture to students with an opportunity to learn through practical approach and employment practices by continuous Industrial Visits - Mother Dairy, International Tobacco Company, SEBI, Coca Cola, Yakult, Bisleri, Amul Parle - G etc. • Students are provided with an opportunity to participate in various talk shows of leading channels like Aaj Tak, Zee News, ABP News. • Increasing the industry academia interface by inspiring students to participate in various workshops, guest lectures from expert speakers from companies like Calpro Food Essentials Pvt. Ltd., CAPEGEMINI, ROYAL BANK OF SCOTLAND , IIT IIM's, Hewlett Packard, Huawei, and seminars outside. • Quality education with latest educational tools and pedagogy case teaching, MCQ's, Quiz through which students are continuously securing rank in the university merit list. • Personality Development Career Counselling Cell Caters the diversified needs of students in career selection, placement and higher education through

mock interview, CV Quiz. • Regular feedback response is taken from students, parents, Alumni and other stakeholder. Efforts are continuously made to increase the quality at every aspect. • Management provide support for research projects and encourage research collaboration. • Strengthen the environmental projects for Green Campus.

[View File](#)

**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
<b>No Data Entered/Not Applicable!!!</b>	
<a href="#">View File</a>	

<b>14. Whether AQAR was placed before statutory body ?</b>	No
<b>15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?</b>	No
<b>16. Whether institutional data submitted to AISHE:</b>	Yes
Year of Submission	2020
Date of Submission	31-Jan-2020
<b>17. Does the Institution have Management Information System ?</b>	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	HR One software 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 the 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 creating 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 a software question analysis feature that 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 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, the 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 program 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 the departmental level are conducted for allotment of classes and syllabus distribution among the teachers. Students are given details of the 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 tests and student seminars are held after completion of a section of the syllabus and periodic review of the performance of students is undertaken.

5. Regular quizzes with easy test software are also conducted in the classrooms.

6. Tutorial classes are held in some subjects especially numerical within class routine hours.

7. Regular industrial visits, 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/entrepreneurship	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
Nil	0	Nil
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
Nil	0	Nil

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
No Data Entered/Not Applicable !!!		
<a href="#">View File</a>		

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 Project	336
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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
<p>Feedback on the teaching-learning process is received from students as a Student 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 along with the respective faculty members so that positive and constructive changes can be initiated in the system. Faculty provides information as well as formal feedback to the head of the institution on different academic, administrative and other affairs related to the college. Members of the anti-ragging committee and Discipline committee also receive feedback from students through regular meetings. Department faculties receive feedback from parents through regular interaction with parents in which various</p>

issues related to the overall development of the ward are discussed. In addition to this online complaint, boxes are also installed all over the campus.

## 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
<b>No Data Entered/Not Applicable !!!</b>				
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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 (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	1783	Nill	49	Nill	Nill

### 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	Number of smart classrooms	E-resources and techniques used
<b>No Data Entered/Not Applicable !!!</b>					
<a href="#">View File of ICT Tools and resources</a>					
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#### 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, the institute organizes orientation sessions on the class commencement day for students of the first semesters and explains 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 is initially collected. Faculty maintain interaction with students through individual meetings and also have discussions with parents and try to identify the problems faced by students and related issues. The outcome of the departmental mentoring system in the current year (2019-2020) 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
1783	49	36

### 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
Nil	3	Nil	3	2

#### 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
<b>No Data Entered/Not Applicable !!!</b>			
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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
<b>No Data Entered/Not Applicable !!!</b>				
<a href="#">View File</a>				

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

Internal Examinations 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 the easy test, the 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 these 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 boards, departmental notice boards, the 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)

<https://ug.its.edu.in>

#### 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
<b>No Data Entered/Not Applicable !!!</b>					
<a href="#">View File</a>					

## 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/AOAR/AOAR.html>

## 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
<b>No Data Entered/Not Applicable !!!</b>				
<a href="#">View File</a>				

### 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	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
0	0	0	0	0	Nill
No file uploaded.					

### 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
0	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
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any)

**No Data Entered/Not Applicable !!!**[View File](#)

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 CAMPUS	25

[View File](#)

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
<b>No Data Entered/Not Applicable !!!</b>						

[View File](#)

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
<b>No Data Entered/Not Applicable !!!</b>						

[View File](#)

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

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

[View File](#)**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
<b>No Data Entered/Not Applicable !!!</b>			

[View File](#)

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	Nil

**No file uploaded.**

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 agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
<b>No Data Entered/Not Applicable !!!</b>				
<a href="#">View File</a>				

### 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
<b>No Data Entered/Not Applicable !!!</b>			
<a href="#">View File</a>			

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
<b>No Data Entered/Not Applicable !!!</b>					
<a href="#">View File</a>					

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
<b>No Data Entered/Not Applicable !!!</b>			
<a href="#">View File</a>			

## 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
311	276.56

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
<b>No Data Entered/Not Applicable !!!</b>	
<a href="#">View File</a>	

### 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 partially)	Version	Year of automation
Online Public Access Catalogue	Fully	2012	2012

(OPAC)

#### 4.2.2 – Library Services

Library Service Type	Existing	Newly Added	Total
<b>No Data Entered/Not Applicable !!!</b>			
<a href="#">View File</a>			

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
<b>No Data Entered/Not Applicable !!!</b>			
<a href="#">View File</a>			

#### 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	140	0
Added	0	0	1	0	0	0	0	10	0
Total	120	2	2	2	0	0	0	150	0

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

150 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
<b>No Data Entered/Not Applicable !!!</b>	

#### 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 incurred on maintenance of physical facilities
60	46.63	126	132.98

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)

The maintenance activities are recommended by the Director from time to time as and when the requirement arises and approved by management.
<a href="https://ug.its.edu.in">https://ug.its.edu.in</a>

#### 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	Nil	Nil	Nil
Financial Support from Other Sources			
a) National	Nil	Nil	Nil
b) International	Nil	Nil	Nil
<a href="#">View File</a>			

### 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 implementation	Number of students enrolled	Agencies involved
<b>No Data Entered/Not Applicable !!!</b>			
<a href="#">View File</a>			

### 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 passed in the comp. exam	Number of students placed
<b>No Data Entered/Not Applicable !!!</b>					
<a href="#">View File</a>					

### 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
Nil	Nil	Nil

## 5.2 – Student Progression

### 5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
<b>No Data Entered/Not Applicable !!!</b>					
<a href="#">View File</a>					

### 5.2.2 – Student progression to higher education in percentage during the year

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

No Data Entered/Not Applicable !!!

[View File](#)

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 !!!

[View File](#)

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 !!!

[View File](#)

### 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)

Every department has an active student association consisting of student members from all semesters. As a part of student chapter activities, eminent speakers and industrialists deliver speeches on topics relevant to the current educational scenario. • Various co-curricular activities like Technical Talks, Seminars, Workshops, and Symposiums are regularly organized by the associations to enhance the technical skillset of the students. • Being an affiliated college, designing the syllabus is outside the purview of the institute. However, the institute can enrich the curriculum by incorporating contents beyond the syllabus and add on courses. Involving student representatives in the Department Academic Board and IQAC plays a significant role in this aspect. Students come to know about the additional academic requirements when they participate in seminars and workshops. This in turn is discussed in Department Academic Board and IQAC meetings by the students for necessary improvements in the curriculum. • Students represents in various committees of the college viz., library committee which looks into the library requirements, ant ragging committee which plans out ways and means to facilitate the smooth transition of the fresher's to a professional program and mentoring cell, etc. • Students are actively involved in CSR activities of the institute. Social Service Club of the institute conducts environmental awareness and societal benefit programs such as Education Programme for underprivileged children, Donation Camp for Slum Area people, Tree Planting, Documentary shows on Flora and fauna, Plastic Free Awareness program, Swachh Bharath Abhiyaan, etc.

### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

5.4.2 – No. of enrolled Alumni:

8278

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

YES Institute has a strong alumni engagement mechanism to engage our alumni in institutional events activities like Guest Talks, Workshops, Alumni Reunion, Experience Sharing Sessions, Alumni Meets, Mentoring Guiding existing students, etc.

## 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 members are given charge of various Academic activities, 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
Curriculum Development	The curriculum for BBA BCA programmes is decided by the affiliating University. The syllabus was last updated on 2011.
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.

<p>Examination and Evaluation</p>	<p>BBA BCA are University affiliated programmes. Hence Institute follows the guidelines laid by the University for Internal and End term examinations.</p> <p>Apart from the university laid guidelines the students of these programmes are given time to time assignments, presentations and surprise class tests.</p>
<p>Research and Development</p>	<p>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.</p> <p>Some of the key facilities are as follows:</p> <ul style="list-style-type: none"> <li>• Leave for academic research</li> <li>• Online databases like Online Public Access Catalogue (OPAC),NDL ,Capital Line, DELNET</li> <li>• Separate research section with dedicated Computers in library</li> <li>• Award for best research papers during seminars.</li> <li>• Cash incentive scheme for research contribution</li> <li>• Regular publication of National Journal "Synergy"</li> <li>• Encouraging students for writing research papers and presentation at various platforms.</li> </ul>
<p>Library, ICT and Physical Infrastructure / Instrumentation</p>	<p>Library Services: Institute has a well stacked library facility with the following salient features for its students and faculty members.</p> <ul style="list-style-type: none"> <li>• Access to online Journals</li> <li>• Subscription of online databases like Online Public Access Catalogue (OPAC),NDL ,Capital Line, DELNET</li> <li>Library Automation</li> <li>• Separate reference section</li> <li>• Separate reading section with seating capacity of 200 students.</li> <li>• Computerized title / book search facility</li> <li>• Computerized access, issue and return facility</li> <li>• Hard bound copies of old newspapers and periodicals</li> </ul> <p>Use of ICT:</p> <ul style="list-style-type: none"> <li>• Use of Video Conferencing for lectures from the industry and academic experts</li> <li>• Smart classrooms</li> <li>• Wi-fi campus</li> <li>• Web casting of seminars/ conferences</li> <li>• Email Group Id creation</li> <li>• Use of LCD projectors in classrooms</li> </ul> <p>Infrastructure Facilities</p> <ul style="list-style-type: none"> <li>• 2 Auditorium with seating capacity 250 and 600 each,</li> <li>• 2 Seminar Halls with seating capacity 150</li> <li>• Well Equipped classrooms for students with Morden teaching aids</li> <li>• Centralized AC's</li> <li>• Girls' common room</li> <li>• 1 Board room with</li> </ul>



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 Tennis, 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

**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

**Industry Interaction / Collaboration**

A number of steps have been taken in this direction. • Guest Lectures by Industry Experts Organised : 75 (BBA BCA) • Company/ Industry Visit for the students : 21 (Industry) 12 (Media) • Expert talk panel discussion during seminar/ conferences :01

**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.

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

E-governance area	Details
Planning and Development	Various software are installed in accounts, library HR department.
Administration	Notices and circulars are communicated to different departments through e-mail from the office of Institute/activity coordinators, course chairperson WhatsApp also for speedy

	communication.
Finance and Accounts	1. Receipt of admission fees is done in online mode also. 2. Salary of faculty members and staff are transferred directly to the bank account.
Student Admission and Support	The admission process is designed 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 for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
<b>No Data Entered/Not Applicable !!!</b>				
<a href="#">View File</a>				

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)
<b>No Data Entered/Not Applicable !!!</b>						
<a href="#">View File</a>						

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
<b>No Data Entered/Not Applicable !!!</b>				
<a href="#">View File</a>				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time

3	3	2	2
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### 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. flexible 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)

The 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/ Grants received in Rs.	Purpose
No Data Entered/Not Applicable !!!		
<a href="#">View File</a>		

### 6.4.3 – Total corpus fund generated

426.21
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## 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	Nil	Yes	Nil
Administrative	Yes	ISO	Yes	Nil

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

Institute invites parents of the students to various Institute functions like Mata Ki Chowki, Convocation program, orientation program, and student Merit Scholarship Award ceremony organized every year. Faculty members do interact with the parents of the students regarding the attendance issues, 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
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### 6.5.4 – Post Accreditation initiative(s) (mention at least three)

In the current academic session, 05 faculty members have participated in different faculty improvement programs
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### 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	No
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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
<b>No Data Entered/Not Applicable !!!</b>					
<a href="#">View File</a>					

**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	03/03/2020	Nil	287	103
Workshop on Self-Defence "Be Your Own Body Guard"	21/01/2020	Nil	60	Nil
Workshop on Awareness on Breast and Cervical Cancer	04/02/2020	Nil	140	Nil

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
<ul style="list-style-type: none"> <li>• Use of plastic is discouraged inside the campus.</li> <li>• Save electricity campaign</li> <li>Use of Solar Panel encouraged</li> <li>• Massive plantation drive inside and outside the campus</li> <li>• Rainwater harvesting.</li> </ul>

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Nil	No	Nil

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
<b>No Data Entered/Not Applicable !!!</b>							
<a href="#">View File</a>							

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

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

### 7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
<b>No Data Entered/Not Applicable !!!</b>			
<a href="#">View File</a>			

### 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
- Rainwater 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 newspaper for the faculty
- Merit and Performance Improvement Award to the students in every semester.
- Students participation in Clean India Mission
- Mentorship program for job Training of BBA/BCA students as part of a 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://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: • 25 years of excellence • Affiliated to Chaudhary Charan Singh University, Meerut, U.P • NAAC accredited BBA BCA programs • 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.
- Swyam Facility for knowledge skills up-gradation
- Institute have professional membership of CSI

Provide the weblink of the institution

<https://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 the 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 conferences, 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 organized by Professional bodies Specialized soft skill personality development training for preparing the students employability