

**The Annual Quality Assurance Report (AQAR) of the IQAC
(For the period 2016-2017)**

(Progress Report from 16th November 2016 to 30th June 2017)

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

G T Road

City/Town

Ghaziabad

State

U P

Pin Code

201 007

Institution e-mail address

dir.ug.mn@its.edu.in

Contact Nos.

0120- 2811000, 2811111

Name of the Head of the Institution:

Dr. Vidya Sekhri

Tel. No. with STD Code:

0120 - 2811110

Mobile:

08447744076

Name of the IQAC Co-ordinator:

Prof. Nancy Sharma

Mobile:

8447744065

IQAC e-mail address:

vprin.ug.mn@its.edu.in

1.3 NAAC Track ID

UPCOGN21821

1.4 Website address:

www.ug.its.edu.in

Web-link of the AQAR:

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

1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	A	3.04	2015	5 Years
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

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

20/07/2012

1.7 AQAR for the year

2016-17

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

i. AQAR...15/11/2016..... (DD/MM/YY)

1.9 Institutional Status

University State yes Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

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

Type of Institution	Co-education	Yes	<input checked="" type="checkbox"/>	Men	<input type="checkbox"/>	Women	<input type="checkbox"/>
	Urban		<input checked="" type="checkbox"/>	Rural	<input type="checkbox"/>	Tribal	<input type="checkbox"/>
Financial Status	Grant-in-aid		<input type="checkbox"/>	UGC 2(f)	<input checked="" type="checkbox"/>	UGC 12B	<input type="checkbox"/>
	Grant-in-aid + Self Financing		<input type="checkbox"/>	Totally Self-financing		<input type="checkbox"/>	Yes <input type="checkbox"/>

1.10 Type of Faculty/Programme

Arts	<input type="checkbox"/>	Science	<input type="checkbox"/>	Commerce	<input type="checkbox"/>	Law	<input type="checkbox"/>	PEI (PhysEdu)	<input type="checkbox"/>
TEI (Edu)	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	Health Science	<input type="checkbox"/>	Management		<input type="checkbox"/>	Yes <input type="checkbox"/>
Others (Specify)	<input type="text" value="Information Technology"/>								

1.11 Name of the Affiliating University (*for the Colleges*)

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

Autonomy by State/Central Govt. / University	<input type="text" value="-"/>		
University with Potential for Excellence	<input type="text" value="-"/>	UGC-CPE	<input type="text" value="-"/>
DST Star Scheme	<input type="text" value="-"/>	UGC-CE	<input type="text" value="-"/>
UGC-Special Assistance Programme	<input type="text" value="-"/>	DST-FIST	<input type="text" value="-"/>
UGC-Innovative PG programmes	<input type="text" value="-"/>	Any other (<i>Specify</i>)	<input type="text" value="-"/>
UGC-COP Programmes	<input type="text" value="-"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="6"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="2"/>
2.3 No. of students	<input type="text" value="3"/>
2.4 No. of Management representatives	<input type="text" value="1"/>
2.5 No. of Alumni	<input type="text" value="2"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="1"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="1"/>
2.8 No. of other External Experts	<input type="text" value="1"/>
2.9 Total No. of members	<input type="text" value="17"/>
2.10 No. of IQAC meetings held	<input type="text" value="2"/>
2.11 No. of meetings with various stakeholders:	Students <input type="text" value="2"/> Faculty <input type="text" value="2"/>
	Non-Teaching Staff <input type="text" value="2"/> Alumni <input type="text" value="1"/> Others <input type="text" value="1"/>
2.12 Has IQAC received any funding from UGC during the year?	Yes <input type="text"/> No <input checked="" type="checkbox"/>
If yes, mention the amount	<input type="text" value="-"/>
2.13 Seminars and Conferences (only quality related)	
(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC	
Total Nos.	<input type="text" value="28"/> International <input type="text" value="1"/> National <input type="text" value="1"/> State <input type="text" value="0"/> Institution Level <input type="text" value="26"/>

(ii) Themes

1. Organized a 2 day International Conference on “Computer Systems & Mathematical Sciences (ICCSMS-2016)” at the Institute during 18th - 19th November 2016.
2. Organised Faculty Development Programme (FDP) on the theme “How to make class interactive” on 5th Jan 2017
3. Organised Faculty Interactive Session on the theme “Research Initiative” on 19 Jan 2017
4. Organised Faculty Development Program on the theme, “Current Trends In Data Mining & Big Data Technologies" on 02th Feb 2017
5. Faculty Development Program on ‘Research Methodology and Data Analysis using SPSS & amp ;e-views’ on 08 Feb 2017
6. Organised a Seminar on Project Platform Selection for Major Project in BCA-IIIrd year on 23rd Dec. 2016
7. Organised a Seminar on Stock-Mind session for BBA students on 20th Feb 2017
8. Organised a Seminar on Summer Internship Programme for BBA 4 Semester Batch (2015-2018) on 20th April 2017
9. Organised a Workshop on “Big Data and Apache Hadoop Framework" for BCA students on 20th Sept. 2016
10. Organised a Workshop on “PHP” for BCA Batch 2014 - 2017 on 27th Sept. 2016
11. Organised a Workshop on “Time Management” on 30th Sept. 2016
12. Organised a Workshop on “Marketing Strategies of 21st Century Customers & Supply Chain Management” on 22nd Nov. 2016
13. Organised a Workshop on “Financial Literary” By SEBI on 28th Nov. 2016
14. Organised a Workshop on “ERP-SD”- Sales and Distribution” on 7th Dec 2016
15. Organised a Workshop on “Web Application Development Using PHP” on 23rd -24th Jan 2017
16. Organised a Workshop on “Mobile Application for DAV Public School” on 30th-31st Jan 2017
17. Organised a Workshop on “Java for BCA Students” on 14th – 15th Feb 2017
18. Organised a Workshop on “Data Structure using C” for BCA Students on 15th-16th Feb 2017
19. Organised a Workshop on “Python” for BCA Students on 20th -21st Feb 2017
20. Organised a Workshop on “Oracle Data Base & Implementation ” for BCA Students on 22nd -23rd Feb 2017
21. Organised a Workshop on “Importance of Mobile Apps” for BCA Students (Girls) on 20th Feb 2017
22. Organised a Workshop on “Mobile application Development” for BCA Students (Girls) on 20th -24th Feb 2017
23. Organised a National Conference on “Empowering Women – Creating Innovative Ecosystem” on 08th March 2017
24. Organised a Workshop on “Computer Network” for BCA Students on 09th March 2017
25. Organised a Workshop on “IOT” for BCA Students on 16th - 17th March 2017
26. Organised a Workshop on “Android” for BCA Students on 20th - 21st March 2017
27. Organised a Workshop on “Use of Excel in Finance ” for BBA Students on 17th - 18th March 2017
28. Organised a Workshop on “Financial Planning & Business Quiz” on 13th April 2017
29. Organised a Workshop on “MindVita” on 12th May 2017
30. Organised a Staff Development Program for the staffs of UG on 23rd January, 2016
31. Organised a Workshop (SDP) on “MS Excel” for Staff on 20th – 21st June, 2017 / 22nd – 23rd June

2.14 Significant Activities and contributions made by IQAC ---→

IQAC has taken initiative in development and appreciation of quality benchmark for various academic & administrative activities of the institution.

Some of the achievements are as follows:

- Provides exposure to current work practices to students with an opportunity to learn practically through interaction, working methods and employment practices by participating in Industrial Visits
- Students are being exposed through industry academia interface by participating in workshops, guest lectures and seminars outside.
- Providing quality education resulted in more numbers of students have secured rank in the university merit list.
- A full-fledged Personality Development & Career Counselling Cell Caters the need of the students.
- Regular feedback response is taken from students, parents, Alumni and other stakeholder. Efforts are being made to mitigate the gaps.

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
<ul style="list-style-type: none"> • Strengthening academic delivery to students and more focus on its outcome through achieving excellent University result. • Developing roadmap, action plan and monitoring mechanism for the year 2016-17. • Organising one international conference in Maths and Information Technology. • Organizing DST Sponsored EAC programme to create awareness about various components of entrepreneurship development process through lecture, discussion, interaction, and practical exercises. 	<ul style="list-style-type: none"> • Result awaited for the year (2016 – 2017) • *Academic calendar of the year 2016 - 2017 • International conference in Maths and Information Technology held on 18.11.2016 • **DST Sponsored <ul style="list-style-type: none"> ○ EACs – 10 ○ TEDP – 01 ○ FDP – 01 ○ WEDP – 01 ○ EDP - 01

<ul style="list-style-type: none"> • Focus on learning outcome on the part of students through delivery based Faculty Development Programmes • Focus on conducting workshops in different areas Like HRM, Marketing, Finance, IT & Entrepreneurship • Focus on 360 degree development of students by engaging them in different Clubs and Societies • Strengthening learning outcome based on Industry interaction through Guest lectures, CEO talks, Conferences, Industry Visits etc. • Involvement of alumni in various activities • Promoting research culture among faculty members through writing research papers. 	<ul style="list-style-type: none"> • Faculty Development Programme conducted: 04 <ul style="list-style-type: none"> ○ Faculty participation in FDPs outside the Institute: 07 • Seminar and workshops organised: 24 • “Entrepreneurship Cell” <ul style="list-style-type: none"> ○ Career counselling by senior alumni members. ○ Dance & Music Club ○ Mass Communication Club ○ Technotrix Club ○ Social Service Club ○ Theater Club ○ Literary Club ○ Sports Club ○ Library Club ○ Fine Arts Club ○ Yoga Club ○ IT Club ○ Finance Club ○ HR Club ○ Marketing Club • Industry Visits : 13 <ul style="list-style-type: none"> ○ Guest Lectures by foreign faculty / Expert : 05 ○ Guest Lecture organized : 21 ○ CEO Talk : 01 ○ Video Conference : 07 • Alumni Talk Series <ul style="list-style-type: none"> ○ BBA – 07.04.2017 ○ BCA – 18.03.2017 • Research Contribution / Book’s Chapters of the faculty <ul style="list-style-type: none"> ○ Book : 01 ○ Book Chapters: 03
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<ul style="list-style-type: none"> • International exposure to the students through foreign visit, lectures of International speakers etc. • Focus on conducting Value added course • Separately working Personality Development & Career Counselling Cell which helps in catering the need of the students • Planed & organize Corporate Quiz • Bridge Classes for Non mathematics / Non Account Students 	<ul style="list-style-type: none"> ○ Research papers in International Journals: 05 ○ Research papers in National Journals: 02 ○ Research papers in International conference proceedings : 09 ○ Research papers in National conference proceedings : 01 ○ International Conference Papers : 10 ○ National Conference Papers : 02 • Foreign Educational Visits <ul style="list-style-type: none"> ○ Bhutan – 29.11.16 to 07.12.16 ○ Dubai – 12.05.17 to 16.05.17 ○ Guest Lecture by Foreign Faculty/ experts : 05 • Value Added : <ul style="list-style-type: none"> ○ Finance BSE – Integrated Program in Financial Markets (IPFM) - 100 hrs ○ Marketing CETPA - Digital Marketing (50 hrs), ERP – SD, PDP (50 hrs) ○ IT CETPA - Software Testing (50 hrs) , Oracle (PL / SQL) 50 hrs • ***Six Modules for PDP • TRIVIA 2017 – 2nd Inter Corporate Quiz (The Brilliance of the World’s Brainiacs) held on 29.04.2017 • 20 Hrs Module Classes are conducted for Non mathematics / Non Account Students in BBA & BCA
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<ul style="list-style-type: none"> • Extending community services • Contribution for environment 	<ul style="list-style-type: none"> • Education Programme for underprivileged children” “Organized by Disha – A social Service Club, Cleanliness campaign • Tree Plantation Waste Papers recycled & Prepared Note Books
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*** Attach the Academic Calendar of the year as Annexure: 01**

**** Attached Event Calendar of DST Sponsored as Annexure: A₁**

***** Attached PDP Modules as Annexure: A₂**

2.16 Whether the AQAR was placed in statutory body

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Management	<input checked="" type="checkbox"/>	Syndicate	<input type="checkbox"/>
		Any other body	<input type="checkbox"/>
			<input type="checkbox"/>

Provide the details of the action taken:

Some of the recommendations given by the peer team for NAAC accreditation related to quality enhancement of the Institution have been implemented during the year 2016-17 and some are under implementation stage. Following efforts have been made in the year 2016-17 to ensure implementation of such recommendations:

- Focus on learning based pedagogy and monitoring on the basis of learning outcomes.
- Faculty & staff members who have completed their 10 years and 5 years continuous service with ITS have been awarded with outstanding association certificate and cash incentives.
- Free subscription of magazine and newspaper for the faculty
- Cash incentive for the faculty to encourage writing text books, case studies, research papers.
- Conducting Staff Development Programme(SDP) on MS excel & power point
- Throughout the year, as an on-going process, alumni members have been invited to take part in various institutional activities like
 - Interaction with fresher’s during orientation programme,
 - Guest lectures by alumni members,
 - Mentors for Summer Internship.
 - Career counselling sessions for students are being taken by senior alumni.
- Lecture through video conferencing
- Annual Alumni Meet
- Navtarang- Annual Cultural Fest

- TRIVIA- A quiz competition among the corporate houses (in 2016-17, 31 corporate houses participated in that event)
- DISHA – A Social Service Club - Education to the deprived children in slum areas of Ghaziabad.

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				
PG				
UG	2		02	7
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	02	00	02	07

Interdisciplinary				
Innovative				

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

The BBA and BCA programmes are governed by the Chaudhary Charan Singh University, Meerut. Course structure and syllabus are being decided by the affiliating University. In both the programmes students are offered subjects as per the university guidelines.

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	BBA-BCA courses: Three years full time course, comprise of six semesters.
Trimester	00
Annual	00

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

Mode of feedback : Online Manual 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 BBA & BCA programmes are decided by the Chaudhary Charan Singh University, Meerut. The syllabus was last updated in the year 2011.

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

Mass Communication Club

In the Media clubs students are supposed to engage with the media actively. The role of a teacher (Media club coordinator) is to help students to perform the activities which would help students to increase their understanding of mass media. Mass media as we know includes variety of vehicles like TV, Radio, Newspaper, magazines & new media which are used to communicate with the masses. These are in fact the mode of delivery of messages and are used for effective communication. Communication with the masses is very important as it involves a very large number of people but communication with the self, with our friends and relatives, with public is equally important. Hence the activities of the Media Club would begin with activities based on communication followed by the activities mentioned below:

Activity –

1. Ad mad Show
2. News letter Designing

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
39	37	1	1	0

2.2 No. of permanent faculty with Ph.D.

09

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
5	5	-	--	0	0	-	-	5	5

2.4 No. of Guest and Visiting faculty and Temporary faculty

-

12

-

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	26	39	00
Presented papers	10	02	00
Resource Persons	00	01	00

2.6 Innovative processes adopted by the institution in Teaching and Learning:

- Regular alumni interaction
- Delivery based, learner centric pedagogy
- Study abroad tour for students with focus on academic & industry exposure
- Merit and Performance Improvement Award to the students in every semester.
- Regular guest lectures, seminars on contemporary issues, and workshops under industry interaction initiative
- Organised video conferencing lectures for the faculty & students
- Industrial tour, live projects internship for the students
- PDP/ Value added certification programmes for students
- Specialised domain wise skill training
- Conducting classes on advance Excel for the students
- Inculcate and promote entrepreneurship culture among students through conducting EACS.
- Case based approach for practical learning

2.7 Total No. of actual teaching days during the academic year.

- 180 Days in an academic session as per rules and regulation of the affiliating body i.e Chaudhary Charan Singh University, Meerut, Uttar Pradesh

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

BBA & BCA courses are University affiliated programmes. Hence Institute follows the guidelines laid by the University for Internal and End term examinations.

Evaluation is based on internal assessment and end term examination. End term examination is conducted by university. Various components of internal evaluation are assignments, class test, presentations, case study and quizzes etc.

For each component of evaluation, the faculty members communicate the performance to the students.

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development

0	0	0
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as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students 85%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BCA (2016-17)	202	4.45	33.66	53.97		92.08
BBA (2016-17)	261	0.76	41.76	53.28		95.8

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. Encourages student's participation in co-curricular and extra-curricular activities organised by other institutions.
2. Online student's feedback system is there (feedback is collected in each subject, twice in a semester) for evaluation about the level of teaching and understanding.
3. Learner centric pedagogy with focus on student involvement and participation.
4. Internal/External marks are analysed and measures are being 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 (ADR) and weekly reports.
6. Extra-curricular and co-curricular activities are conducted 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:

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	0
UGC – Faculty Improvement Programme	04
HRD programmes	0
Orientation programmes	0
Faculty exchange programme	0
Staff training conducted by the university	02
Staff training conducted by other institutions	0
Summer / Winter schools, Workshops, etc.	05
Others	Faculty Development Programmes and MDPs organised by the Institute : 04
	Faculty Participation in FDPs and other events organised by other Institutions : 13
	Staff Development programmes Organised by the Institute : 02

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	19	-	1	-
Technical Staff	4	-	-	-

Criterion – III

3. Research, Consultancy and Extension

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

1. Encourages students to carry out Summer Internship and projects under the guidance of faculty mentor and Industry mentor.
2. Special classes for students for handling research related issues/ analysis.
3. Publication of e-magazines TATVA.
4. Publication of Yearly college magazine *Udaan- Scalling New Heights*
5. Motivating teachers for research work, publishing articles in the reputed International & National Journals.
6. Encouraging faculty members and students to participate in seminar & conferences.
7. Encouraging peer to peer discussion and learning through a faculty forum “Research Discussion”
8. Research incentive scheme for faculty.
9. Reward scheme for faculty who has published their research in qualitative journals
10. Free subscription of magazine and daily newspaper for the faculty.
11. On-duty leave for research work.

3.2 Details regarding major projects

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

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	19	-	10	-
Outlay in Rs. Lakhs	11,50,000/-	-	2,00,000/-	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	00	00	-
Non-Peer Review Journals	03	00	-
e-Journals	00	00	-
Conference proceedings	09	01	
News Letter			Institute publishes quarterly newsletter and monthly e-newsletter- TATVA.

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	2015-2016	DST-NIMAT	1,00,000/-	1,00,000/-
Interdisciplinary Projects	2016-2017	DST-NIMAT	11,50,000/-	8,05,000/-
Industry sponsored	2017-2018	DST-NIMAT	2,00,000/-	
Projects sponsored by the University/ College	2016-2017	SERT - DST	100000/-	100000/-
Students research projects (other than compulsory by the University)				
Any other(Specify)				
Total			15,50,000/-	10,05,000/-

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

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 - NIL

3.11 No. of conferences organized by the Institution

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

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year 2016-2017 Nil

3.15 Total budget for research for current year in lakhs:

From Funding agency From Management of University/College

Total

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

Total	International	National	State	University	Dist	College
5	-	<i>1- Asia pacific Education Excellence Award by ASSOCHAM for Best Private management College</i>	-	-	-	-

		<p><i>for UG Programme(BBA/BCA)-2016</i></p> <p><i>2-Best computer application college in India by CEGR, 2016</i></p> <p><i>Best private UG college in north India for Placement by CEGR, 2017</i></p> <p><i>3-Institute with Best Placement by IRMA, 2017</i></p> <p><i>4-DEWANG MEHTA National Education Award for encouraging Leader ship, 2016</i></p> <p><i>5-Best Management College in North India by GESA, 2017</i></p>				
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3.18 No. of faculty from the Institution who are Ph. D. Guides

and students registered under them

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

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:

University level State level

National level International level

3.23 No. of Awards won in NSS:

	University level	<input type="text" value="-"/>	State level	<input type="text" value="-"/>
National level	International level	<input type="text" value="-"/>		<input type="text" value="-"/>

3.24 No. of Awards won in NCC:

	University level	<input type="text" value="-"/>	State level	<input type="text" value="-"/>
National level	International level	<input type="text" value="-"/>		<input type="text" value="-"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="-"/>	College forum	<input type="text" value="-"/>	
NCC	<input type="text" value="-"/>	NSS	<input type="text" value="-"/>	Any other <input type="text" value="-"/>

*3.26 Major Activities during the year 2016-2017 in the sphere of extension activities and Institutional Social Responsibility

Institute is socially responsible and offers community services through social initiatives “Disha”- the Slum Education Programme for poor meritorious students on a regular basis. Students of BBA-BCA have adopted poor students of neighbouring schools for conducting sessions on education and hygiene at slum areas. 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 (Disha)

- 50+activities/classes conducted in the Slums of Ghaziabad.

Facilitating Meritorious Students from financially deserving class (Disha Lab)

- 10+Activities/classes conducted in the ITS, Ghaziabad campus.
- Weekly Sessions are organized to educate under privileged kids in the slum areas of Vasundhra

Other CSR Activities:

- Dental & Medical Check-up Camp
- Donation of Blankets & Old Clothes collected from faculty and staff and distributed among poor and needy
- Cancer Awareness Programme
- Tobacco and Drug Addiction Awareness Campaign
- Plantation Drive
- Blood Donation
- Green Campus Initiative
- Recycling of Paper

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)	2.04	-	Internal	2.04
Class rooms	36	03	Internal	39
Laboratories	02+(04 PG Labs are also shared upon special requirements)	-	Internal	02+(04)
Seminar Halls	02	-	Internal	02
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	-	-	-	-
Value of the equipment purchased during the year 2016-2017 (Rs. in Lakhs)	1040 Lakhs (103987481)	230.38 Lakhs (23038122)	Internal	1278.38 Lakhs (12,70,25,603.00)
Others	1 Board room 1 Common Room. 01 (Auditorium with 600 capacity)		Internal	

4.2 Computerization of administration and library

Computerisation of Administration:

Students of BBA & BCA Programmes are admitted through CCSU Online registration mode. Computerized records of related aspects of students are developed and maintained for different uses.

In BBA & BCA 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.

- Online feedback system for students to redress their grievances.
- Online system of lodging complains for faculty and staff members.

Computerisation of 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
- Publication of e-newsletter

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	42066	-	38	-	42104	-
Reference Books	2167	-	11	-	2178	-
e-Books	0	-	-	-	-	-
Journals	90	-	-	-	90	-
e-Journals	1102	-	-	-	1102	-
Digital Database	02	345318	1	16500	03	408463
CD & Video	3304	-	39	-	3343	-
Others (Old Bound Journals)	1552	-	40	-	1592	-

4.4 Technology up- gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	120	02	(50+10+10) MBPS	02	-	11	-	7
Added	NIL	0	0 MBPS	0	-	-	-	-
Total	120	02	(50+10+10) MBPS	02	-	11	-	7

- **Laptops are provided to all first year students of BBA and BCA, free of cost.**

4.5 Computer, Internet access, training to teachers and students and any other programme for technology up gradation (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 them during their academic programme

The Institute imparts training on Office productivity and skill enhancement to staff members with involvement of faculty members and help them sharpen their skills.

To make the Teaching Learning process more effective, selected classrooms are equipped with the technologically advanced "Smart Boards".

4.6 Amount spent on maintenance in lakhs :

i) ICT	Rs.1588711.00
ii) Campus Infrastructure and facilities	Rs.8434512.00
iii) Equipments	Rs.255291.00
iv) Others	Rs.8213011.00
Total :	Rs.18491525.00

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, counselling cell and grievance cell.
- Individual attention to the students by faculty mentorship programme.

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 (BBA, BCA). 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 BBA and BCA programme undergo Summer Internship.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1539	-	-	-

(b) No. of students outside the state

390

(c) No. of international students

Nil

Men	No	%	Women	No	%
	1082	70.30		457	29.78

	Last Year (2015-16)					Total	This Year (2016-17)					Total
	General	SC	ST	OBC	Physically Challenged		General	SC	ST	OBC	Physically Challenged	
BCA	202	12	0	51	0	202	147	11	0	65	0	223
BBA	234	16	1	73	0	324	268	14	0	72	0	354

Demand ratio 1:1.68

Dropout 6.02%

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

On demand of the students, arrangements are made for the following

- Coaching classes for competitive examinations for higher studies like CAT, MAT
- Coaching classes for competitive examinations like banks, Public sector units.

No. of students beneficiaries

Nil

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

- Institute has full fledged Personality Development Programme Cell monitored by faculty members and counsellors.

- 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 preparatory sessions and workshops for students before appearing in the interview process related to placement. No. of students benefitted are more than 250.

5.7 Details of campus placement

Number of Organizations Visited	<i>On campus</i>		<i>Off Campus</i>
	Number of Students Participated	Number of Students Placed	Number of Students Placed
32	230	159	44

5.8 Details of gender sensitization programmes

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

A Nukkad Natak on 'Women Empowerment' was organised by the students

5.9 Students activities

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

State/ University level	National level	International level
2	2	NIL

No. of students participated in cultural events

State/ University level	National level	International level
24	-	-

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

Sports: State/ University level	2	National level	2	International level	-
Cultural: State/ University level	13	National level	-	International level	-

5.10 Scholarships and Financial Support

	Number of students	Amount(Rs)
Financial support from institution (Year 2016-17)	146	46,95,500/-
Financial support from government (2016-17)	69 (Students apply for scholarship)	The amount is paid direct to student's bank a/c by DSWO so no calculation could be given on this part.
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 National level International level

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

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: NIL

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

<p>Vision: Creating a Thinking Professional Order</p> <p>Mission: To make incessant endeavour to create learning processes in response to changing managerial paradigms</p> <p>Objectives:</p> <ul style="list-style-type: none"> • 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 BBA & BCA programmes is decided by the affiliating University. The syllabus was last updated on 2011.

6.3.2 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.

6.3.3 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.

6.3.4 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 Ebsco & Capitaline
- 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.

6.3.5 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 Capitaline, Ebesco, Delnet.
- Library Automation
- Separate reference section
- Separate reading section with seating capacity of 75 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
- 2 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
- 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 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

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 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

6.3.7 Faculty and Staff recruitment

Faculty members and staff members have been promoted and recruitment is undertaken as per requirement.

6.3.8 Industry Interaction / Collaboration

A number of steps have been taken in this direction.

- Guest Lectures by Industry Experts Organised : 14 (BBA) + 7 (BCA)
- Company/ Industry Visit for the students : 13
- Expert talk panel discussion during seminar/ conferences :05

6.3.9 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.

6.4 Welfare schemes for

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

- **Medical Doctor and Dental Clinic on campus**

6.5 Total corpus fund generated

Amount Collected through fees:	Rs. 295809482.00
Corpus fund generates through MDPs & Training:	Rs. NIL
Income from conduction of examination:	Rs. 857200.00

6.6 Whether annual financial audit has been done Yes Yes No -

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 No

For PG Programmes Yes - No -

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

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.

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 BCA & BBA was organised on 03rd & 17th December, 2016
- Alumni interaction with the students during Orientation programme
- Guest Lectures by Alumni.
- Participation of Alumni as Judge at various institutional events
- News letter is sent to Alumni to keep them updated about the Institute activities
- Daily morning mailer containing links to important news.
- Alumni Talk Session

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, 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.

6.13 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
- Rain water harvesting
- Minimizing paper printing work.
- Communication through group email-ids

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 to enhance learning and teaching experience
- Value added programs with Industry partners (BSE, CETPA) for skill development
- Industry Institute interface for practical exposure
- Rich student experience
- Staff development programs for increasing efficiency.
- Faculty Development Programmes.
- Career Counselling Centre for providing career guidance

- Faculty incentives for nurture growth.
- Mentoring for giving individual guidance to students
- Placement Cell for providing placement opportunities
- Alumni association and network
- Educational Social Responsibility
- Use of eco friendly plants for welcoming the guest instead bouquet.
- Merit and Performance Improvement Award to the students in every semester/ trimester
- Orientation and reorientation 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

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.

- A grand alumni meet was organised on 17th December, 2016 for BBA & 03th December, 2016 for BCA
- During the year 21 guest lecturers / industry interaction were organised.
- Special classes were conducted for the weaker students.
- Throughout the year, as an ongoing process, Alumni are invited to take part in various activities of the institute.
- Students were a part of live projects.
- Students' participation in various events organised by Professional Bodies like: SEBI, Business Standard, FICCI

7.3 Give two Best Practices of the institution.

- 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

7.4 Contribution to environmental awareness / protection

- 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.

7.5 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:

- 22 years of excellence
- Affiliated to Chaudhary Charan Singh University, Meerut, U.P
- NAAC accredited BBA & BCA programmes
- An ISO certified Institute
- 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.

7.7 Plans of institution for next year

Institute has planned the following activities for the year 2017-18.

- 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, 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 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